

City of Goose Creek Police Department



Standard Operating Procedure Manual

**Harvey Becker
Chief of Police**

**GOOSE CREEK POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE MANUAL**

DISCLAIMER

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I UNDERSTAND THAT I AM RESPONSIBLE FOR READING AND COMPLYING WITH THE STANDARD OPERATING PROCEDURES OF THE GOOSE CREEK POLICE DEPARTMENT.

I ACKNOWLEDGE THE AVAILABILITY OF THE STANDARD OPERATING PROCEDURE ON THE DEPARTMENT'S COMPUTER NETWORK AND THAT PHYSICAL COPIES ARE AVAILABLE IN THE PATROL SQUAD ROOM, CRIMINAL INVESTIGATIONS DIVISION, AND RECORDS OFFICE. I UNDERSTAND THAT THE STANDARD OPERATING PROCEDURES MANUAL IS NOT A CONTRACT OF EMPLOYMENT. I UNDERSTAND THAT I MAY RECEIVE A COPY OF THE STANDARD OPERATING PROCEDURE MANUAL TO INCLUDE THIS DOCUMENT ON CD-ROM UPON REQUEST.

SIGNATURE (please use blue ink)

PRINTED NAME

DATE

Chapters

Chapter #1 – Organization

Chapter #2 – Administration

Chapter #3 – Patrol & Operations

Chapter #4 – Traffic

Chapter #5 - Training & Special Operations

Chapter #6 – Investigations

Chapter #7 – Professional Standards


Chapter #8 – Weapons & Tactics

Chapter #9 – All-Hazard Plan



Chapter 1

Organization

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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #1-01 | |
| <i>Agency Organization</i> | | | |
| Effective Date February 20, 2018 | Revision # 8 | Re-evaluation Schedule February | Amends/supersedes SOP #1-01 of 02/29/2016 |
| Notes/References: CALEA Standard(s) 11.1.1, 11.2.1, 11.3.1, & 11.3.2 | | # of Pages 5 | |

I. Purpose

To provide for the ideals and principles upon which the agency is structured and organized.

II. Policy

The organization of this agency will be structured to efficiently deliver services and achieve the objectives set forth in this agency's Organizational Goals, Purpose Statement, and Mission Statement. It is the intent of the leadership of the agency to provide an "Umbrella of Authority" beneath which subordinates may securely function. The character quality of orderliness is the foundation upon which the organization of this agency is based.

III. Procedure

A. Agency Directives

1. All directives promulgated within the agency will utilize the agency's Ideals, Purpose Statement, and Mission Statement stated herein as guidelines to ensure proper and consistent direction within the ranks of the police department.
2. All agency personnel are expected to know and adhere to agency directives.

B. Agency Ideals

1. The agency shall operate according to the following organizational ideals:



- a. Perform our duties in a manner consistent with the law and the founding principles of our nation;
- b. Operate under the principle of authority;
- c. Aspire to live according to the highest ideals of our profession;
- d. Foster trust in our relationships with the community, other staff members and our families;
- e. Promote stability in the community by commending those who abide by the law, supporting the family unit and building goodwill with those we serve;
- f. Discourage and prevent crime;
- g. Educate the community at large as to its role in establishing order and reversing moral decay;
- h. Generate voluntary compliance with the law; and,
- i. Awaken the conscience of lawbreakers by holding them accountable for the consequences of their actions under the law.

2. Agency Purpose Statement

The staff of the Goose Creek Police Department is committed to:

- a. Develop and promote exemplary personal character, professional integrity and a sense of honorable service within ourselves.
- b. Establish peaceful neighborhoods by providing coactive law enforcement and building vital, trust-based relationships.

3. Agency Mission Statement

As the enforcement arm of City Government, the Goose Creek Police Department seeks to serve the needs of its people, businesses, and community institutions for a safe, secure and



orderly environment by maintaining law and order, preserving the peace and interceding to bring lawbreakers to justice.

The police department fulfills its mission by ensuring that the highest quality of service is provided at all times and in every instance, and by the demonstrated commitment of police leadership to serve the staff and their families through the promotion of positive character qualities.

Investing time and energy into the development of positive character qualities will enable employees to successfully respond to life situations and establish trust-based relationships in their professional and personal lives.

C. Organizational Structure

1. Organizational components of the agency are established through a formal structure which is grouped by function, and:
 - a. Responsibilities of these areas and chain-of-command are clearly established, and available to every employee of the police department;
 - b. The principle of organizing and staffing components by function will remain constant; and,
 - c. Organizational configurations may be subject to change as this agency continues to evaluate the most effective means by which to meet the needs of an ever-evolving service population.
2. The structure of the agency consists of three major organizational components, each commanded by a Captain, to include the:
 - a. Field Services Division which is responsible for the delivery of 24 hour services to the citizenry in the form of patrols, call response, and both reactive and proactive enforcement efforts;
 - b. Support Services Division which is responsible for the provisions of direct support services that augment the Field Services Division;



- c. Administrative Services Division which is responsible for a variety of functions within the agency that provide administrative support to the Field and Support Services Divisions as well as direct service to the public.
 3. The Chief of Police receives direct support from the Assistant Chief of Police (Major), Professional Standards investigator (Lieutenant), and an Administrative Assistant.
 4. Personnel are allocated within the organization as provided for in SOP #1-04 (Allocation and Distribution of Personnel).
 5. The agency's organizational structure is depicted graphically on an organizational chart that is reviewed and updated as needed. The chart is accessible to all personnel on the agency's network and for public review on the agency's website.
- D. Unity of Command
 1. Organization within the agency is established with authority descending from superior to subordinate and responsibility ascending from subordinate to superior. The line of command is divided into three collateral types of authority:
 - a. Executive or command authority which is inherent by reason of the title and is automatically conferred upon and accepted by the employee upon execution of the Oath of Office or as directed by the Chief of Police.
 - b. Operational authority, which is inherent by virtue of operational necessity, e.g., patrol officers possess the authority to effect lawful arrests.
 - c. Functional authority, which is conferred by the nature of the duty, performed and is similar to operational authority except that functional authority is longer in term. For example, when an officer is functioning as an evidence technician or a traffic officer, as it relates to these functions, these officers have the authority to carry out the function assigned irrespective of rank or title.




- 2. Except when noted, command and control will be exercised in accordance with the rank and titles indicated in SOP #1-05 (Chain of Command).
- 3. Each employee is accountable to only one supervisor at any given time.

E. Authority and Responsibility

- 1. For the agency to succeed, responsibility must be accompanied by commensurate authority.
- 2. Authority to execute the required activity of each organizational component is delegated by the Chief of Police through the command structure to individual employees.
- 3. At every level in the agency, employees will be given authority and are expected to make decisions necessary for the effective execution of their responsibilities.
- 4. Each employee is accountable for the use of delegated authority and will be held accountable for their overall performance.
- 5. Supervisory personnel are accountable for the performance of employees under their immediate control.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #1-02 | |
| <i>Written Directives System</i> | | | |
| Effective Date January 15, 2016 | Revision # 5 | Re-evaluation Schedule January | Amends/supersedes SOP #1-02 of 09/21/2011 |
| Notes/References CALEA 11.4.3, 12.2.1, & 12.2.2 | | # of Pages 10 | |

I. Purpose

To establish a formal, standardized written directive system and format of correspondence for the agency.

II. Policy

The agency will employ a formal written directive system that provides employees with a clear understanding of the constraints and expectations relating to the performance of their duties along with operational standards to provide employees guidance and discretion to discharge their responsibilities. The character qualities of obedience, orderliness, and responsibility are key ingredients for the success of our written directives system.

III. Procedure

A. Written directives consist of any correspondence generated to guide or affect the performance and conduct of agency employees. The agency’s written directives include:

1. Standard Operating Procedures (SOPs)
 - a. SOPs are the cornerstone of the written directive system and document all long-term “orders” of the agency.
 - b. SOPs are indexed by chapter number and procedure number within the assigned chapter as follows:
 - (1) Chapter 1 – Organization;
 - (2) Chapter 2 – Administration;



- (3) Chapter 3 – Patrol and Operations;
- (4) Chapter 4 – Traffic;
- (5) Chapter 5 – Training and Special Operations;
- (6) Chapter 6 – Investigations;
- (7) Chapter 7 – Professional Standards;
- (8) Chapter 8 – Weapons and Tactics; and,
- (9) Chapter 9 – All-Hazard Plan.

2. Memoranda

- a. Memoranda of an in-house, advisory nature may be issued by any employee of the police department. Memoranda will apply only to the specific incidents, events, or personnel referred to in the memo and will only be effective until the conclusion of the event.
- b. Memoranda that are in effect for longer than 30 days are generally discouraged. In the event that the memorandum addresses a matter of long term importance, the Chief of Police may mandate that it be incorporated into the SOP format or issue an executive order as outlined in section III, A, 3 of this SOP.
- c. Memoranda issued by a supervisor to subordinate personnel are mandatory and may require an acknowledgment from the person to whom the memo is addressed.
- d. Memoranda issued by all other agency personnel are to be considered advisory in nature and will require no receipt.

3. Executive Orders

- a. The Chief of Police may issue a directive titled as an executive order by way of e-mail or written correspondence.



- b. Such orders will be issued in matters of great importance when time is limited such that an applicable SOP cannot be generated or amended.
 - c. Such orders remain in effect until the time specified in the order, until superseded by SOP, or rescinded by the Chief of Police.
 - 4. Schedules
 - a. Schedules record work days, off days, training, vacation, compensatory and holiday time off.
 - b. Schedules will be prepared by supervisors and may only be altered with their permission.
 - 5. Instructional Materials
 - a. Instructional Materials include all other written materials not specified above which may occasionally be issued by the agency or the City to guide performance.
 - b. Instructional materials include, but are not limited to, lesson plans, personnel policies, procurement procedures, memoranda from the City Administrator's Office, etc.
- B. Written Directive System Format
 - 1. The SOP manual is considered the official repository of agency policy, procedures, and rules and regulations.
 - 2. SOPs will be issued with a title, an assigned index number in the upper right corner, and the date of issuance and revision number.
 - a. Other written directives (such as work schedules, personnel orders, informative correspondence, and other instructional materials) may be issued by supervisors as intra-agency memoranda or in other miscellaneous formats.
 - b. These written directives will apply only to the specific incidents, events, or personnel referred to in the memorandum.



3. SOPs may contain statements of purpose, statements of policy, definitions, general and specific guidelines, or rules and regulations as component parts which are further defined as follows:
 - a. Policy statements are broad statements of agency principles. Policy statements usually do not establish fixed rules or set procedures for conduct of a particular activity, but rather, provide a framework for development of procedures.
 - b. Rules and regulations are both specific and broad in scope. Inasmuch as some of the department's rules and regulations might be based on the City of Goose Creek Employee Handbook, references to the Handbook may be made in lieu of duplicating those rules and regulations in SOP format.
 - c. Statements of purpose outline the major reasons for the issuance of the procedure.
 - d. Definitions clarify terms, define meaning, assist with interpretation, and otherwise serve to promote understanding of the written directive.
 - e. General or specific guidelines are outlined under the procedural section of a written directive. Procedures are guidelines for carrying out the activities of the agency.
4. Memoranda will generally be informally formatted, with headers reading: "To:"; "From:"; "Subject:"; and "Date:."
 - a. The text of the memorandum may be varied, depending upon its content.
 - b. Chief's or supervisor memoranda may have a due date in addition to the above, whenever an action or a response is mandated from a particular person by the content of the message.
5. Executive orders will follow the format of memoranda and may be issued by e-mail or written correspondence.



6. Schedules will be formatted in such a manner as to indicate the names of the personnel or their designated team/squad or radio call number and the assigned work hours by each day of the month.
 7. Other instructional materials may be formatted in various styles, whichever appears best calculated to impart the desired information to the reader.
- C. Issuance, Indexing, Purging, Updating, and Revision of Written Directives
1. Issuance
 - a. SOPs are issued, modified, and approved, only by authority of the Chief of Police and will be acknowledged by receipt from employees by way of a training form or other documentation.
 - (1) SOPs are in effect until modified and may only be updated by the issuance of an amended procedure by the Chief of Police.
 - (2) Loose-leaf binders will be maintained in the patrol squad room, the criminal investigations bureau, the training office, the communications center and in the records bureau.
 - (3) Division Commanders or their designees are responsible for the aforementioned loose-leaf binders and will place newly issued directives in their respective manual(s), purge outdated directives, and conduct general maintenance of their manual(s).
 - (4) Additionally, all SOPs will be maintained on the computer network for accessibility to all personnel.
 - b. Memoranda are issued directly to the person or group being advised or held responsible for the content of the memorandum.
 - (1) If a memorandum is of interest to all members of the agency, it will be posted on agency bulletin



boards until the event or for 30 days, whichever occurs first.

(2) Memoranda covering subjects of great importance may have an acknowledgment section on the document, requiring an initial that an employee has read the memorandum.

- c. Executive orders may be issued by e-mail to affected parties, by way of written correspondence to affected parties, or by way of posting on bulletin boards throughout the agency.
- d. Schedules will be maintained in the manner determined by respective division commanders. Schedules do not have to be acknowledged in writing.
- e. Instructional material will be issued directly to all employees with a copy placed in the roll-call book and on the bulletin board, if applicable. Written acknowledgment is not required unless specifically requested.

2. Indexing

- a. SOPs will have a title and an assigned index number in the upper right corner as headers on each page.
- b. Memoranda will be indexed by date and will remain posted or in effect only until the specific event which they cover occurs.
 - (1) Memoranda titled executive order will be indexed by date of issue and remain in effect as specified in the memoranda.
 - (2) As per subsection III, item 2, memoranda addressing matters of long term importance may be re-issued as an SOP at the discretion of the Chief of Police.
- c. Executive orders will be indexed by year and consecutively by the number of the order beginning with the number 01 at the beginning of each year.



- d. Schedules will be maintained until the effective date and then disposed of when no longer in effect.
 - e. Instructional materials will not be indexed, but may be issued to an individual employee for follow-up. If affecting current events, these instructional materials may be placed upon agency bulletin boards for 30 days to inform employees.
3. Purging
- a. SOPs will remain in effect until an official replacement or deletion order is issued by the Chief of Police. When SOPs are replaced or deleted, the former version will be immediately removed from all issued and maintained loose-leaf binders and archived on the computer network.
 - b. Memoranda are automatically purged whenever the event that is the subject of the memorandum occurs, or within 30 days, whichever occurs first. Memoranda titled executive order will be purged when superseded by the amendment or creation of an applicable SOP or when directed by the Chief of Police.
 - c. Executive orders will be reviewed annually and purged as necessary based upon specifications in the order, superseding SOP, or rescinding by the Chief of Police.
 - d. Schedules are purged whenever the period covered by the schedule has passed.
 - e. Instructional materials are effective until the specific event (if pertinent), or for no more than 30 days, or until otherwise revised, updated, or replaced.
4. Updating and revision
- a. SOPs will be reviewed annually on a scheduled maintained by the Assistant Chief of Police. Updated or revised SOPs will be issued as described in Section III, C, 1, a above. Supervisors will thoroughly acquaint themselves with all new or revised SOPs and ensure their personnel are in compliance.



- b. Whenever possible, a draft copy of SOPs will be circulated for review and comment by the command staff of the agency at least 5 days prior to their promulgation.
 - (1) SOPs which affect a specific group of employees (such as supervisors) or a specialized function (such as criminal investigation) will generally be sent to the groups or individuals responsible for its implementation for comments prior to promulgation.
 - (2) During this review, every effort will be made to ensure that the proposed SOP revisions or updates do not contradict current SOPs or applicable statutes.
- c. Any employee of the agency may initiate a review for possible revision of a particular procedure by writing a request to the Chief of Police in memorandum format stating the SOP index number, the reason for the requested revision, and any suggestions for modification.
- d. Memoranda are not updated, but new memoranda may be issued to indicate any changes in conditions.
- e. Executive orders will rarely be updated or revised as the idea is to incorporate them into existing or new SOP. In the event this must occur, the Chief of Police will issue a superseding executive order.
- f. Schedules are updated by supervisors as the need occurs. Supervisors will make every effort to provide timely notification to affected personnel.
- g. Other instructional materials normally will not be updated, but may be replaced with an appropriate procedure or another issued memorandum.



D. Authority and Applicability of Written Directives

1. Written directives are to be considered guidelines for carrying out agency activities. Directives are generally mandatory when the terms “shall”, “will” or “must” are used in the directive. SOPs are generally advisory when the terms “may”, “can” or “should” are used in the directive. Discretion for deviation from procedure by sworn personnel is permitted only if any of the following apply:
 - a. When the circumstances in a particular incident are such that common sense dictates a deviation from the directive. When this deviation occurs, an officer must be prepared to offer reasons which would lead a majority of supervisory staff in the agency to believe that adherence to procedure in this instance would have been detrimental to effective, coercive law enforcement and/or would have been substantially detrimental to the agency or community at-large. (See SOP #1-06 (Authority and Use of Discretion)).
 - b. When specifically and lawfully ordered by a supervisor to handle a situation differently (See SOP #1-05 (Chain of Command)).
 - c. If a procedure conflicts with federal, state or local law, the applicable law will supersede agency policy.
 - d. When the employee’s personal safety or the safety of others would be substantially jeopardized.
2. Violations of written directives will only form the basis for agency administrative sanctions consistent with SOP #7-10 (Corrective Action Procedures) unless the violation rises to constitute a criminal act as determined by an independent investigation and/or judicial finding.
3. The Chief of Police may cancel, delete, revise, amend or make additions to any procedure or written directive of the agency, or initiate and issue any new or additional directive as deemed necessary.



E. Accreditation Standards and Maintenance


1. The latest edition of *Standards For Law Enforcement Agencies* published by the Commission on Accreditation for Law Enforcement Agencies (CALEA) serves as a cornerstone for the development of agency policy and procedure.

2. It is ultimately the responsibility of the Accreditation Manager, as designated by the Chief of Police, along with the Command Staff to ensure the timeliness and maintenance of all directives and accomplishment of periodic reports, reviews, and other activities mandated by applicable standards.
 - a. The latest software suite promulgated by CALEA will be utilized to manage standards and associated documentation.

 - b. The Accreditation Manager may maintain calendars, spreadsheets, and other systems to augment the capabilities of CALEA software.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #1-03 | |
| <i>Oath of Office</i> | | | |
| Effective Date September 14, 2011 | Revision # 2 | Re-evaluation Schedule September | Amends/supersedes SOP #021 of 10-01-2007 |
| Notes/References CALEA Standard 1.1.1 | | # of Pages 2 | |

I. Purpose

To prescribe the oath of office for sworn personnel.

II. Policy

All personnel, prior to assuming sworn status, will take and subsequently abide by an oath of office to enforce the law and uphold the Constitution of the United States. Personnel will exercise the character qualities of honor, justice, and responsibility when taking the oath of office.

III. Procedure

A. All personnel, prior to assuming sworn status, will take and subsequently abide by an oath of office. The oath shall:

1. Include an oath to enforce all applicable laws and to uphold the Constitution of the United States and the State of South Carolina;
2. Be administered by the Chief of Police or person(s) so designated in his absence; and,
3. Be signed by the Chief of Police, Mayor of Goose Creek, City Administrator and the individual being sworn in.

B. The oath of office shall read as follows:

OATH OF OFFICE

I, [Name of Officer], do solemnly swear that I am qualified, according to the Constitution of this State, the United States and the City of Goose Creek, South Carolina, to exercise the duties of the office of




Police Officer, to which I have been appointed. I will, to the best of my ability, discharge the duties thereof, and preserve, protect and defend the Constitution of this State and of the United States.

As a Police Officer of the City of Goose Creek, South Carolina, I will equally, fairly and impartially enforce all laws of this State and the City of Goose Creek, South Carolina, and bring to justice any and all violators of any laws or ordinances to the best of my ability and skill. I will exercise the trust reposed in me, and will use my best endeavor to preserve the peace and carry into effect according to law the purpose for which I have been appointed. So help me God.

- C. A copy of the signed oath of office will be retained in the agency files.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #1-04 | |
| <i>Allocation and Distribution of Personnel</i> | | | |
| Effective Date January 24, 2018 | Revision # 4 | Re-evaluation Schedule December | Amends/supersedes Prior SOP #1-04 of 11/18/2016 |
| Notes/References CALEA 21.2.2, 21.2.3 & 21.2.4 | | # of Pages 4 | |

I. Purpose

To establish guidelines for the allocation and distribution of personnel within the agency.

II. Policy

The agency will utilize personnel in the most effective manner and in accordance with budget provisions, applicable job descriptions, agency standards, and service demands. The agency will proactively monitor the allocation and distribution of personnel and make necessary adjustments to provide the most effective and efficient services possible. Demonstration of the character qualities of alertness, discernment, and responsibility will ensure our success in these endeavors.

III. Procedure

A. Position Management

1. The Chief of Police, with the assistance of the agency’s command staff, is ultimately responsible for the maintenance of the position management system for the agency.
2. The Chief of Police will maintain a close working relationship with City administration to ensure the following information is accurate and that the personnel needs of the agency are met:
 - a. Identity of the number and type of each position authorized in the agency budget;
 - b. Location of each authorized position within the agency’s organizational structure; and,



- c. Position status information, whether filled or vacant, for each authorized position in the agency.
 3. The city's human resource department maintains job descriptions for all agency positions.
 - a. Employees have access to the job descriptions via the city's intranet or by request to the human resource department.
 - b. Job descriptions will be reviewed at least every four years by agency personnel.
 - (1) The Professional Standards Lieutenant will announce the review and prepare a report bearing any deficiencies reported by agency personnel in a format that is organized by job description.
 - (2) The Chief of Police will review the report then forward final recommendations, if any, to the city's human resources director for consideration.

B. Allocation of Personnel

1. The allocation of personnel is the assignment of personnel to organizational components.
2. The Chief of Police will allocate personnel to organizational components in accordance with budgetary provisions and ongoing and formal workload assessments (see section III, D of this SOP).

C. Distribution of Personnel

1. Distribution of personnel is the assignment of personnel within each organizational component according to functional, spatial, and/or temporal workload demands.
2. A careful effort will be made to monitor the individual workload within the organizational components to ensure that workload assignments are distributed equally among personnel.



3. Division commanders are responsible for the distribution of personnel within their organizational components with the concurrence of the Chief of Police.
4. Distribution of personnel within organizational components will be formally assessed as described in section III, D of this SOP.

D. Workload Assessments

1. At least every four years, the Assistant Chief of Police and division commanders will conduct a formal, comprehensive, documented workload assessment to include the current allocation and distribution of personnel within their organizational component and forward it to the Chief of Police.
2. The assessment must include measurable workload figures to include observable or forecasted trends and recommendations which may include but are not limited to re-allocation of personnel to other organizational components, redistribution of personnel within their current organizational component, and/or requests for additional personnel/specialized units.
 - a. Uniformed officers' assessment must include at least a review of service demand (ex.: Calls for service, crime reports, collisions, etc.) versus available staffing levels.
 - b. Investigators' assessment must include at least a review of cases not assigned and cases assigned as compared to available investigative time and clearance types.
 - c. Other sworn and non-sworn functions' assessments must include at least a review of the assigned workload as it compares to available staffing time and failure rates, if applicable.
3. The assessment will include final conclusions and recommendations for the distribution and/or allocation of personnel.

E. Utilization of Civilian Personnel

1. Whenever appropriate, the agency will encourage the utilization of civilian employees, and will ensure that law enforcement



officers are assigned to activities requiring commensurate authority.


- 2. Positions not requiring sworn personnel will be specified as civilian positions and staffed accordingly.
- 3. Sworn personnel are not to be permanently assigned into a civilian position. This does not preclude temporary assignments such as an officer assigned to dispatch duties during personnel shortages, light duty assignments, etc.

F. Minimum Patrol Staffing

- 1. The Field Services Division Commander, with the approval of the Chief of Police, will establish minimum patrol team staffing.
- 2. Team supervisors will ensure that minimum patrol staffing requirements are maintained.
- 3. Team supervisors who are unable to meet these requirements with assigned personnel must notify the Field Services Division Commander of shortages and proposed remedies.

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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #1-05 | |
| <i>Chain of Command</i> | | | |
| Effective Date August 30, 2012 | Revision # 3 | Re-evaluation Schedule August | Amends/supersedes SOP #043 of 09-22-2009 |
| Notes/References CALEA Standards 12.1.2, 12.1.3, & 12.1.4 | | # of Pages 4 | |

I. Purpose

To establish command protocol within the agency.

II. Policy

The Chief of Police is the chief executive officer of the agency whose authority is granted by City ordinance. Law enforcement authority is granted to police officers from the Chief of Police through the various levels of supervision within the agency. All employees, regardless of sworn or civilian status, must follow lawful directives. Employees will exercise the character qualities of deference, honor, and obedience in carrying out directives and negotiating the routine and non-routine situations that are presented daily.

III. Procedure

A. Command Protocol

1. The agency's chain of command is as follows:
 - a. The whole Council;
 - b. The Mayor (Chief Executive Officer);
 - c. The City Administrator (Chief Administrative Officer);
 - d. The Chief of Police;
 - e. The Assistant Chief of Police;
 - f. Command officers (Captains and above);



- g. Supervisory officers (Lieutenants, Sergeants, and Corporals); and,
 - h. Patrol personnel (all personnel not holding rank).
 - 2. In the absence of the Chief of Police, command of the agency falls to the next level in accordance with Sections III, A, 1 & 3 of this SOP unless otherwise directed by higher authority.
 - 3. In the unusual event members of commensurate rank must resolve the matter of command authority, the member with the most service time in the current rank shall be in command. If both members share the same promotion date, the years in service in the previous rank shall be considered.
- B. Normal Field Operations
 - 1. Unless specific written directives or higher ranking authority dictates otherwise, the Uniform Patrol Shift Supervisor has command responsibility for field operations which take place during his/her shift.
 - 2. When Command Staff is off duty or otherwise unavailable, the Shift Supervisor has command responsibility for both operations and support functions.
 - 3. In situations involving personnel of different functions engaged in a single operation, the Patrol Shift Supervisor has command responsibility.
 - a. If an operation is in a specialty area, such as a major criminal investigation or a fatal or serious traffic accident, etc., the Shift Supervisor may voluntarily relinquish control of the scene to a supervisor or officer charged with that particular function. In such a case, that individual is charged with the command of personnel and resources assigned specifically to that scene and operation.
 - b. Any dispute of command for a particular function or situation shall be resolved in favor of the Shift Supervisor and subsequently be reviewed by the Chief of Police or his/her designee.

4. All other supervisors will notify the Shift Supervisor of operations or details scheduled to take place during his/her shift. Exceptions will be made in the event of operations of a classified nature.

C. Lawful Orders

1. The term “lawful order” will be construed as an order in keeping with the performance of any duty prescribed by law or agency rule, or for the preservation of order, efficiency and proper discipline.
2. Employees will obey all lawful orders from superiors, including any order relayed from a superior by a member of the same or lesser rank. Employees, regardless of rank or position, will obey lawful orders promptly.
3. The willful neglect or deliberate refusal of an employee to obey any lawful order given by a superior will be considered insubordination. Flouting the authority of any superior by manifest disrespect or by disputing orders will be considered insubordination.

D. Unlawful Orders

1. No commander or other supervisor shall knowingly and willfully issue any order which is in violation of any law, statute, ordinance, or agency directive.
2. No employee is required to obey any order which is contrary to law, statute, ordinance, or agency directive.
3. Any employee who is given an unlawful or improper order will respectfully bring the matter to the attention of the superior issuing the order.
4. Refusal to obey an order is the employee’s responsibility and that employee will be required to justify his/her actions.
5. Any employee who is given an unlawful order will, at the first opportunity, report in writing the full facts of the incident, including his/her action(s), to the Chief of Police via the proper chain of command.



E. Conflicting Orders

1. Employees given an otherwise lawful and proper order which is in conflict with a previous order will respectfully inform the supervisor issuing the order of conflict.
 - a. If the supervisor does not alter or retract the conflicting order, it will stand.
 - b. Under these circumstances, the responsibility for the conflict will be upon the supervisor and the subordinate employee will not be responsible for neglecting to obey the previous order.

2. When any such conflicting order is received by radio communication, the subordinate employee will attempt to bring notice of the conflict to the issuing supervisor by telephone or personal contact.

3. If circumstances do not allow telephone or personal contact, the receiving employee will explain the nature of the conflict as discreetly and succinctly as possible via means available. Under no circumstances will any personnel engage in debate in public or over the radio.


F. Agency Staff Meetings/Agency Communication

1. The Chief of Police and/or the Command Staff will conduct meetings with their respective staffs as deemed necessary. Staff members will be responsible for disseminating information conveyed during such meetings as necessary.

2. Other means by which the Chief of Police, Command Staff, and other members of the agency may communicate information are via memoranda to be posted on agency bulletin boards, roll call briefings, briefings provided at agency-wide training sessions, intradepartmental correspondence, electronic mail, etc.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #1-06 | |
| <i>Authority and Use of Discretion</i> | | | |
| Effective Date July 31, 2012 | Revision # 2 | Re-evaluation Schedule July | Amends/supersedes SOP #019 of 07-17-2009 |
| Notes/References CALEA Standards 1.1.3, 1.2.1, 1.2.6, 1.2.7, & 2.1.1 | | # of Pages 4 | |

I. Purpose

To define the basis and limits of authority and to establish guidelines for the use of discretion and alternatives to arrest for the sworn personnel.

II. Policy

Much of the authority and discretion possessed by police officers is broad in scope, with the inherent ability to deprive individuals of their two most precious possessions - their freedom and their lives. Officers must always be vigilant to exercise caution to avoid the misuse or abuse of these powers. Officers have a choice of a number of alternatives to handle situations, and only through competence, character, and conscientious application of these traits can a police officer balance the rights of individuals with the rights of our society. Officers must be men and women of integrity who aspire to foster trust-based relationships.

III. Procedure

A. Legally Mandated Authority

1. The Federal Constitution, South Carolina Constitution and the South Carolina Code of Laws define the scope and limits of law enforcement authority as it pertains to the enforcement of laws, statutes and ordinances.
2. South Carolina Code of Laws §5-7-30 and §5-7-110 vests law enforcement officers with the authority to enforce the laws of the State and the ordinances of the jurisdiction in which they are appointed. It authorizes the municipality to appoint police officers.



3. The City of Goose Creek Code of ordinances authorizes and establishes the police department (§33.020) and grants its officers the authority to carry out all duties assigned by way of statute, ordinance, resolution, directive, rule, or regulation (§33.026).
4. City of Goose Creek Police Officers are vested with the authority and responsibility to enforce all of the criminal and traffic laws of the State of South Carolina and the ordinances of the City of Goose Creek within the corporate limits of the City of Goose Creek. Maps are available to all personnel depicting the geographic boundaries of the corporate limits.
5. Police powers outside the City Limits are limited to arrests for felonies and actions as a part of mutual aid agreements, metro drug agreements, and/or hot pursuits within Berkeley County or within a three mile radius outside the corporate limits (see SOP #3-03 (Police Vehicle Pursuit Guidelines)). However, it should be noted that the pursuit must be initiated within corporate limits to fall within these parameters.

B. Use of Discretion and Public Perception

1. Discretionary power is the power of free decision, or latitude of choice within certain legal bounds. When this power is poorly exercised, discretionary power may be viewed by the public as favoritism, bias or corruption and may undermine or destroy trust-based relationships. As such, it is imperative that officers, when exercising discretionary power, take into consideration:
 - a. The goals and objectives of the agency;
 - b. The best interests of the public one serves;
 - c. Any mitigating circumstances; and/or,
 - d. The volatility of the situation at hand.
2. Officers must approach the citizenry with their ultimate goal being justice and not solely allow a subject's attitude dictate one's use of discretion.
3. Generally, officers may exercise discretion of alternatives to arrest in misdemeanor offenses where a warrant has not yet been



issued, but no discretion is allowable in felony offenses or in crimes of violence where probable cause exists. Officers who need guidance in exercising discretion should refer to procedures or contact a supervisor for assistance.

4. Officers should not exercise discretion in instances which allow a violation of law to continue.

C. Alternatives to Arrest

1. The power of arrest granted to police officers is one of the alternatives available under circumstances that require some form of police action. Alternatives include the issuance of citations or the use of court summons in non-violent criminal situations. Other less serious violations may allow the use of verbal warnings.
2. The State Uniform Traffic Ticket (UTT) may be used as follows:
 - a. Use of the State Uniform Traffic Citation is permitted in lieu of obtaining an arrest warrant for traffic offenses, a number of designated State criminal law offenses, and municipal violations when those violations are committed in the presence of the officer (see §56-7-10 and §56-7-15).
 - b. As provided for in §56-7-10 and §56-7-15, the officers may cite and release offenders except as follows:
 - (1) Cases wherein an arrest is necessary to prevent further violence;
 - (2) The protection of human life or quelling of a disturbance must be accomplished;
 - (3) The violation is a General Sessions offense; and/or,
 - (4) The offense is Driving Under the Influence, Criminal Domestic Violence, Assault and Battery, Possession Of Illicit Drugs, Shoplifting, Resisting Arrest, and in any other case in which the subject cannot be properly identified.




- c. Any exception to the procedures enumerated in Section III, C, 2, b of this SOP must first be approved by the supervisor and must be made for good cause.
 - d. Cases involving juvenile traffic offenders shall be set before an adult court of appropriate jurisdiction as provided by South Carolina Code of Laws, §63-3-520.
3. In lieu of formal action, an officer may exercise discretion and choose informal action to resolve an incident as follows:
- a. Referrals - The officer shall offer referrals to other agencies and organizations when, in his/her discretionary judgment, it is the most reasonable alternative for the offender and the violation.
 - b. Informal Resolution - The officer, at his/her discretion, may offer informal resolutions to situations and conflicts when, in the officer's best judgment, the situation can be adequately resolved by use of a verbal warning, informing the proper agency or organization, advising parents of juvenile activity, etc.
 - c. Warnings - A warning may be issued by an officer when, in his/her discretionary judgment, it is the most reasonable alternative for the offender and the violation.

D. Personal and Supervisory Accountability

- 1. The procedures contained herein are by no means intended to undermine or otherwise detract from the lawful practices of agency personnel, nor is it intended to be utilized as a tool by which the individual employee may step out from under the umbrella of authority without fear of appropriate corrective measures being taken.
- 2. Ultimate authority is entrusted to the supervisor in cases where more than one course of action may be appropriate. Officers are expected to practice deference and reverence in such cases.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #1-07 | |
| <i>Character Based Rules of Conduct</i> | | | |
| Effective Date December 20, 2011 | Revision # 4 | Re-evaluation Schedule December | Amends/supersedes SOP #700 of 12-18-2009 |
| Notes/References CALEA Standard 1.1.2, 12.2.1, 26.1.1, & 26.1.2 | | # of Pages 12 | |

I. Purpose

To recognize and reinforce the good character agency personnel already possess and demonstrate.

To build trust-based relationships with the citizenry and with co-workers through the application of character based rules of conduct.

II. Policy

The staff of the Goose Creek Police Department is committed to:

Develop and promote exemplary personal character, professional integrity and a sense of honorable service within ourselves.

Establish peaceful neighborhoods by providing coercive law enforcement and building vital, trust-based relationships.

III. Procedure

A. Agency Mission Statement

As the enforcement arm of City government, the Goose Creek Police Department seeks to serve the needs of its people, businesses, and community institutions for a safe, secure and orderly environment by maintaining law and order, preserving the peace and interceding to bring lawbreakers to justice.

The police department fulfills its mission by ensuring that the highest quality of service is provided at all times and in every instance, and by the demonstrated commitment of police leadership to serve the staff and their families through the promotion of positive character qualities.



Investing time and energy into the development of positive character qualities will enable employees to successfully respond to life situations and establish trust-based relationships in their professional and personal lives.

B. Organizational Goals

To successfully accomplish our mission, we, the Chief of Police, officers and staff of the agency, agree to:

1. Perform our duties in a manner consistent with the law and the founding principles of our nation;
2. Operate under the principle of authority;
3. Aspire to live according to the highest ideals of our profession;
4. Foster trust in our relationships with the community, other staff members and our families;
5. Promote stability in the community by commending those who abide by the law, supporting the family unit and building goodwill with those we serve;
6. Discourage and prevent crime;
7. Educate the community at large as to its role in establishing order and reversing moral decay;
8. Generate voluntary compliance with the law; and,
9. Awaken the conscience of lawbreakers by holding them accountable for the consequences of their actions under the law.

C. Why Character is More Important than Achievement

1. Character Motivates Achievement

Character determines performance. When our staff demonstrates the character qualities essential for success, we will be successful. Improved efficiency, higher morale, and greater accomplishments will flow from internalized standards of attitude and behavior.



2. Character Builds Relationships

Positive character qualities reinforce teamwork on the job, strengthen harmony in the family and build trust into relationships. Negative attitudes, on the other hand, break down relationships resulting in tensions from anger, disrespect, disloyalty, dishonesty and lack of initiative. These adverse dispositions have a direct impact on our effectiveness, our professionalism and our ability to accomplish our mission.

3. Character Increases Health

Research has shown that positive attitudes reflected in friendly smiles, cheerful words and sincere praise boost the immune system, reduce stress and improve our sense of physical, emotional and spiritual wellness.

4. Character Reduces Injuries

Staff members who exhibit character qualities such as attentiveness, obedience and alertness are less prone to injure themselves or others.

5. Character Development is Wise Law Enforcement

The demonstration of positive character qualities by those in authority inspires others to emulate them. Restoration of moral integrity in our communities reduces crime and increases stability. These in turn contribute to the maintenance of peace, order and safety in our neighborhoods. In short, character is essential to the accomplishment of our mission and objectives. Consequently, it is agency policy to utilize character qualities for hiring, advancement, corrective action and terminations. Specific training programs will be instituted for this purpose.

6. Character Protects Against Liability

It is well established under the law that outbursts of anger, poor judgment, lack of self-control, inattention to duty, deception and prejudice can lead to liability. Vicariously, supervisors and others in authority can be held liable for negligence in selection, training, retention and supervision of other staff members that do not exhibit proper character traits. Therefore, character development



provides insulation from a myriad of performance problems including civil and criminal liability.

D. How Hiring Negligence Laws Require Character Emphasis

1. In South Carolina there are now laws under which an employer is held liable for the actions of one employee toward another.
2. If, for example, an employee exhibits outbursts of anger, and the employer does not take steps to help him overcome his anger or remove him, the employer will be held liable for any damage which occurs to any other employee as a result of the outbursts of this employee.
3. The same liability occurs when an employee lacks self-control and engages in sexual harassment of another employee.
4. Under the negligent hiring doctrine, an employer can be held directly liable for his failure to exercise reasonable care in the selection of his employees. In addition, an employer can be held liable for negligent retention when he retains employees that are dangerous to other employees or third parties.
5. Employers need to “adequately supervise” and maintain competent employees and thus avoid liability for their conduct.

E. Organizational Philosophy

1. The philosophy of the police department is based on the concepts of community oriented policing and coercive law enforcement. Essentially, this philosophy is grounded in the idea that community problems relating to crime, fear of crime and neighborhood decay can best be solved through a coercive partnership between law enforcement and the communities they serve.
2. Building vital, trust-based relationships reduces public apathy and tolerance for crime which creates strongholds for criminal activity. It is the destruction of these strongholds and the restoration of moral integrity in our neighborhoods that are the best weapons in our fight against crime.



3. Crime prevention, problem solving, and character development are essential to the successful implementation of this philosophy.

F. Moral Standards

1. As caretakers of community morals, the police department promotes high standards of professional and personal conduct. Behavior that is unlawful, immoral, unethical, adulterous, or promiscuous is unacceptable. Likewise, conduct that is unbecoming, involves moral turpitude, brings the police department into disrepute, discredits the staff or impairs our ability to accomplish our objectives is prohibited.
2. Staff members shall not use their official positions for personal gain, for obtaining special privileges or for avoiding consequences of illegal acts. Members must make every effort to keep their financial affairs in order, being especially diligent to meet their financial obligations.
3. Sexual Harassment
 - a. Good judgment should dictate our behavior when dealing with members of the opposite sex in the workplace. Sexual harassment has been defined as unwelcome sexual advances or other conduct of a sexual nature that unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment. Sexually explicit language, jokes, written communications, gestures or printed material may also constitute sexual harassment.
 - b. Sexual harassment is a serious matter and will not be tolerated by the Chief of Police. Severe corrective action may be incurred up to termination of employment.
 - c. To guard against sexual harassment, staff members should strive to demonstrate the character qualities of discretion, reverence, sensitivity, deference and tolerance. When these character qualities are practiced, they create a workplace that is not offensive, threatening or hostile to others. This includes ensuring a work environment free from sexual harassment.



4. Fraternalization
 - a. Fraternalization with fellow staff members in the form of dating, courting or intimate physical relationship is strongly discouraged. Behavior that could be construed as suggestive is discouraged as well.
 - b. In any event, behavior that is observed, indiscrete, or results in a founded complaint, or behavior that affects the workplace will be subject to corrective action up to termination of employment.
 - c. Supervisors are strictly prohibited from fraternizing with subordinate personnel regardless of their relationship in the chain of command and regardless of sworn or civilian status.
5. Humor and Folly
 - a. Humor is an effective way to relieve stress in the workplace, break the tension associated with difficult situations and can often be employed to generate voluntary compliance in the performance of our duties. Good-natured humor is acceptable in the workplace but is only appropriate at certain times and under certain circumstances. Humor is not offensive to others.
 - b. Folly, on the other hand, involves, mocking, jesting, teasing and pranks that are, or could be, offensive to others. Folly is often an immature attempt to produce laughter at the expense of others. Folly also includes slander and gossip. It is not appropriate in the workplace.
6. Use of Gender Specific Pronouns

The police department may refer to unknown individuals using the pronouns he, him, himself or his. This merely reflects the common English usage of these words and does not indicate a preference for the male gender.



7. Performance of Duty

In keeping with our caretaker role, staff members must never mistreat persons or property entrusted to their care. Sworn officers must not use more force that is absolutely necessary and legally permissible under the circumstances; nor handle weapons in a careless or imprudent manner; nor make any arrest, search or seizure that is not in accordance with the law and departmental procedures.

8. Use of Alcohol

Alcohol may not be consumed while on-duty, unless under direct and specific orders from a supervisor. Off-duty use must not result in a staff member reporting for work with his fitness for duty impaired or behavior that discredits him or the police department. Staff members must be wise and discreet in this matter (See also Section XIV – Substance Abuse Policy in the Employee Handbook).

9. Use of Tobacco

Due to the health hazards to the user and others, the use of tobacco, including smokeless tobacco, is discouraged. Smoking and the use of smokeless tobacco is prohibited inside any police vehicle, police department facility, public buildings or other designated non-smoking areas, when in formation, involved in a police action or in direct contact with a member of the public.

10. Drug and Alcohol Screening

To ensure compliance with the law, a safe working environment, fulfillment of our official duties and protection of our reputation in the community, drug and alcohol testing will be performed on current and potential staff members to determine their fitness for duty (See also Section XIII – Substance Abuse Policy in the Employee Handbook).

11. Personal Hygiene and Appearance

To demonstrate the character qualities of deference and discretion, our staff is expected to maintain high standards of personal hygiene and appearance in dress, grooming, cleanliness



and modesty. Dress should be chosen on the basis of appropriateness, safety and the effect it will have on others. Faddish clothing, hairstyles and accessories that communicate symbolic messages which are inconsistent with the mission and image of the police department should be avoided.

12. Police Department Functions

In our efforts to promote strong families, police department functions will be designed with the family in mind and will include spouses and children whenever possible.

13. Recognition and Evaluation

To promote excellence in character, staff members will be recognized and evaluated based on their demonstration of character qualities. Specific training will be instituted for this purpose.

G. The Ideals of Law Enforcement

1. As a Goose Creek Police Officer, I pledge to honor the sacred trust placed in me by God and the community I serve by guarding the thoughts and attitudes as I purpose to:
2. Always remain submissive to those in authority over me, in faithful obedience, realizing that I do not represent myself, but the trust of the people, the authority of the government, and the Office of the Chief of Police.
3. Maintain a humble attitude that is reverent and grateful in spirit, even in the face of resistance and disrespect.
4. Refrain from vulgar, obscene, coarse or offensive language.
5. Demonstrate courtesy when interacting with others.
6. Maintain my readiness for duty by seeking proper rest, diet and exercise.
7. Strengthen the foundational unit of order in our society, the family, by bestowing love, provision, direction and protection to my own family; and supporting and encouraging others to do the



same. Free myself from bitterness, anger or prejudice toward others; never responding violently out of wrong attitudes, but using only that amount of force necessary to accomplish the lawful objectives that are consistent with those authorities placed over me.

8. Protect my moral purity by living a life of virtue that is separated from evil, immoral, illegal or unethical behavior.
9. Never compromise my integrity through the acceptance of bribes or gratuities in exchange for professional consideration; never steal from or defraud others; and diligently protect property entrusted to my care.
10. Respond truthfully to those in authority over me, taking special care to be truthful when under oath; and come immediately forward when made aware of unlawful conduct on the part of others.
11. Exercise contentment with my position, pay and status; never pursuing dishonorable gain, nor envying the success of others.

H. Law Enforcement Code of Ethics

1. As a law enforcement officer, my fundamental duty is to serve the community; 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 to liberty, equality and justice.
2. I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will 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 both in 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.



3. I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and the 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.
4. 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 the police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.
5. I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to reinforce and improve my level of knowledge and competence.
6. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession ... law enforcement.

I. Character Qualities

1. The Character Training Institute, which serves as a guide for the agency's "Character Reinforcement Program", identifies a total of 49 character qualities (see pocket guide).
2. Character is what affects our decisions, words, attitudes, goals, relationships, and, ultimately, our actions. As we build character, the outcomes of our life decisions become more successful. Character is the summation of principles into positive personal attributes which are obtainable and can be developed and reinforced. Character constitutes the qualities built into an individual's life that determine his or her response, regardless of circumstances. Technology advances, information expands, and the world changes but the building blocks for producing effective individuals, families, communities, and workplaces – character qualities – do not change.



3. Reinforcing Character
 - a. Character is reinforced by identifying specific attributes that make you a person of character.
 - b. Character is reinforced by focusing on one character quality at a time in order to understand its nature, importance, and benefits.
 - c. Character is reinforced by relating each quality to the workplace and discovering how you can apply it to experience its rewards.
 - d. Character is reinforced by recognizing how your co-workers demonstrate the character you need in life, praising them for specific qualities and learning from them.
 - e. To assist our employees with character reinforcement, pocket guides bearing the working definitions of all forty-nine (49) character qualities will be distributed to all employees.

J. Key Terms

1. Character – the willingness to do what I say I will do.
2. Competence – being able to do what I say I will do.
3. Integrity – being who I represent myself to be.

The combination of character and competence is integrity.

K. Character Reinforcement Training

1. Each month, the agency hosts a character reinforcement training session, during which a member of the department gives a presentation on one character quality. The focus of training is to recognize and reinforce the character our employees already possess.




- 2. Each employee will be recognized annually during their month of hire for their positive demonstration of a specific character quality.

- 3. These training sessions are open for guests to attend.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #1-08 | |
| <i>Inventory and Control of Agency-Owned Property</i> | | | |
| Effective Date March 9, 2018 | Revision # 6 | Re-evaluation Schedule March | Amends/supersedes SOP #1-08 of 03/25/2016 |
| Notes/References CALEA Standards 17.5.1, 17.5.2, & 46.1.8 | | # of Pages 4 | |

I. Purpose

To provide guidelines for inventory and control of agency-owned property.

II. Policy

All employees are responsible for the care and maintenance of assigned agency-owned property. Division commanders are responsible for the inventory of unassigned property and/or equipment assigned to their respective divisions to include that which is considered part of the agency’s critical incident plan. Personnel should exercise the character qualities of orderliness and responsibility when addressing the inventory and control of agency-owned property.

III. Procedure

A. Issued Property

1. The Administrative Services Division Commander or his/her designee will issue/coordinate the issue of uniforms, vehicles, and equipment to new hires and issue replacements as necessary.
2. All employees are responsible for the care and maintenance of City property issued to them.
3. Supervisors should proactively monitor the condition of property issued to subordinates and take proper action to repair or replace defective or unserviceable items.
4. Employees should immediately report to their supervisor any issued property that is lost or damaged to facilitate timely repair or replacement.



5. The Administrative Services Division Commander or his/her designee will receive issued property from transferring or departing employees and handle it as follows:
 - a. Functional equipment will be stored for future issue.
 - b. Broken/damaged equipment will be repaired if feasible and/or practical.
 - c. Unserviceable equipment will be disposed of in accordance with the provisions of this SOP.
- B. Stored Property
1. Division commanders are responsible for the care, maintenance, and inventory of City property not individually assigned but maintained by their respective divisions.
 2. Stored property should be inspected for operational readiness periodically as part of the division monthly readiness inspection process. This includes equipment designated for use in the agency's critical incident plan.
 3. The Administrative Services Division Commander, or designee, will conduct an inspection of the equipment and supplies maintained for operation of the City's/Agency's Emergency Operations Center (EOC).
- C. Inventory Procedures
1. The agency will verify the inventory of agency-owned property annually by way of property listings furnished by City Hall.
 2. The Administrative Services Division is responsible for inventory related matters and its assigned personnel will act as liaison to the representative in City Hall on such matters.
 3. Procured Property
 - a. All property procured by the agency that is not expendable with a unit cost of \$5,000 or greater and a useful life of one year or greater is considered a fixed asset and will:



- (1) Be recorded on a Fixed Asset form and a property identification number issued;
 - (2) Have a serialized City property identification number decal affixed thereon in a readily identifiable location (exceptions to this are items such as vehicles and in such cases, the decal may be attached to the fixed asset form); and,
 - (3) Be promptly reported to City Hall.
 - b. All property procured by the agency that is not expendable having a unit cost between \$500 and \$4,999 and a useful life of one year or greater is considered a lesser-value asset and will:
 - (1) Be recorded on a Lesser-Value Asset form and a property identification number issued;
 - (2) Have a serialized City property identification number decal affixed thereon in a readily identifiable location (exceptions to this are items such as firearms and in such cases, the decal may be attached to the fixed asset form); and,
 - (3) Be promptly reported to City Hall.
 - c. Any property having a unit cost of \$499 or less that is subject to theft or by its very nature should be tracked on inventory, may be recorded as a lesser-value asset as described in Section III, C, 3, b above.
 - d. The original fixed or lesser-value asset form will be maintained by the agency's records bureau and a copy will be forwarded to the City's Finance Director within three (3) days of the procurement.
4. Property Disposal
 - a. Disposal of fixed assets requires the approval of the Chief of Police, the City Administrator, and City Council.




- b. Requests to dispose of fixed assets should be submitted in writing to the City Administrator through the chain-of-command with the applicable fixed or lesser-value asset form attached. The request should include:
 - (1) Justification for disposal of the item(s);
 - (2) The date of purchase and original cost;
 - (3) The estimated actual (present) value (include actual mileage when disposing of vehicles); and,
 - (4) The recommended method of disposal.
- c. Lesser-value assets require the approval of the Chief of Police.
- d. Disposal methods will normally include destruction or sale by a third party auctioneer. Any other method must be approved by the City Administrator and City Council when applicable.

D. Property Records Retention

- 1. Fixed and lesser value asset sheets will be maintained by the agency's records bureau until the property is properly disposed of.
- 2. Fixed and lesser value asset sheets for property that has been disposed of will be maintained in accordance with the City's records retention policy.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #1-09 | |
| <i>Bias-Based Policing</i> | | | |
| Effective Date April 25, 2018 | Revision # 5 | Re-evaluation Schedule April | Amends/supersedes SOP #1-09 of 04/18/2016 |
| Notes/References CALEA Standard 1.2.9 & Section 56-5-6560 of the S.C. Code of Laws | | # of Pages 3 | |

I. Purpose

To unequivocally denounce the practice of bias-based policing and provide for timely review of practices and corrective action if undesirable practices are identified.

II. Policy

The agency forbids its personnel from initiating field contacts, traffic stops, seizure or forfeiture proceedings or other action(s) or otherwise responding to situations based exclusively upon, and in the absence of specific and articulable facts and/or circumstances that may point to one or more of these identifying characteristics as part of a suspect description: a citizen’s race, ethnic background, gender, sexual orientation, religious preference, economic status, age, cultural group or any other identifiable group affiliation. Instead, agency personnel will rely on sound training and tactics and work within the confines of the law to investigate crimes and identify and arrest offenders using the thresholds of “reasonable suspicion” and “probable cause” within their legal context to accomplish lawful goals. The demonstration of the character qualities of wisdom, justice, and discretion will ensure the lawful and successful completion of our mission.

III. Procedure

A. Prohibition of Bias-Based Tactics

1. Stops, seizures, detention, and searches of citizens will be conducted in accordance with the provisions of SOP #3-19 (Arrests, Searches, and Seizures) and current case law.
2. Seizure and forfeiture efforts will be carried out in accordance with SOP #6-04 (Property and Evidence Control).




3. Distinguishing characteristics of persons may be used to narrow the scope of investigations or identify certain persons as described in Section II of this SOP.
 4. Non-enforcement encounters (records window, 911, etc.) will be handled based on the situation at-hand regardless of the existence or any of the distinguishing characteristics or factors listed in Section II of this SOP.
- B. Complaints and Remedies
1. Any complaint of bias-based policing and/or service delivery will be accepted and investigated in accordance with the provisions of SOP #7-02 (Internal Investigations).
 2. Sustained complaints will be addressed in accordance with SOP #7-10 (Corrective Action Procedures).
- C. Enforcement Data Collection
1. Enforcement personnel will collect race, sex, and age data on enforcement documents and warning documents as required by Section 56-5-6560 of the S.C. Code of Laws.
 2. Race, sex, and age data will be recorded in the appropriate software applications in accordance with the latest document routing requirements.
- D. Annual Administrative Review
1. On an annual basis, the Assistant Chief of Police or designee will publish an administrative review of the agency's enforcement practices, any bias-based policing and/or service complaints received, and any citizen concerns observed for the past year to include the findings, actions taken, and any observable trends in agency practices.
 2. The Chief of Police and Command Staff will consider the review and summary along with any legal updates/changes to determine what, if any, policy changes and/or updates to training and/or tactics may be required.

E. Training Required

1. Initial training on this topic will be conducted as prescribed in the latest edition of the agency's training catalog.
2. Refresher training on this topic will be conducted as prescribed in the latest edition of the agency's training catalog.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #1-10 | |
| <i>Canons of Police Ethics</i> | | | |
| Effective Date January 20, 2012 | Revision # 2 | Re-evaluation Schedule January | Amends/supersedes SOP #025 of 09-18-2008 |
| Notes/References CALEA Standard 1.1.2 | | # of Pages 5 | |

I. Purpose

To provide agency personnel with a canon of ethics that will complement the agency's character-based philosophy of public service.

II. Policy

This formally adopted canon of ethics will be utilized by sworn and civilian (in proper context to their position) personnel in their pursuit of the highest standards of ethical conduct in public service. When applied in its proper context, this directive will serve as a guideline in matters that may not necessarily be covered by other directives and as a complement to the character-based rules of conduct enumerated in SOP #1-07. The character qualities of justice, self-control, and truthfulness are essential to promoting ethical conduct.

III. Procedure

- A. The agency subscribes to the *Canons of Police Ethics* as adopted by the International Association of Chiefs of Police (IACP) as follows:

Article 1. Primary Responsibility of Job.

The primary responsibility of police service, and of the individual officer, is the protection of the people of the United States through the upholding of their laws; chief among these is the Constitution of the United States and its amendments. The law enforcement officer always represents the whole of the community and its legally expressed will and is never the arm of any political party or clique.



Article 2. Limitations of Authority.

The first duty of the law enforcement officer, as an upholder of the law, is to know its bounds upon the officer enforcing it. Because the officer represents the legal will of the community, be it local, state or federal, the officer must be aware of the limitations and proscriptions which the people, through the law, have placed upon the officer. The officer must recognize the genius of the American system of government which gives to no person, groups of persons, or institution, absolute power, and the officer must be sure that he or she, as a prime defender of the system, does not pervert its character.

Article 3. Duty to be Familiar with the Law and with Responsibilities of Self and Other Public Officials.

The law enforcement officer shall assiduously apply himself or herself to the study of the principles of the laws which the officer is sworn to uphold. The officer will make certain of his or her responsibilities in the particulars of their enforcement, seeking aid from superiors in matters of technicality or principle when these are not clear. The officer will make special effort to fully understand his or her relationship to other public officials, including other law enforcement agencies, particularly on matters of jurisdiction, both geographically and substantively.

Article 4. Utilization of Proper Means to Gain Proper Ends.

The law enforcement officer shall be mindful of his or her responsibility to pay strict heed to the selection of means in discharging the duties of office. Violation of law or disregard for public safety or property on the part of an officer are intrinsically wrong; they are self defeating in that they install in the public mind a like disposition. The employment of illegal means, no matter how worthy the end, is certain to encourage disrespect for the law and its officers. If the law is to be honored, it must first be honored by those who enforce it.

Article 5. Cooperation with Public Officials in the Discharge of their Authorized Duties.

The law enforcement officer shall cooperate fully with other public officials in the discharge of authorized duties, regardless of party affiliation or personal prejudice. The officer shall be meticulous, however, in assuring the propriety, under the law, of such actions and shall guard against the use of office or person, whether knowingly or



unknowingly, in any improper or illegal action. In any situation, the officer shall seek authority from a superior officer, giving the superior officer full report of such service or action.

Article 6. Private Conduct

The law enforcement officer shall be mindful of the special identification of an officer, by the public, as an upholder of the law. Laxity of conduct or manner in private life, expressing either disrespect for the law or seeking to gain special privilege, cannot but reflect on the police officer and the police service. The community and the service require that the law enforcement officer lead the life of a decent and honorable person. Following the career of a law enforcement officer gives no person special requisites. It does give the satisfaction and pride of following and furthering an unbroken tradition of safeguarding the American Public. The officer who reflects upon this tradition will not degrade it, rather the officer shall so conduct his or her private life that the public will regard the officer as an example of stability, fidelity, and morality.

Article 7. Conduct Toward the Public.

The law enforcement officer, mindful of responsibility to the whole community, shall deal with individuals of the community in a manner calculated to install respect for its laws and its police service. The law enforcement officer shall conduct his or her official life in a manner such as will inspire confidence and trust. Thus, the officer will be neither overbearing nor subservient, and no individual citizen has an obligation to stand in awe of, or a right to command, the officer. The officer will give service where he or she can, and require compliance with the law. The officer will do neither from personal preference or prejudice, but rather as a duly appointed officer of the law, discharging a sworn obligation.

Article 8. Conduct in Arresting and Dealing with Law Violators.

The law enforcement officer shall use the powers of arrest strictly in accordance with the law and due regard to the rights of the citizen concerned. Office gives the officer no right to prosecute the violator nor to mete out punishment for the offense. The officer shall, at all times, have a clear appreciation of the responsibilities and limitations regarding detention of the violator; officers shall conduct themselves in such a manner as will minimize the possibility of having to use force. To this end, the officer shall cultivate a dedication to the service of the people and



the equitable upholding of their laws whether in the handling of law violators or in dealing with the law abiding.

Article 9. Gifts and Favors.

The law enforcement officer, representing government, bears the heavy responsibility of maintaining, in the officers' conduct, the honor and integrity of all government institutions. The officer shall, therefore, guard against placing him or herself in a position in which any person can expect special consideration is being given. Thus, the officer should be firm in refusing gifts, favors, or gratuities, large or small, which can, in the public mind, be interpreted as capable of influencing an officer's judgment in the discharge of duty.

Article 10. Presentation of Evidence.

The law enforcement officer shall be concerned equally in the prosecution of the wrong-doer and the defense of the innocent. The officer shall ascertain what constitutes evidence and shall present such evidence impartially and without malice. In so doing, the officer will ignore social, political, and all other distinctions among persons involved, strengthening the reliability and integrity of an officer's word. The law enforcement officer shall take special pains to increase his or her perception and skill of observation, mindful that in many situations the officer is the sole impartial testimony to the facts of a case.

Article 11. Attitude Toward Profession.

The law enforcement officer shall regard the discharge of his or her duties as a public trust and recognize his or her responsibility as a public servant. By diligent study and sincere attention to self-improvement, the officer shall strive to make the best application of science to the solution of crime and, in the field of human relationships, strive for effective leadership and public influence in matters affecting public safety. The officer shall realize the importance and responsibility of the office, and hold police work to be an honorable profession rendering valuable service to the officer's community and country.




B. Mandatory Training

Ethics training will be conducted as specified in the latest agency training catalog.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #1-11 | |
| <i>Employee Benefit Programs</i> | | | |
| Effective Date February 20, 2018 | Revision # 5 | Re-evaluation Schedule February | Amends/supersedes SOP #1-11 of 02/15/2012 |
| Notes/References CALEA Standard 22.1.3 | | # of Pages 3 | |

I. Purpose

To inform all agency employees of the benefits provided to them by the City.

II. Policy

It is the policy of the City of Goose Creek to provide competitive benefit programs and liability protection to those classes of employees who qualify for such. The information herein does not supersede and is not intended to be in conflict with the City of Goose Creek Employee Handbook or other applicable City directives. Employees should exercise the character qualities of alertness, initiative, and responsibility as they explore the City’s benefit programs and finalize any options with regard to individual programs.

III. Procedure

A. Benefit Programs

1. Retirement Programs

- a. The city participates in the defined benefit plans managed by the South Carolina Public Employee Benefits Authority (PEBA). Terms of participation, contribution rates, and retirement eligibility are determined by PEBA.
- b. The city offers a variety of defined contribution plans which can be explored by contacting the Human Resources Director.
- c. Police officers do not contribute to Social Security.




2. Health Insurance
 - a. The city provides health insurance coverage (third-party administered) for all full-time employees.
 - b. Specifics on coverage and cost are determined by the latest contract negotiated by the City.
 - c. The City's Human Resources Director acts as the plan administrator and is available to assist employees during regular business hours.
3. Disability and Life Insurance
 - a. The city provides long-term disability and life insurance coverage plans.
 - b. The costs, terms, and limits of coverage are determined by the latest contract negotiated by the City.
 - c. Details on terms and limits of coverage are available from the Human Resources Director.
4. Professional/Tort Liability Insurance
 - a. All employees (sworn and civilian) are provided with \$1,000,000 of tort liability insurance coverage, the cost of which is borne by the City.
 - b. The insurance is provided by the South Carolina Municipal Insurance and Risk Financing Fund (SCMIRF).
5. Educational Benefits
 - a. The City offers an educational benefits program.
 - b. The provisions of the educational benefits program are outlined in the City of Goose Creek Employee Handbook.
6. Wellness/Fitness Program
 - a. The City sponsors a wellness/fitness program available to all City employees (see SOP #2-13).



- b. Participation in the wellness/fitness program is voluntary.
- 7. South Carolina Criminal Justice Academy (SCCJA) Bonuses
 - a. Any SCCJA basic law enforcement training (BLET) student (full academy) that wins the J.P. Strom academic award will receive a one-time \$1,000 cash bonus.
 - b. Any SCCJA BLET student that wins the Clifford Moyer marksmanship award will receive a one-time \$500 cash bonus.
 - c. Any SCCJA BLET student that wins the Director’s Physical Fitness Award will receive a one-time \$500 cash bonus.
- B. Employee Responsibilities
 - 1. It is incumbent upon each employee to regularly review benefits schedules and be familiar with the options available and the limitations of coverage in the respective plans.
 - 2. Employees are encouraged to contact the City’s Human Resources Director to discuss any questions or concerns they may have.

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| Per Order | Harvey Becker, Chief of Police | <i>Harvey Becker</i> |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #1-12 | |
| <i>Personal Appearance</i> | | | |
| Effective Date July 27, 2018 | Revision # 1 | Re-evaluation Schedule July | Amends/supersedes SOP #1-12 of 10/13/2015 |
| Notes/References CALEA Standard 22.1.6 & City of Goose Creek Employee Handbook. | | # of Pages 6 | |

I. Purpose

To provide all agency personnel with procedures that augment the City of Goose Creek Employee Handbook’s governance of personal appearance.

II. Policy

The agency recognizes the importance of employee appearance in establishing the credibility of individual employees and the agency in the eyes of the citizenry. Employees will adhere to the procedures enumerated herein when maintaining their personal appearance when carrying out the agency’s mission. Matters that invariably arise that do not fit neatly within a category addressed in this procedure will be handled cautiously and with a conservative spirit. The provisions of this SOP augment the provisions of the Personal Appearance Policy as specified in the City of Goose Creek Employee Handbook. The general provisions herein apply to all agency personnel; specific provisions apply as stated. Exercising the character qualities of discretion, obedience, and wisdom is essential to promoting the professionalism of our agency through personnel appearance and thus earning and maintaining the trust of our citizenry.

III. Procedure

A. General Appearance

1. Due to evolving generations and trends, it is impossible to enumerate every actual or potential scenario to govern agency expectations for grooming, hygiene, and attire; therefore, employees are expected to present themselves as professional public servants by way of professional grooming, hygiene, and attire.



2. Where not specifically provisioned or prohibited in the City of Goose Creek Employee Handbook or this SOP, supervisors are vested with authority to make immediate decisions regarding personnel appearance to preserve the image of the City. Employees will heed such decisions but may pursue any remaining contention as provided for in Section III, A, 3 of this procedure.
3. Matters involving personnel appearance that remain in contention between the supervisor and employee after immediate remedies were taken shall be brought to the attention of the Chief of Police by way of the affected employee's chain of command.
 - a. Matters that remain in dispute may be pursued by way of the City's grievance procedure.
 - b. The Chief of Police's final determination will be implemented pending any grievance proceedings pursued.

B. Hair

1. Employees must keep head and facial hair clean, combed, and in a neat and professional style that does not detract from the image of the City or draw undue attention. Dreadlocks, rat-tails, mullets, or any other fad hairstyles to include colors other than natural (purple, green, yellow, etc.) are prohibited.
2. Male police officers must have neat appearance with hair cut above collar and cleanly shaven neck.
 - a. Mustaches must be neatly trimmed and maintained above the crease of the lips. Color requirements are the same for head hair.
 - b. Sideburns must be neatly trimmed and may not extend beyond the lower ear opening (pork-chops and other fads are not permissible). Color requirements are the same for head hair.
 - c. Uniformed police officers must shave their faces daily prior to duty. Beards, goatees, or other facial hair (except mustaches as provided) are prohibited when in uniform.



3. Female police officers may not have hair longer than shoulder length unless it is secured in a bun, pinned up, or raised above the shoulder in another fashion.
 - a. Braiding may only be utilized as a means to hold hair up in a bun or configuration.
 - b. Devices for holding hair up must be unobtrusive and present a neat and professional appearance.
- C. Fingernails
1. Fingernails must be maintained clean and neatly trimmed to no more than $\frac{1}{4}$ inch from the tips of the fingers.
 2. Fingernails may be painted by female officers in colors that are conservative and do not draw undue attention.
 3. Male officers must maintain their fingernails in the natural color; however, clear coatings may be used based on personal need.
 4. Police officers may not wear jewelry or ornamentation on fingernails. Civilian staff will give due consideration to the conservative, professional image the agency seeks to maintain.
- D. Cosmetics
1. Cosmetics applied must be in good taste with colors that blend with natural skin tones and enhance natural features. Exaggerated or trendy cosmetic styles may not be worn.
 2. The use of unusually long eyelashes and colored or uneven hair extensions is not permitted.
 3. Lipstick may be worn by female officers to enhance the natural color and size of their lips. Colors that draw undue attention may not be used.



E. Tattoos and Other Skin Modifications

1. Personnel will have no visible tattoos, branding, or intentional scarring of any kind on their face, scalp, or hands.
2. Tattoos, brandings, or intentional scarring that are gang related, that convey sexual, racial, religious, ethnic, or related intolerances, that promote a partisan political statement or expression, or that portray derogatory or offensive characterizations contrary to the values of this agency are prohibited.
3. Tattoos, brandings, or intentional scarring that tend to draw undue attention due to bold colors, etc. must be covered.

F. Jewelry

1. Employees may wear jewelry as provided for in this SOP but should consider that jewelry is optional and will not be replaced by the agency if lost or damaged during the performance of duty.
2. Uniformed officers may wear a single wristwatch, a wedding ring, and a class or organizational ring on the arm and hands. Uniformed officers may not wear visible necklaces.
3. A single pair of earrings may be worn by female sworn officers. The earrings must be conservative in nature, be a single post device (no dangling appendages, etc.), and must be worn in both ears or not at all.
4. Male officers on undercover assignment may wear earrings as necessary to facilitate their role. Male officers in uniform may wear clear posts to maintain their earring opening.
5. Medical alert bracelets may be worn on the wrist opposite the wristwatch or on either wrist if no wristwatch is worn.

- G. Piercings, Exotic Prosthetic Implants, and Body Modifications
1. Employees are not permitted to wear tongue rings (or display a split tongue), eyebrow rings, cheek rings, face chains, or any other ornamental jewelry on or about the face. The large hoops that are utilized to enlarge holes in the earlobe may not be worn.
 2. Employees may not work in public view if they have non-therapeutically installed studs, horns, buttons, or other prosthetic devices under the skin that are designed to alter the natural bony structures of the face or other areas of the body not covered by clothing.
 3. Teeth must bear their natural color, be free of ornamental designs/logos, and may not be non-medically modified or intentionally altered in shape.
- H. Corrective Lenses
1. Employees are prohibited from wearing contact lenses that alter the natural eye to non-natural colors such as yellow, white, red, etc. or appearances such as Cat Eye, Hyponotica, Knock Out, Zebra, or Zoom In, etc.
 2. Employees are prohibited from wearing eyeglasses that draw undue attention due to their color, size or design, or detract from the professional image all employees are expected to exhibit.
 3. Only black eyeglass or sunglass straps may be used to secure eyeglasses behind the head.
- I. Hygiene
1. Employees are expected to be cognizant of the potential for emitting offensive body odor.
 - a. Employees are encouraged to wear antiperspirant or deodorant to prevent or mask offensive body odors.
 - b. Employees must consider their working environment and the potential for excessive perspiration and body odor during their work day.



- 2. Employees must maintain a clean and healthy state of dental hygiene.
 - a. Employees must brush their teeth/gums and use mouthwash as may be necessary to avoid offensive breath odor.
 - b. Teeth must appear clean and regularly brushed.


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| Per Order | Harvey Becker, Chief of Police |  |
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Chapter 2

Administration

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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #2-01 | |
| <i>Planning & Research</i> | | | |
| Effective Date April 25, 2018 | Revision # 4 | Re-evaluation Schedule April | Amends/supersedes SOP #2-01 of 04/27/2016 |
| Notes/References: CALEA Standards 15.1.1, 15.1.2, 15.1.3, 15.1.4, 15.2.1, & 15.2.2 | | # of Pages 4 | |

I. Purpose

To provide procedures for the administration of the planning and research function within the agency.

II. Policy

The agency will utilize planning and research strategically in its formulation of operational goals and objectives and the vision of its multi-year plan. The Command Staff is tasked with functional responsibility for planning and research; however, all levels of the agency are encouraged to provide input and may be polled regarding their individual areas of responsibility. The character qualities of discernment, resourcefulness, and responsibility are key components of our planning and research efforts.

III. Definitions

- A. Planning and Research – The development of strategies for accomplishing the agency’s goals and objectives and the research conducted to support those strategies.
- B. Goal – A relatively broad statement of the end or result that one intends ultimately to achieve. A goal usually requires a relatively long time span to achieve and, whenever possible, should be stated in a way that permits measurement of its achievement.
- C. Objective – An end or result that one intends to attain in order to achieve partial fulfillment of a goal. An objective is a sub-goal or an element of a goal, and, therefore, requires a shorter time to accomplish than does a goal.



IV. Procedure

A. Functional Responsibility

1. It shall be the responsibility of the Assistant Chief of Police and division commanders to fulfill the agency's planning and research activities.
2. Any delegated duties of this activity will grant personnel charged with those duties the accessibility to all necessary information resources and the Chief of Police in order to obtain the requisite information and guidance necessary for proper completion of the assigned function, activity or project.

B. Agency Annual Report

1. By February 15th of each calendar year, the Assistant Chief of Police and division commanders will submit to the Chief of Police all statistical data pertaining to personnel and staffing; uniformed patrol; traffic; crime and investigations; police reserve programs; training; crime prevention; animal control; promotions, awards and recognition; issues of concern; and equipment.
2. This information will be compiled to form the Police Department Annual Report. The Police Department Annual Report will be made available to the public by way of the agency's website and through the provisions of the Freedom of Information Act (FOIA).
3. Agency personnel will have access to the Police Department Annual Report on the agency's computer network.

C. Multi-Year Planning

1. Pursuant to the preparation of the agency's Annual Report, the Chief of Police will develop and update the agency's multi-year plan which will include:
 - a. Long-term goals and operational objectives;
 - b. Anticipated workload in relation to population trends;
 - c. Anticipated personnel levels;



- d. Anticipated capital improvements and equipment needs;
 - e. Provisions for review and revision, as needed; and,
 - f. Collaborative systems review.
2. At this time, the Chief of Police will assess the agency's performance with regard to the long-term goals and operational objectives for the immediate year past and indicate this on the current multi-year report.
 3. The multi-year plan will consist of the previous year's assessment, the current year's projections, and projections for the following two years.
 4. The agency's current multi-year plan will be accessible to agency personnel on the agency's computer network.

D. Goals and Objectives

1. Upon completion of the agency's multi-year plan, the Assistant Chief of Police and division commanders will develop goals and objectives for the upcoming year for their respective organizational components.
2. Organizational component goals and objectives will be geared toward accomplishing the agency's goals and objectives.
3. Organizational component goals and objectives must be submitted to the Chief of Police in writing and be approved prior to implementation.
4. Organizational component goals and objectives will be accessible to all agency personnel on the agency's computer network.
5. The Assistant Chief of Police and division commanders will evaluate the progress made toward their respective goals and objectives mid-year and at year's end. These evaluations will be documented on form GCPD 185 and forwarded to the Chief of Police for review.




E. Succession Planning

1. The Chief of Police will maintain a documented succession plan for the development of command and executive leadership.
2. The plan will outline the personnel and their level of preparation to assume vacated command and executive-level positions.
3. It is important to note that while the plan is not binding, it serves to ensure continuity within the agency as attrition in critical positions occurs.
4. The plan will be reviewed at least annually during multi-year planning and revised as deemed necessary.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #2-02 | |
| <i>Secondary Employment</i> | | | |
| Effective Date August 8, 2018 | Revision # 7 | Re-evaluation Schedule September | Amends/supersedes SOP #2-02 of 09/08/2016 |
| Notes/References CALEA Standards 22.2.4 & 22.2.5; Sections 23-24-10 through 23-24-50 of the S.C. Code of Laws, as amended. | | # of Pages 8 | |

I. Purpose

To set forth guidelines to govern authorized secondary employment for agency employees.

II. Policy

The City of Goose Creek is the primary employer of all full-time agency employees. The agency, therefore, has a vested interest and must regulate the nature and scope of any secondary employment its employees may seek. As such, employees who wish to seek employment outside the agency must seek and obtain advance approval in accordance with the provisions of this SOP. Exercising the character qualities of deference, discretion, and responsibility will ensure the success of the agency’s mission while allowing employees latitude to pursue suitable secondary employment.

III. Procedure

A. Primary Employment

1. The City of Goose Creek Police Department is the primary employer of all full-time agency employees and the requirements of this agency will take precedence over any other employment.
2. In an emergency, full-time employees will leave any secondary employment and respond as needed.

B. Secondary Employment (Non-Law Enforcement)

1. Employees may engage in secondary employment of a non-law enforcement nature that meets the following criteria:



- a. Vested police powers are not a condition of employment;
 - b. The work provides no real or implied law enforcement service to the employer (e.g. retail, manufacturing, etc.);
 - c. The work is not performed on City time;
 - d. The employment does not create a conflict of interest with or bring disrepute upon the agency or the City; and,
 - e. The employee has received prior permission to work for the respective employer by way of a secondary employment request form (Form GCPD 155).
2. Employees may solicit employers for non-law enforcement employment in accordance with the respective employers' application procedures.
- C. Secondary Employment (Law Enforcement)
1. Sworn personnel may work secondary employment of a law enforcement nature pursuant to applicable law and subject to the conditions set forth below:
 - a. The requesting employer has signed a Request and Agreement to Employ Off-Duty Police Officer(s) (Form GCPD 154) and the employer has been approved by the Chief of Police and City Administrator.
 - b. The employee has received permission to work for the employer by way of a Secondary Employment Request (Form GCPD 155).
 2. Secondary Employer Inquiries and Solicitation
 - a. The Field Services Division Commander will maintain a salary schedule for secondary law enforcement employment that is reviewed and approved by the Chief of Police at least annually.
 - b. All requests for off-duty officers shall be forwarded to and handled by the Field Services Division Commander, his/her



designee, or a member of the Command Staff in the Field Services Division Commander's absence.

- c. Officers are prohibited from soliciting business for secondary employment opportunities or negotiating salary rates for employment of a law enforcement nature.
- d. The secondary employer has the option of requesting a specific officer. Absent such request, the Field Services Division Commander or his/her designee will post secondary employment opportunities within the secondary employment software.
 - (1) In the case of last minute requests, the Field Services Division Commander may directly seek personnel known to be available so as to fulfill the request.
 - (2) In such instances, the Field Services Division Commander may forego the requirements of sections C, 1, a and b above if in his/her judgment the employer would normally be approved.

3. General Procedures

- a. Officers who desire to work secondary employment functions must be in good standing with the agency and have completed their new-employee probation.
- b. Officers will report for secondary employment functions in uniform unless directed by the Field Services Division Commander or his/her designee.
- c. Officers working secondary employment functions are bound by all policies and procedures of the agency and the laws of the State of South Carolina applicable to secondary employment (See S.C. Code of Laws: 23-24-10, 23-24-20, 23-24-30, 23-24-40, and 23-24-50).
- d. Officers will not enforce or threaten to enforce any rule or order of an employer governing customer behavior on the employer's premises where the customer's conduct does not constitute a violation of law.



- e. Officers may engage in apartment complex security-type secondary employment, where a reduction in the monthly rent is provided in lieu of an hourly salary, subject to the same approval process required for any other secondary employment.
- f. Dual compensation from the City of Goose Creek and a secondary employer for similar hours worked is strictly prohibited.
- g. Court appearances which are the result of secondary employment may be handled during the officer's normal work schedule or scheduled court date.
- h. It will be the duty of the individual employee to fully comply with federal and state laws concerning the reporting of secondary employment income.
- i. Incidents occurring at a secondary employment venue will be handled as follows:
 - (1) The officer working secondary employment will respond as primary officer and take necessary action(s) to control the incident and detain offender(s);
 - (2) On-duty personnel will be summoned and will assume custody of any arrestees;
 - (3) On-duty personnel will file all applicable incident and supplemental reports documenting the initial incident, the arrest and booking, and their respective action(s); and,
 - (4) The officer working secondary employment will file the appropriate supplemental report(s) and will be present at all necessary court hearings related to the case.
- j. The secondary employment officer will submit appropriate paper work concerning any situation, which would ordinarily require reports to be submitted, within the



same time constraints as if the event occurred while on-duty.

- k. The duty supervisor will notify the Field Services Division Commander of any incident report, injury report, or other documentation generated pursuant to an incident occurring during secondary employment. The Field Services Division Commander will review the situation to determine if any modifications to the employment or personnel assigned are necessary.

D. Oversight of Secondary Employment

1. The Field Services Division Commander or his/her designee will oversee all secondary employment. Documentation will be maintained on the significant aspects of law enforcement related secondary employment to include:
 - a. Date, time, place, nature of employment, and specified job function by way of the secondary employment software;
 - b. Incidents involving use of law enforcement power by way of incident reports filed in accordance with existing policy;
 - c. Injury to sworn personnel (if acting in a law enforcement capacity) by way of City injury report procedures;
 - d. Complaints received involving sworn personnel by way of internal investigation records; and,
 - e. Liability and indemnification issues stemming from actions during employment by way of City insurance claim records.
2. The Field Services Division Commander will maintain a current and comprehensive listing of all employees for whom a Secondary Employment Request has been filed (sworn and civilian). The records bureau will maintain all completed forms related to secondary employment.
3. In the event there is a change in conditions or terms of employment, a new Request and Agreement to Employ Off-Duty



Police Officer(s) must be submitted to the Field Services Division Commander for approval.

4. Employees shall inform the Field Services Division Commander in the event they discontinue secondary employment so that records may be amended to properly reflect their status.
5. The Field Services Division Commander or his/her designee may review and revoke secondary employment authorization for cause. Contested revocations will be reviewed and finalized by the Chief of Police.
6. At least annually, the secondary employment software administrator will announce open enrollment for officers to obtain or renew their license to access the software and purge all officers who fail to renew by the deadline. During this process, employers no longer utilizing agency officers will be deactivated.

E. Prohibitions

1. Secondary employment shall not:
 - a. Render the employee unavailable during an emergency;
 - b. Physically or mentally exhaust the employee to the point that his/her performance as an agency employee may be affected;
 - c. Require that any special consideration be given to scheduling of the employee's regular duty hours; or,
 - d. Bring the agency into disrepute or impair the operation or efficiency of the agency or the employee.
2. The secondary employment shall not present a conflict of interest or a potential conflict of interest between the duties as an agency employee and the duties performed for the secondary employer. Examples of secondary employment that present a conflict of interest or potential conflict of interest include, but are not limited to:
 - a. Any employment or business involving bail bond agencies or private guard services; or,




- b. Investigative work for insurance agencies, collection agencies, or attorneys.
 3. Sworn officers are not permitted to engage in employment with an establishment holding an “on premises” ABC license where the principal business is the sale of alcoholic beverages unless otherwise approved by the Chief of Police.
 4. Officers may not work secondary employment (law enforcement) in any of the following employment statuses:
 - a. Leave of absence (not to be confused with annual leave);
 - b. Suspension;
 - c. Sick leave;
 - d. Administrative leave,
 - e. Light duty; and/or,
 - f. Family and Medical Leave Act.
 5. Officers will not work more than sixteen (16) hours within a 24-hour time period, whether working on-duty assignment, approved overtime, or secondary employment. Exceptions may be made in the event of unusual occurrences, at the discretion of a Command Staff officer.
- F. Use of Agency Vehicles for Secondary Employment
 1. The use of assigned police vehicles as the mode of transportation for an authorized secondary employer requiring personal transportation as a function of that employment is strictly prohibited (patrolling security guard, taxi service, newspaper/food delivery, courier, etc).
 2. Officers may, however, drive assigned police vehicles to and from an authorized secondary employment function where personal transportation is not a function of the secondary employment (retail employment, loss prevention, etc.).



- 3. Officers must comply with the City of Goose Creek Employee Handbook and SOP #2-09 (Personal Use of Assigned Vehicles).

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #2-03 | |
| <i>Employee Identification</i> | | | |
| Effective Date January 29, 2018 | Revision # 6 | Re-evaluation Schedule January | Amends/supersedes SOP #2-03 of 01/25/2016 |
| Notes/References CALEA Standard 22.1.8 | | # of Pages 4 | |

I. Purpose

To provide guidelines for the specifications, issuance, and utilization of official employee identification cards and procedures for employees to identify themselves when acting on behalf of the agency.

II. Policy

All employees to include part-time employees, reserve police officers, and volunteers will be issued an official employee identification card, the specifications for which shall be approved by the Chief of Police. Employees will adhere to the provisions of this SOP with regard to possession and presentation of employee identification and identifying themselves when acting on behalf of the agency. The character qualities of discretion and responsibility are key components to ensuring our employees properly handle situations involving employee identification.

III. Procedure

A. General Specifications for Employee Identification Cards:

1. All employee identification cards will bear at a minimum the employee’s photograph, name, job assignment or title, and will clearly identify the City of Goose Creek as their employer.
2. All identification cards will bear the agency’s address and will have the United States Postal Service’s (USPS) approved verbiage guaranteeing postage if a found card is dropped in any USPS mailbox as well as verbiage offering a reward if returned in person.



3. All identification cards will bear the signature of the Chief of Police (digital acceptable).
 4. A unique employee identifier may be imbedded in a bar-code or other similar method on the rear of the identification to facilitate evidence logging, timekeeping, inventory control, or other existing or potential function.
- B. Additional Specifications:
1. Civilian identification cards will clearly and boldly identify the employee as a civilian.
 2. Sworn employee identification cards will include the following information:
 - a. Wording to clearly and boldly identify the employee as a police officer;
 - b. Verbiage stating that the employee is a commissioned police officer of the City with powers and authorities vested in them by law will be clearly stated on the card; and,
 - c. Additional identifying information as specified on the latest template approved by the Chief of Police.
 3. Retired police officers may be issued an identification card that identifies them as a retired police officer in accordance with the latest governing legislation regarding retired police officers.
- C. Issuance and Replacement:
1. The Professional Standards Lieutenant is responsible for the maintenance of the agency's employee identification equipment and as such, will issue all original and replacement employee identification cards.
 2. All new employees to include part-time employees, reserve police officers, and volunteers will receive an identification card upon hire. Worn identification cards will be replaced one-for-one on an as-needed basis.



3. Lost identification cards must be reported to the Chief of Police via the chain-of-command prior to replacement. The Chief of Police will approve any releases of information on the lost identification.
4. All identification cards issued or replaced will be based upon the most current template approved by the Chief of Police.

D. Guidelines for Possession and Presentation:

1. On-duty employees must maintain their identification card in their immediate possession at all times, regardless of the uniform worn or City vehicle operated. Undercover police officers operating in an environment such that the discovery of their police identification would jeopardize their safety or their assignment are exempt from this requirement.
2. Any employee working within the community to include uniformed police officers, reserve police officers, animal control officers, and other civilian employees that work in uniform and are taking official action must present their identification card upon request. An exception to this requirement applies to uniformed police officers when presentation of their identification card is impractical or would unduly delay an inevitable action or jeopardize the safety of the officer.
3. Plainclothes police officers carrying out routine investigations or other field-based work should, as matter of course, present their identification card and badge when introducing themselves to unfamiliar parties unless doing so would unduly jeopardize the assignment or investigation.

E. Procedures for Telephone Identification

1. When carrying out the routine official business of the agency, employees will, when initiating phone contact with individuals, identify themselves by name or operator number (applicable to communications specialists), job title/rank, and that they are employed by the Goose Creek Police Department.
 - a. In the event the individual contacted questions the validity of the employee's identity, the individual will be provided the agency's publicly advertised phone number and




encouraged to verify the number in the public domain and return the call to a specified extension.

- b. The requirements of Section III, E, 1 do not apply to employees utilizing the telephone in an undercover capacity or by way of other lawful means to identify suspects or generate leads to further lawful agency initiatives that might otherwise be compromised by those procedures.
2. When answering agency telephones, employees will announce their name or operator number (applicable to communications specialists) to the caller.
- a. Employees will provide their name and title/rank or operator number (applicable to communications specialists) to any caller making such a request.
 - b. The exemptions in Section III, E, 1, b, of this SOP apply when answering agency telephones.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #2-04 | |
| <i>Fiscal Management</i> | | | |
| Effective Date February 14, 2018 | Revision # 7 | Re-evaluation Schedule February | Amends/supersedes SOP #2-04 of 02/29/2016 |
| Notes/References CALEA Standards 17.2.1, 17.2.2, 17.3.1, 17.4.1, 17.4.2, & 17.4.3 | | # of Pages 7 | |

I. Purpose

To establish authority and responsibility for the fiscal management of the agency.

II. Policy

The agency’s fiscal management policies will follow the accounting procedures of the City government. The procedures enumerated herein are intended to augment City procedures. Any conflict between this SOP and City procedures will be handled in favor of City procedures. Exercising the character qualities of thriftiness, orderliness, and thoroughness will assist us in maintaining the fiscal responsibility expected of our agency.

III. Procedure

A. Fiscal Management Responsibility

1. The Chief of Police is the chief executive officer of the police department, and, as such, has full responsibility for the fiscal management of the agency.
2. The Chief of Police may delegate duties related to fiscal management within the agency as he/she deems necessary.

B. Budget

1. The agency’s fiscal budget is prepared annually by the Chief of Police and his designees in accordance with guidelines set forth by City government.



2. Deadlines for submission of budget requests are set by the City Administrator or his designee. The agency budget must include all information, detail, and justification required by the City Administrator.
3. Division commanders and others designated by the Chief of Police will be responsible for submitting budget recommendations to the Chief of Police to include operating, capital purchase, and personnel needs.

C. Agency Accounting System

1. The agency subscribes to the City's computerized accounting system. The agency's finance clerk forwards the required paperwork to the City's accounting department as they occur so that they are entered into the accounting system.
2. The Chief of Police approves all agency expenditures within the realm of the City's accounting system. The Chief of Police receives a monthly report from the system bearing the following information:
 - a. Initial appropriation for each budget account;
 - b. The beginning balance for each budget account at the start of the month reviewed;
 - c. Expenditures and encumbrances made against each budget account during the month reviewed; and,
 - d. The unencumbered balance of each budget account at the end of the month reviewed.

D. Cash Management

1. The agency maintains a cash fund in the records bureau during regular business hours. This fund is transferred to the communications center after hours.
 - a. The assigned records clerks and communications specialists must jointly reconcile the cash box and sign the cash ledger prior to every transfer of the fund. Any



discrepancy must be brought to the attention of the Administrative Services Commander.

- b. Communications Specialists will document in the cash ledger any payment received and issue receipts for any such payments.
- c. Each business day morning, the assigned records clerk will:
 - (1) Receive the cash fund from the communications center;
 - (2) Transfer any payments for court fines to the Municipal Court and obtain the receiving court clerk's initials in the cash ledger book;
 - (3) Enter any payments made to the communications center for police related matters (fingerprints, FOIA packets, etc.) into the finance software.
 - (4) Generate a journal and end of day journal register from the finance software and reconcile the cash, electronic payment receipts, and any other funds on-hand with the register.
 - (5) Prepare a deposit for all cash and checks in the amount of the balance indicated on the register (this amount minus the electronic payments will result in \$50 cash remaining on hand as a starting balance for the day).
 - (a) Two clerks will verify the cash deposit then initial the deposit slip, seal the deposit slip and cash deposit in an envelope, and both will sign the envelope seal.
 - (b) The white copy of the deposit slip will accompany cash and checks.
 - (c) The yellow copy of the deposit slip will accompany the journals and any electronic payments referenced in Section III, D, 1, c, (4).



- (6) One of the verifying clerks will deliver the cash deposit and other documentation to the appropriate individuals in the finance department at City Hall.
2. The agency maintains a cash fund in the Criminal Investigations Bureau (CIB). This fund is utilized for the payment of informants and the carrying out of the agency's narcotics investigations.
 - a. The Support Services Commander oversees the CIB fund and accounts for disbursements and receipts.
 - b. Cash that is disbursed must be accounted for by the receiving officer by way of receipts or documentation of drug buys or informant payment. This documentation must be reconciled with the CIB ledger by the Support Services Commander.
 - c. The Support Services Commander may delegate to the CIB Supervisor certain duties related to the administration of the cash fund but remains accountable for its proper administration and maintenance.
 - d. Personnel should consult SOP # 6-05 (Confidential Informants) for specifics regarding payments to confidential informants.
 - e. The CIB cash fund will be reviewed by the City's Finance Director or his designee no less than quarterly.
3. Temporary cash funds may be authorized by the Chief of Police for City-approved charity drives or other functions that necessitate the maintenance of a cash fund.
 - a. Temporary cash funds will be specifically assigned to an individual or position tasked with tracking and monitoring the receipts and disbursements as well as the maintenance of the funds.
 - b. Temporary cash funds must be reconciled at the conclusion of the event and audited by the Chief of Police or his designee.



4. The following procedures are applicable to all agency cash funds:
 - a. Tracking of receipts and disbursements will include the use of a balance sheet, ledger, or other system that identifies initial balance, credits, debits, and cash on-hand.
 - b. Receipts or other appropriate documentation for cash received will be utilized and maintained.
 - c. With the exception of exigent circumstances, no unbudgeted or unapproved purchase in excess of \$100.00 will be made without the expressed permission of the Chief of Police or his designee.
 - d. Vice investigators may carry up to \$250 on their person and expend up to that amount similarly to the provisions of Section III, D, 4, c of this SOP.
 - e. All agency expenditures, to include those under \$100.00, will be reported, with accompanying documentation, receipts, etc., to the records bureau for withdrawal from appropriate accounts.

E. Audit

1. Cash funds, budgeted and unbudgeted expenses, grant funds and all accompanying tracking documentation will be subject to audit by the City Finance offices and/or independent auditors at any time.
2. The agency will submit to any and all audits called for and conducted by the City or any independent auditor contracted by City, pursuant to applicable law. A Citywide audit will occur at least annually.
3. The Chief of Police may direct an impromptu audit of any cash fund. Such an audit will normally be assigned to the Assistant Chief of Police or Professional Standards Lieutenant.

F. Purchasing

1. Purchasing policies and procedures are set forth in Title III, Chapter 34 of the City of Goose Creek Code of Ordinances.




2. In order to ensure compliance with the City of Goose Creek procurement procedures, agency personnel will use the following procedures when requesting to purchase goods and/or services:
 - a. Requestors must obtain three (3) competitive bids for all purchases over \$200 in unit cost or \$500 aggregate cost, except when utilizing City-designated vendors, approved vendors of choice, or State Contract vendors.
 - b. Bids may be obtained from any vendor meeting the specifications for the good or service required. Bids should be submitted to the agency in writing and attached to the purchase request along with the specifications for the good or service requested.
 - c. Purchase requests must be approved by the requestor's supervisor and the Chief of Police prior to submission to the records bureau for purchase order issuance and placement of the order.
 - d. Requests to purchase from other than the low-cost vendor must be supported by written justification. A vendor approved in such a situation would be referred to as the vendor of choice.
 - e. Contracts for goods or services must be approved by the City Administrator prior to purchase order issuance or order placement.
 - f. Any purchase of supplies, materials, equipment, or contractual services over \$500, single item or aggregate, must be approved by the City Administrator in writing or via the City's software system prior to the order being placed for the item(s).
3. Failure to comply with the above outlined procedures could result in delay or denial of purchases. Employees may be held personally liable for the unauthorized procurement of goods and services or for purchases when receipts are not produced.



- G. Emergency Purchasing and Fund Appropriation
 - 1. Emergency Purchasing and Rental Agreements
 - a. Unexpected emergency purchases for critical goods and/or services to include rental equipment, as a result of threats to health, welfare, and/or safety, may be approved by the Chief of Police or his designee.
 - b. After the emergency, all necessary paperwork and/or documentation will be reconciled and forwarded to the records bureau, as soon as practicable.
 - 2. Emergency Fund Appropriation
 - a. Requests for supplemental or emergency appropriation and fund transfer are submitted to the City Administrator by the Chief of Police.
 - b. Funds from agency accounts will be used to make necessary purchases during an emergency pending such transfers.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | | | #2-05 |
| | <i>Records Management</i> | | | |
| Effective Date June 28, 2018 | Revision # 7 | Re-evaluation Schedule June | Amends/supersedes SOP #2-05 of 06/29/2016 | |
| Notes/References CALEA Standards 1.2.5, 11.4.1, 11.4.2, 43.1.1, 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, & 82.3.6. | | | | # of Pages 16 |

I. Purpose

To establish procedures for the review, recording, maintenance, control, and retrieval of agency records.

II. Policy

The agency will operate a records management system in compliance with local, state and federal regulations designed to assist the agency in meeting its managerial, operational, and information needs. Personnel must exercise the character qualities of diligence, orderliness, and responsibility when dealing with records related matters.

III. Procedure

A. Records Bureau Function

1. The function of the records bureau includes record maintenance, record retrieval, and report control. The records bureau will control the confidentiality, availability, and disclosure of all reports and records within its authority in accordance with applicable laws and agency policy.
2. Records not maintained by the records bureau include:
 - a. Confidential informant files (see SOP #6-05 (Confidential Information Sources));
 - b. Internal affairs files (see SOP #7-02 (Internal Investigations));
 - c. Training files (see SOP #5-01 (Training Procedures));

- d. Active vice, drug, and organized crime records and reports (see SOP #6-06 (Vice, Drugs, and Organized Crime));
 - e. Sensitive or confidential investigative files maintained by the Criminal Investigations Bureau (CIB) and the Command Staff;
 - f. Active case files currently being investigated by agency personnel;
 - g. Administrative files to include Occupational Safety and Health Administration (OSHA) files and workers compensation employee physicals;
 - h. Personnel files (all maintained by Human Resources); and,
 - i. Others as designated by the Chief of Police.
- B. Security of the Records Bureau
- 1. Access to agency records bureau is limited to authorized personnel only.
 - 2. The office housing records will be locked when not staffed by records bureau personnel.
- C. Submitting and Processing Reports
- 1. All reports must be turned in at the end of the officer's tour of duty unless an exception is granted by a supervisor.
 - 2. Written reports submitted by agency employees will be reviewed by a supervisor. The reviewing supervisor will check the report for neatness, completeness, and accuracy and will return unsatisfactory reports to the originator for necessary corrections.
 - 3. The reporting officer or investigator is responsible for proper and timely follow-up of assigned cases. Supervisors will monitor assigned cases for timeliness and appropriateness of follow-up activities. The officer must document all investigative efforts after the original report via submission of a supplemental report.

4. Supervisors are responsible for ensuring that approved reports are forwarded to the records bureau or, if the record is not maintained by the records bureau, to the proper organizational component for processing.
5. A copy of all cases forwarded to CIB will be placed in the CIB basket by the approving supervisor.
6. Records bureau personnel will validate each report into the agency's records system. Records bureau personnel may correct UCR coding and spelling errors but may not make corrections that will materially change the nature of a report's content. Reports with gross errors may be returned to the approving supervisor.
7. The Terminal Agency Coordinator (TAC) will be responsible for all paperwork required by the National Crime Information Center (NCIC) to include quality control or validation forms on reports processed by the records bureau.

D. Documentation

1. It is agency policy to document the following categories of incidents, if they were alleged to occur within the agency's jurisdiction:
 - a. Citizen reports of crimes;
 - b. Citizen complaints;
 - c. All citizen requests for services when an officer is dispatched, and an employee is assigned to investigate, or an employee is assigned to take action at a later time;
 - d. Criminal and non-criminal cases initiated by or coming to the attention of agency personnel;
 - e. All vehicle collisions for which a report is required by law, agency policy, or a citizen request to report;
 - f. Incidents involving custodial arrest(s);

- g. Any incident wherein an officer makes physical contact(s) with a citizen during a detention, search, or enforcement action;
 - h. Criminal offenses in which a citation is issued for a criminal violation in lieu of a custodial arrest; and,
 - i. Domestic matters between household parties, regardless of whether a crime has been committed or not.
 - 2. The nature of the incident being reported will determine the required documentation. This documentation of law enforcement activity may be in the form of one or more of the following:
 - a. Computer Aided Dispatch (CAD) entry;
 - b. Incident report;
 - c. Supplemental reports (Person, Article, Incident);
 - d. South Carolina Uniform Traffic Collision Report (TR-310);
 - e. Inventory of Towed Vehicle Form;
 - f. Arrest and Booking Report;
 - g. Victim Notification form;
 - h. Uniform Traffic Ticket;
 - i. Statement form;
 - j. Non-Prosecution form; and/or,
 - k. Affidavits.
- E. Guidelines for Accomplishing Reports
 - 1. Incident Reports
 - a. Reports of criminal offenses received by the agency, which occur within the agency's jurisdiction, will be recorded on

the incident report form regardless of whether the complainant elects to pursue charges.

- b. Incident reports will be used to record all arrests and criminal offenses where a citation is used in lieu of a warrant.
- c. Fatal traffic collisions and subsequent investigation will also be recorded on an incident report in addition to the TR-310.
- d. An incident report will be accomplished for any incident at an establishment with an Alcohol Beverage Commission (ABC) license.
- e. Non-criminal incidents that require an incident report include, but are not limited to: deaths; missing persons; complaints of animal attacks or bites; found property; lost property; patrol requests; information reports; agency assists; repossessed, seized, or abandoned vehicles; and any incident of which the officer has received confirmation of an NCIC hit.

2. Supplemental Reports

- a. A supplemental report will be submitted by the investigating officer when it is necessary to explain, expand, or continue with information from the incident report, or to record important confidential information not contained in the incident report such as investigative leads, names of suspects, and any unsubstantiated information which could be of investigative use. Supervisors shall ensure that supplemental reports are completed and submitted in a timely manner.
- b. The supplemental report whether submitted with the original incident report or at a later time will be filed with the original incident report.
- c. Supplemental reports will be used (but not limited to) to record the following:
 - (1) Serial, owner applied, or model numbers;

- (2) Vehicle identification numbers (VIN);
- (3) Brand names of articles;
- (4) Make, model, and year of vehicles;
- (5) Caliber of handguns, shotguns, or rifles;
- (6) NCIC numbers;
- (7) Registration/license numbers of vehicles;
- (8) Denomination/issuer of securities;
- (9) Additional criminal charges;
- (10) Additional information about persons such as complainants, victims, suspects, witnesses, wanted individuals, arrestees, runaways, and/or missing persons; and,
- (11) To record the conduct and steps in all criminal investigations.

3. Arrest and Booking Report

- a. An arrest and booking report is to be filled out for every arrest, including custodial arrests for traffic offenses and for all non-traffic offenses for which a citation is issued.
- b. All adults for which an arrest and booking report is completed must be fingerprinted and photographed.
- c. All juveniles taken into custody will be photographed.
- d. Juveniles will be fingerprinted only when authorized by State statute.

4. CAD reports may be initiated for the following types of offenses/incidents:

- a. Civil disputes (91A);

- b. Suspicious activity (91G);
 - c. Prowler (no suspect information) (91H);
 - d. Open doors/windows (when keyholder responds) (91I);
 - e. Agency assist (91O);
 - f. Medical assist (91P);
 - g. Animal calls (no attack or bite) (92E);
 - h. Failure to pay/gas drive offs (92I);
 - i. Lost/missing property (no leads or serial numbers) (92O);
 - j. Tampering with motor vehicles (no damage/theft) (92P);
 - k. Vehicle mishaps (92V);
 - l. Verbal dispute/harassment (no assault or threat) (92W);
 - m. Trespass notice issued (92X); and,
 - n. Security stand-bys (92Y).
5. The South Carolina Uniform Traffic Collision Report (TR-310)
- a. The South Carolina Uniform Traffic Collision Report will be completed by officers conducting traffic collision investigations in accordance with South Carolina Department of Public Safety (SCDPS) reporting procedures and agency policy.
 - b. Additional information on collision reporting may be found in SOP #4-04.
6. Inventory of Towed Vehicles
- a. The towed vehicle inventory form will be completed by the officer whenever a vehicle is towed by an agency dispatched wrecker.

- b. Additional information regarding vehicle towing can be found in SOP #4-13.
 - 7. Affidavits/Missing Persons Information Center (MPIC) Form
 - a. An affidavit will be attached to the original incident reports when a complainant reports a missing person.
 - b. Additional information regarding missing person reporting can be found in SOP #3-12
 - 8. Non-Prosecution Form
 - a. A non-prosecution form must be completed and signed by an officer in the event that the victim/complainant does not wish to pursue charges in cases in which the law provides for this option.
 - b. Any change in case status pursuant to a non-prosecution form must be properly documented in the affected case file.
- F. Required Information
 - 1. Specific instructions and procedures for completion of field reports and collision reports are available in the Uniform Crime Reporting (UCR) Guide Manual and the SCDPS Uniform Traffic Collision Report Instruction Manual for Investigating Officers maintained in the squad room. Additional copies of these manuals are located in the records bureau.
 - 2. At a minimum, all field reports to include supplemental reports will contain the following information:
 - a. Original Case Assignment (OCA)/report number or incident number;
 - b. Date of report;
 - c. Name, if available, of victim and/or complainant (may be put on supplement);

- d. Name of suspect, if known and charges, if any (may be put on supplement);
- e. Nature of the incident;
- f. Reporting officer's name;
- g. Location of incident; and,
- h. Narrative/notes.

G. OCA/Report Number

- 1. Agency original case assignment (OCA) numbers are assigned by the CAD system. The first four digits designate the current year. A second set of four digits follows, separated by a hyphen. These digits begin at 0001 on the first day of each calendar year and continue sequentially throughout the year with each new case assignment. These numbers are unique to each individual case and are not repeated.
- 2. The filing and retrieval of incident reports will be done by the assigned case number.
- 3. Arrest and booking reports will be filed and retrieved by subject's name and must also contain an OCA/report number for cross referencing.
- 4. Records personnel will ensure that OCA/report numbers are correct and accounted for.

H. Alphabetical Master Name Index

- 1. The Records Management System (RMS) maintains an alphabetical master name index of persons identified in field reports in the agency computer system.
- 2. This master name index includes victims, complainants, suspects, subjects, witnesses, arrestees, and businesses.

I. Index Files

- 1. The RMS system maintains index files, which include:

- a. Incidents by type;
 - b. Incidents by location; and,
 - c. Stolen, found, recovered, lost, seized, or abandoned property.
2. The evidence custodian maintains an index file of evidentiary property.
- J. Access to Agency Files
1. Agency records are confidential. Any release of records information will be in accordance with agency, local, state and federal policy.
 2. Records bureau information is accessible to agency employees 24-hours per day, through the RMS system. The duty supervisor may sign out the master key to access physical records after hours.
 3. The distribution of reports to the public will be during posted business hours. Personnel should advise citizens that reports will be ready for pick up, under normal circumstances, by the afternoon of the next business day.
 4. The records bureau will, upon request, provide copies of incident or collision reports to any person specifically identified in the report or their insurance company.
 5. Fees charged will be in accordance with fee schedules established and approved by proper City authority.
 6. Law enforcement personnel may request copies of any reports for official use at no charge.
 7. Authorized public agencies will be provided reports.
 8. All other requests for reports will be honored in accordance with the Freedom of Information Act and the Code of Laws of South Carolina, 1976, as amended, and SOP #7-04 (Public Information and Media Relations).

K. Criminal History Record Information

1. Criminal history information may only be accessed and retrieved from the computer system by those employees who are trained and bear current certification to do so from the State Law Enforcement Division (SLED).
2. Criminal history information may only be disseminated to law enforcement personnel for official use. The privacy and security precautions for criminal history record information will be released under the guidelines established in U.S. Department of Justice regulations (28 Code of Federal Regulations, Part 20) with regard to dissemination, completeness, accuracy, audits, security requirements, access, and review.

L. Distribution of Reports

1. The original copy of all collision reports will be sent to the SCDPS Office of Safety and Grants. Copies of traffic collision reports are maintained in the records bureau either in paper copy or computer storage. The sending and maintenance of collision forms may be by paper and file or electronic in accordance with SCDPS regulations.
2. Original incident reports are maintained by the records bureau. Copies of incident reports and supplemental reports as required will be forwarded to:
 - a. CIB;
 - b. Victim/Witness Advocate;
 - c. Coroner's Office (all deaths);
 - d. Postal Inspector (theft of mail);
 - e. Attorney General's Office (all incidents involving public school property); and,
 - f. Special Operations Commander (all incidents wherein a juvenile is charged).

3. Distribution of reports to the public will be in accordance with section III, J, of this SOP.
4. When discarding documents that are not subject to the City's Records Retention Schedule (copies of originals, working copies, etc.), all personnel will shred or otherwise destroy documents that bear sensitive or personal information about persons or other entities/matters.

M. Master Name Index (MNI) Number and Arrestee Criminal History Files

1. The RMS system currently in use by this agency assigns a unique Arrest Identification Number (AIN) number to all individuals arrested by this agency's personnel.
2. If no AIN number exists for a subject, a number will be assigned.
3. AIN numbers are issued one time only to a subject. This same identification number is then used for all subsequent custodial arrests of the subject.
4. If it is discovered that a person has been issued more than one AIN number because of using aliases, maiden names, etc., appropriate cross-references will be made and the AIN numbers for the true name will be merged and used from that date on.
5. Suspect photographs and arrest reports are available in RMS files. Fingerprint cards are maintained in the Goose Creek Municipal Court. Criminal history records are retrievable from NCIC by trained and certified employees.

N. Status of Reports

1. The assigned investigating officer or victim advocate must notify the complainant or victim of subsequent steps in the processing of the case and/or changes in the status of the case.
2. This notification must be appropriately documented. Supervisors will monitor open cases and ensure the timeliness and appropriateness of follow-up investigations.

O. Records Retention

1. In accordance with §30-1-90(B) of the Code of Laws of South Carolina, 1976, as amended, and the Archives Division of the State of South Carolina, a schedule of retention and destruction for records has been established. The schedule will be maintained in the records bureau and in City Hall.
2. No records are to be retained, transferred, destroyed, or otherwise disposed of in violation of this schedule. Agency reports and files relating to capital crime prosecutions will be maintained on a permanent basis.
3. Records personnel will, upon receipt of a court order outlining the exact offense record that is to be expunged, promptly remove all information identifying that person on the specified offense from agency records

P. National Incident Based Reporting System (NIBRS)

1. Information on Incident Reports containing crimes included in the Incident-Based Reporting (IBR) system will be sent to the State Law Enforcement Division (SLED).
2. The agency participates in the NIBRS in conjunction with SLED and adheres to all policies and procedures set by SLED for the collection and submission of this data.

Q. Juvenile Records

1. The records bureau maintains separate files for juvenile and adult criminal history records, as provided in SC Code of Laws §63-19-2030.
2. Juvenile records are conspicuously stamped "JUVENILE" to assist in distinguishing them from adult records and their file folders are marked with a red dot.
3. Records bureau personnel shall be accountable for the collection, maintenance, dissemination and retention of juvenile records, fingerprints, booking reports and photographs; this shall be accomplished as set forth in §63-19-2030.

4. Records of juveniles who have since turned 17 years of age will be purged at least annually and disposed of in accordance with the City's Records Retention Schedule.
5. Juvenile records are maintained in a controlled access area. Access to juvenile records shall be permitted only as provided for in §63-19-2030.
6. Upon receipt of a court order outlining the exact offense record that is to be expunged, all information identifying that juvenile shall promptly be removed from department records in accordance with §63-19-2050.

R. Traffic Records

1. Citation Security/Information

- a. The records bureau will issue blank citation books to individual officers. A log is maintained reflecting the date issued, the officer to whom the book is issued and the inclusive numbers in the citation book.
- b. Unused and un-issued citation books will be maintained in a locked and secure location until issued.
- c. The Municipal Court maintains records and computerized data regarding the nature, location, disposition of issued citations by this agency's personnel. This information is accessible upon request by this agency. Arrest data is available on this agency's computerized reporting system.
- d. The records bureau shall conduct an annual audit of all traffic tickets issued and on-hand. The results of this audit are reviewed internally then forwarded to the State as required by law.

2. Traffic Collision Data

- a. All traffic collision reports shall be completed and turned in, upon supervisory review, as soon as possible, preferably by the end of the reporting officer's shift. Incomplete reports shall be reflected in the daily reports by a supplemental report briefly indicating the

circumstances of the collision and the justification for delay in submission.

- b. Traffic collision report/investigation/location data is available from the traffic unit supervisor.
- c. Traffic collision analysis and enforcement analysis data may be obtained from traffic unit supervisor.
- d. Roadway hazards reported to the communications center is maintained and available from CAD reports.

S. Maintenance of Agency Forms


- 1. All agency forms are maintained in a central directory on the computer network.
- 2. The development of a new form or the recommendation to modify existing forms may be initiated by any employee.
- 3. Any revisions to agency forms and all newly created forms must be reviewed and approved by the Assistant Chief of Police. The review will consider the necessity of the revision or new form, the impact the addition or change will have on operations, and any costs related thereto.
- 4. Archive copies of outdated or revised forms must be maintained in a separate directory.

T. Agency Generated Administrative Reports

- 1. All required agency generated administrative reports and a listing of those reports will be maintained in a central directory on the computer network.
- 2. The listing of required agency generated administrative reports will include a statement as to the person or position responsible for the formulation of the report and its purpose.
- 3. The listing of required agency generated administrative reports will include the frequency by which the reports must be generated.

- 4. All agency generated administrative reports will be forwarded through the chain-of-command to the Chief of Police prior to posting on the computer network for all employees to view.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #2-06 | |
| <i>Uniforms, Clothing, and Equipment</i> | | | |
| Effective Date August 8, 2018 | Revision # 11 | Re-evaluation Schedule August | Amends/supersedes SOP #2-06 of 01/04/2017 |
| Notes/References CALEA Standards 22.1.6 & 41.3.4 | | # of Pages 8 | |

I. Purpose

To provide guidelines for the issue, wearing, and use of agency-owned and authorized personal clothing and equipment.

II. Policy

The agency issues all sworn personnel and certain civilian personnel the necessary uniforms and equipment for carrying out their assigned tasks. Certain sworn and civilian personnel receive a clothing allowance for the purchase of suitable attire. Only uniforms, equipment, and clothing authorized in this SOP or other applicable SOP's may be worn or employed in the performance of official duties. Exercising the character qualities of discretion and responsibility will assist us in maintaining our uniforms and equipment and providing the outward appearance of such an attitude.

III. Procedure

A. Specifications for Uniform Classes

1. Uniform classes will be specified in the latest Uniform Schedule approved by the Chief of Police.
2. The latest schedule will be published on the agency's computer network.

B. Nameplates, Badges, Rank Insignia, and Other Devices

1. Officers holding the rank of sergeant and above shall wear gold nameplates, badges, and other metal devices on Class A and B uniforms.



2. Officers below the rank of sergeant shall wear silver nameplates, badges, and other metal devices on Class A and B uniforms.
3. Class C and D uniforms will not utilize metal devices but if embroidered, the color designations as stated in Section III, B, 1 and 2 of this SOP apply.
4. Ball point pens, tie fasteners, belt buckles, traffic insignia, S.W.A.T. Team insignia, and any other authorized uniform devices must be worn in accordance with the color designations as stated in Section III, B, 1 and 2 of this SOP.
5. Badges are worn on the left breast and nameplates are worn on the right breast (centered with bottom edge touching top of pocket flap).
6. Unit/award pins as authorized in the latest Uniform Schedule may be worn centered above the nameplate. No unauthorized pins, designations, etc. may be worn on police uniforms.
7. Rank collar devices for lieutenants and higher shall be centered on the collar with the bottom edge resting on the stitching (approximately ¼ inch from edge) and Sergeants and below will have insignia sewn on shirt sleeves. Rank insignia is designated as follows:
 - a. Chief of Police – Gold Eagles on both collars;
 - b. Major – Gold oak leaf on both collars;
 - c. Captain – Gold (double) bars on both collars;
 - d. Lieutenant – Gold (single) bar on both collars;
 - e. Sergeant – Three chevrons;
 - f. Corporal – Two chevrons;
 - g. Master Police Officer (MPO) (Non-supervisory) – Single chevron with rocker and diamond;
 - h. Police Officer First Class (PFC) (non-supervisory) – Single chevron; and,



- i. Police Officer (PO) (non-supervisory) – No chevrons or other insignia.
- 8. Chevrons are affixed to shirts and jackets with the point upwards and touching the bottom point of the shoulder patch on the outer edge both sleeves.
- 9. Shoulder patches are centered on both shoulders of shirts and jackets on the centerline of the outer edge approximately $\frac{1}{4}$ of an inch from the shoulder/sleeve seam. Shoulder patch rockers, when applicable, will be worn above the shoulder patch such that the rocker and shoulder patch appear to be one unit.
- 10. Service hash marks are worn on the left sleeve of long-sleeved shirts with the leading edge touching the cuff and the top edge parallel to the pressed centerline of the sleeve.
 - a. Each hash mark is indicative of each five years of verifiable civilian law enforcement experience.
 - b. Division Commanders must verify eligibility and authorize the wearing of service hash marks.
- 11. Serving Since placards are worn with the nameplate and reflect the consecutive years of service with the Goose Creek Police Department (only).
- C. Socks and Undergarments
 - 1. Only black crew-neck t-shirts may be worn under the short-sleeved shirts.
 - 2. Only black socks may be worn with shoes. Officers may wear their choice of socks with boots.
- D. Jackets, Windbreakers, and Sweaters
 - 1. The approved winter uniform jackets may be worn with Class A or B uniforms at the discretion of the officer. Winter jackets will bear shoulder patches and a badge patch.



2. The approved windbreaker jacket may be worn with Class B, C, and D uniforms at the discretion of the officer. Windbreakers will bear shoulder patches and a badge patch.
3. Uniform sweaters may be purchased at the expense of the officer. Sweaters must be navy blue or black.
4. Jackets and sweaters will bear shoulder patches and a badge patch as well as chevron rank insignia as specified in this SOP.
5. Staff officers rank insignia will be worn on the shoulder epaulet oriented toward the outside of the shoulder.
6. The approved windbreaker jacket may be worn with civilian clothes by personnel on call-out assignment.

E. Rain Gear

1. Only agency-issued rain gear and dress-hat covers may be utilized.
2. Rain gear and dress-hat covers specifications will be in accordance with the latest design approved by the Chief of Police.

F. Shoes and Boots

1. Officers and certain civilians will be issued shoes and/or boots in accordance with the latest designs approved by the Chief of Police.
 - a. Only dress style shoes may be worn with the Class A uniform.
 - b. Athletic style shoes and/or boots may be worn with Class B, C, and D uniforms.
2. Deviations from the approved list may only be approved for cause by the Chief of Police.

G. Gloves

1. Officers will be issued full-fingered gloves that may be worn in cold weather, tactical situations, vehicle searches, or other prudent situations.



2. Bicycle officers may wear fingerless bicycling gloves when engaged in riding activities or other immediate field activities wherein removal of the gloves would be impractical or create undue delay.
3. Members of the S.W.A.T. Team may wear fingerless tactical gloves while actively engaging in an S.W.A.T. Team operation or training.
4. Other than the exception cited in Section III, G, 2 and 3 of this SOP, no fingerless gloves to include weight-lifting gloves, driving gloves, etc. may be worn by agency personnel while on duty.

H. Hats

1. The dress hat (if issued) with gold or silver metal badge is worn only with the Class A or B uniform.
2. Baseball-style hats of the approved style and embroidery may be worn as follows:
 - a. As an option to the dress hat with the Class B uniform as protection from rainy weather or sun exposure if outside for lengthy periods of time (security detail, directing traffic, etc.).
 - b. With the Class C and D uniforms as regular duty wear.
3. A plain black toboggan-style cap may be worn in cold weather for warmth of the head and ears.

I. Jewelry

1. For uniformed personnel, jewelry must be conservative and tasteful and is limited to a wristwatch, wedding and/or engagement rings, a school/organizational ring, and females may wear one stud earring per ear (both ears must be same). Necklaces, if worn, must not be visible.
2. Non-uniformed personnel must conform to uniform guidelines except that necklaces may be visible.
3. Undercover assignments may deviate from these guidelines as authorized by the respective division commander.



- J. Leather Gear, Weapons, and Other Equipment
 - 1. Leather gear will be supplied in accordance with most current specifications approved by the Chief of Police.
 - 2. Firearms, less lethal weaponry, and radios will be issued by designated personnel.

- K. Optional Equipment Not Supplied by Agency
 - 1. Officers may carry utility knives that clip to the pants pocket or other concealed locations (boots, ballistic vest, etc.) or in a pouch of similar design to the leather-gear currently approved on the utility belt.
 - 2. Multi-tools (Leatherman® tools, etc.) may be carried in the pocket or in a belt pouch of similar design to the leather-gear currently approved.
 - 3. Compact flashlights may be carried on the utility belt if stored in a pouch of similar design to the leather-gear currently approved.
 - 4. Knives and utility tools shall only be used for their intended purposes; however, the use of these items cannot be precluded in a deadly force encounter (see SOP #8-05).

- L. Civilian Attire
 - 1. Certain sworn officers and civilian personnel wear civilian attire during duty hours. The agency provides an annual clothing allowance to the following sworn functions:
 - a. Criminal Investigations Bureau (CIB) Supervisor and investigators;
 - b. Support Services Division Commander; and,
 - c. Professional Standards Lieutenant.
 - 2. Sworn personnel may wear civilian attire as follows:



- a. Formal – General Sessions court, jury trials in municipal court, legal hearings, formal occasions not requiring Class A uniform, and as directed by a supervisor.
 - b. Informal – Investigators may wear informal attire during regular duty hours.
- 3. Civilians may wear informal attire during duty hours. Civilians not issued uniforms are expected to wear formal attire to court proceedings, legal hearings, or formal occasions.
 - 4. Civilian attire must be properly fitted and provide adequate coverage so as not to bring about undue attention or be unnecessarily suggestive (e.g. cleavage covered or minimally exposed, no unnecessarily tight fitting outer garments, bras and slips worn when appropriate, etc.).
 - 5. Employees must exercise discretion and discernment in selecting and wearing civilian attire. Supervisors are accountable for the appearance of employees under their command and may direct employees to change clothing based upon a conservative approach to protecting the image of the agency and the City.
 - 6. Undercover and plain-clothed assignments may deviate from the provisions of this SOP for cause and require the approval of the employee’s division commander.

M. Uniform Alterations

- 1. Uniforms will not be altered except to provide proper fit.
- 2. Division commanders may authorize alterations and reimbursement, if applicable, at their discretion.


N. Unscheduled Court Appearances

- 1. Sworn personnel and civilians called to court unexpectedly during duty hours may attend court in their proper duty uniform or civilian attire.
- 2. Employees in such situations should inform the court of the reason for their attire.



- O. Uniforms and Equipment Issue, Replacement, and Return
 - 1. Employees will be issued uniforms and equipment as specified on the uniform and equipment issue form (Form GCPD-150). Any deviations must be approved by the Chief of Police.
 - 2. Issued items that become worn and/or unserviceable will be replaced by the agency as authorized by the employee's division commander.
 - 3. Departing employees must return all uniforms and equipment prior to their departure.
 - 4. The replacement cost of uniforms and or equipment not returned prior to departure may be deducted from departing employees' final compensation.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #2-07 | |
| <i>NCIC/CJIS Procedures</i> | | | |
| Effective Date December 1, 2016 | Revision # 4 | Re-evaluation Schedule December | Amends/supersedes SOP #2-07 of 05/28/2015 |
| Notes/References None | | # of Pages 5 | |

I. Purpose

To provide procedures for the agency's personnel and Terminal Agency Coordinator (TAC) in accordance with the National Crime Information Center (NCIC) and Criminal Justice Information System (CJIS) regulations.

II. Policy

In order to maintain compliance with NCIC/CJIS regulations and security policy, agency personnel will adhere to the guidelines set forth in this SOP. The agency will assign one individual, designated as the agency's TAC, to act as a liaison with the State Law Enforcement Division (SLED) with regard to the agency's access to SLED's Criminal Justice Information System (CJIS), the files of the Federal Bureau of Investigation's (FBI's) National Crime Information Center (NCIC), and the National Law Enforcement Telecommunications System (NLETS). The agency's TAC will ensure, by way of the procedures enumerated in this SOP, that the agency abides by the regulations set forth by SLED, NCIC, and NLETS when accessing their files. Exercising the character qualities of cautiousness, discretion, and responsibility will assist the TAC in carrying out these responsibilities.

III. Procedure

A. System and Materials Security

1. Only trained and certified personnel with proper authorization may access NCIC/CJIS systems.
2. NCIC information cannot be stored, accessed, processed, or transmitted on thumb drives, laptops, electronic tablets, etc. unless the information is encrypted.



3. No information from any criminal justice information (CJI) system may be e-mailed outside the police facility.
4. Any discarded electronic media will be provided to the Information Technology (IT) Department to be wiped to Department of Defense (DOD) specifications.
5. All CJI media that pertains to NCIC hits on records entered by another agency in the NCIC system will be maintained by the agency's records bureau in a separate location for a period of three years.
6. Upon expiration of the retention period CJI maintained by the records bureau will be destroyed by shredding and shredded or witnessed by authorized personnel (NCIC certified personnel or personnel who have passed CJIS Security Awareness and Training).
7. The most recent CJIS Security Policy can be accessed via SLED's website.

B. Facilities Security

1. All visitors, contractors/vendors, and employees who are not authorized to view CJI must be escorted at all times in areas that have CJI media (records bureau, patrol squad room, criminal investigations division, etc.).
2. All visitors, contractors/vendors, and employees who visit the communications center but are not authorized to view CJI must sign in on a visitor log and will be monitored by authorized communications personnel while in the center.

C. Security Breaches

1. Employees are compelled to report any potential security breach or concern to the agency's TAC or Assistant Terminal Agency Coordinator (ATAC) immediately. Breaches include but are not limited to:
 - a. Unauthorized disclosure of CJIS information;



- b. The improper dissemination of driver's license and vehicle registration information to a party other than authorized criminal justice personnel;
 - c. The release of any criminal history information to personnel not authorized to receive it;
 - d. The release of criminal history information in a manner that would violate NCIC policies (radio, un-secure terminal, etc.);
 - e. The improper handling of any physical media by authorized users; and,
 - f. Sharing of passwords or security information in a manner that would cause a breach of the network.
2. The TAC or ATAC will forward breach information to the Local Agency Security Officer (LASO) for review and possible reporting to SLED.
 3. Any violation of the security policies set forth in the NCIC Manual and the CJIS Security Policy will result in corrective action, up to and including termination.
 4. Employees must recognize the potential that certain breaches could be considered a violation of state and/or federal law and could result in criminal prosecution.
- D. Assignment of TAC
1. The agency's TAC reports to the Communications Supervisor.
 2. The Communications Supervisor reports to a member of the sworn staff as indicated in the latest revision to the agency's organizational chart.
- E. TAC Duties and Responsibilities
1. The TAC receives all FBI/NCIC, SLED/CJICS information concerning the communications network, state and national files and:



- a. Ensures distribution of material within the agency to appropriate personnel;
 - b. Disseminates and updates all required manuals; and,
 - c. Provides in-house training to all certified personnel.
2. The TAC receives monthly record validations to include:
 - a. Coordinating the validation process within the agency;
 - b. Returning the validation certification as required; and,
 - c. Investigation and assisting in resolving any problems identified with the process.
 3. The TAC attends scheduled TAC meetings and training and:
 - a. Coordinates the scheduling of individuals for certification;
 - b. Maintains all agency records pertaining to training for terminal operators; and,
 - c. Implements the designated reaffirmation procedure for each certified terminal operator as directed by SLED/CJIS.
 4. The TAC ensures compliance with all FBI/NCIC policies, procedures, etc. to include:
 - a. The security of all terminal equipment accessing the FBI/NCIC system (in conjunction with the LASO);
 - b. The coordination of any relocations of the computer terminal equipment with SLED;
 - c. Maintaining liaison with the LASO to ensure that the network stays secure and in compliance with FBI/NCIC rules;
 - d. Functioning as a liaison as deemed necessary and appropriate during mandated audit of agency's use of the FBI/NCIC system; and,




e. Deleting passwords, log-on, etc. for separated terminal operators within five (5) days of separation.

F. Assignment and Duties of ATAC

1. An ATAC may be designated by the Communications Supervisor with the approval of their Division Commander.
2. The ATAC may carry out duties related to the TAC function as authorized by the TAC.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #2-08 | |
| <i>Agency Computer Network</i> | | | |
| Effective Date April 13, 2012 | Revision # 3 | Re-evaluation Schedule April | Amends/supersedes SOP #036 of 06-16-2009 |
| Notes/References CALEA Standards 11.4.4 & 82.1.6 | | # of Pages 4 | |

I. Purpose

To set forth guidelines for the operation, maintenance, and security of the agency's computer network.

II. Policy

It is recognized that the agency's computer network provides an essential means to accomplish the department's objectives. As such, all employees will assist in ensuring the integrity of network access by maintaining the confidentiality of access codes and passwords, preventing the introduction of third-party software to the network, and abiding by the terms of licensing and copyright privileges with regard to software. Exercising the character qualities of obedience, self-control, and virtue will ensure the integrity of the agency's computer system.

III. Definitions

1. Hardware – any tangible component of a computer workstation to include but not limited to the central processing unit (CPU), monitor, keyboard, mouse, and any mechanical or electrical workings of such items.
2. Software – any form of operating system, program, or application that allows the manual input of the operator to cause to be performed certain functions commensurate to the purpose of the particular application.
3. Peripheral Devices – any form of storage media or other tangible component that enhances the basic function of the workstation and can be connected to or removed from the CPU without inhibiting the basic functions of the workstation.



IV. Procedure

A. Role of Information Technology (IT) Director

1. The City's IT Director is the administrator of the agency's computer network and is responsible for network planning and the maintenance, diagnosis, and repair of computer and network related equipment.
2. The specification and procurement of computer and network related equipment is borne to the IT Director. The IT Director may be authorized to procure such equipment for the agency by the Chief of Police, his designee, or other ranking City official.

B. Network Security Protocol

1. Every employee is issued a unique logon ID and personal password. Employees are responsible for maintaining the confidentiality of this information and preventing its disclosure to any other party.
2. Employees will be granted permissions to access folders and software commensurate to their responsibilities and position within the agency.
3. At least annually, the IT Director will audit the computer network to verify all logon ID's and personal passwords and identify any potential for network vulnerability. The IT director will rectify any identified vulnerabilities and report those to the Chief of Police.
4. Any employee who determines that their logon ID or password has been compromised should report to this to the IT Director immediately and request a replacement.
5. The computer network is equipped with anti-virus software that operates and updates continuously.
6. Computers in police substations are considered part of the agency's network and subject to the provisions of this SOP.
7. Employees should refer to the latest edition of the City of Goose Creek Employee Handbook for guidelines on internet access and the use of e-mail.



C. Data Storage and Backup

1. The agency's computer network is maintained with ample memory to support daily operations and storage.
2. The network is manually backed up by the IT Director on a specified schedule.

D. Software and Peripherals

1. The introduction of software programs on any computer linked to the agency's network must first be approved by the IT Director.
2. Copyright infringement with regard to software duplication or installation beyond current licensing authorization is prohibited.
3. The use of data disks and peripheral storage devices is authorized for official use only. No personally owned software, music, photographs, or other non-duty related material may be introduced to the network or hard-drive at a workstation.
4. Alteration or unnecessary manipulation of software applications except during the course of system maintenance and updates by the system administrator is prohibited.
5. Installed software will be utilized for its intended design and in a fashion consistent with the manufacturer's protocol for use.

E. Mobile Data Terminals

1. Mobile Data Terminals are an extension of the agency's computer network and subject to the provisions of this SOP.
2. Specific procedures related to mobile data terminals can be found in SOP #3-15 (Mobile Data Terminals).

F. Reports of Damage and/or Malfunction(s)


1. All employees are responsible for reporting to a supervisor any damage to computer equipment they cause or observe.



- 2. Damaged or malfunctioning computers, software, or peripherals should be reported ultimately to the IT Director by way of the online reporting system.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #2-09 | |
| <i>Personal Use of Assigned Vehicles</i> | | | |
| Effective Date March 12, 2012 | Revision # 2 | Re-evaluation Schedule March | Amends/supersedes SOP #027 of 10-10-2008 |
| Notes/References CALEA Standard 41.1.3 & City of Goose Creek Employee Handbook | | # of Pages 4 | |

I. Purpose

To provide guidelines for the authorized personal use of agency-assigned vehicles by sworn officers.

II. Policy

The agency recognizes the intangible benefit of additional police vehicles operating throughout the community. Allowing the personal use of assigned police vehicles by sworn officers augments the visible presence of on-duty officers and provides additional manpower available to assist on-duty officers in the event of a major incident. Personal use of assigned vehicles must be in accordance with this SOP so as to remain within the guidelines of City policy. Exercising the character qualities of discretion, obedience, and responsibility will ensure that the personal use privilege remains mutually beneficial to both the officer and the community.

III. Procedure

A. Authorization for Personal Use

1. Sworn officers who are assigned agency vehicles may drive those vehicles in an off-duty status for personal business in accordance with the provisions and restrictions further enumerated in this SOP.
2. Officers may drive agency vehicles on personal business within the confines of the geographic borders of Berkeley, Charleston, and Dorchester Counties.



B. Authorized Passengers

1. Officers may transport immediate family members for the purposes of dropping them off at, or picking them up from, work, school, daycare, etc., provided it is on the way to or from assigned shifts or secondary employment.
2. Officers may provide transportation to citizens in accordance with the provisions of SOP #4-10 (Ancillary Traffic Services).

C. Appearance, Attire, and Equipment

1. Officers must wear presentable attire, preferably a form of civilian attire as described in SOP #2-06 (Uniforms, Clothing, and Equipment). Officers may, however, wear athletic wear when traveling to and from a fitness center or event. Officers may substitute plain, conservative jeans or pants and sneakers in place of slacks and dress shoes.
2. Officers must have in their possession their badge, agency identification card, loaded firearm, and handcuffs.
3. Officers' vehicles must be properly outfitted for emergency response to include accessibility to ballistic vest, flashlight and wand, reflective vest, etc.

D. Personal Use Procedures

1. Officers (Command Staff exempted) must inform the communications center via radio using proper codes:
 - a. When personal use of their agency vehicle commences;
 - b. When personal use of their agency vehicle concludes; and,
 - c. When they exit their vehicle at various stops between commencement and conclusion of personal use.
2. Officers must monitor radio communications and avail themselves to emergency situations.



3. Officers must conduct themselves with consideration for the same standards applicable to their professional duties when operating an agency vehicle.
4. Officers who encounter a situation requiring intervention or who are flagged down should take measures to stabilize the situation and immediately summon on-duty officer(s) to assume the situation.
5. Enforcement of minor traffic violations by off-duty officers is discouraged. If a traffic violation must be addressed, the off-duty officer must follow standard protocol as outlined in SOP #4-03 (Traffic Stops).
6. Off-duty officers not in uniform must acknowledge that their identity as a police officer may be called into question should they attempt enforcement action and subsequently encounter resistance. Officers will present their badge and identification when taking any off-duty action wherein their safety or that of another would not be compromised in doing so.

E. Vehicle Operation

1. Seatbelts or other required restraints, e.g., child safety seats, etc., must always be utilized by all occupants of agency vehicles.
2. Non-emergency and emergency operations shall be in accordance with SOP #3-02 (Police Vehicle Operation).

F. Prohibitions


1. Assigned vehicles will not be utilized by personnel intending to consume or actually having consumed alcoholic beverages.
2. Agency vehicles will not be parked at establishments serving or selling alcohol (primary purpose for business – i.e., bars, clubs, lounges, etc.), unless on official business.
3. City vehicles equipped with towing capability may not tow anything, except those items as approved by the Chief of Police.
4. Personnel may not utilize assigned vehicles on hunting or fishing trips and raw remains will not be carried in the vehicle.



- 5. At no time will it be permissible for personnel to park an assigned vehicle overnight or longer than 6 hours at any location other than the police station or that employee's residence.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | <h2 style="margin: 0;">Goose Creek Police Department Standard Operating Procedure (SOP)</h2> | <h1 style="margin: 0;">#2-10</h1> | |
| <h3 style="margin: 0;"><i>Promotion Process</i></h3> | | | |
| Effective Date November 6, 2017 | Revision # 6 | Re-evaluation Schedule October | Amends/supersedes SOP #2-10 of 01/13/2017 |
| Notes/References CALEA Standards 34.1.1, 34.1.2, 34.1.3, 34.1.4, 34.1.5, & 34.1.6 | | # of Pages 10 | |

I. Purpose

To establish a fair and objective promotion process for the agency and to ensure that promotional vacancies are filled by fully qualified and well-suited employees.

II. Policy

As an equal opportunity employer, the agency relies only on job-related factors to assess employee potential and suitability for promotion. As such, the promotion process will be administered fairly and indiscriminately with emphasis placed upon loyalty, length and quality of service, demonstration of positive character, formal and on-the-job education, and job suitability. Demonstration of the character qualities of justice, sincerity, and virtue will ensure the fairness and equity of the promotion process.

III. Procedure

A. Promotion Process Initiation and Coordination

1. The promotion process will be initiated by the order of the Chief of Police based upon current and/or anticipated need.
2. The Chief of Police or his designee will ultimately serve as the administrator and coordinator of the promotion process.
3. The duties of the promotion process coordinator include, but are not limited to, the following:
 - a. Ensuring that a written announcement of the process is made available to all personnel;



- b. Conferring with command staff and other affected personnel to ensure that the essential personnel are available on critical dates during the process;
- c. Collecting from potential candidates and their supervisors, all necessary information and documentation;
- d. Ensuring that candidates meet all the criteria set forth in order to be considered for promotion to the advertised position;
- e. Maintaining all promotion information and material in a secure location;
- f. Ensuring that all command staff have an opportunity to review all submitted information from the candidates and their supervisors prior to the date set for command staff interviews;
- g. Scheduling candidates for command staff interviews; and,
- h. Ensuring that a job description for the vacant position is accessible to each candidate.

B. Promotion Eligibility

- 1. To be considered for promotion, candidates must meet the minimum guidelines as indicated on the official job description for the position applied for; and,
- 2. Candidates must not be on performance probation as of the date of posting.

C. Application

- 1. Eligible candidates seeking promotion must submit a memorandum of interest with resume attached to the Chief of Police by way of their chain-of-command. The memorandum and resume must establish, at a minimum, that the candidate meets eligibility requirements as specified in the job description of the position being applied for.



2. The candidate's immediate supervisor will review the candidate's application packet and ensure that eligibility requirements are met.
 3. The supervisor will attach to the packet a completed Promotional Potential Assessment Form (Form GCPD 144) and a separate memorandum objectively outlining the strengths and weaknesses the candidate has demonstrated to include character qualities and flaws.
 - a. The memorandum should be substantiated by the candidate's chronological file entries (current review period to be attached) or personnel file.
 - b. The memorandum must clearly state whether or not the supervisor recommends the candidate for promotion and justification for such.
 - c. If a candidate has been assigned to their current supervisor for less than three (3) months, the current supervisor must consult with the previous supervisor in completing this memorandum. In such an instance, both supervisors' signatures must appear on the memorandum.
 4. Each memorandum should be no longer than one (1) page. The resume should be no longer than two (2) pages.
 5. All of the above items must be submitted as one package to the office of the Chief of Police by way of chain-of-command. The Chief of Police will forward all packages to the City's Human Resources Director.
 6. Promotion packages will be securely maintained by the promotion process coordinator when returned to the agency from the Human Resources Director.
- D. Standardized Testing and Assessment Centers
1. The Training Supervisor may develop testing materials based on agency procedures, City Policy, applicable State Law and City Ordinance, and current case law to be used in assessing the knowledge of promotion candidates.



2. Any written tests administered or assessment centers utilized must be validated as job-specific and non-discriminatory with regard to equal opportunity employment requirements.

E. Command Staff Interview

1. Candidates will be notified of the date and time of the command staff interview by the promotion process coordinator. Tardiness for or missing the command staff interview may result in the candidate no longer being considered for promotion during the current process. Discretion in this matter rests with the Chief of Police.
2. All candidates must appear before the board in the agency-issued uniform (if sworn) or proper civilian attire (civilians). Any waivers must be granted by the Chief of Police.
3. Members of the command staff will make every effort to be present for all candidate interviews.
 - a. In the event that a command staff member is unable to attend any interview, the member will not be permitted to attend any other subsequent interviews and any interviews that were scored by the member previously will not be considered in grading the candidate.
 - b. If more than two command staff members are unable to attend a candidate interview, the interview will be rescheduled.
4. Members of the command staff will utilize the Promotional Potential Assessment Form (Form GCPD 144) to rate the candidate in the following categories:
 - a. Attitude and Enthusiasm;
 - b. Technical Skills/Job Knowledge;
 - c. Judgment/Common Sense/Decision-Making;
 - d. Expression and Communication;
 - e. Initiative/Resourcefulness;



- f. Employment History;
 - g. Integrity/Professionalism;
 - h. Formal Education Completed;
 - i. Seniority; and,
 - j. Years of Experience.
5. In addition to the application package, members of the command staff will have available for review the personnel file, training file, and current chronological file on all candidates.
 6. Command staff members may, prior to each candidate appearing for interview, openly discuss the items listed in #5 supra to identify specific areas the candidate should explain or address to include but not limited to experience, qualification(s), training, corrective action(s), and suspension(s).
 7. Upon appearing before the command staff, the candidate will be invited to make a brief introductory statement.
 8. Following the presentation, command staff members will present to the candidate prepared questions. For uniformity, the prepared questions will be asked of all candidates. The command staff may also ask the candidate any job-related questions (current position or that being sought) to include but not limited to areas of State Law, City Ordinance, and Standard Operating Procedures as may be necessary. Job related questions may also be asked regarding the areas listed in Section III, F, 5 of this SOP.
 9. Members of the command staff may request that a candidate further explain vague or deficient answers. Command staff members will maintain and/or steer the interview toward job-relatedness. Questions that are not job-related or those that may be unlawfully discriminating will not be asked.
 10. At the conclusion of the interview, the candidate will be offered the opportunity to make a brief summary statement.
 11. The Promotional Potential Assessment Forms (Form GCPD 144) will be completed immediately upon the conclusion of the



candidate's interview. Completed forms will then be submitted to the promotion process coordinator to place with the promotion process packet. Completed promotion process packets are securely stored by the Assistant Chief of Police.

F. Selection and Eligibility Lists

1. The Chief of Police, in making his selection(s) for promotion(s), is not bound solely by the numerical scores of the promotion process. While numeric scores may be used to define a threshold of eligibility when a number of qualified employees compete, as the CEO of the agency, the Chief exercises ultimate authority in all promotions.
2. The Chief of Police may utilize criteria deemed appropriate in the final selection process including, but not limited to the resume, oral assessment score, total promotion process score, employee's personnel file, annual evaluation results, a private one-on-one interview, recommendations from promotion board members, etc. No specific weight is applied to any of these criteria. Instead, the candidate is judged on the totality of any or all parts of the aforementioned criteria.
3. In the event that another promotional vacancy becomes available within the agency within six (6) months, the Chief of Police may utilize the results of the previous promotion process in lieu of initiating a new process.
4. When the results of a previous promotion process are utilized for subsequent vacancies, the Chief of Police reserves the right to select any eligible candidate from that process. For this reason, eligible candidates will be listed alphabetically following the initial process.
5. Employees deemed ineligible, those who have been listed on an eligibility roster that has exceeded its retention period, or those currently on an active eligibility roster may apply or re-apply for any vacancy that arises for which they meet minimum qualifications.



G. Probationary Period

1. Promoted personnel are subject to a six (6) month probationary period.
2. Promoted personnel will be evaluated as specified in SOP #7-11 (Performance Appraisals).

H. Review and Appeal

1. Candidates not selected for promotion are encouraged to meet with command staff members to discuss their performance and the steps they might take to improve their promotion potential. Command staff members must not reveal specifics related to other candidate's scores or performance.
2. Candidates not selected for promotion who feel they were unfairly evaluated may, within five (5) working days of the promotion selection, submit a memorandum to the coordinator requesting a formal review of their performance in the process.
3. The promotion process coordinator will schedule the candidate to meet with the Chief of Police and promotion process coordinator. The promotion process coordinator may request that the candidate's immediate supervisor be present during the review.
4. The formal review will include:
 - a. A review of written results of scored elements of the selection process;
 - b. A discussion of steps the candidate can take to enhance future consideration for promotional opportunities; and,
 - c. An opportunity for the candidate to ask questions regarding their own performance in the process. It is not permissible to release specific information related to other candidates' interviews or scores.
5. If the formal review does not resolve the candidate's concerns, the candidate may initiate the City's grievance procedure as outlined in City of Goose Creek Employee Handbook.



- I. Promotions to Command Staff Positions
 1. Promotions to the ranks above lieutenant will consist of a selection by the Chief of Police.
 2. Minimum qualifications to compete for these positions are outlined in the job descriptions.
 3. Any and all criteria used during this process will be made known to the eligible candidates in a reasonable time prior to the selection.
 4. This process must assure that validity (job-relatedness), utility (usefulness), and minimum adverse impact (fairness) has been achieved in selecting employees for promotions.

- J. Lateral Entry and Transfer
 1. The Chief of Police may exercise discretion in seeking candidates from outside this agency to fill supervisory and command staff positions.
 2. The Chief of Police reserves the right to transfer employees between the various components of the agency to positions of commensurate responsibility and rank as necessary to fulfill the mission of the agency.
 3. Employees from outside the agency must apply for employment and specify the position desired.
 4. Employees from within the agency that desire to laterally transfer to a position of commensurate responsibility and rank to that which they currently hold must apply for the position in the same fashion described in Section III, C of this SOP except that their current supervisor will not be required to submit the Promotional Potential Assessment Form (Form GCPD 144). Candidates will be selected based on interviews, performance review, and individual suitability.

- K. Guest Evaluators
 1. The Chief of Police may invite guest evaluators from outside of this agency to participate in the promotion process.



2. The involvement of and influence given guest evaluators will be determined by the Chief of Police.

L. Special Promotions Processes

1. Police Officer Promotion to Police Officer First Class

- a. Police Officers (POs) may be eligible for promotion to Police Officer First Class (PFC) after a minimum of three (3) years from their date of hire.
- b. Eligible officers who desire to receive recognition as a PFC must request such in writing through their chain-of-command to the Chief of Police.
- c. The Chief of Police will recommend promotions to the City Administrator based on verification of the following:
 - (1) The service requirement specified in Section III, L, 1, a of this SOP.
 - (2) The officer has received a minimum acceptable performance rating (based on the most recent City appraisal instrument) on the most recent annual performance review prior to the date of the third-year employment anniversary.

2. Police Officer First Class Promotion to Master Police Officer (MPO)_


- a. Every sworn officer promoted to Police Officer First Class will remain at such classification until a minimum of seven (7) years of consecutive service from their employment anniversary date.
- b. Eligible officers who desire to receive recognition as a Master Police Officer (MPO) must request such in writing through their chain-of-command to the Chief of Police.
- c. The Chief of Police will recommend promotions to the City Administrator based on verification of the following:



- (1) The service requirement specified in Section III, L, 2, a of this SOP.
 - (2) The officer has received a minimum acceptable performance rating (based on the most recent City appraisal instrument) on the most recent annual performance review prior to the date of the seven-year employment anniversary.
3. Investigators will receive promotions based on the same criteria specified in Section III, L, 1 and 2 of this SOP.
 4. Field Training Officer (FTO)
 - a. FTO is a designation given to an officer qualified to train other police officers in field duties.
 - b. The selection process for FTOs is outlined in the applicable FTEP procedure.
 5. Graduation from the South Carolina Criminal Justice Academy (SCCJA) Basic Law Enforcement Training (BLET)
 - a. Police Officer Trainees who must attend the full BLET at SCCJA will receive a promotion in grade to Police Officer upon graduation from SCCJA in accordance with the latest schedule approved by the City's Human Resources Director.
 - b. Officers receiving this promotion will be subject to probation in accordance with Section III, H of this SOP.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #2-11 | |
| <i>Vehicle Fleet Management</i> | | | |
| Effective Date November 18, 2016 | Revision # 4 | Re-evaluation Schedule December | Amends/supersedes SOP #2-11 of 12/14/2011 |
| Notes/References None | | # of Pages 2 | |

I. Purpose

To provide guidelines for management of the agency's vehicle fleet.

II. Policy

The agency's Fleet Manager is responsible for ensuring that agency vehicles are properly licensed and accounted for, properly equipped, mechanically sound, and assigned to the appropriate personnel. The character qualities of orderliness, resourcefulness, and responsibility are key components to the maintenance of a dependable vehicle fleet.

III. Procedure

A. Fleet Management Responsibility

1. The Field Services Division Commander is the agency's vehicle Fleet Manager.
2. The Fleet Manager may delegate duties related to vehicle fleet management as he/she deems necessary.

B. Fleet Management Duties


1. The Fleet Manager will facilitate:
 - a. Accountability for all fleet vehicles and their respective mechanical condition;
 - b. The purchase, procurement, and equipping of new and replacement vehicles and the identification, dismantling, and disposal of vehicles to be replaced (in accordance with City regulations);



- c. The proper licensing and inventory protocols as required by the State and City respectively; and,
 - d. The assignment of new and existing vehicles to appropriate personnel.
2. Vehicle assignment considerations include but are not limited to:
 - a. The specialized nature of a particular vehicle or employee function;
 - b. The driving record of and/or the care and upkeep demonstrated by an employee with a vehicle to be replaced; and,
 - c. Matters determined to be in the best interest of the agency.
 3. The Chief of Police may elect to assign vehicles outside the parameters of this procedure for cause.
 4. The Fleet Manager will act as liaison to the various vendors involved in vehicle purchasing, equipping, maintenance, dismantling, and disposal as well as with the supervisor of the City's maintenance facility.
 5. The Fleet Manager will review all requests for modifications to the vehicle fleet (e.g. officers' requests to add blue lights, GPS units, etc.). No modifications to agency vehicles may be carried out prior to review and approval.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #2-12 | |
| <i>Ride-Along Program</i> | | | |
| Effective Date November 7, 2016 | Revision # 4 | Re-evaluation Schedule November | Amends/supersedes SOP #2-12 of 11/10/2011 |
| Notes/References Form GCPD-183 | | # of Pages 4 | |

I. Purpose

To provide guidelines for the administration of the agency’s ride-along program.

II. Policy

As part of its community policing strategies, the agency will maintain a ride-along program that provides interested citizens the opportunity to observe the agency at work by riding in agency vehicles during live field operations. Exercising the character qualities of availability, discernment, and hospitality are essential to the success of this program.

III. Procedure

A. Ride-along Applicant Eligibility

1. Applicants must be at least eighteen (18) years of age to apply.
2. Applicants must not have a serious criminal or driving record as reflected in agency records or NCIC.
3. Applicants must be residents of the City.
4. The Chief of Police may grant exceptions on a case-by-case basis.

B. Ride-along Application

1. Prospective ride-along applicants must complete the ride-along application form (Form GCPD-183).
2. Applicants may apply no more than once every three (3) months. Exceptions may be granted by the Chief of Police for cause.



3. Completed applications will be forwarded to the records bureau or crime analyst for in-house and NCIC checks on the applicant.
4. Relevant documentation will be attached and the application will be marked appropriately then forward the packet to the Chief of Police for review and approval.
5. The Chief of Police will forward approved packets to the Field Services Division Commander for assignment. Packets that are disapproved will be returned to the records bureau which will notify the applicant and file the packet.

C. Ride-along Assignment

1. The Field Services Division Commander or his/her designee will initiate contact with ride-along applicants and arrange their tours.
2. In the event a ride-along has requested to ride with personnel outside the field services division, the Field Services Division Commander will forward the application to the proper division commander for processing.
3. Ride-alongs may only be assigned to full-time police officers who have successfully completed their entry-level probationary period.
4. Only one ride-along may accompany any one officer at a given time.

D. Ride-along Tours

1. Ride-alongs must be dressed appropriately and demonstrate good personal hygiene.
 - a. Clothing may not bear police logos, vulgar wording or images, or be of such coverage or construction to cause undue attention or bring about a negative image on the City.
 - b. The duty supervisor may deny a tour for inappropriate attire or poor hygiene.
2. Ride-alongs are under the complete control and authority of the assigned officer.




- a. Ride-alongs may not get out of the vehicle during calls for service or police action unless authorized by the officer.
 - b. In the event the ride-along refuses reasonable requests of the assigned officer, the officer should notify the duty supervisor and return the ride-along to the police department.
3. Ride-alongs shall not interfere or participate in any police activity or converse with prisoners, suspects, witnesses, or other parties contacted on police business unless requested by the officer.
 4. Ride-alongs may not utilize tape recorders, video recorders, cameras, or any other electronic devices during the tour.
- E. Final Routing of Application Packets
1. The assigned officer will complete the ride-along application form by documenting the date and hours of the tour and marking the overall experience with the ride-along as satisfactory or unsatisfactory (reason must be documented).
 2. The officer will submit the complete application packet to the records bureau for filing.
- F. Exceptions to the Ride-Along Application Process
1. Upon approval of the duty supervisor or Command Staff member, individuals in any of the following situations do not have to apply for ride-along permission:
 - a. Certified police officers or other individuals on official business with this agency;
 - b. Certified police officers from other agencies considering employment with this agency;
 - c. Police officer spouses or family members when attending an approved agency function or riding along (no more than once every three (3) months);
 - d. Reserve police officers properly commissioned with this agency;



- e. City employees; and/or,
 - f. Law enforcement explorers in good standing with the agency's post.
2. The duty supervisor will notify the Field Services Division Commander through inter-office means in the event he/she makes such an approval.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #2-13 | |
| <i>Employee Wellness and Fitness Programs</i> | | | |
| Effective Date May 22, 2018 | Revision # 5 | Re-evaluation Schedule September | Amends/supersedes SOP #2-13 of 09/16/2011 |
| Notes/References CALEA Standard 22.2.3 | | # of Pages 2 | |

I. Purpose

To provide procedures for employees to access the City’s wellness and fitness programs.

II. Policy

The agency recognizes the importance of employee wellness and fitness and encourages all employees to participate in the City’s Employee Wellness Program and utilize the City’s facilities to pursue a fitness regimen. This SOP works closely with the provisions of SOP #7-13 (Employee Physical Fitness). Because wellness and fitness are voluntary pursuits, the character qualities of determination and initiative are key ingredients to individual success.

III. Procedure

A. Participation

1. The City’s Employee Wellness and Fitness Program is available to all City Employees, the majority of services being at no direct monetary cost.
2. Employee participation in the programs is voluntary.

B. Program Coordination

1. The Employee Wellness and Fitness Program consists of a combination of services administered by a third-party vendor contracted by the City and the services and facilities provided by the City’s Recreation Department.




2. The program provides a Registered Nurse (RN) to provide individual health screenings and fitness assessments.
3. Based on the results of health screenings and fitness assessments, the RN may:
 - a. Educate the employee on areas of concern raised by testing or assessment; and/or,
 - b. Assist the employee with setting personal goals to improve their health and/or fitness levels.
4. Participating employees will meet with the RN at least annually and at intervals thereafter as advised by the RN based on their individual circumstances.

C. Facilities and Other Services

1. The agency makes available within its facility an unstaffed exercise facility (See SOP #7-13) available to all employees.
2. Employees and their spouses are entitled to free membership at the City’s recreation center (GCRC) which includes use of their fitness equipment and facilities.
3. The GCRC employs a certified trainer that may be consulted (fees may apply) for individual fitness assessment, education, and goal setting.
4. Employees may follow up with the personal trainer as required for support and evaluation of progress.
5. GCRC periodically holds fitness/wellness classes and employees may attend based on their personal needs or interests.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #2-14 | |
| <i>Handling Employee Death or Serious Injury</i> | | | |
| Effective Date August 8, 2018 | Revision # 6 | Re-evaluation Schedule September | Amends/supersedes SOP #2-14 of 09/14/2016 |
| Notes/References CALEA Standard 22.1.4 & 22.1.5 | | # of Pages 8 | |

I. Purpose

To provide guidelines for the agency’s response to the serious injury or death of an agency member.

II. Policy

The agency recognizes that the nature of our business presents the potential for the serious injury or death of an agency member during the course of employment. The agency will strive to provide appropriate assistance to agency members and their families in the time of such a crisis while honoring the member’s service and they or their family’s desires while also maintaining the agency’s dignity. Exercising the character qualities of compassion, gentleness, and endurance will assist our personnel in navigating such occurrences.

III. Procedure

A. Preparation

1. Employees must initially furnish and provide updated emergency information by way of a Member Information Sheet (Form GCPD-157).
2. Member Information Sheets will be sealed in an envelope bearing the employee’s name and maintained on file by the Administrative Services Division Commander.
3. Member Information Sheets should be updated by employees as necessary and reviewed at least annually.



4. Member Information Sheets may only be accessed in the event of serious injury or the death of an employee or as necessary for updating.
5. All agency members are encouraged to discuss the possibility of his/her death in the line of duty or otherwise with immediate family members.
 - a. Important documents (e.g., insurance documents, pre-planned burial arrangements, wills, living wills, organ donation agreements, etc.) should be made available if needed.
 - b. Personal requests, funeral service arrangements, church and clergy preferences if any, should also be addressed with loved ones.

B. Agency Responsibilities

1. In the event that a serious injury or line of duty death occurs, the supervisor in charge or his/her designee should contact the Administrative Services Division Commander to gain access to the employee's Member Information Sheet so as to determine who, if anyone, has been designated to inform the family in such an event.
2. Unless the employee has previously indicated otherwise, the Police Chaplain and Victim Advocate should accompany the designated individual to make notification.
3. A member of the Command Staff should also accompany this party to offer the agency's willingness to assist in any way possible.
4. If a confirmed death has occurred, the Coroner may wish to accompany the agency members in making the notification.
 - a. This notification should be made in person; use of the telephone is discouraged. In the event that it is not feasible for agency members to make the notification in person, (due to geographic limitations) the agency having jurisdiction in the area in which the next of kin resides will be contacted and will be requested to make the notification.



- b. In the event that the health of immediate survivors is a concern, (due to age, medical conditions, etc.) emergency medical services personnel shall be requested to stand by.
 - c. Notification should be made in as forthright and empathetic manner as possible. Do not make the notification on the doorstep; notifying personnel should first gain admission into the residence and gather adult family members prior to advising of the tragedy.
 - d. The family should be provided with basic information regarding the circumstances of the tragedy, if they so request. Extensive explanations and graphic details should not be discussed at this time.
5. Notification should be accomplished in a timely fashion, as media and other sources may communicate this information to the public upon receiving it. It is essential that the officer's name and other details are not provided to the media until notification of the immediate family has been accomplished.
6. Family members should be provided with transportation to medical facilities, if appropriate.
7. Under no circumstances should the officer's name be transmitted over the two-way radio.
8. Media inquiries at the scene and via telephone should be referred to the City and/or agency public information officer or the Coroner, if appropriate. Agency personnel should assist the family from being confronted by the media initially.
9. Communications personnel will generate a brief teletype advising of the line of duty death to be sent out to law enforcement agencies nationwide. This will be accomplished only after the immediate family has been notified. This teletype must be approved by the Chief of Police or a Command Staff member.
10. The Chief of Police or his designee should promptly notify and brief SLED, as well as the Solicitor's Office when applicable.
11. The Chief of Police will notify the City Administrator in a timely manner.



12. The Chief of Police or his designee will notify the FBI Uniform Crime Reporting Unit when applicable.

13. An officer and/or Police Chaplain should be assigned to the immediate family to act as a liaison between the family and the agency. While this by no means prohibits other agency members from contacting and assisting the family, this individual will be charged with the responsibility of seeing that the family's needs are met to the best of the agency's ability.

C. Assisting Survivors

1. Immediate family members should be afforded access to the seriously injured or deceased. Especially in the case of a gravely injured officer, time is of the essence. In all cases, the agency should provide transportation for the family members.

2. Once immediate family notification has been accomplished, the City and/or agency public information officer should prepare a statement for the media. This may temporarily deter the media from approaching family members of the injured or deceased.

3. An officer shall remain with the family during this period of time. He or she will serve as a liaison in making final preparations, answering questions of the family, diverting curiosity seekers and any other reasonable tasks necessary that will relieve the family at this critical period.

4. An agency member will be designated to remain in contact with the family for an extended period of time to answer or seek answers to all inquiries made by the family to include benefits, funeral arrangements and other services available to the survivors (see section F below).

5. Because family members may be in such a state of shock and grief, they may refuse services, assistance and benefits, be unable to make decisions on their behalf or even forget that such services are available. Offers of assistance should be reinforced at appropriate times to give family members additional opportunities to consider their needs.



6. Because these tasks may require additional personnel, off-duty agency personnel may be notified of the incident and should be given the opportunity to volunteer to assist during this time.

D. Funeral Arrangements (Sworn Personnel)

1. While agency members may feel the loss of a co-worker with much of the same grief as the family members, it is important to acknowledge that ultimately the family will dictate the final arrangements for the deceased.
2. An offer of a police funeral should be made to the family. An explanation of what such a service entails should be given to the family at this time.
3. Determine if the family wishes the deceased to be buried in uniform. If so, the agency shall ensure that a clean uniform in good repair is provided to the funeral home.
4. Determine if the family wishes for agency members to serve as some or all of the pallbearers. Appropriate ceremonial uniform accessories will be made available to officers serving as pallbearers, as with all uniformed officers. Black or black and blue bands will be worn over the badge of all agency officers until sunset the day of interment.
5. If the family wishes, an American flag should be secured for the casket.
6. It should be noted that the American flag will only be flown at half-staff by order of the Governor or the President of the United States. Municipal government may not grant such an order and as such, the American flag will not normally be lowered in the event of a line of duty death.
7. If the family wishes for the deceased to have a police funeral service, the three-volley salute, folding and presentation of the flag, taps or bagpipe instrumental and any other details should be discussed with the family in advance.
8. An honor watch, which consists of uniformed officers accompanying the casket of the deceased during viewing and prior to the funeral service, should be made available to the family.



9. It should be determined from the funeral director when the casket will be sealed, in the event that badges, awards, etc. are to be removed from the deceased to be presented to family members.
10. The funeral director will be provided with a copy of this policy to facilitate protocol.
11. Determine from the family if they will object to the presence of the media during the funeral service. The family's wishes will be relayed to the media prior to the service.
12. Once a service and burial date and time have been established by the family, a second teletype relaying this information to all law enforcement agencies will be generated. Included in this teletype will be the family's wishes for a private funeral, if applicable, viewing, flowers, etc.
13. An on-site inspection of the location of the funeral service and grave site should be made by an agency member, a funeral home representative, and a family representative prior to the service to determine seating arrangements, seating capacity, parking, etc. It is important to note in advance where family members, honor watch members, pallbearers, agency members, friends of the deceased, visiting officers from other agencies and well-wishing citizens are to be seated in order to avoid an embarrassing and potentially chaotic situation at the service.
14. Despite the loss to the law enforcement community, it is important to bear in mind that the priorities in a funeral service are the decedent and their family members. In coordinating funeral arrangements, family members should not be left out of the arrangements. While certain protocol is in place for police funeral services, every effort will be made to include any wishes and requests of the family. If the family chooses to have minimal input into the arrangements, at a minimum, they will be kept abreast of plans and progress.
15. The funeral procession from the service to the grave site, as well as an escort of the family to the funeral service and from the grave site will be coordinated in advance and arrangements with neighboring agencies should be confirmed.



16. In the event that a three-volley salute, taps and/or bagpipe instrumental(s) are to be included in the service, the City of Charleston Police Department Honor Guard should be contacted and requested.

E. Counseling Services for Survivors

1. The agency will provide counseling services to assist agency members and their families in dealing with and accepting the loss of a fellow agency member.
2. Such services are not mandatory but it is strongly encouraged that members take advantage of opportunities to cope with the loss in a healthy way.
3. There are no time limitations associated with counseling services. Any requests for services will be maintained in strict confidence.
4. Sources of counseling services include but are not limited to The Kennedy Center, the Police Chaplain and peer counselors.

F. Potential Survivor Benefit Organizations

1. The Administrative Services Division Commander or his/her designee will maintain a current list of potential survivor benefit organizations.
2. The listing of potential survivor benefit organizations will be reviewed and updated at least annually.


G. Observance of Peace Officers Memorial Day

1. By act of Congress, May 15 of each year is set aside as Peace Officers Memorial Day, sometimes known as Police Memorial Day and the week in which that day is contained is proclaimed National Peace Officers Week, or Police Week.
2. In observance of this solemn occasion and as a means to generate public awareness and support, officers will:
 - a. On May 15 of each year, officers will wear a black or black and blue band over the uniform badge in observance of Peace Officers Memorial Day; and,



- b. Inasmuch as Public Law 103-322 (36 U.S. C. 175) allows, the American Flag in front of the Police Department will be flown at half-staff on May 15 of each year.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #2-15 | |
| <i>Handling Employee Military Deployment</i> | | | |
| Effective Date January 29, 2018 | Revision # 1 | Re-evaluation Schedule January | Amends/supersedes SOP #2-15 of 12/11/2014 |
| Notes/References CALEA Standards 22.1.2 & 22.1.9 | | # of Pages 3 | |

I. Purpose

To provide procedures for handling the departure and reintegration of military service members called to and returning to work from active duty service.

II. Policy

The agency recognizes the importance of the service its military reservists provide to the various branches of the United States armed services and the South Carolina National Guard. By way of the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA), guidelines provided in the City of Goose Creek Employee Handbook, and the provisions of this SOP, the agency will uniformly process the departure of deploying military members from the agency as well as their reintegration into the agency post-deployment. The character qualities of orderliness, punctuality, and responsibility are the key to successfully carrying out these procedures.

III. Procedure

A. Short-Term Activations (less than 90 days)

1. Short-term activations include the weekend per-month commitment, the two weeks per-year commitment, and any other orders received that do not exceed 90 days in duration.
2. Short-term commitments are treated similarly to any other period of leave (vacation, non-FMLA sick, funeral, etc.) with regard to personnel retaining City-owned equipment.
3. Personnel who receive orders must communicate with their immediate supervisor to ensure that their commitment is accounted for in their respective team's schedule.



4. Personnel may apply for military leave as provided for in the City of Goose Creek Employee Handbook.
 5. Personnel must communicate with their supervisor should their scheduled return date change.
 6. The reintegration from short-term deployment is treated similarly to the return to work from any other period of leave.
- B. Long-Term Activations (90 or more days)
1. Long-term activations occur when personnel receive orders that exceed 90 days in duration.
 2. Personnel being activated long-term must inform their division commander who will serve as their designated agency contact for the duration of the deployment.
 3. The division commander will review the orders and initiate the procedures in Section I of a Military Deployment/Reintegration Checklist form (Form GCPD 110) personally or by designee.
 4. When all deployment items are completed on the Military Deployment/Reintegration Checklist form and the affected division commander has reviewed and approved, the form will be forwarded to the training supervisor to be placed in the employee's training file pending their return.
 5. The City's Human Resources Director is the designated point of contact for deployed personnel regarding status of benefits, retirement, or other human resources matters.
- C. Reintegration of Long-Term Deployed Personnel
1. When a deployed employee is discharged from active service and all periods of leave earned from the military are exhausted, they will report to their division commander to begin the reintegration process (the report date should be coordinated in advance).
 2. The division commander will summon the Military Deployment/Reintegration Checklist form from the member's training file and initiate the procedures in Section II of the form personally or by designee.



3. When all reintegration items are completed on the Military Deployment/Reintegration Checklist form and the affected division commander has reviewed and approved, the form will be forwarded to the training supervisor to be placed in the employee’s training file.

D. Additional Considerations

1. No two employees returning from active military service will have had exacting experiences. Each should be evaluated and monitored based on the specifics of their situation.
2. Supervisors must not assume that a reintegrated employee will immediately return to the performance level they were at prior to departure.
3. Supervisors should monitor performance and make necessary inputs to guide the reintegrating employee.
4. Deployed personnel are encouraged to, at a minimum, maintain e-mail contact with their Division Commander during deployment.
5. A command staff officer or designee may contact an employee’s military commanding officer (C.O.) to verify reporting times and other logistical matters regarding orders or scheduled duty.
 - a. Scheduling requests may be proposed to the C.O. in the event the employee’s scheduled absence will cause serious staffing issues within the agency.
 - b. If the C.O. cannot or refuses to consider the agency’s needs, the employee will be granted the appropriate leave to fulfill the military commitment.


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| Per Order | Harvey Becker, Chief of Police |  |
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Chapter 3

Patrol & Operations

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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #3-01 | |
| <i>Patrol Function</i> | | | |
| Effective Date June 25, 2018 | Revision # 9 | Re-evaluation Schedule June | Amends/supersedes SOP #3-01 of 06/29/2016 |
| Notes/References CALEA Standards 41.1.1, 41.1.2, 41.2.4, 41.3.1, 41.3.2, 41.3.3, & 46.2.1 | | # of Pages 11 | |

I. Purpose

To identify and define basic patrol functions and responsibilities and to establish priorities for personnel assigned to the patrol function.

II. Policy


The patrol function is recognized as the “backbone” of the agency, with all other functions serving to augment the efforts of the Patrol Bureau. By exercising obedience to the requirements of this SOP, discretion in situations not dictated in this SOP, and decisiveness in responding to situations, officers will safely, effectively, and efficiently provide police services to the community.

III. Procedure

A. The primary functions of the Patrol Bureau include:

1. Proactive patrol to establish and maintain peaceful and secure neighborhoods and commercial districts;
2. Response to requests for service from members of the community and serving as a source of information for those services not provided by the police department;
3. Reporting hazardous conditions;
4. Investigation of crimes, offenses, incidents and conditions, including violations of City ordinances, arresting/apprehending criminal offenders, service of warrants and summons;
5. Traffic direction, traffic enforcement, parking enforcement and collision investigation;



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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #3-02 | |
| <i>Police Vehicle Operation</i> | | | |
| Effective Date September 15, 2016 | Revision # 7 | Re-evaluation Schedule September | Amends/supersedes SOP #3-02 of 09/23/2014 |
| Notes/References CALEA Standards 41.1.3, 41.2.1, & 61.3.3 | | # of Pages 8 | |

I. Purpose

To establish guidelines for routine and emergency operation of agency-owned vehicles.

II. Policy

Operators of agency-owned vehicles shall drive in such a manner so as to set an example for other members of the department and for the general public. All vehicle operations shall be conducted in strict accordance with South Carolina law and agency guidelines with due regard for the safety of all persons. Exercising the character qualities of alertness, cautiousness, and obedience will ensure our adherence to traffic regulations and the safe operation of agency vehicles.

III. Procedure

A. Driver's License Required

1. Any employee who operates a vehicle owned by or loaned to the City of Goose Creek must hold a valid South Carolina Class D or greater license or a valid passenger vehicle license from another state.
2. The agency may conduct periodic checks of the driver's license status of agency employees as directed by the Chief of Police.

B. Vehicle Care and Maintenance

1. Employees with assigned vehicles are responsible for the daily care, maintenance, and upkeep of their assigned vehicle.



- a. Vehicles will be scheduled for preventive maintenance at the City's maintenance facility as specified by the maintenance supervisor.
 - b. Breakdowns or maintenance issues that occur between preventive maintenance intervals will be scheduled with the City's maintenance facility without undue delay.
 - (1) A supervisor will be notified of issue(s) that cannot be immediately resolved.
 - (2) If the issue(s) might compromise the safety of the operator or further exacerbate the issue(s), the vehicle will be dead-lined until repaired.
 - c. Agency employees will not perform maintenance operations on City vehicles beyond routine operator maintenance such as checking and filling fluids, maintaining tire pressure, replacing a fuse or light bulb, and changing a tire.
2. Assigned vehicles are to be clean and orderly on the interior and exterior. Employees have access to water, soap, and a vacuum cleaner at the police department.
 3. Unassigned vehicles are under the purview of the Field Services Division Commander (See SOP #2-11).
- C. Driver and Vehicle Limitations
1. City vehicles shall be driven within the limitations of the driver's training, driver confidence and capabilities, and applicable law.
 2. City vehicles shall not be operated beyond the common-sense limitations of the particular vehicle with due regard observed for the design of the vehicle and the intended conditions for its use.
- D. Emergency Response and Priority Codes
1. Civilian personnel are not authorized to operate a personal vehicle (while in paid status) or a City-owned vehicle in an emergency response mode.



2. Police officers may respond to emergency and priority calls consistent with the following:
 - a. Priority Code 1
 - (1) Code 1 is a routine response to assignments that are not urgent but should be completed at the earliest convenience of the unit assigned.
 - (2) Units responding Code 1 shall observe all applicable traffic regulations and traffic control devices. Blue lights and siren may not be used.
 - b. Priority Code 2
 - (1) Units responding Code 2 shall do so immediately without hesitation or delay.
 - (2) A Code 2 response permits officers to utilize blue lights and siren to navigate traffic control devices so as to remain rolling to the assigned call.
 - (3) Officers must not exceed established speed limits unless they have been authorized a Code 3 response as provided for in this SOP.
 - c. Priority Code 3
 - (1) Units responding Code 3 shall do so immediately without hesitation or delay.
 - (2) Blue lights and siren shall be in continuous operation from the commencement of a Code 3 response until the necessity of the Code 3 response is no longer applicable or upon arrival at the scene.
 - (3) The exceptions to the requirement of the use of blue light and siren, and in accordance to South Carolina statute 56-5-760 which provides that a police vehicle need not use an audible signal (siren) nor display a visual signal (blue light) when the vehicle is being used to obtain evidence of a speeding violation, respond to a suspected crime in



progress when the use of an audible or visual signal, or both, could reasonably result in the destruction of evidence or escape of a suspect, or surveil another vehicle or its occupants who are suspected of involvement in a crime.

3. Additional Considerations for Code 2 and 3 Responses
 - a. Officers must generally seek approval from the duty supervisor to initiate a code 2 or 3 response. Officers may, however, announce their code response and proceed without prior approval to the following types of calls:
 - (1) Traffic collisions of a serious nature that involve injuries or present public safety hazards due to their location, potential for collateral incidences, etc.;
 - (2) In-progress fights and domestic calls involving assaults or weapons;
 - (3) Major disturbances that suggest the potential for danger to the surrounding public or parties involved; and,
 - (4) Officer distress calls.
 - b. No officer shall operate a vehicle at a rate of speed that would cause him/her to lose control of the vehicle or drive recklessly so as to imperil the safety and/or lives of others.
 - c. When approaching an intersection, officers shall slow or stop the emergency vehicle to insure their entry and exit can be made safely, especially at a controlled intersection where a red light or traffic device would normally require a stop.
 - d. Vehicles operating with emergency equipment should not make sudden U-turns or other movements in traffic unless such movement can be made safely.
 - e. Being exempt from compliance with speed limits, coming to a complete stop, and having other vehicles yield to the



emergency vehicle while in a code response does not relieve the driver of the emergency vehicle of responsibility or liability.

- f. An officer shall downgrade the code response if during the response it becomes known or apparent that the risk to the responding officer and/or the public at large becomes greater than the risk of the reported situation at hand.
 - g. The ultimate authority for code responses rests with the duty supervisor who must weigh the need for the response against the necessity for immediate or rapid arrival and intervention, and must consider prevailing traffic conditions and/or inclement weather at the time.
 - h. The duty supervisor shall cancel a code response if during the response it becomes known or apparent that the risk to the responding officer and/or the public at large becomes greater than the risk of the reported situation at hand.
- 4. Officers shall advise the communications center via radio broadcast of the location from which they are responding. This is to insure that other officers are aware of the responding unit's status and to ensure there is not a closer available unit.
 - 5. Communications specialists will notate in CAD the response codes employed for particular calls.

E. Parking

- 1. To enhance a safe, quick response as the need may arise, agency vehicles shall, as a matter of policy, routinely and normally be backed into the parked position (i.e., rear first) as opposed to being, nose first into a parked position (i.e., front first). (An exception to this general policy is when the parking area is marked for angle parking which makes backing into a parking slot awkward and difficult.)
- 2. Except in emergency situations, vehicles shall not be parked in violation of any state statute or ordinance (e.g., fire lanes, loading zones, double parking, blocking traffic lanes, facing the wrong direction, etc.).



- F. Vehicular Escorts
1. Vehicle escort services provided by the agency include:
 - a. Traffic assistance to public officials;
 - b. Dignitaries;
 - c. Oversized vehicles and/or loads;
 - d. Roadway construction;
 - e. Maintenance vehicles;
 - f. Vehicles with hazardous or unusual cargo; and,
 - g. As otherwise authorized by the Chief of Police or his/her designee.
 2. Vehicle escorts that involve other agencies will be coordinated as far in advance as feasible.
 3. Vehicle escort requests are normally processed through communications and relayed to the duty supervisor. When large or lengthy escort requests are received by this agency, the Traffic Unit may be notified to assist.
 4. Vehicle escorts for public officials, dignitaries or executive protection assignments will normally be handled by the Traffic Unit, due to the length of time required for such assignments (see SOP #9-10).
 5. Control of vehicle escorts will be assigned to a supervisor or officer in accordance with the complexity of the escort requirements.
 - a. The officer in charge of the vehicle escort will set the pace for the escort in accordance with prevailing conditions.
 - b. Under no circumstances will the escort exceed the predetermined maximum speed for any segment of the route.



- c. The officer in charge of the escort will terminate the escort and resume normal vehicle operation when, in the officer's opinion, conditions are such that continuation of the escort will constitute unacceptable risks to the motoring public.
 6. Vehicle escort services of civilian vehicles in medical emergencies are prohibited. If immediate medical service is required, EMS should be summoned to the scene.
 7. Escorts of other emergency vehicles such as ambulances and fire-trucks are prohibited.
- G. Specialized Vehicles
 1. Specialized vehicles such as the S.W.A.T. van (see SOP #8-09), K-9 units (see SOP #3-10), the agency's golf cart (see SOP #3-22) and bicycles (see SOP #3-05) will be operated according to this SOP and any additional requirements specified in the applicable SOPs.
 2. Any training required for operation of such vehicles will be conducted in accordance with the latest edition of the agency's training catalog.
- H. Use of Personal Vehicles for Duty Prohibited
 1. The use of personal vehicles by sworn personnel for regular duty and/or emergency operations is prohibited.
 2. This prohibition does not extend to agency related travel such as training, conferences, or other similar functions wherein the likelihood of police intervention becoming a necessity is minimal.
- I. Obedience to Traffic Regulations and City Policy
 1. Employees operating City vehicles will, during routine operation of City vehicles, adhere to all applicable traffic statutes and City ordinances.
 2. Employees operating City vehicles are prohibited from talking on or texting via cellular telephones while driving or stopped in traffic.




3. Employees must pull safely off the roadway and park their vehicle prior to making or accepting a telephone call or sending or receiving a text message.

J. Training Requirements

1. Driver training will be conducted as specified in the latest agency training catalog.
2. Employees who demonstrate deficiencies in vehicle operation may be referred to the training supervisor for performance improvement training in accordance with applicable SOPs.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #3-03 | |
| <i>Police Vehicle Pursuit Guidelines</i> | | | |
| Effective Date October 21, 2016 | Revision # 8 | Re-evaluation Schedule October | Amends/supersedes SOP #3-03 of 10/28/2013 |
| Notes/References CALEA 41.2.2 & 41.2.3 | | # of Pages 12 | |

I. Purpose

To establish policy and procedures governing the pursuit of motorists who refuse to stop their vehicles after lawful notification to stop.

II. Policy

Due to the unpredictable nature of vehicle pursuits and the consequential dangers imposed upon the pursuing officer, the fleeing motorist, and the public, vehicle pursuits are generally discouraged. Vehicle pursuits are justified only when the officer knows the violator has committed or is attempting to commit a serious crime, and when the necessity of immediate apprehension outweighs the level of danger created by the vehicular pursuit. Application of the character qualities of discretion, self-control, and wisdom will assist us in our response to vehicles that disregard our efforts to stop them.

III. Definitions

- A. Vehicular Pursuit – An active attempt by an officer in an authorized emergency vehicle to apprehend fleeing suspect(s) in a motor vehicle who are attempting to avoid apprehension through evasive tactics.
- B. Minor traffic violation – All traffic violations with the exception of suspected driving under the influence (DUI) and reckless driving observed prior to initiating the traffic stop.
- C. Forcible Stopping Method – Includes tactical intentional vehicular contact, the use of hollow spike strips or similar devices, roadblocks facilitated with police vehicles, other fixed objects, or a combination thereof to redirect or hinder a suspect vehicle’s path of intended travel.



IV. Procedure**A. Pursuit Considerations**

1. When a traffic stop is attempted and the law violator, through evasive tactics, avoids apprehension, the decision to respond to the violator's tactics must be based on the officer's knowledge, given facts and circumstances that can be articulated, that the immediate danger to the public created by the pursuit is less than the immediate or potential danger to the public should the suspect remain at large, and, for the time being go unapprehended.
2. It is necessary for supervisors and officers to consider and ask themselves, if the pursuit results in injury or death, or even property damage, would a reasonable person understand why the pursuit occurred, why it was continued or why it was necessary?
3. Law enforcement officers in marked patrol units may become involved in a vehicular pursuit when ALL of the following criteria are met:
 - a. The pursuit is approved by a supervisor;
 - b. The suspect exhibits the intention to avoid arrest by using a vehicle to flee apprehension for an alleged felony or misdemeanor that would normally require a full custody arrest;
 - c. The suspect, if not pursued, would present a danger to human life or cause serious injury; and,
 - d. When the immediate apprehension of the suspect creates less risk or danger than the risk or danger created by the pursuit.
4. The officer shall consider the following factors in determining whether to request the pursuit:
 - a. The seriousness and nature of the offense;
 - b. The performance capabilities of the pursuit vehicle;

- c. The condition of the road surface upon which the pursuit is being conducted;
 - d. The presence and volume of vehicular and pedestrian traffic in the area;
 - e. Weather conditions; and,
 - f. Light level conditions.
5. An officer will not become involved in a pursuit if the suspect is known to be a juvenile unless it is known and can be supported that the juvenile will present a danger to human life if allowed to flee.
 6. Pursuit to apprehend a violator solely for a minor traffic violation is prohibited.
- B. Pursuing Officer's Responsibilities
1. An officer who encounters a vehicle refusing his/her effort to stop it shall immediately inform the communications center and provide as much information on the unfolding incident such as:
 - a. Unit identification;
 - b. Location, speed and direction of travel;
 - c. Type of vehicle involved (muscle car, compact, motorcycle);
 - d. Description and license plate number, if known;
 - e. Number and description of vehicle occupants;
 - f. The various dangers and futility involved;
 - g. Any environmental concerns;
 - h. The driving behavior observed; and,
 - i. Reasons supporting the decision to continue efforts.



2. After receiving approval from a supervisor to pursue, the pursuing officer shall immediately activate all applicable emergency equipment (blue lights and siren at minimum) and notify communications that a pursuit is underway.
3. A failure or delay to broadcast the above information shall result in an immediate decision by the supervisor to order termination of the pursuit.
4. It is reemphasized that officers must rely on what they know, not what they think or sense. Risks during a pursuit can only be justified by what is actually known and can be articulated.
5. The primary pursuit unit shall reduce the level of pursuit to that of support or backup unit when another vehicle has been assigned primary pursuit responsibility.
6. Any primary or backup unit sustaining damage, or failure of essential vehicular equipment during pursuit, shall not be permitted to continue in the pursuit. The unit shall also broadcast such information to enable and assist the supervisor in deciding to assign another unit to the pursuit.
7. The primary pursuit officer will complete a detailed Uniform Crime Report (UCR) at the conclusion of the incident.
8. The primary pursuit officer must complete a Vehicle Pursuit Summary and Administrative Review Form (Form GCPD 187) and attach it to a copy of the UCR then forward it as specified in Section IV, L of this SOP.

C. Supervisors' Responsibilities

1. In permitting a pursuit to be initiated and to progress, the supervisor shall conclude that the immediate danger to the public created by the pursuit is less than the immediate or potential danger to the public should the suspect being pursued remain at large.
2. Such a decision must be based on information provided by the pursuing officer, communications, if applicable, and all criteria established and outlined in this SOP.



- a. Upon notification that a vehicular pursuit incident is requested, a supervisor shall assume responsibility for the approval, monitoring and control of the pursuit.
- b. The supervisor shall continuously review the broadcast information and incoming data to determine if the pursuit should be continued or terminated.
- c. In controlling the pursuit incident, the supervisor shall be responsible for coordination of the pursuit as follows:
 - (1) Directing pursuit vehicles in to or out of the pursuit;
 - (2) Re-designation of primary, support or other backup vehicle responsibilities;
 - (3) Approval or disapproval and coordination of pursuit tactics; and,
 - (4) Approval or disapproval to leave jurisdiction to continue pursuit.
- d. The supervisor may approve and assign additional backup vehicles to assist the primary and backup pursuit vehicles based on an analysis of:
 - (1) The nature of the offense for which the pursuit was initiated;
 - (2) The number of suspects and any known propensity for violence;
 - (3) The number of officers in the pursuit vehicles;
 - (4) Any damage or injuries to the assigned primary and backup vehicles or officers;
 - (5) The number of officers necessary to make an arrest at the conclusion of the pursuit; and,



(6) Any other clear and articulable facts that would warrant the increased hazards caused by numerous pursuit vehicles.

e. The supervisor must file a supplemental report describing their observations and actions taken during the pursuit incident.

D. Secondary Pursuing Officers' Responsibilities

1. Units will not respond as backup or secondary units to a pursuit until directed to do so by the supervisor. The supervisor will make the decisions to assign a secondary unit based on the location of the nearest unit to the pursuit.
2. The secondary unit will assume radio communication responsibility, allowing the primary unit to devote full attention to driving.
3. The secondary unit will maintain a safe distance behind the primary unit.
4. If the primary unit becomes disabled, the secondary unit will become the primary unit.
5. A detailed supplemental report documenting participation in the pursuit shall be completed.

E. Communications Center Responsibilities

1. Upon notification that a pursuit is in progress, communications personnel shall keep the supervisor advised of any additional information received.
2. Communications personnel shall carry out the following responsibilities during the pursuit:
 - a. Receive and record all broadcast information on the pursuit and the pursued vehicle;
 - b. Control all radio communications and clear the radio channels of all non-emergency calls;



- c. Direct units (involved or uninvolved) to a different radio channel if necessary or at the direction of the supervisor;
- d. Coordinate and dispatch backup assistance under the direction of the supervisor;
- e. Notify neighboring jurisdictions, where practical, when pursuit may extend into their locality; and,
- f. Record as much information into the Computer Aided Dispatch (CAD) call as practicable.

F. All Other On-Duty Officers' Responsibilities

1. Unless specifically directed to participate in the pursuit, or unless specifically directed to transfer to the mutual aid frequency, on-duty officers shall remain in-service on the main frequency with transmissions kept to an absolute minimum.
2. Officers not specifically assigned as a primary or secondary unit in a pursuit are not permitted to join the pursuit team or follow the pursuit on parallel streets. These officers, however, may be assigned to stop civilian traffic at particular locations to allow the pursuit to pass unabated at the discretion of the supervisor.

G. Unmarked Police Vehicles

1. Officers in unmarked units shall avoid involving themselves in pursuits whenever possible because of their substantially decreased recognition as an emergency vehicle by the general public.
2. In the rare occasion when an unmarked unit is involved in a pursuit, the officer will follow all the aforementioned requirements as a marked unit in addition to:
 - a. Considering the additional risks to the officer and general public by the substantially decreased recognition as an emergency vehicle; and,
 - b. Prepare to immediately relinquish the role as the primary officer to a marked unit as soon as practicable.



H. Traffic Regulations During Pursuit

1. Each unit authorized to engage in vehicular pursuit shall be required to activate headlights and all emergency vehicle equipment (blue lights and siren minimum) prior to beginning pursuit.
2. Officers engaged in pursuit shall, at all times, drive in a manner exercising reasonable care and due caution for the safety of themselves and all other persons and property within the pursuit area.
3. Officers are permitted to suspend conformance with normal traffic regulations during pursuit as long as reasonable care and due caution is used when driving in a manner not otherwise permitted, and the maneuver is prudent and reasonably necessary to gain control of the suspect.
4. The following South Carolina laws pertain to pursuits:
 - a. 56-5-750: Failure to stop when signaled by law enforcement vehicle with flashing light and siren.
 - b. 56-5-760: Operation of authorized emergency vehicles.
 - c. 56-5-2360: Operation of vehicles on approach of authorized emergency vehicles.
 - d. 56-5-4700: Audible signal devices and signal lamps for authorized emergency vehicles, school buses and police vehicles; restrictions on use; effect of use.
 - e. 56-5-4970: Sirens, whistle or bell on authorized emergency vehicles.
 - f. 17-13-40: Law enforcement officer jurisdiction when in pursuit of offender; authority, rights, privileges, and immunities extended.

- I. Multi-jurisdictional Pursuits
 1. Out of Jurisdiction
 - a. When it is apparent that a pursuit is likely to leave the City limits of Goose Creek, the pursuing officer must receive permission from the supervisor to continue the pursuit.
 - b. If approved, the supervisor will instruct communications to advise neighboring law enforcement agencies of the pursuit, the direction of travel, vehicle description, and the reason for the pursuit.
 - c. The limitations set forth by section IV, H, 4, f of this SOP must be considered when departing the corporate limits proper.
 - d. Officers who have yielded to an adjoining jurisdiction's pursuing officer may proceed to the location where the suspect vehicle is stopped upon approval of the supervisor. In doing so, officers must adhere to the requirements of SOP #3-02 (Police Vehicle Operations).
 2. Into Jurisdiction
 - a. Officers will not participate as a pursuit vehicle in any pursuit by another jurisdiction entering the City of Goose Creek, without the approval of the supervisor.
 - b. The supervisor, prior to granting approval or issuing assignments, must have adequate information to determine that the pursuit is justified based on the same criteria as established and set forth in this policy.
 - c. Officers may be assigned to stop civilian traffic at designated points to allow the pursuit to pass unabated at the discretion of the supervisor.
- J. Forcible Stopping Methods
 1. Forcible stopping methods are not authorized as pursuit intervention.



2. Intentional vehicular contact is considered employment of deadly force and will be fully documented and reviewed as such in accordance with the provisions of SOP #8-05 (Use of Force).

K. Termination of Pursuit

1. A decision to terminate pursuit may be the most rational means of safeguarding the lives and property of the public, the officers, and the suspect(s) engaged in pursuit. A pursuit may be terminated by the pursuing officer, the supervisor or staff officer of the department.
2. A vehicle pursuit shall be immediately terminated in any of the following circumstances:
 - a. Weather or traffic conditions increase the danger of pursuit beyond the worth of apprehending the suspect;
 - b. The distance between the pursuit and fleeing vehicle is so great that further pursuit is futile; and/or,
 - c. The danger posed by continued pursuit to the public, the officers or the suspect is greater than the value and justification of apprehending the suspect(s).
3. The pursuing officer shall broadcast pertinent information to communications personnel along with any further information acquired which may assist in an arrest of the fleeing suspect(s) at a later time.
4. No form of disciplinary action will be initiated for a decision to terminate a vehicle pursuit.

L. Administrative Review

1. All incidents reported as a vehicle pursuit will be reviewed administratively by the training office and the primary pursuing officer's chain-of-command. The process begins with the primary pursuing officer's completion of the UCR and the Vehicle Pursuit Summary and Administrative Review Form.



2. The supervisor monitoring/directing the pursuit will review the incident and indicate their findings on the Vehicle Pursuit Summary and Administrative Review Form then forward the form and copy of the UCR to the training office.
3. The training office will review the packet and forward it with their finding and any recommendations to the officer's Division Commander. The officer's Division Commander will review the packet and forward it to the Chief of Police.
4. The Chief of Police will review the packet and sign the Vehicle Pursuit Summary and Administrative Review Form indicating his acceptance of the review or assignment for an Internal Affairs investigation.
 - a. Final routing of all such packets is to the Professional Standards Lieutenant for tracking and filing.
 - b. If the administrative review raises questions or concerns, a copy of the form will be forwarded to the affected employee, their team supervisor, and their Division Commander.
5. Internal Affairs investigations will be conducted in accordance with SOP #7-02.

M. Annual Analysis Required


1. Annually, the Assistant Chief of Police or designee will conduct a documented analysis of pursuit incidents to include:
 - a. The identification of any trends or patterns that may indicate training or equipment upgrade needs; and,
 - b. The review of this procedure and any associated procedures/policies with particular emphasis on agency adherence to pursuit and reporting procedures and identification of any policy vs. practice issues.
2. For reporting purposes, the prior calendar year's incidents will be analyzed. The lack of reviewable incidents does not relieve the obligation to review procedures/policies as aforementioned.



- 3. The analysis will be reviewed and approved by the Chief of Police then distributed agency-wide.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #3-04 | |
| <i>Mobile Video Recording (MVR) Equipment</i> | | | |
| Effective Date March 27, 2018 | Revision # 9 | Re-evaluation Schedule March | Amends/supersedes SOP #3-04 of 09/28/2016 |
| Notes/References CALEA Standard 41.3.8 | | # of Pages 6 | |

I. Purpose

To provide employees with guidelines for the use of mobile video recording (MVR) equipment.

II. Policy

The evidence captured by MVR equipment is recognized for its irrefutable nature and has proven to be invaluable in the prosecution of traffic violations and related offenses, the evaluation of officer performance to include investigations of alleged misconduct, the development of training material, and even the legal defense of the agency and its personnel when falsely accused. In order to maximize the benefits associated with MVR equipment, the procedures contained herein shall be followed by operators of agency vehicles equipped with MVR equipment. The character qualities of discretion, obedience, and responsibility are key components in the proper care and use of MVR equipment.

III. Procedure

A. Care and Maintenance of MVR Equipment

1. The agency maintains digital MVR equipment which shall be operated and cared for by way of the particular units' manufacturers' recommendations.
2. MVR equipment installed in agency vehicles is the responsibility of the employee to which the vehicle is assigned.
 - a. Employees may and are expected to perform simple user maintenance such as wiping down the surfaces of



- equipment, cleaning camera lenses with proper cloths and solvents, and charging transmitters, etc.
- b. Employees are prohibited from attempting to disassemble MVR equipment to diagnose or repair suspected malfunctions. Such actions may only be carried out by the agency's repair vendor.
 - c. Employees are prohibited from manipulating a system outside its design configuration such as to alter, erase, or otherwise attempt to affect recorded material.
3. Prior to each shift, employees will inspect their MVR equipment and initiate a minimum 30 second (not including automatic 30 seconds) recording to determine if it is working satisfactorily. Additionally, inspection of MVR equipment will include:
- a. Ensuring that the system is on and all visual indicators suggest proper operation of the system;
 - b. Ensuring that the video lens is clean, properly aimed, and the focal distance properly adjusted;
 - c. Verifying the capacity of the system for future recording and clearing stored recordings by the methods described in this SOP;
 - d. Verifying that the audio transmitter is fully charged and synchronized with the receiver;
 - e. Ensuring that the audio transmitter is properly inserted in the holder or other device that secures it to the user's person; and,
 - f. Ensuring that the date and time stamps on the video screen are accurate (time must be within 5 minutes of dispatch center time) and their last name is properly indicated.
4. If the employee determines, at any time during the operation of the vehicle, that the MVR equipment is malfunctioning, they will immediately inform their supervisor and attempt to correct the problem consistent with the provisions of this SOP, obtain a



backup vehicle, or seek professional maintenance as soon as practicable.

B. MVR Operating Procedures

1. All recorded media from agency-owned MVR equipment is the property of the agency. Recorded media may be disseminated to courts, prosecutors, and other law enforcement agencies for the purpose of court proceedings and criminal investigations.
2. Dissemination of MVR recordings outside the agency except as otherwise provided for in this SOP is prohibited without the prior approval of the Chief of Police or his/her designee.
3. Employees are expected to inform their supervisor of any recordings that may benefit the agency's training function or of recordings that may be of use in a complaint or liability incident.
4. MVR equipment will activate automatically when the vehicle's blue lights are turned on. Systems that provide for activation upon attainment of a certain speed will be activated at 80 miles per hour.
5. MVR equipment will be activated, whether automatically or by the employee involved, during any investigative or enforcement action. Such actions include, but are not limited to:
 - a. Traffic stops;
 - b. Traffic collisions,
 - c. Parking enforcement;
 - d. Field interviews;
 - e. Code responses; and,
 - f. Calls for service likely to generate an enforcement action.
6. MVR equipment, to include the audio transmitter, will remain activated until the investigation or enforcement action is concluded.



7. To conserve recording space, employees may turn their MVR equipment off during actions such as directing traffic at a collision (when not involved in the investigation) or using blue lights as a warning to approaching motorist as when protecting utility workers, removing debris from the roadway, etc.
8. When engaging in investigative and enforcement activity, employees must be cognizant that the system is properly activated and that the audio transmitter is on or activated.
9. Officers will note in incident, arrest and related reports when video/audio recordings were made during the incident in question.
10. Under no circumstances will personnel utilize MVR equipment for any purpose outside the scope of their duties as a member of this agency, unless approved by the Chief of Police.
11. MVR recordings will be maintained on the agency's network server then backed up on DVD in accordance with the latest schedule approved by the Chief of Police.

C. System Integrity and Security

1. Employees must log into the MVR equipment under their designated login.
2. Digital recordings will be uploaded wirelessly at the end of the employee's tour of duty. In instances where this cannot be accomplished (such as a vehicle being involved in a collision), the media card from the MVR equipment may be removed and the files transferred to the server manually.
3. The (locked) media vault may only be accessed by supervisory personnel.
4. Only supervisors and designated persons may burn DVD recordings. DVDs may be recorded as follows:
 - a. For evidentiary purposes; such recordings may be retrieved from the burner by the assigned officer and deposited into evidence in accordance with SOP #6-02;



- b. For the purpose of forwarding to the training supervisor;
- c. For administrative investigatory purposes; and,
- d. As otherwise directed by a ranking authority.

D. Supervisory Responsibilities

- 1. Supervisors will ensure that all employees follow established procedures for the use and maintenance of MVR equipment, handling of video/audio recordings, and the completion of MVR documentation.
- 2. Supervisors will ensure repairs and replacement of damaged or non-functional MVR equipment is reported and performed by proper service technicians approved by the Field Services Division Commander.
- 3. Supervisors will follow up any issues identified in monthly MVR equipment audits.
- 4. Supervisors will review recorded incidents as necessary to review employee performance and when investigating complaints.

E. MVR Review and Audit Responsibilities


- 1. Recordings may be viewed pursuant to investigating complaints against the agency or its personnel or as otherwise directed by the Chief of Police.
- 2. The Professional Standards Lieutenant, Administrative Services/Training Lieutenant, and one Field Services Lieutenant (patrol team on quarterly rotating basis) will conduct mandatory MVR equipment audits on each employee assigned a vehicle with MVR equipment as follows:
 - a. The frequency of audits per assigned MVR will be no less than once per calendar quarter;
 - (1) The number of MVR units to be audited will be shared equally by the referenced lieutenants; and,



- (2) The referenced lieutenants will use a system maintained by the Professional Standards Lieutenant to ensure they each review alternating one-third segments of the available units each quarter (i.e., no lieutenant repeatedly reviews the same units).
 - b. Observe the full recording from two random incidents that occurred at least thirty days apart;
 - c. Verify that the MVR equipment is properly functioning, being used properly, and note positive or negative employee actions and/or behavior that should be commended or corrected.
 - d. Document observations on the MVR/BWC Audit Form (Form GCPD-182) and forward a copy of any inspection that bears commendation or correction issues to the affected supervisor for follow-up.
3. Deviation from the mandatory monthly MVR equipment audit requirement must be approved by the Assistant Chief of Police or the Chief of Police.
- F. Training Requirements
- 1. Only employees who have received training on assigned MVR equipment will be permitted to utilize such equipment.
 - 2. Training and retraining of affected personnel will be conducted in accordance with the latest revision of the agency's Training Catalog.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #3-05 | |
| <i>Bicycle Patrol</i> | | | |
| Effective Date August 4, 2016 | Revision # 5 | Re-evaluation Schedule July | Amends/supersedes SOP #3-05 of 07/25/2013 |
| Notes/References CALEA Standard 41.1.3 | | # of Pages 4 | |

I. Purpose

To provide guidelines for the official use and maintenance of agency-owned police bicycles.

II. Policy

The police bicycle program is instituted to enhance the capabilities of the Field Services Division through routine patrol of businesses, subdivisions, hiker/biker trails, parks, and special areas of interest such as repeat crime areas. The agency recognizes these advantages, as well as the limitations of the police bicycle use in police work. Only authorized and trained personnel within the agency may handle or operate in a duty status bicycles that are officially assigned to the bicycle patrol. Employing the character qualities of alertness, discernment, and initiative will assist officers in carrying out safe and effective bicycle patrols.

III. Definitions

- A. Police Bicycle – A police bicycle is a specially modified and equipped bicycle to be utilized by a police officer in the performance of patrol duties.
- B. Bicycle Patrol Team – A bicycle patrol team is comprised of police officers, each with a properly equipped police bicycle.

IV. Procedure

- A. Authorization to Utilize Police Bicycles
 - 1. Police bicycles may only be operated by officers who have been trained in accordance with the latest edition of the agency's training catalog.



2. Supervisory approval of patrol areas and focus must be granted prior to patrol activities commencing.

B. Police Bicycle Specifications

1. Police bicycles shall be conspicuously marked identifying them as police bicycles.
2. Police bicycles will have installed equipment and operational supplies maintained thereon as specified on the latest revision of the bicycle inspection checklist.

C. Uniforms

1. Police officers and reserve officers participating in the bicycle patrol will wear the official uniform prescribed for the bicycle patrol as outlined in SOP #2-06.
2. Bicycle officers must wear an approved helmet while riding.

D. Patrol Procedures

1. Police bicycles shall be operated in a safe and professional manner, in concert with training received, and in compliance with all state and local laws.
2. Bicycle patrol officers can ride individually, paired, or in groups depending on the nature of the event or patrol assignment at the discretion of the on-duty supervisor.
3. Bicycle patrol officer(s) will respond to service calls within their patrol area.
4. Bicycle patrol officer(s) will proactively patrol subdivisions, businesses, hiker biker trails, and parks.
5. Bicycle patrol officer(s) shall facilitate the promotion of enhanced community relations by establishing rapport, engaging in innovative programs, and creating open dialogue between the police department and the public while on patrol.
6. Bicycle patrol officer(s) will maintain contact with the communications center with regard to their status and general



location while on patrol. Bicycle patrol officer(s) will notify the communications center of any change of patrol area.

E. Maintenance and Inspection


1. Police bicycles shall be maintained in such a manner as to promote longevity through preventive maintenance and a conscientious effort to prevent negligent abuse.
2. The Field Services Division Commander is accountable for the upkeep and maintenance of the police bicycles and the coordination of bicycle patrol activities. The Field Services Division Commander may, at his/her discretion, appoint a coordinator to oversee the maintenance and day-to-day operation of the bicycle patrol program.
3. Police bicycles are to be maintained and operated in a clean, neat condition so as to reflect professionalism upon the police department.
4. Assigned officers will be responsible for the inspection of his/her police bicycle prior to its use. Deficiencies that cannot be quickly and easily remedied shall necessitate that the bicycle be taken out of service and the deficiency reported to the Field Services Division Commander or designated bicycle coordinator.
5. Any damage to the police bicycles or equipment (to include loss) will be properly documented and the appropriate authorities notified.
6. The following checklist will be completed prior to bicycle deployment:
 - a. Check tire pressure (recommended tire pressure 35 to 40 psi);
 - b. Check tires, rims, handlebars for tightness;
 - c. Properly adjust seat for comfort;
 - d. Ensure saddlebags are secured; and,



- e. Ensure that all lighting systems are installed, and all lights are functional.
- 7. Bicycle officers will ensure that police bicycles and equipment are cleaned and properly stored after each tour of duty.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #3-06 | |
| <i>Court Security Function</i> | | | |
| Effective Date December 21, 2018 | Revision # 5 | Re-evaluation Schedule May | Amends/supersedes SOP #3-06 of 05/09/2018 |
| Notes/References CALEA Standards 73.1.1, 73.2.1, 73.3.2, 73.4.1, 73.4.2, & 73.4.3 and Section 14-25-55 of the S.C. Code of Laws. | | # of Pages 7 | |

I. Purpose

To provide guidelines for the maintenance of security agency personnel assigned to security duties in the facilities of the Goose Creek Municipal Court.

II. Policy

The agency is tasked with providing security during sessions of the Goose Creek Municipal Court. As such, agency personnel will proactively monitor court sessions for potential threats and enforce the lawful directives of presiding judges. Agency personnel will employ the character qualities of alertness, attentiveness, and responsibility when directly assigned security duties as well as when attending municipal court sessions.

III. Procedure

A. Administration

1. Ultimate authority for the municipal court facilities rests with the municipal court administrator, who is an employee of the administration function of City government.
2. Ensuring personnel provisions for the court security function is the responsibility of the Field Services Division Commander or his/her designee. The day shift duty supervisor will ensure that a bailiff/court security officer is assigned prior to the beginning of every court session.
3. While the officer serving as bailiff/court security officer will add an additional aspect of security and order to the courtroom setting, officers attending court sessions are also responsible for ensuring order in the courtroom.



4. Officers who are escorting defendants already in custody are responsible for augmenting the security of these individuals.

B. General Operations

1. Prior to every court session, the assigned bailiff will conduct a thorough search of the entire courtroom to ensure no contraband or potential weapons have been concealed within the facility.
2. The judge's bench, as well as the clerk's front office is equipped with a duress alarm which is monitored in the communications section of the police department and tested monthly. The closed-circuit camera system in the courtroom and front office is also monitored by the communications center.
3. The courtroom is equipped with smoke detectors and fire extinguishers are maintained in the hallways directly adjacent to the courtroom.
4. All public entrances/exits are prominently marked and will always remain unlocked while court is in session.
5. Defendants already in custody will remain in restraints while in the courtroom unless directed otherwise by the presiding judge. Defendants who are taken into custody during the court session will be placed in restraints and kept under immediate supervision until placed into a holding cell and/or transported to the detention center.
6. In the event of an unusual occurrence in the court facilities officers will follow directives set forth in the Incident Command System (ICS) and/or other applicable portions of the City's All-Hazard Plan.
7. All bailiff/court security officers will maintain a two-way radio on their person at all times. In the event that immediate communication is required by the bailiff/court security officer, the radio may be switched on, but will otherwise remain off during normal court proceedings.

- C. Security Screening Operations
 - 1. Security Screening Equipment
 - a. The following equipment must be in place prior to any security screening operation:
 - (1) Walk-through metal detector (WTMD);
 - (2) Hand-held metal detector (HHMD) x 2;
 - (3) Flashlight;
 - (4) Plastic storage tubs;
 - (5) Dowel rods;
 - (6) Rubber gloves; and,
 - (7) Table
 - b. Equipment must be accounted for at each court session screened and recorded in the court screening log book.
 - c. Missing, damaged, or unserviceable equipment will be noted in the log book and promptly reported to the Field Services Division Commander.
 - 2. Security Screening Facilities
 - a. Security screening for sessions of municipal court will be conducted in the lobby of the municipal court building.
 - b. Entryways to the court house will be clearly marked to indicate that attendees must pass through the security screening area, specifically a metal detector, prior to admittance to the court room.
 - c. Temporary barriers will be put in place to guide all attendees toward the security screening area.



3. WTMD Security Screening Procedures
 - a. At least two officers will be assigned to the screening area to ensure all attendees are screened prior to entry into the court room.
 - b. The WTMD must be tested prior to every use and the test result documented in the log book.
 - c. Court attendees must pass through the WTMD (unless an exception applies; see Section III, C, 3, d of this SOP).
 - (1) A screening officer will greet each attendee and ask them to empty their pockets into a storage tub along with purses, phones, and any other loose items.
 - (2) The storage tub will be placed on the work table and the contents examined by a screening officer.
 - (a) Screening officers may move items around within the tub to fully identify them. Items may be handled only to verify their nature but not to satisfy personal curiosity
 - (b) Pocketbooks, bookbags, briefcases, and such will be opened and the contents within verified visually using a dowel rod to manipulate the contents and a flashlight for illumination if necessary. The provisions and restrictions in Section III, C, 2, (a) apply.
 - (3) Storage tubs will remain within view of the attendee and slid down the table to the exit of the WTMD. Attendees that pass WTMD screening may collect their items and proceed into court.
 - (3) Attendees must pass individually through the WTMD. In the event the WTMD alerts, attendees must be given an opportunity to declare any additional items on their person and pass through



the WTMD a second time or submit to secondary screening.

d. Exceptions to WTMD screening that may proceed directly to secondary screening are as follows:

(1) Attendees who are pregnant, have small children with them, have implants such as pacemakers, defibrillators, bone stimulators, etc., claim anxiety or any form of mental or physical difficulty entering or walking through the WTMD, have prosthetics that are impractical to remove, are wheelchair-bound, or require walkers or canes for balance.

(2) Any attendee screener determines should not enter the WTMD for cause.

4. HHMD Security Screening Procedures

a. HHMD screening will be conducted near the WTMD station using one of the designated HHMD units.

b. HHMD units must be tested prior to every use and the test result documented in the log book.

c. HHMDs will be operated in accordance with their manufacturer's instructions.

d. HHMDs will be moved along the contours of the attendee's outer garments but will not contact with the attendee.

e. Areas that alert will be further examined by removing items from pockets or the person or physical search.

f. Refused HHMD screenings and/or unresolved alerts will be reported to a supervisor. The attendee will not be permitted to enter the courtroom until a supervisor reviews the situation and determines the appropriate course of action.



5. Physical Searches

- a. Physical searches should only be conducted as a final resort to address unresolved WTMD and/or HHMD alarms or when exceptions to either procedure are encountered.
- b. Physical searches may only be conducted with the consent of the attendee unless probable cause that the attendee is in possession of contraband exists.
 - (1) When probable cause exists, the attendee will be removed from the lobby to a location away from other attendees before the search commences.
 - (2) Probable cause searches will be processed and documented according to the provisions in applicable SOPs.
- c. Consent searches will be conducted only in the areas of the attendee's person that generated the WTMD or HHMD alert. Once the focus area is cleared, the subject can be cleared to enter the courtroom.

D. Threats to Persons or Facilities

1. Any threat to any person within the court facility or the court facility proper to include all initial and follow-up actions will be documented on a Uniform Crime Report (UCR).
2. Investigating personnel will notify the appropriate outside agencies as may be necessary for assistance and/or prosecution and document same in the UCR.
3. A copy of the case file related to any such incident will be forwarded to the Chief of Police via chain-of-command for review.

E. Survey of Court Security Plans and Procedures

1. At least biennially, the Field Services Division Commander will compile a documented survey of the plans and procedures related to the court security function.



2. After the review and approval of the completed survey by the Chief of Police, a copy will be forwarded with recommendations, if any, to the municipal court administrator.

3. The Field Services Division Commander will ensure that any recommendations to agency policy and/or procedure are addressed.

F. Training Required


1. All court security screening officers must be trained as specified in the latest edition of the agency's training catalog.

2. Police trainees assigned to a trained screener under the auspices of the field training and evaluation program (FTEP) are exempt from the training requirement.

3. Refresher training for court security screeners will be conducted as specified in the latest edition of the agency's training catalog.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #3-07 | |
| <i>Communications Procedures</i> | | | |
| Effective Date May 2, 2018 | Revision # 8 | Re-evaluation Schedule April | Amends/supersedes SOP #3-07 of 04/27/2016 |
| Notes/References: CALEA 41.2.1, 55.2.1, 74.1.3, 81.1.2, 81.2.1, 81.2.2, 81.2.3, 81.2.4, 81.2.5, 81.2.6, 81.2.7, 81.2.8, 81.2.9, 81.2.10, 81.2.11, 81.2.12, 81.3.1, 81.3.2, 81.3.3, 82.2.3, & 82.2.5 | | # of Pages 23 | |

I. Purpose

To establish the communications function of the agency and provide guidelines for handling routine and emergency situations.

II. Policy

The agency operates the various components of the communications system in compliance with local, state, and federal guidelines. Further, the agency recognizes that proper standardized radio and telephone procedures are essential for providing effective and efficient service to the community and ensuring responder safety. Demonstration of the character qualities of responsibility, alertness and attentiveness will ensure our success in these endeavors.

III. Procedure

A. Organization

1. This agency operates a communications center, staffed by civilian personnel (communications specialists) that are supervised by a civilian communications supervisor.
2. The communications center handles all radio (mobile and portable) and telephone communications providing 24-hour coverage.
3. The communications center operates under the command of the Administrative Services Division.



4. In the absence of the communications supervisor or a lead communications specialist, the communications center is supervised by the on-duty patrol supervisor.
- B. The duties of the communications center include, but are not limited to, the following primary responsibilities:
1. Answering all incoming calls both administrative (when not routed to the records section) as well as emergency (911) to include soliciting essential information from callers in order to appropriately handle each call;
 2. Dispatching, coordinating, and monitoring radio communications for officers, public safety personnel and the various functions within City government that utilize the radio system;
 3. Monitoring responder status, to include periodic checks on field personnel;
 4. Accessing information from and disseminating information to local, state, and national law enforcement agencies via the National Crime Information Center (NCIC) system;
 5. Obtaining and providing information needed by field personnel;
 6. Serving walk-in customers after regular business hours;
 7. Monitoring all internal (fire, panic, etc.) alarms, located within the City government's facilities and dispatch responders as required; and,
 8. Monitoring and control access to the closed circuit camera system including cameras in the booking and holding cell area. Communications specialists should report any unusual occurrence to either the communications supervisor, if available, or the duty supervisor.
- C. Security Measures for the Communications Center
1. In order to ensure the security of the communications function, related equipment, and personnel, the communications center is located in a secure facility with limited and controlled access.



2. Access to the communications center is restricted to authorized personnel and service personnel. Approved visitors must be escorted.
3. Transmission lines, antennas, back-up resources and power sources are protected but remain the responsibility of all personnel to observe for breaches/tampering.
4. Closed circuit cameras allow for communications specialists to observe persons approaching the communications center.
5. Glass and walls facing the lobby of the police department are of ballistic grade material. All windows in the communications center are also equipped with internal metal wind shutters.
6. Authorized personnel allowed in the communications center will conduct official business only and should immediately exit the communications center upon completing their business.

D. Twenty-Four Hour Telephone Access

1. The communications center monitors two separate telephone systems. One system is designed to receive emergency telephone calls and the other is designed to receive non-emergency calls.
2. This agency utilizes an Enhanced (phase II compliant) 911 emergency telephone system. All emergency telephone calls in the incorporated areas of the City of Goose Creek route through this toll-free system. Communications specialists answering 911 calls will be properly trained prior to accepting this type of call.
3. This agency advertises the availability of 911 services on all marked patrol vehicles. Further, 911 is listed with other agency numbers in the AT&T telephone book.
4. The non-emergency system is used for routine, administrative, or outgoing calls. In the event an emergency call is received on the administrative system, it is handled in the same manner as a call received on the 911 system. Attention should be exercised when taking these calls to verify the actual incident location as communications personnel will not receive this information automatically.



5. Telecommunication Devices for the Deaf (TDD) are available on calls received on both systems and is in compliance with the Americans with Disabilities Act. Text to 911 is also available.

E. Radio System

1. This agency utilizes a multi-channel low band (VHF) and 800 MHz radio systems, which are administered by the communications center and maintained by way of a maintenance contract with a private vendor. Both systems allow for interagency communications.
2. The communications center will monitor agency and interagency radio traffic and document activity in CAD accordingly.

F. Radio Communications

1. Current copies of applicable Federal Communications Commission (FCC) licenses are posted in a conspicuous location inside the communications center. All radio communications conducted by this agency will be in accordance with FCC regulations.
2. All radio transmissions are to be kept as professional, concise, and complete as possible.
3. When transmitting on police department frequencies, whether intra-agency or interagency, the appropriate plain-talk language and phonetic alphabet will be used.
4. At no time will members of this agency misuse or disrupt the radio system by transmitting unauthorized messages.
5. The main police radio channel is the official means of communication between police field personnel and the communications center. No official communication will be transmitted in an unauthorized manner or in an effort to avoid the main police radio channel by way of cellular telephones, CB radios, or privately owned portable radios.
6. On duty officers, depending on assignment, have access to mobile and/or portable radio equipment. They are responsible for maintaining contact with the communications center during their tour of duty.



7. Radio unit numbers are assigned by the Field Services Division Commander and are to be utilized during radio transmissions for identification purposes.
 - a. Transmitting units will begin radio transmissions by announcing their call number, followed by the call number(s) of the unit(s) being contacted or “Goose Creek” when calling the communications center.
 - b. Responding units will utilize unit numbers when acknowledging receipt of a transmission. When called by the communications center, responding officers will also provide their current location as their initial response.
 - c. When acknowledging radio transmissions from officers the communications specialist should acknowledge the traffic with the proper plain-talk language followed by the unit number of the officer they are acknowledging.
 - d. The phrase “go ahead” should be avoided when possible as to avoid confusion as to which unit is being acknowledged. Phrases that would be considered unnecessary/gratuitous (thank you, you’re welcome, etc.) should be avoided as well.
8. Officers will advise the communications center via radio:
 - a. When beginning/ending tour of duty or initiating approved personal use of assigned vehicles;
 - b. When acknowledging a call;
 - c. Upon arrival at the scene of an incident;
 - d. When returning to service;
 - e. To report incidents or conditions;
 - f. When making vehicle, pedestrian, or suspect stops;
 - g. When assisting motorists;
 - h. Of their status if on a call for an extended period of time;



- i. Prior to exiting the vehicle;
 - j. As needed, for the safe and efficient operation of the shift;
 - k. When performing off-duty assignments, utilizing police department equipment/vehicle, authorized by the police department; and,
 - l. Of the need for assistance, in routine or emergency situations.
9. Command Staff officers are exempt from radio check-in requirements but should follow this protocol when initiating or participating in police activity/business.
10. When a unit is dispatched on a call, the exact location, nature of the call, and any other pertinent information will be transmitted to the responding officer, who will acknowledge receipt of the call, and advise when they are enroute.
 - a. The decision as to the appropriate method of response (code 1, 2 or 3) will be made by the responding officer and/or the team supervisor, not by the communications specialist, and shall be in keeping with applicable policy and state law (see SOP #3-02 (Police Vehicle Operation)).
 - b. Supervisors are responsible for monitoring call assignments, ensuring that the method of response is appropriate, and modifying methods of response as necessary.
 - c. Communications specialists are responsible for documenting any changes in response codes into CAD.
11. Emergency Status
 - a. Communications specialists may clear a channel of all unrelated traffic during a critical incident, a call for emergency assistance by a field unit (radio, alarm, or other method), or while trying to ascertain the status or well being of a non-responsive unit, as discretion dictates or when directed to do so by an officer.



- (1) The channel will remain in emergency status until such time as the situation is under control, a determination is made that the safety of those involved are no longer in question, and/or when advised to lift the emergency status by the responding officer or a supervisor.
 - (2) The communications center may direct uninvolved field units to an alternate radio channel as needed to sustain multiple operations.
 - (3) During emergency radio status, other officers working the channel should refrain from unnecessary transmissions or switch to an alternate channel as directed by competent authority, to relay information to the communications center.
 - b. Communications specialists should direct the appropriate resources to the emergency or critical incident. Such incidents may include an officer down, officer in need of assistance (routine or emergency), foot pursuit, observation of crime in progress. Resources may include but are not limited to additional officers, a mutual aid request from another agency, and fire and/or EMS services.
 - c. Officers not involved in the emergency situation should avoid calling the communication center on the phone to ascertain the status of the incident in an attempt to keep distractions to a minimum.
12. When it becomes necessary for an officer to communicate with a different agency by radio, the following procedures will be used:
 - a. The officer will advise the communications center that he/she will be switching to another channel; and,
 - b. All radio procedures will be adhered to while on another agency's frequency.
 13. If the call for service requires that a report be written, the primary officer must request a case number (OCA) from the



communications center or initiate one via their mobile data terminal.

14. Officers in the field will be asked to verify if their radio is secure prior to being informed by the communications center that they are in contact with a wanted subject.

G. Obtaining and Documenting Information for Calls for Service

1. Calls for service can be generated a number of different ways to include telephone calls from citizens, walk-in customers at the police department, written requests for service, and calls initiated or received by responders.
2. Upon receiving a call for service, the communications specialist will attempt to gather as much relevant information as possible to assist responding units in locating the call, anticipating conditions to be encountered at the scene, and enhance responder safety.
3. As the information is being obtained, it will be entered into the Computer Aided Dispatch (CAD) system. CAD automatically assigns a unique call number to all entries (formatted by year followed by sequential number per call beginning with zero) and captures the date and time the call for service is received.
4. The communications specialist will also obtain/document, keeping caller safety in mind, all other information required by CAD, to include:
 - a. Name, address, telephone number, and location (if different than the incident location) of complainant;
 - b. Type of incident reported; and,
 - c. Actual incident location.
5. When the call is ready to be dispatched, the dispatching communications specialist will obtain/document all information required by CAD (which automatically records the time these transactions occur) to include:
 - a. Assignment of the call for handling;



- b. Identification of officer(s) assigned as primary or back-up units;
 - c. Arrival of responding units;
 - d. Return to duty of responding units; and,
 - e. Disposition/status of incident.
- H. Criteria to Determine Number of Sworn Personnel Dispatched
- 1. An earnest effort should be made to respond at least two units to situations that have the actual or potential presence of any of the following factors:
 - a. An assault on an officer or assistance requested by another officer;
 - b. An on-scene arrest or warrant service;
 - c. Resisting arrest;
 - d. In-progress offenses;
 - e. Fleeing suspects;
 - f. Domestic disturbances;
 - g. Reports of trouble of an unknown nature;
 - h. Disorderly crowd reports;
 - i. Alarm calls;
 - j. Disturbances involving intoxicated or disorderly suspects;
 - k. Open door/window calls or discoveries;
 - l. Any call with known or suspected potential for violence;
 - m. Any call, in the judgment of the communications specialist, officer or supervisor, there exists a need to send two officers such as instances in which the subject(s) or



location has a CAD history of dangerous circumstances, insufficient information, or other distinguishing circumstances;

- n. Calls involving weapons; or,
 - o. 911 calls of an unknown nature.
2. It is generally discouraged to allow one unit to respond to the above calls; the communications specialist or officer will advise the on-duty supervisor in the event that a back up unit is unavailable.
- I. Communications Supervisor Notification
- 1. It is important that the communications supervisor stay aware of any critical/unusual incidents that occur in the city. Notification should be made in a timely manner if any of the following situations occur:
 - a. Equipment in the communications center fails and requires the need to notify an outside vendor/agency for repair;
 - b. Major/unusual incidents including; shootings, suicides, stabbings, drowning, traffic collision involving serious injury or death, hostage situation, large structure fires, structure fires involving serious injury or death, bomb threat or actual bomb incident, suspicious death, kidnapping/abduction, missing person of an unusual circumstance including the very young or mentally challenged, hazmat incidents, officer involved shooting, injury to any responder.
 - c. If it becomes necessary for any personnel to miss work due to illness or a schedule conflict occurs.
 - 2. Notification should be made primarily using the supervisor's issued cellular telephone. If communications personnel are unable to contact the supervisor after exhausting all efforts to do so, notification should be made to the Administrative Services Division Commander.



3. The list above should not be considered all inclusive and communications specialist should use good judgment when deciding to make notification.

J. Supervisory Presence On-Scene

1. Situations might occur that would require the on-scene presence of the duty supervisor, or others, in order to assume command, conduct preliminary investigations, and/or otherwise give direction. The on-duty supervisor will make the communications center aware of their supervisory status for the current shift. Communications specialists will ensure that the duty supervisor is notified of incidents involving the following circumstances:
 - a. Use of force situations resulting in injury;
 - b. Collisions involving City-owned vehicles;
 - c. Calls for service involving serious injury or death;
 - d. High profile arrests;
 - e. Complaints concerning questionable conduct by a member of the agency;
 - f. Vehicular pursuits;
 - g. The discharge of a firearm;
 - h. The on-duty injury of a police employee;
 - i. Hostage or barricaded suspect situations; and/or,
 - j. Any incident/occurrence at the discretion of the communications specialist.
2. Additionally, an officer can request the presence of an additional officer or the duty supervisor on any scene where the supervisor's involvement might be needed.



- K. Communications Center Access to Agency Resources
1. The on-duty patrol supervisor(s) will ensure that he or she is available to communications center personnel in the event his/her assistance is needed.
 2. Copies of the current personnel roster and after hour call out schedules are maintained in the communications center and are accessible to all communications specialists. In addition, the CAD system can be accessed for a listing of available personnel.
 3. Personnel information to include name, address, home phone number, work phone number, emergency contact information, and other applicable points of contact (cellular phone, pager, radio, etc.) is maintained on the agency's computer network and in hard copy format on all police department employees. This information can be accessed by all communications center personnel. This information is updated as changes occur.
 4. A City map book is kept in the communications center and is available to all personnel via the computer network. An updated map is also available using the 911 and Berkeley County GIS mapping systems.
 5. Officer status information is maintained in CAD. The system reflects the current status of all units who have signed in on the radio. In addition to providing communications specialists with a listing of available personnel, the system provides the location of units who are out on calls, the nature of the calls those units are on, and the time the unit(s) checked out. This allows communications specialists to monitor unit activity thereby enhancing officer efficiency and safety.
 6. The communications center has a listing of available emergency service agencies and their phone numbers. Many of the phone numbers are programmed into the phone and/or communications center database system for immediate access. A current printout of these phone numbers are also maintained in the communications center in the event of a CAD failure. Communications specialists may contact other agencies at the direction of the communications supervisor, lead communications specialist, or duty supervisor.



7. A current copy of the City of Goose Creek Emergency Preparedness Plan is maintained in the communications center. Communications personnel are trained on their duties and responsibilities, as outlined in the manual, in the event of a natural or man-made disaster or other unusual occurrence. The manual serves as a reference and outlines the specific duties, responsibilities, and key personnel for each agency in a disaster or emergency situation.
- L. Tactical, Disaster, and/or Emergency Resources
1. Investigations, Traffic Services, Animal Control, Police Chaplain, Special Weapons and Tactics (S.W.A.T.) Team, and Victim Services are available for call-out response 24 hours a day, seven days a week.
 2. In addition to providing support to this agency, these units are also available to assist other agencies as requested through and approved by the Chief of Police or his designee. Communications specialists will make all call-out notifications as directed by a supervisor.
 3. When notification is required of one of the specialized units listed above all possible notification numbers should be exhausted by the communications specialists and a message should be left on any number not answered. These attempts should be properly documented in CAD and the unit requesting the responder should be updated of the status in a timely manner.
- M. Dispatching Plans (Tactical and Non-tactical)
1. Disconnected 911 Calls
 - a. Upon receiving a disconnected 911 call, communications specialists will immediately dispatch a unit and then attempt to make contact with the caller utilizing the enhanced feature on the 911 system.
 - b. The communications specialist will then update the responding unit/s as to the status of the call back attempt.
 - c. Communications specialists will also dispatch officers to investigate open lines, repeated hang up calls, and when it



appears that children are playing on the phone. The communications specialist should remain on the line, when possible, to attempt to ascertain on scene conditions based on the background noise during an open line 911 call.

2. Wireless Phase II 911 open line calls
 - a. A call received from a wireless phone in which location information is displayed on the map should be monitored by the communications specialist to determine if an emergency is occurring.
 - b. If it is determined that an emergency is occurring an officer should be dispatched to the general area shown on the map and should be advised to check the area for anything unusual.
 - c. During the officer's response the line should remain open and the location should be updated using the mapping system to determine if the caller is moving or stationary. If the vehicle is moving the responding officer should be given updated location information.
3. Wireless 911 hang-up calls
 - a. A 911 hang-up call received with or without location information should be handled by calling the number (if available) back in an attempt to determine if an emergency exists.
 - b. If no answer is received upon call back a message should be left informing the caller that they have reached the communications center and that if they have an emergency to call back using 911.
 - c. If an answer is received a determination should be made as to whether the caller has an emergency or of the call was accidental. If an emergency exists prior procedure will dictate how the call is handled.
4. Vehicular Pursuits – see SOP #3-03 (Police Vehicle Pursuit Guidelines).



5. High Priority Calls
 - a. When the communications center is notified of a high priority call (shooting, cutting, armed robbery, etc.) the communications specialist will sound an “alert tone” prior to broadcasting the information, and will broadcast the call location, and all applicable information to all units.
 - b. If no units are available or no units advise they are responding the communications specialist will assign available units or notify the duty supervisor.
 - c. Communications specialists will attempt to maintain contact with the complainant, keeping caller safety in mind, and will update responding personnel of any additional information received.
 - d. Communications specialists will monitor transmissions made by responding units, updating supervisors as necessary.
 - e. As units arrive on the scene, communications specialists will order the radio cleared except for emergency transmissions.
6. Alarms will be handled as specified in SOP #3-09 (Alarm Response).
7. Emergency Messages
 - a. The delivery of emergency messages will be handled as any other call for service.
 - b. For the purposes of this procedure, the events that qualify for emergency message delivery include, but are not limited to:
 - (1) Situations of dire consequence(s) wherein personal contact by the requestor is infeasible due to geography and telephone contact has been unsuccessful.



- (2) Situations wherein a requestor claims that an individual's telephone has been busy for an unusual or extended period of time and operator cut-in was unsuccessful.
 - (3) Situations wherein in-person contact is necessary due to the circumstances of a given situation (e.g. property loss, injury to or illness of a family member, etc.)
 - (4) Any situation in the judgment of the communications specialist and/or duty supervisor warranting delivery of the requested message.
- c. It is important to note that the Berkeley County Coroner is responsible for death notifications when death occurs in Berkeley County. The Coroner's Office often acts as liaison for county Coroners in this state and others. The duty supervisor may coordinate with the Berkeley County Coroner's Office to arrange notification of next-of-kin for incidents occurring outside Berkeley County.
8. Misdirected Emergency Calls
- a. When a call is received for an emergency service that this agency does not normally provide or is outside this agency's jurisdiction, the communications specialist receiving the call should evaluate the call then exercise one or more of the following options, depending on the nature of the call:
 - (1) Transfer the caller to the appropriate agency to handle the call while remaining on the line monitoring the call to ensure that a good connection was made and to ascertain whether this agency's assistance is needed.
 - (2) Collect all pertinent information and then contact the appropriate agency and relay the request.
 - b. Most misdirected emergency calls through the 911 system can be transferred to the appropriate agency through a one-button transfer.



- c. Any emergency call received on the non-emergency (administrative) number will be handled as a 911 call.
 - d. When misdirected, non-emergency calls are received by the communications center, they will provide the caller with the telephone number of the appropriate service provider if possible and offer to transfer the caller if time allows.
9. Calls for Information/Services
- a. When a communications specialist receives calls for service, the communications specialist must discern whether the characteristics of the call are indicative of an emergency or non-emergency situation. The following circumstances are indicative of an emergency situation and would necessitate the immediate dispatching of an officer:
 - (1) An assault has occurred or is likely to occur;
 - (2) Any of the parties involved are armed;
 - (3) Any of the parties involved have made threats of physical harm against other involved parties;
 - (4) There are sounds of violent activity or cries for help; and,
 - (5) Any other factors that the communications specialist perceives to indicate that an emergency situation exists or is likely to exist.
 - b. Calls, which are not indicative of an emergency situation, will be handled as a non-emergency situation unless the situation escalates into an emergency. Non-emergency calls may be handled by dispatching an available unit or by referring the caller to the appropriate personnel or entity.
 - c. The communications specialist will inform the caller of the agency's response as follows:



- (1) A unit will be dispatched to the location where assistance is needed; or,
 - (2) The caller will be put in contact with appropriate personnel or entity via telephone; or,
 - (3) The caller will be referred to the appropriate service agency if the situation is not normally handled by law enforcement.
- d. In the event the caller requests an officer for a situation not normally handled by this agency, the communications specialist will refer the caller to the appropriate agency.
- e. The communications center is the 24 hour point of contact for victims and witnesses and may receive initial or follow-up calls from either.
- (1) Communications specialists will refer victims/witnesses to appropriate law enforcement services within the agency or other law enforcement or service agencies as needed.
 - (2) In every instance, the safety of victims and witnesses will be first priority. Therefore, if in doubt, a patrol unit should be dispatched to victim or witnesses within the jurisdiction or the appropriate agency should be notified for out-of-jurisdiction situations without undue delay.
10. Additional Resources
- a. The communications center may maintain additional tactical and non-tactical dispatching resources that exceed the scope of this SOP.
 - b. The communications supervisor will maintain any such resources.



N. Reviewing Recorded Information

1. The communications center has the capability for immediate playback of telephone and radio conversations, to include the 911 system, while continually recording.
2. All 911 calls, administrative telephone calls, and/or radio transmissions monitored by the communications center are recorded. Telephone/radio recordings are maintained for a period of at least ninety days before automatic erasure from servers.
3. All recordings are secured on the computer network and access is restricted to supervisory personnel and communications center personnel. Recordings may be reviewed by supervisory personnel for quality control purposes, training or re-training purposes, the investigation of internal or external complaints, or as directed by a higher authority. Recordings requested for evidentiary purposes will be maintained in a separate secure location in the evidence facility.
4. Requests for recordings, or copies of recordings, should be made directly to the communications supervisor. Any release of recordings, or copies of recordings will be in accordance with agency, local, state, and federal policy.

O. Teletype

1. NCIC terminals giving the agency access to all local, state, and national law enforcement agencies that are on-line with the NCIC system are maintained in the communications center and other locations in the police department.
2. This agency has its own manual on this protocol, in addition to the NCIC manual.

P. Alternative Reporting

1. The preferred method of crime report taking is in-person by police officers and/or qualified civilian personnel.
2. Communications specialists or call-takers may make CAD entries in lieu of dispatching an officer for incidents such as gas drive-offs



where no suspect information is known, lost cellular telephones, or other non-criminal incidents where a citizen requests proof of report but the involvement of a police officer is not necessary.

3. In cases of identity theft and/or other reportable crimes that do not respect geographic boundaries, reports may be received via phone from persons who are prohibited by distance from visiting the police department or having an officer dispatched to them.
4. Complainants calling in reports as provided for in Section III, P, 3, may be required to file their report with their local law enforcement agency which will validate their identity and forward the report or statements to this agency.
5. Follow-up information to previously filed reports may be received by phone, mail, e-mail or other correspondence if the employee receiving the information is reasonably confident of the identity of the caller. Otherwise, the procedures enumerated in Section III, P, 4 may be employed.
6. When in doubt, a patrol officer should be dispatched or the duty supervisor notified to provide direction.

Q. Back-up Resources

1. The communications center is supported by a back-up generator that provides sufficient power to maintain critical radio and telephone operations in the event of a failure of the primary power source.
2. In the event of a CAD failure, the communications center will revert to a manual/paper system.
3. Back-up resources in the communications center include redundant radio consoles, telephones, 911 phones, portable radios, and cellular telephones.
4. In the event the police building has to be evacuated, the communications center will be relocated to a suitable location as directed by the Chief of Police or authorizing City official.



R. Inspection and Testing of Back-up Resources

1. The communications supervisor or designee will document verification of the self-test operation of the generator or a manual startup and test of the generator at least once each month.
2. The City's public works department carries out periodic preventive maintenance inspections on the generator per the manufacturer's recommendation(s).
3. The communications supervisor will conduct a documented visual inspection of the generator monthly during equipment readiness inspection. This inspection is intended to identify any loose fixtures, obvious damage, or other items of immediate concern.
4. Annually, the communications supervisor will coordinate with the proper authorities to operate and/or test the generator under full load conditions. Proper operation of the generator pursuant to a power outage may be substituted. Either method must be documented.

S. Mobile Data Terminals

1. The agency utilizes mobile data terminals in patrol and traffic vehicles. The use of these terminals is designed to maximize officer efficiency and lessen the burden placed on the primary police radio channel.
2. Due to the inherent dangers associated with officer initiated activity and to ensure unit accountability, officers shall not utilize their terminals to initiate calls. Instead, officers shall utilize the radio and advise the communications center of their activity.
3. Officers may enter information about activity that they have completed under the following circumstances:
 - a. House checks that have been checked secure;
 - b. Extra patrols after they have been completed;
 - c. Changing status from inside the vehicle to outside (e.g.: Out on portable at Sunoco); and,



- d. Adding verbiage into the notes of a dispatched call for documentation purposes.
4. The ability to dispatch officers on calls silently is one noted benefit of a mobile data program. The decision on whether or not a call can be dispatched silently is determined by:
 - a. The type of call;
 - b. Whether or not any suspects are still present; and,
 - c. Whether or not broadcasting the call information would assist in capturing a suspect (e.g., reckless drivers, hit and runs, and calls that have just occurred).
5. At any time the communications specialists may choose to forego silent dispatch and transmit the call over the radio at their discretion based on the totality of the information received.
6. Once a call is sent to a mobile data terminal the communications specialist will monitor CAD to ensure that the officer has received the call by going enroute.
 - a. If, after two minutes, the officer has not changed his/her status then the communications specialist will notify, via radio, the officer that a call has been sent to his terminal.
 - b. Once the call has been acknowledged the officer may status themselves utilizing their terminal to go "on-scene" and clearing the call with any notes and a proper disposition.
7. Officers have the ability to utilize a messaging feature that is built into their CAD software. Any time an officer is signed into their terminal's CAD software they should also log into messaging. The communications center is unable to verify that the officer has an active terminal unless they are logged into the messaging system.
 - a. Messaging shall be used for official business only and conversations of a personal nature are prohibited.
 - b. All conversations had over the messaging system are audited and subject to the FOIA process.




- 8. Officers shall not dispatch themselves to calls for service utilizing their terminals. If an officer wishes to be assigned a call they should ask the communications center to send them the call utilizing the radio system.

- 9. The mobile data terminals have the ability to access NCIC and DMV files. Every precaution should be taken to ensure the security of this information. Safety measures such as not leaving your NCIC or DMV screen visible when not using them and closing the terminal when exiting your vehicle shall be practiced.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | | | #3-08 |
| | <i>House Watch Procedures</i> | | | |
| Effective Date June 5, 2015 | Revision # 4 | Re-evaluation Schedule September | Amends/supersedes SOP #3-08 of 06/29/2012 | |
| Notes/References None | | | | # of Pages 4 |

I. Purpose

To provide guidelines for the administration and maintenance of the agency's citizen House Watch program.

II. Policy

The agency recognizes that a critical concern to its citizens is their peace of mind when away from their homes for extended periods of time. As such, the agency will put forth its best effort to watch over citizens' homes when requested by way of the procedures enumerated in this SOP. The character qualities of dependability, diligence, and responsibility are key components to the success of our House Watch program.

III. Procedure

A. Processing Requests for House Watch

1. Records clerks and communications specialists will receive House Watch requests in person, by phone, and by e-mail/internet.
2. When a request for House Watch service is received, the employee will place the information into the records management system (RMS).
 - a. There are two types of House Watch services and respective forms as follows:
 - (1) House Watch – residents are away less than 30 days and the residences are preferably checked once per shift.



- (2) Extended House Watch – residents are away 30 days or more and their residences are preferably checked by the day or evening shifts on Friday each week.
- b. Employees must discern the proper type of House Watch and advise residents accordingly at the time of receipt.
 - c. A unique watch number will be assigned automatically by the RMS system for tracking purposes.
3. If a resident calls with an extension to the original return date, the current house check will be updated to show the new information.

B. Field-Based Procedures

1. At the beginning of each shift, the duty supervisor will produce, either by printing or other electronic means, a report containing all active House Watch listings utilizing a pre-set report located within the RMS system.
2. Employees conducting a House Watch check will place themselves on a house check (S-20) call utilizing their assigned mobile data terminal (MDT) prior to beginning the check.
 - a. As each check is completed, the officer will document the status by utilizing the utilities section of the MDT.
 - b. Once all checks for a given subdivision are complete the officer will utilize the MDT to clear the original House Watch call.
 - c. In the event that the employee conducting the checks does not have a functioning MDT, they will utilize the primary dispatch channel to provide the appropriate information for each check.
3. Employees will conduct physical checks of all residences as outlined in section III, A, 2, above absent exigent circumstances. A physical check consists of walking the perimeter of the premises while inspecting doors and windows for evidence of burglary, damage, and security.



4. In the event that newspapers, fliers and other items are on or about the residence, employees will retrieve these items and place them in an inconspicuous location (e.g., behind a bush or privacy fence).
5. In the event an employee discovers a residence to be unsecure, the following procedures will be followed:
 - a. Civilian employees will retreat to a position of safety, advise the communications center of the discovery, and request that a police officer be dispatched.
 - b. Police officers (after discovery or arrival) will:
 - (1) Tactically clear the residence for suspects;
 - (2) Request that the key holder of record respond to verify the status of the residence and contents and secure the residence;
 - (3) Complete a crime prevention notice, post it in a conspicuous place within the residence, and secure the residence;
 - (4) Complete a uniform crime report (UCR) detailing the actions taken if the key holder was unable to respond; and,
 - (5) Complete a computer aided dispatch (CAD) report detailing the actions taken if the key holder did respond.

C. Termination of House Watch

1. A House Watch request is considered complete when the date and time of return indicated in the RMS system passes or when the resident telephones the agency and advises of their return (whichever occurs first).
2. When the agency is notified of a resident's return, the House Watch assigned employee will be advised by utilizing the watch number assigned to the applicable House Watch listing.




3. The communications center will be notified of the return and will be responsible for ensuring that the house check is taken out of the RMS system.

D. Follow-Up Letters

1. The Command Staff Administrative Assistant will run a report that will show all completed house checks on a weekly basis and will generate the follow-up letters for the Chief of Police to sign.
2. Signed follow-up letters will be delivered to residents as directed by the Chief of Police or his/her designee.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #3-09 | |
| <i>Alarm Response</i> | | | |
| Effective Date March 6, 2013 | Revision # 4 | Re-evaluation Schedule March | Amends/supersedes SOP #3-09 of 10-03-2011 |
| Notes/References CALEA Standard 81.2.13 | | # of Pages 6 | |

I. Purpose

To establish uniform guidelines for the agency’s response to alarms.

II. Policy

The agency does not directly monitor private or commercial property alarms other than those that monitor City-owned property. Alarm notifications will be handled expeditiously by communications personnel and in a timely and tactical manner by responding officers. Exercising the character qualities of cautiousness, diligence, and responsibility will assist us in providing safe and expeditious responses to activated alarms.

III. Procedure

A. Alarm Monitoring Service Responsibilities

1. This agency requires all alarm monitoring services to employ a “two-call” verification system before contacting this agency to request officers to be dispatched to general alarms.
2. “Two-call” verification requires the alarm monitoring service to make the following attempts:
 - a. Telephone the alarm site and/or alarm user, properly identify the individual contacted, and authenticate the alarm in accordance with their own procedures; and,
 - b. If contact is not made on the first attempt, telephone a different number to carry out the same authentication effort.



- c. "Two-call" verification applies only to general residential and business alarms and does NOT apply to hold up or panic alarms or cases where a crime in progress is verified by video and/or audible means.
 3. All alarm monitoring services are expected to notify the communications center promptly in the event it determines that a previously reported alarm has been determined to be false.
- B. Business/Residential Alarms - Dispatching/General Response/Notification
 1. When any alarm notification is received, the communications center will:
 - a. Ask the alarm monitoring service if the "two-call" verification system has been carried out.
 - b. If the "two-call verification has not been carried out, the monitoring service will be advised to re-contact the communications center when this has been accomplished.
 - c. If the "two-call" verification system has been carried out, and authentication has been unsuccessful, the communications center will, without undue delay, dispatch two officers to the alarm location.
 - (1) A single officer may be dispatched if a second officer is not available; however, the single officer shall not, absent exigent circumstances, enter a building or dwelling without backup.
 - (2) The communications center will immediately notify the duty supervisor of the single officer response.
 - d. As much available information should be sought from the alarm monitoring service or caller and furnished to responding officers.
 2. All alarms having met the "two-call" verification criteria will be dispatched and the premises physically checked regardless of time of day, suspected malfunction, or number of repeated alarms.



- a. History of false alarms at a given location shall not negate a response but may form the basis for a delayed response based upon additional pending calls for service or other alarms occurring simultaneously.
 - b. The final responsibility for the prioritization of alarm calls rests solely with the patrol duty supervisor.
3. Officers responding to an alarm shall operate their vehicles in accordance with SOP #3-02 (Police Vehicle Operation) with regard to obeying traffic regulations and the use of audible and visual emergency equipment.
 4. The communications center will attempt to initiate telephone contact with the business operator or homeowner in order to authenticate or dispel the alarm.
 - a. If the telephone call goes unanswered, responding officers shall be advised accordingly.
 - b. If the business operator or homeowner advises that the alarm is false, the response may be cancelled and officers directed to return to service.
 - (1) If the communications center notes unusual circumstances (voice duress, background noise/voices, etc.) that cause concern for the safety of the property or persons present, they will advise responding officers and maintain the call as active.
 - (2) The duty supervisor will be notified of any such instances.
 - c. If the alarm monitoring service advises that they have received proper authentication from the person(s) on premises, the response shall be cancelled and officers directed to return to service.
 5. Unoccupied businesses or residences that are found unsecured or open due to obvious forced entry shall be entered and tactically cleared of any suspects that may be within.

6. A resident or keyholder should not be permitted to enter the location prior to tactical clearing by the responding officers or the completion of the investigation of a crime scene.
 7. Secured locations shall not be entered by responding officers prior to the arrival of the resident or keyholder absent exigent circumstances.
 8. Entry of any residence or business prior to the arrival of the resident or keyholder whether initially secure or not requires the completion of an incident report detailing the events of the call and the detailed actions of all responding officer(s).
- C. Business Hold-Up Alarms
1. Business hold-up alarms present special considerations for the communications center and responding officers due to the nature of the business, the likelihood of numerous civilians being present, and the logistical difficulty in determining the identity of a potential suspect amid the legitimate patrons of the business.
 2. Business hold-up alarms will be answered as follows:
 - a. Officers will be dispatched as described in section III, B, 1, c of this SOP as if the “two-call” verification has already been carried out.
 - b. Prior to arrival, responding officers shall, by mutual agreement or supervisory direction, formulate what strategic positions each will take to afford maximum cover but allow as clear and unobstructed view of the business as possible.
 - c. Responding officers will attempt to arrive simultaneously and position themselves at opposite corners of the building but not in front of entrance or windows, if possible. Suspects leaving the building should not be able to readily see police vehicles.
 - d. The communications center will attempt to initiate and maintain telephone contact with the business until the responding officer(s) advises that they are on-scene and have been furnished with the personal and clothing



description and location of the person with whom they may meet to authenticate or dispel the alarm.

- e. The communications center will close the radio channel to all other traffic (emergency status) upon arrival of the first responding officer unless contact has been made as provided for in Section III, C, 2, d. The emergency status will remain in effect until responding officers confirm that the alarm is either false, or the scene is safe to resume normal radio traffic.
 - f. The business employee contacted by the communications center will be asked to exit the business and meet with an officer at the officer's location if the alarm is false. Any delay in this request shall be taken as an authentication of the alarm.
 - g. If the business employee meets with the officer and indications are that the alarm is false, the officer shall immediately notify communications of this and then accompany the employee into the business. Any indications by the employee that do not absolutely indicate that the alarm is false shall be taken as an authentication of the alarm.
 - h. If the alarm is authenticated, the duty supervisor is responsible for notifying communications and requesting the assistance of additional officers and surrounding jurisdictions as deemed necessary to contain the event or secure the crime scene for processing and investigation.
3. If the alarm monitoring service notifies the communications center that it has received proper authentication from person(s) on premises, the response shall be cancelled and officers directed to return to service.

D. City Property Alarms

- 1. Panic alarms received by the communications center from the Municipal Court, City Hall, Recreation Center, and Police Department will be treated as business hold-up alarms and officers will be immediately dispatched.




- 2. Alarms received by the communications center for City-owned utilities will be dispatched as expeditiously as possible. "Two-call" verification is not required.
 - a. The responding officer will assess the status of the utility and report observations to the communications center.
 - b. The communications center will notify the appropriate City official as expeditiously as possible.

E. False Alarms

- 1. If an alarm is determined to be false, the primary responding officer will advise communications and complete an Alarm Activation Report slip and leave a copy with an individual on premises (when applicable) or in a conspicuous location on the premises.
- 2. A copy of the Alarm Activation Report will be forwarded to the records bureau at the end of the shift.
- 3. The communications center will forward a copy of the CAD call to the Crime Prevention Specialist once the call is cleared.

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| Per Order | Harvey Becker, Chief of Police | <i>Harvey Becker</i> |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #3-10 | |
| <i>Police Canine (K-9) Teams</i> | | | |
| Effective Date February 20, 2018 | Revision # 7 | Re-evaluation Schedule January | Amends/supersedes SOP #3-10 of 11/11/2016 |
| Notes/References CALEA Standards 4.3.1(c), 41.1.3 41.1.4, 41.1.5, and 84.1.4 | | # of Pages 16 | |

I. Purpose

To establish policy and procedures governing the use and maintenance of police canines (K-9s) within the agency.

II. Policy

The use and deployment of certified working police K-9s by trained and certified handlers will be in accordance with all applicable state and federal laws, governing case rulings, and industry-recognized methods. Within those guidelines, K-9s will be used proactively and responsibly to support any appropriate missions of the agency and any requesting agency when staffing permits. Demonstration of the character qualities of boldness, decisiveness, and responsibility are paramount to the success of our K-9 units.

III. Definitions

- A. K-9: A police working dog of any breed or mixture trained and certified in patrol work and/or scent detection. The term K-9 is synonymous with the term police working dog for the purpose of this policy. A police K-9 is regarded as a working animal, not a pet.
- B. Handler: A sworn, certified police officer who has successfully completed the entry level probationary period and has been trained and certified in the technical skills necessary for the handling of a police working dog.
- C. K-9 Vehicle: A specially equipped police vehicle modified for the safe, functional, and secure transportation of a police working dog.
- D. K-9 Team: The combination of police working dog and handler.



IV. Procedure**A. Ownership and Assignment of K-9s**

1. All K-9s used by department personnel shall be the property of the City of Goose Creek and will not be used for purposes other than official duties.
2. K-9s will not be registered with any society or organization unless that society or organization is directly related to the department's training/certification or mission and approved by the Chief of Police.
3. The department will not use or allow the use of any K-9 for breeding purposes without the permission of the Chief of Police.
4. Assigned handlers will be indicated as such on the department roster.
5. Each handler will house their assigned K-9 at their residence.
 - a. K-9s will be secured in an appropriately secured area when not under the handler's control.
 - b. At the direction of the Field Services Commander, the K-9 team supervisor may conduct spot inspections of the kenneling provisions at the handler's residence.
 - c. Refusal to grant inspections will be grounds for immediate removal from handling duties.

B. K-9 Team Assignment and Function

1. K-9 teams are assigned to the field services division at the direction of the Field Services Division Commander.
2. K-9 teams will work directly under a K-9 team supervisor as assigned by the team's schedule absent special assignment or emergency call-out.
3. A K-9 team will not carry out any apprehension or detection functions until trained and certified as specified in the latest edition of the agency's training catalog.



4. A K-9 team's primary function is that of a traffic/patrol unit and to provide appropriate specialized support to all sworn functions of this agency when needed.
5. The only limitation to traffic/patrol duties for a K-9 team is the transportation of prisoners. Prisoners will not be transported by a K-9 team.

C. Duties and Responsibilities of Handlers

1. Handlers must ensure the K-9 is fed and provided timely veterinary services to include all required vaccinations, medicine dispensed for the K-9, and evaluations as required by the department's approved veterinarian. Handlers must ensure the K-9's living quarters as well as the patrol vehicle's kennel are maintained in a clean, sanitary fashion. Handlers must inform the Field Services Division Commander immediately of any veterinary or equipment issues via chain of command.
2. Any changes in the living or housing status of the handler which may affect the lodging or environment of the K-9 shall be reported to the K-9 team supervisor as soon as possible.
3. When off-duty, K-9s shall be maintained in kennels, provided by the City, at the homes of their handlers.
 - a. When a K-9 is at the handler's home, the gate of a fenced yard shall be secured with a lock.
 - b. When off-duty, K-9s may be let out of their kennels while under the control of their respective handler.
4. The K-9 may be permitted to socialize in the home with the handler's family when under the supervision of the handler.
5. Under no circumstances will the K-9 be lodged at another location unless approved by the K-9 team supervisor or Field Services Division Commander.
6. When off-duty, handlers shall not involve their K-9 in any activity or conduct unless approved in advance by the K-9 team supervisor or the Field Services Division Commander.



7. Whenever a K-9 handler anticipates taking a vacation or an extended number of days off, it may be necessary to temporarily relocate the K-9.
 - a. The handler shall give reasonable notice to the agency-approved commercial kennel so that appropriate arrangements can be made.
 - b. At no time will civilians or non-approved agency personnel care for the K-9 without approval from K-9 team supervisor or the Field Services Division Commander.
8. Handlers must maintain training and proficiency as specified in the latest edition of the agency's training catalog.
9. Handlers must provide appropriate exercise for the K-9 both on and off duty.
10. Handlers must maintain control and accountability of their K-9 at all times.
11. Handlers must ensure that no one is allowed to touch/pet the K-9 while on duty or during demonstrations unless the handler determines that it is appropriate.
12. Handlers must maintain the K-9 on-lead except when necessary during building searches, area searches, and pursuing a suspect. A short-lead may be used when in crowded areas.
13. Handlers must maintain sight of the K-9 when working off-lead in open areas and immediately recall the K-9 if sight is lost unless doing so will unduly jeopardize the safety of the handler, other officers, or civilians.
14. Handlers must provide immediate medical care to suspects and file incident and use of force reports as required in SOP #8-05 (Use of Force) when K-9 use of force is employed against any person regardless of the extent of injury inflicted. Notification of the Field Services Division Commander via the chain of command is required in instances of K-9 use of force.
15. Handlers must photograph any visible injuries inflicted by the K-9 and any areas where contact was believed to be made by the K-9



where injuries are not (yet) visible and file with the incident report and use-of-force report (Form GCPD 156).

16. Handlers must document all K-9 team activities daily in the manner specified by the K-9 team supervisor and Field Services Division Commander.

D. Special Equipment Maintained by K-9 Teams

1. A K-9 vehicle is assigned to the handler for the transportation and use with a police K-9.
 - a. The vehicle is a police patrol vehicle with approved exterior markings, specialized containment, deployment, and safety systems designed for police K-9 teams.
 - b. K-9 vehicle will be clearly marked following the current marking scheme to include identification as a K-9 unit on each side in red lettering.
 - c. The kennel within the K-9 vehicle shall be professionally designed and constructed with provisions for excessive heat relief.
 - d. Handlers will be familiar with all enhancement associated with their assigned vehicle.
 - e. Handlers are responsible for the maintenance and upkeep of their assigned vehicle.
2. Handlers will maintain in and/or on their vehicle items related to the care and handling of their K-9 as listed on the latest revision of Form GCPD 122.
3. The agency maintains a license from the United States Drug Enforcement Administration (DEA) as well as the South Carolina Department of Health and Environmental Control (DHEC) to possess controlled and illegal substances for K-9 training purposes (herein referred to collectively as controlled substances).
 - a. Controlled substances are maintained at all times, except when removed for training purposes, in a secured safe in the field services squad room.



- b. K-9 handlers shall be the only individuals with the combination for this safe except for a copy of the combination that is maintained in a sealed envelope in the main evidence locker, which is maintained by the evidence custodian.
- c. This sealed combination may be accessed only with the permission of the Chief of Police.
- d. The controlled substances are subject to audit and inspection at any time as directed by the Chief of Police.

E. K-9 Deployment Considerations

1. A K-9 handler must be knowledgeable in the tactical application of his/her K-9 and will be responsible for the formulation of plans and the effective use of the K-9. The utilization of a K-9 team is dependent upon the capabilities and training of a particular K-9 team.
2. When requested to deploy a K-9, the handler shall first determine if the use of the K-9 is feasible and shall make such information available to the on-scene supervisor. In order to determine if use of a K-9 is feasible to apprehend any individual, the K-9 handler on scene shall carefully consider all pertinent information available at the time. Deployment information shall include, but not limited to, the following:
 - a. Individual's approximate age and current mental state;
 - b. Nature of the offense;
 - c. The potential for injury to officers or the public caused by the suspect if the K-9 is not utilized;
 - d. Degree of resistance the subject has shown;
 - e. The potential for escape or flight if the K-9 is not utilized; and,
 - f. Any potential danger to officers or the public resulting from the release of the K-9.



3. Supervisors are cautioned to carefully consider all options prior to directing the use of the K-9 against the recommendations of the handler.
 - a. In the event that the handler determines that the use of the K-9 would be counterproductive and/or dangerous if the K-9 is deployed against the wishes of the handler, the handler may refuse to deploy the K-9 without risk of disciplinary action.
 - b. If a supervisor does direct the use of the K-9 against the recommendation of the handler the supervisor assumes all responsibility for the actions of the K-9 and handler.
4. Once the K-9 has been deployed, orders given by the handler directed at personnel, regardless of rank, will be promptly obeyed. The handler will only give such orders when the safety of the officer, other persons, the handler or the K-9 may be in jeopardy.

F. K-9 Operational Methods

1. Building Searches

- a. K-9 teams may be used for locating suspects in buildings or other structures where a search by officers would create an unnecessary safety risk.
- b. When a K-9 building search is anticipated, the perimeter of the building will be secured by police personnel.
 - (1) A preliminary search by other officers will not be conducted, as this will interfere with the K-9's ability to discriminate scents and place the officers in unnecessary risk.
 - (2) No officer will enter a search area except with permission of the K-9 handler.
- c. Officers will take the following steps in preparation for a K-9 building search:
 - (1) Secure all points of entrance and exit;



- (2) Position officers in a manner that does not contaminate or interfere with the search area;
 - (3) Whenever possible, contact the building's owner to determine whether there may be any innocent persons legally present in the building and to ascertain the building's layout; and,
 - (4) If practical, request that the person in charge of the building shut off all air conditioning, heating, or other air-blowing systems that could possibly interfere with the K-9's scenting.
- d. The K-9 handler will be briefed before conducting the search as to the positioning of perimeter officers and other actions listed above.
- e. Before deploying the K-9, the handler or other appropriate personnel will loudly announce that police officers are on the scene with a police K-9 that will be released and will bite the individual if they do not surrender to officers on scene for arrest.
- (1) The announcement will be repeated at least two times and a reasonable amount of time will be allowed for the suspect to surrender.
 - (2) In multi-level or larger structures, this warning will be repeated on each level or in each section.
 - (3) An exception to this warning requirement would be if the issuance of the warning would place the K-9 Team or others in jeopardy.
- f. A K-9 will not be deployed into a building without first making a reasonable attempt to determine if there are innocent persons legally present in the building.
- g. The handler will determine whether deployment of the K-9 will be on or off-lead during a building search.

2. Tracking/Area Searches
 - a. Police K-9 teams are available to track criminal suspects or missing persons. K-9s can be used to search areas for hidden suspects that may be detected by smell and/or sound when the presence of other persons, vehicles, or extreme weather conditions do not impair the operation.
 - b. When a K-9 is requested to track a suspect that officers were pursuing and/or a missing person, the officer(s) will:
 - (1) Stop and pinpoint the location where the subject was last seen;
 - (2) Shut off the engines of all police vehicles in the area, if possible; and,
 - (3) Avoid vehicle or foot movement in the area where the subject was last seen.
 - c. Officers will secure the perimeter of the area to be searched. The area should be large enough to contain the subject.
 - d. Officers will maintain the integrity of the area to be searched by keeping all officers and other persons out.
 - e. K-9s used for tracking persons should remain on a leash of sufficient length to provide a reasonable measure of safety to the subject of the search without compromising the K-9's tracking abilities.
 - f. During search operations, a minimum of two officers (one K-9 handler and one cover officer) will be utilized to conduct all operations unless circumstances dictate the need for additional resources.
 - g. Before deploying the K-9, the handler or other appropriate personnel will loudly announce that police officers are on the scene with a police K-9 that will be released and will bite the individual if they do not surrender to officers on scene.

- (1) The announcement will be repeated at least two times and a reasonable amount of time will be allowed for the suspect to surrender.
- (2) An exception to this warning requirement would be if the issuance of the warning would place the K-9 Team or others in jeopardy.

3. Article Searches

- a. K-9s can be used effectively to search areas for evidence that officers have reason to believe has been abandoned or hidden in a specified open area and the item can be detected by smell.
- b. When evidence is believed to be in an open area, officers will secure the perimeter and should not enter the area.
- c. If the area is fenced or otherwise secured, officers will attempt to contact the owner or manager to respond with a key to provide safe entry for the K-9 team.

4. Narcotics Detection

- a. Because of their superior sense of smell, police K-9s have been trained to detect and actively indicate to the presence of scents associated with narcotics.
- b. K-9 handlers will comply with Constitutional standards governing search and seizure and in accordance with the Goose Creek Police Department SOPs.
- c. Narcotics detection K-9s will be trained in locating, indicating, scenting, and detecting the following controlled substances: marijuana; cocaine; heroin; methamphetamine; and derivatives of the aforementioned narcotics.
- d. The requesting officer will secure the area to be searched until the K-9 team's arrival and at a minimum the following actions shall be taken by the officers:



- (1) Remove all persons from the area to be searched prior to deployment of the K-9;
 - (2) Brief the K-9 handler of information pertaining to the incident prior to commencement of the search;
 - (3) Make vehicles or structures as airtight as possible by closing doors, windows, and vents to avoid spreading or diminishing the odor of the narcotics;
 - (4) K-9s will never be used to search any person; and,
 - (5) During any narcotics search K-9 handlers will use care to minimize any unnecessary damage to the premise or item being searched that may be caused by the search or alert method employed by the assigned K-9.
- e. Searches of school premises may be carried out only upon approval of the school principal or his designee or upon the service of a search warrant, both of which will require the approval of the Chief of Police or his designee.
 - f. When searching school premises, students will be removed from the area to be searched so that the K-9 is not unduly distracted and to minimize the impact of the experience on the affected students.
5. Crowd Control
 - a. K-9 teams should be used to control crowds only when necessary to prevent injury to innocent persons or police officers.
 - b. No K-9 team will be deployed to disperse a crowd without the approval of the duty supervisor or other ranking authority.
 6. Service of Arrest Warrants
 - a. When used in the service of arrest warrants, a K-9 should be positioned so as to discourage the suspect(s) from attempting to flee.



- b. A K-9 will only enter the building to search for hidden suspects upon the request of the on-scene supervisor. The apprehension of fleeing suspects will be evaluated based upon the suspect's actions.
7. Vehicle Pursuits
 - a. When available, K-9 handlers will respond to vehicle pursuits which are in close proximity to them.
 - b. Anytime a K-9 handler is involved in a pursuit they will notify the units of the potential for a K-9 release at the end of the pursuit depending upon the actions of the suspect.
8. Special Assignments
 - a. A K-9 team may be used for security at sporting and other special events.
 - b. Public relations demonstrations or planned mutual aid requests must be approved by the K-9 team supervisor.
 - c. The use of the K-9 team during planned operations within the agency will be covered in the operations planning where applicable.
 - d. A K-9 team may assist in S.W.A.T. Team operations at the direction and/or request of the S.W.A.T. Team Commander or supervisor.
9. Criminal Apprehension
 - a. K-9s are a locating tool and upon locating the suspect a use of force by either the handler or the K-9 may be necessary.
 - (1) Although the suspect's actions determine the type of responses available to the K-9 Team, it is the K-9 handler's responsibility to control the actions of his or her K-9.
 - (2) The utmost discretion will be used by the K-9 handler when releasing a K-9 for the purpose of



criminal apprehension and the K-9 handler must utilize the facts and circumstances known to them at that time.

- b. If a K-9 handler deploys a K-9 as a use of force tool, the handler's actions are governed by the Goose Creek Department Standard Operating Procedure 8-05.
- c. The following factors should be considered before deploying a K-9 for an apprehension:
 - (1) The severity of the crime at issue;
 - (2) Whether the suspect poses an immediate threat to the safety of the law enforcement officers or others; and,
 - (3) Whether the suspect is actively resisting arrest or violently attempting to evade arrest by flight.
- d. The following apprehensions will not be permitted by the department:
 - (1) Apprehensions in situations where the K-9 handler cannot maintain control over his/her K-9;
 - (2) Apprehensions in situations where citizens are between the K-9 handler and the suspect;
 - (3) Apprehensions in situations where the suspect has clearly surrendered;
 - (4) Apprehensions in situations where the suspect is obviously mentally disturbed or grossly intoxicated and poses no immediate threat to officers or the safety of citizens present;
 - (5) Apprehensions in situations where the suspect is an obvious juvenile or very elderly and they pose no immediate threat to officers or the safety of citizens present; and,



- (6) Apprehensions that can be avoided by applying a lesser degree of force.
 - e. Before deploying the K-9, the handler or other appropriate personnel will loudly announce that police officers are on the scene with a police K-9 that will be released and will bite the individual if they do not surrender to officers on scene for arrest.
 - (1) The announcement will be repeated at least two times and a reasonable amount of time will be allowed for the suspect to surrender.
 - (2) An exception to this warning requirement would be if the issuance of the warning would place the K-9 Team or others in jeopardy.
 - f. When apprehending suspects, K-9s will be commanded to disengage as soon as the suspect is subdued and/or readily complies with the handler's direction.
 - g. The K-9 will not be used in a bite situation for suspects refusing to cooperate after the suspect has been secured in restraints.
- G. General Rules for Agency Personnel
- 1. Agency personnel shall always conduct themselves in a calm fashion when in the presence of the K-9 and shall not pet or touch a K-9 without the handler's concurrence.
 - 2. Except as part of structured training exercises, agency personnel will not agitate or tease a K-9.
 - 3. No person other than a handler shall give commands to a K-9.
 - 4. Personnel must be cognizant of crime scene contamination and contamination of elements vital to the K-9 for tracking, evidence recovery, or narcotics detection.



H. Call-Out Procedures

1. If a K-9 team is required but not on duty, the shift supervisor will be responsible for determining if a team should be called out via the telecommunications procedures set forth by the K-9 team supervisor.
2. It is the responsibility of the handler to inform the dispatcher or duty supervisor of the fitness of both he and the K-9 for the nature of the call-out requested and the amount of time required to respond.
3. The shift supervisor will determine if the stated response time is suitable to the situation at hand and advise the telecommunications center if the team is not needed. This should be accomplished prior to requesting mutual aid unless exigent circumstances exist and mutual aid would be provided in a more expedient manner.

I. Outside Agency Requests for K-9 Team Assistance

1. Mutual aid K-9 requests from other agencies will be honored as a general rule based upon the staffing requirements of this agency and the discretion of the duty supervisor.
2. A K-9 team providing mutual aid assistance must adhere to the requirements of this SOP and must inform the duty supervisor immediately if the requesting agency's expectations of service conflict with this agency's standard operating procedure so that a final determination is made regarding the requested service.

J. Escape of K-9 and Other Emergencies

1. In the event a K-9 escapes, the handler will notify the communications center, giving the K-9's name and description. The dispatch will broadcast the information and have all units BOLO. The shift supervisor will ensure that the K-9 Team Supervisor and Field Services Division Commander are notified.
2. In the event the handler should become incapacitated or is involved in a traffic accident, extreme caution will be used around the handler and K-9. The K-9 is trained to protect his handler and may attempt an apprehension of any person who approaches.




3. If the handler is incapacitated to the point that he is unable to handle or command the K-9 the following options will be considered in order:
 - a. Another K-9 handler or K-9 team supervisor from this agency will be notified to take control of the K-9.
 - b. If no other handler is available, a handler from another agency may be summoned.
 - c. Animal control may be notified in the event that a handler from another agency is not available.
 - d. Contact a member of the handler’s family to assist with controlling the K-9.
 - e. In the event that the preceding alternatives cannot be carried out and the K-9 becomes dangerous and completely uncontrollable threatening the life of a citizen or officer, as an absolute last resort, the K-9 may be destroyed as quickly and humanely as possible.

K. Deployment Data Collection

1. K-9 handlers will document all K-9 deployments in a digital log maintained on the agency’s network.
2. All duty related deployments to include courtesy demonstrations will be logged and notes included regarding the deployment.
3. Incidents involving use of force via a K-9 will be logged then reported separately as previously provided for in this SOP.

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| Per Order | Harvey Becker, Chief of Police | <i>Harvey Becker</i> |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #3-11 | |
| <i>Domestic Violence Response</i> | | | |
| Effective Date April 18, 2012 | Revision # 5 | Re-evaluation Schedule April | Amends/supersedes SOP #232 of 04-19-2011 |
| Notes/References Title 16 Chapter 25 of the South Carolina Code of Laws, as amended. | | # of Pages 6 | |

I. Purpose

To provide procedures for personnel responding to calls relating to domestic violence matters.

II. Policy

The agency recognizes the seriousness of domestic matters and the potential for violence between participants and toward officers. The agency endeavors to attempt to reduce the incidence and severity of domestic violence incidents by employing a professional response, protecting victims and providing them with support through a combination of law enforcement and community services, and promoting officer safety through training and sound procedures. The character qualities of cautiousness, compassion, and discernment are key components to our agency's approach to domestic matters.

III. Procedure

A. Communications Center Duties

1. The communications center will give a domestic violence call the same priority as other life-threatening calls and will dispatch at least two officers to every incident and notify the duty supervisor.
2. An effort will be made to determine and relay the following to responding officers:
 - a. Whether the suspect is present and, if not, the suspect's description and possible whereabouts;
 - b. Whether weapons are involved or accessible;



- c. Whether the offender is under the influence of drugs or alcohol;
 - d. Whether there are children present;
 - e. Whether the purported victim has a current “Order of Protection” or “Restraining Order”; and,
 - f. The complaint history at the dispatched location.
3. The communications center will not cancel officer response to a domestic violence complaint based solely on a follow-up call from the residence requesting such cancellation. However, the communications center will advise the officers of the complainant’s subsequent request.

B. Responding Officer Duties

1. All officers are expected to be intimately familiar with the provisions of Title 16, Chapter 25 (Criminal Domestic Violence), of the South Carolina Code of Laws. The statutes therein are considered an extension of this written directive and the legal authority by which officers must handle domestic violence cases.
2. When responding to a domestic violence call, officers will:
 - a. Park at least one residence away and approach the subject residence cautiously;
 - b. Look and listen while in close proximity to residence prior to alerting the occupants by knocking or announcing;
 - c. Make contact and attempt to restore order by gaining control of the situation;
 - d. Take control of all weapons used or threatened to be used in the crime;
 - e. Assess the need for medical attention and call for medical assistance if indicated;
 - f. Identify all persons, including children, present in the vicinity of the crime by name and age;



- g. Privately interview all parties, including children
 - (1) Attempt to take written statements from all witnesses, especially the victim, at the time of the initial response. Officers are required by law to give a copy of a witness statement to the witness; and,
 - (2) Never talk to a victim or child witness within sight or hearing of the suspect or tell the suspect what a victim or child witness said.
- h. Determine if probable cause exists to make arrest(s) and secure any prisoners based on current common law or statutory provisions;
- i. Collect and record any evidence to include but not limited to pulled out hair, weapons, and torn or bloody clothing;
- j. Arrange for photographs whenever there are visible signs of injury to persons or property. Color photographs should include the crime scene, injuries, and weapons and property damage. The agency's evidence custodian may be called out at the discretion of the on-duty supervisor; and,
- k. Provide the victim with a completed Victim's Rights Form and OCA/report number.

C. On-View Arrests

- 1. Officers will make an arrest for Criminal Domestic Violence, Criminal Domestic Violence High and Aggravated, and any violations of orders of protection when probable cause and legal authority exist to make an arrest if the offender is present at the scene.
- 2. Field release (cite and release) is not permitted for any of the offenses listed in Section III, C, 1, of this SOP.



- D. Warrantless Entry to Arrest
1. Officers may make a warrantless entry of a dwelling of a person to be arrested for violations cited in Section III, C, 1, of this SOP.
 2. Warrantless entries for this purpose must meet the probable cause standard with regard to belief that the subject to be arrested is within the place to be entered.
 3. Any evidence observed that is related to the domestic crime alleged may be seized and collected as evidence.
 4. Evidence of other crimes will be subject to the prevailing case law at that time.
- E. Incidents Past
1. If the offender has left the scene and a crime has been committed as described in Section III, C, 1, of this SOP, the officers will:
 - a. Obtain information from victims and witnesses of the offender's physical description, weapons in the offender's possession, the description of any vehicle used by the offender and where the offender might be;
 - b. Conduct a search of the immediate area;
 - c. Attempt to locate the offender; and,
 - d. Remove the complainant and family from the scene if there is the possibility of imminent danger to them.
 2. In instances where probable cause and legal authority exist to make an arrest, but the offender has left the scene and cannot be located, the primary officer will be responsible for securing a warrant.
 - a. The warrant should be secured as soon as possible but within 24 hours of responding to the incident.
 - b. It is incumbent upon the officer's supervisor to assure that a warrant is secured when the officer is unable to do so.



- c. All warrants not served must be entered into NCIC and submitted to the communications office for retention as promptly as possible.

F. Additional Considerations for Officers

1. In instances where the officer is initiating a charge, the officer should emphasize to the victim and the offender that the criminal action is being initiated by the State and not the victim.
2. Officers must not threaten or make intentional or overt suggestions to any party involved in a domestic matter that would tend to shy them away from law enforcement intervention.
3. In instances where no arrest is made or there remain hostile parties on premises, officers should remain on the scene to preserve the peace as one person removes personal property.
4. Officers should make arrangements to transport the victim and children to a safe place as necessary.
5. Officers should attempt to get a written statement from the suspect (Miranda applies).

G. Incident Report Required

1. Officers will complete an incident report to fully document the incident and the officer's response, whether or not a crime was committed or an arrest was made.
2. Incident reports will:
 - a. Accurately describe the emotional state of parties involved, especially the victim;
 - b. Carefully document the physical condition of both victim and suspect, including injuries that may not be visible;
 - c. Accurately document the crime scene;
 - d. Include statements made by any persons present, using quotes when possible;



- e. Include prior instances of emotional, physical or sexual abuse by the suspect reported by the victim to include where and when those instances occurred;
- f. Include the names of children at the scene, and,
- g. Using full names, list all persons present at the scene, including emergency medical, fire, and law enforcement personnel.

H. Securing Audio Evidence from Telephone/Radio System


1. Records clerks, upon observing incidents charged as Criminal Domestic Violence, Criminal Domestic Violence 3rd Offense or greater, Criminal Domestic Violence of a High and Aggravated Nature or any other offense in which CDV is an included offense (murder, ABWIK, sexual assault, etc.), shall complete and submit form REC 112 Request and Affidavit for Recorded Evidence to the Communications Supervisor.
2. A communications specialist will be assigned to make a recording of the incoming phone call that reported the incident. If multiple calls are received, they should all be recorded.
3. Completed recordings with the original affidavit will be placed into evidence utilizing the proper chain of custody. (Refer to SOP #6-04 and #6-02) The communications specialist will complete a supplemental report in RMS.

I. Victim Services

Responding officers' and the Victim Advocate's responsibilities are outlined in SOP #3-23 (Victim/Witness Assistance).

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #3-12 | |
| <i>Missing Person Procedures</i> | | | |
| Effective Date August 23, 2018 | Revision # 7 | Re-evaluation Schedule July | Amends/supersedes SOP #3-12 07/27/2018 |
| Notes/References CALEA Standards 41.2.5 & 41.2.6 | | # of Pages 8 | |

I. Purpose

To establish procedures for the investigation of missing persons.

II. Policy

The agency will diligently and thoroughly investigate all reports of missing persons (regardless of age) within this jurisdiction and assist other agencies in similar efforts. Furthermore, the agency recognizes that at times, the difference between a runaway and a missing juvenile may not be immediately apparent. As such it shall be the policy of this agency to err on the side of caution and treat such incidents as a missing juvenile. Employing the character qualities of decisiveness, diligence, and thoroughness during all stages of a missing person investigation will increase the likelihood of positive resolution to such cases.

III. Procedure

A. Initial Response

1. Upon receiving a report of a missing person, the communications center will attempt to obtain as much information about the situation as possible and pass this information along to field units prior to disconnecting the phone with the complainant.
2. The duty supervisor should make every effort to immediately respond to calls of missing persons. In the event that additional personnel are required to assist in the search of a missing person or juvenile, the duty supervisor will exercise discretion in notifying the chain of command, victim/witness services and other agencies for assistance.



3. In the event that the missing person is critically missing or at-risk such as a juvenile (not confirmed to be a runaway), an adult with diminished capacity, potentially endangered, or foul play is suspected, the chain of command will be promptly notified.

B. Initial Investigation

1. Upon responding to any missing persons call, the responding officer will take prompt action with the assumption that the call is genuine until otherwise determined.
2. The responding officer and/or assisting officers will carry out the following as the investigation unfolds:
 - a. Obtain the circumstances surrounding the missing person's disappearance.
 - b. Obtain the following information (if available) on the missing person:
 - (1) Height, weight, color of hair and eyes;
 - (2) Use of eyeglasses and/or contacts;
 - (3) Complexion color;
 - (4) Scars and/or marks;
 - (5) Date and place of birth;
 - (6) Detailed description of clothing;
 - (7) Recent photograph(s);
 - (8) Social Security number, driver's license number (if applicable);
 - (9) Names and addresses of parents, relatives and friends;
 - (10) Nicknames and/or aliases;
 - (11) Locations frequented;



- (12) Determine if dental records are available; and,
 - (13) Determine if fingerprint records are available.
- c. Notify the duty supervisor and provide all information collected so as to assist him/her in making a determination as to the appropriate intra and interagency effort to be given to the case.
 - d. Provide the communications center with all information necessary to enter the missing person's information into NCIC and/or BOLO the information.
 - e. Initiate the applicable portions of the Missing Person Investigatory Checklist (Form GCPD 169). Completed forms should be attached to the incident report.
 - f. Complete the SLED/MPIC Report to be submitted with the incident report.
 - g. Conduct a search if circumstances necessitate and the situation warrants. While each incident will present its own unique set of circumstances, the following guidelines apply:
 - (1) A detailed search will be conducted for those critically missing or at risk such as missing children, elderly persons, or disabled persons who may have "wandered away", when foul play is suspected, or as otherwise determined by a supervisor.
 - (2) If a child, elderly, or disabled person is missing, an on-foot search of the home and door-to-door search of the immediate area will be conducted. Also, searches will be made of areas the person is known to frequent.
 - (3) Officers may employ the assistance of the complainant and/or family members and friends to make contact with the missing person's acquaintances or other relatives the missing person is likely to contact.



3. The communications center may be directed to notify neighboring agencies and/or the City of Goose Creek Fire Department at the direction of the on-duty supervisor.

C. BOLO and NCIC Entry

1. A BOLO should be broadcasted to agency units via radio. Surrounding agencies may be sent a teletype as deemed necessary by the duty supervisor.
2. Upon approval of the duty supervisor, the communications center may contact the Berkeley County Central Communications Center and request that a Reverse 911 be issued for the geographic area determined applicable by the duty supervisor. In weighing this decision, the supervisor will consider the likelihood that alerting citizens in the referenced area, based on time and day, will likely aid the investigation.
3. Upon receiving information from the reporting officer, an NCIC entry will be made by the communications center if the missing person meets entry criteria. While neither the State of South Carolina nor this agency impose any waiting periods to report a subject as missing, SLED/NCIC entry can only be made of missing persons when the missing person falls into one or more of the following categories:
 - a. Juvenile – For the purpose of SLED/NCIC entry, a person under the age of 18.
 - b. Disability – A person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger.
 - c. Endangered – A person of any age who is missing under circumstances indicating that his/her physical safety may be in danger.
 - d. Involuntary – A person of any age who is missing under circumstances indicating that his/her disappearance may not have been voluntary.



- e. Catastrophe – A person of any age who is missing after a catastrophe.
- f. Other – A person not meeting the criteria for entry in any other category who is missing and for whom there is a reasonable concern for his/her safety or a person who is under age 21 AND declared emancipated by the laws of his/her state of residence.

D. AMBER Alert Procedures

1. In the event of an abducted juvenile, as a last resort, the duty supervisor, with the concurrence of the Chief of Police or his/her designee, will activate an “AMBER Alert” if all of the following criteria are met (See AMBER Alert activation form):
 - a. The law enforcement agency believes that the child has been abducted (taken from their environment unlawfully, without authority of law, and without the permission from the child’s parents or legal guardian);
 - b. The child is 17 years old or younger and the law enforcement agency believes the child is in immediate danger of serious bodily harm or death; or the individual is 18 years old or older and the law enforcement agency believes the individual is at greater risk of immediate danger of serious bodily harm or death because the individual possesses a proven physical or mental disability;
 - c. All other possibilities for the victim’s disappearance have been reasonably excluded;
 - d. There is sufficient information available to disseminate to the public that could assist in locating the victim, suspect, or vehicle used in the abduction; and,
 - e. The child’s name and other critical data, including the child abduction (CA) and AMBER Alert (AA) flags have been entered into NCIC.
2. The duty supervisor will ensure that the completed AMBER Alert Activation Form is faxed to the SLED clearinghouse as indicated on the form.



3. AMBER Alert information must be updated as it becomes available (See AMBER Alert Update Form).
4. AMBER Alert information must be cancelled as soon as it is no longer applicable to the case (See AMBER Alert cancellation Form).

E. Reporting Requirements

1. All missing persons reported to this agency will be documented on an incident report regardless of whether or not the missing person meets SLED/NCIC entry criteria.
2. Any officer assisting in the investigation that receives information or makes discoveries pertinent to the case will file a supplemental report.
3. Any officer assisting in a search will carefully document their actions and areas searched in the form of an incident or supplemental report.
4. All documents generated relevant to the case will be attached to the original report and forwarded to the records section.
5. All follow-up efforts will be documented in a supplemental report.

F. Follow-up Investigation

1. The Criminal Investigations Bureau (CIB) will investigate all missing persons cases not resolved by the response and investigation.
2. In the event that the missing person who has been entered into NCIC is not located, the following additional information must be obtained and entered into NCIC within 30 days:
 - a. Blood type;
 - b. Dental characteristics;
 - c. Fingerprint classification;
 - d. Jewelry type; and,



- e. Scars, marks, tattoos and other characteristics.
3. The reporting officer and/or the assigned investigator will follow-up with the reporting persons to make reasonable efforts to acquire additional and ongoing information about the missing person to aid the investigation and/or update or add to the NCIC entry.
- G. Located Missing Persons
1. When a missing person reported to this agency has been located and this agency has received the notification that the person is no longer missing, the officer receiving the notification will request that the communications center remove the information from NCIC immediately.
 2. The duty supervisor may, depending on the nature of the case, require the officer make personal contact with the located missing person.
 3. The officer receiving the information regarding the located missing person will generate a supplemental report and attach any related documentation.
 4. When an officer of this agency locates a person reported missing to another agency, the communications center will initiate the proper hit-confirmation procedures to notify the reporting agency. Additionally:
 - a. The reporting agency will be notified if the located person (if an adult) does not want their whereabouts reported to the complainant party;
 - b. Juveniles may be detained for pickup or transported to meet an officer from another agency or a parent as approved by the duty supervisor; and,
 - c. An incident report titled agency assist will be completed and will document the circumstances surrounding the located person.


5. In the case of juveniles whose parent(s) or guardian(s) cannot be located, the Department of Social Services (DSS) may be contacted with the approval of the duty supervisor.

H. Voluntary Disappearances

1. If an agency or inter-agency case involves the voluntary disappearance by an adult, the adult's whereabouts cannot be released without the permission of the located adult.
2. The complainant may be notified that the missing person has been located but declines to release his/her whereabouts.
3. Officers may, with supervisory approval, mark reports that contain the whereabouts of an adult who does not wish to be located by the complainant so that this information is not released via routine report requests made to the records bureau.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #3-13 | |
| <i>Responding to Persons with Mental Health Issues</i> | | | |
| Effective Date August 22, 2018 | Revision # 5 | Re-evaluation Schedule August | Amends/supersedes SOP #3-13 of 08/28/2013 |
| Notes/References CALEA Standard 1.1.3 & 41.2.7 | | # of Pages 9 | |

I. Purpose

To provide guidelines for all agency personnel in the recognition of persons potentially suffering from mental health issues and methods to address the unique challenges presented by such persons.

II. Policy

The agency will strive to deal with emotionally disturbed and/or persons suffering from mental health issues in a compassionate yet safe manner to protect the individual, the public, family members, civilian employees, and officers. Demonstration of the character qualities of patience, cautiousness, and flexibility will ensure our success in these complex situations.

III. Definitions

- A. Emergency Protective Custody (EPC) – The process of a law enforcement officer taking a person into custody for protection when a likelihood of serious harm to the person or others exists.
- B. Emotionally Disturbed Person (EDP) – A person who is in an irrational emotional state. The condition may be associated with situational, medical or substance related causes. There may, or may not be, an underlying mental health issues related to the emotional state.
- C. Emotionally Ill – Interchangeable with “mentally ill” for the purpose of this policy, usually a temporary or situational condition.
- D. Commitment Order – Court order instructing law enforcement officers to take custody and transport an individual to a mental health facility.



- E. Likelihood of Serious Harm – Due to mental health or emotional issues or excessive alcohol or drug use there is:
 - 1. A substantial risk of physical harm to the person him/herself as manifested by evidence of threats of, or attempts at, suicide or serious bodily harm;
 - 2. A substantial risk of physical harm to other persons as manifested by evidence of homicidal or other violent behavior and serious bodily harm to them; or,
 - 3. A very substantial risk of physical impairment or injury to the person himself as manifested by evidence that such person's judgment is so affected that he or she is unable to protect him/herself in the community and that reasonable provision for his/her protection is not available in the community.
- F. Mental Health Issues – Any of various conditions characterized by impairment of an individual's normal cognitive, emotional, or behavioral functioning, and caused by social, psychological, biochemical, genetic, or other factors such as infection or head trauma.
- G. Mentally Ill – A person suffering from one or any number of mental health issues. For purposes of this policy the term "mentally ill" will also refer to emotionally disturbed persons and those suffering from chemical abuse or influence.

IV. Procedure

- A. Recognizing Abnormal Behavior
 - 1. Inasmuch as clinical mental illness is often difficult for even the trained professional to define in a given individual, agency personnel are not expected to make diagnoses of mental health issues or emotional disturbances. Instead, personnel will be trained to recognize behavior that is potentially destructive and/or dangerous to the individual or others.
 - 2. Personnel should not rule out other potential causes such as reactions to narcotics or alcohol, reactions to medication, or temporary emotional disturbances that are situational motivated.



3. Personnel should evaluate the following and related symptomatic behavior in the total context of the situation when making judgments about an individual's mental state and need for intervention if a crime has not been committed:
 - a. Degree of Reactions – Persons suffering mental health issues persons may show signs of a strong and unrelenting fear of persons, places or things. The fear of people or crowds, for example, may make the individual extremely reclusive or aggressive without apparent provocation. Authority figures, especially the uniformed police officer, may cause a particularly strong reaction of fear, suspicion or violent behavior.
 - b. Appropriateness of Behavior – An individual who demonstrates extremely inappropriate behavior for a given context may be suffering mental health issues.
 - c. Extreme Rigidity or Inflexibility – Persons suffering mental health issues may be easily frustrated in new or unforeseen circumstances and may demonstrate inappropriate or aggressive behavior in dealing with the situation.
4. In addition to the above, persons suffering mental health issues may exhibit one or more of the following characteristics:
 - a. Abnormal memory loss related to such common facts as name, home address, date, etc. (Memory loss may also be a result of physical ailments such as Alzheimer's disease.);
 - b. Delusions, such as the belief in thoughts or ideas that are clearly false, or paranoid delusions such as feelings that "Everyone is out to get me;"
 - c. Hallucinations of any of the five senses such as hearing voices commanding the person to act, feeling one's skin crawl, smelling strange odors, etc.;
 - d. The belief that one suffers from extraordinary physical maladies that are not possible, such as persons who believe that their heart has stopped beating for an extended period of time; and/or,

e. Extreme fright or depression.

B. Determining Danger

1. Personnel must recognize that not all persons suffering mental health issues are dangerous while some may represent danger only under certain circumstances or conditions.
2. The following indicators may indicate that the person suffering mental health issues represents an immediate or potential danger to him/herself or others:
 - a. Availability of weapons to the subject;
 - b. Statements by the subject that suggest that he/she is prepared to commit a violent or dangerous act (Such comments may range from subtle innuendos to direct threats that, when taken in conjunction with other information, paint a more complete picture of the potential for violence);
 - c. A personal history that reflects prior violence under similar or related circumstances;
 - d. Lack of control of emotions such as rage, anger, fright or agitation (Signs of lack of control include extreme agitation, wide eyes and rambling thoughts or speech, clutching one's self or other objects to maintain control, begging to be left alone, or offering frantic assurances that one is alright may also suggest that the individual is close to losing control); and/or,
 - e. The volatility of the environment is a particularly relevant factor that officers must evaluate (Agitators that may affect the person or a particularly combustible environment that may incite violence should be taken into account).

C. Dealing with Persons Suffering Mental Health Issues

1. Should an employee determine that an individual with whom he or she is dealing with is suffering mental health issues and is a potential threat to him/herself or others, or may otherwise



require police intervention for humanitarian purposes, the following responses should be taken:

- a. Civilian employees should notify a police officer as quickly as possible without further agitating the situation. Civilian employees should disengage if necessary and relocate to a place of safety.
 - b. If a police officer is alone in such an encounter (in field, interview setting, etc.), a backup officer should be requested.
 - c. Take steps to calm the situation. Where possible eliminate lights and sirens, disperse crowds, and assume a quiet and non-threatening manner when approaching or conversing with the person.
 - d. Move slowly and do not excite the person. Provide reassurance that the police are there to help and that appropriate care will be provided.
 - e. Communicate with the person to determine what is bothering him/her. Relate concern for his/her feelings and allow him/her to vent feelings. Where possible, gather information about the person from acquaintances and/or family members. Request professional assistance if needed.
 - f. Do not threaten the person with arrest or in any other manner as this may cause additional fright, stress and potential aggression.
 - g. Avoid topics that may agitate the person and guide the conversation toward subjects that help bring the person back to reality.
 - h. Always attempt to be truthful with the subject. If the subject becomes aware of deception, he/she may withdraw from the contact in distrust and may become hypersensitive or retaliate in anger.
2. Care should be taken when dealing with persons suffering mental health issues during interviews and in-custody interviews.



- a. Persons suffering mental health issues should never be left alone and if there is any indication of unpredictable or violent behavior, two officers should be with the person at all times.
 - b. The person should be restrained as necessary and searched for weapons.
- D. Taking Custody of Persons Suffering Mental Health Issues
1. The authority of an officer to take an individual into custody because the individual is a threat to himself or others is inherent to the role of the police officer.
 2. Officers may take persons suffering mental health issues or persons suffering from excessive alcohol or drug use into custody to prevent harm to the individual and/or others.
 3. The methods for taking custody of an individual in such situations include:
 - a. Emergency Protective Custody (EPC)
 - (1) Officers may take a person into EPC when the officer believes the person is dangerous to himself and/or others and there is a likelihood of serious harm presented by the person to him/herself or others such as:
 - (a) Statements by the subject indicating suicidal intentions or death threats;
 - (b) Past history of mental health issues or treatment;
 - (c) Past history of threats to self or others;
 - (d) Observations indicating suicidal or homicidal intentions such as suicide note, 911 calls, and comments to officers or others;

- (e) Evidence of excessive alcohol or drug use; and,
 - (f) Statements by family members.
 - (2) Officers must fully document their reasons for believing that EPC is necessary.
 - (3) Subjects placed in EPC will be taken to a hospital emergency room. Officers will remain with the subject until properly relieved by Berkeley County Sheriff's Office transport officers or hospital staff.
- b. Commitment Orders
- (1) Safety is the main priority when serving Commitment Orders. Officers should take all necessary precautions when dealing with persons who are subject to commitment. Officers should attempt to determine if there is any potential for violence from the person.
 - (2) If there is any indication that the person may be violent, officers must consult with a supervisor and take any necessary precautions which may include additional officers, help from the family or mental health professionals and possibly use of the Special Weapons and Tactics Team (S.W.A.T.) (see SOP #8-09).
 - (3) A minimum of two officers are required to serve Commitment Orders.
 - (4) Officers should approach the subject or residence in a tactically safe manner, taking extra precautions to guard against assault or ambush.
 - (5) Before going to the subject's location, officers should interview the petitioner to determine if the person may act in an unpredictable or violent manner. The petitioner may also be able to help by talking to the person. If at all possible the petitioner should meet officers at the Goose Creek



Police Department to be interviewed before attempting to serve the order.

- (6) The petitioner or family member may accompany officers to the subject's location, but should travel in their own vehicle and not the police vehicle. If there is any indication of potential unpredictable behavior or violence, the petitioner or family member should not accompany officers all the way to the subject's location. A supervisor must be consulted to determine the best course of action.
- (7) Subjects taken into custody will be transported and turned over to the authorities or facility specified in the commitment order. Officers will remain with the subject until properly relieved by Berkeley County Sheriff's Office transport officers, hospital staff, or other proper authority.

E. Transporting Persons Suffering Mental Health Issues

1. For the safety of the subject, as well as the officer, all in-custody subjects will be restrained in accordance with SOP #3-21 and transported in the rear seat of units equipped with a protective screen.
2. If needed, the subject may be transported by ambulance. One or more officers may be needed to go to the emergency room/facility and/or ride in the ambulance if the subject is combative or uncooperative.

F. Community Resources

1. The Berkeley County Mental Health Center is the primary mental health care provider and facility for the City of Goose Creek.
2. Individuals not in-custody or requiring immediate treatment may be referred there or to one of the other organizations listed below:
 - a. Berkeley County Mental Health Center – (843) 761-8282;




- b. Ernest E. Kennedy Center – Goose Creek (843) 797-7871, Moncks Corner (843) 761-8272; or,
- c. Helpline – 211.

G. Training Required

- 1. All personnel will receive training on handling persons suffering mental health issues as specified in the latest edition of the agency's training catalog.
- 2. Agency personnel are encouraged to inform the training supervisor of any incident involving persons suffering from mental health issues that could be used as training material within the agency or shared with the law enforcement community.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #3-14 | |
| <i>Court Appearances</i> | | | |
| Effective Date June 18, 2012 | Revision # 9 | Re-evaluation Schedule June | Amends/supersedes SOP #018 of 06-14-2010 |
| Notes/References CALEA Standard 74.2.1. | | # of Pages 6 | |

I. Purpose

To ensure the prompt readiness of all agency personnel scheduled to appear before any court to present testimony and/or evidence on behalf of the City and State.

II. Policy

Officer court attendance shall be designated a top priority regarding punctuality, physical appearance, conduct and demeanor, case prosecution, preparation and readiness, and overall conscientiousness and professionalism. All employees are expected to honor subpoenas issues for their appearance. For the purpose of this procedure, an officer is any employee authorized to make criminal charges, or issue ordinance summonses. Employees are expected to be thoroughly knowledgeable of the contents of this SOP and will maintain the highest standards of conduct when conducting court associated business. The character qualities of punctuality, responsibility, and virtue are key components to the agency’s role in the justice process.

III. Procedure

A. Scheduling

1. Officers are to schedule their regular court dates in accordance with supervisory directives which are based upon the agency’s master municipal court scheduling system. Exceptions to the master court schedule are occasions wherein the officer is called as a witness in another officer’s trial or appearances scheduled by the Clerk of Court whereby the officer has no control of scheduling.



2. The Municipal Court for the City of Goose Creek is scheduled at the direction of City authorities. All personnel will be kept abreast of any changes in court days and times. Supervisors are responsible for ensuring that this information is disseminated. Jury trial dates are set by the Clerk of Court and any conflicts in scheduling shall be addressed with the Clerk of Court.
3. Officers are to give criminal, traffic, and ordinance summons defendants at least ten (10) days from the date of arrest, citation, or summons to the date of trial; provided, however, the ten (10) day period may be waived by the case officer and defendant for just cause.
 - a. In those rare instances, the trial date may be scheduled prior to the expiration of the ten (10) day period.
 - b. Officers shall exercise sound discretion when scheduling all Municipal Court dates to ensure that excessive time does not pass beyond the ten (10) day period.

B. Rescheduling

1. If a case or cases must be continued for a legitimate purpose (e.g. last minute mandatory training, scheduling, defendant's request if for a valid reason, etc.) officers shall inform the Clerk of Court and request that the court mail notices of the continuance.
2. If an officer changes the status of a case, and if the change affects or impacts the efficiency of Court operations, the officer shall inform the Clerk as soon as practicable in writing regarding the status change.

C. Processing Cases

1. All tickets, warrants, or ordinance summonses to be heard before the pending session of Municipal Court shall be given to the Clerk of Court no later than twenty-four (24) hours before the session is called.
2. Plea bargains must be handled as follows:
 - a. If a plea agreement is reached with a defendant and a new ticket or summons must be written as part of the plea



agreement, it must be furnished to the Clerk of Court as described above. If the time limit cannot be met, the officer will request a continuance to his/her next court date before the bench.

- b. Officers shall not plea bargain a D.U.I. charge without prior consultation and approval of the Chief of Police or a Division Commander in the absence of the Chief of Police. The sole exception is the offer of the charge of D.U.A.C. in exchange for dismissal of the charge of D.U.I.
 - c. The City's legal counsel may plea bargain a D.U.I. charge if, based upon his/her professional legal knowledge and expertise, the charge is fatally defective. In such an instance, the City's legal counsel will consult the Chief of Police or his/her designee. The City's legal counsel may plea a charge of D.U.I. to the charge of D.U.A.C. without consultation.
3. If an officer has a desire to reopen a case that has been adjudicated, he/she must make a written request to their respective division commander describing the nature of the request and the circumstances related.

D. Issuance of Subpoenas

1. The Clerk of Court will prepare and mail subpoenas to all parties to cases being tried by jury based on the jury trial calendar.
2. Prosecuting officers must request that subpoenas be mailed to parties of bench trials. Such requests may be made verbally or by e-mail.
3. In the event that service of a subpoena must be accomplished more expeditiously than mailing allows, officers may request subpoenas in hand and serve them in person.
4. Officers will complete an Affidavit of Service form (Form GCPD 118) for each subpoena served and forward it/them to the court.

E. Appearance

1. All personnel are required to honor subpoenas issued for their appearance and must be physically present thirty (30) minutes prior to the scheduled time of any court which requires their attendance.
2. When attending Municipal Court, all personnel shall be required to wear either the official police uniform of the Goose Creek Police Department, or appropriate civilian attire.
3. When attending Family Court, General Sessions, or municipal jury trials, all uniformed officers shall wear the official police uniform of the Goose Creek Police Department. All non-uniformed personnel shall wear appropriate civilian attire.

F. Readiness for Court

1. Each individual shall be required to have in his/her possession any and all papers and evidence required for each case. Officers shall maintain the integrity of physical evidence and its chain of custody. Any and all evidence is to be properly signed in/out of the evidence locker, regardless of the nature of the charge.
2. Officers are to have in their possession at trial a copy of the defendant's criminal history and/or driving history/record, if or when such information is likely to impact successful case prosecution and/or criminal sentencing.
3. Officers shall make themselves available to the prosecuting attorney for D.U.I. cases one (1) hour prior to the case beginning. This includes the breath testing operator, arresting officer, and any other officer involved in the case.

G. Conduct in Court

1. All personnel are reminded that at all times they are representatives of the City of Goose Creek and that any conduct, demeanor, or attitude that detracts from the positive representation of the City will not be tolerated.
2. Supervisors will proactively monitor court sessions and address any issues observed.



- H. Bailiff Duties and Assignments (All Sessions of Municipal Court)
1. Bailiffs will perform all duties directed by the Judge, such as calling the Court to order, swearing in witnesses, escorting jurors, etc.
 2. Bailiffs will be responsible for the overall security of the Court.
 3. Bailiffs will not leave the courtroom until dismissed by the Judge or Clerk of Court.
 4. Prior to each session of court, Bailiff's will conduct the security inspection of the court room and document their observations on the Pre-Trial Court Room Inspection/Inventory form (Form GCPD 129) in the log book maintained by the Clerk of Court.
- I. Regular Municipal Court sessions
1. The day shift supervisor will be assigned to generally oversee daytime Municipal Court sessions with regard to police department responsibilities, including the assignment of bailiffs. This responsibility may be delegated to an assistant supervisor or responsible non-supervisory officer.
 2. Municipal Court bailiffs will report to the courtroom thirty (30) minutes before court begins. During this time they are to assist the court clerks and ensure the security of the court.
 3. Municipal Court dockets are arranged by the Clerk of Court. In the event certain circumstances faced by the agency or particular personnel would be improved by a change in docket order, the bailiff will be so advised and will make the request to the court.
- J. Municipal Court Jury Trials
1. The evening shift supervisor will exercise general responsibility for the evening Municipal Court jury trials including the appointment of a bailiff in the event of vacancy.
 2. Jury trial bailiffs will report to the courtroom thirty (30) minutes before court begins. During this time they will set up the courtroom for the pending trial. They will rearrange the courtroom after trial.



- 3. Officers must notify the Clerk of Court of any dates they are not available for jury trial as soon as practicable after any notices of requests for trial by jury in their respective caseload.

K. Court Pay


- 1. Court pay is paid to officers who come in from off duty for court only and is an addition to the officer’s hourly rate for the first hour (or portion thereof) of the court appearance. Those officers who have court immediately before, immediately after or during their normal work day will only be at an hourly rate for the time in court. The additional court pay is for the inconvenience of having to disrupt your personal time for an appearance in court only.
- 2. Court pay will not be earned for the presentation of just one ticket/warrant except under the most unusual circumstances (such as a jury trial scheduled by the Municipal Court) or when otherwise authorized in advance by the respective Division Commander.
- 3. To request pay for a court appearance an officer must sign the court log in the squad room after the court appearance. All information requested in the log must be provided. Failure to sign the log on the day of court will normally prohibit payment for that appearance.

L. Corrective Action Procedures

- 1. This Standard Operating Procedure shall be strictly adhered to by all agency members and no deviation shall be allowed except in the most unusual circumstances and approved by the Chief of Police.
- 2. Any violations of this policy will be addressed according to SOP #7-10 (Corrective Action Procedures).

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | | | #3-15 |
| | <i>Mobile Data Terminals (MDTs)</i> | | | |
| Effective Date October 30, 2017 | Revision # 5 | Re-evaluation Schedule October | Amends/supersedes SOP #3-15 of 10/31/2012 | |
| Notes/References CALEA Standard 41.3.7 | | | | # of Pages 4 |

I. Purpose:

To establish guidelines by which mobile data terminals (MDTs) are accessed and utilized within this agency.

II. Policy:

MDTs will only be utilized by properly trained and certified personnel for official police department business. Because MDTs present unique security concerns, specific guidelines for their access, use, and distribution of information from within will be strictly adhered to. Demonstration of the character qualities of discretion and obedience by operators will eliminate most, if not all, concerns.

III. Procedure:

A. Authorization for Use and Access

1. Only those personnel with a City-issued network logon and password may access and utilize an MDT. Access to various software applications within an MDT may be limited to authorized or certified personnel by way of unique application logons and passwords.
2. The City's Information Technology Department authorizes software applications on MDTs. Such applications include:
 - a. Records management system (RMS);
 - b. National Crime Information Center (NCIC) and South Carolina Department of Motor Vehicles (SCDMV);



- c. Automated South Carolina collision reporting and traffic ticketing; and,
 - d. Vehicle to vehicle and vehicle to office messaging/e-mail.
 3. The sharing of logons and passwords is strictly prohibited. Suspected breaches of network security or suspected compromises of logons and/or passwords must be immediately reported to the Information and Technology (IT) Department.
 4. Personnel with MDTs will not allow civilians or other non-qualified individuals access to the MDT. Certified technicians will be permitted to perform authorized service or maintenance on MDTs.
 5. Only sworn officers and properly certified civilian employees are permitted to view any information on the MDT screen. When an MDT-equipped vehicle is vacated for routine business, personnel should angle the monitor downward to prevent unauthorized viewing.
 6. Personnel will, under no circumstances, deviate from the procedures set forth by NCIC in the use and dissemination of information generated by the MDT.
- B. Software and Peripherals
 1. No third-party software will be installed, downloaded, or otherwise incorporated in the operating system except that which is authorized and installed by the system administrator.
 2. No memory storage devices, external drives, or personally-owned wireless devices may be connected to an MDT by way of hard connection or radio frequency.
 3. Alteration or unnecessary manipulation of software applications except during the course of system maintenance and updates by the system administrator is prohibited.
 4. Installed software will be utilized for its intended design and in a fashion consistent with the manufacturer's protocol for use.



C. Internet, Chat, and Other Functions

1. Personnel will not access the internet, play games, watch movies, or perform any non-duty related function by way of an MDT.
2. Personnel will only utilize the chat or car-to-car/car-to-office messaging capabilities when necessary for the mission at hand.
 - a. Any such messaging is public information and as such, will be brief, succinct, and will utilize proper spelling and grammar.
 - b. Symbols, abbreviations, and verbiage from languages common to internet chat are prohibited.

D. Maintenance and Repairs

1. Personnel will make every effort to keep their MDT and associated equipment clean and dry.
2. Personnel are prohibited from attempting repairs to software or hardware.
3. In the event of an MDT malfunction or need for service, the user will notify his or her supervisor and file the proper request for service/repair.

E. Supervisor Review of Electronic Transmissions


1. Supervisors will monitor the messaging feature within the mobile data system to ensure transmissions are professional and job-related.
2. Since there is no expectation of privacy within the mobile data systems, supervisors may audit any employee's messaging log at will.
 - a. Supervisors will handle directly any minor violations of policy or procedures discovered.
 - b. In the event a supervisor suspects or encounters evidence of serious misconduct, he/she may request that an internal affairs investigation be commenced.



- 3. In the event the agency is notified by the city's Information Technology (IT) Department that electronic transmissions are potentially compromised or violations of policy or procedure are or have occurred, the procedures outlined in Section E, 2, a and b of this SOP will apply.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #3-16 | |
| <i>Courtesy Summons Procedures</i> | | | |
| Effective Date June 18, 2012 | Revision # 1 | Re-evaluation Schedule June | Amends/supersedes SOP #092 of 12-07-2010 |
| Notes/References CALEA Standard 1.2.6 & Sections 22-3-330, 22-5-110, and 22-5-115 of the S.C. Code of Laws | | # of Pages 3 | |

I. Purpose

To provide procedures for the proper case selection and subsequent procurement of Courtesy Summonses (CSs).

II. Policy

The agency will follow the statutory guidelines for the selection of cases wherein the CS is the proper legal vehicle by which an alleged criminal matter should be brought before the courts. The procedures enumerated in this SOP are intended to parallel applicable law. The character qualities of discernment, discretion, and responsibility are key components in the administration of justice by way of the CS.

III. Procedure

A. CS Description and Use

1. The CS is a legal document procured from the court that is served upon a citizen similarly to a subpoena.
2. The Uniform Traffic Ticket (UTT) is NOT a CS for the purposes of this SOP and the legal process that defines the use of the CS.
3. A citizen charged with a misdemeanor offense (punishable by no more than a \$500 and/or 30 days incarceration) that would be tried in Magistrates' or Municipal Court must be served with a CS in lieu of a custodial arrest in cases where non-law enforcement personnel would be required to swear to an arrest warrant for the alleged offense (See Section 22-3-330 and 22-5-110 of the S.C. Code of Laws).



- B. CS Procurement
1. The initial uniform crime report (UCR) must be evaluated for the applicability of the CS. The following is a preliminary checklist of applicability:
 - a. A non-law enforcement officer is making the allegation;
 - b. The alleged crime is a misdemeanor;
 - c. The non-law enforcement officer wishes to prosecute the matter; and,
 - d. There is insufficient evidence for a law enforcement officer to swear to an arrest warrant.
 2. In the event the CS is the applicable legal vehicle to bring the alleged matter before the courts, the investigating officer will:
 - a. After completing the UCR, provide the non-law enforcement officer a CS affidavit to fill out;
 - b. Prepare the CS and ensure the officer's name is on the front of the CS;
 - c. Arrange for the non-law enforcement officer to appear at an upcoming session of court and to arrive 15 minutes prior to its beginning to appear before the judge; and,
 - d. Drop completed CS with affidavit and a copy of the UCR in court drop box located in squad room.
 3. A law enforcement officer cannot serve as affiant for a CS.
 4. A CS is valid upon the finding of probable cause by a Municipal Judge or Magistrate.
 5. If the Municipal Judge or Magistrate signs the CS into service the CS will be logged by the court and then returned to the officer to be served. Note: the CS cannot be entered into NCIC.




- C. Courtesy Summons Service
 - 1. Only sworn officers may serve CSs. The serving officer does not have to be the original investigating officer.
 - 2. CSs must be served in person and only to the defendant. Custodial arrest is not permitted.
 - 3. The serving officer will provide the defendant with a mandatory court date to appear before the judge that signed the CS and the investigating officer. This date is to be no sooner than 10 days from the date of service.
 - 4. After service, the CS will be logged in the arrest docket book and dropped in the ticket/warrant drop box.

- D. Post Trial
 - 1. If the defendant fails to appear in court and is found guilty, a bench warrant for their arrest may be issued. Custodial arrest pursuant to such bench warrant allows the defendant to be fingerprinted and booked on the charge.
 - 2. If the defendant is present and found guilty, they will be taken into custody pursuant to a booking order and fingerprinted and photographed. Such defendants will then be released from custody unless a commitment order was signed by the presiding judge.
 - 3. If the defendant is found not guilty, they must be released and may not be subjected to the booking process.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #3-17 | |
| <i>Juvenile Operations</i> | | | |
| Effective Date April 17, 2018 | Revision # 8 | Re-evaluation Schedule March | Amends/supersedes SOP #3-17 of 04/11/2016 |
| Notes/References CALEA Standards 1.1.3, 44.1.1, 44.1.2, 44.1.3, 44.2.1, 44.2.2, 44.2.3, 44.2.4, & 44.2.5 | | # of Pages 20 | |

I. Purpose

To establish procedures for proactive interaction with juveniles and procedures for investigating, referring, processing, and charging juvenile offenders.

II. Policy

The agency is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency as well as the timely and lawful methodology for investigating juvenile delinquency to include the appropriate referral of juvenile offenders to proper authorities for adjudication. All personnel are expected to take a proactive role when dealing with juveniles. Demonstration of the character qualities of initiative, justice, and wisdom will ensure our success in these endeavors.

III. Definitions

A. Child (for purposes of this procedure):

1. Refers to a person less than seventeen years of age with the exception of certain offenders, who by statute, are charged as adults (see section IV, B, 11); and/or,
2. Refers to a person under the age of eighteen when dealt with as abused or neglected.

B. Delinquent: Any juvenile who violates a criminal law. The offender’s age at the time the offense was committed, rather than [the offender’s age] at the time of arrest, will determine whether the offender will be charged as a juvenile and what procedures must be followed.



- C. Status Offense: An offense which would not be a misdemeanor or felony if committed by an adult including, but not limited to, incorrigibility or beyond the control of parents, truancy, running away, playing or loitering in a billiard room, playing a pinball machine, or gaining admission to a theater by false identification (See Section 63-19-20 of the S.C. Code).
- D. Dependent: Any juvenile suspected of being the victim of abuse, including sexual, physical, or emotional abuse/neglect.
- E. Children's Code: Section of the S.C. Code that deals with both dependent and delinquent juveniles. These statutes are found in Title 63 of the S.C. Code.
- F. Taking Into Custody: The term used to denote law enforcement detention of a juvenile. In most cases, taking into custody is equivalent to arrest in the adult criminal justice system. In deciding whether or not to take a juvenile into custody, officers should generally apply the same criteria as when deciding whether or not to arrest an adult. However, taking into custody is not merely synonymous with arrest. Juveniles may be taken into custody for their own protection, or if the officer feels the juvenile is a threat to the community, or if the community is a threat to the juvenile.
- G. Counsel, Warn and Release (CWR): A method of informal handling of juveniles.
- H. Responsible Adult: A responsible adult is defined in §63-7-20(16), of the S.C. Code as "a person responsible for a child's welfare." This includes a child's parent, guardian, foster parent; an employee of a public or private residential home, institution or agency; or other persons legally responsible for the child's welfare in a residential setting. Specifically excluded are teachers, principals, employers, coaches, etc.

IV. Procedure

- A. Responsibility
 - 1. The responsibility for maintaining a positive relationship with juveniles and supporting the agency's juvenile operations function for both criminal and non-criminal situations will be shared by every member of the this agency.



2. All sworn personnel are responsible for maintaining a working knowledge of the Children's Code as found in Title 63 of the S.C. Code.
3. The primary patrol unit, investigator or other field officer responding to an incident concerning juveniles will assume responsibility for the preparation of incident reports, statements, supplemental reports, etc.
4. The investigator assigned a juvenile case is responsible for the following:
 - a. Follow-up processing of juvenile custodies;
 - b. Responding to incidents, as needed;
 - c. Coordination and/or preparation of certain court cases in which juvenile offenders are involved;
 - d. Assisting field officers in juvenile cases, when needed;
 - e. Maintaining liaison with other agencies interested in juvenile matters;
 - f. Investigation or assisting in investigations of cases in which a juvenile is a victim; and,
 - g. Conferring with juvenile offenders and their parents/guardians regarding the juvenile justice system and process.
5. Referral to social agencies for prolonged programs of voluntary treatment as an alternative to court action will be accomplished by the 9th Circuit Solicitor's Office. Diverting juvenile offenders out of the juvenile justice system will be accomplished through that office or in referring non-violent juvenile cases to the youth court program.

B. Handling Juveniles

1. Juveniles will be handled in a manner consistent with state law. Law enforcement operations regarding juveniles involve a different legal concept and approach than that applied to adults.



The approach mandated by the juvenile justice system is that of correcting wrongful behavior rather than punishment. In dealing with juvenile offenders, law enforcement personnel should always use the least coercive among reasonable alternatives consistent with preserving public safety, order and individual liberty.

2. An officer taking a juvenile into custody for any reason will be responsible for notifying a parent or guardian as soon as possible and informing the juvenile and his/her parents of any charges to be levied and the anticipated course of the adjudication process.
3. The Miranda Rule applies to juveniles taken into custody as well as non-custody situations the same as it does for adults. A parent or guardian cannot make the decision for a juvenile to invoke or waive the juvenile's constitutional rights.
4. If the juvenile waives their rights and consents to a custodial interview, a Miranda warning/waiver will be given and should, if possible, be supported by a signed acknowledgment.
5. If the juvenile consents to a non-custodial interview, Miranda rights will be given once criminal charges against the interviewee are inevitable (or as otherwise provided for in case law) and waived, in writing if possible, prior to further questioning. Prior to such interview, the juvenile will be advised that they are not in custody and free to leave at any time.
6. The following procedures apply to all interviews of juveniles:
 - a. Interviewers will consider the age, mental state, intelligence level, and other factors in verifying the voluntariness of consent.
 - b. No more than two officers will be involved in any interview of a juvenile.
 - c. Personnel must limit the duration of the questioning to a reasonable timeframe to avoid causing undue stress or exhaustion of the juvenile.
 - d. Under no circumstances will any juvenile (or adult for that matter) be compelled to answer questions either by physical force, psychological pressure, or coercion.



- e. If at any time prior to or during questioning the juvenile requests an attorney, all questioning is to stop.
 - f. A request from a juvenile that a parent be present during questioning will be honored.
- 7. An officer is free to ask questions of a juvenile if the juvenile is not in custody or being detained.
 - 8. Under no circumstances shall a juvenile be placed within sight or sound of an adult in custody. No adult offender will be in the temporary detention facility when a juvenile offender is present.
 - 9. A person 16 years of age who may be tried as an adult for a Class A, B, C, or D felony or a felony which provides a maximum term of imprisonment of fifteen years or more, will be served with the appropriate arrest warrant(s), taken before a bond court judge, and lodged in a juvenile facility if ordered to post bond (See Section 63-19-20 of the S.C. Code). The officer taking a juvenile into custody will be responsible for assuring the juvenile receives a bond hearing.
 - 10. Cases that involve juveniles, in which the actual incident occurred outside of a school setting, should be investigated away from the juvenile's school if possible. It is generally discouraged to remove a student from the classroom or school, unless the incident occurred at school.
 - 11. An earnest attempt to contact a parent or guardian of a juvenile will be made in all officer-initiated questioning of juveniles.

C. Guidelines to Alternatives for Juvenile Dispositions

- 1. Officers must exercise discretion when determining dispositions in juvenile matters. However, this discretion should be predicated upon uniform standards.
- 2. The guidelines enumerated herein are not intended to limit discretion, but simply to make the exercise of it consistent, appropriate, and defensible. Therefore, when choosing among the alternatives available to deal with a juvenile offender, each of the following factors should be considered:



- a. The nature of the alleged offense;
- b. The age of the offender and circumstances of the alleged offense;
- c. The alleged offender's record, if any; and,
- d. Recommendation and/or endorsement by the complainant or victim, if any.

D. Informal Handling

1. The only informal handling of juveniles within this agency will be in the form of a counsel, warn and release (CWR).
2. CWR will be restricted to municipal level offenses only (e.g., Simple Assault, Petit Larceny, etc.). Formal handling of a juvenile is required for all offenses, which would otherwise be General Sessions Court offenses.
3. When handling juveniles informally, all applicable paperwork must be completed and copies provided to the records bureau. This provides this agency a means of charting the juvenile's behavior patterns. The responding officer will initiate a juvenile case file to include an incident report and a booking report to be turned in prior to the end of the officer's tour of duty.
4. During an informal handling of a juvenile, the officer may either take the juvenile home or require a parent pick up the juvenile. The officer should explain the problem to the juvenile's parent(s), and rely upon the parent(s) to voluntarily correct the problem in the best interest of the child. Checking the "handled and released" block on the booking report will indicate that the officer counseled, warned and released the juvenile to a parent or other responsible adult.
5. Should a victim/complainant demand a juvenile be brought before Family Court, and the officer believes the matter should be handled informally, a custodial promise will be completed and appropriate paperwork forwarded.



6. Informal handling of a juvenile does not impact the juvenile's constitutional rights. A juvenile has all the constitutional rights that an adult would have in a similar situation.

E. Youth Court

1. Officers may consider youth court as an alternative to sending a case to Family Court.
2. All referrals must be made on a Youth Court Referral form (Form YC-002) and forwarded to the records bureau with all accompanying paperwork (incident report, arrest and booking report with custodial promise stamp portion completed), where it will then be sent to Family Court for approval.
3. Generally, only non-violent misdemeanors committed by first-time offenders under the age of 17 will be considered for this program.

F. Municipal Court

1. Municipal courts have concurrent jurisdiction with the Family Court to try persons under 17 years of age charged with Title 50 (Wildlife) and/or Title 56 (Traffic) violations. A juvenile may be cited for violations of these statutes using the uniform traffic ticket (UTT) as a summons for municipal level offenses.
2. As a practical matter, it is preferred that municipal courts handle municipal level traffic and wildlife code violations since these courts have established fine collections procedures.
3. Traffic citations issued to juveniles 16 years of age and under will be sent to the municipal court for adjudication; however, officers should remember that municipal judges do not have the authority to issue bench warrants for juveniles who fail to appear for trial.
4. Uniform traffic tickets will only be issued to juveniles for traffic and/or wildlife code offenses. Any other criminal offenses (e.g., shoplifting, disorderly conduct, etc.) for which a juvenile is cited must be handled via an incident report, booking report, and custodial promise.



5. Should the issuance of a traffic citation lead to other criminal charges (e.g., possession of drugs, grand larceny auto, etc.), these other charges along with the initial citation will be forwarded to the Family Court. This will allow the assistant solicitor in the Family Court to prosecute the offense(s), which gave rise to the probable cause for the stop.
 6. A victim or complainant should not be referred to the municipal court for a warrant on a juvenile. Procedurally, a juvenile will be brought to court via a petition to the Family Court. Arrest warrants will be obtained by the investigating officer for a juvenile only if a petition has been filed and granted requiring a juvenile to be tried as an adult or the crime is such that statutory provision to charge as an adult without petition exists.
- G. The following cases will be referred to Family Court or General Sessions Court, as appropriate:
1. Violent crimes as defined in §16-1-60 of the S.C. Code;
 2. Class A, B, C, or D felonies committed by a child 16 years of age or felonies, which provide for maximum term of imprisonment of fifteen years or more;
 3. Delinquent acts that, if committed by adults, would be a felony;
 4. Delinquent acts involving weapons;
 5. All serious gang related delinquent acts;
 6. Any and all delinquent acts when it is determined that parental or guardian supervision is not effective;
 7. All delinquent acts committed by juveniles already on probation or who have a recent record of violent conduct resulting in injury to others;
 8. Crimes which, if committed by an adult, would be a felony other than violent crimes and there is a demonstrable recent record of adjudications for other felonies; and,
 9. Traffic offenses, which would ordinarily be prosecuted in the Court of General Sessions if committed by an adult (e.g., Reckless



Homicide, Felony Driving Under the Influence (DUI), DUI Second Offense, Failure to Yield for a Blue Light, etc.).

- H. A juvenile may be taken into custody when:
1. The juvenile commits a crime in the presence of the officer, or evidence exists to believe that the alleged crime is freshly committed by the juvenile;
 2. The officer has probable cause to believe the juvenile has committed a felony;
 3. The officer is in possession of a Family Court pick-up order or Department of Juvenile Justice (DJJ) issued bench warrant; or,
 4. The requirements for emergency protective custody as defined in this SOP are present (see Section IV, O of this SOP).
- I. Custodial Promise
1. A custodial promise stamp on a booking report may be used by officers as an alternative to taking a juvenile into custody.
 - a. Whenever possible, unless ordered by the court, the juvenile will be released to a parent or other responsible adult upon the written promise, signed by that person, to bring the juvenile to court at such time as the court may direct.
 - b. The custodial promise will be used for this purpose and will be included in the case file.
 2. The decision to release a juvenile on a custodial promise should be based upon the determination that the child can be adequately supervised at home or in a less secure setting. Criteria for this decision include:
 - a. The willingness of the parent(s) or legal guardian to accept custody of the juvenile;
 - b. The offense is a misdemeanor;

- c. The juvenile is not a danger to himself or to the community;
 - d. Consideration of the offender's lack of prior involvement in criminal acts; and,
 - e. The offense was non-violent in nature.
3. If the juvenile is to be released to a responsible adult other than a parent, this will only be done with permission of a parent or when a parent is not available. Additionally, a supervisor must also approve the release of a juvenile to a responsible adult other than a parent.
 4. The officer releasing a juvenile to a responsible adult will obtain the name(s) of the parent(s) and record that information on the custodial promise/arrest and booking report, as well as the name of the responsible adult to whom the juvenile was released.
 5. Officers must indicate in the employer section of the arrest and booking report the school that the juvenile attends and grade, if any.

J. Age Guidelines for Pretrial Detention

1. Children ten years of age or younger may never be detained pretrial (See Section 63-19-820(F) of the S.C. Code). When an officer takes into custody a juvenile ten years of age or younger, and a custodial promise cannot be secured, the officer will transport the juvenile to the police department facility, where arrangements will be made to release the child to the Department of Social Services (DSS).
2. Children 11 and 12 years of age may be detained pretrial only with a court order signed by a Family Court judge (See Section 63-19-820(F) of the S.C. Code). During normal business hours the 9th Circuit Solicitor's Office is available to assist in petitioning the Family Court for an Order of Detention. After business hours the juvenile should be transported to the police department facility while contacting a Family Court judge for an Order of Detention.



3. Children 13 through 16 years of age may be detained pretrial under the conditions outlined in Section 63-19-820 of the S.C. Code.

K. Juvenile Offender Detention Procedures

1. Law enforcement personnel make the initial determination to detain or release the offending juvenile.
2. Section 63-19-820 of the S.C. Code states that a juvenile is eligible for detention in a secure juvenile detention facility only if the juvenile:
 - a. Is charged with a violent crime as defined in section 16-1-60;
 - b. Is charged with a crime which, if committed by an adult, would be a felony or a misdemeanor other than a violent crime, and the child:
 - (1) Is already detained or on probation or conditional release or is awaiting adjudication in connection with another delinquency proceeding;
 - (2) Has a demonstrable recent record of willful failures to appear at court proceedings;
 - (3) Has a demonstrable recent record of violent conduct resulting in physical injury to others; or,
 - (4) Has a demonstrable recent record of adjudications for other felonies or misdemeanors; and,
 - (a) There is reason to believe the child is a flight risk or poses a threat of serious harm to others; or,
 - (b) The instant offense involved the use of a firearm;
 - c. Is a fugitive from another jurisdiction;

- d. Requests protection in writing under circumstances that present an immediate threat of serious physical injury;
 - e. Had in his possession a deadly weapon;
 - f. Has a demonstrable recent record of willful failure to comply with prior placement orders including, but not limited to, a house arrest order;
 - g. Has no suitable alternative placement and it is determined that detention is in the child's best interest or is necessary to protect the child or public, or both; or,
 - h. Is charged with an assault and battery or an assault and battery of a high and aggravated nature (ABHAN) on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity.
3. Detention is not mandatory for a juvenile meeting the criteria if that juvenile can be supervised adequately at home or in a less secure setting or program. Detention will be used in the best interest of public safety.
 4. If a parent or guardian cannot be located, DSS must be notified.
 5. If a juvenile is to be placed in detention, the juvenile will be transported to the appropriate facility promptly unless the juvenile requires medical attention.
 6. A copy of the arrest and booking report, as well as a copy of the agency incident report must be submitted to the juvenile detention facility when the juvenile is detained and processed.
 7. In the remarks section of the incident report, the reporting officer will justify the reason(s) for detaining the juvenile and include the name and address of the juveniles parent(s) or guardian and whether or not they were advised of the juveniles detention. All efforts should be made to notify the parent(s)/guardian as soon as possible.
 8. DJJ must be notified if a juvenile is to be placed in detention.



9. Officers must appear at the detention hearing unless otherwise notified.
10. The agency bears the cost of detention for offenses charged by the agency. The agency does not bear the cost of detention for juveniles wanted out of state. Committing officers must ensure DJJ is properly informed of the nature of the detention of the detained juvenile.

L. Completion of Paperwork

1. Officers are required to submit reports pertaining to juvenile apprehensions prior to the end of their tour of duty. Supervisors are reminded of their responsibility for ensuring that paperwork is properly completed and submitted on time.
2. All case file materials on juvenile offenders will be forwarded via the records bureau, to the Family Court where it will be maintained separately from all adult records.
3. Offenses concerning juveniles 16 years of age charged as adults are to be handled as adult case files and the paperwork disseminated as usual.
4. The School Crime Incident Report will be completed regardless of the offender's age, when appropriate.
5. The records bureau will be responsible for forwarding paperwork on juvenile offenders to the appropriate agencies to include DJJ, Solicitor's Office, School District, and/or the Attorney General's Office, as required.
6. A complete case file on each juvenile offender must be completed for forwarding to Family Court before the officer ends their tour of duty unless a waiver is granted by the officer's supervisor or if the case remains under investigation.
7. In the event of multiple offenders, a separate case file will be prepared for each defendant. The records bureau is authorized to reject reports which are incomplete or do not satisfy standards relating to juvenile apprehension.
8. A juvenile case file will consist of the following:



- a. A completed General Sessions Case Preparation Sheet (Form GCPD 134) (if applicable);
 - b. The original Incident Report (All incident reports listing any juveniles in any capacity must be stamped "JUVENILE");
 - c. All original supplemental reports (if applicable);
 - d. A copy of Petition/Pick-up Order (if applicable);
 - e. Original Booking Report with photograph (if physical custody);
 - f. All original defendant and witness statements (if applicable);
 - g. List of evidence (if applicable);
 - h. The original Custodial Promise (if applicable);
 - i. School District Notification form (if applicable);
 - j. School Crime Incident Report (if applicable);
 - k. Victim Notification form (if applicable); and,
 - l. Any other paperwork pertinent to the case, (e.g., written acknowledgment of Miranda warnings, etc.).
- M. Status Offenses
1. Prior to taking a child into custody, the officer will determine whether the child is alleged to have engaged in non-criminal misbehavior (i.e., a status offense).
 2. If a child is taken into custody for a status offense every effort should be made to release the child to a parent or guardian.
- N. Runaway Children
1. If the home situation is such that the child is likely to run away again if released to a parent or guardian, the officer should



contact DSS and relate the circumstances for a possible referral/follow-up by DSS.

2. In the event that circumstances dictate that the child would be better served by not being returned to the home, DSS should be contacted for assistance with placement of the child.
3. Runaway children who have also committed crimes must be treated, not as runaways, but as a juvenile who is charged with a criminal offense.
4. See also SOP #3-12 (Missing Persons Procedures), for the handling of a missing or runaway juvenile.

O. Child Neglect, Abuse and Emergency Protective Custody

1. §63-7-620 of the S.C. Code states essentially that a law enforcement officer may take a child into emergency protective custody (EPC) without the consent of parents, guardians, or others exercising temporary or permanent control over the child if:
 - a. The officer has probable cause to believe that by reason of abuse or neglect the child's life, health, or physical safety is in substantial and imminent danger if the child is not taken into protective custody, and there is not time to apply for a court order pursuant to Section 63-7-1660.
 - b. The child's parent(s) or guardian has been arrested and does not consent in writing to another person assuming physical custody of the child; or,
 - c. The child has become lost accidentally and as a result the child's welfare is threatened due to loss of adult protection and supervision and a search by law enforcement has not located the parent(s) or guardian.
2. The duty supervisor will be notified prior to or immediately after taking a child into emergency protective custody. When an officer takes custody of a child under this section, he will relinquish custody to DSS. A copy of the Incident Report will be left with or forwarded to DSS personnel as soon as possible and will fully detail the reasons for taking the child into protective custody,



describe the condition of the child and state whether or not the child's parent(s) or guardian was present.

3. If the parent(s) or guardian was not present, the officer will provide assistance, if requested, to DSS in locating the parent(s) or guardian.
4. In no case, will a child taken into protective custody be transported to any juvenile detention facility. The child will be turned over to DSS custody only.
5. Reporting officers are required to attend the subsequent hearing of any juvenile taken into emergency protective custody.

P. Procedural Concerns

1. A juvenile offender who is taken into custody for the purpose of criminal charges will be searched (incidental to being taken into custody) and handcuffed behind the back.
2. A child charged with any offense may be photographed by the law enforcement agency that takes the child into custody. Photographs of juveniles cannot be disseminated without a court order and are kept separate and secure.

Q. Fingerprinting Juveniles

1. A juvenile charged with an offense that would carry a maximum term of imprisonment of five years or more if committed by an adult must be fingerprinted by the law enforcement agency that takes the juvenile into custody, pursuant to Section 63-19-2030(G) of the S.C. Code.
2. Other than the offenses mentioned supra, a court order will be required to obtain fingerprints from a juvenile.
3. Fingerprints of juvenile offenders must be kept separate from those of adults.
4. Juveniles may not be fingerprinted or photographed in the presence of adult detainees.



5. Upon notification that a juvenile has not been adjudicated delinquent for an offense that would carry a maximum term of imprisonment of five (5) years or more if committed by an adult, the law enforcement agency who took the juvenile into custody must destroy the fingerprints and all records created as a result of such information.

R. Physical Samples

1. Search and seizure for a juvenile is the same as that for an adult.
2. To obtain physical samples (e.g., hair, blood, urine, nails or stomach contents) from a juvenile a court order must be obtained.

S. Interaction with Schools

1. An officer must contact a school administrator before questioning a student or taking a student into custody on school property. Officers should also make an earnest attempt to contact a parent or guardian of the juvenile, as well.
2. When a child is taken into custody by an officer for an offense which would be a misdemeanor or felony if committed by an adult, excluding Title 50 (Wildlife) and/or Title 56 (Traffic) offenses over which courts other than Family Court have concurrent jurisdiction, the records bureau will complete and forward a School Notification Form (Form REC-120) to the Berkeley County School District.
3. The investigating officer is required to contact the Attorney General's Office whenever a crime involving a felony, an Assault and Battery of a High and Aggravated Nature, a weapons offense or drug offense occurs on school property or at a school sanctioned or school sponsored event.
 - a. Additionally, any crime reported to this agency, pursuant to §59-24-60 (injury or serious threat of injury on school grounds or at a school sanctioned or school sponsored event) must be reported to the State Attorney General's Office by way of an Attorney General's Office School Crime Incident Report (Form REC-121).



- b. The investigating officer may submit reports telephonically, by fax, e-mail, or mail. Reports should be submitted in a timely manner.

T. Juvenile Records

1. Adult and juvenile arrest records will be maintained separately.
2. All juvenile case files are maintained by the Family Court.
3. Upon receipt of a court order outlining the exact offense record to be expunged, all information identifying that juvenile on the specified offense shall promptly be removed from agency records.
4. Access to juvenile records shall be done only on a legitimate need to know basis. Juvenile records are not open to public inspection.

U. Review and Evaluation of Operations

1. At least annually, the Support Services Division Commander will conduct a documented review and evaluation of all agency enforcement and prevention programs related to juveniles.
 - a. This evaluation should consider both the quantitative and qualitative elements of each program, lending itself to decisions regarding whether a specific program should function as is, be modified, or be discontinued.
 - b. The report will be forwarded to the Chief of Police for review and approval. Upon approval, the report will be published to agency personnel.
2. Whenever programs, policies, or procedures relating to juvenile operations are modified, DJJ and/or the Ninth Circuit Solicitor's Office will be contacted for their review and comment regarding the proposed changes.

V. Referral for Civil Remedies

1. Victims of crimes committed by a minor under the age of eighteen years may have cause for civil action against the minor's parent(s) in Small Claims Court or the Court of Common Pleas to recover damages that result from act(s) committed by said minor.



2. These victims should be referred to an attorney for legal advice in such situations.

W. School Liaison Programs

1. This agency is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency.
2. The agency's school liaison programs include the School Resource Officer (SRO) program, The Student Mentor Program, School Lunch Program, Youth Court, and Officer Friendly Program.
3. The SRO program is administered through the Support Services Division and involves officers assigned to schools to serve as a liaison between the school, community, and this agency.
4. Officers assigned to the SRO program are available when needed to participate in school classroom presentations designed to provide guidance on ethical issues in a classroom setting as well as programs on law enforcement subjects such as the law enforcement role in society, alcohol and drug abuse resistance, laws of arrest, search and seizure, traffic safety, and personal crime prevention when requested. Officers will also attend school functions and parent-teacher meetings when available and requested.
5. SROs are available and authorized to provide informal, individual counseling to students who seek help and to make appropriate referrals.
6. Officers are urged to be a mentor to elementary school-aged children, in an effort to provide guidance and establish trust-based relationships with young people.
7. Officers are encouraged to eat lunch at one of the schools in this agency's jurisdiction, to provide visibility and build trust-based relationships.
8. The "Officer Friendly" Program brings officers into elementary school classrooms to discuss a variety of topics, ranging from "stranger-danger" to bicycle safety.




- 9. The Youth Court Program is sponsored by this agency, with all participants being high school students. This program serves to introduce youth to the judicial system and serve as a diversion from Family Court adjudication for non-violent, minor offenses. The program is administered in cooperation with the 9th Circuit Solicitor’s Office.

- X. Participation in Community Recreational Youth Programs
 - 1. The agency supports the philosophy of police department and youth interaction.

 - 2. The agency encourages all of its members to become active in community recreational youth programs and other youth activities, whether sponsored by the City of Goose Creek or other agencies.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #3-18 | |
| <i>Warrant and Subpoena Procedures</i> | | | |
| Effective Date April 27, 2016 | Revision # 6 | Re-evaluation Schedule April | Amends/supersedes SOP #3-18 of 06/05/2013 |
| Notes/References CALEA Standards 1.2.5, 74.1.1, 74.1.2, 74.1.3, 74.2.1, 74.3.1, 74.3.2 | | # of Pages 7 | |

I. Purpose

To establish procedures to ensure accurate, timely, and efficient execution of arrest and bench warrants and subpoenas and to provide for protocol by which warrant and wanted persons information is accurately utilized.

II. Policy

All sworn officers are responsible for the execution of arrest and bench warrants and court subpoenas in a timely and lawful manner consistent with the guidelines enumerated in this SOP and applicable court procedures. Warrant entry and removal from NCIC and other databases will be timely, accurate, and thorough. The character qualities of attentiveness, orderliness, responsibility, are key components in the handling and processing of arrest warrants.

III. Procedure

A. Warrant Entry into the National Crime Information Center (NCIC) Wanted Person File

1. All warrants in which the suspect location is unknown may be entered into NCIC. In order to accomplish entry of a warrant into NCIC, the following procedure must be followed:
 - a. A warrant tracking sheet (generated by database) must be completed and maintained in the communications center;
 - b. A completed victim notification form must be maintained with the warrant (except for bench warrants); and,



2. All warrants will be entered into the warrant database by communications personnel upon receipt.

B. Operator Entry of Warrants

1. The warrant information will be entered as it is reflected on the warrant tracking sheet.
2. The limits of extradition must be entered in the MISC field.
3. Upon entering the warrant, the entry printout will be attached to the warrant.
4. The quality assurance sheet which is initiated by the entry operator and automatically produced by the warrant database software must be attached to the front of the warrant.
5. The warrant package must then be returned to the warrant basket in the communications center, to be checked for accuracy and completeness by the oncoming shift.
6. Communications center personnel will then file the warrant in the file maintained in the communications center.

C. Clearing Warrants from NCIC

1. Upon receiving information on the location of a person wanted by this agency by receiving a computer-generated “hit” or via telephone the communications personnel will notify the on-duty supervisor.
2. Communications center personnel will then retrieve the warrant from the files and confirm its active status.
3. Communications center personnel will then confirm the status of the warrant with the agency that is holding the wanted person.
4. A hold with the locating agency or other intentions of this agency must be promptly relayed to the locating agency. This information is provided by the on-duty supervisor.



5. If the decision is made to take custody or place a hold on the wanted person, communications center personnel will clear the warrant from NCIC after a “locate” is received.
 6. Upon service of the warrant, communications center personnel will indicate on the warrant tracking sheet that the warrant is cleared and attach the printout indicating the warrant has been cleared to the warrant package.
 7. The warrant package (minus the warrant and the victim notification form) will be turned in to the records section for retention of the record.
 8. Any warrant not immediately served will have a hold placed with the locating agency. The Criminal Investigations Bureau (CIB) Supervisor will follow-up on the next business day as to the status of the hold.
 9. An additional quality assurance sheet is not required for cleared or canceled warrants.
- D. Placing a Hold or Serving Bench and Arrest Warrants
1. Supervisor Responsibilities
 - a. When learning of the location of a person wanted by this agency, the supervisor will verify the warrant;
 - b. Coordinate confirmation and hold, if necessary; and,
 - c. Ensure that the communications center properly notifies CIB of the hold.
 2. Officer Responsibilities for Service of Bench Warrants
 - a. Obtain the bench warrant from the communications center;
 - b. Verify the identity of the wanted person and take custody of them (if not already in custody by this agency);
 - c. Serve the bench warrant on the subject;

- d. Generate a handwritten arrest and booking report;
 - e. Process and book the subject (lodge, if necessary);
 - f. Give the warrant portion marked "COPY" in red ink to the subject;
 - g. Make two (2) additional copies of the original warrant;
 - h. Provide the original copy of the warrant (portion with the raised seal) to the detention facility;
 - i. Attach one copy of the warrant and the (handwritten) booking report to the service of bench warrant report (incident or supplemental if an OCA already exists for the original charge) and place the packet in the report basket;
 - j. Place the second copy of the bench warrant in the court box located in the squad room; and,
 - k. Log the warrant arrest in the docket book located in the squad room.
3. Exception to Taking Custody of Subject on Bench Warrant
- a. A wanted subject who arrives at the police department to pay the fine associated with a bench warrant does not have to be taken into custody if:
 - (1) The terms of the bench warrant permit the payment of a fine and do not require incarceration; and,
 - (2) There are no special conditions associated with the bench warrant such as fingerprinting, photographing, etc.
 - b. The duty supervisor will direct an officer to document such a situation and the actions taken in the original case file or a new case if none exists related to the original charge. The assigned officer will ensure that the warrant is removed from NCIC, marked and recorded appropriately, and returned to the Municipal Court.



4. Officer Responsibilities for Serving an Arrest Warrant
 - a. Obtain the arrest warrant from the communications center;
 - b. Verify the identity of the wanted person and take custody of them (if not already in custody of this agency);
 - c. Serve the arrest warrant on the subject;
 - d. Provide the subject with the defendant copy of the arrest warrant and the accompanying affidavit;
 - e. Process, book and lodge the subject;
 - f. Arrange for a bond hearing in the appropriate court;
 - g. Place the audit copy of the warrant and the attached affidavit as well as any bond paperwork received from the court in the court box located in the squad room;
 - h. Log the warrant arrest in the docket book located in the squad room;
 - i. Place a copy of the arrest warrant in the investigating officer's mailbox; and,
 - j. Ensure that the original copy of the arrest warrant is provided to the detention facility if bond is to be set by a Berkeley County Magistrate or placed in the court box.

E. Receiving "Hits" on Wanted Persons

1. When receiving "hits" from other agencies relating that a person wanted by this agency has been located, the communications center will follow directives set forth by NCIC guidelines in responding to such information.
2. The duty supervisor should be promptly informed of any "hits" received so that he/she may evaluate the situation and arrange for extradition.



F. Access to Warrants

1. All authorized personnel will have 24-hour-a-day access to the warrant files for official purposes only.
2. All warrants will be secured in the communications center per NCIC Operating Guidelines.

G. Countersigning of Warrants

1. All warrants signed by City of Goose Creek Municipal Judges that are to be served outside the City of Goose Creek must be countersigned by a judge or magistrate of the jurisdiction in which they are to be served.
2. An exception to the requirement in Section III, G, 1, of this SOP is when a person to be served is incarcerated in the Berkeley County Detention Center. In such instances, warrants may be served upon such individuals without a magistrate's countersign.
3. When assisting other agencies serving warrants in the City of Goose Creek, officers will adhere to the provisions of this section in the context applicable to the warrants in question. The duty supervisor will be contacted with any concerns regarding outside agency warrants.

H. Procurement and Service of Subpoenas

1. Subpoenas are procured as provided for in SOP #3-14 (Court Appearances).
2. A diligent effort will be made to locate subpoenaed parties and carry out service procedures and documentation as provided for in SOP #3-14 and this SOP.

I. Recording of Information


1. Information regarding items of legal process received by the agency will be recorded in a variety of media to include, but not limited to, computer aided dispatch (CAD), the warrant tracking module, agency arrest dockets, courtroom records, and incident and supplemental reports.



- 2. Information regarding the attempts and/or execution of legal process will be recorded similarly to items received as provided for in Section III, I, 1 of this SOP.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #3-19 | |
| <i>Arrests, Searches, and Seizures</i> | | | |
| Effective Date May 23, 2012 | Revision # 3 | Re-evaluation Schedule May | Amends/supersedes SOP #095 of 09-28-2010 |
| Notes/References CALEA Standards 1.1.4, 1.2.3, 1.2.4, 1.2.5, & 61.1.2 | | # of Pages 18 | |

I. Purpose

To establish procedural guidelines for lawful arrests, searches, and seizures with and without warrants.

II. Policy

It is the policy of the Goose Creek Police Department to make lawful arrests and to adhere to the procedures imposed by the U.S. Constitution, the U.S. Supreme Court, the lower courts as well as the Constitution and laws of the State of South Carolina. The character qualities of justice and virtue are paramount in effecting arrests, searches, and seizures of our citizenry.

III. Definitions

- A. Arrest - To deprive a person of liberty, by legal authority, for the purpose of holding or detaining, to answer a criminal charge. Arrest involves: (1) the authority to arrest; (2) the assertion of that authority with the intent to effect an arrest; and, (3) the restraint of the person to be arrested.
- B. Exigent Circumstances - Permits police to make a warrantless entry to effect an arrest when emergency circumstances make that course of action imperative.
- C. Freshly Committed - The officer arrives on the scene very shortly after the commission of the crime, and easily observable evidence strongly indicates the crime was “freshly committed”; the officer may arrest without a warrant.
- D. Probable Cause - Facts and circumstances exist within the arresting officer’s knowledge are sufficient to warrant a reasonable and prudent law enforcement officer in believing that a crime has been or is being

committed and the person to be arrested committed it or is committing it.

- E. Reasonable Suspicion - Specific and articulable facts which give rise to reasonable suspicion by the officer that the subject may be involved in criminal activity.
- F. Search - Any government conduct which intrudes upon a person's reasonable expectation of privacy (*Katz v. U.S.*, 1967 and Fourth Amendment of the United States Constitution).

IV. Procedure

A. Jurisdiction

1. As a general rule, a municipal police officer has no authority to arrest outside the boundaries of the town for which he or she is appointed.
2. §17-13-40 provides an exception, "When the police...of a city are in pursuit of an offender for a violation of a municipal ordinance or statute of this State committed within the corporate limits, the authorities may arrest the offender, with or without a warrant, at a place within the corporate limits, at a place within the county in which the town or city is located, or at a place within the radius of three miles of the corporate limits."
3. Officers outside their jurisdiction generally possess citizen's arrest authority only. This includes limited authority for arrests for felonies and larcenies committed in their presence.

B. Arrest with a Warrant

1. The preferred way to make any arrest is with a warrant. Absent exigent circumstances, an arrest warrant is required for a non-consensual entry at a suspect's residence to make a felony arrest.
2. A warrant is required to make an arrest in all misdemeanor cases except where the crime was committed in the officer's presence; it was freshly committed and the officer has probable cause; or in Criminal Domestic Violence cases where probable cause exists.



3. Any sworn officer may execute an arrest warrant on any subject in the City of Goose Creek when such warrant appears “valid on its face.”

C. Arrest without a Warrant

1. In the case of a felony, a warrantless arrest may be made in a public place, if probable cause exists. Hot pursuit and exigent circumstances are limited to serious crimes; a warrantless entry to arrest in a minor offense is not permitted.
2. The general rule in South Carolina is that police officers may not arrest without a warrant, a person who commits a misdemeanor outside their presence. However, if easily observable evidence indicates that the crime was freshly committed, or in the case of Criminal Domestic Violence, where probable cause exists, the officer may arrest without a warrant.
3. When an officer makes an arrest, the officer must inform the arrestee of the true reason for the arrest in a timely manner.
4. Upon effecting a warrantless arrest, the officer will issue a uniform citation for the offense, as provided in §56-7-10 or sign an arrest warrant.
5. Officers will comply with the provisions of SOP #8-05 (Use of Force) to overcome resistance when effecting arrests, searches, and/or seizures.

D. Investigative Detention

1. Investigative detention is the temporary restraint of a person’s freedom to walk or drive away when there is reasonable suspicion that such person is involved in criminal activity. The stop is a permissible Fourth Amendment seizure.
2. Investigative detentions (stops) and protective searches (frisks) represent two separate and distinct procedures available to officers when investigating suspicious circumstances or detaining for identification purposes. Each procedure must have its own independent justification based upon facts known to officers. The investigative detention is a seizure and the protective frisk is a



search. Each must meet the constitutional standard of reasonableness contained in the Fourth Amendment (Terry v. Ohio, 1968).

3. Most investigative detentions involve persons suspected of committing crimes. The use of this procedure, however, has also been expanded to include detention of objects where the facts known to the officer are insufficient to justify probable cause for a search warrant, yet support a reasonable suspicion that the object contains contraband or other evidence of criminal activity. In such a case, the officer may detain a package such as a box, trunk, or suitcase temporarily while attempting to secure additional facts justifying a search warrant. The privacy of the package and its contents must not be disturbed (U.S. v. Place, 462 U.S. 696, 1983).
4. Moving a Detained Person
 - a. Most detentions occur on the street and involve the stopping of a pedestrian or a motorist. Problems arise when the initial detention site is changed without justification. It should be remembered that any exercise of detention authority should be accompanied with a minimum of intrusion. Moving a detained person should be avoided unless there is good reason to do so (Florida v. Royer, 460 U.S. 491, 1983).
 - b. Moving a detained person a short distance is permitted to:
 - (1) Afford better lighting;
 - (2) Permit officer to use car radio;
 - (3) To prevent a traffic hazard;
 - (4) To avoid a hostile crowd; and/or,
 - (5) Order suspect out of vehicle (PA v. Mimms, 343, U.S. 106, 1977).
5. Transporting a suspect to the police department is a more serious intrusion and will probably turn the stop into a full custody arrest



unless a proper advisement is given to the person that he or she is not under arrest and is free to leave (*Dunaway v. N.Y.*, 1975).

6. An officer may detain a suspect for a reasonable time. Up to thirty minutes can be considered reasonable under most circumstances. However, this is a flexible standard and can be extended if the initial stop was justified and the delay is reasonably related to police investigation that will confirm or dispel the suspicion (*U.S. v. Sharp*, 470 U.S. 675, 1985. Also see *U.S. v. Place*, 462 U.S. 696, 1983 where 90 minutes was held to be unreasonable).
7. In order to initiate a stop and enforce a period of brief detention, an officer may employ that degree of force necessary under the circumstances, short of deadly force. The use of deadly force has no place in an investigative detention situation and will not be justified under any circumstances. This, however, does not preclude the officer from defending himself while attempting to make a stop.

E. Authority to Frisk

1. A protective pat down search is permitted for weapons only after a lawful stop and the officer has a reasonable suspicion that the suspect is armed and dangerous.
2. Officers may pat down a suspect's outer clothing for weapons only. The protective pat down cannot be used as a subterfuge for an evidence search. If an officer lawfully pats down and feels an object whose contour and mass makes its identity immediately apparent as contraband, the officer may seize the object and have it admitted into evidence. However, "plain touch" will support a warrantless seizure only when the frisk remains in the bounds of the weapons search permitted by *Terry v. Ohio* (*Minnesota v. Dickerson*, 1983).
3. If facts justify it, the frisk could be extended to include unlocked and unsealed hand carried items where the size and design permits easy access to possible weapons, companions of the suspect, and vehicles (*Michigan v. Long* 463 U.S. 1032, 1983).



F. Justification for a Stop

1. Constitution Standard. Where facts known to the officer do not constitute probable cause to arrest, they may satisfy the lesser standard (and less intrusion) of “reasonable suspicion” to stop (*Michigan v. Chestnut*, 486 U.S. 567, 1989 and *California v. Hodari D.*, 1991). The courts have generally adopted a simply worded standard: “Whether the officer had specific and articulable facts giving rise to a reasonable suspicion of criminal activity” (*State v. Culbreath*, 387, S.E.2d 255, 1990 and *U.S. v. Cortex*, 449 U.S. 411, 1981). The process is a balancing of the suspect’s right to be free from unreasonable seizure, against the duty of police to investigate suspicious activity.
2. Street Encounters Not Amounting to a Stop
 - a. There is nothing to prevent an officer from approaching and talking to an individual on the street. The usual test separating a street encounter from a Terry stop is whether an individual is detained.
 - b. Street encounters do not, however, obligate an individual to comply with the officer’s request to remain stationary or provide information (*Kolender v. Lawson*, 461 U.S. 352, 1983).

G. Vehicle Stops

1. Any stop of a moving vehicle is a fourth amendment seizure and reasonable suspicion is required; however
2. A highway sobriety checkpoint which calls for stopping and briefly detaining all motorists passing through such checkpoints is reasonable and need not be supported by individualized suspicion (*Michigan v. Sitz*, 496 U.S. 444, 1990).

H. Field Interviews

1. The United States Supreme Court has ruled that the civil liberties and Constitutional Rights of individuals cannot be abridged in order to document “suspicious behavior”. Therefore, an individual cannot be unreasonably detained or required to



provide identification if the individual is in a location (such as on a public street) where the public has a reasonable right to be. Furthermore, an individual cannot be deemed to be suspicious because of that individual's race, age, etc. (i.e., a "black" subject in a "white" neighborhood is not, per se, a valid reason for a field interview.)

2. Officers making temporary stops of individuals or vehicles for the purpose of conducting an investigative interview may detain a person if the officer has reasonable suspicion that the person is committing, has committed, or is about to commit a crime. The right to detain applies to both pedestrians and vehicles, and may be exercised upon reasonable suspicion of a crime. It must be noted that reasonable suspicion is more than a hunch and must be based on circumstances which can be articulated, but is less than the probable cause necessary to effect an arrest. Reasonable suspicion, coupled with the officer's experience, may justify a belief that the person to be stopped has committed, is committing or is about to commit a crime. In the event that a subject who is not under arrest must be restrained in handcuffs, the facts and justification surrounding that action must be reasonable and carefully documented.
3. A person or vehicle stopped may be detained for a reasonable period of time. Officers should detain a person only for the length of time necessary to confirm or dispel suspicion, obtain identification or an accounting of the person's presence or conduct. The individual should be released as soon as the interview is completed, unless probable cause to arrest develops. He/she may be detained only at or near the scene of the stop and not moved to another location without his/her consent. The U.S. Constitution guarantees an individual the right to refuse to answer questions.

I. Searches

1. The Fourth Amendment protects all persons located within the United States. This includes U.S. citizens, legal aliens and illegal aliens.



2. Under a search warrant, or in the course of a valid warrantless search, virtually any article may be seized where the State can show a connection with criminal activity.
3. The S.C. Code (§ 17-13-140) identifies property that may be seized as follows:
 - a. Stolen or embezzled property;
 - b. Property, the possession of which is unlawful (contraband);
 - c. Property which is being used or has been used in the commission of a criminal offense or is possessed with the intent to be used as a means for committing a criminal offense or is concealed to prevent a criminal offense from being discovered;
 - d. Property constituting evidence of a crime or tending to show that a particular person committed a crime; and,
 - e. Any illegally manufactured, possessed, controlled, sold, prescribed, administered, dispensed or compounded narcotic drug or controlled substances.
4. There is no requirement that the things to be seized are in the possession of one suspected of criminal activity. A search warrant may be directed against a criminal or non-criminal target, such as a newspaper (*Zurcher v. Stanford Daily*, 436 U.S. 547, 1978).
5. Entry into the following locations by police does not constitute an invasion of privacy and therefore does not require a search warrant:
 - a. Abandoned premises and open fields;
 - b. Common areas of buildings and public areas of businesses;
 - c. Aerial surveillance by way of aircraft; and,
 - d. Curbside garbage and other abandoned property.



J. Warrant Requirements

1. The first and foremost principle affecting the development and interpretation of Fourth Amendment law is the warrant requirement. “Searches conducted outside the judicial process, without prior approval by judge or magistrate are per se unreasonable under the Fourth Amendment-subject to only a few specifically established and well-defined exceptions” (Katz v. U.S., 1967).
2. The authority of a warrant is the best assurance that a search will be deemed reasonable by the courts and it is generally accepted that, absent special circumstances, search warrants are required for all searches in the criminal investigation area (U.S. v. Leon, 1984).
3. In South Carolina, an affidavit must be sworn before a magistrate, municipal judicial officer, or judge of a court of record establishing the grounds for the warrant (State v. McKnight, 291 S.C. 110, 1987).

K. Exceptions to the Warrant Requirement

1. Consent Searches. While not preferred, a search made with the voluntary consent of one authorized to give it is lawful. A consent is a relinquishment of Fourth Amendment rights by the consenting party, and thus reasonable even in the absence of probable cause and where searching officers cannot particularly describe the materials being sought (Schneckloth v. Bustamonte, 412 U.S. 218, 1973). The critical issue in any consent search is whether the consent is voluntary; that is, the result of a free and unconstrained choice. It is the government’s burden to prove the consent was not coerced. The consenting party controls the conditions of a search. He may revoke consent or otherwise limit the scope or time of the search. The person granting consent must be in lawful possession of the premises or property.
2. Search Incident to Arrest. The authority to search following a full custody arrest allows a full and complete search for weapons, implements of escape and for evidence connected with the crime for which the person is being arrested. The purpose of the search is to protect the arresting officer, prevent escape and preserve



any evidence in the possession of the arrestee. Following a full custody arrest, an officer is entitled in all cases to search the person of the arrestee and the area within the immediate control of the arrestee at the time of his arrest (*Chimel v. California*, 395 U.S. 752, 1969). The area of immediate control is any place from which the person arrested may seize a weapon or evidence that can be destroyed and can be viewed generally as the space within arm's reach and slightly beyond. Items of personal property which fall within this area and are accessible to the arrestee, such as an open desk drawer or unlocked suitcase, may be searched. However, absent emergency circumstances, non-portable items of personal property such as a double-locked foot-locker, or sealed carton or crate may not be searched. Similarly, vehicles not immediately in control of an arrestee are not automatically subject to search incident to arrest (*Arizona v. Gant* 129 S. Ct. 1710). If there are reasonable grounds to believe they contain evidence, they may be seized, and a search warrant should thereafter be obtained prior to opening.

- a. A search incident to arrest may be as thorough as necessary to protect the arresting officers and the arrestee, preserve evidence and prevent escape. However, strip searches and body cavity searches are justified only under extraordinary circumstances. As a general rule, a court order should be obtained before a body cavity search.
- b. Protective Sweeps. Following a lawful arrest made within premises, officers may properly conduct a search of the premises if they have reasonable suspicion that confederates, accomplices, or others are present and may jeopardize the safety of the arresting officers or the arrestee. Reasonable suspicion must be based upon facts known to the officers, such as noises in the attic or the at-large status of confederates. The search is not solely justified by the arrest. Rather, it is an independent search authority aimed at the protection of the arresting officers (*Maryland v. Buie*, 494 U.S. 325, 1990).
- c. Inventory of Personal Property. Items of personal property removed from a person who has been arrested and is to be incarcerated should be carefully inventoried

by officers prior to being stored for safekeeping. A receipt for the property should be prepared and given to the arrestee. This inventory should include the content of containers such as purses, shoulder bags, suitcases, etc., whether or not these containers are locked and sealed. In the event of locked containers, great care must be taken to minimize damage to the container or its contents while gaining access. This caretaking function must not be construed as an alternative to a search warrant. Whenever there is probable cause to believe that evidence is in the container, the container should be secured until a search warrant can be obtained (*Illinois v. Lafayette*, 462 U.S. 640, 1983).

3. Vehicle Searches. The same authority that allows searches of persons and premises applies to motor vehicles. Thus, an automobile may be searched under a search warrant, if it is located in the jurisdiction where the warrant is outstanding. It may also be searched by consent of a party having lawful possession of the vehicle, and it may be searched without a warrant for evidence of the crime alleged pursuant to the arrest of the driver or an occupant, as long as the arrest occurs within or in proximity to the vehicle.
 - a. A warrantless search of an automobile may be conducted on the basis of probable cause to believe the vehicle contains contraband (*Carroll v. U.S.*, 1925.). Vehicles may be searched without a warrant primarily because of a reduced expectation of privacy. The mobility (exigency) factor is secondary. A search of a vehicle found on the open road or other public place may be made without a warrant, consent, or arrest where the officers have probable cause to believe the vehicle contains contraband or evidence of crime and it is impractical to obtain a search warrant (*U.S. v. Johns*, 469 U.S. 478, 1985).
 - b. Scope of the Search
 - (1) The scope of the search is the same as with a search warrant and may therefore extend to any part of the vehicle wherein evidence sought could be reasonably located. Likewise, the search may

extend into any container of whatever kind found within the vehicle as long as the evidence sought could be secreted therein. Just as with a warrant, the scope of the search is limited by the nature of the object sought rather than by the nature or condition of the container (U.S. v. Ross, 456 U.S. 798, 1982).

- (2) Since the authority to search is directed against the vehicle, search of the driver and occupants for evidence is not permissible, although a self-protective frisk may be used upon a reasonable suspicion such persons are armed and are a threat. The authority to make this warrantless vehicle search extends to a vehicle that is also a “dwelling” (California v. Carney, 471 U.S. 386, 1985).

4. Vehicle Inventory

- a. An inventory is different from the vehicle search. It does permit an officer to make a warrantless seizure of contraband or other evidence from a vehicle and has been held reasonable by the courts because of its non-investigatory nature.
- b. The concept of inventory is based upon the idea that police frequently come into possession of property belonging to other people and is further based upon these interests:
 - (1) The scope of the inventory extends to the entire vehicle plus containers therein, consistent with the caretaker purpose.
 - (2) Ideally, the inventory should be conducted by two officers and the interior and exterior of the vehicle photographed. Non-evidentiary items of significant value found in the vehicle should be removed for safekeeping and afforded adequate security. Contraband or evidence found in the vehicle should be immediately seized and preserved in

accordance with existing procedures governing the seizure of physical evidence.

- (3) A receipt should be given for all items removed from the vehicle. If the doors, the glove compartment, the trunk, or any other containers therein are locked or otherwise sealed, great care should be taken to minimize damage to property while gaining access to conduct the inventory (Colorado v. Bertine, 479 U.S. 367, 1987). NOTE: It shall be the policy of this agency to prohibit warrantless entry into locked or otherwise sealed containers.

5. Emergency Searches

- a. Under certain circumstances, the requirement of a search warrant is waived and an officer may properly make a warrantless entry and search a place protected by the Fourth Amendment. Immediate, warrantless entry is justified for the following:
 - (1) To protect life and property;
 - (2) To arrest a fugitive in hot pursuit; and/or,
 - (3) To preserve evidence being destroyed or removed.
- b. Such entries and searches can be made only under extraordinary circumstances. Officers should be prepared to justify their actions by supporting a reasonable belief that an emergency existed.
- c. Crime Scene Searches. Scenes may not present such exigent circumstances that will permit a warrantless search of the entire premises. Officers may respond to the emergency and seize evidence in plain sight, but any extended search of premises directed against the person possessing Fourth Amendment protection in that premises, must be done with the consent of the person in lawful possession (Mincey v. Arizona, 437 U.S. 375, 1978



and *Thompson v. Louisiana*, 469 U.S. 17 (1984) or pursuant to a valid search warrant.

6. Related Warrantless Search Situations

- a. Supervisory Searches. The warrantless search of an employee's desk or file cabinet by a supervisor is reasonable if made for non-investigatory, work-related purposes, or to investigate work-related misconduct (*O'Connor v. Ortega*, 480 U.S. 709, 1987).
- b. School Searches. The U.S. Supreme Court has approved a warrantless search of a public school student by school authorities, by balancing the school's need to maintain safety, order, and discipline against the student's right of privacy (*New Jersey v. T.L.O.* 469 U.S. 325, 1985).

L. Confessions, Interrogation, and the Miranda Rule

1. The Miranda Rule. The Miranda Rule is the product of four separate Supreme Court decisions (including *Miranda v. Arizona* 384 U.S. 436, 1966). Miranda requires that once a suspect is taken into custody, police must warn the suspect of his rights prior to interrogation. The person must be advised:
 - a. That he has the right to remain silent;
 - b. That any statement he does make may be used against him;
 - c. That he has the right to the presence of an attorney; and,
 - d. That if he cannot afford an attorney, one will be appointed for him prior to any questioning if he so desires at no cost to him.
2. Never assume that a suspect already knows his rights. Every suspect should be advised of his rights if there will be custodial interrogation (*Duckworth v. Eagan*, 492 U.S. 195, 1989).

3. The suspect does not need to be advised of all the crimes about which he may be questioned (*Colorado v. Spring*, 479 U.S. 564, 1987).
4. Refusal to Sign a Waiver Form. When a suspect refuses to sign a waiver form, but agrees to talk to police, his oral waiver may be deemed to cancel out his refusal to sign waiver documents (*North Carolina v. Butler*, 441 U.S. 379, 1979).

M. Custodial Interrogation

1. The Meaning of Custody. Arrest or the equivalent. “Taken into custody (arrest) or otherwise deprived of his freedom in any significant way” (*Miranda v. Arizona*). The test for custody is whether there was a formal arrest or restraint on freedom of movement of the degree associated with a formal arrest. The subject views harbored by the interrogating officers or the subject being questioned are irrelevant (*Stansbury v. California*, 1994).
2. Traffic Stops. An ordinary traffic stop temporarily detains a person but is not “in custody” for the purpose of *Miranda*. Traffic stops, like Terry stops, constitute investigative rather than custodial detentions unless the conditions and duration become the equivalent to an arrest. After a formal arrest (even for a traffic offense), *Miranda* warnings must be given and a waiver obtained prior to interrogation (*Berkemer v. McCarty*, 464 U.S. 1038, 1984; *Pennsylvania v. Bruder*, 488 U.S. 9, 1988; and *State v. Peele*, 378 S.E.2d, 254, 1989).
3. Voluntary Appearance. A suspect is not “in custody” when he voluntarily comes to the police station after being told that he is not under arrest, nor required to do so (*Oregon v. Mathiason*, 429 U.S. 492, 1977).

N. Interrogation

1. Questioning or the Functional Equivalent – “Questioning initiated by law enforcement officers” (*Miranda v. Arizona*). The functional equivalent to questioning initiated by officers, “...police should know that their statements are reasonably likely to elicit incriminating remarks from the suspect” (*Brewer v. Williams*,

430, U.S. 387, 1977 and Rhode Island v. Innis, 446, U.S. 291, 1980).

2. Conversations With Spouse in Officer's Presence – When a suspect in custody is allowed to speak with their spouse in the presence of an officer, and the officer tape records the entire conversation, the suspect is not interrogated or subjected to the functional equivalent (Arizona v. Mauro, 481, U.S. 520, 1987).
3. Right to Counsel – If an accused invokes his right to counsel during the first effort to interview him, officers should not attempt a second interview unless the accused initiates the second interview. The right to counsel is not a one-time right to counsel, but is a continuing right to have counsel present at the interview. Therefore, the accused is presumed to have invoked his right to counsel for all subsequent attempts to interview him as long as he remains in custody (Edwards v. Arizona, 451 U.S. 477, 1981; Minnick v. Mississippi, 48 CrL 2053, 1990; and Arizona v. Roberson, 486, U.S. 675, 1988).

O. Miscellaneous Cases Related to Miranda

1. Voluntary Statement. A voluntary statement made to police by a suspect because, "his conscience bothered him", did not violate the constitutional rights of the defendant (Colorado v. Connelly, 479 U.S. 157, 1986).
2. Rights Belong to the Suspect. As long as the suspect in custody was advised of his rights, and waived them prior to giving a confession, there was no violation of his constitutional rights despite the fact the suspect's sister had contacted a lawyer and the lawyer contacted the police, at which time the lawyer was misled about when any possible questioning might take place (Moran v. Burbine, 475 U.S. 412, 1986).
3. The Public Safety Exception. No Miranda warnings are required to be given to a defendant in custody prior to asking a question (or a few questions) where officers can justify the need to secure the safety of themselves or others (New York v. Quarles, 467 U.S. 649, 1984).

4. Use of an Informant. Once the suspect has claimed his right to counsel, the police may not use a cell-mate informant to solicit incriminating information (United States v. Henery, 447 U.S. 264, 1980).

P. Right to Counsel

1. The Supreme Court has held that confessions and admissions elicited from a suspect, after the right to counsel has attached, must be suppressed if the incriminating statements were elicited without proper waiver by the suspect of his right to counsel (Miranda Rule). The Sixth Amendment right to counsel is different from the request for a lawyer following a Miranda advisement. It exists independently of the voluntariness and Miranda standards and serves a different purpose. In deciding whether to suppress incriminating statements under the Sixth Amendment, the court considers:
 - a. Whether the right to counsel has attached at the time of the statement; and,
 - b. Whether the suspect has made an effective waiver of the right if it has attached.
2. The Sixth Amendment right attaches at the commencement of formal adversary proceedings against the accused. The critical stages include indictment, information, or initial appearance to answer a criminal charge (State v. Hoyte, 413 S.E.2d 806, 1992).

Q. Consular notification on behalf of foreign nationals

1. The Goose Creek Police Department will comply with the requirements of the Office of the United States Department of State with regard to proper notification of consular officials when foreign nationals are arrested or detained.
2. For the purpose of consular notification, a foreign national is any person who is not a citizen of the United States to include resident and legal aliens (“green card” holders), illegal aliens, and dual-nationals (residents of two or more countries other than the United States). An individual that is dually a citizen of the United




States and another country may be treated exclusively as a United States citizen.

3. When a foreign national is placed under custodial arrest, the arresting officer will, as matter of course during the booking process, inquire as to the citizenship of the arrestee and note this in the appropriate space on the booking report, fingerprint card(s), and the prisoner screening sheet (Form GCPD 149). If the officer determines that the arrestee is a foreign national, the officer will refer to the proper materials in the booking room to determine if the arrestee's home country requires unconditional notification or notification only upon request of the arrestee/detainee.
4. If unconditional notification of the arrestee/detainee's consulate is required, the arresting officer will notify his/her supervisor and initiate notification of the proper authorities as specified in the manual in the booking room. All efforts will be documented in the incident report.
5. If consular notification is only required upon request of the arrestee/detainee, the arresting officer will offer to notify their consulate and initiate contact only if requested. All efforts will be documented in the incident report.
6. Prisoners will not normally be detained within the agency for the length of time necessary to arrange consular access; therefore, if consular notification is made, the lodging destination of the prisoner will be clearly indicated on the foreign consulate notification form (Form GCPD 181) and the receiving agency will be notified that the prisoner's consulate has been notified.
7. Any documentation generated as a result of consular notification (fax forms, e-mails, etc.) will be attached to the respective incident report.
8. During annual review of this SOP, the consular notification protocol will be researched by way of the United States Department of State to ensure agency compliance.

Per Order

Harvey Becker, Chief of Police



| | | | |
|--|---|---------------------------------------|---|
|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #3-20 | |
| <i>Temporary Detention Facility</i> | | | |
| Effective Date June 15, 2018 | Revision # 10 | Re-evaluation Schedule June | Amends/supersedes SOP #3-20 of 06/29/2016 |
| Notes/References: CALEA Standard(s) 1.2.5, 71.1.1, 71.2.1, 71.3.1, 71.3.2, 71.3.3, 71.4.1, 71.4.2, & 71.4.3 | | # of Pages 15 | |

I. Purpose

To provide procedures for the operation of a safe and secure temporary detention facility to include normal operations, emergency operations, and maintenance, safety, and sanitation.

II. Policy

It shall be the agency’s policy to maintain the temporary detention facility in a manner consistent with ensuring the safety and security of prisoners as well as to protect agency personnel and the general public. For purposes of this SOP, the term “prisoner” includes any person in lawful custody of an officer that is introduced to the temporary detention facility. Personnel will exercise the character qualities of alertness, discretion, and orderliness, during such operations.

III. Procedure

A. Description of Facility

1. For purposes of this SOP, the term “facility” refers to the entire confines of the temporary detention facility between the sally port entrance and administrative hallway entrance.
2. The facility consists of the following interconnected areas related to prisoner processing, testing, and temporary detention:
 - a. A common area for booking and processing prisoners that also houses the prisoner property lockers;
 - b. A breath testing room and breath testing observation room for breath testing and temporary detention of



prisoners during procedures described in section III, D, 1 of this SOP; and,

- c. Four (4) detention cells for detaining individual prisoners no longer than six (6) hours.

B. Minimum Standards for Facility

1. Booking Area

- a. The booking area will be maintained in a neat and orderly fashion free of extraneous items that may, by their very nature, easily become weapons.
- b. The booking area will be lighted and supplied with fresh air.

2. Breath Testing and Observation Rooms

- a. The breath testing room (prisoner room) will be maintained free of any material not affixed to the walls or door.
- b. The breath testing observation room (officer room) will be maintained neat, orderly, and free of any extraneous items that may, by their very nature, easily become weapons.
- c. Both rooms will be lighted and supplied with fresh air.

3. Detention Cells

- a. Detention cells will be lighted and supplied with fresh air.
- b. Detention cells are equipped with a toilet, sink with drinking fountain, and a bench for seating.

4. Duress Alarms

- a. Duress alarm buttons are situated strategically in the area of the detention cells, the booking desk, and in both the breath testing and observation rooms.



- b. Duress alarm buttons alert the communications center when activated.
5. Video/Audio Monitoring and Recording
 - a. Activity in the booking area is monitored by the communications center and recorded by video cameras.
 - b. Each detention cell is monitored by the communications center individually and recorded by a video camera and an audio recording device. Care is taken with the positioning of cameras to provide privacy when using the toilet.
 - c. The breath testing and observation rooms are monitored by a dedicated recording system used solely for the purpose of recording breath testing proceedings.
6. Doors, Locks, and Key Control
 - a. The two entry doors to the facility will be closed and locked at all times except as necessary for access and maintenance.
 - b. Detention cell doors will remain closed and locked except as necessary to access the cells.
 - c. The breath testing and observation room doors may remain open for ease of access.
 - d. Keys for detention cells, utility accesses, and property lockers will be maintained in the breath test observation room.
7. Fire Detection and Prevention Devices and Evacuation Routes
 - a. The facility is equipped with fire detection devices as required by local code that are monitored by the communications center.
 - b. The facility is equipped with a fire extinguisher.
 - c. A fire escape routing is posted prominently within the facility.



- d. Lighted signage is in place to identify the two exit doors.
8. First Aid and Access to Medical Services
- a. A first aid kit will be maintained in the facility for use by arresting/booking officers as needed. EMS services may be summoned as required.
 - b. Written advisements will be posted within the facility in both English and Spanish advising prisoners to inform the arresting/booking officer of any medical concerns they have.
9. Pest Control
- a. Pest control within the facility shall be maintained by a licensed service provider contracted by the City.
 - b. Supervisors will periodically pour water into the floor drains in the detention cells to ensure the traps fill so as to prevent the ingress of insects from the sewer system.
- C. Access to Facilities
1. The arresting/booking officer must be accompanied by a second officer upon entry to the facility for the duration of the time the first officer and prisoner are within the facility.
- a. In the event a second officer is not available, the prisoner will be transported directly to the Berkeley County Detention Center and booking procedures will be conducted there or at a later time based on the situation.
 - b. In the event the second officer must leave the facility, the prisoner must be immediately transported to the Berkeley County Detention Center or placed in a detention cell until a second officer returns to the facility.
2. Prisoners will normally be brought into the facility by way of the sally port doorway.
- a. Exceptions to this procedure include prisoners arrested within the police building and prisoners turning



themselves in via the lobby. Those prisoners may be brought into the facility by way of the hallway entrance.

- b. Prisoners released from the facility should depart by way of the sally port.
3. Transporting/booking officers are equipped with an electronic pass key programmed to provide access to either entrance to the facility and a portable radio.
4. Prisoners must be thoroughly searched for weapons and/or contraband prior to entry into the facility.
5. Transporting/booking officers will ensure that the facility is free of opposite sex offenders and the potential for juvenile/adult prisoner mixing.
6. Transporting/booking officers will secure all firearms and knives in the lock-boxes outside the facility or in the trunks of their vehicles prior to entry. Exceptions to this requirement are officers responding to an emergency within the facility. In such instances, officers may bring any lethal or less-lethal weaponry appropriate to address the emergency.
7. Prisoners may not receive visitors while in the facility.
8. Non-essential third parties will not have access to the facility except to perform maintenance operations or address emergency conditions that may arise.
9. Prisoner admittance and release from the facility will be documented as follows:
 - a. The arresting/booking officer will include in a uniform crime report (UCR) or supplemental report the reason for arrest and the details of the detention procedures carried out to include the method of prisoner release.
 - b. The communications center will note the exact time the prisoner was introduced in the facility and the exact time they were removed from the facility on the appropriate CAD call. Officers will notify the communications center via radio of these actions.



D. Prisoner Booking and Processing

1. Prisoners may be secured in the breath testing room (for purposes other than breath testing) while the booking officer completes paperwork in the observation room, or clears a detention cell for use. The officer will visually ensure that no contraband is present in the breath testing room prior to securing the prisoner within.
2. The booking officer must maintain constant supervision of a prisoner in the breath testing room and may not leave the observation room except to retrieve the prisoner or clear a detention cell for use.
3. Prisoners may not be secured to any immovable object under any circumstances.
4. To prevent the potential for escape, prisoners will be secured in leg restraints and handcuffs/waist-chain during booking procedures except when necessary for fingerprinting, breath testing, and/or use of the toilet. Constant supervision is required during these procedures.
5. All prisoners will be screened using form GCPD 149.
6. A booking report will be completed listing the following information at a minimum:
 - a. The charges against the prisoner;
 - b. An inventory of the prisoner's personal property carried on their person based upon a thorough search; and,
 - c. The prisoner's signed acknowledgement of the property inventory and its ultimate return or signed acceptance by a third party detention facility upon transfer.
7. Prisoner property must be stored in an available property locker when multiple prisoners are present or if the prisoner is secured in a detention cell and the arresting/booking officer leaves the facility. The locker number will be documented on the prisoner screening form.



8. Prisoners may be admitted temporarily to a previously inspected detention cell for the purpose of using the toilet or accessing the drinking fountain. Officers will remain outside the detention cell during this time and will remove the prisoner immediately from the cell unless the prisoner is to be detained therein in accordance with the provisions of section III, F of this SOP.
9. Prisoners will be permitted reasonable access to the telephone for local or collect calls.

E. Accountability for Prisoners

1. The officer introducing a prisoner to the facility is responsible for that prisoner until:
 - a. Relieved by a supervisor;
 - b. Relieved by another officer;
 - c. The prisoner is released by way of posted bond or judicial release order; or,
 - d. The prisoner is turned over to a third party detention center.
2. The duty supervisor is accountable for all prisoners in the facility and must:
 - a. Ensure that opposite sex and/or adult/juvenile prisoner mixing is prevented;
 - b. Ensure prisoners are properly monitored by the booking officer;
 - c. Ensure prisoners are processed in a timely manner;
 - d. Approve the release of prisoners who post bond and waive their right to a bond hearing; and,
 - e. Ensure all paperwork associated with the arrest and booking process is complete.



3. The duty supervisor under whose watch a prisoner enters the facility is accountable for that prisoner until:
 - a. The prisoner is released by way of posted bond or judicial release order; and/or,
 - b. An oncoming supervisor is properly advised and assumes accountability.

F. Use of Detention Cells

1. Detention cells will be inspected prior to a prisoner being placed within for weapons and contraband.
 - a. Particular attention must be given to the toilet, wash basin, toilet paper holder, and bench.
 - b. Any items discovered prior to prisoner placement should be brought to the attention of the duty supervisor and disposed of in accordance with current procedures.
 - c. Items discovered after a prisoner is removed will be properly documented and applicable charges levied.
2. Prisoners must have been thoroughly searched and any implements that might be used to facilitate escape or inflict self-harm removed from their persons and accounted for in their property inventory to include:
 - a. Belts;
 - b. Shoestrings;
 - c. Scarves/neckties;
 - d. Clothing with metal accoutrements; and,
 - e. Any other clothing or item that in the officer's opinion creates an unreasonable risk of escape or self-harm.
3. Arresting/booking officers must notify the communications center of any prisoner placed in a detention cell to facilitate their monitoring (video and audio) of the prisoner.



4. The communications center will verify the acknowledgment of the duty supervisor of the placement of any prisoner in a detention cell.
5. Prisoners in a detention cell must be visually observed by a communications specialist via the camera system for the duration they are confined and checked face to face by an officer at least every 30 minutes.
 - a. Upon being notified of a prisoner being placed in a detention cell, the communications specialist will denote this in the appropriate CAD call.
 - b. The CAD system will prompt the communications specialist every 25 minutes to direct an officer to conduct a face-to-face welfare check on the prisoner.
 - c. The responding officer will notify the communications center when the face-to-face check is conducted.
 - d. Each face-to-face check will be documented in CAD and the process will be repeated until the prisoner is removed from the cell.
 - e. The communications center will immediately notify an officer to conduct a face-to-face check of any prisoner behaving abnormally within a detention cell.
6. The communications center will be advised when a prisoner is removed from a detention cell.
7. After a prisoner is removed from a detention cell, the detention cell must be re-inspected for weapons, contraband, and/or damage(s) caused by the prisoner.
8. No individual may enter a detention cell occupied by a prisoner unless there is at least one officer outside the cell monitoring the situation.
9. While it is preferable for prisoners to be monitored by same-sex officers, this may not always be practicable. When monitoring opposite-sex prisoners, officers will make every effort not to invade the privacy of prisoners who are using the toilet.



Additionally, officers must not enter a detention cell occupied by a member of the opposite sex unless an emergency exists.

G. Emergency Procedures

1. General Procedures

- a. In the event of an emergency, the arresting/booking officer should activate the nearest duress alarm or broadcast a request for assistance by way of his/her portable radio.
- b. The communications center will notify on-duty personnel of any perceived problems in the facility.

2. Medical Emergencies

- a. In the event that a prisoner develops an emergency medical problem, Emergency Medical Services (EMS) personnel will immediately be summoned to tend to the prisoner and transport the prisoner, if necessary.
- b. When necessary, CPR certified personnel will begin CPR or rescue breathing on the prisoner while EMS is enroute.
- c. In the event of a medical transport, the duty supervisor must make arrangements for an officer to accompany the prisoner to maintain custody.

3 Prisoner Escape Procedures

- a. In the event of a prisoner escape, an escape alert will be issued by two-way radio to all on-duty personnel. In the event that the prisoner escapes from the physical confines of the police department building, all available units will establish a perimeter in which to contain the escaped prisoner.
- b. The communications center will notify the Berkeley County Sheriff's Office to be on the look-out for the prisoner and possibly assist in establishing a perimeter and tracking the prisoner. Additionally, a regional teletype will



be generated by the communications center as soon as practicable.

- c. Personnel and supervisors may consider requesting the Charleston County Sheriff's Office Aviation Unit and/or bloodhound tracking teams. The proper notifications should be made per the Incident Command System and/or other applicable portions of the City's All Hazard Plan.
- d. The facility will remain under observation by personnel if other prisoners are still housed.
- e. A report including full details of the incident will be initiated and supplements filed by all involved parties.
- f. When the prisoner is captured, the communications center will make notifications to assisting agencies.

4. Fire Procedures

- a. In the event a fire alarm activates or fire erupts in the facility, the City's fire department will be notified by the communications center and requested to respond.
- b. The first priority for officers will be to remove prisoners from the facility via one of the routes indicated on the fire escape routing placard posted within the facility. Officers may consider securing prisoners in patrol vehicles until their transportation can be arranged.
- c. If the fire is small and confined, and addressing the fire immediately would best serve the safety of the prisoners, the fire extinguisher may be utilized to suppress or extinguish the fire prior to removing prisoners from the facility.

H. Threats to the Facility

- 1. Any threat made concerning harm to be done to the facility or any person therein must be reported to the duty supervisor as soon as possible.



2. Emergency situations may be reported verbally but a written report of any such incident must be made as soon as possible.

I. Mandatory Inspections and Testing of Facilities and Equipment

1. Prior to each tour of duty, the duty supervisor will inspect the facility for:

- a. Weapons and/or contraband;
- b. Cleanliness and sanitation to include the existence of vermin and or pests (toilets should be flushed);
- c. Orderliness and existence of extraneous items that create an unnecessary security risk;
- d. Proper inventory of facility keys maintained in the breath test observation room;
- e. Proper operation of fire detection devices (light on) and panel in communications center operational;
- f. Condition of the facilities fire extinguisher to include verifying the pressure gauge (Day Supervisor only); and,
- g. Conditions conducive to starting a fire to include, but not limited to:
 - (1) Electrical fixtures that are loose, making unusual noises, or emitting odors;
 - (2) Loose papers in close proximity to electrical outlets or devices; and,
 - (3) Machinery and/or devices that are unusually hot.

2. The duty supervisor's inspection to include deficiencies noted and corrective action taken will be documented on the shift watch report (Form GCPD 146).

3. The facility will be placed out of service in the event a deficiency that compromises the safety of prisoners or personnel cannot be corrected.



4. The agency's safety officer will inspect the facility weekly for the following:
 - a. Cleanliness and sanitation to include the existence of vermin and or pests (toilets should be flushed);
 - b. The condition and supply of the first aid kit;
 - c. All locks, walls, floors, glass panels, access plates, protective screens doors, ceiling panel and other security devices and fixtures must be free from operational wear and prisoner tampering; and,
 - d. All fire equipment focusing on verifying the presence of equipment and checking for tampering or damage (to include verifying the pressure gauges on fire extinguishers). This weekly inspection will be documented and maintained on file.
5. The safety officer's inspection to include deficiencies noted and corrective action taken will be documented on the appropriate log.
6. The communications center supervisor will arrange for the agency's fire detection system to be tested annually. This test will be documented and maintained on file.

J. Additional Operations Considerations

1. Prisoners will not be received from outside agencies except under extreme emergency circumstances and only with the approval of the duty supervisor. The authority presenting the prisoners must present positive identification and verification of authority to make the commitment.
2. It is generally discouraged to detain persons who are highly intoxicated, under the influence of drugs, violent or self-destructive. The facility is not equipped to treat such individuals and as such, they should be transported directly to the Berkeley County Detention Center. Additionally,




- a. These individuals will not be placed in a detention cell unless absolutely necessary, and then only for the time required to arrange transport to the appropriate facility.
 - b. Special consideration will be given to ensuring that the potential for the prisoner to injure themselves or others is minimized.
 - c. These prisoners must remain under close observation and in appropriate restraints.
 - d. Approval to utilize the facility for such individuals must be approved by the duty supervisor and fully documented with sufficient justification in an incident report.
3. No prisoner will receive any deliveries, packages, cash or contraband while in custody or in the facility. Personnel will not accept anything on behalf of the prisoner other than medications required for admission to the Berkeley County Detention Center.
 4. No meals will be served to prisoners, hence no culinary items will be allowed in the detention cells.
 5. No pharmaceuticals, including over-the-counter medications, will be administered by any personnel to prisoners. Prisoners having such special needs should be transported directly to the Berkeley County Detention Center or the appropriate medical facility, if warranted.
 6. Under no circumstances will this agency's facility exceed prisoner capacity (one prisoner per detention cell) at any time. In the event there are more arrestees than detention space, some or all prisoners will be transported to the Berkeley County Detention Facility.
 7. The temporary detention facility will not be utilized in the event that any fire detection devices or equipment are malfunctioning or damaged.
- K. Facility Maintenance Procedures
1. Any maintenance required inside the facility will be provided by the City of Goose Creek or a contractor.



2. The communications center will be notified and the duty supervisor informed when the facility is placed out of commission due to maintenance.
 3. No work will be performed while prisoners are in the facility. Should the need arise for maintenance, any prisoners on-hand will be relocated prior to maintenance personnel entering the facility.
 4. Upon completion of any maintenance work, the facility will be thoroughly searched for any tools, equipment, or materials before any prisoners are returned to ensure that no tools or other hazards are present.
- L. Review of Policy and Procedures
1. Annually, the Field Services Division Commander will conduct a documented administrative review of the temporary detention facility and the procedures related to the facility and initiate any necessary changes. Specific attention will be given to the following:
 - a. Conflicts between policy and actual procedure(s); and,
 - b. The adequacy of the facility and consideration of alternative facilities, if any.
 2. The review will be forwarded to the Chief of Police for approval and/or recommendation(s).
 3. The review will be filed with documentation of any actions taken as a result such as policy revision, facility maintenance, etc.
- M. Training Requirements
1. All officers and communications specialists will receive training on the use of the facilities as specified in the latest agency training catalog.
 2. The Training Supervisor will ensure that all training requirements are adhered to.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #3-21 | |
| <i>Prisoner Searches, Transports, & Escorts</i> | | | |
| Effective Date January 29, 2018 | Revision # 8 | Re-evaluation Schedule December | Amends/supersedes SOP #3-21 of 12/16/2013 |
| Notes/References CALEA Standards 1.2.5, 1.2.8, 61.1.2, 70.1.1, 70.1.2, 70.1.3, 70.1.4, 70.1.5, 70.1.6, 70.1.7, 70.1.8, 70.2.1, 70.3.1, 70.3.2, 70.3.3, 70.4.1, 70.4.2, & 70.5.1 | | # of Pages 15 | |

I. Purpose

To provide guidelines for officer safety and prisoner safety and security during custody, transport, and escorts.

II. Policy

The agency is committed to take every reasonable measure necessary to ensure the safety and rights of each transported or escorted individual are preserved. Personnel will make every effort to assure that persons in custody do not escape, are not injured, and do not injure others and that the safety of transporting or escorting personnel as well as the general public are not endangered. Agency personnel will accomplish these endeavors while balancing safety with prevailing law and this SOP. The character qualities of diligence, discretion, responsibility, and thoroughness are key components to conducting proper searches and transports of prisoners.

III. Definitions

- A. Body Cavity Search – Any search involving not only visual inspection of skin surfaces but the internal physical examination of body cavities and, in some instances, organs such as the stomach cavity.
- B. Field Strip Search – A strip search that is conducted by personnel of this agency at or near the arrest site due to articulable, exigent circumstances.
- C. Strip Search – Any search, conducted in a detention center, of an individual requiring the removal or rearrangement of some or all clothing to permit the visual inspection of any or all skin surfaces including genital areas, breasts and buttocks.



IV. Procedure**A. Prisoner searches**

1. Every prisoner will be properly restrained and searched for weapons and contraband at the time of arrest or upon assuming custody of a prisoner from a detention facility, courtroom, or another officer. Transporting officers will search prisoners in as thorough a manner as possible, depending on circumstances, prior to their placement in an agency vehicle for transport.
2. Prisoners may be searched by personnel of the opposite gender in a cursory manner, except in the following situations:
 - a. When there is reasonable belief that the prisoner possesses a weapon, poison, drugs, contraband, or other means of hurting themselves or others, or effecting an escape; or,
 - b. When there is reasonable belief that there is evidence hidden on the prisoner's person, and there is danger that it may be disposed of or destroyed.
3. Searches of prisoners of the opposite gender are to be made with all possible regard for decency. Whenever possible, a witness, other than the searching officer, should be present whenever a prisoner is searched by personnel of the opposite gender. However, inasmuch as time is of the essence in such cases, the officer should not unduly delay the search of a prisoner due to less-than-ideal circumstances.

B. Strip Searches

1. Individuals shall not be subject to strip searches unless the arresting officer has articulable, reasonable suspicion to believe that they are concealing contraband or weapons. Reasonable suspicion may be based upon, but not limited to the following:
 - a. The nature of the offense charged;
 - b. The arrestee's appearance and demeanor;
 - c. The circumstances surrounding the arrest;



- d. The arrestee's criminal record, particularly past crimes of violence and narcotics offenses;
 - e. The discovery of evidence of a major offense in plain view or in the course of a search incident to arrest; and/or,
 - f. Detection of suspicious objects beneath the suspect's clothing during a field search incident to arrest.
2. A field strip search (i.e., arrest site prior to transport) of any prisoner shall be conducted only in the rarest of circumstances wherein an exigency exists such that the life of officers or others may be placed at imminent risk if the search is not conducted immediately (explosives, chemicals, etc.). Additionally:
 - a. The search should be conducted by a same-gender officer (if possible) while affording the prisoner the most privacy possible; and,
 - b. Explicit supervisory approval must be obtained prior to the search.
 3. Under less-than-exigent circumstances, strip searches may be conducted only at the Berkeley County Detention Center by their staff in accordance with their policies and procedures.
 4. Following an officer-requested or conducted strip search, the officer will submit a report that details, at a minimum, the following:
 - a. Date, time and location of search;
 - b. Articulation of the basis of the reasonable suspicion/probable cause (required for a more intrusive search) for the search;
 - c. Identity of the official who conducted the search;
 - d. Identity of the individual searched;
 - e. Those present during the search;



- f. A detailed description of the nature and extent of the search;
- g. Any weapons, evidence or contraband found during the search; and,
- h. The method of notification to the parents of a juvenile subjected to such search.

C. Body Cavity Searches

- 1. Should visual examination of a suspect during a strip search and/or other information lead an officer to believe that the suspect is concealing a weapon, evidence or contraband within a body cavity, the following procedures will be followed:
 - a. The suspect will be kept under constant visual surveillance until a body cavity search is conducted or an alternative course of action taken.
 - b. The officer will consult the on-duty supervisor to determine if probable cause exists to seek a search warrant for a body cavity search. The decision to seek a search warrant shall recognize that a body cavity search is highly invasive of personal privacy and is reasonable only where the suspected offense is of a serious nature and/or poses a threat to the safety of officers or others and/or the security of the detention operation.
 - c. If probable cause exists for a body cavity search, an affidavit for a search warrant shall be prepared that clearly defines the nature of the alleged offense and the basis for the officer's probable cause.
 - d. A body cavity search may be performed only by an authorized physician or other medically-trained personnel at the physician's direction pursuant to a valid search warrant.
 - e. For safety and security reasons, the search will be conducted at a medical facility or the detention facility in a room equipped for that purpose.



- f. Body cavity searches shall be performed with due recognition of privacy and hygienic concerns previously addressed in this procedure. An officer of this agency, of the same gender of the subject being searched, should witness the search, if at all possible.
 - g. In the event a juvenile is subject to a body cavity search, the juvenile's parent or guardian will be notified and given the opportunity to be present at the medical facility.
 2. Any body cavity search will be fully documented as follows:
 - a. The authorized individual conducting the search should provide this agency with documentation regarding the findings, or lack thereof, of the search and any other notable facts.
 - b. The witnessing officer will complete a report in accordance with section IV, B, 4.
 - D. Prisoner Restraints
 1. Prisoners transported or escorted by agency personnel will be restrained with handcuffs or waist chains and leg irons, regardless of distance and/or duration of the transport.
 2. Whenever handcuffs are used, the prisoner should be handcuffed behind the back with palms facing outward, cuffed between the wrist bone and hand and cuffs double-locked for prisoner security and officer safety.
 3. All prisoners will be additionally restrained in leg irons.
 4. Restraining devices should be examined periodically to ensure they are not so tight as to restrict the flow of blood.
 5. Waist chains and leg irons should be utilized when transporting prisoners from the Berkeley County Detention Center or for extended distances, i.e., extraditions.
 6. Disposable restraints such as flex cuffs are authorized when handcuffs are not readily available or when handcuffs will not fit



an individual in custody. Care must be exercised in applying and removing these restraints.

7. The use of thumb cuffs is prohibited.
8. All prisoners should be seat-belted in while being transported in an agency vehicle.
9. Prisoners will not be handcuffed to any part of the transport vehicle.
10. Restraints type and seatbelt usage will be documented in the incident report.

E. Restraint of Sick, Injured, Pregnant or Handicapped Prisoners

1. When transporting or escorting sick or injured prisoners, the use of restraining devices will be governed by the same procedures as use for handicapped individuals (see section IV, E, 3).
2. In the case of a pregnant prisoner, personnel should utilize waist chains and leg irons as a means of restraint.
3. In some instances, handicapped individuals, such as those who require the use of wheelchairs or walking aids, may not require all restraining devices be applied. Transporting/escorting personnel may use discretion after examining the following factors:
 - a. The severity of the charge;
 - b. The mental state of the prisoner;
 - c. Threats made or inferred by the prisoner;
 - d. Violent or uncooperative acts by the prisoner;
 - e. The potential physical threat to the transporting officer or prisoner if restraints are not used;
 - f. The potential for escape;
 - g. Record of prior escape attempts, violence, charges, etc.;



- h. The seriousness of the disability; and,
 - i. Whether the disability is permanent or temporary.
 - 4. Alternate restraints and/or vehicles (e.g., ambulance) may also be necessary for transporting such individuals.
- F. Prisoner Transportation & Escorts
 - 1. Prisoners will not be allowed to communicate with anyone other than transporting or escorting personnel and other prisoners being transported or escorted with them.
 - 2. When transporting or escorting prisoners, transporting/escorting personnel will not lose contact with the prisoner at any time. A primary duty of transporting/escorting personnel is the safe delivery of the prisoner(s).
 - 3. Transporting personnel may stop to render emergency assistance on the roadway only when the risk to third parties is both clear and grave, and the risk to the transporting personnel and prisoner(s) is minimal. The best procedure for rendering assistance is to call the incident in over the radio and request another unit to respond.
 - 4. Transporting/escorting personnel should be aware that any diversionary incident may place them or the prisoner(s) in jeopardy or enhance chances for escape.
 - 5. When transporting a prisoner of the opposite gender, transporting personnel will notify the communications center by radio and give current mileage and destination. Upon arrival, transporting personnel will advise the communications center of ending mileage.
 - 6. Arrest situations may require a male officer to transport a female arrestee or a female officer to transport a male arrestee. This is acceptable; however, on extended and/or overnight transportation trips such as extraditions, an officer of the same gender as the prisoner must accompany the prisoner.
 - 7. All prisoners should be monitored on a continual basis. When transporting violent prisoners, officers may utilize a “hobble”



restraining method which involves securing the ankles with a flexible strap then pinching the strap in the vehicle's doorframe. The "hog-tying" method which involves securing the ankles to the wrists is prohibited.

8. All prisoners are to be considered a security risk when being transported/escorted. However, if a prisoner being transported/escorted to any court or facility is deemed to be a security threat, the on-duty supervisor shall notify the presiding judge or facility personnel of the threat and recommended additional security precautions.

G. Procedures for Transporting by Vehicle

1. A single officer transporting a single prisoner in a screened vehicle shall place the prisoner, in appropriate restraints, in the rear passenger (i.e., right rear) side of the vehicle with seatbelt securely fastened.
2. When two officers are transporting prisoners in the same screened vehicle, regardless of whether there are one, two, or three prisoners, both officers will sit in the front seats of the vehicle. The prisoner(s) will be secured in restraints and seatbelts and placed in the back seats, beginning from the driver's side.
3. In the unlikely event that a single officer is transporting a single prisoner in an unscreened vehicle, the officer shall place the prisoner, restrained in handcuffs (or waist chains if issued) and leg irons, in the right front passenger seat of the vehicle and secure the seatbelt. The officer's weapon must be on the opposite side (i.e., officer's left) from the prisoner. This type of transport should only be facilitated when absolutely necessary.
4. Two officers transporting a single prisoner in an unscreened vehicle shall place the prisoner, restrained in handcuffs (or waist chains, if issued) and leg irons, in the rear right passenger seat and secure the seatbelt. The second officer will sit in the rear seat directly behind the driver with his weapon placed on the opposite (i.e., officer's left) side from the prisoner.
5. Male, female and juveniles to be transported should be transported in separate vehicles unless they are involved in the same incident.



6. Exceptions to the requirements of this section may be made for cause and must be approved by a supervisor.

H. Vehicles Used in Transport

1. Every vehicle used for transport shall be searched by assigned personnel:
 - a. At the beginning of each shift;
 - b. Prior to transporting prisoners; and,
 - c. Subsequent to transporting prisoners.
2. At the beginning of each shift, officers should inspect the vehicle to ensure it is in good operating condition; check fuel and oil levels, tires for proper inflation, and serviceability of spare tire.
3. All agency vehicles used primarily for transportation of prisoners shall be equipped with a safety barrier (screen) to separate the driver from the prisoner(s).
4. Vehicles equipped with safety barriers (screens) to separate the driver from the prisoner shall be modified by disabling window controls and door opening handles on the inside in the rear seating compartments. The only means by which the rear doors of such vehicles can be opened and closed is from the exterior.

I. Long Distance Transport/Extradition

1. Transports involving long distance travel, whether across the state to various facilities or through several states to extradite a prisoner, create additional challenges for transporting personnel. Officers will exercise precaution against fatigue while traveling, and will avoid fraternizing with prisoners.
2. These types of transports are always made by at least two armed personnel.
3. Prisoners being transported out of county or during extraditions from other states will be restrained by use of waist chains and leg irons (see section IV, E, 2 for exceptions).



4. On extraditions, prisoner packets will accompany each prisoner being transported and shall consist of a recent photograph(s), all identification material available, and associate information, etc., for reference as needed in case of incident during transport.
5. All property of the prisoner and identifying booking information shall be transported with the prisoner.
6. Locations to stop for fuel and meals, or to allow prisoners reasonable opportunities to use toilet facilities, should be randomly selected and alternated. Prisoners must wear detention center clothing which the transporting officers will provide. Prisoners cannot be fed meals requiring the use of utensils during transport.
7. During extraditions involving multiple days of driving, it may be necessary for officers to rest overnight during the course of travel. Prisoners, by prior arrangement, should be placed in a detention facility along the route of travel and denied access to other prisoners and telephones. Prisoners should not know what facility they will be held in nor the route of travel that transporting personnel will be following. Officers are required to contact the on-duty supervisor upon any noteworthy incident; officers will notify this agency's communications center at the end of each travel day to log time and distance of travel.

J. Transportation/Escorts for Mental Evaluation

1. Mentally disturbed persons pose a special hazard to transporting personnel. Waist chains and leg irons will be used when transporting these individuals, if available. Otherwise, restrain the prisoner as described in section IV, D. If the individual is handicapped, an alternate method of restraint may be used.
2. When transporting/escorting prisoners to such facilities, the prisoner should remain in restraints until custody is assumed by facility personnel or the subject is housed in a secure location.

K. Transport/Escort from Detention or Prison Facility

1. Each prisoner being transported/escorted from a detention or prison facility must be positively identified as the person to be transported/escorted. Booking records and numbers assigned to



the prisoner as well as date of birth, social security number, race, gender, available photograph(s), and any physical characteristics should be compared and verified by both facility staff and transporting/escorting officers prior to release for transport.

2. Transportation/escort documentation shall include the following information:
 - a. Prisoner's name;
 - b. Facility prisoner identification number (if assigned);
 - c. A certified court order to transport (if applicable);
 - d. Medical records (if applicable);
 - e. A detainer, if the prisoner is being taken temporarily from one facility to another while awaiting trial;
 - f. A detainer, if the prisoner is being transported to a state prison after being sentenced on some charge(s) while still having to return on a later date for trial on other charges;
 - g. An indictment with sentence, if the prisoner has been convicted and sentenced to serve a prison term;
 - h. A certified court order, if a juvenile has been remanded to the custody of a state juvenile detention facility;
 - i. A certified court order, if a judge has ordered a prisoner to be taken to a mental health facility for psychiatric evaluation;
 - j. Proper documentation if a prisoner is being brought from another state prison to Berkeley County under the Interstate Agreement on Detainers Act to be tried on local charges; and,
 - k. Inventory sheet(s) listing the prisoner's personal property and the property itself.
3. Transporting/escorting personnel should inquire about any potential security problems the prisoner may present as a result



of suicidal tendencies, behavior while incarcerated, mental disorders, or escape potential. Information should be noted on the transport documentation and provided to the Berkeley County Detention Center or other facility upon arrival.

L. Prisoner Transport via Commercial Aircraft

1. In the event a prisoner must be transported via commercial aircraft, the agency's designee will contact the affected airline and the responsible federal oversight agencies to determine the latest regulations in effect.
2. The agency's designee will, taking into account the information gleaned in Section IV, L, 1, prepare a written plan for the transport which will include provisions for the prisoner's safety, security, meals, lodging, etc.

M. Medical Clearance

1. Each prisoner will be interviewed by the receiving facility about medical and mental health conditions during booking.
2. If a prisoner has minor injuries incident to arrest, has been injured previously and has not received medical attention before the arrest, or appears ill, the transporting officer will convey these observations to the booking official. The receiving facility may direct the transporting officer to take the prisoner to a medical facility for treatment or medical clearance to be lodged in a detention facility.
3. Personnel transporting a prisoner to a medical facility will direct the communications center to place a courtesy call to the facility to which the prisoner will be taken. If the facility has its own in-house security personnel, they should be advised of a prisoner's presence in the facility.
4. Prisoners will remain in restraints at medical facilities unless it becomes necessary to remove or modify them in order to facilitate medical treatment. Attachment of restraints to medical tables or hospital beds, which may protect against escape and unnecessary movement, is permissible when warranted.

5. If a prisoner who has already been charged is admitted to a medical facility, the transporting officer will immediately notify the on-duty supervisor in order to provide for continuous security and relief.
6. All documentation of medical treatment from the attending physician as well as prescriptions, medications, and any follow-up information should be given to detention center personnel.
7. Any refusal of treatment by the prisoner should be documented in writing by the transporting officer and attending physician and reported to detention center staff.
8. Prisoners will be searched (again) prior to transport from the medical facility.

N. Special Detail Prisoner Transports & Escorts

1. This agency will not transport prisoners to functions (such as funerals, visitations, will readings, etc.) outside the scope of booking, processing, court, medical, and detention facilities.
2. Any such requests will be referred to the appropriate detention facility staff.

O. Booking Procedures

1. Transporting personnel will follow the procedures of the receiving facility in regard to storage of firearms and commitment of prisoners. Before relinquishing custody, transporting personnel should:
 - a. Place their weapons in a secure location for safekeeping;
 - b. Deliver prisoner documentation to the receiving official; and,
 - c. Remove restraining devices when receiving officials are prepared to take custody of the prisoner or as otherwise specified by detention officials or directives.
2. Officers transporting prisoners to a facility must obtain a signature from the receiving officer on the booking report.



3. When booking a prisoner at the Berkeley County Detention Center, the transporting officer must submit a copy of the booking report and the Notification of Victim Rights form, as applicable.
4. Photographs and fingerprints will be taken of all subjects to be lodged at the Berkeley County Detention Center.
5. The receiving facility personnel will be advised by the transporting officer of any known potential medical or security risks the prisoner may present.

P. Escape


1. Whenever a prisoner escapes from the custody of this agency, personnel will make every effort to recapture the prisoner consistent with this agency's Use of Force procedures (See SOP #8-05).
2. At the time of the escape, the officer will notify the communications center of the incident and provide the last known location and a description of the prisoner and request assistance. The on-duty supervisor will evaluate the situation and request any additional support, if warranted, such as neighboring agency personnel and equipment. Additionally, the on-duty supervisor will direct the communications center to notify the chain-of-command.
3. If the escape occurs in this agency's jurisdiction or within the tri-county area, the communications center will issue a general broadcast over this agency's radio channel as well as notify surrounding agencies via telephone, radio and/or teletype. The initial broadcast information will include a description of the prisoner, location of escape, and the offense(s) with which the prisoner is charged. Additional information will be disseminated as received.
4. If an escape occurs while traveling through another jurisdiction, officers will immediately notify the primary law enforcement agency in that jurisdiction and request their assistance in locating and recapturing the prisoner. The communications center will be notified as soon as possible.



- 5. A full report of the escape will be prepared and forwarded to the Chief of Police, through the chain-of-command, for review and any action to be taken, if necessary. Special care will be taken to determine if established procedures were followed or if a change of procedures is warranted to prevent the occurrence of another escape under similar circumstances.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #3-22 | |
| <i>Golf Cart Operation</i> | | | |
| Effective Date September 25, 2012 | Revision # New | Re-evaluation Schedule June | Amends/supersedes None |
| Notes/References CALEA Standard 41.1.3 & Section 56-3-115 of the S.C. Code of Laws. | | # of Pages 3 | |

I. Purpose

To provide procedures for the maintenance and safe operation of the agency's golf cart.

II. Policy

The agency's golf cart is recognized as a specialized vehicle that may be used for events and other operations within the scope of the procedures provided herein. Only employees meeting the qualifications enumerated herein may operate the agency's golf cart. Exercising the character qualities of cautiousness, discretion, and responsibility will promote the safe and efficient operation of the agency's golf cart.

III. Procedure

A. Authorization for Golf Cart Use

1. Only employees who bear a valid South Carolina Driver's license and have been trained as specified in the latest edition of the agency's training catalog may operate the agency's golf cart.
2. Employees may operate the golf cart when directed or authorized by a supervisor.
3. With the exception of golf cart maintenance personnel, non-agency personnel shall not be permitted to operate the golf cart.
4. The fleet manager will ensure that the golf cart is in compliance with the statutory provisions for golf cart permitting by the South Carolina Department of Public Safety (SCDPS).



B. Conditions and Limitations for Golf Cart Use

1. The agency's golf cart may be used to patrol City-sponsored events or other events wherein the agency is tasked with providing security and/or patrols.
2. Sworn officers may initiate pedestrian or vehicle stops in accordance with the provisions of applicable SOPs but must keep the inherent limitations of the golf cart in mind in such situations.
3. The golf cart may be used to transport persons and/or supplies within the limitations of the specified ratings indicated on the golf cart's specification placard.
4. Operators will keep complete control of the golf cart at all times and will not operate it in a wanton or reckless fashion.
 - a. Care will be taken when operating the golf cart on uneven surfaces to avoid tipping over.
 - b. Hills will not be negotiated in such a fashion to intentionally exceed the governed speed the golf cart would otherwise travel at on level ground.
5. Operators will not commence golf cart operation in rainy conditions and will secure the golf cart from operation as soon as practicable should rain fall during operation.

C. Maintenance of Golf Cart

1. The golf cart will be visually inspected by operators prior to being driven and at the conclusion of operation. At a minimum, this inspection includes:
 - a. Verifying that the SCDPS golf cart permit and insurance proof are in the storage box;
 - b. Observing tires for proper inflation and wear;
 - c. Checking fuel and/or battery levels;
 - d. Ensuring that no loose objects are stored in such a fashion that they might fall free during operation or pose a hazard




to the driver, occupants, or other persons or property;
and,

- e. Observing for any unsafe conditions present or potential that would necessitate immediate maintenance that exceeds the operator’s capabilities.
2. The golf cart will be inspected at least monthly by the day shift Patrol Team Supervisor using the latest revision of the golf cart inspection form. At a minimum, this inspection will include:
 - a. Verifying that the SCDPS golf cart permit and insurance proof are in the storage box;
 - b. Ensuring that the golf cart is properly stored and that its preventive maintenance schedule is met;
 - c. Checking the tires for proper inflation and excessive wear;
 - d. Checking fuel and/or battery levels; and,
 - e. Checking for loose fixtures, fasteners, or any other present or potential conditions that might necessitate immediate correction or maintenance.
 3. The day shift supervisor will keep the fleet manager informed of the status of the golf cart and initiate corrective measures for any deficiencies noted during the inspection.
 4. Golf cart maintenance needs that exceed basic fueling, inflation of tires, and maintaining cleanliness will only be performed by a qualified golf cart mechanic.
 5. With the exception of the SCDPS golf cart permit and insurance proof, no extraneous items or supplies will be maintained on the golf cart.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #3-23 | |
| <i>Victim/Witness Assistance</i> | | | |
| Effective Date May 30, 2018 | Revision # 7 | Re-evaluation Schedule May | Amends/supersedes SOP #3-23 of 06/01/2016 |
| Notes/References: CALEA Standards 55.1.1, 55.1.2, 55.2.2, 55.2.3, 55.2.4, 55.2.5, & 55.2.6 & Section 16-3-1525 of the S.C. Code of Laws, as amended | | # of Pages 11 | |

I. Purpose

To establish procedures and guidelines to protect and preserve the rights of all victims and witnesses and to provide social assistance, referral, emotional support, and other aid to victims and/or witnesses who are physically, financially, or emotionally harmed by crime.

II. Policy

The agency is committed to assisting victims and witnesses of crime in a fair, considerate, and dignified manner. Agency personnel will ensure that victims and witnesses of crime are afforded all the rights and entitlements provided by law. Witnesses are treated similarly to victims under the auspices of this procedure when services are required. Demonstration of the character qualities of compassion, discretion, and gentleness will ensure the success of our services to victims.

III. Definitions

A. A victim is an individual or establishment that suffers direct or threatened physical, psychological, and/or financial harm as the result of the commission or attempted commission of a criminal offense. Victim also includes the individual's spouse, parent, child, or the lawful representative of a victim who is:

1. Deceased;
2. A minor;
3. Incompetent; or,
4. Physically or psychologically incapacitated.



5. Victim does not include a spouse, parent, child or lawful representative who is the subject of an investigation for, who is charged with, or who has been convicted of or pled guilty or nolo-contendere to the offense in question.
 6. Victim does not include a spouse, parent, child, or lawful representative who is acting on behalf of the suspect, juvenile offender, or defendant, unless his actions are required by law.
 7. Victim does not include any individual who was imprisoned or engaged in an illegal act at the time of the offense.
- B. A witness is a person who has been, or is expected to be, summoned to testify for either the prosecution or defense, or who by reason of having relevant information is subject to call or likely to be called as a witness for the prosecution or defense, whether or not any action or proceeding has yet been commenced.
- C. A victim advocate is an individual authorized by the agency to assist victims in specified ways. Advocates may be non-sworn agency personnel or volunteers (i.e., unpaid, trained citizens).

IV. Procedure

- A. Victims Bill of Rights
1. The agency recognizes the rights of victims and witnesses consistent with section 16-3-1525 of the South Carolina Code of Laws, as amended.
 2. Victims and witnesses have the right:
 - a. To be treated with dignity, respect, fairness, and sensitivity; and to be free from intimidation, harassment, or abuse throughout the criminal and juvenile justice process;
 - b. To be informed of their constitutional rights as provided by statute;
 - c. To be reasonably informed when the accused or convicted person is arrested released from custody, or has escaped;



- d. To be informed of and present at all criminal proceedings that is disposed of the charges where the defendant has the right to be present;
- e. To be reasonably informed of and be allowed to submit either a written or oral statement at all hearings affecting bond or bail;
- f. To be heard at any proceeding involving a post arrest decision, a plea, or sentencing;
- g. To be reasonably protected from the accused or persons acting on his/her behalf throughout the criminal justice process;
- h. To confer with the prosecution, after the crime against the victim has been charged, before the trial, or before any disposition;
- i. To have reasonable access after the conclusion of the criminal investigation to all documents relating to the crime against the victim before trial;
- j. To receive prompt and full restitution from the convicted person or persons of the criminal conduct that caused the victim's loss or injury including both adult and juvenile offenders;
- k. To be informed of any proceeding when any post-conviction action is being considered and be present at any post-conviction hearing involving the post-conviction release decision; and,
- l. To a reasonable disposition and prompt final conclusion of the case.

B. Victim Assistance Program

- 1. The Victim Assistance Program is a support service to the sworn force.
- 2. The Victim Assistance Program will serve:



- a. Victims of all crimes as governed by state statute; and,
 - b. Individuals suffering non-criminal related serious injury or crisis situations that are within the spirit and purview of victim advocacy.
- C. Program Operations:
1. The normal working hours of the victim advocate are from 8:00 a.m. to 5:00 p.m. Monday through Friday. The victim advocate is available for call-out after hours.
 2. Officers must receive a supervisor's approval to call the victim advocate out after hours. The victim advocate is furnished a telephone for 24-hour accessibility.
 3. Communication with the victim advocate after-hours will be centralized through the communications center. Supervisors will exercise discernment in determining whether the services of the victim advocate are required immediately (crisis intervention) or if a next-day referral would be more appropriate.
 4. Some of the referral services available to victims include:
 - a. Basic needs;
 - b. Crisis hotlines;
 - c. Legal assistance;
 - d. Shelters and safe houses;
 - e. Medical assistance;
 - f. Counseling;
 - g. Emergency financial assistance; and,
 - h. Referral to other government agencies or private sector services.
 5. Cases are referred to the victim advocate through the responding officers. The victim advocate also uses daily records print-outs to



determine which cases require attention. The victim advocate also provides services for walk-in and call-in victims.

6. The victim advocate will render appropriate assistance to victims and witnesses of crime, with particular attention to the needs of violent crime victims.
7. Support and assistance will be provided in a timely and compassionate manner to assist the emotional and physical recovery of victims and witnesses.
8. To accomplish these objectives, minimize duplication of services, and enhance efficiency, the victim advocate must ensure a high degree of cooperation between the police department and other governmental and private entities providing victim services. This cooperation is essential and will be maintained through personal interaction with other victim advocacy groups, membership in professional organizations, and participation in community functions.
9. The victim advocate will maintain a confidential records system of all victims/witnesses served by this agency's Victim Assistance Program. Records will be maintained by the victim advocate and will be accessible only by the victim advocate in accordance with Section 16-3-1240 of the South Carolina Code of Laws, as amended.

D. Services Rendered Victim/Witness during Preliminary Investigation

1. Officers will inform the victim/witness of services provided by this agency during their initial contact. Officers will provide the victim/witness with this agency's emergency response phone number as well as emergency phone numbers for counseling, compensation programs, medical attention, and the victim advocate by way of a victim's rights form.
2. Information provided to the victim/witness will include action to be taken should the victim/witness be threatened or intimidated by the suspect, suspect's family, or suspect's companion(s).
3. Victims/witnesses will be given the assigned agency OCA/report number and other information needed to pursue the case (e.g., name and telephone number of the investigator, if known, and



telephone number of the victim advocate's office). Victims/witnesses will be instructed to contact the reporting officer, investigator, or victim advocate to receive case status information or to provide additional information regarding the case.

4. In those situations where the needs of the victim/witness cannot be addressed by law enforcement, the victim advocate will serve as a referral center, directing those in need to the appropriate sources of assistance. The victim advocate will document all advocate referrals and act as liaison and referral for victims and witnesses regarding applicable services to include:
 - a. Professional counseling;
 - b. Victim compensation;
 - c. Medical assistance;
 - d. Emergency financial assistance;
 - e. Victim advocacy; and,
 - f. Other sources of victim assistance that may be available to include other government services and/or private sector services offered as appropriate.
5. The victim advocate will respond to on-scene calls at the discretion and approval of the on-duty supervisor.
6. Support services available from the victim advocate during an investigation include:
 - a. Advising victims as to their rights and remedies pursuant to the Victim's Bill of Rights and the Victim's Compensation Program;
 - b. Assistance, as needed, with the completion of compensation applications;
 - c. Employer, landlord, and/or creditor intervention, as needed;



- d. Information regarding safe houses and shelters, as needed;
 - e. Specific information regarding the criminal justice system to include preparation for and an explanation of court proceedings;
 - f. Accompaniment to physical lineups and court, when requested; and,
 - g. Transportation to and from court when needed.
7. Any report of a victim or witness being threatened or intimidated will be referred to the Criminal Investigation Bureau (CIB) for criminal investigation. In those instances where the victim/witness articulates specific, credible reasons for fearing intimidation or further victimization, this agency will render appropriate assistance to address their concerns. After normal business hours, the on-duty patrol supervisor will assess the threat and determine whether the CIB supervisor should be notified.
 8. The victim advocate will provide appropriate assistance to victims/witnesses who have been threatened or who, in the judgment of this agency, express specific, credible reasons for fearing intimidation or further victimization. The victim advocate is available to:
 - a. Contact the Solicitor's Office and Bond Hearing Court regarding bond revocation or other criminal proceedings;
 - b. Provide the victim/witness with appropriate referrals available to them, such as emergency shelter placement, and increased patrol measures;
 - c. Assist in obtaining 911 cellular phones for victims in need; and,
 - d. Coordinate installation of a home alarm system through appropriate vendors in compliance with court orders.
 9. The victim advocate will ensure the confidentiality of victims/witnesses and their role in case development to the



extent consistent with section 16-3-1240 of the South Carolina Code of Laws, as amended.

E. Victim/Witness Services Rendered During Follow-Up Investigation (and Post-Arrest As May Be Applicable)

1. Victims of crimes will be sent a letter documenting the case number, victim/witness advocate name and contact number, name of assigned officer (if active) and case status.
2. Make initial contact with the victim/witness and continue periodic contact if the victim/witness has a history of victimization by a perpetrator and, in the opinion of this agency, there is a risk of further victimization.
3. Except in instances where victim/witness involvement would endanger or impede prosecution, explain to the victim/witness in a clear and easily understandable manner the procedures involved in the prosecution of their case and their role in those procedures.
4. Coordinate with investigators to ensure that lineups, interviews, and other required appearances are scheduled at the convenience of the victim/witness, and facilitate transportation.
5. Assist the victim/witness in retrieving property used as evidence promptly, where permitted by law, or rules of evidence.
6. Assign a victim advocate or continue coordination with victim advocate as may be necessary.

F. Review of Needs/Services

1. At least biennially, a documented review of victim/witness needs and available services will be conducted by the victim advocate and their supervisor.
2. The biennial review will include the following elements:
 - a. The extent and major types of victimization within this agency's service area;



- b. An inventory of information and service needs of victims/witnesses in general and for special victims, etc. (special victims include, but are not limited to, victims of domestic violence, sexual crimes, and child or elderly abuse/neglect);
 - c. A review of related governmental and private sector assistance programs for victims/witnesses available; and,
 - d. The identification of all unfilled needs and recommendations as to the appropriate sources that should address the identified needs.
- G. Notification of Next-of-Kin
- 1. Local Notification
 - a. Death notifications of next-of-kin for incidents occurring within the City of Goose Creek will be coordinated through the Coroner's Office. Shift supervisors, police chaplains, and the victim advocate are available to assist the Coroner's Office. The victim advocate is also available for follow-up procedures after the incident.
 - b. The victim advocate is available to assist with notifications regarding seriously ill or injured persons. Initial contact with the next-of-kin will be accomplished in a timely manner and may be assigned to shift supervisors (or their designee), police chaplains or family clergy, and/or the victim advocate.
 - c. The victim advocate will continue follow-up procedures following the incident if requested.
 - d. All personnel are reminded to exercise sensitivity and compassion under such circumstances.
 - 2. Out-of-Town Notifications
 - a. The Coroner's Office, shift supervisor, police chaplains and/or the victim advocate will assist with coordinating with outside agencies via telephone and/or teletype to



arrange notification of next-of-kin for incidents occurring outside of the City of Goose Creek.

- b. The victim advocate will continue follow-up procedures, if necessary, after the incident.

H. Victim/Witness Services to Agency Personnel

1. In the event an agency employee is killed or seriously injured as the result of a line-of-duty incident, the victim advocate will extend all possible aid and assistance to employees and their families for as long as a need exists.
2. In all such incidents, the victim advocate will be notified in a timely manner and will provide the following:
 - a. Emotional and moral support;
 - b. Assistance to the family at the hospital, if needed;
 - c. Support and assistance to family when making funeral arrangements, as well as at the funeral, if the family desires;
 - d. Assistance in receiving benefits and legal matters;
 - e. Updated information concerning any new developments in the case or any court proceedings;
 - f. Support to the family during any criminal proceedings; and,
 - g. Long-term contact with the family after-the-fact to keep informed of their needs.

I. Public Information Regarding Victim/Witness Assistance

1. The victim advocate will assist the police spokesperson with efforts to keep the public and media informed concerning this agency's victim/witness assistance services.




- 2. Additionally, the victim advocate will represent the agency and distribute victim/witness related literature and agency brochures at assigned community functions.
- 3. Information regarding victim/witness services will be maintained on the agency's website.

J. Training

- 1. It is the responsibility of the victim advocate to ensure that all agency personnel are informed of the existence, purpose and activities of the Victim Assistance Program.
- 2. The victim advocate will assist the training section to ensure all sworn personnel receive appropriate training in the role of law enforcement in meeting the needs and addressing the rights of victims and witnesses.
- 3. Whenever beneficial to the agency, the victim advocate will attend seminars, organizational meetings and training sessions offered to victim advocates.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #3-24 | |
| <i>Body-Worn Cameras (BWCs)</i> | | | |
| Effective Date March 27, 2018 | Revision # 2 | Re-evaluation Schedule February | Amends/supersedes SOP #3-24 of 03/11/2016 |
| Notes/References CALEA Standard 41.3.8 & Sections 17-1-140, 17-28-320, and 23-1-240 of the S.C. Code of Laws. | | # of Pages 8 | |

I. Purpose

To provide employees with guidelines for the use of body-worn camera (BWC) recording equipment.

II. Policy

The evidence captured by BWCs is recognized for its irrefutable nature and has proven to be invaluable in the prosecution of cases, the evaluation of officer performance to include investigations of alleged misconduct, the development of training material, and even the legal defense of the agency and its personnel when falsely accused. In order to maximize the benefits associated with BWCs, the procedures enumerated herein shall be followed by all personnel assigned to wear BWCs. The character qualities of discretion, obedience, and responsibility are key components in the proper care and use of BWCs.

III. Procedure

A. BWC Inventory and Assignment

1. The agency's inventory and maintenance of BWCs is borne to the Field Services Division Commander or his/her designee.
2. BWCs will be assigned to and utilized by patrol officers, traffic officers, strategically assigned officers, and school resource officers as they have a primary function to answer calls for service and interact with the public during the normal course of duty.
3. Investigators and other sworn personnel assigned to a function such as those borne to the uniformed officers as described in Section III, A, 2 of this SOP will request and utilize a BWC if inventory is available.



- B. Care, Inspection, and Maintenance of BWCs
1. BWCs shall be operated and cared for by way of the particular units' manufacturers' recommendations.
 2. BWCs are the responsibility of the individual employees to which the units are assigned.
 - a. Employees may and are expected to perform simple user maintenance such as wiping down the surfaces of the unit, cleaning camera lenses with proper cloths and solvents, and charging the unit's batteries.
 - b. Employees are prohibited from attempting to disassemble BWCs to diagnose or repair suspected malfunctions. Such actions may only be carried out by the agency's repair vendor.
 - c. Employees are prohibited from manipulating a BWC or the associated hardware/software outside its design configuration such as to alter, erase, or otherwise attempt to affect recorded material.
 3. Prior to each shift, employees will inspect their BWC by:
 - a. Verifying that the unit is fully charged and that all applicable visual indicators suggest proper operation of the unit;
 - b. Verifying that the video lens is clean and free of obstruction(s);
 - c. Verifying the capacity of the unit for future recording and clearing stored recordings by the methods described in this SOP;
 - d. Verifying that the clip or device for securing the unit to the person is in good repair; and,
 - e. Verifying that the date and time stamps on the unit are accurate (time must be within 5 minutes of dispatch center time).



4. If the employee determines, at any time during the inspection or operation of a BWC that the unit is malfunctioning, they will immediately inform their supervisor and attempt to correct the problem consistent with the provisions of this SOP, obtain a backup unit if available, or seek professional maintenance as soon as practicable.

C. Operating Procedures

1. BWC equipment will be activated by the employee arriving at the scene of a call for service or becoming involved during any citizen encounter, investigative, or enforcement action. Specific examples not intended to be an all-inclusive list are:
 - a. Scenes of violent crimes;
 - b. Traffic stops;
 - c. Vehicle collision scenes when parties are present;
 - d. Suspicious persons;
 - e. Suspected intoxicated/disorderly persons;
 - f. Field contacts/interviews;
 - g. Arrests;
 - h. Suspected emotionally disturbed persons;
 - i. Calls wherein weapons are alleged or believed to be present;
 - j. Calls likely to result in application of force; and,
 - k. Calls likely to result in an adversarial contact.
2. BWC equipment will remain activated until the interaction, investigation, and/or enforcement action is concluded.
3. Officers will note in incident, arrest and related reports when BWC video/audio recordings were made during the incident in question.



4. Under no circumstances will personnel utilize BWC equipment for any purpose outside the scope of their duties as a member of this agency. Employees shall not generally utilize BWCs to record and are permitted to turn off BWCs to avoid recording:
 - a. Communications with other police personnel without the approval of the Chief of Police;
 - b. Encounters with undercover officers or informants; and/or,
 - c. Casual breaks or when otherwise involved in personal activity unless for a direct law enforcement purpose such as a crime in progress or such a recording is material to a criminal investigation.
5. Employees are expected to exercise discretion when operating a BWC in the presence of a victim of rape or sexual assault and should take reasonable measures to avoid unnecessary video capture of nude persons or when sensitive human areas are exposed.
6. Employees are not required to request the consent of parties in order to activate a BWC.
 - a. If asked by a party if a BWC is activated, the employee will answer truthfully (yes or no).
 - b. If asked to deactivate the BWC, the employee will inform the party that recording is both a policy and legal requirement and that it will remain activated if it is otherwise required to remain activated by the provisions of this SOP.
 - c. In the event the activation of the BWC remains in dispute, the employee should request the response of a supervisor. The supervisor will have the final say as to whether the BWC may be deactivated in the best interest of the pursuit of lawful goals.
 - d. In the event a BWC is deactivated at the direction of a supervisor prior to the conclusion of an incident, the circumstances will be stated for BWC recording prior to



deactivation or documented thoroughly in a uniform crime report (UCR).

7. At a minimum, digital recordings will be uploaded at the end of the employee's tour of duty. Recordings may be otherwise uploaded as necessary to free space for future recordings.
8. Employees are expected to inform their supervisor of any recordings that may benefit the agency's training function or of recordings that may be of use in a complaint or liability incident.

D. System Integrity and Security

1. All recorded media from agency-owned BWC equipment is the property of the agency.
2. BWC recordings will be maintained on the agency's network server then backed up in accordance with statutory requirements and/or the latest schedule approved by the Chief of Police.
3. Server access will be controlled by way of the logon/password system implemented by the Information Technology (IT) Department.

E. Retention and Release of BWC Recordings

1. BWC Recordings that are non-investigative, non-arrest, and are not part of any internal investigation will be retained not less than fourteen (14) days.
2. BWC Recordings of any arrests or violations of offenses listed in the S.C. Preservation of Evidence Act (S.C. Code 17-28-320), the expungement statute (S.C. Code 17-1-40), or any other statute, regulation, or case law will follow the retention requirements outlined therein.
3. Data recorded by a BWC is not a public record subject to disclosure under the Freedom of Information Act:
 - (a) The State Law Enforcement Division, the Attorney General, and a circuit solicitor may request and must receive data recorded by a BWC for any legitimate criminal justice purpose;



- (b) A law enforcement agency, the State Law Enforcement Division, the Attorney General, or a circuit solicitor may release data recorded by a BWC in its discretion;
- (c) A law enforcement agency may request and must receive data recorded by a BWC if the recording is relevant to an internal investigation regarding misconduct or disciplinary action of a law enforcement officer;
- (d) In addition to the persons who may request and must receive data recorded by a BWC provided in Section III, E, 3, (b), the following are also entitled to request and receive such data pursuant to the South Carolina Rules of Criminal Procedure, the South Carolina Rules of Civil Procedure, or a court order:
 - (1) A person who is the subject of the recording;
 - (2) A criminal defendant if the recording is relevant to a pending criminal action;
 - (3) A civil litigant if the recording is relevant to a pending civil action;
 - (4) A person whose property has been seized or damaged in relation to, or is otherwise involved with, a crime to which the recording is related;
 - (5) A parent or legal guardian of a minor or incapacitated person described in Section III, E, 3, (d), (1) or (2); and,
 - (6) An attorney for a person described in Section III, E, 3, (d), (1) through (5).

F. Supervisory Responsibilities

1. Supervisors will ensure that all employees follow established procedures for the use and maintenance of BWC equipment, handling of video/audio recordings, and the completion of BWC documentation.



2. Supervisors will ensure repairs and replacement of damaged or non-functional BWC equipment are reported and performed by proper service technicians as approved by a division commander.
3. Supervisors will follow up any issues identified in monthly BWC equipment audits.
4. Supervisors will review recorded incidents as necessary to review employee performance and when investigating complaints.

G. BWC Review and Audit Responsibilities


1. Recordings may be reviewed pursuant to investigating complaints against the agency or its personnel or as otherwise directed by the Chief of Police.
2. The Professional Standards Lieutenant, Administrative Services/Training Lieutenant, and one Field Services Lieutenant (patrol team on quarterly rotating basis) will conduct mandatory monthly BWC equipment audits on each employee assigned BWC equipment as follows:
 - a. The frequency of audits per assigned BWC will be no less than once per calendar quarter;
 - (1) The number of BWC units to be audited will be shared equally by the referenced lieutenants; and,
 - (2) The referenced lieutenants will use a system maintained by the Professional Standards Lieutenant to ensure they each review alternating one-third segments of the available units each quarter (i.e., no lieutenant repeatedly reviews the same units).
 - b. Observe the full recording from two random incidents that occurred at least thirty days apart;
 - c. Verify that the BWC equipment is properly functioning, being used properly, and note positive or negative employee actions and/or behavior that should be commended or corrected by a supervisor or division commander; and,



- d. Document observations on the MVR/BWC Audit Form (Form GCPD-182) and forward a copy of any inspection that bears commendation or correction issues to the affected supervisor for follow-up.
- 3. Deviation from the mandatory monthly BWC equipment audit requirement must be approved by the Assistant Chief of Police or the Chief of Police.
- H. Training Requirements
 - 1. Only employees who have received training on assigned BWC equipment will be permitted to utilize such equipment.
 - 2. Training and retraining of affected personnel will be conducted in accordance with the latest revision of the agency's Training Catalog.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #3-25 | |
| <i>Citizens Recording Police Activity</i> | | | |
| Effective Date September 6, 2016 | Revision # Original | Re-evaluation Schedule March | Amends/supersedes New |
| Notes/References First Amendment to United States Constitution | | # of Pages 5 | |

I. Purpose

To provide agency employees with guidelines for dealing with situations in which they are being recorded by photography, video or audio-taping, or any combination thereof by members of the public or press.

II. Policy

Agency employees will acknowledge the unambiguous right borne to private citizens and members of the press under the First Amendment of the United States Constitution to record the activity of police officers and other employees in public places as long as the activity does not unreasonably interfere with agency operations or jeopardize the safety of agency employees or others. Police Officers will acknowledge that it is only in exceptional circumstances wherein the aforementioned rights may be challenged or suspended in the interest of operations and/or safety as provided for in this SOP. The character qualities of deference, patience, and responsibility are key components to dealing with the unknown challenges of citizens and press recording police activity.

III. Procedure

A. Citizens' and Press Right to Record Police Activity

1. The citizenry and members of the press are treated synonymously as having the legal right under the First Amendment of the United States Constitution to record any agency activity in plain sight or plain hearing from any place where they are lawfully present.
2. Neither the citizenry nor the press may cross police line boundaries to carry out such recording but may remain behind such boundaries to carry out recording activities.



- a. Police lines will not be capriciously utilized as a tool to increase the observation distance of the citizenry and press.
 - b. Police lines may only be set at a reasonable distance so as to assure the safety of personnel and the public and to assure effective management of a scene or the integrity of a crime scene/investigation.
3. Agency employees will not harass, threaten, intimidate, or attempt to negotiate the reasonableness or perceived poor taste in recording any events the press or citizenry may choose to record.
 4. In dynamic situations where there are no police boundaries to limit the approach of citizens or members of the press, those persons must maintain a reasonable distance from enforcement or related agency duties.
 - a. Any recording activities cannot obstruct, delay, or otherwise interfere with lawful activities.
 - b. The shouting of questions, insults, jeers, etc. should not, in the absence of specific articulable facts, be viewed as obstructing, delaying, or otherwise interfering with lawful activities.
 5. Officers will allow citizens detained in traffic stops, field interviews, or other similar settings to record the interaction unabated.
 - a. Citizens are not required to verbally interact with an officer and may talk on a cell phone, send texts, or record the interaction as long as they comply with all lawful commands (providing license, registration, etc., or accepting traffic tickets, etc.).
 - b. An officer may ask, but may not direct a citizen to end a cell phone call or cease texting or employ physical means to enforce their refrain except as follows:
 - (1) The citizen is advancing an illegal objective (destroying evidence, warning a fugitive, etc.);



(2) The citizen is creating an imminent threat to the safety of the officer or another person not at the scene; and/or,

(3) There is a belief the citizen will use the phone as a weapon.

c. As a last resort in the face of non-compliance, an officer may temporarily seize a cell phone to abate the threats enumerated in Section III, A, 5, b. See Section III, C for more information.

B. Authority to Arrest

1. The recording of police activity does not, in and of itself, create a violation of law for which a citizen or member of the media may be placed under arrest.

2. In situations where the observation or recording of lawful activities encroaches upon or impedes those activities, an officer or supervisor should provide clear warnings and alternatives to violating parties before making any arrest(s).

3. Officers may only make arrest(s) based on probable cause for articulable violations of law that cannot be resolved through warnings and/or the offer of alternatives.

4. Arrest of an individual does not provide an exception to the warrant requirement with regard to viewing the content of a camera, phone, or other media device.

a. Officers may not view any captured media on any such device without the consent of the owner, a valid search warrant, or a supervisor's approval of a perceived exigency exception.

b. Officers will not, under any circumstances, alter, delete, erase, or otherwise manipulate from the original format the content of any media device.



- C. Seizure of Devices and Media
1. Except as otherwise provided in this SOP, absent the arrest of a party, recording equipment may not be seized. Additionally, officers may not order an individual to show recordings that have been made of enforcement actions or police operations.
 2. In the event an officer has probable cause to believe that evidence of a serious crime has been recorded by a citizen or member of the media, the officer will:
 - a. Notify a supervisor and follow any lawful directives they provide;
 - b. Ask the person in possession of the recording if they will consent to voluntarily and temporarily relinquish the device or media so that it may be viewed/copied as evidence;
 - c. If an exigency exists in which it is reasonable to believe that a recording will be destroyed, lost, tampered with, or otherwise rendered useless before a search warrant can be obtained, the device or recording may be seized pending the application for an execution of a search warrant.
 3. If an exigency exists where it is objectively reasonable to believe the immediate viewing of recordings is necessary to prevent the death or serious physical harm of a third party before a search warrant can be obtained, the device/recording may be seized and viewed as provided for in Section III, B, 4 a.
 4. Whenever any device or recording is seized without a search warrant or obtained by voluntary consent, the item may only be held in agency custody for the time required for the agency to act with due diligence. The agency will ensure the device/recording is returned to the owner at the earliest possible opportunity.
 5. All agency requirements for incident reporting and chain of custody apply to the seizure and/or examination of devices/recordings.




D. Supervisory Responsibilities

1. A supervisor will respond to any incident scene that generates an unusual level of public interest such that it draws a crowd of onlookers or protestors of the ongoing police action.
2. Supervisors will monitor such scenes and, when feasible, intervene on behalf of officers if recording activity begins to encroach upon or impede lawful agency activities.
3. Supervisors will make appropriate notifications to Command Staff (see SOP # 9-09).

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #3-26 | |
| <i>Opioid Overdose Response</i> | | | |
| Effective Date June 5, 2018 | Revision # New | Re-evaluation Schedule August | Amends/supersedes Original |
| Notes/References Section 44-130-30 of the S.C. Code of Laws | | # of Pages 4 | |

I. Purpose

To provide sworn officers with guidelines, instructions, and procedures to utilize Naloxone for the treatment of persons believed to have overdosed on opioids.

II. Policy

Properly trained sworn personnel will provide affirmative assistance to any person believed to be suffering from symptoms of opioid overdose by way of administering Naloxone consistent with the procedures enumerated herein. The character qualities of alertness, diligence, and wisdom are key components to administering the life-saving potential of Naloxone.

III. Procedure

A. Naloxone Kits

1. Sworn officers will be issued Naloxone kits consisting of a single-use administration system.
2. Kits will be stored in the officer's issued vehicle in an easily accessible location that is void of extreme temperatures and direct sunlight.
3. Kits will be inspected at least monthly which includes verification of the expiration date and condition of the kit.
4. Expended, expired, or damaged kits will be replaced as necessary by supervisory personnel. Officers are expected to promptly notify a supervisor if a kit requires replacement.



- B. Recognizing Symptoms of Opioid Overdose
1. Officers must be familiar with the common sources of opioids which include, but are not limited to:
 - a. Fentanyl;
 - b. Morphine (heroin is a derivative);
 - c. Buprenorphine;
 - d. Codeine;
 - e. Hydrocodone;
 - f. Methadone; and,
 - g. Oxycodone.
 2. Officers must be cognizant of symptoms commonly associated with opioid overdose which include:
 - a. Physical illness;
 - b. Decreased levels of consciousness; and/or,
 - c. Labored respiration.
 3. Officers must be prepared to recognize indicators of potential opioid overdose include:
 - a. Slow or no breathing at all;
 - b. Blue or purplish lips and/or fingernails;
 - c. Limpness;
 - d. Pinpoint pupils;
 - e. Vomiting and/or gurgling from the mouth/throat; and/or,
 - f. Failure to wake or respond to stimulus.

- C. Opioid Overdose Intervention
1. In the event an officer encounters a person exhibiting symptoms and indicators of opioid overdose, the officer shall:
 - a. Maintain universal precautions, the presumption that all human blood and bodily fluid carries infectious disease (Absent exigent circumstances, the use of latex gloves is required at a minimum);
 - b. Advise the communications center and request that emergency medical services (EMS) are dispatched and provide updates as necessary;
 - c. Assess the person's condition with particular focus on breathing and pulse and the existence of any medical alert tags/bracelets/etc.;
 - d. Question anyone present if they know what the person has ingested or the source of their condition;
 - e. Check the person's pockets, etc. and the immediate area for evidence of the source of the person's condition;
 - f. Administer Naloxone as follows:
 - (1) Ensure the victim is in a safe location free of sharp or heavy objects;
 - (2) Prepare for the potential reaction of the person upon administration of Naloxone which may include agitation, rapid heart rate, nausea, seizures, and difficulty breathing,
 - (3) Deliver the Naloxone as specified in its packaging;
 - (4) Advise the communications center of the delivery and updates on the person's reaction to the delivery; and,
 - (5) Maintain constant supervision and physical control of the person until the arrival of EMS.



- g. Inform EMS of any information that will assist in medical care to include dosages administered, patient reaction, etc.; and,
- h. Seize and document any illegal contraband present for processing as required by applicable SOPs.

D. Report Required

- 1. Any administration of Naloxone will be documented in a Uniform Crime Report (UCR) consistent with associated SOPs.
- 2. The UCR will fully describe the circumstances of the patient's condition, symptoms, and behaviors, the investigating/administering officer and any other officers' response, the response of emergency medical services (EMS) and the eventual treatment and outcome of the patient's condition to the extent available during the affected officer's shift.

E. Training Required

- 1. Only officers trained in the use of Naloxone are permitted to administer it in other than a training environment.
- 2. Officers will receive initial training and refresher as specified in the latest edition of the agency's training catalog.


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| Per Order | Harvey Becker, Chief of Police |  |
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Chapter 4

Traffic

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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #4-01 | |
| <i>Traffic Enforcement Guidelines</i> | | | |
| Effective Date November 27, 2017 | Revision # 4 | Re-evaluation Schedule November | Amends/supersedes SOP #4-01 of 12/02/2011 |
| Notes/References CALEA Standards 61.1.2, 61.1.3, 61.1.4, 61.1.5, 61.1.6, & 61.1.11 | | # of Pages 11 | |

I. Purpose

To establish guidelines for uniform traffic enforcement activities performed by sworn personnel of the agency.

II. Policy

The responsibility for enforcement of traffic laws, regulations, and ordinances rests with all sworn police officers employed by the agency. All officers, while on duty, shall make a diligent effort to take appropriate enforcement action for all violations of traffic laws, regulations, and/or ordinances observed. The agency absolutely does not condone or subscribe to traffic ticket quotas, formal or informal (e.g., intra or inter-squad competitions). Officers should set an example by their own driving behavior and courtesy in traffic. Personnel will exercise the character qualities of discernment, discretion, and justice when conducting traffic enforcement duties.

III. Procedure

A. Traffic Enforcement Actions

1. Officers must utilize one of the following forms of enforcement action pursuant to any traffic stop:
 - a. For traffic violations the officer determines to be worthy of judicial disposition, a Uniform Traffic Ticket (UTT) should be issued to cite the violator unless an arrest warrant is statutorily required.
 - b. Parking violations may be cited on a City parking summons or the appropriate State-issued uniform parking summons.



- c. Written warnings may be used in cases involving minor traffic violations. Discretion on the part of the issuing officer should take into consideration the degree to which the violator willfully disregarded the law, as well as the danger posed to the violator and/or other citizens.
 2. A custodial arrest of a traffic violator must (except in cases in which the actual custody of the subject must be delayed, e.g., transport for medical treatment) be made in cases of Driving Under the Influence (DUI), Felony DUI, Reckless Homicide, Habitual Offender, outstanding bench warrants for failing to appear or failure to comply with court disposition, or when positive identification of the violator cannot be established.
 3. Exceptions to the requirements of Section III, A, 1 include:
 - a. Public safety checkpoints wherein a systematic method of stopping motorists is employed; or,
 - b. Rapidly evolving investigations wherein a motorist is stopped then released after a determination that they are not involved in the incident being investigated.
 - (1) Such stops will be recorded when time permits via a written warning that is turned in as with any other written warning.
 - (2) If the motorist is released before completion of the written warning, the violator copy will be turned in with the records copy.
 - (3) Estimation of age for the warning ticket may be made if the motorist's information was not collected during the stop.
- B. Special Situations
1. Resident Status
 - a. When a misdemeanor traffic violation is committed by an individual, regardless of their place of residency, and the officer observing the violation believes it warrants judicial



disposition, but not a physical arrest, the officer will cite the violator using the UTT.

- b. Subsequent to issuing the citation the violator will be allowed to continue to travel freely provided the individual is in possession of a valid driver's license or proper identification is made.

2. Juveniles

- a. When an officer determines it necessary to cite a juvenile for a traffic violation, a UTT shall be issued and the juvenile violator shall be allowed to pass freely if a current, valid driver's license can be verified.
- b. Juveniles who commit the following offenses shall be taken into custody by the investigating officers: DUI, Felony DUI, Vehicular Homicide, and Use of a Motor Vehicle Without Owner's Consent. This does not preclude the release of the juvenile to a parent or legal guardian subsequent to processing when feasible.

3. Federal, State, and Local Legislators

- a. Members of the United States Congress, the State General Assembly, and Goose Creek City Council may be issued citation(s) for traffic offenses similarly to any other citizen.
- b. State and federal legislators, when traveling to and from sessions, may not be subjected to arrest except for treason, felonies, or breaches of peace. A supervisor should be consulted when the arrest of a state or federal legislator is imminent.

4. Foreign Diplomats and Consular Officials

- a. Diplomatic immunity, a principle of international law, is broadly defined as the exemption from ordinary processes of law afforded diplomatic representatives of foreign governments, their families, official staff and servants while serving abroad.



- b. Persons with diplomatic immunity are protected by unlimited immunity from arrest, detention, and prosecution for any civil or criminal offense under current federal law. As such, diplomatic personnel should be treated with respect and courtesy befitting their distinguished positions.
 - c. Ambassadors and ministers are the highest ranking diplomatic representatives of foreign governments. Other diplomatic titles are minister counselor, counselor, first secretary, second secretary, third secretary, and attaché.
 - d. Diplomatic officers, their families, official staff, and servants are protected by unlimited immunity from arrest, detention, and prosecution with respect to any civil or criminal offense. However, such immunity does not preclude these individuals from being cited for traffic violations. Nonetheless, officers should exercise discretion in issuing diplomatic personnel UTTs. Diplomatic personnel are not required to have a U.S. or international driver's license.
 - e. Career Consular Officials can be identified by credentials issued by the United States Department of State. These State Department credentials bear its seal, the name of the officer, title, and the signatures of State Department officials. Honorary Consular Officials do not receive identification cards from the State Department. However, they may exhibit reduced size copies of the Diplomatic Note evidencing recognition by the United States Government. These individuals are not immune from arrest or detention. Family members of a Consular Officers cannot claim immunity.
5. Military Personnel
- a. Military personnel include regular members of the Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard and Reserve components serving on active duty. These individuals are required to have a valid license from their state of residence and are subject to custodial arrest and the issuance of UTTs under the same guidelines as any other citizen with the exception of when war has been



declared or immediate military action against a foreign, hostile government has taken place. In such cases, no physical arrest, except in cases of treason or felonies, will be made on any military personnel going to, remaining at or in the process of reporting to a duty station.

- b. In investigating traffic collisions involving military personnel who are either injured to the extent they require hospitalization or killed, the investigating officers shall notify the appropriate military branch service office. In any case involving United States military/government equipment that is seized, towed or confiscated, the appropriate government agency will be notified as soon as possible.

C. Issuance of the UTT

1. In all cases in which a UTT is issued, the issuing officers shall inform the violator of the following:
 - a. Date, time, and location of trial;
 - b. Optional or mandatory nature of court appearance by the violator;
 - c. Notice of whether the violator is allowed to enter a plea and/or pay the fine by mail or in person, prior to the court date;
 - d. Nature of the violation; and,
 - e. Bond amount.
2. The above notices are captured on the UTT but may be further explained as a particular situation may require.

D. Uniform Enforcement Policy for Traffic Violators

1. Driving Under the Influence (DUI)
 - a. The agency will actively enforce the laws pertaining to driving under the influence of alcohol and/or drugs.



- b. Officers shall arrest drivers found to be in violation of these laws. Arrests will be made in accordance with SOP #4-06 (Impaired Driving Detection and Enforcement).
 2. No Driver's License & Driving Under Suspension (DUS)
 - a. Drivers with no driver's license issued or in their possession must be positively identified before field release is permissible.
 - b. In cases of drivers with suspended privileges, officers must determine not only the status of the suspension, but also the number of previous suspensions imposed on the driver.
 - c. Unless specified by statute, an officer's discretion is the deciding factor in certain custodial arrests for individuals who may be unlicensed or driving under suspension as both are misdemeanor offenses.
 3. Violation of South Carolina Absolute Speed Law
 - a. Legally, there is no defense for exceeding the posted speed limit, however slight. Practically, however, there exist reasons, such as an improperly calibrated speedometer, tires of improper size or other factors that may give the subject cause to believe that their speed was lower than that observed by the officer.
 - b. Officers should exercise discretion in issuing UTTs to non-accident, speeding violators. Consideration should be given to weather conditions, traffic volume, pedestrian traffic, and the general location of the violation.
 - c. Officers should remember that there is a direct correlation between excessive speeding and the overall severity of traffic collisions.
 - d. School zone speeding violations should be stringently enforced, since such violations constitute a general disregard for the safety of students and school crossing guards.

- e. While it is permissible to warn speeding violators for offenses less than ten miles over the posted speed limit, officers are prohibited from issuing UTTs for speeding offenses for less than ten miles over the posted speed limit.
4. Hazardous Violations
- a. Hazardous traffic violations are defined as violations of any law or ordinance affecting the use or protection of streets and highways enacted primarily to regulate the safe movement of vehicles and pedestrians.
 - b. Unsafe behaviors and unsafe conditions, as created by the violator, are the two considerations in such violations and officers may issue UTTs at their discretion for such violations.
5. Off-Road Vehicle Violations
- a. The issuance of citations for violations of South Carolina law and/or City of Goose Creek Code of Ordinances while off the public streets and highways is normally controlled by the definition of a particular statute or ordinance.
 - b. The following violations, which may be prosecuted under all circumstances and locations:
 - (1) Reckless Driving;
 - (2) DUI;
 - (3) Operating an Uninsured Motor Vehicle (while displaying valid SC tags); and,
 - (4) Reckless Homicide.
6. Equipment and Vehicle Licensing Violations
- a. Officers will enforce all equipment and vehicle licensing laws and ordinances within this agency's jurisdiction.



- b. Officers may exercise discretion as to whether or not a UTT will be issued in each individual case.
- 7. Public Carrier/Commercial Vehicle Violations
 - a. Commercial carriers will be treated the same as any other member of the motoring public with regard to issuance of UTTs.
 - b. Uniform enforcement policies and procedures outlined in this directive are applicable to all commercial carriers.
- 8. Non-Hazardous Violations
 - a. Minor traffic violations that pose no immediate threat to the public may be resolved by issuing a warning, whereas, subsequent violations may warrant the issuance of a UTT.
 - b. A motorist's previous driving record may be a consideration in determining the most appropriate course of action.
- 9. Multiple Violations
 - a. In the event a motorist is found to be in violation of more than one statute and/or ordinance, the officer shall consider each violation separately and on its own merits.
 - b. Charging a violator with lesser-included offenses on the same traffic stop (a.k.a. "road-side reductions") will not be an accepted practice of the agency.
- 10. Newly Enacted Laws and/or Ordinances
 - a. Generally, the policy for issuing UTTs for violations of newly enacted laws becomes effective immediately when the law takes effect, providing the following has been accomplished:
 - (1) News media has given appropriate coverage to the effect of the law prior to its implementation;



- (2) A new traffic signal has appropriate warnings at the approach of an intersection where no traffic signal existed previously; and,
 - (3) The law has had a mandatory grace period, warning period, or some provision provided within the statute prior to implementation.
 - b. These enforcement policies should only supplement the officers' judgment, experience, and common sense, since it is impossible to foresee every conceivable situation involving new laws.
- 11. Violations Resulting in Traffic Collisions
 - a. Officers investigating a collision scene will attempt to determine whether the collision could have been prevented, and if so, what contributing factor(s) caused the collision.
 - b. Officers should not assume that a violation of the law has taken place because a collision occurred. A violation of law may be just one contributing factor that brought about circumstances resulting in a collision.
 - c. If evidence from the scene indicates that a violation contributed to the collision, officers may properly charge the violator by issuing a UTT and reflecting such on the TR-310 form.
- 12. Pedestrian and Bicycle Violations
 - a. The UTT has been designed to accommodate violations by pedestrians and bicyclists. Officers should be aware that pedestrian and bicyclists' behavior contribute to motor vehicle collisions. By warning or citing these individuals, it may save a life and/or facilitate safer travel conditions.
 - b. Many pedestrians and bicyclists are juveniles. This provides an excellent opportunity for officers to make positive contact with the youth in the community by delivering a safety message or verbal warning in a non-threatening manner.



13. Parking Enforcement – see SOP #4-11.

E. Traffic Law Enforcement Practices

1. Patrol officers shall enforce traffic law violations as a part of their regularly assigned duties.
2. Officers assigned to the Traffic Unit will be assigned by the Traffic Unit Supervisor to address areas requiring focused enforcement efforts.
3. Traffic enforcement patrols in marked vehicles may be conducted as follows:
 - a. Line – An assignment to patrol a particular roadway between given landmarks;
 - b. Area – An assignment to patrol a particular geographic locale such as a neighborhood, patrol district, etc.;
 - c. Directed – An assignment to patrol during a particular timeframe or at a particular location based on an internal or external complaint or need for focused attention; and/or,
 - d. Selective Enforcement – See SOP #4-02.
4. Unmarked vehicles equipped with concealed emergency lighting may be used by assigned personnel in lieu of a marked vehicle to address traffic complaints and/or problems that marked vehicles cannot effectively address.
5. In those areas where fixed post or stationary observation is necessary to maximize the effectiveness of traffic enforcement efforts, officers shall park in such a manner as to not impede the normal flow of traffic and so that the unit is readily visible to the motoring public (See SOP #4-08 (Electronic Speed Measuring Devices)).

F. Request for Re-examination of Driver

1. Routine enforcement, collision reporting and investigation activities frequently lead to the discovery of drivers who are




suspected of incompetency through physical or mental disabilities, disease or other conditions which might prevent the person from exercising reasonable and ordinary care over a motor vehicle.

- 2. Officers detecting such a person will complete a driver re-examination request form (Form SCDPS-100). Officers must bear in mind that the age of the driver cannot form the sole basis for a re-examination request. Requests must be based on articulable concerns as described in Section III, F, 1.
- 3. A copy of all submitted re-examination requests will be maintained on file by the Traffic Unit Supervisor.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #4-02 | |
| <i>Selective Traffic Enforcement</i> | | | |
| Effective Date January 13, 2016 | Revision # 3 | Re-evaluation Schedule November | Amends/supersedes SOP #4-02 of 11/28/2011 |
| Notes/References CALEA Standard 61.1.1 | | # of Pages 3 | |

I. Purpose

To establish guidelines for selective traffic law enforcement practices and related reports.

II. Policy

The ultimate goal of selective traffic law enforcement is to reduce traffic collisions and the severity of injuries sustained in those collisions that cannot be prevented. It is, therefore, the policy of this agency to direct appropriate enforcement efforts toward violations that frequently contribute to motor vehicle collisions and at times and locations where the most frequent number of collisions occur. The character qualities of discernment, alertness, and diligence will assist us in these endeavors.

III. Procedure

- A. Traffic collision data compilation and review is the responsibility of the traffic unit supervisor and includes the following:
 1. Monthly extraction and review of the previous month's traffic collision data from the tracking software;
 2. Identification of the top five (5) collision locations citywide;
 3. Ongoing tracking of citizen complaints of traffic violations; and,
 4. The dissemination of the information compiled in Section III, A, 1 through 3 of this SOP, which collectively may be referred to as selective traffic enforcement locations, to patrol and traffic unit personnel.




- B. Selective traffic enforcement
1. The traffic unit supervisor will deploy traffic unit personnel to selective traffic enforcement locations with the priority being on high collision locations.
 2. Patrol supervisors may, as manpower permits, allow patrol officers to address selective traffic enforcement locations with the priority being residential areas.
 3. Selective enforcement procedures include, but are not limited to, the use of speed measuring devices, the enforcement of sign and signal violations, and authorized driver's license and/or sobriety checkpoints.
 4. The enforcement activity will be documented in the computer aided dispatch (CAD) call generated for the referenced event/activity.
 5. The traffic unit supervisor will compile and review all selective enforcement efforts as necessary for unit reporting.
- C. Review and evaluation of collision data and enforcement activities data
1. The traffic unit supervisor will, on a monthly basis, compile and review data on all selective enforcement activities from the previous month.
 2. The traffic unit supervisor will then compare the enforcement efforts with the number of collisions and complaints at those locations to determine if efforts should continue, increase, reduce, or discontinue.
- D. Required reports
1. The traffic unit supervisor will submit a monthly report to the Field Services Commander and the Crime Analyst detailing the collision data, complaint data, enforcement efforts, and enforcement results.
 2. The traffic supervisor will prepare an annual report detailing traffic collision data and evaluating the agency's selective traffic enforcement efforts. This report should present empirical and/or



statistical data in measuring the effectiveness of selective traffic enforcement activities in reducing traffic collisions and severity of injuries sustained.

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| Per Order | Harvey Becker, Chief of Police | <i>Harvey Becker</i> |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #4-03 | |
| <i>Traffic Stop Procedures</i> | | | |
| Effective Date January 23, 2018 | Revision # 4 | Re-evaluation Schedule December | Amends/supersedes SOP #403 of 12/16/2011 |
| Notes/References CALEA Standards 61.1.2 & 61.1.7; and, Section 56-7-70 of the S.C. Code of Laws, 1976, as amended. | | # of Pages 8 | |

I. Purpose

To establish guidelines for stopping and approaching motorists in a manner that promotes caution and the safety of officers and motorists.

II. Policy

It is the policy of this agency that motor vehicle stops be performed professionally and courteously with a view towards educating the public about proper driving procedures while consistently recognizing and taking the necessary steps to minimize the dangers involved in this activity for officers, motorists, and other users of the highway. The agency considers traffic stops to bear an unknown level of risk (which includes routine traffic enforcement) or a high level of risk. In either case, officers must exercise alertness, attentiveness and discretion in carrying out these procedures.

III. Procedure

A. Stopping and Approaching Traffic Violators (Unknown Risk Traffic Stops)

1. Officers shall perform vehicle stops only when they have articulable reason to do so.
2. Once an initial decision has been made to stop a motorist, the officer shall select an area that provides reasonable safety, avoiding curves, hills, heavily traveled and poorly lit areas and roads without shoulders. Whenever possible, the officer shall also avoid the use of private drives, business locations and areas where a large volume of spectators are likely to gather.
3. When a location has been selected for the stop, the officer shall notify the communications center of the nature of the stop and



- provide unit location, vehicle tag state/number, a description of the vehicle and the number of occupants. At the officer's discretion or dispatcher's request, additional information may be exchanged.
4. At the desired location, the officer should signal the operator to stop at the far right side of the road or at the safest shoulder by activating the emergency lights and siren as necessary.
 - a. On multi-lane roads, the officer may facilitate movement to the right shoulder by gradually changing lanes behind the violator until the right side of the road is reached.
 - b. Should the violator stop abruptly in the wrong lane or location, the officer should instruct the violator to move by using the appropriate hand signals or by activating the vehicle's public address (PA) system.
 5. Once properly stopped, the officer should position the patrol vehicle as follows:
 - a. The rear tires of the stopped vehicle should be visible over the patrol vehicle's hood as viewed through the windshield;
 - b. The left side of the patrol vehicle should be approximately two to three feet to the left of the left side of the stopped vehicle at a slight angle to the left; and,
 - c. The patrol vehicle's tires should be turned fully to the left.
 6. At night, the spotlight should not be used to direct the violator but may be used to illuminate the vehicle's interior once stopped. The patrol vehicle should use its low beams if high beams would blind oncoming motorists.
 7. When exiting the patrol vehicle, the officer should be particularly alert to suspicious movements or actions of the vehicle operator or passengers.
 8. Approaching from the driver's side, the officer should be observant of the passenger compartment and stop at a point to



the rear of the trailing edge of the left front door in order to communicate with the driver with considerations as follows:

- a. Where circumstances dictate, particularly where traffic is close enough to create a potential problem, the officer may choose to approach the violator's vehicle from the right-hand side and stop at the trailing edge of the right front door.
 - b. When the violator's vehicle has occupants in the rear seat, the officer should approach to a point near the leading edge of the left front door, being particularly observant of occupant movements and choosing a path that will not allow the occupants to thrust the door open against the officer.
 - c. In two-officer patrol vehicles, the passenger officer should be responsible for radio communications, note taking and relaying messages to the communications center. He will also act as an observer and cover for his/her fellow officer.
9. Motorists may be asked to exit their vehicle under circumstances specified in existing law. In such instances, officers must avoid and ensure the violator does not walk or stand between the police vehicle and violator vehicle. Business must be conducted on the side of the road, clear of the motor vehicles.
 10. Non-uniformed officers operating unmarked patrol vehicles must bear in mind that their identity as a police officer is of paramount importance. As such, they should display their badge and credentials at the soonest practicable moment during the encounter (See S.C. 56-7-70).
 11. Non-uniformed officers operating vehicles not equipped with emergency lights or siren shall not make motor vehicle stops unless there is imminent danger of loss of life should they fail to act. In other less urgent cases that demand attention, officers shall contact the communications center, request that a marked patrol vehicle perform the stop, and assist in directing the marked unit to the subject vehicle's location.
 12. It is recognized that varying conditions such as roadway construction, volume of traffic, and the urgency of making vehicle



stops may require officers to adjust these procedures to particular conditions.

B. Stopping an Approaching Motorist (From Oncoming Traffic)

1. If possible, drive the patrol vehicle/cruiser to the extreme right portion of the road and, as the violator approaches, signal him to stop by using hand signals and emergency lights.
2. Because of the potential hazard involved, an officer shall not leave his vehicle when attempting to stop oncoming motorists.
3. If the subject motorist complies with the instructions, the patrol vehicle/cruiser may then be turned around and appropriately positioned to the rear of the violator's vehicle.
4. Should the motorist fail to comply with the officer's instructions or if the officer is unable to accomplish 1, 2, and 3 as indicated above, the officer should turn the patrol vehicle around, stop the violator vehicle, and approach the violator in the prescribed manner.

C. Stopping a Following Violator (From Rear of Patrol Vehicle)

1. The officer should drive to the right shoulder of the road and, as the violator approaches, signal him to stop.
2. The officer should not exit his vehicle in order to signal the subject motorist.
3. Should the motorist fail to comply, the officer should return to the roadway, stop the violator vehicle, and approach the violator in the prescribed manner.

D. Stopping Oversize and Overweight Vehicles

1. Select a location for the stop that provides enough room for the vehicle and sufficient stability to support the vehicle's weight, and allow the operator sufficient time and distance to make the stop.
2. Approach the cab from the rear, using the driver's outside mirror to observe the driver and activity in the cab.



3. Never climb onto the vehicle to make contact with the operator. Maintain a position to the rear of the driver's door and ask driver to exit the vehicle, if and when necessary.

E. Making High-Risk Vehicle Stops (Potentially Armed and Dangerous)

1. When planning to stop the suspect vehicle, the officer shall notify the communications center; describe the nature or reason for the stop; provide location and direction of travel, tag state/number, any other descriptors, and number of occupants; and request appropriate assistance to make the stop.
2. An officer should not individually initiate high-risk vehicle stops unless back-up units are unavailable to respond in an appropriate amount of time and the urgency of the situation demands immediate action.
3. After selecting an appropriate location, the officer should advise communications of the location and with adequate support units in position, the officer should signal the suspect to stop.
4. Officers should position their vehicles approximately 30 feet behind the suspect vehicle, in positions that will maximize opportunities for cover and in a manner that will illuminate the interior of the vehicle to the occupants' disadvantage.
5. The officer initiating the stop, or the officer with the best observation point, should issue verbal commands to vehicle occupants through the vehicle's PA system, if available. Only one officer should issue commands.
6. Once the suspect vehicle has stopped, officers should exit their vehicles quickly and assume positions of cover.
7. The officer in charge shall first identify himself and then notify the occupants that they are considered to be armed and dangerous and that all instructions are to be followed without hesitation or suspicious movements.
8. The operator of the suspect vehicle should be ordered in separate commands to do the following: lower his window, remove the ignition keys with his left hand, drop them on the ground, open the door from the outside, step out of the vehicle, turn



completely around, face away from the officers, walk backward until commanded to stop and lie face down on the ground with hands stretched far to the sides. Subsequent occupants should be similarly commanded until all are in position to be handcuffed and searched.

9. With appropriate cover, officers should cautiously approach the suspect vehicle to inspect the passenger compartment and trunk for potential hidden suspects.

F. Officers' Relations with Traffic Violators

1. Effecting motor vehicle stops and dealing with traffic violators are tasks routinely performed by officers—but for the violator it is frequently an intimidating or emotional experience. Officers should be aware of this fact and strive to make each contact with violators educational while attempting to leave the violator with the impression that the officer has performed a necessary task in a professional and positive manner.
2. The two primary objectives of a traffic stop are to take some form of enforcement action and to positively affect the violator's future driving behavior. This requires flexibility on the part of the officer. The following procedures will be adhered to minimize conflict which could potentially develop between the officer and violator and facilitate the achievement of the two primary objectives:
 - a. Be alert at all times for the unexpected, but not obviously apprehensive.
 - b. Be certain that the observations of violation(s) are accurate without reservation.
 - c. Present a professional image in dress, bearing and language.
 - d. Be prepared for the contact by having the necessary forms and equipment readily available.
 - e. Decide on the appropriate enforcement action based on the violation and not on the violator's attitude.

- f. Greet the violator in a courteous manner using the appropriate title (Sir, Ma'am, etc.) and identify yourself by job title and last name (Officer Smith, Investigator Jones, etc.).
- g. Inform the driver of the reason for the stop. Do not ask driver if he/she knows why they were stopped. The officer must tell them the reason for the stop (i.e., I stopped you because ...).
- h. Ask for the violator's driver's license, vehicle registration, and proof of insurance.
- i. Obtain other forms of identification if the violator is not in possession of a valid driver's license.
- j. Allow the violator to reasonably discuss the violation; however, the violator should not be allowed to take control of the traffic stop.
- k. Complete the enforcement/advisement action in one of the following methods (required):
 - (1) Issue a uniform traffic ticket (UTT) or tickets; and/or,
 - (2) Issue a written warning ticket or tickets.
- l. Explain to the violator the options available to them to ultimately rectify the violation and bring about a final disposition to the charge(s) made. Officers must refrain from offering predictions about court outcome.
- m. Refer questions regarding the court appearance to the court of jurisdiction if the violator suggests litigation.
- n. Be alert to any emotional stress exhibited by the driver. If stress is detected, instructions may have to be repeated or the violator may need to calm down before resuming driving.


- o. Return the violator's driver's license, vehicle registration, proof of insurance, citations if issued, and any other items requested or generated as a result of the traffic stop.
- p. Reasonably assist the violator in safely reentering the flow of traffic upon their release from the traffic stop.

G. Issuing Citations

1. When issuing citations, conducting roadside sobriety tasks or conversing with the violator, the officer and other parties shall be positioned to the side of the road, clear of the motor vehicles. At no time shall the officer or others stand in front of, between, or behind the stopped vehicles.
2. During the stop, the violator should remain in his motor vehicle while the officer writes the citation or conducts other business. Violators should not be permitted to sit in patrol vehicles while citations are being prepared or other police business is being conducted.
3. When preparing citations, the officer should position paperwork and related materials in a manner that allows the officer to maintain vantage over actions of the violator and other occupants.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #4-04 | |
| <i>Traffic Collision Investigation</i> | | | |
| Effective Date January 30, 2018 | Revision # 5 | Re-evaluation Schedule January | Amends/supersedes SOP #4-04 of 01/26/2016 |
| Notes/References: CALEA Standards 61.2.1, 61.2.2, & 83.2.6; Section 56-5-1270 of S.C. Code of Laws | | # of Pages 9 | |

I. Purpose

To set forth procedures for the investigation of traffic collisions.

II. Policy

The agency will conduct complete and accurate investigations of traffic collisions, safeguard lives and property at collision scenes, and take appropriate enforcement action when necessary. The agency will ensure that it is reporting collision data to State authorities as required by applicable statutes. Exercising the character qualities of decisiveness, orderliness, and thoroughness will assist collision investigators with the many variables that may be presented during collision investigations.

III. Procedure

A. Collision Reporting and Investigation

1. Uniformed officers dispatched to handle a traffic collision, whether on public or private property, shall report and/or investigate the collision in a thorough and professional manner.
2. The South Carolina Uniform Traffic Collision Report, Department of Public Safety (DPS) Form TR-310, will be used to report traffic collisions.
3. Collision reports must be submitted by the end of an officer's tour of duty. If this is not possible, a supplement should be turned in listing the names of the parties involved, the names of injured persons if any, and any vehicles that were towed and the name of the tow companies involved.



4. Drivers involved in collisions investigated by this agency may be cited for the appropriate violation(s) identified.

B. Collision Scene Responses

1. An officer will be dispatched to the scene of a collision involving any of the following:
 - a. Death or injury;
 - b. Hit and run;
 - c. Impairment of an operator due to alcohol or drugs;
 - d. Damage to public vehicles or property;
 - e. Hazardous materials;
 - f. Disturbances between principals;
 - g. Major traffic congestion as a result of the collision;
 - h. Damage to vehicles to the extent towing is required; or,
 - i. When specifically requested to respond.
2. During weather emergencies and when extremely poor road conditions exist, field collision reporting may be suspended by the Field Services Division Commander or his designee.
 - a. Non-injury, minor damage collisions which do not involve any of the factors listed in Section III, B, 1, a through i of this SOP need not be investigated by sworn personnel.
 - b. Communications center personnel will respond to citizens' requests by informing them of the weather emergency, instructing them to exchange necessary information, and report the collision to their insurance companies and the South Carolina Department of Public Safety (DPS) via the Self-Reporting Collision Form (FR-309) available from any DPS branch office or local law enforcement agency.



C. Collision Scene Responsibilities

1. Normally, the officer assigned to handle a reported collision by the communications center is the officer in charge of the scene and of investigating the collision, unless otherwise relieved by a supervisor or a Traffic Unit assuming investigative responsibility for the collision.

2. Death or Serious Injury Collisions

a. Collisions Involving Death

(1) The Coroner, Traffic Unit Supervisor, Field Services Division Commander and the Chief of Police (or his designee) will be notified of all fatality collisions.

(2) The Traffic Unit supervisor will designate traffic units to respond.

(3) The collision scene will be photographed and a diagram prepared.

(4) If possible, statements will be taken from surviving occupants and/or other witnesses.

b. Collisions Involving Injury

(1) Emergency Medical Services (EMS) will be notified.

(2) Photographs may be taken.

(3) Should the injury appear life threatening, the scene will be photographed and the Traffic Unit notified.

(4) To the extent it is possible, statements should be taken. It may be necessary to interview occupants/witnesses who have been transported to medical facilities or, if incapacitated, the interview may have to be delayed until the victim(s) sufficiently recovers.



3. Property Damage
 - a. The responding officer will investigate the scene and interview all occupants or witnesses.
 - b. Should the situation warrant, statements and/or photographs will be taken.
4. Hit and Run Collisions
 - a. Hit and run collisions will be followed up by the reporting officer.
 - b. The officer will follow-up on pertinent leads in an effort to locate the other party involved. If there is a description of the suspect vehicle the reporting officer shall request a BOLO be issued through Communications.
 - c. If deemed necessary, a teletype message may be dispatched to other law enforcement agencies.
 - d. The reporting officer will gather any physical evidence.
 - e. The report will be turned in at the end of the officer's shift with a photocopy retained by the officer for investigative purposes.
 - f. Hit and run reports completed in one shift will be submitted the same as any other completed collision report.
 - g. Reports requiring further investigation may be relinquished to the Traffic Unit if the shift supervisor deems this action appropriate.
5. Impairment Due to Alcohol and/or Drugs
 - a. An officer will investigate the collision scene. Should there be probable cause to believe one or more drivers were driving under the influence of alcohol and/or drugs, the officer will arrest the subject(s).



- b. Probable cause may be established through the officer's observations of the scene, subject(s), and statements made by offender(s), occupants and witnesses.
 - c. Once arrested, subjects will be transported to the appropriate facility for breath testing or, if required, blood or urine testing.
 - d. In felony Driving Under the Influence (DUI) cases the officer will have the scene photographed and will take statements from other occupants and witnesses.
6. Hazardous Materials
- a. Officers responding to the scene of a collision involving a hazardous material spill will avoid any contact with the hazardous material.
 - b. The officer investigating the collision will request the fire service and South Carolina Department of Health and Environmental Control (DHEC) respond to the scene.
 - c. Officers responding to the scene will establish a perimeter to prevent persons from coming in contact with hazardous materials or fumes.
 - d. The on-duty supervisor will be notified of all such collisions.
 - e. Officers at the scene of a collision involving a hazardous material spill will follow procedures specified in the Hazardous Materials Training Guide.
 - f. The scenes of major or life threatening spills will be photographed.
7. Collisions on Private Property
- a. An officer will respond to collisions occurring on private property and a collision report will be completed.
 - b. A citation may be issued in private property collisions when probable cause exists and the property is properly marked

for jurisdiction or the violation is enforceable regardless of posting.

8. Minor traffic collisions, not involving personal injury, generally require the reporting of basic information; however, more thorough investigations are expected when the collision involves:
 - a. Death or serious injury;
 - b. Property damage;
 - c. Hit and run;
 - d. Impairment due to alcohol and/or drugs;
 - e. Hazardous materials; and/or,
 - f. Occurrences on private property (in the event that one or more of the items list above are also involved in the collision).
9. Immediately upon arrival at the scene of an collision, the first responding officer will check for any injured parties, provide first aid where practical and within the limits of training and available resources, and request EMS and/or additional support (e.g., fire services, tow truck, etc.) as needed. Involved parties should be separated. If parties are actively engaged in a dispute, additional officer(s) may be requested to assist.
10. The first officer on the scene shall position his patrol unit in such a manner as to provide maximum protection to the collision scene and to persons and property at the scene. Officers may summon additional personnel to the scene to assist with traffic control and direction.
11. Once on the collision scene, officers should also check for any hazardous material spills and/or fire hazards; officers should also remain cognizant of the possibility of these situations developing subsequent to arrival. Should the officer determine a possible hazardous material incident has occurred, efforts should be made to identify, protect, and isolate the scene. However, officers shall not expose themselves to the material in an effort to identify the

substance. In such incidents, the communications center will be advised and the proper notifications made (see Section III, C, 9).

12. Once the aforementioned responsibilities have been adequately dealt with, the reporting or investigating officer should collect all necessary information and complete the report or investigation in an accurate and timely manner. At a minimum, a supplement indicating that the report is pending will be submitted by the end of the investigating officer's shift.
13. All officers involved in a traffic collision investigation will wear their reflective vest or reflective raincoat when in or around traffic.

D. Follow-up Investigations

1. Collision investigation is generally the responsibility of the initial reporting officer.
2. The Traffic Unit will assume sole responsibility of investigations and/or follow-up activities for the following types of collisions:
 - a. Collisions resulting in fatalities;
 - b. Collisions involving life-threatening injuries; and,
 - c. Collisions that carry a high potential for liability for the City of Goose Creek
3. Follow-up investigations may include (but are not limited to) such activities as:
 - a. Collecting off-scene data;
 - b. Obtaining/recording formal statements from witnesses;
 - c. Reconstructing collisions; and,
 - d. Preparing formal reports to support criminal charges.



E. Victim Property Control

1. The officer in charge at the scene of a collision will ensure that property belonging to collision victims is protected from theft or pilferage and, if necessary, is removed to a place of safekeeping if the owner is unable to care for it. Whenever possible, victims should be given the opportunity to secure their valuables.
2. When an injured party is removed from the scene of a collision and/or it becomes necessary to tow the injured party's vehicle, all property in the vehicle shall be listed in a vehicle inventory to be completed by an officer prior to removal of the vehicle from the scene.
3. It may be necessary to remove certain property and turn it over to the Evidence Custodian for security. Such items may include, but are not limited to:
 - a. Cash;
 - b. Firearms/weapons;
 - c. Items of significant value which may become an object of theft; and,
 - d. Items of significant value that may deteriorate due to exposure.
4. Victim property control may also be accomplished by contacting an immediate family member to assume custody of the property. The name, address, phone number, and relationship of this individual to victim shall be recorded for future reference. This should be accomplished at the collision scene whenever possible. Animal Control will take custody of pets that cannot be turned over to a responsible party.

F. Collision Classification System

1. As previously stated, all motor vehicle collisions investigated by the agency will be reported using the DPS Form TR-310.



2. In completing this form, officers are required to follow the latest guidelines published by the South Carolina Department of Public Safety.

G. Collision Reporting by Civilian Personnel


1. Trained civilian personnel may investigate and report collisions on private property as follows:
 - a. The property damage involved is very minor; and,
 - b. There are no personal injuries.
2. Civilian personnel have no enforcement authority and must request the assistance of a police officer should they determine the existence of serious traffic violations (DUI, DUS, Uninsured, etc.) or criminal violations.
3. Civilian personnel will request a police officer in the event of a disturbance between the involved parties or the development of conflict between the investigator and involved parties.
4. Civilian personnel will, within the scope of the collision they are investigating, adhere to the applicable sections of this SOP.

H. Collisions Involving Agency and City Vehicles

1. Collisions involving City of Goose Creek owned, rented, or leased vehicles will be investigated by the South Carolina Highway Patrol (SCHP).
2. In the event SCHP is unable or refuses to investigate such a collision, the Berkeley County Sheriff's Office will be notified and so requested.
3. In the event neither agency responds, the duty supervisor will assume or directly supervise the investigation consistent with the procedures enumerated herein.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #4-05 | |
| <i>Traffic Direction and Control</i> | | | |
| Effective Date October 1, 2012 | Revision # 3 | Re-evaluation Schedule February | Amends/supersedes SOP #4-05 of 10-18-2011 |
| Notes/References CALEA Standards 61.3.1 & 61.3.2 | | # of Pages 5 | |

I. Purpose

To establish procedures for activities involving the movement and control of vehicles and pedestrians.

II. Policy

This agency is committed to enhancing traffic safety by making necessary and timely referrals of complaints and suggestions concerning traffic engineering deficiencies. This agency will also provide traffic direction and vehicle escort services as necessary to ensure the safety of the motoring public. The character qualities of alertness and diligence will assist us in these endeavors.

III. Procedure

A. Traffic Engineering

1. While the Goose Creek Police Department is not responsible for traffic engineering, close cooperation and coordination with city, county, and state traffic engineers is essential to the maintenance of a safe and efficient roadway system within the City of Goose Creek.
2. The department will participate, whenever requested, in the management planning of City or regional transportation systems. The department will assist in conducting traffic surveys on roadways within the City to assist planners and engineers in determining traffic volumes and speeds.
3. It is the duty and responsibility of all sworn personnel to report any issues involving broken, missing or malfunctioning traffic control devices and street signage to the dispatcher who will then



contact the South Carolina Department of Transportation or local agency as applicable for repair or replacement.

4. Traffic engineering-related problems (e.g., identified need for traffic control devices, street design problems, etc.) will be brought to the attention of the Chief of Police who will report those problems to the City Administrator's office.
5. Traffic accident and enforcement data captured via the South Carolina Uniform Collision Report, DPS Form TR-310, will be forwarded to the South Carolina Department of Public Safety (SCDPS) for their analysis and engineering recommendations.

B. General Traffic Control

1. An officer may position their patrol vehicle in the affected lane(s) of traffic, with blue lights activated, to warn approaching traffic. Officers should activate the appropriate configuration of directional signals on their vehicle's light-bar if so equipped.
2. Officers should clear the thoroughfare as quickly as practical; towing services should be notified as soon as possible if inoperable vehicles are involved.
3. Officers on-scene may perform manual traffic control when it is determined it can be accomplished safely.
4. Officers participating in manual traffic control must wear their issued reflective vests or reflective raincoat.

C. Uniform Hand Signals and Gestures for Manual Traffic Direction and Control

1. To Stop Traffic: The officer extends his/her arm outward with the palm facing the vehicle to be stopped. The officer may use verbal and/or whistle commands (one long blast) to enhance the physical gesture.
2. To Start Traffic: The officer moves his/her arm at the elbow in an upward, sweeping motion, with the palm of the hand facing in the direction that traffic is to proceed. Two short blasts on the whistle may be used in conjunction with arm/hand signals.



3. Left and Right Turns: The officer shall gesture to the driver by extending the arm toward the direction in which the turn is to be made.
4. Officers will use flashlights with the traffic wand, light sticks, or flash wands while manually directing traffic during the hours of darkness or under conditions of limited visibility due to weather conditions.

D. Additional Procedures Applicable at Critical Incident Scenes

1. Officers at the scene of a critical incident to include fires, spills, or other emergency will assess the hazards present and take action to minimize damage to life or property. This may include traffic direction and/or evacuation of the immediate area.
2. Officers will assist the Fire Department in assuring the scene is clear for emergency vehicles to enter but restricted to any unauthorized vehicle or pedestrian traffic.
3. Department personnel will work in cooperation with fire and emergency services personnel. The fire commander is in charge of traffic flow at all fire scenes and responding officers are obliged to enforce his/her orders.

E. Additional Procedures Applicable During Periods of Adverse Road and Weather Conditions

1. Adverse road conditions may arise out of many situations. These include accidental hazards such as downed utility lines and debris on the roadway or natural causes such as fog, ice, and snow.
2. Appropriate personnel may be notified for the purpose of correcting the condition.
3. Officers will be cognizant of changing weather conditions so emergency measures can be taken if warranted.

F. Additional Procedures Applicable at Scenes of Collisions

1. The priority at any collision scene is the safety of parties involved in the collision, vehicles approaching and passing the collision scene, and officers and others working the collision scene.



Officers will ensure that their traffic control efforts give priority to these considerations before motorist convenience.

2. Responding emergency vehicles will be given priority upon their arrival. Officers will not direct or otherwise attempt to intervene in matters involving how non-agency emergency apparatus are positioned to service the scene.
3. Officers may request the delivery of cones and barricades in the event traffic must be rerouted into opposing lanes or otherwise such that the use of those devices will promote safety.

G. Manual Operation of Traffic Control Devices

1. Agency personnel may access traffic control boxes owned by the South Carolina Department of Transportation (SCDOT) and initiate the manual control of traffic control devices under the following circumstances:
 - a. To regulate the flow of traffic in the event of a mass evacuation or pursuant to a special event plan;
 - b. To regulate the flow of traffic in the best interest of safety due to an ongoing incident or emergency; and/or,
 - c. At the request of an SCDOT official to aid them in performing maintenance at an intersection.
2. Any malfunctions or engineering concerns regarding traffic control devices will be promptly reported to the appropriate state agency or local public works department.

H. Use of Temporary Traffic Control Devices


1. Generally, temporary traffic control devices will be used only in pre-scheduled special events or road construction projects.
2. These devices, which include traffic cones, barricades, portable stop signs, and other devices, will be maintained and stored by this agency.
3. Officers may request these devices for use at accident scenes, natural disasters, unanticipated road hazards, etc.



- I. Special Events
 - 1. Special events should be planned and organized as provided for in SOP #9-11.
 - 2. Such plans will include considerations for both vehicular and pedestrian traffic as may be applicable to the event.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #4-06 | |
| <i>Impaired Driving Detection and Enforcement</i> | | | |
| Effective Date November 1, 2017 | Revision # 3 | Re-evaluation Schedule October | Amends/supersedes Prior SOP #4-06 of 10/18/2011 |
| Notes/References CALEA Standards 61.1.5 (a), 61.1.9, & 61.1.10. Sections 56-5-2930, 2933, 2945, 2946, 2947, 2948, 2950, and 2953 of the S.C. Code of Laws. | | # of Pages 14 | |

I. Purpose

To establish standardized guidelines for detecting impaired drivers, enforcing statutory prohibitions, and processing suspected offenders.

II. Policy

This agency will strive to reduce loss of life, personal injury and damage to property by detecting, apprehending, and prosecuting impaired drivers. Exercising the character qualities of alertness, decisiveness, and wisdom will assist our personnel in these endeavors.

III. Procedure

A. Impaired Driving Enforcement Initiatives

1. The agency has established a proactive detection and enforcement protocol for impaired drivers and has as its goal the reduction of motor vehicle collisions involving alcohol, drugs, or other self-administered intoxicants.
2. Commensurate with its selective traffic enforcement duties, the traffic unit supervisor will determine the areas with the highest concentrations of collisions involving impaired driving and the times and days of the week most appropriate for enforcement countermeasures. The traffic unit supervisor will also provide enforcement recommendations and suggestions to patrol personnel.
3. The traffic unit supervisor is responsible for assignment of traffic unit personnel for enforcement duty to cover the high impaired driving activity areas. These assignments will be made on days



and times that correspond with the highest numbers of alcohol and drug infractions.

4. The agency will train selected officers in advanced techniques for detecting impaired drivers and distribute them amongst the patrol teams and traffic unit.
5. The agency may employ random driver checkpoints for the detection of impaired driving. Resources such as the South Carolina Department of Public Safety's (SCDPS) breath alcohol testing (BAT) mobile may be utilized at such checkpoints.

B. Officer Considerations

1. Officers must consider the detection, processing, and prosecution phases of every impaired driving case made.
2. The following considerations play a major role in an officer's ability to effectively detect, process, and prosecute impaired drivers:
 - a. Maintaining a working knowledge and understanding of current state statutes, and policies and procedures involved in the enforcement of the impaired driving statutes as defined in the State Code of Laws;
 - b. Staying current in methods and equipment used by this agency in the detection and collection of evidence of those arrested for impaired driving;
 - c. Recognizing and identifying specific driving behaviors, patterns and habits that suggest a driver may be impaired by alcohol and/or drugs;
 - d. Recognizing and identifying specific behaviors occurring during motor vehicle stops that provide evidence or cause suspicion that a driver may be impaired;
 - e. Interviewing the driver and gathering as much information as possible;



- f. Recognizing, identifying and noting any specific actions, attitudes or characteristics commonly manifested by impaired drivers during face-to-face contact;
- g. Requesting the suspected impaired driver exit the vehicle and move to a safe location out of the way of traffic to accomplish field sobriety tests;
- h. Selecting and administering the appropriate field sobriety tests to assess impairment; and,
- i. Making arrest decisions based on probable cause suggesting impaired driving (including arrests of drivers not observed in motion such as incidental to a motor vehicle collision investigation).

C. Detecting Impaired Drivers

- 1. The most critical aspect of the impaired driving case is the detection phase. During this time, the officer observing the driver's actions ideally will establish a "history". A history, which is carefully documented in subsequent reports, reflects the initial cause for the officer's observation, driver's actions subsequent to the onset of observation, environmental conditions and any other notable factors.
- 2. While it is generally encouraged to observe the driver's actions in order to form probable cause and a history, if the suspected violator's driving behavior is such that it poses an immediate hazard to the suspected violator and/or others, the officer should initiate the traffic stop at the nearest safe location.
- 3. The following list, based upon research conducted by the National Highway Traffic Safety Administration (NHTSA), lists traditional symptoms of impaired drivers. This list is by no means all-inclusive, but may serve a guideline for officers:
 - a. Turning with a wide radius;
 - b. Straddling center of lane marker;
 - c. "Appearing to be drunk;"



- d. Almost striking object or vehicle;
- e. Weaving;
- f. Driving on other than designated highway;
- g. Swerving;
- h. Speed more than 10 mph below limit;
- i. Stopping without cause in traffic lane;
- j. Following too closely;
- k. Drifting;
- l. Tires on center or lane marker;
- m. Braking erratically;
- n. Driving into opposing or crossing traffic;
- o. Signaling inconsistent with driving actions;
- p. Slow response to traffic signals;
- q. Stopping inappropriately (other than in lane);
- r. Turning abruptly or illegally;
- s. Accelerating or decelerating rapidly;
- t. Headlights off; and,
- u. Other.

D. Initiating the Traffic Stop

1. Once the officer observes the violation(s) and has attempted to establish the violator's observed driving history, the traffic stop must be initiated.



2. Due to the unique set of circumstances involved in a suspected impaired driving traffic stop, the officer must consider the following factors:
 - a. Safety of the public;
 - b. Safety of the officer and violator;
 - c. Ability to administer field sobriety tests;
 - d. Vehicle positioning (especially if the officer's vehicle is equipped with a mobile video camera; and,
 - e. Lighting of the area (especially during hours of darkness).
3. While this list of considerations is by no means all-inclusive, it may serve as a guideline for officers.

E. Observing the Violator's Actions at the Scene of the Traffic Stop

1. Once the traffic stop has been made, the officer should have a heightened sense of perception inasmuch as the officer must be concerned with both safety issues and the actions of the suspected impaired driver.
2. Some of the symptoms of impaired driving at the scene may include:
 - a. Flushed face;
 - b. Red, watery, glassy and/or bloodshot eyes;
 - c. Odor of alcohol on breath;
 - d. Slurred speech;
 - e. Fumbling with wallet went trying to retrieve license;
 - f. Failure to comprehend or respond properly to officer's requests;
 - g. Staggering when exiting vehicle;



- h. Swaying/instability on feet;
- i. Leaning on car for support;
- j. Combative, argumentative, jovial or other inappropriate attitude;
- k. Soiled, rumpled and/or disorderly clothing;
- l. Stumbling while walking;
- m. Disorientation as to time, place and/or direction of travel;
- n. Inability to follow directions;
- o. Obvious indicators of alcohol consumption such as wet clothing (urine or spilled beverages); and,
- p. Open containers or evidence of spilled beverages within the vehicle.

F. Field Sobriety Tests

1. Once the driver has been stopped and observed briefly during the drivers license, registration, proof of insurance phase of the stop, the officer should ask the driver to submit to a series of field sobriety tests. Exceptions to this procedure include:
 - a. A driver that is obviously too impaired to perform the tests, lest he or she risk injury to himself or herself; and,
 - b. A driver that has a pre-existing handicap that would prevent the performance of such tests, (e.g., the driver is on crutches or wheelchair bound).
2. The driver should be read any legally mandated warnings prior to the offer of any testing.
 - a. The driver has the right to refuse to submit to testing and if such be the case, the officer must determine if probable cause to arrest for impaired driving has been established and take appropriate action.



- b. It should also be noted that the fact that a defendant refuses field sobriety tests might be used against them in the courts of South Carolina.
3. Once a driver has agreed to submit to field sobriety tests, the officer should attempt to administer three (3) field sobriety tests, but may request more or less, depending on the circumstances. Often, factors such as the environment or the driver's condition may limit the number of field sobriety tests administered. This fact should be carefully documented in the report of the incident.
4. The agency advocates the use of four (4) field sobriety tests described below, three (3) of which are standardized (the use of other field sobriety tests is not prohibited), as follows:
 - a. Walk-and-turn is a standardized test that has been validated through extensive research sponsored by NHTSA. It is a divided attention test consisting of two stages: the instructions stage and the walking stage as follows:
 - (1) In the instructions stage the subject must stand on a line with feet in heel-to-toe position, keep arms at sides, and listen to instructions. The instructions stage divides the subject's attention between a balancing test (standing on the line while maintaining heel-to-toe position) and an information-processing test (listening and remembering instruction).
 - (2) In the walking stage the subject must take nine (9) heel-to-toe steps up the line, while counting the steps out loud. During the turn, the subject must keep the front foot on the line, turn in a prescribed manner, and use the other to take several small steps to complete the turn. The subject must then take nine (9) heel-to-toe steps back down the same line. The walking stage divides the subject's attention among a balancing test (walking heel-to-toe and turning on the line); a small muscle control test (counting out loud); and a short-term memory test (recalling the number of steps and the turning instructions).

- (3) The walk-and-turn test is administered in a standardized fashion, i.e., the same way every time. It is also interpreted in a standardized fashion. Specifically, officers administering the walk-and-turn test must carefully observe the subject's performance for eight (8) clues:
 - (a) Can't balance during instructions;
 - (b) Starts too soon;
 - (c) Stops while walking;
 - (d) Doesn't touch heel-to-toe;
 - (e) Steps off line
 - (f) Uses arms to balance;
 - (g) Loses balance on turn or turns incorrectly; and,
 - (h) Takes the wrong number of steps.
 - (4) Sometimes, the subject may not be able to complete the test. Inability to complete the test occurs when the subject:
 - (a) Steps off the line three or more times;
 - (b) Is in danger of falling; and/or,
 - (c) Cannot perform the test.
 - (5) Research shows that if a subject exhibits two or more of the clues, or cannot complete the test, the suspect's BAC is likely to be above 0.08%.
- b. The one-leg stand test is a standardized test that also has been validated through NHTSA's research program. It is a divided attention test consisting of two stages: the instructions stage and the balancing and counting stage as follows:



- (1) In the instruction stage, the subject must stand with feet together, keep arms at sides, and listen to instructions. This divides the subject's attention between a balancing test (maintaining a stance) and an information-processing test (listening to and remembering instructions.)
- (2) In the balancing and counting stage, the subject must raise one leg, either leg, approximately six inches off the ground, toes pointed out, keeping both legs straight. While looking at the elevated foot, count out loud for 30 seconds in the following manner: "one thousand and one, one thousand and two", until told to stop. This divides the subject's attention between balancing (standing on one foot) and small muscle control (counting out loud).
- (3) The count for a thirty-second period is an important part of the One-Leg Stand test. Research has shown that many impaired subjects are able to maintain one leg balance for up to 25 seconds, but that relatively few can do so for 30 seconds.
- (4) One-Leg Stand is also administered in a standardized fashion. Officers carefully observe the suspect's performance and look for four (4) specific clues:
 - (a) Sways while balancing;
 - (b) Uses arms to balance;
 - (c) Hops; and/or,
 - (d) Puts foot down.
- (5) Sometimes the subject cannot complete the test. Inability to complete the One-Leg Stand occurs when the subject:

- (a) Puts foot down three or more times during the 30 second count; and/or,
 - (b) Cannot perform the test.
- (6) Research shows that, when the subject produces two or more clues or is unable to complete the test, it is likely that the BAC is above 0.08%.
- c. The Horizontal Gaze Nystagmus (HGN) test is a standardized test that involves evaluating a subject for Nystagmus, the involuntary jerking of the eyes. When properly administered, HGN is the most reliable field sobriety test. When used in combination with the divided attention tests, HGN will help police officers correctly distinguish suspects who are under the influence of alcohol from those who are not. HGN testing may only be administered by officers trained and certified to do so in accordance with NHTSA guidelines. The following procedures should be followed when administering HGN:
 - (1) After the subject has consented to the HGN, the officer should ensure that the location in which the test will be administered is well lit so that he/she may clearly observe the subject's eyes, however, the subject should not face the blinking lights of a police cruiser or headlights of oncoming traffic.
 - (2) The subject should be asked to remove glasses, if being worn. This merely facilitates the officer's view of the subject's eyes; glasses, soft contact lenses and hard contact lenses do not interfere with the results of the HGN, but should be noted by the officer, if being worn.
 - (3) The subject does not have to be standing to complete this test; the subject may be seated.
 - (4) The officer should inform the subject that he/she is now going to "check" the eyes of the subject, as opposed to "testing" the subject's eyes as an ophthalmologist or optometrist would, instead the

officer is checking the eye's of the subject for the physical manifestation of HGN.

- (5) The officer should ask the subject if he/she suffers from any medical condition that would affect the test results. While this does not prohibit the officer from administering the test, any remarks by the subject should be noted.
- (6) Testing the left eye first, the officer will hold an object, such as a pen or the tip of a penlight, approximately 12 to 15 inches from the subject's face and slightly above eye level. Holding the object slightly above eye level opens the subject's eyes further and makes movement easier to observe.
- (7) The officer instructs the subject to follow the object with the eyes and the eyes only; the head must remain still. If the subject has difficulty keeping their head still during the test, the subject may hold their own head still by placing the palms of their hands to their cheeks or to hold their own chin. It is not permissible for the officer to stabilize the subject's head because this act distracts the officer and is not a sound officer safety practice.
- (8) After positioning the object, but before conducting the test, the officer checks for signs of medical impairment. The officer should observe if both the subject's eyes track equally and if the subject has equal pupil size. If the subject's eyes do not track the object simultaneously or if the subject's pupils are not equal, the test should be discontinued and should seek medical attention for the subject if a *known* medical disorder or injury exists.
- (9) While conducting the HGN, the officer looks for six "clues", three in each eye that indicate impairment. The officer should record the clues in detail in the incident report. The left eye is checked for the clue and then the right eye. The clues are as follows:



- (a) Lack of smooth pursuit;
 - (b) Distinct and sustained Nystagmus at maximum deviation; and,
 - (c) Angle of onset of Nystagmus prior to forty-five degrees.
- (10) The maximum number of clues of HGN that a subject can exhibit is six. That would occur when all three clues are observed in both eyes. If a subject exhibits four or more clues, it should be considered evidence that the subject's BAC is above 0.08%.
- d. Reciting the Alphabet Test is not a NHTSA standardized test; however, having the subject recite the alphabet is effective inasmuch as it complements the aforementioned tests and can be effectively documented by the officer. The following guidelines apply to this test:
- (1) The officer should ask the subject to step out of the vehicle and stand in a safe location. The officer should note if the subject is able to stand unassisted, without swaying, etc.
 - (2) The officer will inquire as to how far the subject progressed in school, (i.e., completed 10th grade, completed college, etc.). The subject's response will be documented in the incident report.
 - (3) The officer will then ask the subject to recite the alphabet from A to Z, without "singing" it. If the subject "sings" the alphabet, despite the officer's instructions, this should be noted.
 - (4) If the subject fails to accurately recite the alphabet, the officer should note this fact. The subject should then be given a second opportunity to attempt this test.

- (5) The results of the first and second opportunity (if needed) to recite this test will be carefully documented in the officer's incident report. Officers will note specifically how the test was failed, i.e., could not go beyond letter "g", recited out of sequence after letter "p", etc.
- (6) If this test is administered, it should be used in conjunction with other field sobriety tests.

G. Additional Considerations

1. The officer will consider the totality of the circumstances in determining if probable cause exists for an arrest for impaired driving.
2. Once an arrest is made for impaired driving, the officer should immediately read Miranda warnings to the subject and note any remarks of the subject both before and after the arrest is made.
3. Except in unusual circumstances, impaired driving arrests should be made at the end of the field investigation. Officers should reserve final judgment until completion of the field sobriety tests.
4. Subsequent breath, blood or urine testing will be accomplished in accordance with state law.
5. The incident report should be detailed and consistent with the events as depicted on the breath testing site video recording(s) (if any) and in-car video recording(s) (if any). Inconsistencies will form the basis for defense arguments at trial.

H. No Witness Vehicle Collisions


1. Special problems are presented by traffic collisions with no witnesses to the defendant driving.
2. Officers should conduct a detailed investigation towards determining what proof there is that an individual was driving and how much time has elapsed since the collision occurred before making a warrantless arrest.



3. Officers should refer to SOP #4-04 (Traffic Collision Investigation) and SOP #3-19 (Arrests, Searches, and Seizures) for further guidance.
 - I. **Breath, Blood, and Urine Testing**
 1. Breath testing will be conducted at the Goose Creek Police Department or other suitable location that houses a breath testing device maintained by the South Carolina Law Enforcement Division (SLED).
 2. Breath testing will be conducted in accordance with the latest guidelines issued by SLED and the training protocol for the instrument utilized.
 3. Officers will utilize applicable forms provided by SLED to document the breath testing procedure and its results.
 4. Blood and urine samples may be requested as provided for in Section 56-5-2950 of the S.C. Code of Laws.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #4-07 | |
| <i>Automated License Plate Recognition (ALPR)</i> | | | |
| Effective Date November 8, 2013 | Revision # Original | Re-evaluation Schedule November | Amends/supersedes New |
| Notes/References CALEA Standard 41.3.9 | | # of Pages 4 | |

I. Purpose

To provide agency personnel with procedures to facilitate the lawful and proper use of Automated License Plate Recognition (ALPR) systems.

II. Policy

ALPR systems may only be operated by properly trained personnel functioning in accordance with the manufacturer’s manual for the respective unit(s) and the procedures enumerated within this SOP and any related SOPs. ALPR data will be maintained current and any alerts received will be properly verified prior to initiating enforcement action. Employing the character qualities of orderliness, responsibility, and thoroughness will ensure that our personnel carry out lawful and responsible ALPR operations.

III. Procedure

A. ALPR Maintenance and Oversight

1. The traffic unit supervisor or his/her designee is responsible for the oversight, maintenance, and upkeep of agency-owned and borrowed ALPR units.
2. ALPR units must be serviced at their respective manufacturer’s recommended intervals. Individual ALPR operators are expected to keep ALPR units clean and to protect them from unnecessary wear and/or damage.



B. ALPR Data Updates

1. ALPR units will be updated with the latest data available prior to being placed into service.
2. ALPR data updates must be accomplished at least once per shift if they are traded amongst officers on different shifts.
3. ALPR units may be updated at any time with timely and relevant information that promotes a legitimate law enforcement objective.
4. ALPR data received from the State Law Enforcement Division (SLED) or any other contributing agencies will be handled in accordance with statutory requirements or agreements between agencies.

C. ALPR Deployment and Monitoring

1. ALPR units may be deployed in a mobile environment or fixed and stationary based on the design of the individual unit and operational purpose for deployment.
2. ALPR units will be positioned to provide the camera a viewing angle for the lanes of traffic targeted by the operator.
3. Any unit believed to be operating improperly will be taken out of service and reported to the traffic unit supervisor as soon as practicable.
4. Only personnel with a current 16-hour NCIC certification may monitor ALPR units.

D. ALPR Alerts

1. ALPR alerts must be investigated and verified prior to the initiation of enforcement action.
 - a. Alerts will be verified visually by comparing the alert information to the actual license plate targeted.
 - b. Once verified visually, the operator will verify the status of the hit by way of National Crime Information Center (NCIC)



files, South Carolina Department of Motor Vehicle (SCDMV) files, or any other applicable law enforcement database(s) by way of their mobile data terminal or the communications center.


- c. In the event an ALPR unit is being monitored centrally, the monitoring operator may dispatch a unit to the area of an ALPR alert prior to beginning the verification steps enumerated in Section III, D, 1, a & b. The dispatched officer may attempt to locate but will not initiate enforcement action until verification is complete and conveyed.
2. When initiating law enforcement actions regarding a verified alert, the operator will gauge the nature of the alert information and initiate a stop or investigation in accordance with applicable SOPs.
- E. ALPR Data Storage, Retention, and Security
1. Data collected by agency-owned ALPR units may be stored within the unit, on the agency's network server, or with a third party based on the individual capabilities of the particular unit. Data collected by loaned ALPR units will be maintained in accordance with the agency that owns the unit.
 2. To ensure security of ALPR data, only personnel with proper logon and passwords may access ALPR data.
 3. ALPR data from agency-owned units will be purged after 3 years unless approved by the Chief of Police for a compelling law enforcement interest. Data from loaned ALPR units will be purged in accordance with the procedures of the agency that owns the unit.
 4. ALPR information may be downloaded or printed for inclusion in a case file as required by the rules of evidence.
 5. ALPR data may be shared internally or with other law enforcement agencies to promote verifiable investigative interests.



- 6. ALPR data may be disseminated outside the agency to non-law enforcement parties based upon proper legal demand only after proper review and redaction of privileged content has been accomplished.
 - 7. The agency will accommodate any auditing requirements promulgated by the SLED.
- F. ALPR Training Requirements
- 1. ALPR operators will receive initial training as specified in the latest edition of the agency's training catalog.
 - 2. ALPR operators will receive in-service or recertification training as specified in the latest edition of the agency's training catalog.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #4-08 | |
| <i>Electronic Speed Measuring Devices</i> | | | |
| Effective Date February 26, 2018 | Revision # 4 | Re-evaluation Schedule February | Amends/supersedes SOP #4-08 of 02/14/2012 |
| Notes/References CALEA Standards 61.1.6 (b) 61.1.8 | | # of Pages 5 | |

I. Purpose

To set forth guidelines and requirements for the proper care, maintenance, training for, and use of electronic speed measuring devices.

II. Policy

The agency recognizes the use of electronic speed measuring devices (referred to hereafter as RADAR and LIDAR) as invaluable tools in its comprehensive approach to traffic safety. The agency will only allow the use of electronic speed measuring devices that are designed for use by law enforcement and certified by a properly qualified technician to be in good working order. Such devices may only be operated in an enforcement capacity by personnel possessing a current certification issued by the South Carolina Criminal Justice Academy (SCCJA) for the type of device(s) used. The proper use of speed measuring devices relies on employment of the character qualities of decisiveness, justice, and virtue.

III. Procedure

A. Authority to Operate RADAR and LIDAR

1. RADAR and/or LIDAR may only be operated for enforcement purposes by sworn police officers bearing a current certification by the South Carolina Criminal Justice Academy (SCCJA) for the respective device used.
2. RADAR and LIDAR may be operated for practice by officers awaiting their road test for certification; however, no enforcement action may be taken.



3. Police officers or civilians who have been properly instructed may demonstrate RADAR and LIDAR devices at events such as, job fairs, neighborhood meetings, citizen academies, etc.

B. Authorized RADAR and LIDAR Devices

1. All RADAR and LIDAR devices used for traffic enforcement must be designed for that purpose and shall conform to the standards set by the National Highway Traffic Safety Administration (NHTSA) and the Federal Communications Commission (FCC).
2. RADAR and LIDAR devices must have a current certification as provided for later in this SOP and be in good working order.

C. RADAR and LIDAR Certification and Calibration

1. RADAR units and their respective tuning forks shall be factory or electronic laboratory calibrated at least once per calendar year.
2. LIDAR units shall be electronically calibrated to factory standards every third calendar year.
3. No RADAR or LIDAR beyond these certification parameters will be used for enforcement purposes.
4. RADAR or LIDAR units that suffer damage or exhibit symptoms that arouse concern for their accuracy shall be immediately removed from service, diagnosed and repaired as necessary, and electronically calibrated and re-certified.
5. Calibrations, certifications, diagnostic examinations, and repairs of RADAR and LIDAR units will only be performed by licensed FCC technicians.

D. Documentation of Calibration and Maintenance Required

1. The original certificates of accuracy for RADAR units and their assigned tuning forks and LIDAR units will be maintained by the traffic unit supervisor.
2. Copies of the appropriate certificates will be maintained in the carrying case of hand-held RADAR units and LIDAR units and in the vehicle wherein a mobile RADAR unit is assigned.



3. A maintenance log for each RADAR and LIDAR unit shall be maintained by the traffic unit supervisor listing the dates of service, repairs, and required recalibrations.

E. Care, Handling, and Inspection of RADAR and LIDAR Units

1. RADAR and LIDAR units shall be kept clean and dry and will at all times be handled with due care with consideration to the fact that they are electronic measuring devices with sensitive internal components.
2. Mobile RADAR units will be securely mounted in the patrol vehicle to prevent unnecessary vibration or damage due to rapid turns or abrupt stop and go maneuvering.
3. Handheld RADAR units and LIDAR units shall be secured within the vehicle during travel to prevent toppling during rapid turns or abrupt stop and go maneuvering.
4. Handheld devices shall be kept in their respective padded carrying cases when not in use.
5. RADAR and LIDAR units shall be inspected as a matter of course during monthly line inspections for obvious signs of wear such as loose parts, broken seals, cracking cable sheaths, etc. Any deficiencies will immediately be brought to the attention of the traffic unit supervisor who will assess the situation and arrange for necessary maintenance or repairs.

F. RADAR and LIDAR Testing

1. RADAR units shall be tested for accuracy and proper operation by way of tuning forks and internal circuitry checks prior to and at the end of the operator's tour of duty. An internal circuitry test shall be performed after every enforcement action.
2. LIDAR units must be distance checked prior to and at the end of the operator's tour of duty. Two known distances (75 and 150 ft.) are marked in the parking area of the police department and are the only distances to be used. A beam width and aperture test is to be performed at this time as well.



3. The failure of any of the aforementioned tests will mandate the immediate removal from service of the suspect device. Prior to returning to service, the suspect device shall be diagnosed, repaired as necessary, and recalibrated by an FCC licensed technician.

G. Operation and Use of RADAR and LIDAR

1. When utilized for enforcement purposes, all RADAR and LIDAR units will be operated in strict compliance with the certification curriculum and established standards approved by the South Carolina Criminal Justice Academy.
2. RADAR units that have a separate counting box and antenna(s) must be mounted so that antenna transmissions do not cross the counting box (result effect would be “panning”). Operators are not to point RADAR antennas or LIDAR devices at their person or lay either device in their lap for an extended period of time.
3. RADAR shall not be used in moderate to heavy rain, snow, heavy fog, or dust storms. LIDAR may be used in light rain when placed in the “inclement weather” mode.
4. When used for enforcement purposes, the foundation of any speed case made must be upon the premises of a visual observation of speed (tracking history) by the operator verified by the RADAR or LIDAR device used.
 - a. RADAR or LIDAR readings alone are never to be utilized as the foundation for speed enforcement cases.
 - b. Enforcement cases should only be made when there is no doubt as to the validity of the visual observation and the supporting electronic evidence offered by the device used.

H. Vehicle Positioning for Stationary Enforcement


1. The perception of “hiding” when operating RADAR or LIDAR shall be avoided.
2. When conducting stationary observation, officers shall only operate such devices from vehicles that are parked in obvious plain view to approaching or passing motorists.



3. The requirements of this section do not preclude selective traffic enforcement operations wherein an officer may stand outside a vehicle and identify motorists in violation then radio ahead to officers in wait. Such operations are often carried out in high violation areas or in areas where traffic congestion is such that an officer in a vehicle could not identify the violator and apprehend them without undue safety considerations presenting themselves to both the officer and the passing motorists.
 - I. Restrictions on RADAR/LIDAR Operation and Assignment
 1. Officers not assigned to the traffic unit shall avoid operating stationary RADAR on major highways unless directed to do so by a supervisor.
 2. Supervisory patrol personnel are discouraged from focused efforts in the operation of RADAR or LIDAR devices and shall not maintain mounted RADAR units within their vehicles.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #4-09 | |
| <i>Motorist Checkpoint Guidelines</i> | | | |
| Effective Date March 14, 2012 | Revision # 3 | Re-evaluation Schedule March | Amends/supersedes SOP #231 of 03-29-2011 |
| Notes/References CALEA Standard 61.1.6 (d) & Sections 56-5-6525 & 56-5-6540 of the SC Code of Laws | | # of Pages 5 | |

I. Purpose

To provide guidelines for initiating and conducting motorist checkpoints.

II. Policy

The agency recognizes motorist checkpoints as an invaluable tool for promoting and maintaining highway safety and acknowledges their contentious nature in the public eye and within the judicial system. As such, the agency will conduct or participate in motorist checkpoints only when they serve a legitimate law enforcement objective, they can be accomplished with minimal intrusion on the motoring public, and they do not present an unreasonable risk to the personnel involved. Exercising the character qualities of discretion, justice, and obedience will ensure our efforts meet the scrutiny of the legal system and promote trust within the community.

III. Procedure

A. Authority to Conduct Motorist Checkpoints

1. Motorist checkpoints may only be conducted with the advanced approval of the Chief of Police.
2. Motorist checkpoints, used as enforcement tools, may only be established to verify the proper licensing and sobriety of motorists.
3. Motorist checkpoints, used to gather information to further a criminal investigation, may be established in serious cases only after the investigation has exhausted its routine options.



B. Site Selection

1. Locations selected will permit the safe flow of traffic through the checkpoint with specific consideration for:
 - a. Posted speed limits, traffic volume and visibility;
 - b. The availability of sufficient adjoining space to safely pull and position vehicles off the traveled portion of the roadway; and,
 - c. Existing or potential conditions that may pose a hazard.
2. The site will have maximum visibility from each direction and sufficient illumination. If permanent lighting is unavailable, temporary lighting must be provided.

C. Personnel

1. A sworn uniformed supervisor will be assigned to provide on-scene supervision of the checkpoint.
2. The checkpoint will be staffed by sufficient number of uniformed personnel to ensure a safe and efficient operation.
3. All officers participating in a checkpoint will be uniformed and will wear reflective traffic vests.
4. All officers participating in a checkpoint during night hours will use a flashlight with an illuminating cone.

D. Advance Notification

1. When practicable, the local media will be notified in advance of the location, date, and timeframe within which a motorist checkpoint will be conducted.
2. Affected public safety agencies will be notified.

E. Motorist Warning and Safety Methods

1. Special care will be taken to warn approaching motorists of the checkpoint.



2. Basic equipment will include, but is not limited to:
 - a. Warning signs placed in advance of the checkpoint;
 - b. Flares, fuses, or similar devices;
 - c. Flashing or strobe-type lights;
 - d. Safety cones or similar devices;
 - e. Permanent/portable lighting; and,
 - f. Marked police cars.
3. Warning signs will be placed on the shoulder, facing traffic in both directions, approximately 150 feet from the checkpoint. Signs will be illuminated by flashing lights or flares (during night hours).
4. Warning signs will be placed facing traffic, on the shoulder, indicating where officers will be stopping cars. Signs will be illuminated by flashing lights and/or flares (during night hours).
5. At least one marked police vehicle will be parked parallel to the roadway approximately 75 feet in both directions from the checkpoint. Blue lights and emergency flashers will be activated to help warn motorists of officers' presence.
6. The safety of officers and motorists is of paramount concern. As such, motorist checkpoints should be terminated should conditions arise that unreasonably affect safety.

F. Methodology for Stopping and Detaining Motorists

1. To ensure objectivity and avoid random selection while conducting the checkpoint, all vehicles will be stopped or a predetermined sequence (e.g. every 5th vehicle) may be followed based on traffic flow. This information will be provided to all officers prior to the checkpoint commencing and will not change for the duration of the checkpoint.
2. To minimize the delay to motorists, checkpoints will be temporarily stopped when there are more than four (4) cars stopped for each officer working the checkpoint. ALL vehicles



will then be sent through the checkpoint, without being stopped, until the traffic back up has been eliminated.

3. Officers may request to see the driver's license, vehicle registration, and insurance information. If, while asking for said items, the officer suspects a violation of law, further inquiries may be made in order to confirm or dispel suspicion.
4. If an officer has reasonable suspicion to detain a vehicle to verify information or for further investigation, the driver will be instructed to pull his/her vehicle into a predetermined safe location off the roadway. The same officer will escort the vehicle off the roadway and will continue the investigation to include issuing any citations that may be warranted.
5. When an officer has reasonable suspicion to believe a driver is under the influence of alcohol and/or drugs, he/she will not allow the driver to drive the vehicle off the roadway. Instead, the officer will order the subject out of the vehicle and escort him/her to a place of safety for sobriety testing while another officer removes the vehicle from the roadway. Established procedures for investigating driving under the influence will be followed.

G. After-Action Report


1. The supervising officer will collect enforcement data from all officers participating in the checkpoint.
2. The supervising officer will compile and forward to the Chief of Police within two working days a comprehensive report containing:
 - a. Details (location, date, time, etc.) of the checkpoint;
 - b. Methodology of stopping motorists (see Section F, 1);
 - c. Approximate number of vehicles passing checkpoint;
 - d. List of participating officers and agencies;
 - e. Enforcement and arrest data or details of any leads obtained (in investigative checkpoints); and,



f. Details of any unusual issues or incidents that arose.

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| Per Order | Harvey Becker, Chief of Police | <i>Harvey Becker</i> |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #4-10 | |
| <i>Ancillary Traffic Services</i> | | | |
| Effective Date August 22, 2018 | Revision # 4 | Re-evaluation Schedule August | Amends/supersedes SOP #4-10 of 09/14/2015 |
| Notes/References CALEA Standards 61.4.1, 61.4.2,& 61.4.4 | | # of Pages 9 | |

I. Purpose

To establish procedures for handling situations that have an indirect effect on traffic flow and for providing assistance to motorists.

II. Policy

Officers and qualified civilian staff (referred to as officers in this SOP) will provide reasonable assistance to motorists based on the dictates of particular situations as outlined in this procedure. It is recognized that every conceivable situation cannot be outlined; therefore, supervisors are tasked with evaluating unusual situations and requests and honoring those that can be reasonably accommodated. Demonstrating the character qualities of responsibility, alertness, initiative, and discernment will ensure our success in these endeavors.

III. Procedure

A. General Assistance to Motorists

1. Because of the overall danger to the stranded motorist, as well as the motorist on the roadway potentially affected by the stranded motorist, this agency will offer reasonable assistance at all times to motorists who appear to be in need of aid. This will apply at all hours of the day, however particularly during the nighttime hours when the hazards are greater.
2. Officers should be constantly alert for roadway users who appear to need assistance. Officers will freely provide information and directions upon request. In an effort to better serve the citizenry, officers should not only become familiar with the streets and services of the City, but also the various services and facilities available in the tri-county area in general.



B. Stranded Motorists

1. Officers, on duty or operating their City vehicle, have a responsibility to provide protection and a communication link for stranded or disabled motorist in order that needed services may be obtained.

2. Officers have a responsibility to remove disabled vehicles from the roadway so that further traffic problems and the possibility of a collision are diminished.
 - a. At the discretion of the officer, agency personnel may assist by physically pushing the vehicle out of the thoroughfare.

 - b. Agency vehicles equipped with push bars may push other vehicles in accordance with current training guidelines.

 - c. Officers in their City vehicles shall also render reasonable assistance to stranded motorists outside the City of Goose Creek.

3. Officers will offer, at the discretion of the on-duty supervisor, transport stranded motorists to the nearest convenient location where assistance may be obtained.
 - a. Transports outside the corporate limits are permissible as authorized by the duty supervisor.

 - b. When transporting stranded motorists of a sex opposite that of the transporting officer, officers will give the communications center their starting and ending mileage.

4. Officers who assist stranded motorists should remain alert to the following possibilities:
 - a. The vehicle has not been authorized for use by the motorist;

 - b. The vehicle is in unsafe operating condition;

 - c. The motorist is not licensed to drive;

 - d. The motorist is incapable of safely operating the vehicle; or,



e. The vehicle's occupants have engaged in criminal activity.

C. Mechanical Assistance and Towing Service

1. Officers may provide assistance to motorists in obtaining tow services or mechanical assistance, if needed, by calling for a specific wrecker service of the motorist's choice or by calling for a rotational wrecker service via the communications center.
2. Officers may also assist by requesting that the communications center contact someone (i.e., a family member, motor club service provider, etc.) on the motorist's behalf.
3. Officers may assist stranded motorists with dead vehicle batteries by utilization of the following procedure:
 - a. Advise the on-duty supervisor of the circumstances, request permission to "jump-start" a citizen's vehicle and obtain the jumper cables from the supervisor;
 - b. Ensure that the disabled vehicle and the patrol unit are in a safe location;
 - c. Turn off all electrically powered equipment in the patrol unit to prevent any possible electrical damage;
 - d. Personally inspect the connections to the batteries and grounds to ensure proper connections; and,
 - e. Assume a safe location away from the front of both vehicles while the driver attempts to start the disabled vehicle.
4. Officers may assist motorists who are locked out of their vehicle to include emergencies wherein an occupant's welfare is in jeopardy and immediate access to the vehicle is necessary. The following procedures apply:
 - a. Verify that the requestor has a lawful right to enter the vehicle by reviewing their driver's license or other identification and comparing it to registration information for the vehicle (note the identity of the requestor in the call notes).



- b. Inform the motorist that the effort to assist them could cause damage to the mechanical workings of their vehicle door and/or window and ensure they would not rather contact a locksmith.
- c. Use only unlocking tool(s) furnished by the agency and do not resort to exceptional means such as clothes hangers or methods that alter the mechanical integrity of doorjamb, etc.
- d. In emergency situations, a window punch should be utilized to break side windows. ASP batons are ineffective in this regard and may result in unnecessary injury to the officer.
- e. If the vehicle cannot be unlocked, assist the motorist with summoning the rotation locksmith should they request.

D. Emergency Assistance

- 1. Officers will render all practical assistance to users of the roadway who are involved in emergency situations, regardless of jurisdiction.
- 2. Officers will immediately advise the communications center upon discovery of a vehicular fire and provide the incident location, type of vehicle, and type of cargo (if applicable). The communications center will notify the fire department and/or EMS and direct them to the scene as required.
- 3. **Medical Emergencies**
 - a. Upon discovery of a medical emergency, the officer will request Emergency Medical Service (EMS) response. When requesting EMS, the type of emergency, location, condition of patient, and any other information available regarding the emergency will be communicated to the dispatcher.
 - b. After notifying the communications center of the emergency, officers will render such first aid assistance as the officer is trained to provide.



E. Hazardous Roadway Conditions

1. Hazardous highway and/or environmental conditions are defined as:
 - a. Defects in the roadway itself (e.g., holes, ruts or dangerous shoulders);
 - b. Lack of, or defects in, highway safety features (e.g., center and roadside striping and reflectors) or improper, damaged, destroyed or visually obstructed traffic control and information signs;
 - c. Lack of traffic control and information signs (e.g., curve and hill warnings, stop and yield signs, speed limit signs, street and highway identification), or improper, damaged, destroyed, or visually obstructed control or information signs;
 - d. Lack of mechanical traffic control devices or improperly located or malfunctioning traffic control devices;
 - e. Lack of roadway lighting systems or defective lighting systems;
 - f. Natural or man-caused obstructions (e.g., fallen trees, rocks, litter debris, parts of vehicles, broken water mains and electrical wires);
 - g. Water, ice or snow accumulations on roadway surfaces;
 - h. Fire and its attendant smoke in areas adjacent to the roadway; and,
 - i. Vehicles parked or abandoned on or near the roadway.
2. The term “roadside hazard” will refer to all physical features of the roadside environment which are such that a vehicle leaving the road surface for any reason, even momentarily, could impact with them, resulting in injury to persons or damage to property. Roadside hazards included in this definition are:



- a. Rigid, non-yielding supports for traffic control devices and lights, or the non-performance of safety installations (e.g., break away sign supports that fail to function properly);
 - b. Improperly engineered guard rails;
 - c. Unshielded bridge railings that may not be able to retain an impacting vehicle and redirect it parallel to the roadway;
 - d. Bridge abutments and other hazardous fixed objects built off the roadway and into which a vehicle might crash with high probability of injury; and,
 - e. Utility poles, trees, ditches, inappropriately steep banks, culverts, rock formations, and other fixed objects and features of the roadside environment which do not provide adequate stopping distance for a vehicle leaving the roadway.
3. The following procedure will be followed in identifying, reporting and correcting hazardous roadway, roadside or environmental conditions:
- a. When a hazard is identified and in the officer's opinion, such hazard requires immediate correction (e.g., a fallen tree or electrical wire on any part of the traveled portion of a roadway), the officer will immediately inform the communications center of the situation and identify the assistance or special equipment required. The officer will protect the scene, bystanders, and direct traffic or take other action to correct the situation as deemed necessary.
 - b. When a hazard is detected that represents a potential accident situation but the threat of such is not imminent, as in the case of a discarded muffler in the roadway, and the officer can correct the situation, the officer will take appropriate action.
 - c. The communications center will make the appropriate notifications and enter those notifications in the computer aided dispatch (CAD) system under the specified code.



F. Incidents Involving Hazardous Materials

1. A hazardous material is defined as any element, compound, or combination thereof which is flammable, corrosive, explosive, toxic, radioactive, an oxidizer, or is highly reactive and which, because of handling, storing, processing, and packaging, may have detrimental effects upon operating and emergency personnel, the public, equipment, and/or the environment. Hazardous materials are only dangerous when released from their containers. The following general guidelines apply:
 - a. First, and most important, is the identification of shipments considered hazardous. This is usually accomplished directly or indirectly by descriptive data in shipping documents, on containers, package labels, and vehicle placards.
 - b. If this information is not readily obtainable due to an incapacitated driver, destruction of a bill of lading or other shipping papers, the communications center will immediately contact the fire department and request their assistance or response depending on the nature of the situation.
 - c. In the case of hazardous material incidents (e.g., spill, leak, fire, etc.), officers will isolate the hazard area, avoid exposure to the material, establish a safe perimeter, evacuate non-essential personnel, and make a preliminary hazard identification using the Hazardous Materials Guidebook.
 - (1) Upon arrival of fire department personnel, the scene shall be relinquished to the authority of the fire department.
 - (2) The role of law enforcement will entail evacuation, shelter in place, traffic direction, etc., as directed by the fire department.
2. Radioactive materials are in current use in hospitals, research laboratories, and numerous industrial and military applications and are transported throughout the state by truck, rail, air, and waterborne transportation. Complete information of an incident involving radioactive material will be forwarded to the



communications center by the quickest means available. This information will include:

- a. Basic description of incident (e.g., explosion, fire, etc.);
 - b. Exact location; and,
 - c. If possible, all information contained on the Interstate Commerce Commission (ICC) label(s).
- 3. Upon being notified of any actual incident, the communications center will notify the fire department and appropriate state and/or federal agencies.
 - 4. When it is believed that an accident or incident has occurred involving an atomic weapon (or weapon component) or radioactive material that can be identified with a military service, the communications center will, in addition to the notification specified in subparagraph III, F, 2 of this SOP, request assistance from the appropriate military service component.
 - 5. If the officer has knowledge that a leak or spill is a potential hazard or if personnel have no means by which to determine the potential danger of a leak or spill, the fire department will immediately be summoned to the scene.

G. Traffic Safety Educational Materials

- 1. The agency's traffic unit is responsible for maintaining on-hand a supply of educational materials on traffic safety.
- 2. These materials will be made available to the public at the Police Department and at appropriate programs and events sponsored by this agency.


H. Traffic and Transportation Committees

- 1. The department will designate a representative to participate in local, regional or statewide transportation system committees as such develop.



2. The Chief of Police will be kept informed of the content of any such meetings to include any appreciable impact upon the agency.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #4-11 | |
| <i>Parking Enforcement</i> | | | |
| Effective Date February 26, 2018 | Revision # 6 | Re-evaluation Schedule February | Amends/supersedes SOP #4-11 of 02/14/2012 |
| Notes/References CALEA Standard 61.1.12 & Section 23-1-15 of the South Carolina Code of Laws. | | # of Pages 4 | |

I. Purpose

To establish guidelines for parking enforcement and processing of parking tickets.

II. Policy

The agency recognizes that no procedure can spell out every specific scenario that can be alleged or observed with regard to the parking of vehicles. As such, officers will adapt the guidelines specified in this SOP to the particular scenarios alleged or observed to be in violation of applicable statutes or ordinances with reasonableness and fairness as our ultimate goals. Exercising the character qualities of discretion, justice, and responsibility will assist our personnel in the fair and objective approach to parking enforcement.

III. Definitions

- A. To “park,” when prohibited, means the standing of a vehicle, whether occupied or not, other than temporarily for the purpose of and while actually engaged in loading or unloading.
- B. To “stop” or “stand” when prohibited, means any stopping or standing of a vehicle whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic control device, sign or signal.
- C. A Fire Lane is any area designated by the Fire Chief of the City of Goose Creek as a fire lane, marked or posted as such.
- D. Designated parking for handicapped persons is any parking space and the associated lined off zone dedicated to such space situated within, but not limited to, shopping centers, stores, offices, motels and restaurants,



when such public parking space is posted with a sign or painted on the pavement surface the internationally accepted wheelchair symbol or any other sign designating parking for handicapped persons.

IV. Procedure

A. Authority to Enforce Parking

1. Sworn officers (only) are authorized to enforce parking regulations under both City ordinance and State law.
2. Officers may use the State's Uniform Traffic Ticket (UTT) or City parking ticket as follows:
 - a. UTT's must be issued to an individual and cannot be left upon a vehicle.
 - b. City parking tickets may be affixed to a vehicle without contact with the driver.

B. Accountability for Parking Tickets

1. Parking ticket books not issued to officers are maintained under lock and key in the records office. Stored ticket books are audited once per month by the records section.
2. City parking ticket books will be issued to police officers by the records section personnel who shall insure the following information is recorded:
 - a. Ticket book number(s);
 - b. Date issued/received;
 - c. To whom issued/received from; and,
 - d. Person issuing/receiving
3. UTT books will be maintained and accounted for as prescribed in SOP #2-05 (Records Management).



C. Enforcement Procedures

1. Officers are expected to proactively enforce parking regulations in shopping centers and other public places where regulations are clearly posted and jurisdiction is provided for (proper signage).
2. In residential areas, officers shall attempt to elicit voluntary compliance. As such, the following procedures will be followed:
 - a. Officers will issue one warning to a residence prior to carrying out enforcement action.
 - b. Officers will carry out enforcement actions based on non-compliance or complaint after an initial warning.
 - c. Communications personnel will log warnings and enforcement actions in the CAD system for future reference.
3. Officers will fill out the UTT or City parking ticket in its entirety (based on information available) and issue it as specified in section IV, A, 2 of this SOP.

D. Processing UTT and City Parking Tickets

1. All completed copies of City parking tickets, including those voided shall be logged in the parking ticket ledger and placed in the Clerk of Court's box.
2. All completed copies of UTT's, including those voided, shall be logged in the UTT ledger and placed in the Clerk of Court's box.
3. All completed copies of City parking tickets and UTT's, including those voided, shall be logged and submitted at the end of the tour of duty which they were issued.
4. Voided City parking tickets or UTT's must be accompanied with the original copy, dated and be signed by the issuing officer.

E. Voiding Parking Tickets


1. No police officer shall void any ticket for any reason without the expressed approval of his/her immediate supervisor.



- 2. Prior to approving a ticket to be voided, it must first be determined that by voiding the ticket it is not in violation of Goose Creek City Ordinance 71.15 (restrictions on cancellation or solicitation of cancellation of traffic citation or summons).

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #4-12 | |
| <i>Rotation Towing Services</i> | | | |
| Effective Date January 26, 2016 | Revision # 9 | Re-evaluation Schedule January | Amends/supersedes SOP #4-12 of 03/01/2013 |
| Notes/References: CALEA Standard 61.4.3 and Sections 56-5-5630, 56-5-5635, 56-5-5850 of the S.C. Code of Laws | | # of Pages 8 | |

I. Purpose

To establish standards for towing services that operate on behalf of the agency and procedures for their annual certification.

II. Policy

Towing services that wish to be placed on the agency's towing rotation must be inspected and certified by the Field Services Division Commander or his/her designee prior to performing services on behalf of the agency. Certified towing services must abide by the procedures contained in this SOP when towing on behalf of this agency. Towing services must exercise diligence in protecting vehicles and property and responsibility and punctuality carrying out the administrative procedures enumerated in this SOP.

III. Definitions

- A. **Vehicle:** Any motor vehicle to include passenger automobiles, pick-up trucks, trucks, motorcycles, trailers, watercraft, or any other motorized vehicle operated or drawn by another vehicle.
- B. **Hook-and-Go:** A routine situation wherein a towing service is able to collect a vehicle for towing from the roadside, roadway, or private property where basic winching procedures are all that are required.
- C. **Vehicle Recovery:** A situation wherein a towing service must utilize additional methods or equipment that exceed the basic "Hook-and-Go" to collect a vehicle for towing from a ditch, tree line, or any location off the roadway; or when a vehicle is disabled on the roadside, roadway, or private property to the extent that recovery methods are necessary for collection. The use of a towing dolly is considered a vehicle recovery.



- D. Dolly: A mobile cradle used to provide wheels for a disabled vehicle.
- E. Towing Service Area: Police agency's jurisdictional limits.
- F. Storage (Impound): The secure custody of a vehicle by a towing company at their storage facility or other approved location.
- G. Storage Facility: An approved location where authorized towing companies may store impounded vehicles.
- H. Inventory of Towed Vehicle Report: Goose Creek Police Department form that provides inventory of towed vehicles in certain instances.
- I. Hold: An order by the Goose Creek Police Department to a towing service preventing release of a vehicle to its owner or any other party.

IV. Procedure

- A. Storage Facilities
 - 1. Towing companies must maintain an approved storage facility within three (3) miles of Goose Creek city limits and must maintain a current, valid city business license.
 - 2. Inside storage should be available when weather or other conditions require it for protection of vehicles or personal property. When inside storage is not available or impractical, covers, tarpaulins, or other devices must be utilized.
 - 3. Outside storage facilities must be fenced and locked for protection of vehicles and property. Fencing around storage facilities must be continuous and not less than six (6) feet in height.
 - 4. Vehicles towed at the agency's request must be stored at their approved facility and not another location owned by the towing company.
- B. Tow Truck Operators
 - 1. Tow truck operators must display a professional bearing when conducting business at the request of this agency.



2. Tow truck operators shall be familiar with the equipment they are using and shall be proficient in the use of such equipment.
3. Tow truck operators shall be familiar with the South Carolina statutes regarding the operation of tow trucks/wreckers, and shall comply with same. Towing company owners shall be familiar with South Carolina statutes governing towing services.
4. Tow truck operators on-duty must have immediate access to a tow truck and be readily available for service within towing service area on a twenty-four (24) hour basis.
5. Tow truck operators or representatives are prohibited from soliciting at the scene of traffic collisions.

C. Tow Service Vehicle and Equipment Requirements

1. Vehicle Requirements

- a. Tow trucks shall be equipped with fenders, hood, doors, bumpers, etc.
- b. Tow trucks shall be equipped with a rotating, strobe, LED, or similar type light that is amber in color.
- c. Tow trucks shall be maintained in good physical appearance. The name of the towing service shall be lettered in a professional manner on both sides in letters not less than two inches in height.
- d. Tow trucks shall be equipped with amber lights on front, and amber reflectors on the front sides.
- e. Tow trucks shall be equipped with red lights on both sides of rear and red reflectors on rear sides.
- f. Tow trucks shall NOT be equipped with sirens.
- g. Lighting specified in this section shall be used at the scene and when towing from the scene, and shall not be used in proceeding to a call unless authorized by law enforcement officials.



2. Equipment Requirements

Towing services must have the following equipment immediately available:

- a. Dollies (if not Flatbed);
- b. One (1) heavy-duty push broom;
- c. Flood lights on hoist;
- d. One (1) shovel;
- e. One (1) ax;
- f. One (1) crowbar;
- g. One (1) 4lb CO2 fire extinguisher;
- h. One (1) pair of bolt cutters;
- i. One (1) set of jumper cables
- j. One (1) four-way lug wrench;
- k. One (1) flashlight;
- l. One (1) set of red reflectors;
- m. Five (5) 30-minute flares or their recognized equivalent;
- n. Two (2) red flags; and,
- o. 20lbs. Liquid absorbing material.

D. Tow Truck Response

1. Towing services shall conform to all specifications as established by South Carolina statutes in both their operation and response.
2. Tow truck response time (time between notification and arrival on scene) shall not exceed thirty (30) minutes. Repeated responses



exceeding thirty (30) minutes may form the basis for removal from the rotational call list.

3. A towing service that refuses a call without just cause may be removed from the rotational list by the Chief of Police.
 - a. A towing service that fails to answer a call will be rotated to the bottom of the rotation list.
 - b. Failure to answer two (2) calls in a thirty (30) day period or three (3) calls in a sixty (60) day period will cause removal from the rotational list.
4. Tow truck operators called to traffic collision scenes by the police department communications center shall be responsible for removal of debris from the roadway.
5. Towing services shall not remove damaged or wrecked vehicles from the scene of a traffic collision within the City of Goose Creek municipal limits without authority granted by the South Carolina Highway Patrol, Berkeley County Sheriff's Office or the Goose Creek Police Department. Calls received directly from vehicle owners or operators shall be cleared through the police department communications center to ensure investigation and coordination of traffic collisions.

E. Temporary Removal from Rotation

1. Towing services desiring to be temporarily removed from the rotational list must advise the police department communications center.
2. The communications supervisor or a lead communications specialist will ensure that the appropriate notations are made.
3. Lapse in service shall not exceed fifteen (15) days.
4. When the towing service desires reinstatement, the police department communications center must be contacted.



F. Liability Insurance and Licensing

1. Towing services shall submit a proof of liability form from an insurance company showing liability insurance of at least the minimum amount required by South Carolina State Law.
2. Proof of liability insurance forms shall indicate the name of the towing service, name of the insurance company, amount of insurance, effective date of coverage and date of expiration of coverage.
3. The policy shall specify insurance coverage on all approved storage facilities.
4. It shall be the responsibility of the towing service to furnish the Goose Creek Police Department with proof of renewal of liability insurance each time its insurance policy changes or renews.
5. Proof of possession of a current City of Goose Creek business license must be presented similarly to proof of liability insurance.

G. Handling Hold Orders

1. Hold orders will be clearly indicated on the Inventory of Towed Vehicle form completed by the impounding officer.
2. Hold orders placed by the police department on vehicles stored for any reason shall be honored by the towing and storage establishment as instructed by the police department.
3. Vehicles sealed by police investigators will remain intact until removed by said investigator.
4. No property of any kind shall be released to anyone without authority of the agency's investigating officer, the Chief of Police, or his designee, when a "hold" order has been placed.

H. Reporting Requirements

1. No less than weekly, rotational towing services shall provide the agency's records bureau with a list of all vehicles in their respective impounds that were towed on behalf of the agency.



2. Lists may be mailed, faxed, delivered in person, or e-mailed.
3. Failure to provide these lists is grounds for removal from the rotation list.

I. Fees

1. Towing charges and storage fees are standardized in accordance with the definitions enumerated in this SOP and the latest schedule published and approved by the Chief of Police.
2. For the purposes of timekeeping, the time of towing will be the time the service is notified by the communications center.
3. Storage fees may be charged at the standardized rate commencing on the date of tow unless otherwise provided for by state statute.
4. Standardized fees may be reviewed annually.
5. Failure to comply with standardized fees is grounds for removal from the rotation list.
6. In the event a court of competent jurisdiction orders the return of impounded property or vehicles to an owner or claimant without providing for the payment of towing and/or storage fees, the police department shall not be held liable for more than the initial towing charge.

J. Agreement to Provide Rotational Towing Services

1. The agency's communications center shall maintain a list of a maximum of seven (7) towing services that have met the requirements of this procedure.
2. Towing Services that are in compliance with all items listed in section IV, A through I of this SOP that wish to enter into an agreement to provide rotational towing services should notify the Field Services Division Commander in writing.
3. The Field Services Division Commander maintains a list of prospective towing services in order of receipt for referral to as vacancies become available.



- 4. When vacancies exist, towing services from the list of prospective services will be contacted as necessary and provided a copy of this standard operating procedure.


- 5. An appointment will be made for the Field Services Division Commander or his designee to inspect the towing service for compliance utilizing the Rotational Towing Company Inspection Form (Form GCPD 172). The inspection will include at a minimum an observation/inspection of storage lots, towing vehicles, and paperwork to verify proper business licensing and bonding.

- 6. The Field Services Division Commander will maintain a roster of authorized rotational towing services and facilitate a re-certification inspection of each service annually. The inspection will include a review of complaints made by members of the police department or the public and re-verification of facilities, insurance, and equipment similar to initial certification.

- 7. The Chief of Police reserves the right to remove any towing service from the rotational call list at any time for just cause

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #4-13 | |
| <i>Vehicle Towing and Impounding</i> | | | |
| Effective Date August 2, 2012 | Revision # 1 | Re-evaluation Schedule July | Amends/supersedes SOP #204 of 01-26-2011 |
| Notes/References: CALEA Standards 61.1.2 & 61.4.3; Sections 56-5-5620, 56-5-5635, 56-5-5810, 56-5-5820, 56-5-5840, 56-5-5850, & 56-5-5880 of the S.C. Code of Laws | | # of Pages 9 | |

I. Purpose

To provide procedures for the lawful towing and impounding of citizen vehicles.

II. Policy

The agency will tow citizen vehicles only when lawful grounds exist to justify the action. Every effort will be made to preserve the physical condition of the towed vehicle and the contents within. These efforts will be documented and verified by the tow operator. The character qualities of attentiveness, responsibility, and thoroughness are essential to our taking custody of and caring for citizen vehicles.

III. Procedure

A. Authority to Tow Vehicles

1. Officers may initiate the towing of a vehicle from the roadway when such vehicle constitutes an obstruction or hazard as provided for in South Carolina Statutes or Municipal Ordinances.
2. Officers may initiate the towing of a vehicle from public right of way when abandoned, parked or stored for a period exceeding 48 hours, in other than designated parking areas, and within 30 feet of the roadway or pavement edge (right-of-way). Care must be exercised to ensure that such vehicle is on a public right-of-way and not on private property. (Section 56-5-5620 of the S.C. Code of Laws)
3. Officers may initiate the towing of a vehicle when necessary to provide for the security of such vehicles (and/or equipment) and property as follows:



- a. When any vehicle upon the street or roadway is disabled and constitutes an obstruction to traffic;
- b. When the nature of the damage or need for security require removal of such vehicles from a right-of-way and the person in charge of the vehicle is incapacitated by reason of physical injury and unable to provide for the custody and removal of the vehicle;
- c. When removal is necessary in the interest of public safety because of flood, fire, storm or other emergency condition;
- d. When the vehicle (and/or property) has been stolen or used in the commission of a crime (even though no one was arrested in the immediate vicinity). Reasonable effort should be taken to minimize expense to owners by on-site processing and release to owners when possible and practical;
- e. When a vehicle is found being operated upon public streets of the City, in such condition as to create an immediate hazard to the safety of motorists or pedestrians; and/or,
- f. When the driver of a vehicle is taken into custody and the vehicle would be subject to unreasonable risk of damage, theft, or pilferage of the contents if left secured at the scene of the incident.

B. Initiating a Tow

1. As towing services are requested, the communications center will call towing service companies sequentially from the agency's rotation list.
2. Towing services outside the agency's rotation list may be contacted when requested by a citizen or if the services on the rotation list cannot accommodate a particular situation (large tractor truck, etc.).



C. Vehicle Inventory

1. All vehicles towed by at the direction of the agency will be subjected to a thorough inventory search for the purpose of securing valuables left in the vehicle by the owner or occupants as well as to protect the agency from fraudulent claims as follows:
 - a. All items, not a part of originally installed equipment shall be listed on the inventory sheet. This will include an examination of all areas of the vehicle (the glove box, console(s), under all seat(s), the truck space, and all closed containers that are not locked).
 - b. All existing damage to the vehicle shall be noted on the Inventory of Towed Vehicle form.
 - c. The inventory officer and the towing service operator will sign the Inventory of Towed Vehicle form attesting to its accuracy.
 - d. One copy of the completed Inventory of Towed Vehicle form shall be placed inside the towed vehicle and the second shall be provided to the towing service operator. The original Inventory of Towed Vehicle shall be attached to the incident report.
2. Inventory is not required when a vehicle is towed and the owner is present (not in custody) and can verify the condition of their vehicle and the contents within.
3. If a vehicle owner is not in custody but is in disagreement with the decision to tow, the officer should complete the vehicle inventory. If in doubt, a vehicle inventory should be completed.

D. Traffic Hazards

1. Vehicles deemed to be a traffic hazard or traffic obstruction may be towed based on the circumstances of individual situation.
2. If the vehicle owner or operator is present, appropriate assistance should be rendered (pushing vehicle off the roadway, telephone call, offer of rotational towing service, etc.).



3. If the vehicle owner or operator is not present, a reasonable attempt to make telephone contact should be made by communications.
4. If the owner or operator is not present or is uncooperative, a rotational towing service may be summoned.
5. An incident report and vehicle inventory sheet shall be completed by the impounding officer and copies distributed appropriately.
6. The records section, upon receipt of the completed incident report and vehicle inventory sheet, shall immediately initiate a letter to the vehicle owner of record, return receipt requested.
7. When vehicles are towed at the owner's request and the owner is on-scene, the vehicle inventory sheet and incident report are not required.

E. Vehicles Abandoned on Private Property

1. Vehicles abandoned on private property (including shopping centers) are the responsibility of the vehicle owner or private property owner.
2. Vehicles abandoned upon private property (including shopping centers) will not be impounded by this agency unless reported stolen, or used in the commission of a crime.
3. Vehicles suffering obvious signs of pilferage and unnecessary damage may be towed if the property is posted for police jurisdiction in accordance with Section 23-1-15 of the S.C. Code of Laws.
4. When so requested, officers are permitted to assist property owners by providing the owner's name and address of record for abandoned vehicles.
5. A towed vehicle inventory sheet and an incident report will be completed when the vehicle is impounded. If available, the tow-away notice should be attached to the incident report.



- F. Vehicles on Public Property or Right of Way
1. Vehicles that are abandoned, parked or stored upon public property or public right-of-way should be investigated.
 2. A registration check will be made to determine the identity of the vehicle owner and if the vehicle has been reported stolen or used in the commission of a crime.
 3. An abandoned vehicle tag (Red-Tag) will be completed and affixed to the vehicle.
 4. If vehicle is within 30 feet of the roadway or highway, the vehicle shall be checked at the end of the expiration of the 48 hour period, and towed.
 5. If the vehicle is to be impounded, the communications center should attempt to contact the vehicle owner to advise them of the situation.
 6. When notification has been made by the communications center, a notation of the name and telephone number of the individual contacted should be made in the Computer Aided Dispatch (CAD) system for future reference.
 7. If there are indications that the vehicle is being stripped or vandalized, and the owner cannot be contacted, the vehicle will be immediately impounded for safekeeping.
 8. A towed vehicle inventory sheet and an incident report will be completed when the vehicle is impounded. If available, the tow-away notice should be attached to the incident report.
- G. Recovered Stolen Vehicles
1. Vehicles currently reported as stolen may be seized by the investigating officer.
 2. If practicable, a recovered stolen vehicle should be processed at the recovery site and released to owner without towing.



3. When the vehicle owner cannot be contacted to take custody of the vehicle within a reasonable time, or when the vehicle cannot be processed on-site, the vehicle may be removed to an impound lot by a rotational towing service or by a towing service of the owner's choice.
4. A vehicle inventory sheet will be completed by the recovering officer and copies distributed appropriately.
5. If the vehicle has been reported stolen to this agency and a stolen vehicle report is on file, a follow-up shall be made to the original case number with information related to vehicle recovery.
6. If the vehicle has been reported stolen by another agency, an incident report will be completed detailing the facts surrounding the recovery and actions taken by this agency.
7. The communications center shall be supplied with vehicle information for the CAD system and any other entries they must make.
8. The communications center will attempt to notify the vehicle owner and document their efforts and results in a supplement report.

H. Arrest of Driver

1. A vehicle may be towed and impounded for safekeeping when the operator of the vehicle is arrested in the vehicle (or in the immediate vicinity of a vehicle)
2. Information relating to the circumstances for impounding the vehicle will be recorded on the Arrest/Incident Report and a full inventory search shall be conducted and copies of the inventory sheet distributed accordingly.
3. The communications center will be provided with information necessary for calling a rotational towing service and for making entries into the Tow-Truck Log or CAD.
4. Vehicles may be released to a third party with the consent of the vehicle owner and when such action does not bring about an



undue delay with regard to the transport and processing of the arrested party.

- a. Discretion should be used when gaining consent for such action from unruly, disoriented, or intoxicated arrestees.
- b. Such action, if taken, should be clearly documented in the incident report narrative.

I. Seizure in a Criminal Case

1. As is the case in any criminal incident, the most preferable way to seize evidence or contraband is with a search warrant issued by a court of competent jurisdiction.
2. It is recognized, however, that due to their highly mobile nature, motor vehicles do not always remain stationary for the length of time it may take to seek a search warrant. As such, warrantless seizure and impounding of a motor vehicle as evidence or for the evidentiary value of its contents is permitted only when:
 - a. There is probable cause to believe that a particular motor vehicle or its contents are of evidentiary value and it is impractical to maintain observation of the particular vehicle and simultaneously seek a search warrant.
 - b. When there is probable cause to believe the vehicle contains contraband or fruits of a crime and there is a clear and present danger that evidence or contraband contained in the vehicle may be removed or destroyed.
 - c. A warrantless search is not permissible under existing statutory law or prevailing case law; or, the procurement of a warrant is a more prudent route.
3. A vehicle seized in such circumstances will not be searched or inventoried until a search warrant is procured from a court of competent jurisdiction.
 - a. The vehicle should be transported to a location suitable for the type of search to be conducted.



- b. The impounding officer is responsible for notifying the owner of the vehicle and generating all paperwork associated with the seizure unless relieved by a supervisor.
4. The impounding officer or officer assigned to the vehicle shall be responsible for obtaining final disposition of impounded vehicle.
5. It is the duty of the final investigating officer to make proper notification to the owner and arrange release of vehicle.

J. Hold Orders

1. Hold orders may be placed against a vehicle for the procurement of a search warrant or when the release of a vehicle may hinder a criminal investigation, place the public at risk, or to verify vehicle credentials such as licensing and insurance.
2. To order a vehicle held, the inventory officer must clearly mark the appropriate block on the vehicle inventory sheet and annotate the reason for the hold order.
3. An officer placing a hold order on a vehicle MUST obtain approval of a supervisor.
4. The officer placing the hold must expedite the matters that necessitate the hold and make arrangements for the expeditious release of a vehicle under a hold order in their absence by way of their supervisor or other competent authority. Vacation, days off, or scheduling conflicts shall not form the basis for a failure to expeditiously resolve issues surrounding a vehicle under a hold order.

K. Maintenance of Towing Records

1. The agency's records section will maintain a running list of vehicles towed by the agency and compare it to the weekly lists submitted by towing services to ensure that vehicles are being returned to their owners without undue delay.
2. The name and address of the owner of record on vehicles not returned will be furnished to the towing service free of charge in accordance with State statute.



- 3. The communications center shall maintain records that indicate numbers of calls dispatched, calls refused or calls unanswered with regard to rotation towing services.


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| Per Order | Harvey Becker, Chief of Police |  |
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Chapter 5

Training & Special Operations

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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #5-01 | |
| <i>Training Procedures</i> | | | |
| Effective Date January 29, 2018 | Revision # 9 | Re-evaluation Schedule September | Amends/supersedes SOP #5-01 of 09/08/2016 |
| Notes/References: CALEA Standards 1.1.2, 1.2.9, 4.3.3, 33.1.1, 33.1.2, 33.1.3, 33.1.4, 33.1.5, 33.1.6, 33.1.7, 33.5.1, 33.5.2, 33.5.3, 33.5.4, 33.6.1, 33.6.2, 33.7.1, 33.8.2, 35.1.1, 41.1.5, & 46.3.2 | | # of Pages 8 | |

I. Purpose:

To establish guidelines for the administration of this agency's training program.

II. Policy:

The proper initial and ongoing training of sworn and civilian personnel is paramount to the agency's success. As such, the agency will devote the time and resources to ensure that all employees are prepared for their jobs through initial and ongoing training programs as may be required. Demonstration of the character qualities of wisdom and responsibility are vital for the success of these endeavors.

III. Procedure:

A. Responsibility for Agency Training

1. The primary responsibility for assuring the fulfillment of training requirements rests with the training supervisor.
2. The training function is a component of the Administrative Services Division.

B. Training Committee

1. The Training Committee is an advisory committee established to assist the training section in assessing training needs for the agency by reviewing existing programs and recommending the development of programs to answer identified needs.



2. The Training Committee is responsible for ensuring that programs, both proposed and existing, meet operational needs, legal requirements, and agency objectives.
3. The Administrative Services Division Commander or his/her designee will assign various members of the agency to the Training Committee based on areas of expertise and need. The Training Committee composition will be reviewed by the training supervisor on an as-needed basis.
4. Members of the Training Committee shall be appointed by the Administrative Services Division Commander or his/her designee and will serve until duly relieved. The committee shall be chaired by the training supervisor and include four additional agency members drawn from the following:
 - a. A field training officer;
 - b. A firearms instructor;
 - c. A driving instructor;
 - d. An ECD instructor;
 - e. A defensive tactics instructor; and,
 - f. A member of non-sworn staff.
5. Training Committee members should solicit suggestions from those organizational components they represent and make recommendations based upon merit, practicality, and training needs.
6. The Training Committee will meet, at a minimum, annually. At the conclusion of each meeting, the training supervisor will submit a written report to the Chief of Police via the Administrative Services Division Commander.

C. Training Program Attendance Requirements

1. Scheduled training will be attended by all personnel so directed.



- a. Personnel on prior scheduled vacations, required court appearances, sick or injury leave, prior professional or training commitments, emergencies, or any other cause may be excused upon the approval of a supervisor.
 - b. Supervisors will advise the training supervisor as soon as practicable of any employees excused from training. Affected employees will cooperate with the training section in attending the next available training session.
2. Employees who are absent from a scheduled training session without making proper notification shall be considered absent without leave and are subject to corrective action consistent with unauthorized absence from duty.
- D. Training Expense Reimbursements
1. The agency pays all necessary costs for authorized training. This includes registration fees, transportation, mileage, meals, lodging, tuition, and materials in accordance with agency and City policy.
 2. Employee's bearing training expenses authorized for reimbursement should report to records on the first, but not later than the third business day following completion of training with all applicable receipts.
 3. An outline of expected expenses must be provided to the training supervisor prior to the scheduled training.
- E. Training Instructors
1. All agency instructors who teach courses mandated by state law are required to possess instructor certification from the South Carolina Criminal Justice Academy (SCCJA). Personnel having recognized expertise in a subject area may be considered for designation as instructors in their field of expertise without instructor training on a case-by-case basis.
 2. Instructor Certification from the SCCJA includes:
 - a. Lesson plan development;
 - b. Performance objective development;



- c. Instructional techniques;
 - d. Learning theory;
 - e. Testing and evaluation techniques; and,
 - f. Resource availability and use.
3. Instructors selected from outside the agency will be selected for their expertise and their ability to provide quality instruction.

F. Lesson Plans

1. Approved lesson plans will be required for all formal training courses administered by the agency. Lesson plans will include:
 - a. Name and title of the course;
 - b. Statement of performance and job-related objectives;
 - c. Total course hours;
 - d. Course content;
 - e. Instructional techniques to be utilized;
 - f. List of resources to be used in the development of the curriculum;
 - g. List of resources to be used in the delivery of the training;
 - h. Student performance objectives, such as skills that should be demonstrated or knowledge expected to be acquired;
 - i. Text (if applicable); and,
 - j. Summary.
2. Lesson plans will be submitted by instructors to the training section for approval prior to the training date. The training section is responsible for assuring that lesson plans are consistent with agency objectives and applicable law. The training



supervisor will ensure that the latest lesson plan approval process, designated by the SCCJA, is followed.

3. All lesson plans approved by the SCCJA are considered approved for use by employees of this agency.
4. Course instructors will determine the need for pre- and/or post-tests. Any tests administered subsequent to the training session shall evaluate the employee's knowledge of material as reflected in the statement of objectives.

G. Employee Training Record Maintenance

1. The training section is responsible for maintaining all employees' training records.
2. Training records will be updated following employees' participation in training programs.
3. Employees must submit to the training section proof of attendance of any training course or class attended. A certificate of completion or signed training sheet will constitute proof of attendance.
4. Each employee's training record will include the following:
 - a. Employee's name;
 - b. Course title, location, and inclusive dates;
 - c. Total hours of instruction;
 - d. Scores (if tested); and,
 - e. Certificates (if awarded).
5. The training section will maintain records of all in-service and formal training conducted by this agency. These records will include:
 - a. Course content (lesson plans);
 - b. Roster of names of attendees; and,



- c. Performance of individual attendees as measured by tests, if administered.

H. Performance Improvement Training

1. Performance improvement training shall be used for specific deficiencies identified in personnel performance. Management may recognize the need for performance improvement training during evaluation of job performance, as a result of a complaint, during an inspection, or failure to meet minimum standards in a training session evaluation (list not exhaustive).
2. Any training or job proficiency that is mandated by state law or agency directives will require performance improvement training if not met.
3. Any aspect of law enforcement that incurs liability because of lack of proper training will require performance improvement training, if failed by the employee. This includes, but is not limited to, firearms, emergency vehicle operations (EVO), less-lethal weapons, legal update training, as well as training in areas related to non-sworn positions within the agency.
4. The performance improvement training process will be facilitated as follows:
 - a. The supervisor will complete a Performance Improvement Training Request form (Form TRN 104) and propose a training solution to address the issue identified then forward the form to the Administrative Services Division Commander or his/her designee;
 - b. The Administrative Services Division Commander or his/her designee will evaluate the training solution and authorize, amend, or reject the training solution and return the Performance Improvement Training Request form to the initiating supervisor;
 - c. The initiating supervisor will ensure that the training is accomplished and return the completed Performance Improvement Training Request form to the Administrative Services Division Commander or his/her designee; and,




- d. Finally, the Chief of Police will review and sign the completed form and return it to the training supervisor for filing.
5. Performance improvement training will be accomplished as soon as possible after the deficiency is detected. Unless verifiable extenuating circumstances exist, it will be accomplished according to the following guidelines:
 - a. Team-level performance improvement training (Training delegated by the training supervisor such as SOP review, law review, supervisory coaching, etc.) – within one month of the date the training is assigned.
 - b. Agency-level performance improvement training (Direct involvement of training supervisor such as weapons failures, etc.) – within two weeks of the identification of the problem.
 6. Employees must satisfactorily complete performance improvement training prior to being permitted to resume the duties in which they have demonstrated deficiency (e.g., RADAR, DMT, etc).
 7. Performance improvement training in subjects such as firearms, emergency vehicle operations (EVO), less-lethal weapons, legal update training weaponry or driving must be accomplished prior to the affected employee being permitted to engage in regular duties.
- I. Roll Call (Shift-Briefing) Training
 1. Roll-call training will be utilized to supplement formal training in order to keep personnel up-to-date on training issues.
 2. Roll-call training may be distributed to personnel from the training section or their supervisor(s).
 3. All employees are responsible for completing roll-call training and signing roll-call training sheets in a timely manner.



- J. Agency Training Course Scheduling
 - 1. All agency personnel will be trained according to the latest agency training catalog maintained by the Administrative Services Division.
 - 2. The agency training catalog is an extension of this written directive and must be implemented and adhered to by affected personnel.
 - 3. The agency training catalog will be reviewed at least annually and presented to the Chief of Police for review and approval.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #5-02 | |
| <i>Basic Law Enforcement Training (BLET)</i> | | | |
| Effective Date September 12, 2016 | Revision # 3 | Re-evaluation Schedule September | Amends/supersedes SOP #5-02 of 04/18/2013 |
| Notes/References CALEA Standards: 33.2.3, 33.2.4, & 33.4.1 | | # of Pages 3 | |

I. Purpose

To provide standards and procedures for the basic training of sworn personnel.

II. Policy

The agency will ensure that all sworn personnel meet the minimum training standards set forth by the South Carolina Criminal Justice Academy (SCCJA). Police officer recruits will attend the full basic law enforcement training (BLET) program or the portion required by SCCJA to obtain their law enforcement certification. The Administrative Services Division will act as the agency's liaison to SCCJA and coordinate registration of candidates. The character qualities of diligence, thoroughness, and responsibility are key components to ensuring the agency's sworn personnel training standards are met.

III. Procedure

A. BLET Program Administration

1. BLET in the State of South Carolina has been standardized by the formation of the South Carolina Criminal Justice Training Council as authorized by state law.
2. The staffing, facilities, instructors, and other resources required to operate the SCCJA will be the responsibility of the SCCJA.
3. When requested by the SCCJA, recommended by the training section, and approved by the officer's chain of command, officers certified as instructors may instruct at the SCCJA on an on-duty basis, without additional compensation from the SCCJA.



4. The agency assumes all normal liabilities of its employees being trained at the SCCJA.

B. BLET Attendance Requirements

1. The agency will schedule all non-certified officers who have never been certified in this state or any other state to attend the full BLET at SCCJA.
2. Previously certified officers and out-of-state transfer officers may be able to attend a modified BLET as permitted by SCCJA. Such officers will be treated similarly to never before certified officers with regard to Section III, B, 3.
3. Officers must successfully complete the required BLET at SCCJA in accordance with South Carolina law and the rules and regulations of the South Carolina Criminal Justice Training Council prior to any assignment, in any capacity in which the officer is allowed to carry a weapon (for any activity other than training purposes) or is in a position to enforce the law or make an arrest unless that officer is assigned to a field training officer (FTO) under the provisions of SOP #5-03.
4. The SCCJA provides to all BLET students, a manual which includes information concerning:
 - a. Organization of the SCCJA;
 - b. SCCJA rules and regulations;
 - c. SCCJA rating, testing, and evaluation system;
 - d. Physical fitness and proficiency skill requirements; and,
 - e. Daily training schedules.


C. Pre and Post-BLET Instruction

1. Newly hired police officer recruits will receive instruction on the policies, procedures, rules, and regulations of the City and agency prior to or immediately after completion of BLET at SCCJA.



2. Police officer recruits must complete the field training and evaluation program (FTEP) prior to release to solo duty.
3. The Administrative Services Division will schedule and oversee all such training.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #5-03 | |
| <i>Field Training & Evaluation Program (FTEP)</i> | | | |
| Effective Date February 27, 2018 | Revision # 5 | Re-evaluation Schedule February | Amends/supersedes SOP #5-03 of 02/29/2016 |
| Notes/References CALEA Standards 33.4.2 & 33.4.3 | | # of Pages 5 | |

I. Purpose

To provide procedures for the implementation and management of the agency's Field Training and Evaluation Program (FTEP).

II. Policy

The agency employs a comprehensive FTEP designed to supplement academy instruction, to familiarize newly hired personnel with the nature and scope of their duties, and to provide them with work experience in a closely supervised setting. All police officer recruits must successfully complete the FTEP prior to working in a solo capacity. The training section will maintain a comprehensive training guide that will be used to record the progress of all recruits working through the FTEP. Imparting our understanding of the character qualities of discernment, responsibility, and wisdom on our police officer recruits will provide them the best opportunity for success.

III. Procedure

A. Organization of the FTEP

1. The Administrative Services Division, specifically the training section, manages the FTEP and all police officer recruits so assigned.
2. Field Training Officers (FTOs) and their supervisors provide direct supervision and instruction to recruits during their FTEP.
3. The supervisor in charge of training is responsible for maintaining liaison with the SCCJA to assure the agency's FTEP continues to reflect SCCJA instruction.



B. Field Training Guide (FTG)

1. The latest approved FTG consists of job-related duties and tasks most frequently assigned to recruits.
2. The FTG outlines the training curriculum and provides for documentation and verification of the trainee's performance while in training.
3. The FTG will be used by Field Training Officers (FTOs) as a guideline and checklist during FTEP.

C. FTO Selection Process

1. Opportunities for vacant FTO positions will be announced agency-wide by the Administrative Services Division Commander or his designee.
2. Eligibility is limited to officers who have successfully completed new employee probation and have demonstrated proficiency in their own performance.
3. Eligible officers with interest must submit a memorandum of request to the Administrative Services Division Commander via their chain-of-command.
4. Eligible officers will be scheduled for the standardized general knowledge test by the training supervisor.
5. The Administrative Services Division Commander, training supervisor, and affected Division Commanders will convene and determine which officers are best suited for the position(s) available.
6. The Administrative Services Division Commander or his designee will announce selection(s) and arrange formal training.

D. FTO Training and Supervision

1. An approved SCCJA FTO training session will be completed by the newly appointed FTO prior to being assigned a recruit for training purposes. FTOs will participate in in-service training as scheduled by the training supervisor.



2. Upon being appointed to the position of FTO and completing the FTO training session presented by this agency, the FTO will be entitled to wear the designated FTO rank.
 3. An FTO remains under his assigned chain of command in exercising assigned duties.
 - a. Any problems of a significant nature with the training will be reported to the team supervisor and to the training supervisor when they become apparent.
 - b. The Administrative Services Division Commander will review the problem and determine the corrective action to be taken.
 4. The Administrative Services Division Commander may periodically review the performance and standing of FTOs in their regular duties to determine their eligibility to maintain their FTO status. The review may include, but is not limited to:
 - a. Reviewing the Personnel Early Warning System (PEWS) record of the FTOs;
 - b. Subjecting FTOs to a written general knowledge test;
 - c. Subjecting the FTOs to an interview by an eligibility committee; and,
 - d. Personally interviewing the FTOs.
 5. The Administrative Services Division Commander may revoke the FTO status of an officer for cause.
- E. Assignment and Training of Recruits
1. A new officer remains in a recruit status until such time as he has successfully completed all phases of the FTEP.
 2. The assignment of recruits to FTOs will be made by the training supervisor and approved by the Administrative Services Division Commander. It is important to note that the recruit is assigned to the FTO and not to a team.



3. A recruit enters into the FTEP after he has successfully completed the necessary classroom instruction phase of training.
4. Recruits will participate in the most up-to-date version of the agency's FTEP during which time the recruit will be assigned to one or more FTOs.
5. Recruits will receive a minimum of 160 hours in the field with an FTO. Pre-assignment processing, classroom, and administrative time are not included in the minimum time to be spent with an FTO.
6. Daily Observation Reports (DORs) will be completed by FTOs for each day the recruit is trained/evaluated.
 - a. The DOR is a daily report designed to measure the recruit's competency in required knowledge, skills, and abilities.
 - b. DORs are completed on a trainee by the assigned FTO wherein strengths and weaknesses are identified.
 - c. DORs become a permanent part of the employee's training file.
7. The recruit will follow the FTO assignment rotation as scheduled by the training supervisor unless otherwise approved by both the training supervisor and Administrative Services Division Commander.
8. At the conclusion of the field training and evaluation of the recruit, the primary (or final phase) FTO will recommend that the recruit be released to full duty, re-cycled through specified portions of the program, or terminated.
9. If the FTO recommendation is not to release the recruit from a training status, the recruit will report to the training section on his next duty day.
 - a. The training section will review all of the recruit's training records and take action with regard to performance improvement training (PIT), if appropriate.
 - b. If PIT is not indicated, recommendations on the recruit's status will be made to the Chief of Police by the




Administrative Services Division Commander or their designee.

F. Review Board

1. If a recruit has been recommended for release, a review board will be convened. The recruit’s primary FTO may be requested to appear before the review board with the recruit.
2. The review board will consist of the Administrative Services Division Commander, the Field Services Division Commander, the training supervisor, and the Chief of Police.
3. The review board will convene prior to the recruit’s scheduled appearance and review the recruit’s Field Training Guide, DORs, and any other pertinent information available.
4. Each recruit will be assessed on his level of proficiency.
 - a. The review board will develop a list of questions covering various aspects of the recruit’s training.
 - b. The recruit may be asked to demonstrate his proficiency by performing a specific task (e.g., handcuffing, report writing, etc.).
5. The review board will advise the Chief of Police regarding the outcome.
6. In cases where the review board disapproves the recruit’s release, it will be the responsibility of the review board to identify reasons for disapproval and make recommendations for PIT or termination.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #5-04 | |
| <i>Career Development Program</i> | | | |
| Effective Date January 13, 2012 | Revision # 1 | Re-evaluation Schedule January | Amends/supersedes SOP #034 of 11-23-2010 |
| Notes/References CALEA Standards 33.8.1, 33.8.3, & 33.8.4 | | # of Pages 2 | |

I. Purpose

To provide procedures for the administration of the agency's career development program.

II. Policy

The agency recognizes the value of professionally developing employees to better perform their current job assignments as well as to prepare them for more demanding assignments. The City demonstrates a commitment to higher education by offering to employees the provisions of the tuition reimbursement plan as enumerated in the Employee Handbook. While much responsibility for professional development rests with the initiative of the affected employee, the agency will, at a minimum, encourage discussion of professional interests and desires and attempt to guide motivated and capable employees toward their professional goals. Exercising the character qualities of attentiveness, initiative, and sincerity will assist supervisors and employees in the career development process.

III. Procedure

A. Career Development Program Overview

1. The agency will, within the prevailing budgetary and manpower constraints, provide career development assistance to interested employees who may desire advancement, specialized training, or personal development.
2. This assistance will be on a per-request basis and may be in the form of career path guidance and direction, mentoring, formal training courses, and on-the-job training.



B. Supervisory Promotion of Career Development


1. To proactively encourage employee growth and potential, supervisors will, during the annual evaluation process, complete a Career Development Counseling form ([Form GCPD 184](#)) on each employee based on the employee's input and a reasonable assessment of the employee's desires and agency resources.
2. Supervisors will then determine whether they can assist the employee or if a referral to the training section is necessary.
3. Supervisors should consider prior career development counseling when preparing to conduct current counseling.
4. Career counseling forms should be forwarded with the following year's employee appraisal packet.

C. Mandatory Supervisory Training

Supervisors will receive training on the agency's career development process as specified in the agency's training catalog.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #5-05 | |
| <i>Recruitment</i> | | | |
| Effective Date March 9, 2018 | Revision # 4 | Re-evaluation Schedule March | Amends/supersedes SOP #5-05 of 03/25/2016 |
| Notes/References: CALEA Standards 31.1.1, 31.1.2, 31.2.1, 31.2.2, 31.2.3, 31.3.1, & 31.3.2 | | # of Pages 3 | |

I. Purpose

To provide procedures for the recruitment of qualified personnel.

II. Policy

The City of Goose Creek is an equal opportunity employer. This agency, acting under the auspices of the City, will ensure that all applicants are provided an equal opportunity for employment by way of a process that recruits and selects qualified persons without regard to age, color, disability, national origin, race, religion, sex, sexual orientation, or any other factor which cannot lawfully be used as the basis for employment. Demonstration of the character qualities of discernment, discretion, and initiative are key components to successful employee recruiting.

III. Procedure

A. Recruitment Responsibilities

1. The City's Human Resources Director is responsible for:
 - a. Posting job announcements;
 - b. Receiving, screening, and tracking all employment applications;
 - c. Forwarding to the Professional Standards Lieutenant or the corresponding Division Commander those candidates that meet minimum qualifications and are the top candidates to be considered;



- d. Receiving and maintaining those applications for candidates not selected by the agency for hire; and,
 - e. Assisting, advising, and guiding the agency with its recruiting efforts.
2. Agency Responsibilities
 - a. The Administrative Services Division will cooperate with the Human Resources Director in organizing and staffing recruitment events.
 - b. Personnel assigned to recruitment efforts/events will be trained as specified in the latest revision of the agency's Training Catalog.
 - c. Recruiting efforts will expand and contract with current agency requirements and anticipated requirements.
- B. Job Postings/Announcements
1. Job postings will contain a description of related duties, responsibilities, requisite skills required, minimally acceptable education level, and any other special skills required.
 2. Vacancies may be advertised by way of e-mail, internet, local and regional newspapers, professional publications, bulletins, television, job fairs, schools, colleges, and face-to-face by agency employees. This list is not intended to be all-inclusive.
 3. Job postings and the agency's application will advertise that the City is an equal opportunity employer.
 4. Job postings will indicate a filing deadline.
- C. Demographic Considerations
1. The agency's recruiting plan and associated efforts will give consideration to the demographics of the service population.
 2. The agency will strive to maintain the sworn ranks in approximate proportion to the demographic makeup of the available work force in the service community as legally provided for.




D. Recruitment Plan

1. The agency maintains an ongoing recruitment plan developed by the Administrative Services Commander.
2. The recruitment plan will outline the steps designed to achieve the goal of having an actual workforce in proximation to the service community’s available workforce with regard to ethnicity, race, and gender. The plan will include:
 - a. A statement of objectives;
 - b. A plan of action to attain those objectives;
 - c. Identities of internal and external parties responsible for administration of the plan.
3. At least annually, the Administrative Services Commander will conduct a documented analysis of the recruitment plan and forward it to the Chief of Police. The analysis will include at least the following:
 - a. Progress made toward stated objectives;
 - b. Any recommended revisions to the plan that may be required; and,
 - c. Demographic data of sworn personnel.
4. To augment the agency’s recruitment plan, all employees are encouraged to recruit sworn police officers with a current certification from the South Carolina Criminal Justice Academy (SCCJA).
5. Agency representative(s) will work with appropriate community organizations and key community leaders to support the recruitment goals of the agency.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #5-06 | |
| <i>Crime Prevention and Community Relations</i> | | | |
| Effective Date May 31, 2018 | Revision # 6 | Re-evaluation Schedule May | Amends/supersedes SOP #5-06 of 06/01/2016 |
| Notes/References: CALEA Standards 45.1.1, 45.1.2, 45.1.3, 45.2.1, & 45.2.2 | | # of Pages 5 | |

I. Purpose

To provide procedures for the agency's crime prevention programs and community relations efforts.

II. Policy

The agency is committed to the prevention of crime and will develop and initiate community crime prevention programs, orchestrate and participate in educational programs for citizens, and participate in selected proactive and co-active crime prevention programs to reduce the opportunity and desire of potential offenders to commit crime, thus providing a safer and better quality of life for our citizens. We recognize the importance of input from the community and will maintain open lines of communication so as to maintain a position of responsiveness to the community's needs. Demonstration of the character qualities of availability, attentiveness, and responsibility will assist us in these endeavors and assist us in building trust-based relationships.

III. Procedure

- A. This agency will target its crime prevention and problem-oriented policing efforts by:
1. Focusing on programs by crime type and geographic area on the basis of crime data;
 2. Focusing on programs to address community concerns, perceptions, or misperceptions within the community regarding crime; and,
 3. Employment of the Scanning-Analyzing-Responding-Assessing (S.A.R.A.) model for community problem solving.



B. Crime Watch Programs

1. This agency will actively encourage and facilitate the formation of both neighborhood and business crime watch groups comprised of citizens representative of their respective areas by hosting quarterly city-wide crime prevention meetings. Emphasis will be placed on those geographic areas identified in section III, A.
2. The agency will assist with scheduling and facilitating meetings and presenting information to individual neighborhood or business groups with established crime watch programs.
3. The agency will assist in organizing community groups by:
 - a. Establishing community groups where they are needed and establishing liaison with existing community organizations and other community groups;
 - b. Assisting in the development of community relations and involvement policies for the agency;
 - c. Publicizing agency objectives, community problems, successes, and concerns;
 - d. Communicating crime trends and problems between citizens, businesses, and the agency; and,
 - e. Supporting and improving agency practices bearing on law enforcement-community relations and interactions (trust-based relationships).

C. Collaborative Community Involvement

1. The Administrative Services Commander is tasked with the oversight of the community involvement function.
2. In support of the community involvement function, it is the responsibility of all personnel to foster the following efforts within our community by:
 - a. Identifying current community concerns and forwarding them to the proper personnel;



- b. Identifying potential problems that have a bearing on agency activities within the community and reporting them to the proper supervisor or command staff member;
 - c. Developing and recommending actions to address concerns and problems; and,
 - d. Providing a statement of progress on efforts enumerated in this section to the Administrative Services Commander and other concerned parties.
 3. The Administrative Services Division Commander will prepare a quarterly report to the Chief of Police detailing the agency's efforts as outlined in Section III, C, 2 of this SOP.
- D. Chief's Advisory Board (CAB)
 1. A CAB may be established by the Chief of Police as a voluntary advisory function comprised of select members of the community representative of business owners, residents, the clergy, and any others upon invitation of the Chief of Police. Members agree to serve for a minimum of 12 months.
 2. The purpose of the CAB is to advise and assist the agency in community related matters and to recommend solutions to police-community issues that may arise.
 3. The Administrative Services Division Commander or his/her designee will coordinate meetings and agendas as directed by the Chief of Police.
 4. The Administrative Services Division Commander will ensure that recommendations of the CAB are considered and implemented where applicable.
- E. Community Development Meetings
 1. The Chief of Police or his/her designee will attend community development meetings upon invitation of the City Planner to provide public safety and crime prevention related input as may be required.



2. Any proposed revisions to proposed or existing zoning policies, building codes, or fire codes will be brought to the attention of the Chief of Police for approval prior to submission to the respective city department.

F. Citizen Surveys

1. At least biennially, this agency will conduct a survey of the attitudes and opinions of City residents by soliciting at a minimum, the following feedback:
 - a. Overall agency performance;
 - b. Overall competency of agency employees;
 - c. Citizens' perceptions of officers' attitudes and behavior;
 - d. Community concern for safety and security within this agency's service area; and,
 - e. Citizens' recommendations and suggestions for improvements.
2. Citizen surveys may be conducted at crime watch meetings, CAB meetings, internet surveys (via City website), mailings, and any other appropriate forums consisting of a representative cross-section of the population of the City of Goose Creek.
3. A written summary of the survey results will be prepared by the Administrative Services Commander or his/her designee and forwarded to the Chief of Police and upon approval, distributed to all agency personnel.

G. Evaluation of Programs


1. At least biennially, the Administrative Services Commander must conduct a documented evaluation of crime prevention programs and forward it to the Chief of Police with any recommendations.



- 2. Upon approval, the Administrative Services Commander will ensure the recommendations are implemented.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #5-07 | |
| <i>Police Chaplain Program</i> | | | |
| Effective Date June 15, 2018 | Revision # 4 | Re-evaluation Schedule June | Amends/supersedes SOP #5-07 of 06/26/2012 |
| Notes/References CALEA Standard 22.1.4 | | # of Pages 4 | |

I. Purpose

To provide guidelines for the administration and operation of the Police Chaplain Program.

II. Policy

The agency recognizes the need to make available non-denominational spiritual services to both employees and the community. As such, the Chief of Police may appoint volunteer Police Chaplains to serve such needs in accordance with the guidelines enumerated in this SOP. The character qualities of compassion, deference, and sensitivity are essential components in the success of the Police Chaplain program.

III. Procedure

A. Program Objectives

1. To establish a Police Chaplain program to serve agency employees, upon their request, as counselor for spiritual and personal concerns, and to provide moral support.
2. To establish a formal and professional means to notify the immediate family of any member of the agency in the event of the agency member's serious injury or death.
3. To establish a liaison with the clergy of the community who serve the members of the agency to augment or assume the tasks described in sections 1 and 2 above as needed or requested.



B. Police Chaplain Responsibilities

1. The Chief of Police may appoint one or more Police Chaplains as he deems appropriate. A Police Chaplain may or may not be an ordained minister. A Chaplain may be a sworn officer or a non-sworn member of this agency. If the Chief of Police chooses a volunteer local clergy to serve as a Police Chaplain, that portion of this SOP which pertains to a Chaplain as a member of this agency does not apply.
2. Police Chaplains shall be responsible for providing counseling to all employees of this agency, at their request, as to personal matters, religious matters, or moral issues as required. Chaplains shall not attempt to provide unsolicited religious training or guidance to any member of the agency.
3. Police Chaplains shall not, in the capacity as counselor, divulge any communication from or conference with any other employee without a specific request by that person to do so. With the agreement of the person involved, he will be able to refer him/her to helping professionals in the community.
4. A Police Chaplain is strictly forbidden from discussing any matters addressed to him/her with any supervisor to include the Chief of Police.
 - a. The only exception shall be a situation in which there is a clear and obvious danger to the individual or to others.
 - b. A Police Chaplain shall exercise sound and prudent judgment in reporting such situations and shall fully inform the individual that he will report the matter before he does so.
5. A Police Chaplain shall, in person, notify or arrange to notify the immediate family of any member of the agency in the event of death or serious injury. In this capacity, a Police Chaplain, or an approved and appropriately trained clergyman, shall be on call twenty-four hours a day.
6. A Police Chaplain shall train those clergy who will serve for death notification in the absence of a Police Chaplain, regarding the concerns of the police officers and their families.



7. A Police Chaplain shall notify the dispatcher of the name and phone number of the clergy who will provide death notification in his absence.
8. A Police Chaplain shall, when the coroner does not or cannot do so, notify civilian citizens residing in the City of Goose Creek of the death of family members.

C. Police Chaplain Qualifications

1. A Police Chaplain is a voluntary, non-compensated position in addition to the primary job for which that person has been hired.
2. A Police Chaplain shall be an ecclesiastical individual in good standing and endorsed by a religious body.
3. A Police Chaplain should have a specialized interest and training in law enforcement chaplaincy.
4. A Police Chaplain shall display a caring and concerned attitude to all members of the department regardless of religious background and/or affiliation.
5. A Police Chaplain is not required to be a certified police officer; however, Police Chaplains should become familiar with the police environment in order to develop an understanding of the pressures of the profession.

D. Police Chaplain General Duties and Response


1. A Police Chaplain will be available to:
 - a. Counsel police officers as requested by the officer;
 - b. Counsel non-commissioned personnel as requested by the individual;
 - c. Counsel the families of officers and agency personnel at their request;
 - d. Provide referral services as necessary and appropriate;
 - e. Visit sick and injured officers and department personnel;



- f. Make death notifications;
 - g. Provide assistance to victims;
 - h. Serve as liaison with local clergy to obtain their assistance and professional services as needed;
 - i. Provide answers to religious questions;
 - j. Serve as consultant to the officers in family crisis and stress situations; and,
 - k. Serve as requested by the Chief of Police.
2. A Police Chaplain will be requested to respond to situations wherein:
- a. An officer has been injured in an accident;
 - b. Any agency member has been seriously injured or has died;
 - c. There is a potentially serious community crisis; and/or,
 - d. As the officer in charge deems necessary.
- E. Requests for Assistance
- 1. Any employee/agency member may request the assistance of a Police Chaplain at any time for personal or professional reasons.
 - 2. A Police Chaplain may be reached through the communications center by telephone or radio or called directly at home by the published home phone number. In the event of death or serious injury, the communications center should reach a Police Chaplain and should confirm contact to the requestor.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #5-08 | |
| <i>Citizen Check-In Program</i> | | | |
| Effective Date May 23, 2016 | Revision # 3 | Re-evaluation Schedule May | Amends/supersedes SOP #5-08 of 08/24/2015 |
| Notes/References None | | # of Pages 3 | |

I. Purpose

To provide procedures for the operation of the agency's citizen check-in program.

II. Policy

In concert with our community policing strategies and objectives, the agency recognizes the need to serve its special needs and elderly population by performing daily welfare checks. As such, the agency will offer a call reassurance program free of charge. Interested parties must meet acceptance criteria for enrollment after which a daily telephone call to verify their wellness will be instituted. Strict procedures for responding to unanswered calls will be employed. Agency personnel will exercise alertness, diligence, and punctuality carrying out the requirements of this SOP.

III. Procedure

A. Administration

1. The program will be administered by the Communications Center with daily oversight provided by the Crime Prevention Specialist.
2. The communications center will be responsible for employment of the system and decide on response(s) based on the information received.

B. Eligibility

1. Applicants for this program must live within the City limits of Goose Creek.



2. Applicants must also meet at least one of the following criteria to enroll:
 - a. Be over the age of 65;
 - b. Possess a medical or mental condition that requires the applicant to be confined to their residence; and/or,
 - c. Have any other condition as deemed appropriate by the program administrator on a case by case basis.

C. Enrollment

1. Enrollment duties will be delegated to the Crime Prevention Specialist and application forms will be located in the records bureau, communications center, the patrol squad room, and the agency's website.
2. Each participant must fill out an application form (Form GCPD 124) prior to being added to the program.
3. Each participant must provide contact information for someone who can be reached during the time the call is placed should the participant not answer the call.
4. Each participant should list any medical conditions during the initial enrollment.

D. Daily Operations


1. Upon receiving the application form from a citizen, the Crime Prevention Specialist will verify all information and provide the communications center with a copy.
2. The communications center will enter a computer aided dispatch (CAD) call each time a citizen is called for a welfare check based on the parameters set forth in the application form.
3. If no response is received during this call the communications center will notate the information in the CAD call and send an available police officer to check on the resident.



- 4. While the officer is responding the communications center will attempt to contact the emergency contact phone number listed on the account and advise them of the situation.
- 5. A note as to the disposition of the call will be placed in CAD for future reference.
- 6. If a citizen is not going to be available to take the call (vacation, hospitalized, etc.) they will be advised to contact the communications center to advise of their impending absence.
 - a. If the absence involves a given date range, the communications center will note the absence accordingly and suspend calls during the time of absence.
 - b. For open-ended absences, the calls will not be reactivated until the citizen notifies the agency they have returned.
- 7. If a situation arises where there is doubt as to whether or not the citizen is available for the call it will be handled as though the citizen was home and unable to take the call.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #5-09 | |
| <i>Reserve Police Officer Program</i> | | | |
| Effective Date April 25, 2018 | Revision # 5 | Re-evaluation Schedule April | Amends/supersedes SOP #5-09 of 04/27/2016 |
| Notes/References: CALEA Standards 16.1.1, 16.1.2, 16.1.3, 16.1.4, 16.1.5, 16.1.6, 16.1.7 ; Title 23 Chapters 23 & 28 of the South Carolina Code of Laws. | | # of Pages 4 | |

I. Purpose

To provide guidelines for the selection, training, and assignment of reserve police officer personnel.

II. Policy

Reserve police officers will be selected, trained, and assigned to duty in accordance with agency policy, applicable state law, and regulations promulgated by the South Carolina Criminal Justice Academy (SCCJA). Reserve police officers will be held to the same standards of character as regular salaried personnel.

III. Procedure

A. Overview of Reserve Police Officer Program

1. The reserve police officer program is a volunteer (non-salaried) program to aid and supplement the agency as directed by the Chief of Police.
2. The Administrative Services Division oversees the reserve police officer program.
3. Reserve police officers will adhere to all agency policies and procedures and be subject to all disciplinary procedures and actions outlined therein.
4. Reserve police officers (while on-duty) will be bonded and insured in the same manner as full-time sworn officers.



B. Selection and Training

1. Reserve police officer applicants must meet the same criteria for selection as full-time sworn officers with regard to qualifications, skills, knowledge, and abilities.
2. Reserve police officers can be commissioned only after completion of the state required training program offered by this or another agency in South Carolina and successful completion of the South Carolina Criminal Justice Academy (SCCJA) reserve officer certification testing.
 - a. In addition to the minimum SCCJA requirements for reserve officers, a reserve police officer must meet all state and agency training standards applicable to full-time sworn officers to be appointed by this agency.
 - b. Reserve officers do not have to be graduates of basic law enforcement at the SCCJA but must have the equivalent training hours and curriculum required by the SCCJA for a certified police officer at the time of appointment.
3. Once the reserve candidate has fulfilled all the requirements as set forth in this section, the candidate can be interviewed for an active position in the agency's reserve program.
4. Reserve police officers will be required to participate in and successfully complete pre-service and in-service training equivalent to that provided to full-time sworn officers to include (but not limited to) the field training and evaluation program, agency use-of-force policy training, firearms proficiency training, and less-lethal weapons proficiency training.
5. Training files on all reserve police officers will be maintained by the Administrative Services Division.

C. Uniforms and Equipment

1. Reserve police officers will wear agency-approved uniforms while engaged in official activities.



2. Reserve police officers are required to provide their uniform (shirt trousers, and footwear) at their own expense once accepted as a reserve police officer.
3. Upon completion of one year of service in a reserve capacity with this agency, the agency will provide the reserve officer uniforms as needed.
4. The uniform will only be worn while the reserve police officer is on-duty or traveling directly to or from an on-duty status.
5. At no time will portions of the uniform be mixed with unauthorized articles of clothing.

D. General Guidelines

1. Reserve police officers will perform a minimum of twenty (20) hours of duty per month or sixty (60) hours per quarter year in order to maintain their status as reserve police officers. The coordinator will maintain a record of time worked by reserves. Meeting minimum hourly requirements does not relieve reserve police officers from working special assignments.
2. Reserve police officers will serve and function as law enforcement officers only on specific order and direction. They will remain with the full-time sworn officer to whom they are assigned at all times.
3. During their assigned duty time, reserves will not act under independent authority, but will work under the direct supervision and guidance of a full-time sworn officer. Reserve police officers will not drive police vehicles while in a duty capacity.
4. Reserve police officers will be primarily assigned to patrol duties in the Field Services Division, but may be utilized in any law enforcement capacity approved by the Chief of Police. Assignments may be in staff or line positions in the best interest of the agency.
5. Reserve police officers will be subordinate to regular full-time sworn officers and will obey any lawful order given by a full-time sworn officer or supervisor.



E. Weapons


1. While on duty, reserve police officers will carry the agency issued firearm and ammunition and less-lethal weaponry. The agency issued firearm and all items accompanying the duty belt that the reserve police officer is qualified to carry and utilize will be issued to the reserve police officer at the beginning of each tour of duty and relinquished upon completion of tour of duty.
2. Upon approval of the Chief of Police, reserve police officers may purchase and carry their own firearm provided it is the same make and model that is issued by the agency to full-time sworn officers, passes inspection by an agency armorer, and the reserve officer qualifies with it. Reserve police officers will always carry agency-issued ammunition.

F. Performance Evaluation

1. Probationary and annual evaluations will be conducted on reserve police officers as specified in SOP #7-11 (Performance Evaluations).
2. The formulation of the annual evaluation will rely on information provided by supervisors and the direct observations of Administrative Services Division personnel.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #5-10 | |
| <i>Law Enforcement Explorer Post #400</i> | | | |
| Effective Date June 11, 2018 | Revision # 4 | Re-evaluation Schedule May | Amends/supersedes SOP #5-10 of 05/24/2016 |
| Notes/References CALEA Standards: 45.3.1, 45.3.2, 45.3.3, & 44.2.5 | | # of Pages 6 | |

I. Purpose

To provide guidelines for the operation and administration of Law Enforcement Explorer Post #400 which is sponsored by this agency.

II. Policy

The agency is committed to providing youth programs such as Law Enforcement Explorers for individuals having an interest in law enforcement, developing leadership skills, and serving their community. Additionally, this program fosters trust-based relationships with the youth in our community. The character qualities of enthusiasm, generosity, and responsibility are key components to operating a successful explorer post.

III. Procedure

A. Post Administration

1. Explorer Post 400 is chartered by the Boy Scouts of America (BSA) and sponsored by this agency.
2. The Post is administered by officers and civilian staff designated as post advisors.
 - a. Officers must meet the following:
 - i. Officers must be certified by the SCCJA and free of new-employee or disciplinary probation;
 - ii. Officers must receive the recommendation of their current supervisor and be selected by the Support Services Lieutenant and Captain and recommended



to and approved by the Chief of Police in writing;
and,

- iii. Officers must take and pass the latest training mandated by the BSA.
- b. Civilian advisors must meet the following criteria:
- i. Candidates must be at least 21 years of age;
 - ii. Candidates must be selected by the Support Services Lieutenant and Captain and recommended to and approved by the Chief of Police in writing;
and,
 - iii. Candidates must take and pass the latest training mandated by the BSA.
3. The objective of the program is to offer teenagers and young adults (ages 14 to 20) an opportunity to experience hands-on training and interaction with law enforcement professionals.
4. The Post will be insured in accordance with the regulations set forth by the BSA.
5. A set of rules and regulations will be promulgated by post advisors to govern the Post.
- a. The Post rules and regulations will also include all applicable BSA rules and regulations.
 - b. Explorer candidates must complete an application, meet all BSA Explorer requirements and receive a satisfactory background investigation by a post advisor.

B. Advisor Conduct

1. Advisors will conduct themselves in a professional manner in both actions and language treating explorers not as peers, but as recipients of character-driven mentoring.
 - a. The casual use of foul language toward or in the company of explorers is prohibited. Planned training exercises



- (practical and classroom) may include foul language as may be necessary to facilitate scenarios, realism in training, etc.
- b. Advisors will not engage in nor condone the sharing of vulgar jokes, stories, or other potentially offensive discussions with or in the company of explorers.
2. Advisors will maintain a mentoring relationship with explorers and avoid the mere appearance of casual relationships.
 - a. Advisors will be cognizant of and avoid the appearance of favoritism, over-familiarity, etc. with any individual explorer or segment of the explorer group.
 - b. Advisors will avoid casually touching explorers other than common handshakes, “high-five celebrations,” etc.
 - c. Advisors are prohibited from engaging explorers under 18 years of age individually on social media. Advisors may communicate with any explorers on a group platform or social media application open to all members if one is so designated. Texting is the preferred method of individual communication with explorers when necessary; however, phone calls are permissible and must serve only purposes of logistics related to the post.
 - d. In the event an advisor suspects that an explorer is demonstrating attraction or casual behavior toward them, the Support Services Supervisor will be notified. A conference will be scheduled with that explorer as soon as practicable to discuss and correct the situation.
 3. Advisors will work in pairs when any form of practical (hands-on) training is conducted.
 - a. When at all possible, advisors will work with explorers of the same-sex.
 - b. If same-sex advisors are not available, two advisors must be present for the duration of the training or the training must be videotaped.



C. Explorer Authority and Duties

1. Explorers are not sworn law enforcement officers and, therefore, do not have arrest powers.
2. Explorers may perform only those duties approved by the post advisors and in which they have received necessary training.
3. Explorers will be under the supervision of an officer when performing approved duties.
4. Potential Explorer duties include, but are not limited to:
 - a. Traffic direction, control, and parking;
 - b. Records and administration;
 - c. Radio and phone communications;
 - d. Search and rescue; and,
 - e. Community service.

D. Training Requirements

1. All Explorer advisors must attend all necessary advisor training as mandated by the BSA.
2. Explorers must receive training on any function wherein they may be called to provide service (see Section III, C, 4 of this SOP).
3. The agency will make available its training aids, materials, facilities, equipment, and personnel for the proper training of Explorers.

E. Explorer Uniforms

1. Explorers will wear an agency approved and issued uniform while engaged in official activities unless directed otherwise.
2. When in uniform, Explorers are expected to meet the agency's dress code and appearance standards as well as comply with all applicable regulations, policies, and procedures of the post.



3. Explorers' uniforms will clearly distinguish them from sworn personnel.

F. Ride-Along Provisions

1. Explorers may accompany sworn personnel as a ride-along if the following criteria is met:
 - a. The explorer has fulfilled the documentation and training requirements mandated by the BSA;
 - b. The ride along is approved by a post advisor considering the following:
 - i. It must be verified that the explorer will not exceeded his/her accumulated training hours with the number of hours to be ridden; and,
 - ii. No more than two explorers may be approved to ride on any given shift.
 - c. The officer is non-probationary (new hire or disciplinary); and,
 - d. The officer has received the required BSA training.
2. Explorers must, without exception, be in proper uniform to participate in a ride-along.
3. The duty supervisor will assign explorers to officers based on staffing demands, vehicle configurations, etc.
4. Explorers under the age of 16 cannot participate in ride-alongs and explorers under the age of 18 cannot ride along between the hours of midnight and 6:00 a.m.
5. Officers are held to the same standards of conduct enumerated in Section III, B, of this SOP.
6. Officers must not take explorers on calls that have a propensity for violence or high risk of danger. Additionally, officers with explorers may not drive more than 20 miles above the posted speed limit in stealth or emergency response modes.




7. Any questions that arise that are not addressed by this SOP should be referred to the post supervisor.

G. Training Required

1. All sworn officers will receive training on handling explorers as specified in the latest edition of the agency's training catalog.
2. Explorers will receive training as specified in the latest respective BSA publication.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #5-11 | |
| <i>Auxiliary Personnel</i> | | | |
| Effective Date March 19, 2018 | Revision # 5 | Re-evaluation Schedule March | Amends/supersedes SOP #5-11 of 03/25/2016 |
| Notes/References CALEA Standards 45.3.1, 45.3.2, & 45.3.3 | | # of Pages 3 | |

I. Purpose

To provide guidelines for the proper assignment of the agency’s auxiliary personnel.

II. Policy

Auxiliary personnel may be volunteers or compensated employees as provided for in the agency’s budget. Auxiliary personnel are not sworn police officers and as such, cannot exercise powers of arrest or perform functions that require sworn police officers. Instead, auxiliaries are clearly identifiable as civilian personnel and perform administrative and/or support functions that free police officers to perform functions requiring sworn status. Agency staff will exercise the character qualities of attentiveness and cautiousness when assigning tasks to auxiliary personnel.

III. Procedure

A. Volunteers

1. Organized volunteers may be utilized as auxiliaries in day-to-day non-sworn functions of the police department such as answering telephones, greeting citizens, and assisting with office related duties such as filing, etc.
2. Before any individual can be approved to assist the agency as a volunteer, the candidate must complete a volunteer application form and undergo a background investigation.
3. The Chief of Police will review the background investigation and make the final decision on the appointment of volunteers.



4. Once appointed, the Administrative Services Commander will oversee volunteer training and assignment(s). Volunteers will receive documented training on assigned tasks.
5. Any supervisor or division commander may request volunteer assistance by submission of a request to the Administrative Services Commander.
6. Volunteer time will be tracked by the supervisor the volunteer is assigned to and reported to the Administrative Services Commander at least weekly.
7. Volunteers must adhere to the City's dress code for civilian personnel.

B. Community Service Specialists (CSS)

1. CSSs are paid civilian employees that augment the sworn staff by performing a variety of tasks requiring specialized training but not the status of a sworn police officer such as performing receptionist duties, answering citizen inquiries, taking police reports from citizens both in person and via telephone, rolling fingerprints for prospective employees and citizens, contacting wanted persons by phone to arrange surrender, performing Notary services, and filing and retrieving records.
2. CSSs are subject to a background investigation and are hired with the approval of the Chief of Police and City Administrator.
3. CSSs fall under the command of Administrative Services Division; however, CSSs will work closely with and take direction from the duty supervisor in the absence of their immediate supervisor.
4. CSSs are subjected to a period of field training as mandated by the latest CSS field training manual on file.
5. CSSs will wear uniforms that clearly distinguish them from police officers along with identification badges that identify them as civilian employees.
6. In the event a citizen appears to associate a CSS as a member of the sworn force, the CSS will immediately inform them of their civilian status and request a sworn officer as may be necessary to




resolve the situation.

7. In the event a CSS encounters a hostile member of the public, they must evaluate the safety of their person and withdraw from the situation as they see fit then contact the duty supervisor or dispatch without undue delay.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #5-12 | |
| <i>Animal Control Services</i> | | | |
| Effective Date November 21, 2016 | Revision # 5 | Re-evaluation Schedule December | Amends/supersedes SOP #5-12 of 12/07/2012 |
| Notes/References None | | # of Pages 7 | |

I. Purpose

To establish the Animal Control function and provide guidelines for its operation.

II. Policy

The agency will provide for an Animal Control function to enforce all elements of applicable City of Goose Creek Ordinances and State of South Carolina Statutes. The Animal Control function will ensure the welfare and humane treatment of all animals under the jurisdiction of the City and do so by exercising the character qualities of discretion and sensitivity.

III. Procedure

A. Animal Control Function

1. Animal Control Officers (ACOs) are non-sworn personnel who report to a sworn supervisor.
2. ACOs do not provide 24 hr. services but are available for call-out as provided for in this SOP.

B. Animal Control Responsibilities

1. ACOs and police officers will respond to calls for service involving animals as dispatched. ACOs will primarily handle animal control calls during their tours of duty but may call upon sworn officers for assistance.
2. ACOs will respond to and follow-up with all voice mail requests for service. ACOs will check their voice mail periodically throughout their work day.



3. During non-duty hours, the communications center will notify an available patrol officer for animal related calls for service. It will be in the judgment of the duty supervisor as to whether or not the on-call ACO will be notified and requested to respond for assistance. Examples of animal calls that may require the assistance of an ACO would be, but not limited to the following:
 - a. Injured animals;
 - b. All animal bites; and,
 - c. Animals suspected to be ill or rabid.
4. Police officers handling routine animal control cases after-hours will secure animals when needed, in the agency's roll-up storage facility with the proper notification of the animal, retrieved location, and circumstances surrounding the seizure to the communications center for proper notification of the ACOs.
5. Employees of this agency will not advise complainants to attempt to retain or control animals believed to be vicious, ill, or non-domestic (i.e., raccoon, opossum, fox, etc.)
6. The Animal Control function will bear primary responsibility for duties including, but not limited to:
 - a. Responding to all animal bite calls and providing follow-up;
 - b. Coordination with the Berkeley County Rabies Control Officer and the Berkeley County Health Department as relates to animal bites and rabies control;
 - c. Coordination of removal and/or relocation of nuisance alligators in accordance with protocol from the Department of Natural Resources and City policy and procedure;
 - d. Coordination with the Berkeley County Animal Control Function and the Animal Shelter run by the Society for the Prevention of Cruelty to Animals (SPCA);
 - e. Removal of dead animals from the streets of the City (after the regular hours of the Department of Public Works);



- f. Enforcement of the provisions of City ordinance and State statute;
 - g. Ensure care is provided for injured domestic animals in emergency situations; and,
 - h. Investigation of complaints of mistreatment or neglect of animals within the City.
7. ACOs will not provide the following specialized services but may refer citizens to the proper provider(s):
- a. Bees – a professional Beekeeper or exterminator must be utilized;
 - b. Animals in attics, walls or crawl spaces of buildings; and,
 - c. Rats or other vermin.
8. ACOs may provide limited services in situations involving non-domesticated animals such as squirrels, raccoons, deer, snakes, ducks, and alligators (see Section III, B, 6, c of this SOP) based on the limitations of current training and equipment on-hand.

C. Animal Control Procedures

- 1. As a matter of employee protection, each ACO will have the option to receive the series of Rabies Protection shots offered by the Berkeley County Health Department, at no cost to the employee.
- 2. ACOs will utilize proper equipment provided for the capture of stray animals and at-large domestic animals such as:
 - a. Nets;
 - b. Capture/Control Sticks;
 - c. Traps; and,
 - d. Snake Sticks.



3. Each ACO is provided with traps for the purpose of trapping nuisance animals which cannot be caught in some other manner.
 - a. Traps will be set at locations requested by the public within two (2) working days of the request.
 - b. Normally, a trap will be left in place for a period not to exceed forty-eight (48) hours, unless especially productive.
 - c. ACOs will ensure that traps are set in such a manner as to prevent the trap being an attractive hazard to children playing, who might otherwise become entrapped (i.e., not to be set at or near playgrounds, etc.).
 - d. Traps set will be checked periodically throughout shifts to ensure any animals captured are removed in a timely manner.

4. Injured Animals
 - a. ACOs will respond to the scene of injured domestic animals where emergency treatment may be required.
 - b. ACOs will scan domestic animals to determine if they have an imbedded electronic identification device.
 - c. Every reasonable effort will be made to locate the owner of the animal and turn it over to them.
 - d. If unable to identify or locate the owner of the animal, ACOs will ensure that the animal is transported:
 - (1) To the nearest veterinary clinic during regular business hours; or,
 - (2) To the emergency veterinary clinic after regular business hours.

5. Captured/Relinquished Animals
 - a. Animals captured by or relinquished to ACOs will be transported to the SPCA.



- (1) Domestic animals captured as strays or in traps will be logged as stray animals and will be handled by the animal shelter.
 - (2) Domestic animals relinquished to ACOs by the owner will be logged as owner relinquished and transported to the SPCA.
- b. Domestic animals in custody will be delivered to the SPCA no less than once during each shift subject to the following:
- (1) In inclement weather, ACOs will make as many trips to the shelter as considered necessary to protect animals from over-exposure to inclement weather.
 - (2) When the temperature exceeds 90F, an animal will be provided with water at a minimum of every two hours, and will be held on the truck not more than four (4) hours. Animals will not be left unattended for more than fifteen (15) minutes.
 - (3) When the temperature falls below 40F, animals will not be kept on the truck for more than two (2) hours, assuming the truck will be moving during the majority of that time. The agency's roll-up storage facility will be utilized. This area will be supplied and periodically checked for service by the ACOs.
6. Animal Bite Cases
- a. ACOs will respond to, or conduct a timely follow-up of, all animal bite complaints. In all animal bite cases a report of the situation shall be filed to include the identification of the responsible animal if possible.
 - b. ACOs will make every effort to identify the animal responsible for the bite and determine if the animal has been properly vaccinated. If the animal has no proof of vaccination, the animal will be taken into custody and relinquished to the SPCA for quarantine.



- c. ACOs will be responsible for notifying the Berkeley County Health Department/Berkeley County Rabies Control Officer of all bite cases reported and coordination with that department with regard to the quarantine of the animal as appropriate.
 - d. If the owner of an animal involved in a bite case has current vaccination information, the quarantine process can be accomplished at the owner's residence.
 7. Animal Control Ordinance(s)
 - a. ACOs will take complaints of barking dogs, animals at large, nuisance animals or other violations of appropriate City ordinances or state statutes, and will contact the owners of offending animals to attempt to gain voluntary compliance through personal contact and interaction with the citizens.
 - b. In the event these contacts are unsuccessful, the ACOs will work with the patrol division to initiate proper enforcement measures. Where necessary, the ACOs will issue appropriate citation(s) for violations and offer testimony in court.
 8. Reporting
 - a. Responding personnel will complete incident reports on cases including, but not limited to:
 - (1) Animal Bites;
 - (2) Reports of Rabid Animals;
 - (3) Cruelty Cases;
 - (4) Alligator re-locations;
 - (5) Prohibited or endangered animals; and,
 - (6) Repeat offenders.



b. In addition to the case types enumerated in Section III, C, 8, a, of this SOP, incident reports should be written if there is likelihood for follow-up activities.

D. Training

1. ACOs will receive new hire and on-the-job training as specified in the latest training catalog.
2. The Support Services Division Commander may direct additional in-service training based on need.

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| Per Order | Harvey Becker, Chief of Police |  |
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DENNIS C. HARMON
City Administrator

To: All Department Managers

From: Dennis C. Harmon
City Administrator

Subject: Nuisance Alligator Policy

Date: July 12, 2010

The City of Goose Creek has established procedures for receiving alligator complaints and handling nuisance alligators. The City of Goose Creek believes the American Alligator can coexist with people if certain rules are followed. Alligators can be dangerous, however, and nuisance gators will be promptly removed following the guidelines and Alligator Permit Conditions established by the South Carolina Department of Natural Resources (SCDNR) and this policy set forth by the City of Goose Creek. The primary factor in the evaluation is determining the potential danger posed by an alligator. The City of Goose Creek and its authorized agents are authorized to receive and appropriately respond to citizen complaints regarding alligators in the limits of the City of Goose Creek. Under the direction of the City Administrator, the SCDNR permits the authorized personnel of the City of Goose Creek or its authorized agents, to live-capture and to relocate alligators under certain conditions.

Should the City of Goose Creek or the SCDNR receive any calls to remove an alligator, defined as a nuisance (refer to definition below), from within the boundaries of the City of Goose Creek, the following individual(s) is to be notified. **The City of Goose Creek *will not* remove an alligator from any property wherein that owner holds a Harvest Permit from SCDNR, this includes and is not limited to, Home Owner Associations (HOA). The Crowfield Golf and Country Club is under the ownership of the City of Goose Creek and all nuisance alligators will be removed by the authorized personnel of the City or its authorized agents.** Under South Carolina state law, it is illegal for anyone to remove an alligator from a location that falls under its own Harvest Permit, ***regardless if it is within the jurisdiction of the City.*** A current list of individuals who hold a Harvest Permit can be obtained through the Office of the City Clerk.

Definition of a Nuisance Alligator:

A nuisance alligator is NOT necessarily defined by *size* but is better characterized by *behavior*. Alligators may be considered a nuisance if they exhibit any of the following behaviors:

- An aggressive alligator of any length will be deemed a nuisance and will be captured for destruction;
- Large alligators located in residential and commercial areas;
- Alligators that make residents feel unsafe;
- Large alligators located in high pedestrian traffic and public locations;
- Special consideration should be given to alligator complaints and their proximity to children;
- If the alligator is over three (3) feet long and is deemed a nuisance alligator, an authorized agent of the City will be contacted to remove the alligator;

- An alligator that fails to retreat into the water from approaching people or vehicles may be considered a problem:
 - ✓ A gator that is in the open (e.g., golf course fairway) and not near water has no where to escape and may feel threatened if approached;
 - ✓ If this is a repeat offender that refuses to move from a bad location (e.g. tee box or green), it may be considered a nuisance.

Calls to 911/Communications:

The following procedures will be followed should a complainant contact 911/Communications to have a nuisance alligator removed from an area located in the City limits of Goose Creek:

During normal business hours (8:00 a.m. to 5:00 p.m., Monday thru Friday), all calls regarding a nuisance alligators, aside from those handled by Animal Control, should be directed in the order as follows:

Kelly J. Lovette, City Clerk-797-6220 ext. 113.

~~Amanda McChesney, Administrative Assist. to the Mayor - 797-6220 ext. 114 (M-F 8:00 a.m. - 1:00 p.m.)~~ *KJL*

Dennis C. Harmon, City Administrator – 797-6220 ext. 112

Outside of normal business hours and aside from those handled by Animal Control, a Communications Operator will obtain all pertinent information in regard to the address/location of the alligator, approximate size of the alligator and a description of the situation/threat. The Communications Operator shall then contact one of the following in the order provided; to include, emailing me at klovette@cityofgoosecreek.com with the information provided to the agent of Gator Getters.

Gator Getters - 1st Contact

Ron Russell (Owner of Gator Getters)
 Cell #: 509-4472 (Call 1st)
 Home #: 825-3651 (Call 2nd – Use after 9:00 p.m.)

Use the following contacts, in order, when 1st contact is not available.

2nd Contact – Cell #: 509-4472

Ronnie Russell (Agent of Gator Getters)

3rd Contact – Cell #: 509-4472

Neal Alexander (Agent of Gator Getters)

Animal Control:

The Police Department’s Division of Animal Control will not attempt to remove a nuisance alligator over 3 feet long. Under the regulations of SCDNR and South Carolina state laws, if an alligator is moved, it must be relocated within the boundaries of the City limits.

Crowfield Golf and Country Club:

It is normal for alligators to bask on the golf course. This does not mean they are a nuisance. If you can see them there should be no danger; just go around them. If a ball lands near the alligator, take a mulligan! **Suspected nuisance alligators should be reported immediately to the following:**

During normal business hours (8:00 a.m. to 5:00 p.m., Monday thru Friday):

Kelly J. Lovette, City Clerk-797-6220 ext. 113.

~~Amanda McChesney, Administrative Assist. to the Mayor - 797-6220 ext. 114 (M-F 8:00 a.m. - 1:00 p.m.)~~ *KJL*

Dennis C. Harmon, City Administrator – 797-6220 ext. 112

Outside of normal business hours:

Contact the Goose Creek Police Department’s non-emergency line at 572-4300 (Communications/911)

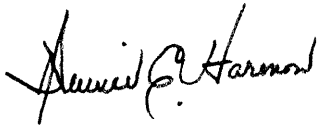
Solutions to a nuisance gator:

- Gators < 6 feet in length will be relocated to a less populated location in the City of Goose Creek;
- Gators > 6 feet in length will be captured and killed by an authorized agent of the City.
(Large gators return to their locations.).

Alligator Rules:

The following will be enforced by the City of Goose Creek, to include Crowfield Golf and Country Club:


- Do not feed alligators;
- Do not harass (e.g., throw things at, chase) alligators;
- Do not allow unattended children or pets to be near the edges of ponds/lakes where large alligator are located;
- Do not approach alligators;
- Do not harm alligators;
- Do not throw bait in ponds/lakes after fishing;
- Do not keep captured fish on the bank; immediately throw them back or put them in a cooler;
- If you are fishing and an alligator responds to you or the fish, stop fishing and move to another location;
- Do not clean fish in areas where alligators may interact with people;
- Do not swim in or allow pets to swim in ponds or lakes where alligators may interact with people;
- Be cautious if you are in a secluded pond area; alligators nest there and females are very protective of their young;
- Do not attempt to catch alligators.



Dennis C. Harmon, City Administrator
City of Goose Creek

7/12/2010

Date

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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #5-13 | |
| <i>Search and Rescue</i> | | | |
| Effective Date October 27, 2011 | Revision # New | Re-evaluation Schedule October | Amends/supersedes Original |
| Notes/References CALEA Standard 46.2.5 | | # of Pages 3 | |

I. Purpose

To provide procedures for search and rescue operations.

II. Policy

The agency may conduct search and rescue operations on a limited scale such as searching for a missing person in a neighborhood or adjacent wooded area or taking immediate action to rescue a person in danger. Assistance will be sought from neighboring agencies in situations that are larger in scale, have a long-term outlook, or require specialized training and equipment to accomplish. This procedure cannot enumerate every conceivable situation that may be presented to officers. As such, the character qualities of decisiveness, discernment, and patience must be employed by responding personnel to ensure the safety of agency personnel and the best outcome for those in need of the agency's assistance.

III. Procedure

A. Basic Search and Rescue Operations

1. Officers responding to a missing person call, if equipped with a portable radio, may:
 - a. Conduct door-to-door checks;
 - b. Canvass neighborhoods and adjoining areas;
 - c. Enter lightly wooded areas adjacent to neighborhoods; and,
 - d. Accompany K-9 handler(s) in such areas.



2. Officers responding to a residence or other location wherein it is believed that any person may be in need of assistance but is inaccessible due to locked doors and windows may:
 - a. Upon developing probable cause force entry via the best means to minimize collateral damage or personal injury;
 - b. Conduct a protective sweep of the premises;
 - c. Render aid commensurate with their training and respective certification(s); and,
 - d. Admit medical personnel to attend to the person or rapidly remove them from the premises if prudent to do so.
3. For rapidly evolving situations or those not specifically addressed, the following are minimum requirements to initiate a search and rescue mission:
 - a. The Duty Supervisor must be notified;
 - b. A roster of all personnel involved is taken by the supervisor or his/her designee (this may be accomplished through Computer Aided Dispatch); and,
 - c. At least one officer or staff member maintains accountability for the status of those directly involved.
4. The incident commander will institute the necessary functions of the Incident Command System (ICS) as specified in SOP #9-01.
5. At a minimum, a uniform crime report (UCR) will be filed post-incident. If the ICS is activated, an after-action report must be filed as specified in SOP #9-01.

B. Advanced Search and Rescue Operations


1. In the event a search and rescue operation exceeds the personnel or equipment capabilities of this agency, the following services may be requested from the listed agencies:



- a. Aviation – Charleston County Sheriff’s Office (CCSO) or S.C. Law Enforcement Division (SLED);
 - b. Watercraft – Goose Creek Fire Department (GCFD); Berkeley County Rescue Squad; and, S.C. Department of Natural Resources (SCDNR);
 - c. Incident Command Post – Berkeley County Sheriff’s Office (BCSO);
 - d. Fixed Aerial Observation – GCFD; and,
 - e. Specialized Land Vehicles – SCDNR.
2. Any inter-agency request must be approved by the Duty Supervisor.
 3. Agency personnel may be permitted by the Duty Supervisor to accompany personnel operating the vehicles listed in Section III, B, 1 as spotters.
 4. The incident commander will institute the necessary functions of the Incident Command System as specified in SOP #9-01.
 5. A uniform crime report (UCR) will be filed post-incident as well as an after-action report as specified in SOP #9-01.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #5-14 | |
| <i>Firearms Range Operations</i> | | | |
| Effective Date May 14, 2018 | Revision # New | Re-evaluation Schedule June | Amends/supersedes New |
| Notes/References CALEA Standard(s): 4.3.5 | | # of Pages 4 | |

I. Purpose

To provide procedures for the agency’s use of firearms ranges.

II. Policy

The agency will conduct firearms training at authorized facilities in compliance with the existing safety and regulatory rules promulgated by those facilities. The agency will employ the procedures enumerated herein to ensure the safe, efficient, and accountable supervision of the agency’s firearms range time. The character qualities of cautiousness, orderliness, and responsibility are key components to safe and efficient range operations.

III. Procedure

A. Authorized Use of Firearms Ranges

1. Agency personnel will only use authorized firearms ranges for official firearms qualification courses of fire.
2. Courses of fire may include those for both on-duty and off-duty and agency and personally owned weapons (See SOP #8-01).
3. Any non-agency/range personnel present to observe must be pre-approved by the range master.

B. Rangemaster and Instructional Staff Assignment and Duties

1. The Administrative Services/Training Lieutenant or his designee is the designated rangemaster at any authorized range operation.



2. The rangemaster has complete authority over range operations, regardless of consideration of rank below Captain, and will be present for the duration of the operation (unless that authority is properly conveyed to another qualified individual).
 3. The rangemaster will promote efficient range operations and ensure that safety is on the forefront of his/her own considerations as well as those of all personnel present.
 4. The rangemaster will ensure that range facilities are left in proper condition after range operations conclude.
- C. Range Rules and Safety Procedures
1. All personnel attending firearms range training will:
 - a. Adhere to any posted rules at the respective facility;
 - b. Park in only the designated parking spaces;
 - c. Clean up behind themselves leaving the range facility in the same or better condition than prior to use.
 - d. Treat facilities and equipment with care and consideration and use them only for intended purposes; and,
 - e. Report any facility or equipment damage to an instructor or the rangemaster.
 2. All personnel will wear:
 - a. Either the duty uniform or approved training/instructor uniform;
 - b. Their agency-issued ballistic vest during ALL range operations (loading area, firing line, etc.);
 - c. Eye protection while on the firing line; and,
 - d. Ear protection consisting of either rubber or foam insertable earplugs or headphone-style muffs that cover the ears (and designed for industrial or shooting sound protection) while on the firing line.



3. All personnel will make safety a paramount concern. The following procedures will be followed, at a minimum, to promote safety:

- a. The rangemaster and instructor's directives will be followed at all times.
- b. All weapons to be fired will remain holstered or slung and unloaded until shooters are on the firing line and given explicit instructions to load/charge weapons. Weapons not intended for firing may be left unloaded on the tables in the loading area until needed.
- c. Firearms will always be pointed downrange, during active fire and post-fire, until explicit instructions to holster are given by the rangemaster.
- d. In the event a weapon malfunctions, the student will attempt to clear the malfunction. If the malfunction cannot be cleared by the student, the weapon must remain pointed downrange while the student raises their arm to alert an instructor or the rangemaster.
- e. Personnel will only approach the target area when the rangemaster has cleared the range safe and a designated safety lookout is appointed to ensure no weapons are brought from the loading area.
- f. Range rules and safety procedures enumerated in Section III, C of this SOP will be read to all firearms students and acknowledged individually in writing prior to activating range operations.

D. Authorized Firearms, Ammunition, and Equipment

1. Only agency-issued weapons and personally owned weapons meeting the following conditions may be brought to the firearms range:

- a. Personal weapons already approved for carry by the agency; and,
- b. Personal weapons being brought for examination and approval for carry by the agency.



2. Only agency-issued and approved personally-owned ammunition for approved personally owned firearms may be brought to the range (list available in armory). Range instructors will provide practice and duty rounds for agency-owned weapons.
 3. Range instructors will provide K5 silhouette paper targets, staple gun and staples, and markers for facing and scoring targets. These targets are generally affixed to wood struts and cardboard backing.
 4. Rangemasters may permit the use of metal flip target (“Poppers”) devices at ranges so equipped.
 5. Rangemasters may, at their discretion, use mechanized target turning devices at ranges so equipped.
 6. Target systems that utilize wood struts and cardboard target backing may be repaired under the supervision of a firearms instructor or the rangemaster.
 7. Since this agency only uses third party firing ranges, range instructors will ensure that all ammunition, non-issued firearms, and equipment are accounted for and returned to the agency’s armory at the conclusion of range operations.
- E. Training and Certification Requirements for Range Supervisors
1. The rangemaster and range instructors must be trained and certified as specified in the latest edition of the agency’s training catalog.
 2. The rangemaster and all range instructors will be instructed in basic wound care as specified in the latest edition of the agency’s training catalog.


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| Per Order | Harvey Becker, Chief of Police |  |
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Chapter 6

Investigations

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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #6-01 | |
| <i>Criminal Investigations</i> | | | |
| Effective Date November 27, 2017 | Revision # 8 | Re-evaluation Schedule November | Amends/supersedes SOP #6-01 of 11/17/2016 |
| Notes/References CALEA Standards 12.1.4, 42.1.1, 42.1.2, 42.1.3, 42.1.4, 42.1.5, 42.2.1, 42.2.2, 42.2.3, 42.2.4, 42.2.8, & 55.2.4. | | # of Pages 15 | |

I. Purpose

To define the criminal investigation function and assign responsibility for the thorough and timely investigation of criminal offenses.

II. Policy

All sworn personnel and assigned civilian personnel will employ thorough and timely investigative techniques in order to ensure an efficient and effective criminal investigation. Demonstration of the character qualities of diligence, initiative, and wisdom will ensure our success in these endeavors.

III. Procedure

A. Organization and Administration

1. The investigation of criminal offenses is an integral part of each officer's duties and is essential to the accomplishment of the law enforcement mission. All sworn personnel will conduct and assist, as needed, in the criminal investigation function whether assigned as an investigator or to other duties.
2. The Criminal Investigations Bureau (CIB), which consists of one team of personnel, supports, supplements, and augments the agency's criminal investigation function. Assignment to CIB as an investigator is a lateral transfer in terms of assigned authority.
3. CIB is available for:
 - a. Follow-up investigations of crimes or suspected criminal activity reported to the agency, as needed;



- b. Initial and follow-up interviews with victims, suspects, and witnesses, as needed;
 - c. The evaluation of evidence, as needed;
 - d. The recovery of stolen property, as needed;
 - e. The identification, apprehension, and prosecution of criminal offenders, as needed;
 - f. The preparation of cases for court presentation, as needed;
 - g. Clearance of criminal cases, as needed;
 - h. The maintenance of their active investigative records;
 - i. Extradition of prisoners;
 - j. Grand jury presentments;
 - k. Bond hearings; and,
 - l. Service of search warrants.
4. Cases for investigation by CIB will be assigned by the CIB Supervisor. In assigning cases the skills, training, and experience of the investigator will be considered. The assigned investigator will be the principle or lead investigator and all others involved will assist the assigned or lead investigator.
5. CIB will have a duty investigator on call to respond to emergencies requiring the presence of an investigator during non-business hours. The on-call schedule will be posted in the communications center. If the duty investigator cannot be located, the CIB Supervisor will be notified.
6. CIB investigators will maintain liaison with patrol personnel to assure an efficient exchange of information to include periodic attendance of CIB investigators at roll-call sessions conducted at the beginning of patrol shifts.



B. Preliminary Investigations

1. Preliminary investigations of all types of offenses shall be the responsibility of the patrol officer dispatched to the scene and/or a Patrol Supervisor, unless and until such time the Patrol Supervisor designates otherwise.
2. The Patrol Supervisor will respond to all scenes in cases of suspected murder, suicide, felony assault, sexual assault, armed robbery, arson, or whenever, in the supervisor's opinion, the case is:
 - a. Unusually serious or complex;
 - b. There is indication that an immediate lengthy investigation may be required; or,
 - c. In cases that may generate media attention.
3. The preliminary investigation begins immediately upon the arrival of sworn personnel at the scene of an incident or upon taking a report and continues until such time as a postponement of the investigation or transfer of responsibility will not jeopardize the successful completion of the investigation.
4. The on-scene supervisor will request the duty investigator via the communications center to respond to an incident that in his/her opinion would best be served by CIB personnel. If consultation is required to arrive at a decision to call out the duty investigator, the duty supervisor must contact the CIB Supervisor or Support Services Division Commander for assistance.
5. Steps to be followed in conducting the preliminary investigation include:
 - a. Providing aid to the injured;
 - b. Observing all conditions, events, and remarks;
 - c. Maintaining and protecting the integrity of the crime scene so that evidence is protected and not lost or contaminated;

- d. Determining if an offense has actually been committed and, if so, the exact nature of the offense;
- e. Arranging for the collection of evidence;
- f. Furnishing other field units, through radio communications, descriptions of suspect(s), vehicle(s), direction of flight, wanted person(s), other information as necessary, etc.;
- g. Identifying and locating witnesses;
- h. Interviewing the complainant, the victim, and all witnesses to determine what information is known (statements can be taken by officers at the incident if investigators are not responding);
- i. Determining the identity of the suspect or suspects and effect an arrest if it can be accomplished either at the scene or through immediate follow-up;
- j. Advising the suspect of his Miranda rights, interviewing the suspect, and attempting to obtain a statement, if such statement can be obtained legally; and,
- k. Accurately and completely recording all pertinent information on the prescribed agency report forms.

C. Follow-up Investigations

- 1. The purpose of the follow-up investigation is to discover additional information in order to clear a case, identify and arrest an offender, recover stolen property, gather additional evidence, and prepare a case for court presentation.
- 2. CIB is responsible for the follow-up of any case in which an investigator has responded to the scene unless otherwise agreed upon by supervisors. The Patrol Supervisor will ensure that the incident report indicates a need for CIB to assume the follow-up of a case that is initially handled by patrol and CIB has not responded to the scene.



3. The following procedures will be used as necessary and these efforts will be documented accordingly:
 - a. Reviewing and analyzing all previous reports prepared in the preliminary stage, checking agency records for other reports of like nature or with the same subject, and review of any laboratory examinations;
 - b. Conducting additional follow-up interviews of victims, witnesses, and/or subjects;
 - c. Seeking additional information from patrol officers, informants, etc.;
 - d. Planning, organizing, and conducting searches and collecting physical evidence as necessary (the investigator is responsible for insuring the collection and processing of the crime scene for physical evidence and/or requesting the assistance of other agencies);
 - e. Identifying and apprehending suspects;
 - f. Determining involvement of suspects in other crimes;
 - g. Checking suspect's criminal histories at local, state, and national (National Crime Information Computer (NCIC)) levels; and,
 - h. Preparing cases for court by ensuring that case files are complete and accurate and that witnesses can be located.

D. Second Contacts

1. In general, a second contact will be made by patrol personnel, the victim advocate or investigators assigned to the follow-up open case investigations, with the victim and/or other principals within five days from the date of the original report.
2. Whenever the status of any case changes, the assigned investigating officer should notify the complainant or victim of the change of status unless doing so would jeopardize the investigation of the case. This notification must be noted on a supplemental report form.



E. Case Screening and Solvability Factors

1. In order to best commit resources to the investigation of the most serious offenses and/or those cases with the best prospect of successful resolution, the CIB Supervisor is responsible for screening agency incident reports. The CIB Supervisor will consider the following solvability factors when screening cases for follow-up assignment:
 - a. Suspect can be named;
 - b. Suspect can be identified;
 - c. Address of the suspect is known;
 - d. There is likelihood the suspect can be located;
 - e. Vehicle license plate number used in the crime is known;
 - f. There is a likelihood the vehicle used in the offense can be identified or located;
 - g. There was traceable property (by serial number or uniqueness of the property) taken in the offense;
 - h. There exists evidence that must be submitted to a laboratory for forensic examination;
 - i. Significant modus operandi can be developed, or a distinctive pattern of similar crimes exists in the same general location or during the same time period;
 - j. It is reasonably suspected there was a limited opportunity to commit the crime;
 - k. There is reason to believe the crime may arouse such public interest that public assistance may lead to crime solution; and,
 - l. There are reasons to believe that further investigative effort will lead to the solving of the crime.

2. All cases which have at least one solvability factor should involve a follow-up investigation, to include a second contact with the victim. The CIB Supervisor will designate the assigned investigator to conduct a follow-up investigation and/or second contact with the principals involved in reported cases. The name of the assigned investigator/officer will be recorded in the Criminal Investigation Division Investigative Summary Form (Form INV-110).
3. A follow-up investigation may be suspended and the case may be administratively closed due to the absence of solvability factors.
4. The Chief of Police can direct that any case be assigned for investigation.

F. Investigative Checklists

1. The initial incident report, thoroughly and properly prepared, serves as a satisfactory checklist for most investigations.
2. The CIB Supervisor will determine which types of investigations require additional checklists for ensuring critical areas of investigation are not overlooked and will ensure these checklists are made available to officers and/or investigators.

G. Case File Management

1. A written or computerized log shall be established and maintained by the CIB Supervisor or his designee and will contain the following information:
 - a. OCA/report number;
 - b. Investigator assigned to complete the follow-up investigation; and,
 - c. The current status of all cases assigned in the calendar year.
2. An administrative designation of active, administratively (admin) closed, cleared by arrest, exceptionally cleared, or unfounded will be assigned to each case, as appropriate, to assist in case management and control as follows:



- a. Active (open) indicates that the case is assigned to an investigator/officer and investigative efforts are active and ongoing.
- b. Administratively Closed (inactivated) indicates that all available leads have been exhausted, but the case has not been brought to a conclusion and investigative efforts may be resumed if new evidence or leads are discovered at a later date. This also includes cases in which a warrant is on file but no arrest has been affected.
- c. Cleared by Arrest (closed) indicated that the case has been cleared by the arrest of the offender.
- d. Exceptionally Cleared (closed) indicates that although an offender has been identified and located, no arrest will be made because of reasons beyond law enforcement control. An incident cannot be exceptionally cleared unless the subject's race, sex, age, and ethnicity are reported. A case is considered exceptionally cleared if it falls into one of the following categories:
 - (1) Offender Death - All offenders in this case are deceased.
 - (2) No Prosecution - Although the offender(s) has been identified and located and there is evidence to support charges, the court, investigator/officer or Solicitor's Office has decided not to prosecute.
 - (3) Extradition Denied - Extradition of the offender(s) is denied.
 - (4) Victim Denies Cooperation - The offender(s) has been identified, located, and evidence compiled, but the victim declines to cooperate in the prosecution or simply does not wish to pursue prosecution.
 - (5) Juvenile/No Custody - A juvenile is identified as the offender, but the case is handled informally with a counsel, warn, and release (CWR) with no referral to Family Court.



- (6) Unfounded – This indicates the alleged offense did not occur and there is sufficient reasonable grounds to support this premise.
 3. The investigator will maintain a case file for all assigned cases. In some instances, the case file may be maintained on the police department computer network and referenced by case number. The types of records to be maintained in the case file are copies of original incident reports, supplemental reports, booking reports, statements, copies of warrants, photos and lab reports, etc.
 4. The investigative case files will be accessible for review through the CIB Supervisor or his designee on a legitimate need to know basis or upon receipt of a court order.
 5. If a file is closed, it must be submitted to the records section within 10 days of the closure date unless authorized by the CIB Supervisor. The records section will hold the investigative case file. An Expungement order is required to purge a file.
- H. Use of Polygraph in Criminal Investigations
1. Polygraph examinations may be offered and administered based on the particulars of an investigation.
 2. The procedures enumerated in SOP #7-01 must be followed with regard to polygraph examinations.
- I. Conducting Background Investigations
1. Generally background investigations will only be conducted in connection with on-going criminal investigations. This section applies to criminal suspects or other participants in a case and does not apply to background investigations conducted by this agency in the selection process for the purpose of employment.
 2. Various sources are available in conducting a background investigation. Potential sources include, but are not limited to:
 - a. Financial institutions;
 - b. Business associates;



- c. Former employers or employees;
 - d. Informants;
 - e. Utility companies;
 - f. Public records;
 - g. Intelligence reports;
 - h. Criminal history;
 - i. Other law enforcement agencies;
 - j. Pawn shops; and,
 - k. Various internet search tools.
3. Information obtained in a background investigation will be kept as part of the case file or destroyed.

J. Information Development

1. The purpose of gathering information in a criminal investigation is to identify, locate, apprehend, and prosecute the perpetrator.
2. Information developed is crucial to the criminal investigative process, and information may be developed from an unlimited number of legal sources. These sources include, but are not limited to:
 - a. Reviewing, consolidating, and analyzing the reports of the officer who conducted the preliminary investigation, obtaining reports of any evidence that may have been collected before assignment of the case to the investigator, and/or making arrangements to obtain the results of the laboratory examination when the items have been forwarded to a crime lab.
 - b. Checking agency records, incident reports, and other public records.



- c. Checking the precious metal listings, pawnshops, and other places where stolen property may be sold.
 - d. Seeking information from known criminals, associates, acquaintances, and others who may know the suspect.
 - e. Investigating activities of persons who, by reason of past criminal behavior, may be considered as suspects.
 - f. Planning an organized police action such as a door-to-door canvass or extended search aimed at discovering additional physical evidence or witnesses.
3. All information collected will be gathered legally and in compliance with agency policies and procedures.

K. Interviews

1. Interviews may be conducted with victims, witnesses, suspects and any other persons who may have knowledge about a criminal offense.
2. Although there are many techniques available to assist in interviewing suspects or witnesses, the following general guidelines will be utilized in most interviews:
 - a. Conduct interviews and interrogations as soon as possible after the commission of the offense so that evidence or details of an offense are not lost through witness forgetting vital information.
 - b. Control the setting as much as possible. Interviews and interrogations should be held in a quiet private location free from outside distractions.
 - c. Interviews at the station should be conducted in one of the two interview rooms located in CIB, the Community Service Specialists (CSS) office, or in the polygraph office in the event a party is subject to such an examination.
 - d. Interview rooms shall consist minimally of a table and the necessary amount of chairs for each participant to sit in.

- (1) The CIB interview rooms may have a trash receptacle within.
 - (2) The CSS and north hall interview offices will be furnished as offices to include the presence of a computer and printer; however, care will be taken to ensure that weapons of opportunity are not present.
 - (3) The polygraph office will be furnished as an office with the addition of the polygraph chair, polygraph instrument, and the associated computer and peripherals; however, care will be taken to ensure weapons of opportunity are not present.
- e. No more than two interviewers should be in the interview room while the interview is being conducted.
 - f. Interviewers should position themselves in a manner to avoid exposing their firearm to the person being interviewed. In the event an interviewer is assaulted or requires assistance, they should call out verbally or by cellular phone, desk phone, or radio.
 - g. Persons being interviewed will be allowed access to restrooms, water, and comfort breaks during the interview.
 - h. Record the interview, either in an audio/video statement, in writing, or both. It is preferable to record on audio/video to later prove the validity of the statement, the willingness of the interviewee, and behavior of the interviewer.
 - i. Be prepared with as much information about the offense as possible prior to beginning the interview or interrogation.
 - j. Procedures as described in SOP #3-17 may also be utilized as applicable.
3. Ample personnel should be summoned to stand by outside interviews of persons who, based on the circumstances facing



them or their own demonstrated history, have the propensity for violence.

- a. These personnel should be ready to respond in the event of outbursts or acts of violence that might require their assistance.
- b. Personnel in adjacent work areas should be advised of such interviews before they are conducted.
- c. Polygraph interviews/examinations and interviews in the CIB interview rooms may be viewed by closed-circuit television in an adjacent room.

L. Surveillance

1. Surveillance may be used in the investigation of any crime when it is necessary to observe suspects or conditions in an unobtrusive manner.
2. Surveillance operations shall be conducted in accordance with SOP #6-06.

M. Investigative Task Forces

1. The establishment of a task force within the police department, or its participation in an outside task force, must be approved by the Chief of Police or his designee.
2. The purpose/responsibility of the task force will be to investigate and apprehend suspects of specific crimes. Officers are authorized to exercise jurisdiction outside the City of Goose Creek for the purpose of criminal investigation in a task force only if written agreements between or among the law enforcement agencies involved have been properly executed. The agreement will delineate authority, responsibilities, accountability, and resources used in the task force.
3. Division commanders will be responsible for the operation of any task forces under their purview organized within the police department. For joint task forces, a specific supervisor of one of the involved agencies will be designated as the task force supervisor and will be accountable for its operation. The division



commander or his/her designee will maintain liaison with the joint task force supervisor.

4. All resources needed for the task force will be identified in the task force agreement. This includes manpower, vehicles, equipment, special investigative equipment, etc. All resource requests must be approved by the respective division commander and the Chief of Police prior to being ordered.
5. Agency personnel assigned to any task force will keep their respective supervisors completely informed of pertinent developments consistent with any national security requirements.
6. Task force officers will follow the safety procedures outlined by task force supervision. If an officer feels that a task force operation compromises safety, they are to inform task force supervision immediately. If the situation remains unresolved, the task force officer should contact his/her agency supervisor for guidance.
7. Task force officers will maintain their agency credentials and any additional credentials issued by the task force. Officers will follow task force supervisory instructions on the carry/non-carry of credentials based on operational considerations.
8. The unit commander will be responsible for completing an annual assessment of this agency's participation in a task force to be forwarded via the chain-of-command to the respective division commander and the Chief of Police. The division commander and the Chief of Police will determine the continued necessity for the allocation of manpower to a task force.

N. Prosecutorial Summary Package


1. The case officer for any case wherein charges are forwarded to the Court of General Sessions' (GSC) must prepare a prosecutorial summary form (Form GCPD 134) as follows:
 - a. Thoroughly review the case file when received from the records bureau and summarize it in the applicable section of the form;



- b. Verify the contents of the case file to ensure all applicable documentation is accounted for using the checklist on the form;
 - c. Sign and present the prosecutorial summary to a supervisor along with the case file and obtain their written approval;
 - d. Return the signed prosecutorial summary to the records bureau without undue delay but within 7 days of receipt.
- 2. A completed case file on each juvenile offender should be provided to the records bureau for forwarding to the Family Court before the officer ends his/her tour of duty.
 - 3. The prosecutorial summary package for cases involving habitual offenders as described in Section III, O should be clearly marked as such.
 - 4. The records bureau will forward all files to the prosecutor's office.
- O. Habitual Offenders
- 1. At a minimum, any offender with three or more prior convictions for an offense, which carries a sentence of a year or more upon conviction, will be considered a habitual/serious offender.
 - 2. The CIB Supervisor and/or lead investigator should confer with the Ninth Circuit Solicitor's office to determine the avenue in which these cases should be prosecuted.
 - 3. The habitual offender criteria set in this SOP does not preclude investigators from conferring with the Ninth Circuit Solicitor regarding unique situations such as (but not limited to) defendants with multiple arrests for similar offenses but no convictions or convictions for a series of different crimes that point to a career criminal nature.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #6-02 | |
| <i>Collection and Preservation of Evidence</i> | | | |
| Effective Date March 5, 2018 | Revision # 9 | Re-evaluation Schedule March | Amends/supersedes SOP #6-02 of 04/11/2016 |
| Notes/References: CALEA Standards 41.1.3, 83.1.1, 83.2.1, 83.2.2, 83.2.3, 83.2.4, 83.2.5, 83.2.6, 83.3.1, & 83.3.2 | | # of Pages 15 | |

I. Purpose

To provide procedures for safeguarding, identifying, collecting, and preserving evidence in order to ensure a proper chain of evidence for courtroom presentation.

II. Policy

The investigation of crime and the successful prosecution of criminal offenders require that information be obtained through the application of scientific knowledge and methods. In order to effectively process physical evidence, items must be identified, collected, preserved, and transmitted to the laboratory (if applicable) without delay. Accordingly, it is agency policy to diligently follow sound forensic methods of collecting, processing, and preserving evidence. For purposes of this SOP, the terms officer and investigator are synonymous and include properly trained civilians. Demonstration of the character qualities of patience, orderliness, and thoroughness will ensure our success in these endeavors.

III. Procedure

A. Collecting, Processing, and Preserving Physical Evidence in the Field

1. The scene of a crime must be secured as soon as possible to prevent the loss of evidence.
 - a. It is the responsibility of the first officer at the scene of a crime to secure and protect the scene from all nonessential personnel to prevent the loss of evidence.



- b. The officer securing a major crime scene will initiate a log listing the time, name, and reason for all personnel who enter the crime scene.
2. Crime scene processing personnel are available for call-out 24 hours a day, seven days a week through a supervisor. In the event that the on-call investigator cannot be contacted within an acceptable period of time, the Criminal Investigations Bureau (CIB) supervisor will be notified.
3. All personnel assigned to crime scene processing functions will be trained in latent fingerprint recovery, photography, videography, crime scene sketching, collection and preservation of evidence, DNA collection, and other forensic tests which can be performed at crime and collision scenes. These personnel will be equipped with the following items, at a minimum:
 - a. Fingerprint and DNA recovery equipment and supplies;
 - b. Photography and videography equipment;
 - c. Items required for sketching a scene; and,
 - d. Containers and other items required in the collection and preservation of physical evidence.
4. When a crime scene investigator is called-out to process a scene, personnel at the scene should not disturb, touch, or handle physical evidence unless a danger exists that the evidence will be lost or destroyed prior to the arrival of evidence personnel. Should such a situation arise, it becomes the responsibility of the primary officer to photograph the evidence prior to moving and secure it in a controlled location, at scene, until it can be relinquished to the responding crime scene investigator.
5. The evidence investigator responding to a major crime scene or incident will be responsible for the following:
 - a. Photographing the scene as a whole, regionally and finally, item by item, with immediate photos as required;
 - b. Videotaping when applicable;



- c. Sketching the scene using measurements to provide for the ability to draw the scene to scale at a later date;
 - d. Marking all items for identification at the scene;
 - e. Measuring scene and evidence;
 - f. Fingerprinting all subjects and/or locations as necessary;
 - g. Collecting all evidence in the proper manner and labeling/marketing it with agency case number, etc; and,
 - h. Transporting all evidence to be secured in the evidence facility.
 6. The procedures used for the collection and preservation of all evidence (when applicable) will be in conjunction with best practices procedure established by the International Association of Property and Evidence
 7. The progression of crime scene processing tasks is as follows: video and/or photograph, fingerprint and/or swab, sketch (if applicable), collect and package evidence.
 8. All evidence obtained will be secured in the appropriate container, labeled and submitted with completed paperwork to the evidence facility or secured in the evidence lockers at the police department as soon as practical but prior to the end of the submitting officer's tour of duty.
 9. The services of federal, state, county or other local agencies may be requested based upon mutual aid agreements in effect or special request for any crime scene requiring processing beyond the capabilities of this agency.
- B. Crime Scene Photography and Videography
1. Photography of crime scenes, serious traffic collisions, and other incidents of major importance (when requested) will be the responsibility of the duty investigator. The investigator will photograph all aspects of the crime scene, traffic collision, or incident using photography and/or video equipment supplied by the agency.



2. It will be the responsibility of the primary officer to apprise the crime scene investigator of the incident information and provide a scene walkthrough as applicable.
3. The first photograph taken at a crime scene will show the agency case number, location, offense type, date and photographer's name.
4. Video taken of a crime scene will also show the agency case number, location, offense type, date and videographer's name. When the video is transferred to digital media, the media should be labeled with the agency case number, incident location, date and videographer's name.
5. Digital photographs and/or video captured by first responding officers will be uploaded to the media section of the records management system (RMS).
6. Digital photographs and/or video captured by crime scene investigators will be uploaded to the Crime Scene Folder on the network and a disc containing the original images will be submitted to evidence complete with an Evidence/Property Control Form.
7. When the exact size of an item being photographed is required, a scale will be placed next to the item to add dimension and aid in development for "life-size" prints. A second photograph of the item will be taken without the scale, using the same camera settings, position, and lighting in the event the court desires photographs of evidence in which nothing has been introduced into the field of view.
8. If the evidence to be photographed is a fixed object, the dimension of that object should be taken to provide a scale of reference.
9. Audio may be collected via video camera, digital camera, or similar electronic device. Collected recordings must be handled and submitted to evidence as provided for in this SOP.
10. Any and all photographs, video, audio, or imaging captured by employees as otherwise provided for in this section by way of cellular telephones, personal data assistants (PDA's), or any other



device will be treated as evidence and transferred to the proper media for submission to the evidence locker or uploaded to the records server as applicable and then be promptly deleted from the device.

11. Employees are prohibited from maintaining personal copies of or sharing with non-essential personnel such evidence.

C. Crime Scene Sketches

1. When crime scene sketches are drawn pursuant to the collection and preservation of evidence, they will contain the following information:
 - a. Dimensions;
 - b. Address (including floor or room number as appropriate);
 - c. Location of significant features of the scene (including the victim);
 - d. Date and time of preparation;
 - e. Name(s) of person(s) preparing the sketch;
 - f. Direction of North;
 - g. Location of items of physical evidence recovered; and,
 - h. Agency case number.
2. In fatality or major traffic collisions, scene sketches drawn to scale will also be prepared using the above guidelines as appropriate.
3. Generally, the crime scene investigator will make rough sketches and measurements, including sufficient additional information so a final drawing, to scale, can be made at a later time. These rough sketches are evidence and shall be filed with the actual sketch by the crime scene investigator.



D. Collection of Known Standards for Comparison

1. When the following types of physical evidence/trace evidence are collected from a crime scene, a known standard sample will (if available) be collected for comparison before evidence is sent to an authorized laboratory: blood, hair, fibers, paint, glass, wood, metal, soil, tool marks, footwear, tire tread marks, handwriting samples, DNA, and fingerprints.
2. The location from which the samples are taken is critical for lab analysis and will be conveyed to the laboratory in accordance with their procedures.
3. All standards for comparison will be collected by investigators and/or qualified medical personnel in accordance with the procedures contained in this SOP.

E. Collection of DNA Evidence at Crime Scenes

1. It is the responsibility of the first officer on the scene to utilize universal precautions when securing the scene understanding that blood and all body fluids have potential of carrying disease. The primary role of the first responder is to prevent unnecessary entry and potential contamination of the crime scene.
2. Investigators who collect and handle items potentially containing DNA evidence will be trained in the proper procedures for collecting and preserving such evidence as well as identifying potential sources of such evidence.
3. Potential touch DNA, blood, urine, semen, and other body fluids found at crime scenes will be collected and handled by properly trained investigators as outlined in this procedure and in accordance with universal precautions procedures.
4. Protective gloves and other blood-borne pathogens protective equipment will be used, as appropriate, during collection.
5. Wet blood or other body fluids will be collected with a sterile cotton swab.
6. The swab should be secured in a labeled, vented swab box to allow for air drying.



7. Whenever possible, the entire object which contains a substance should be submitted as evidence.
8. When a substance is located on a wall, floor, or other object that cannot be submitted, the following procedures can be utilized:
 - a. Swab the substance using a sterile cotton swab dampened with sterile water;
 - b. Secure the swab in a vented swab box to allow for air drying and label box.
9. Items saturated with blood or other bodily fluids will be air dried prior to packaging. After drying, the item will be secured in wrapping paper or paper bags and labeled. Multiple items must be packaged individually to avoid cross-contamination.
10. Body tissue must be collected and placed in a sterile glass bottle in saline solution, then secured in the appropriate container, labeled and refrigerated in the evidence facility.
11. DNA evidence will be transported securely with consideration given to chain-of-custody and environmental concerns.
12. Other biological materials, if not air dried, must be refrigerated in the evidence facility after being securely packaged and labeled.
13. DNA evidence will be documented on an evidence control form then submitted to the selected laboratory for analysis and or comparison as soon as practicable.
14. The agency will submit DNA evidence only to laboratories accredited by the American Society of Crime Lab Directors.

F. Wet Materials Collected as Evidence

1. Wet clothing or other materials collected as evidence will be dried in a secure area in the evidence facility. Saturated clothing may be transported in plastic bags to avoid contamination of the surrounding area.



2. As soon as the evidence is dry, it will be securely packaged in paper and labeled. Biological evidence will not be stored in plastic.
3. Documents that are wet (for any reason) will be handled in the same manner as prescribed supra for wet clothing.

G. Firearms Collected as Evidence

1. Firearms must be unloaded, with the ammunition packaged separately. A diagram will be accomplished to indicate which cylinders each round was in. If the weapon is a semi-automatic, the rounds should be left in the magazine after removal from the weapon.
2. If the weapon cannot be unloaded for evidentiary reasons, it cannot be placed in the evidence storage lockers. Crime scene personnel will be called to secure and transport the weapon.
3. If a loaded firearm cannot be made safe by the officer or is evidence in a major crime, the on-call crime scene investigator will respond to the scene to secure the weapon.

H. Bodily Fluid Collection

1. In any arrest or investigation requiring the collection of blood or urine for toxicological analysis, the following collection procedures will be utilized:
 - a. An alcohol wipe must not be used to prep the subject's skin.
 - b. Blood specimens must be placed in sterile vacuum tubes intended for such purpose.
 - c. Blood may only be drawn for the purpose of determining the alcoholic content or to conduct a drug screen by a physician, registered nurse, qualified technician, or other qualified medical personnel in a licensed medical facility.
 - d. Urine specimens will be collected in sterile containers intended for such purpose. Urine collection may require the viewing of a suspect's genitals and will be witnessed



only by qualified medical personnel or by sworn personnel of the same sex as the subject.

- e. Blood and/or urine specimen containers must be sealed with a tape or label that displays the following information:
 - (1) Name of suspect;
 - (2) Date and time of collection; and,
 - (3) Name of person collecting the sample.
- 2. The Evidence/Property Control Form must be completed by the arresting officer and submitted with the sample. The SLED Blood/Urine Analysis Report must also be submitted when body fluids are collected for DUI and traffic fatality investigations.
- 3. All samples will be considered evidence and secured in the evidence refrigerator for temporary storage.
- 4. Blood and/or urine will be transported to SLED by an investigator for testing and/or drug screening.
- I. Sexual Assault Evidence Collection Kit
 - 1. If required, a Sexual Assault Evidence Collection Kit will be used during the investigation of sexual assaults and sexual abuse cases.
 - 2. Medical personnel will conduct the sexual assault/abuse protocol of the victim using the kit to obtain necessary evidence and samples.
 - 3. Investigating personnel will take custody of the kit, secure it in the refrigerator, lock the access gate to the refrigerator and deposit the key in an evidence locker. The investigating officer will complete the Evidence/Property Control Form.
- J. Explosives, Corrosives, Flammable, and Other Hazardous Materials
 - 1. At no time will explosives, flammables, corrosive material, dangerous chemicals, unknown biological specimens, radioactive materials, or other dangerous materials or property be brought



into the police department to be placed into evidence lockers or brought into the evidence facility, unless this agency has in place an accepted protocol for the handling of such items from the FBI, SLED, etc.

2. Explosives will be handled solely by qualified bomb disposal personnel. Empty containers used for these products cannot be stored without the express approval of the CIB Supervisor.
3. Photographs should be taken of any hazardous material prior to movement and/or disposal, if practical.
4. Any other hazardous material not conducive to being stored in the evidence facility will be photographed and disposed of according to procedures established by this agency or a specialized agency (e.g., the Environmental Protection Agency, Department of Health and Environmental Protection, SLED, or local military explosive ordnance disposal experts) contacted to handle the material.

K. Procedures for Processing Stolen Vehicles

1. Recovered stolen vehicles will be processed for evidence at the discretion of the supervisor depending upon whether the vehicle was involved in another crime.
2. Vehicles may be towed and secured until processed or processed at the scene. An agency tow sheet must be completed, and the responding officer must follow proper chain of custody procedures to ensure admissibility of any recovered evidence.
3. Any evidence collected from the recovered vehicle will be packaged securely in the appropriate container, labeled and placed either in the evidence lockers or evidence facility. The investigator processing the recovered vehicle will document his actions and the collected evidence on an Incident Supplement report.
4. It will be the responsibility of the responding officer or investigator recovering the stolen vehicle to notify the dispatcher to cancel the NCIC entry.



L. Latent Prints

1. The following general guidelines will be followed when processing a crime scene for latent prints:
 - a. The investigator will use the agency issued fingerprint powder to develop the fingerprint found on an object.
 - b. The powder will be lightly brushed over the print until it fully appears.
 - c. Latent impressions developed with fingerprint powder may be photographed on the original object.
 - d. After being photographed, prints will be lifted using supplied tape then affixed to a latent lift card.
 - e. The lifted print is to be placed on a card and the following information listed:
 - (1) Place of occurrence;
 - (2) Type of offense;
 - (3) Date and time processed;
 - (4) Processor's name; and,
 - (5) Agency case number.
2. Latent prints will be sent to the SLED or FBI Forensic Laboratory or a local AFIS site.
3. When requesting a comparison of latent prints with fingerprints of a known suspect, the requesting officer may include inked fingerprints or the suspect's SID/FBI number.
4. The above guidelines do not preclude or prohibit the use of other fingerprinting processes at the direction of a supervisor.



M. Inventory Procedures for Collected Evidence

1. All physical evidence collected from a crime scene by an investigator or uniformed officer will be inventoried on an Evidence/Property Control Form. All physical evidence collected from a crime scene by a crime scene investigator will follow the same procedure.
2. The inventory shall contain the following information:
 - a. Description of item (including make, model, and serial number, if any);
 - b. Source (from whom or location); and,
 - c. Name of the officer collecting the evidence.

N. Crime Scene Reporting

1. It is the responsibility of the investigator/officer who processes the scene to submit detailed reports describing the sequence of events associated with a scene investigation as related to evidence on the Incident Report and/or Incident Supplement.
2. The Incident/Supplemental Report will contain the following information:
 - a. Date and time of arrival at the scene;
 - b. Location of the crime;
 - c. Name of the victim(s), if known;
 - d. Name of the suspect(s), if known;
 - e. Narrative of the investigator's actions at the scene; and,
 - f. Agency case number.
3. If a specialist is called to the scene (i.e., SLED, FBI, crime scene investigator, collision reconstruction specialist, etc.) the date and time of request will be documented on the Incident Report.



4. The same responsibilities for accurate crime scene reporting also apply to uniformed officers when completing an Incident Report/Incident Supplement and conducting an investigation.

O. Requests for Examination of Evidence

1. Only accredited laboratories may be used. When requesting assistance for examinations of evidence, the evidence custodian or investigator's request will include the following:
 - a. Identification of person responsible for submitting evidence;
 - b. An evidence control form and/or any other forms or documentation required by the processing agency; and,
 - c. Proper chain of custody documentation.
2. Evidence sent or transported to another agency will be packaged to prevent loss, degradation, or contamination as enumerated in this SOP and clearly marked with the case number.
3. This agency may accept preliminary laboratory findings verbally; however, final laboratory examinations will only be accepted in writing and such documentation will be added to the respective case file.

P. Maintenance of Chain of Custody

1. The circumstances of every change of custody of any item of evidence must be documented.
2. Transfer of custody documentation serves as a receipt to ensure the maintenance of chain of custody and integrity of the evidence in court and consists of:
 - a. Date and time of transfer;
 - b. Receiving officer's/individual's signature;
 - c. Releasing officer's/individual's signature; and,
 - d. Reason for transfer.




- Q. Seizure of Computer Equipment and Other Electronic Data Devices
1. When seizing computer equipment, the officer or technician will collect at a minimum the tower or housing containing the hard-drive(s), any attached external storage devices (hard-drive, CD drives, card readers, etc.), the keyboard, monitor, and mouse or other pointing device.
 2. When seizing other electronic data devices, the officer or technician will attempt to identify and collect the power supply cord and any other cords used to transfer the data to other devices or computers. Care must be taken to avoid inadvertent manipulation of the data maintained within the device (external buttons, touch-screens, etc.).
 3. Computer equipment and other electronic data devices should be kept clean and dry and be placed in an evidence locker pending in-house forensic examination or transfer to the appropriate lab for forensic examination.
 4. Agency employees may power down computers or other electronic data devices for the purpose of collecting them as described in #1 and #2 above but will not attempt to examine the contents of the computer themselves unless properly trained.
 5. Seizure of computers and other electronic data devices will be in accordance with all applicable laws.
- R. Crime Scene Vehicle
1. The crime scene vehicle is specially equipped to aid in the processing of crime scenes or traffic collisions. Operation of the crime scene vehicle is restricted to crime scene personnel or those authorized by command personnel.
 2. Operators must be licensed to drive in South Carolina and will successfully complete a course of instruction by a certified driving instructor before operating as an emergency response vehicle.
 3. Care and maintenance of the crime scene vehicle will be the responsibility of the assigned Evidence/Crime Scene Technician.



- 4. Equipment and/or supplies will be maintained in the crime scene vehicle as specified on latest revision of Form GCPD 122.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #6-03 | |
| <i>Criminal Intelligence Procedures</i> | | | |
| Effective Date December 7, 2017 | Revision # 4 | Re-evaluation Schedule November | Amends/supersedes SOP #6-03 of 11/07/2016 |
| Notes/References CALEA Standard 40.2.1, 40.2.2, 40.2.3 & 28 CFR Part 23 | | # of Pages 6 | |

I. Purpose

To provide guidelines for the collection, processing, sharing, and disposition of criminal intelligence information.

II. Policy

The agency's criminal intelligence function is a cooperative effort of all agency personnel with the Criminal Investigations Bureau (CIB) acting as the central repository for collection, processing, sharing, and disposition of such information. Criminal intelligence information will be collected, processed, maintained, and disseminated to appropriate authorities in an effort to anticipate, prevent and/or monitor criminal or potential criminal activity that presents a threat to the security of our immediate community, surrounding areas, and our nation. Exercising the character qualities of alertness, diligence, and justice will ensure the success of our criminal intelligence endeavors.

III. Procedure

A. Employee Responsibilities

1. All employees are expected to be observant for suspicious circumstances and/or individuals as it relates to crime and homeland security and to report same as specified in this SOP.
2. Civilian employees should report any observations of concern to an on-duty Police Officer.
3. Police Officers will take immediate action to investigate circumstances and/or individuals believed to pose immediate danger.



4. Police Officers will document by way of a Uniform Crime Report (UCR) all information regarding suspicious circumstances and/or individuals they observe and that brought to their attention.
5. Employees engaged in proactive intelligence gathering activities will:
 - a. Ensure that the intelligence sought is consistent with the objectives cited in the policy statement of this SOP;
 - b. Ensure that the privacies afforded the citizenry by the Constitution and applicable law are not violated; and,
 - c. Ensure that proper documentation of their activities is carried out as specified in this SOP.

B. Intelligence Collection

1. Criminal intelligence may be collected on the activities and associations of individuals and groups known or suspected to be involved in criminal acts or in the threatening, planning, organizing, or financing of criminal acts such as:
 - a. Individuals, organizations, and/or businesses that are currently involved or suspected to be involved in the planning, organizing, financing, or commission of criminal activities; or who are suspected of having threatened, attempted, planned, or performed criminal acts; and/or,
 - b. Individuals, organizations, and/or businesses that have an established association with known or suspected crime figures.
2. Criminal intelligence information collected will be related to criminal conduct and activities that present a threat to the community such as, but not limited to:
 - a. Organized crime;
 - b. Terrorist activity/Homeland security (See SOP #9-04);
 - c. White collar crime;



- d. Narcotic trafficking;
 - e. Extortion;
 - f. Vice activities;
 - g. Criminal conspiracies;
 - h. Computer crimes;
 - i. Burglary and/or theft rings;
 - j. Infiltration or creation of legitimate business for illegitimate purposes;
 - k. Serial sex crimes; and,
 - l. Armed robberies.
3. Intelligence may be gathered from any legal sources. These sources may include, but are not limited to, employee observations, agency investigations, informants, citizens, other law enforcement agencies, public records, etc.
 4. Any equipment or techniques used for the collection of intelligence information will be used in compliance with all applicable laws and agency procedures.
 5. The following types of information will not be sought and will be excluded from intelligence files if discovered:
 - a. Information suggesting or concerning an individual's lawful political or sexual preferences, associations or opinions; and,
 - b. Any other information relating to the subject, the subject's family, or associates unless it is a matter of investigative necessity and is pertinent to establishing a relationship of association with known or suspected criminal activity.
 6. Supervisors will proactively monitor the activities of officers to ensure their field contacts and intelligence gathering is lawful and within the confines of applicable SOP's.



C. Intelligence Processing

1. UCR's generated regarding intelligence information will be forwarded directly to CIB. The CIB Supervisor will inform the Chief of Police of such reports via chain-of-command.
2. The CIB Supervisor will review intelligence information to ensure it meets the specifications of this SOP.
3. Applicable UCR's and any other related documentation may be added to existing files or new files generated consistent with the methods specified in this SOP.

D. Intelligence Records Maintenance

1. File Construction

- a. Intelligence files may contain only information relevant to the matter that initiated the file in accordance with the legal and privacy specifications contained in this SOP.
- b. Intelligence records will be assembled so as to provide efficient storage and retrieval of the information contained therein.
- c. Intelligence records will be serialized by year and a sequential number unique to each file; and, a master listing of all files and their disposition will be maintained.

2. Security of Records

- a. Intelligence records will be maintained in a secure location in CIB separate from other division files.
- b. The CIB Supervisor may require that certain UCR's that are part of an intelligence file be secured from viewing on the agency's computer network.
- c. Only the Support Services Division Commander, CIB Supervisor, the assigned Gang Investigator, and Crime Analyst may access intelligence records files.



- d. Intelligence records will be maintained in confidence and shared on a need-to-know basis only.

E. Dissemination of Intelligence Information

1. The CIB Supervisor must authorize the dissemination of intelligence information from agency files.
2. Intelligence information may be distributed to agency personnel as deemed necessary by the CIB Supervisor. This will usually be accompanied by information developed by the crime analyst.
3. Intelligence information may be shared with other law enforcement agencies or task forces as necessary. Transmittal of intelligence information should involve a secure method such as password protected electronic means, certified mail, or personal delivery.

F. Annual Review Required

1. At least annually, the CIB Supervisor or his designee will review intelligence records to ensure that information is relevant and current and purge any information found to be outdated, incorrect, or no longer applicable.
2. Subsequent to the file review, the CIB Supervisor or his/her designee will conduct a review of intelligence gathering activities to include:
 - a. The effectiveness of the procedures outlined in this SOP as it pertains to the situations encountered during the review period; and,
 - b. The effectiveness of the processes employed during the review period.
3. The CIB Supervisor will forward a written report detailing the activities specified in Section III, F, 1 and 2 of this SOP with recommendation(s), if any, to the Chief of Police for review and approval.




G. Training Requirements

1. Training on the agency's intelligence gathering process will be conducted as specified in the latest revision of the agency's training catalog.
2. Additional training may be developed to address changes in applicable law or criminal intelligence practices/procedures.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #6-04 | |
| <i>Property and Evidence Control</i> | | | |
| Effective Date November 6, 2017 | Revision # 9 | Re-evaluation Schedule October | Amends/supersedes SOP #6-04 of 10/19/2016 |
| Notes/References CALEA Standards: 84.1.1, 84.1.2, 84.1.3, 84.1.5, 84.1.6, 84.1.7, & 84.1.8 | | # of Pages 20 | |

I. Purpose

To provide for the management and control of found, recovered, and evidential property which comes into the custody of the agency; and, to establish an evidence management system which will ensure a traceable chain of evidence and strict accountability with respect to the handling, security, and disposition of evidence.

II. Policy

It is the responsibility of the evidence custodian(s) assigned to the Support Service Division's Forensic Unit and other authorized personnel to manage and control all evidence and property directed to it for safekeeping. As part of this responsibility, accurate records will be maintained and property will be stored, released, and disposed of in accordance with the procedures outlined in this directive. For purposes of this SOP, evidence is treated synonymously with property and the term "officer" refers to any employee authorized to receive property and or process and collect evidence. Demonstration of the character qualities of attentiveness, orderliness, and responsibility will ensure our success in these endeavors.

III. Procedure

A. Property Management Responsibility

1. All property taken into custody by an employee of this agency is the responsibility of that employee until it has been properly submitted to the evidence custodian and/or the secure facility or lockers designed for this purpose.
2. Property that is taken into custody by agency personnel and immediately released to the owner will be listed on an



- Evidence/Property Control Form (Form INV-102) and incident report. The incident report should indicate that the property was returned to the owner and the Evidence/Property Control Form (White Copy) should be attached to the original report.
3. All property, except when immediately released to the owner, must be turned in to the evidence custodian or an evidence locker by the end of the officer's tour of duty.
 - a. Employees are strictly prohibited from storing property in their vehicles, offices, desks, file cabinets, homes, or any location other than designated evidence lockers or the agency facility.
 - b. Personal use of any such property is strictly prohibited.
 4. It is the responsibility of the submitting officer to properly document, package, and photograph (if applicable) all evidence in accordance with agency procedures. All evidence must be secured in either an evidence locker or the evidence facility prior to the end of the officer's tour of duty.
 5. The officer submitting the property to an evidence custodian must also complete an incident report complete with OCA/report number specifically describing each item of property obtained to include any serial or model numbers and detailing the circumstances by which the property came into the agency's possession. Such reports must be completed prior to the end of the officer's tour of duty.
 6. Written requests will be completed for all evidence requiring forensic analysis by external laboratories. The submitting officer is responsible for notifying an evidence custodian of such request.
 7. Evidence custodian(s) are responsible for the control and management of all property accepted by or stored in the evidence facility.
 8. The evidence custodian(s) have the only key access to locked temporary [evidence/property] storage lockers. Evidence custodian personnel will collect the contents of the lockers each workday and subsequently log all evidence and property into agency computer records.



9. An evidence custodian will accept evidence when it is properly packaged and documented.
 - a. If the evidence is improperly handled by the submitting officer, the officer's team supervisor will be notified to evaluate the situation.
 - b. In every case, every effort will be made to maintain the integrity of the evidence and the chain of custody.
 - c. Evidence custodians will be responsible for reviewing all labeling, packaging, and documentation, to ensure that all necessary information is included with the submitted item(s).
10. With approval of the appropriate prosecutor and/or supervisor, property may be photographed for use in court and the property returned to the victim (e.g., perishable items, essential items for the health or welfare of the victim, etc.)

B. Internal Control Procedures

1. Property Intake and Maintenance
 - a. The evidence custodian receiving an item of property will ensure proper packaging of the item and completeness of the Evidence/Property Control Form.
 - b. The property item will be assigned the appropriate chronological item number and storage location which will be recorded in the property/evidence software, current handwritten evidence journal and on the original Evidence/Property Control Form.
 - c. The designated storage area of all items of property will be appropriate to their high risk or environmentally sensitive status as defined in Sections III, F and G of this SOP.
 - d. The evidence custodian will record the movement of all property items within the evidence room in the property/evidence software.



- e. The evidence custodian will record the movement of all property removed from the evidence room (i.e. signed out for court, officer review etc.) on the original Evidence/Property Control Form and in the property/evidence software.
2. Review and Disposal of Property
 - a. The evidence custodian will perform bi-weekly review of in custody cases via reports generated by the property/evidence software.
 - b. Additional case reviews, by section, will be performed on an ongoing basis to ensure timely disposal of items.
 - c. The evidence custodian will ensure that any items requiring retention pursuant to §17-28-30 of the SC Code of Laws be maintained in the designated long-term storage area within the Police Department.
 - d. Any items not subject to retention will be disposed of as outlined in Section III, J, 5, e of this SOP.

C. Facility Security

1. All property stored at the Goose Creek Police Department will be secured in the evidence facility or other secure area designated by the evidence custodian.
2. Only authorized evidence custodian personnel will have assigned keys for the evidence facility. Additional personnel may be granted access to certain secure areas as approved by the Chief of Police.
3. The doors to the evidence room and any authorized areas will always remain locked unless activity in and out warrants otherwise.
4. Only authorized personnel may actually enter the secured areas of the facility or other secure areas.
5. The temporary roll-up areas will be secured when evidence is secured within.



D. Inspections, Audits, and Reports

1. At least semi-annually, the evidence custodian's supervisor (or designee) will conduct an inspection of the property and evidence control function to ensure:
 - a. That procedures outlined for the intake and logging-in of property are being adhered to;
 - b. That security measures are being enforced;
 - c. That the integrity of perishable items is being preserved;
 - d. That computer records and physical records are up to date and in order; and,
 - e. That property is being disposed of properly and in a timely manner.
2. An audit will be conducted in the event there is a change of personnel assigned to the property/evidence function.
 - a. The incoming supervisor/custodian, along with a designee of the Chief of Police, will conduct an audit of property consigned to the evidence function that is stored in areas within which the departing employee had access.
 - b. The audit will include the verification of a significant sampling of general items from all storage locations that were accessible by the departing employee so as to verify the integrity of the system and accountability of general property.
 - c. The audit will include the verification of high-risk items accessible by the departing employee consistent with the quantity and error rate standards specified in Appendix I of the latest edition of *Standards for Law Enforcement* published by CALEA.
 - d. The Chief of Police may direct additional items to be audited should he/she deem necessary.

3. At least annually, an audit of property held by the agency will be conducted by a supervisor not routinely or directly connected with control of property as appointed by the Chief of Police.
 - a. The purpose of the audit is to ensure the integrity of the system and accountability for property and will include the verification of a representative sample of maintained property consistent with the provisions of Appendix K in the latest edition of *Standards for Law Enforcement* published by CALEA.
 - b. The auditor is authorized to weigh packages of drugs to ensure amounts and weights are consistent with records. It should be noted that the weight of many drugs will change with time, temperature, humidity, and decomposition.
 - c. The name of the individual who weighed the package and the identity of others present will be entered on the records of the item inspected.
 - d. Exceptions to weighing drugs are permissible when auditing evidence that is officially sealed in tamper-proof protective packages. The inspection will also be noted on the final report.
4. At the direction of the Chief of Police (or his designee), at least one unannounced inspection of property storage areas will be conducted annually. This inspection will address:
 - a. Cleanliness and orderliness of facilities; and,
 - b. Verification of the location and records for at least five random items of property. If there are fewer than five items in a particular area, all items in that area will be inspected.
5. At the conclusion of all inventories, inspections, and audits, a final report will be prepared listing:
 - a. The names and positions of all persons present;
 - b. Date(s) of activity (i.e., the inventory, inspection or audit);



- c. Beginning and ending times of activity;
 - d. What areas were affected; and,
 - e. What property was checked and the results.
 6. Any reports related to evidence/property inspections, audits, or inventories will be sent to the Chief of Police and a copy will be filed in the Criminal Investigations Bureau (CIB).
 7. Independent audits conducted by SLED may be requested and held at the discretion of the Chief of Police.
- E. Storage
 1. All evidence will be kept within the main evidence facility or other approved area. A refrigerator located within the evidence room to preserve and store perishable items such as blood, urine specimens, rape kits, and other like property is also approved as a designated secure area.
 2. The following guidelines for storage apply:
 - a. Property that requires a controlled climate (e.g., an air-conditioned atmosphere, dehumidification, etc.) will be stored appropriately.
 - b. High risk property as defined in Section III, E of this SOP will be stored in an area of the evidence room that provides additional security with accessibility by evidence custodians for additional inspections.
 - c. Bicycles will be stored in a secured separate area within the facilities of the City of Goose Creek.
 - d. Vehicles requiring processing will be stored in the designated roll-up area until processing is completed.
 - (1) The roll-up area will be locked and appropriately marked to indicate evidence is stored. The keys to this area will be submitted to the evidence locker with appropriate documentation.



- (2) In the event a vehicle or other large item cannot be securely stored within the facilities of the City of Goose Creek, the CIB Supervisor or his/her designee will be contacted to provide further direction.
 - (3) Suspects' vehicles will be towed at agency expense for processing. After processing, the wrecker company that towed the vehicle to the facility will be contacted to immediately tow the vehicle to their lot at the owner's expense to await retrieval by the owner.
 - (4) Victims' vehicles will be towed at agency expense for processing. After processing, the victim will be notified and given 24 hours to retrieve the vehicle. If not retrieved by the owner within the set 24 hour period, the vehicle will be towed by the same wrecker company to its impound lot at the owner's expense.
- e. All other evidence and property will be stored within the locked bay or storage room as space and other considerations warrant.

F. Increased Security (High Risk Items)

1. Money

- a. All monies submitted will be counted by both the submitting officer and his/her supervisor. This count must be documented in an incident report.
- b. Any monies submitted to the evidence function must be sealed in a currency pouch, properly marked to include the officer and supervisor's initials, and logged on an Evidence/Property Control Form (Form INV-102) upon submission to the evidence facility.
- c. The label must identify the amount of money submitted by denomination, OCA/report number, and the submitting officer's name.



- (1) Found money – evidence personnel will verify the money is packaged appropriately, log it in the computer, and place it in a designated area within the evidence facility.
 - (2) All other monies – evidence personnel will verify the money is packaged appropriately, log it in the computer, and deliver it to the City's finance department for verification of amount submitted and deposit at the vendor bank.
 - (3) Money not properly packaged or marked will not be accepted into evidence custody. A supervisor will be notified to correct any problems with packaging or documentation of money.
2. Precious Metal and/or Gemstones
 - a. Any items believed to be precious metals, gemstones, and other small items of exceptional value to include jewelry will be treated as high-risk.
 - b. Those items will be stored in a designated area in the evidence facility once logged in.
 3. Licit and Illicit Drugs
 - a. All drugs submitted to evidence either as found, confiscated, or evidence, will be sealed in a plastic evidence bag. Each bag will have a label and the seal initialed by the submitting officer. Exposed needles and other sharps must be packaged in a puncture resistant container.
 - b. In addition, the following container inspection, quantity, and quality control measures are in place:
 - (1) All drugs must be weighed when submitted for storage and processing. Weights will be taken after the evidence is packaged and will include the package in its weight;

- (2) Drug evidence will be sealed in clear plastic bags sealed and initialed by the submitting officer;
 - (3) All weights should be done as accurately as possible, but will only be used as a quality control and not as an exact weight or for evidential purposes. These weights will be noted in the incident report submitted by the officer.
 - (4) Pills and capsules will be counted and the count will be noted on the Evidence/Property Control Form (Form INV-102), packaging label and incident report.
- c. An evidence custodian will not open any sealed containers of drugs submitted to the evidence facility to verify the weight or count. The custodian will verify that the container is properly sealed and marked and visually check for tampering to safeguard against the substitution of materials having the same weight.
 - d. Marijuana submitted as evidence will be weighed in the package as received. All analysis results will be documented by the analyst conducting the tests.
 - e. All drugs will be stored in the evidence facility.
4. Firearms
- a. All firearms received by evidence will be made safe by unloading and placed on an Evidence/Property Control Form (Form INV-102). Loaded firearms will not be placed in the evidence lockers.
 - b. If the weapon cannot be unloaded for evidentiary reasons, it cannot be placed in the evidence storage lockers. The on-call investigator will be called to secure and transport the weapon.
 - c. If a loaded firearm cannot be made safe by the officer or is evidence in a major crime, the on-call investigator will respond to the scene to secure the weapon.



- d. All firearms will be checked for stolen through the National Crime Information Center (NCIC) by the submitting officer. All found property firearms not listed as stolen in NCIC should be entered in the recovered gun file in NCIC.

G. Perishable/Biodegradable Evidence,

1. A refrigerator is located in the evidence facility to preserve and store perishable items such as blood, urine specimens, rape kits, and other like property. Evidence requiring refrigeration for preservation must be directly submitted to the evidence facility, or placed in a refrigerator in the roll-up temporary evidence storage.
2. Only evidence personnel will have access to any property stored in the refrigerator within the evidence facility.
3. All items containing vials of blood, urine specimens, or other body fluid samples must be sealed in a leak proof container, be properly labeled, and refrigerated. Bio-hazard warning labels are provided.
4. Universal precautions must be followed when handling blood, body fluids, and other potentially infectious material in accordance with agency procedures.

H. Evidence/Property Storage After Business Hours

1. When the main evidence facility is closed, evidence or property should be submitted to evidence by securing it in the temporary [evidence/property] storage lockers in the sally port/prisoner processing area or in a temporary roll-up storage area.
2. Large items of found property will be placed in the enclosed and lockable area that contains the small evidence refrigerators in the sally port area.
3. If item(s) of evidence are too large for the lockers and the evidence roll-up area, the on-call evidence custodian should be notified to meet the submitting officer and secure the item(s) within the evidence facility.



4. If the evidence should require refrigeration for preservation, it should be placed in one of the small evidence refrigerators located in the secure area adjacent to the sally port. The refrigerator will then be locked and the key placed in a temporary locker with the Evidence/Property Control Form (Form INV-102).
 5. An evidence custodian may be notified to respond and secure any evidence that, in the opinion of the submitting officer's supervisor, has great value or may be potentially vulnerable to claims of tampering (e.g., a large quantity of narcotics evidence).
 6. At no time will explosives, flammables, corrosive material, dangerous chemicals, unknown biological specimens, radioactive materials, or other dangerous materials or property be brought into the police department to be placed into evidence lockers or brought into the evidence facility, unless this agency has in place an accepted protocol for the handling of such items from the FBI, SLED, etc. Photographs should be taken of any hazardous material prior to movement and/or disposal.
- I. Records Regarding Status of Property Held by the Agency
1. Evidence personnel will be responsible for maintaining a records system that reflects the status of all property to include evidence, seizures and forfeitures, found, and recovered property currently held.
 2. Records of final dispositions of all such property will be maintained in accordance with records retention guidelines.
- J. Final Disposition of Property
1. Evidence custodians are responsible for the prompt, authorized disposal of property within six months after legal requirements have been met, if possible.
 2. Evidence/property will not be released until cleared for release by the investigating officer and/or his supervisor or the Support Services Division Commander.
 3. If property is held as evidence, the investigating officer will notify evidence personnel following the final disposition of a case. Evidence personnel will hold the evidence for at least 10 days

when the defendant is found guilty, following the final disposition of the case before disposing of the property as provided in this procedure.

4. Property may be released to the rightful owner once all evidential use of the property is satisfied and/or the officer who submitted the property has approved the property for release.
 - a. Once an item has been cleared for release by the submitting officer, the submitting officer will attempt to contact the owner and advise them of procedures to claim their property.
 - b. A letter will be sent to the last known address of the owner. All attempts of contact will be documented in the RMS property module.
 - c. If the owner does not respond within 60 days, the property will be considered unclaimed, pursuant to §27-21-20.

5. Disposal of Unclaimed or Forfeited Property
 - a. Property that is forfeited to the police pursuant to §44-53-520, §16-23-50, §16-23-405, and §16-23-460 of the South Carolina Code of Laws as amended, or any other State or Federal statute or local ordinance, will not be released to its owner or finder. Unclaimed or forfeited property may only be disposed of in accordance with the provisions of State statutes outlining the disposition of property held by law enforcement agencies.
 - b. The CIB Supervisor, along with contracted legal counsel, will have court orders prepared describing such forfeited property and designating the agency as owner and submitted to the Ninth Circuit Solicitor's Office for presentation to the circuit court judge. Officers must consult their team supervisor prior to initiating forfeiture proceedings to assess feasibility.
 - c. Contraband will be handled the same as forfeited property and disposed of in accordance with §16-23-405 and §16-23-460 of the South Carolina Code.



- d. Evidence personnel will provide the Support Services Division Commander with a list of items for disposal. Prior to any disposal, evidence personnel will:
 - (1) Notify the Chief of Police or his designee, through the chain of command, of property or evidence to be destroyed;
 - (2) Inventory all property or evidence to be destroyed; and,
 - (3) Verify the final disposition of each case prior to destruction.
 - e. Items may be disposed of in one of the following ways:
 - (1) In accordance with provisions of the South Carolina Code, dangerous drugs, firearms with no value (Firearms of value may be traded to a federally licensed dealer for credit), obscene materials, beer/alcoholic beverages, and any other miscellaneous property of no value may be destroyed.
 - (2) Property may be converted for agency use under certain circumstances. Such conversion requires a court order, or in minor cases, the approval of the Chief of Police or his designee.
 - (3) Property may be disposed of by sale via PropertyRoom.com.
 - f. Evidence personnel will document the disposal of property in the computer evidence tracking system.
- K. Weapons and Firearms
- 1. Weapons held as evidence may only be released after the court case is disposed of and/or with permission of the investigating officer and prosecutor (if applicable).
 - 2. Firearms will be checked in NCIC for stolen prior to release to rightful owner.



3. Prior to releasing a firearm, the owner must be checked through SLED and NCIC by the Evidence custodian for any felony record or any other ineligibility as outlined in State or Federal statute prior to authorizing release.
4. If the owner has a felony record or other disqualifier as outlined in State or Federal statute, the firearm cannot be released to the owner.
5. The owner will be notified that he/she is disqualified and the firearm cannot be released to him/her. The property record will be updated accordingly.
6. In every case, investigators will make a reasonable effort to verify proper ownership of the weapon and the identity of the person to whom it is being released. The person to whom any firearm is released will be required to sign the chain of custody prior to receiving the firearm.
7. If the owner is not known, the weapon will be declared unclaimed after a period of 90 days and disposed of according to State statutes and agency directives.
8. Weapons held for safekeeping will be retained for a period not to exceed 90 days.
 - a. At the conclusion of that time, the case officer will notify the rightful owner by phone or letter that the weapon may be claimed. Documentation of the phone call or correspondence will be made on a supplemental report.
 - b. If after a total of 90 days the weapon has not been claimed by the owner, the weapon will be declared unclaimed property and disposed of according to State statutes and agency directives.
 - c. Final disposition of the weapon will be noted in the property inventory and in the RMS property module.



L. Money

1. Money held as evidence will be released to the rightful owner once it is no longer of evidential value and upon approval of the investigating officer and/or his supervisor.
2. Upon releasing money, evidence personnel will open the package in the presence of the owner and count the contents together with the owner. If there is any discrepancy, a supervisor must be notified immediately.
3. In every case, the officer will make a reasonable effort to verify the ownership or right to possess the property, and the identity of the person to whom the property is being released.
4. The person receiving the money will sign a chain of custody.
5. The Chief of Police or his designee must approve the release of all money. Money that is found and unclaimed, or forfeited under the provisions §44-53-520 of the South Carolina Code—or any other applicable Federal, State or local law or ordinance will be disposed of in accordance with agency directives.
6. The final disposition of money will be noted in the property inventory and the RMS property module.
7. All seized monies held pending seizure proceedings will be deposited by the agency in a separate interest bearing account until final disposition is made of the funds. Established agency financial policies will be adhered to at all times.

M. Major Case Disposition

1. The evidence custodian supervisor will contact the Chief of Police or his designee to discuss major cases.
2. With the approval of the Chief or his designee, evidence personnel may dispose of any property held as evidence in a case, as outlined in this directive and subsequent to case officer and court approval.



- N. Property Management Records
1. In every case where property is released, the final disposition of that property will be entered into the property inventory and in the RMS property module. Final disposition of found, recovered, and evidential property must be accomplished within 12 months after legal requirements have been satisfied.
 2. In every case, when property is disposed of, all paperwork necessary to document the action and update computer logs will be completed by evidence personnel. Evidence custodians maintain computer records which track the status of all property/evidence stored in the evidence facility with the following information:
 - a. Date and time item is entered (computer generated);
 - b. OCA /report number;
 - c. Evidence number;
 - d. Category (evidence, found property, property kept for security);
 - e. Officer's name;
 - f. Evidence type;
 - g. Disposition (i.e., still in-house, destroy, auction, convert, hold, return to owner, transferred to another agency, transferred to General Sessions Court, final disposition, etc);
 - h. Description (i.e., manufacturer, make, model, serial number, other, layman's description);
 - i. Location found (i.e., address, city, state);
 - j. Date acquired;
 - k. Owner name, address, phone number (if applicable);
 - l. Storage location (i.e, room, shelf, etc.);



- m. Other comments (e.g., who enters, how to process, etc.); and,
- n. Chain of custody (i.e., date removed, agency/officer/individual responsible, reason, date returned [chain of custody paperwork should be in file]).

O. Property Release

- 1. In every case the case officer will make a reasonable effort to verify rightful ownership of property and the identity of persons to whom the property is being released.
- 2. In every case the person to whom the property is released will sign the chain of custody indicating they have received this property.
- 3. Persons requesting the return of property from evidence must have valid identification (name and picture on same card).
- 4. Any release of property must be documented by evidence personnel on an Evidence/Property Control Form (Form INV-102). The individual receiving property must sign the form verifying receipt.

P. Receipt for Articles from Evidence Facility

- 1. A chain of custody for articles from the evidence facility is used whenever an item of property is temporarily removed from the facility for court, laboratory processing, or other reasons.
 - a. The removal should be documented in writing, as well as in the RMS property module.
 - b. This documentation serves as a receipt to ensure the maintenance of the chain of custody and integrity of the evidence in court.
- 2. The receipt for articles from the evidence facility contains the following information:
 - a. Date and time property is removed or returned;

- b. Signature of person accepting the property; and,
- c. Purpose of change of custody of the property.

Q. Procedures for Evidence Submitted for Laboratory Examination

1. It is the responsibility of the investigating officer to indicate on the Evidence Control Form the request for laboratory analysis of evidence.
2. The Support Services Division Commander or his designee will determine which crime lab will receive the evidence.
3. The evidence custodian will complete the applicable forms for the particular laboratory to be used.
4. Evidence personnel will be responsible for packaging, transporting, shipping, and submitting evidence to the proper laboratory.
5. Evidence personnel will log-out evidence sent to a laboratory and, upon its return to the agency, will immediately log in the evidence to ensure chain of custody.
6. It is the responsibility of the investigating officer to review lab reports on cases they are assigned. If additional lab services are necessary, or new or additional evidence becomes available, the investigating officer must submit a new request.
7. Laboratories provide a written report of laboratory findings as standard procedure on all requests for laboratory examination. Written reports of laboratory findings received will be filed with the case report in records. A copy of the report will be provided to the investigating and/or requesting officer.

R. Procedures for Evidence Transferred to Court

1. Any time an officer takes evidence to court, he/she will sign for the release of evidence in the chain of custody section.
2. The officer will take the item(s) to court. If the court retains the property, the clerk of court will provide and sign a receipt for property, which the officer will return to evidence.




- 3. When item(s) are returned to the evidence facility by officers after court, evidence personnel will log the property in as returned and secure it in the evidence facility.

- 4. When forms are returned directly by the court, evidence personnel will have the court employee sign the chain of custody section of the report.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #6-05 | |
| <i>Confidential Information Sources</i> | | | |
| Effective Date January 30, 2018 | Revision # 4 | Re-evaluation Schedule January | Amends/supersedes SOP #6-05 of 01/26/2016 |
| Notes/References CALEA Standards 17.4.2, 42.2.6, & 43.1.3 | | # of Pages 10 | |

I. Purpose

To provide guidelines for the use and control of confidential information sources, the criteria for payment of information sources, and the maintenance of informant records systems.

II. Policy

The agency recognizes the use of confidential information sources as absolutely essential in many types of investigations. Therefore, it is the policy of this agency to take necessary precautions by developing sound informant control measures and to provide guidelines to maintain stringent control over all confidential fund monies, assuring that the funds are only used for authorized purposes. The character qualities of discretion, decisiveness, and responsibility are key components in the agency's utilization of confidential informants.

III. Definitions

- A. **Compensated Confidential Informant (hereafter referred to as informant):** Any non-law enforcement person who is documented and controlled, in accordance with agency procedures, and who, by agreement, collects and/or provides information or assistance of law enforcement value while operating under the instructions and supervision of sworn personnel.
- B. **Investigative Source:** Any non-law enforcement person who provides information to an agency employee, who does not wish to be identified or take an active part in an investigation, and is not expected to become a witness. An investigative source may be compensated in accordance with agency directives (to include provisions of this procedure).



- C. Informal Source (confidential or not): An individual who provides information to law enforcement without taking any active part in an investigation and is not compensated.
- D. Juvenile: For the purpose of this directive is a person less than eighteen years of age.

IV. Procedure

A. Criteria to be an Informant for the City of Goose Creek Police Department

- 1. The individual must be in a position to measurably assist in a present or future investigation.
- 2. To the extent a prudent judgment can be made, the individual will not compromise law enforcement interests or activities.
- 3. The individual will accept the measure of direction necessary in order that his service might be effectively utilized.
- 4. No one currently on probation or parole with the South Carolina Department of Probation, Parole, and Pardon Services is eligible to serve as an informant, unless approved by that agency prior to use.

B. Precautions for Utilization of Informants

- 1. Informants are assets of the agency and not of a specific officer. At its discretion, management may reassign an informant to the operational control of another contact officer or organizational component.
- 2. Officer/informant contacts will be of a strictly professional nature. Extrinsic social or unofficial (non-police business) contacts with informants are expressly prohibited.
- 3. Contacts with informants will be conducted in a manner that limits the informant's knowledge of this agency's operations, facilities, activities, and personnel to the minimum necessary for their successful utilization.
- 4. Two sworn personnel will be present at all contacts with any informant.



5. Informants must not be allowed to control the course of an investigation as the result of their activities.
6. Officers may not offer inducements to informants that are not in accordance with law and/or agency directives.
7. When an informant is to participate in an undercover operation in which he may come in contact with either official funds, controlled substances, or anything of potential evidential value, he will be thoroughly searched before and after the undercover encounter, and, where possible, kept under continuous observation between searches. All searches will be conducted by members of the same sex as the informant.
8. Any vehicle that an informant operates or occupies while participating in an undercover operation in which he may come in contact with either official funds, controlled substances, or anything of potential evidential value, will be thoroughly searched before and after the undercover encounter, and, where possible, kept under continuous observation between searches.
9. A team supervisor may require that an informant wear audio/video equipment during any transaction if it is determined that the integrity of the operation is further enhanced without additional risk to the informant.
10. The safety of any informant will be considered when signing them, working them, etc. If the safety of an informant is unreasonably at risk, they will not be used in any operation.

C. Informant Advisements

1. Informants must be advised they shall not violate any criminal laws in the furtherance of gathering information or providing services and that evidence of such criminal behavior will be used to prosecute him for the violation.
2. Informants must be advised they have no privileged or official status, implied or otherwise, as agents or employees of the City of Goose Creek.
3. Informants must be advised that information they provide may be used in a criminal proceeding; and, although the agency will use all



lawful means to protect their confidentiality, it cannot be guaranteed.

- 4. Informants must be advised not to reveal their association with this agency unless directed by a court.

D. Debriefing Informants

- 1. Prior to a supervisor granting approval for the establishment of an informant, a full debriefing will take place.
- 2. The nature and extent of this debriefing will vary with the individual's background (i.e., whether he is a long-time associate of criminals, has a criminal history, etc.). A line of inquiry will be developed so as to ascertain the potential informant's knowledge of criminals and criminal activity, both drug and non-drug related.
- 3. The general criminal information sought will include:
 - a. Actionable drug-related criminal information or criminal activity;
 - b. General drug-related criminal information or criminal activity; and,
 - c. Non-drug-related criminal information or criminal activity.
- 4. In obtaining information on a drug trafficker, the financial aspects of the trafficker's activities (e.g., how is money transferred, assets, proceeds, etc.) should also be included. The drug-related information sought should not be limited to the traffic within the geographic boundaries of the City of Goose Creek.
- 5. Criminal information concerning incidents outside the jurisdiction of the City of Goose Creek Police Department should be disseminated to the appropriate agencies unless there is a valid reason not to do so. If the information is nonspecific or of low significance, the supervisor of the team involved will decide whether or not it should be disseminated.



E. Confidential Informant Files

1. The supervisor from the Criminal Investigations Bureau (CIB) will be designated to maintain a master file of all confidential informants. The master file will be secured and under the exclusive control of the appropriate team supervisors.
2. Each Confidential Informant File will contain the following documentation:
 - a. Identifying data, to include:
 - (1) Complete identifying and locating data such as full name, age and birth date, sex, race, height, weight, social security number, current address, and phone numbers; and,
 - (2) Any other documents connected with informant's true identity;
 - b. Current photograph, criminal history record, driver's license record check, local warrant check;
 - c. Informant Conduct Form (this form outlines rules of conduct informants must adhere to while working as an informant for this agency. It must be signed by the informant and witnessed by a member of the team indicating that the member is satisfied the informant understands and accepts the code of conduct);
 - d. A fingerprint card will be completed on all informants for the file;
 - e. Informant Activity/Expense Log (to be filled in as the informant's services are utilized. Documentation contained in this log should include, but not be limited to, all payments to the confidential informant and all cases made as a result of the informant's assistance or information);
 - f. Copies of any statements signed by the informant;
 - g. Any administrative correspondence pertaining to the informant, including documentation of any representations



made on his behalf or other non-monetary considerations furnished;

- h. A unique assigned confidential informant number; and,
- i. Information regarding past assistance to law enforcement agencies.

F. Juveniles

1. Juveniles may be used as informants only with the written consent of a parent or legal guardian.
2. When a juvenile is utilized as an informant, the juvenile informant, along with his parents, or legal guardian, must sign the Confidential Informant Code of Conduct Form and a Juvenile Release Form. The Juvenile Release Form must be notarized. Both forms will be kept within the Juvenile Confidential Informant File.
3. Should the parents be separated or divorced, or in the case of joint or partial custody of a juvenile, a copy of the section of the separation agreement or divorce order pertaining to and defining custody must be maintained within the informant file.
4. Parents/legal guardians should also provide members with documentation to verify the juvenile's age.
5. Personnel shall be especially diligent in protecting juveniles from situations, which could reasonably be expected to cause physical or emotional harm. In no case shall an officer knowingly place juveniles in dangerous situations.
6. Parents/legal guardians, or, if applicable, prosecutors, shall be informed of the termination of cooperative arrangements with juveniles.
7. Juvenile informant files should be kept separate from adult files.

G. Maintenance of Informant Files

1. The CIB supervisor will evaluate the informant file once established.



2. For each informant in an active status, the CIB supervisor or designee shall review the informant file on an annual basis to assure it contains all relevant and current information. Where a material fact that was earlier reported in the Confidential Informant File is no longer current (e.g., a change in criminal status, means of locating informant, etc.), documentation shall be submitted with the correct information.
3. If a period of one year has lapsed since the informant has contributed information to the agency, a complete update of all background information must be completed and reviewed by the CIB supervisor prior to the informant working additional cases.
4. Informant files will be maintained for three years from the date of last contact. A permanent record of terminated confidential informants will be maintained by CIB.

H. Security of Informant Files

1. All aspects of informant procedures will be conducted with extreme care and discretion.
2. Informant files will only be made available to an approved individual with a necessary, legitimate, law enforcement need-to-know and should not be taken out of the supervisor's office.
3. A log will be maintained to sign in and out all informant records indicating the date, time accessed, informant code number and will include the printed name and legible signature of the person reviewing the file.
4. The only places where the informant's name and code number will appear together are in the master file and on expenditure forms. The informant's name may appear in other documents, but his identification as an informant will not appear outside of the Informant File or on the expenditure forms. The informant will be referred to in all reports and memos by the assigned informant number or simply as a confidential informant or CI. (Exception: When necessitated by the Ninth Judicial Solicitor's Office, an informant's name may be used for documentation of the informant's accomplishments as required for sentencing consideration or to establish credibility.)

5. Informant files will be kept in a locked file in the CIB office. Only the designated supervisors at each office will have keys to the file cabinet.

I. Criteria for Paying Confidential Information Sources

1. Informants may receive monetary compensation for their assistance.

2. A nolle-prosequi of charges or a reduction of charges to receive a reduced sentence will be accomplished in the proper judicial setting consistent with the current Ninth Judicial Circuit Solicitor's Office guidelines before a person is utilized by any agency member as an informant.

3. Agency personnel will adhere to the following procedure when payments are made to informants:

a. All informant payments require a receipt, which must be signed by the informant, a member of the team and the CIB supervisor.

b. All original receipts are to be kept by the CIB supervisor or his designee. All receipts will be maintained in a locked file.

c. Under no circumstances will a member of this agency agree to compensate an informant without the express approval of the Chief of Police or his designee. The only exception to this directive is for members of this agency assigned to a task force beyond the direct control of this agency.

4. A pseudonym may be used to identify an investigative source if the CIB supervisor determines that the appearance of the source's true name on receipts or in the master file would endanger law enforcement personnel or the source, or jeopardize the ongoing investigation.

a. A source identified by a pseudonym will be known to the investigator and the unit commander only; the signature on the receipt will be a pseudonym to maintain the confidentiality of the informant.




- b. The pseudonym will be entered into the master file. A key, separate and apart from the master file, will be maintained by the CIB supervisor that will cross-reference the source's true name, address, date of birth, and social security number for each pseudonym.
 - c. The key will be made available for the purpose of inspection by appropriate auditing authority as designated by the Chief of Police and/or the Ninth Circuit Solicitor's Office.
 5. All payments must be properly documented.
- J. Terminating an Informant
1. In the event continued use of an informant would prove detrimental to the goals of the agency or to the safety of its personnel, or when an informant is found to be otherwise unreliable and, in the opinion of the source control or contact officer, should no longer be utilized, the informant will be "terminated."
 2. The source control or contact officer will include written justification in the Confidential Informant File stating the reason(s) why an informant should be terminated.
 3. Upon approval of the CIB supervisor or designated supervisor, the informant's file jacket will be stamped "Terminated" and dated. If known, other agencies using this informant shall be sent a copy of the officer's report and notified of the termination.
- K. Use of Informants by Uniformed Personnel
1. Uniformed personnel are encouraged to develop informants.
 2. Uniformed personnel can utilize informants only with the approval of their supervisor. If the informant is to be compensated in any way approval of the CIB supervisor must be sought and all of the aforementioned directives must be followed.
 3. Informant files must be established with CIB as prescribed in this directive. All such informant files will be a part of the informant master file. The CIB supervisor must approve the registration of the informant.

4. Uniformed personnel must comply with all sections of this procedure when dealing with informants, and must adhere to all procedures regarding registration, confidentiality, general precautions to be taken, special precautions for juveniles and criteria for payment of informants.

5. This policy should in no way preclude officers from gathering and utilizing information from available informal sources.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #6-06 | |
| <i>Vice, Drugs, and Organized Crime</i> | | | |
| Effective Date June 26, 2018 | Revision # 6 | Re-evaluation Schedule December | Amends/supersedes SOP #6-06 of 11/21/2016 |
| Notes/References CALEA Standards 17.4.2, 43.1.1, 43.1.2, 43.1.3, 43.1.4, & 43.1.5 | | # of Pages 13 | |

I. Purpose

To establish guidelines and procedures for the investigation of vice, drugs, and organized crime.

II. Policy

The City of Goose Creek Police Department recognizes the serious nature of vice, drugs, and organized crime, which can threaten the social and financial health and well-being of this community. As such, our personnel must demonstrate the character qualities of alertness and diligence in identifying, suppressing, and/or eliminating such crimes.

III. Definition

For the purpose of this standard operating procedure, the investigation of vice, drugs, and organized crime refers to those investigations deemed too lengthy, in depth or involved to be handled by patrol personnel or a single investigator. This determination shall be made by the Criminal Investigations Bureau (CIB) supervisor utilizing the character qualities of discernment and discretion.

IV. Procedure

A. Responsibility and Authority

1. It is the responsibility and duty of all agency personnel to support enforcement efforts in the suppression of vice, drugs, and organized crime.
2. On-going vice, drugs, and organized crime investigations are conducted primarily through CIB.



3. The CIB supervisor or his designee will oversee any strategic and tactical assignments.

B. Receiving and Processing Vice/Narcotics Complaints

1. Information on vice/narcotics/organized crime received by any employee of the agency will be relayed to CIB.
2. Information on vice/narcotics/organized crime relayed to the CIB by agency employees, employees of other agencies, or the public will be documented and maintained by CIB.
3. After information is received by CIB:
 - a. Each submission will be evaluated and logged if necessary, in chronological order, as received and reviewed by the CIB supervisor prior to assignment and investigation.
 - b. Analysis of this information will be the basis for identifying and defining vice/narcotics/organized crime problems in the City and developing an appropriate response.
4. The determination to assign cases for investigation will be based on consideration of a variety of facts, which encompass the totality of the circumstances, to include:
 - a. Applicability of information to the unit's mission;
 - b. Seriousness of violation;
 - c. Credibility of the source of information;
 - d. Urgency of action;
 - e. Probability of taking effective action;
 - f. Available manpower and resources of the unit;
 - g. Experience of personnel that may be assigned to conduct the investigation; and,
 - h. Identification of operational problems unique to the situation.



- C. Vice, Drugs, and Organized Crime Complaint Records
1. Cases for investigation by CIB will be assigned by the CIB supervisor. In assigning cases, the skill, training, and experience of the investigator will be considered.
 2. A written or computerized log will be established and maintained by the CIB supervisor or his/her designee which will contain the following information:
 - a. OCA/report number;
 - b. Investigator assigned to complete the follow-up investigation; and,
 - c. The current status of all cases assigned in the calendar year.
 3. Records and reports relating to active vice, drug, and organized crime investigation are maintained separate from the agency's records bureau.
 - a. Narcotic, vice, or organized crime complaints being actively investigated will be maintained in the investigator's locked desk or in a secure file on the agency's computer network.
 - b. A sanitized incident report will be forwarded to the records bureau identifying the OCA/report number as an active undercover operation and identifying the officer responsible for the investigation.
 4. At the conclusion of an investigation, the assigned lead investigator will submit a supplemental report to the records bureau indicating the final case disposition. When applicable, an arrest & booking report will accompany the supplemental report. The CIB supervisor will ensure that no sensitive material is forwarded to the records bureau.
 5. The CIB files will be accessible for review through the CIB supervisor or his/her designee on a legitimate need to know basis.



6. Case files will be purged under the supervision of the CIB supervisor.
7. Inactive files will be stored in a designated secure area within CIB or in a secure file on the agency's computer network.
8. CIB personnel needing information from inactive files may make copies or take necessary notes. Files may also be removed with permission of a supervisor or the lead investigator.
9. When a file is removed, a file locator sheet complete with date, officer's name, and file number will remain in its location. The card will be removed when the file is returned.
10. Case files involving juveniles will be filed separate from all other case files.

D. Disseminating Information

1. All information disseminated from an investigative file should be done by CIB personnel. The release of information should also be documented.
2. Confidential and/or sensitive material will only be disseminated to a verified source in a manner that assures confidentiality.
3. Photocopies of investigative reports will be authorized only after a review of all material by the CIB supervisor or his designee. Extremely sensitive material which might lead to the discovery of information sources or investigative techniques should be censored at the discretion of the member disseminating the information.

E. Confidential Funds

1. The CIB has access to confidential funds.
2. "Buy" money or confidential informant funds are administered by designated unit supervisor with expenditures reconciled by receipt and documented (See SOP 6-05).



3. CIB accounts are subject to audit at any time by the auditors designated by the City of Goose Creek or as directed by the Chief of Police.

F. Informing the Chief of Police

1. The Support Services Division Commander or his/her designee may provide routine updates on ongoing investigations or present new information to the Chief of Police as follows:
 - a. One-on-one should absolute confidentiality be necessary;
 - b. During regularly scheduled Command Staff and/or DDACTS meetings; and/or,
 - c. Via phone or electronic means directly or in group with other affected parties.
2. In the event immediate notification regarding an ongoing investigation or newly received information is required, the procedures borne in SOP #9-09 Section, III, B apply.

G. Equipment Used in Covert Operations

1. All equipment used for covert operations will only be used in compliance with all applicable law.
2. Investigators must be properly trained in the use and maintenance of equipment prior to its use in an investigation.
3. The CIB supervisor will determine the types of vehicles to be used in such operations.
4. Investigators will use authorized side arms. Shotguns/rifles are issued for back-up purposes. The CIB supervisor must provide approval for investigators to operate unarmed or with a weapon that is not standard issue in this agency.
5. Radio transmitters and monitors will be used when conducting undercover operations unless otherwise approved by the CIB supervisor in charge of the investigation. The use of body transmitters must have prior approval by the supervisor in charge of the investigation. The body transmitter may be approved for



use when a portable radio cannot be used. Back-up investigators must have mobile and/or portable radios available. Body transmitters will not, under any circumstances, be used for unauthorized verbal interceptions in violation of state or federal law. Having knowledge of the illegal use of body transmitters and failing to report it is subject to prosecution and agency disciplinary action.

6. The lead investigator and the CIB supervisor will be in charge of establishing operational plans regarding communications on a case-by-case basis. The plans should include both visual and audible communications to alert back-up units when assistance is needed.
7. When and wherever possible, video equipment and cameras will be used to record an undercover operation. This will assist in documenting compliance with applicable laws and directives.
8. A recording device or phone intercept may be used to gather evidence in a criminal case, but only with prior approval of a supervisor and one-party consent.
9. Recording devices may be used to obtain voluntary statements from individuals without supervisor approval.
10. The CIB supervisor is responsible for the procurement, maintenance, and accountability of all technical equipment utilized by CIB and the training of unit members to utilize such equipment.
11. Equipment will be stored in its proper carrying case, complete with all available accessories and an inventory list. Personnel must verify all equipment, as well as take the item and all accessories so that separation or possible loss of small items will not occur. All equipment must be logged out prior to removing the equipment from its location, and subsequent to its return. If an item is missing, the investigator will advise his supervisor in writing as soon as possible.
12. Any damaged or malfunctioning equipment should be reported to the CIB supervisor or designee so that proper repair can be made.



13. All covert equipment and methods of use should be considered confidential. No informant will be given information concerning any undercover or surveillance vehicles or equipment.
14. When needed, this agency's personnel may borrow equipment from other agencies to accomplish a covert operation; however, the same level of responsibility shall apply regarding the use and care of the equipment.

H. Undercover and Decoy Operations

1. Undercover and decoy operations conducted by this agency's personnel must be undertaken with caution and must be accomplished based on risk assessments, operational planning, and direct supervision.
 - a. In most cases a risk assessment and operations plan will be completed by the supervisor of the operation and approved by the Chief of Police.
 - b. In the absence of the Chief of Police, any member of the Command Staff may review and approve risk assessments and/or operations plans.
 - c. A ranking officer will be designated to monitor and supervise operations.
 - d. Safety will be a paramount consideration. Any safety considerations will be discussed during planning and pre-event briefings with provisions documented on operation plans.
2. All suspects that are a target or become the target of covert operations conducted by this agency will be identified and analyzed by investigators prior to the beginning of an operation when time and situation permit.
 - a. This identification and analysis will include a determination of criminal history, known associates, availability and type of weapons, and any other available background information.



- b. Crimes and purported victims will also be analyzed to determine the nature and scope of personnel, equipment, and activities required to safely and effectively conduct the operation.
3. Any questions concerning the legal ramifications of any operation will be referred to the Ninth Judicial Solicitor's Office prior to conducting the activity.
4. The agency's Special Weapons and Tactics (S.W.A.T.) Team is available for all high-risk situations. Other specialized support units from neighboring jurisdictions may be utilized.
5. CIB investigators will maintain liaison with agency personnel as necessary in order to share information and prevent the duplication of efforts.
6. Depending on the purpose of the undercover operation, arrests can be made when all the legal requirements to substantiate a legal arrest (probable cause) have been met or arrests may be delayed until a later date. The decision to delay arrests will depend upon the purpose of the operation, the need to identify additional suspects, investigator safety, and/or to protect the identity of undercover investigators or informants.
7. Investigators involved in any operation may be relieved when feasible and as needed if the operation continues over an extended period of time of more than eight (8) hours.
 - a. Back-up response to the investigator must be available if the officer needs assistance, with at least one investigator in the operation immediately available as back-up.
 - b. Additional back-up may be a part of the operation or available patrol personnel.
8. Personnel involved in the operation will make contacts with suspects only when at least one back-up officer is available. No arrest is to be made without the back-up of one officer or without the assistance of another officer readily available except in exigent circumstances.



9. All arrests, searches, and seizures (criminal and civil) will be made in compliance with state and federal law and agency policy and procedure.
10. Prior to engaging in a covert operation, unless precluded by exigent circumstances, the respective patrol shift supervisor and the communications center should be notified of the operation, unless notification could compromise the integrity or safety of the operation.
 - a. During the above notification process, advance tactical dispatching plans may be communicated, if necessary.
 - b. Other law enforcement agencies may be contacted to provide necessary assistance as needed.
11. At the conclusion of any operation, the supervising officer will ensure that an after-action report is completed and forwarded to the Chief of Police via chain-of-command. Arrests, pursuits, etc. that result from such operations will be reported as in the normal course of business as required by applicable SOPs.

I. Raid Procedures

1. Authorization for a raid must be granted by the CIB supervisor and Support Services Division Commander through signed Operational Plans and Risk Assessments. In the event the S.W.A.T. Team is required, this approval will be authorized by the Chief of Police or designee.
2. Unless exigent circumstances exist, a valid search and/or arrest warrant(s) must be obtained prior to any raid.
3. Investigators will follow established agency policies and procedures pertaining to use of force. In order to ensure that operational objectives are met and investigators use only the force necessary to accomplish the desired objective, the presence of a supervisor is required on all raids and “buy-bust” operations.
4. Investigators participating in a raid will be briefed by the raid team coordinator or lead investigator on the objectives and details of the operation. The raid team coordinator will brief investigators using maps, photographs, diagrams, or visual



observation of the area prior to initiating the raid. The raid team coordinator will specifically describe in detail the location to be raided.

5. Personal body armor will be worn by all personnel participating in a raid.
6. When conducting raids, non-uniformed personnel will be required to wear readily identifiable apparel (i.e., raid jackets with agency insignias, shirts with agency insignias, BDUs, etc.).
7. Strategies and tactics for approaching, entering, securing, and leaving the target area will be developed prior to the raid by the lead investigator and the CIB supervisor. These strategies and tactics will include analyzing the target to be raided, officer safety, number of suspects, presence of and types of weapons possessed by suspects, presence of children or other uninvolved persons at the raid location, and determining the appropriate numbers of required manpower.
8. The CIB supervisor will determine when an entry is high risk. Factors to be considered will include:
 - a. Involvement of known violent suspects;
 - b. Weapons in the possession of suspects;
 - c. Threats made by suspects against the lives of law enforcement officers; and,
 - d. Information indicating booby traps at the location or other serious threat to officer safety or residents of the area.
9. The raid team should be constituted to meet the needs of the particular situation for which the team will be employed. When the raid plan requires more personnel than are immediately available, the supervisor will be responsible for requesting additional personnel for raid team assignments. The number of personnel available or required will vary with each raid, and when the situation dictates, tasks can be combined for accomplishment by the raid team consisting of only a few members.
10. The raid team may be configured as follows:



- a. A raid team coordinator will plan, coordinate, and supervise raid activity.
 - b. The perimeter team is responsible for sealing the outer boundary of the operation area.
 - c. The cover team will secure the front, sides, and rear of location while entry members go in. The cover team prevents the escape of suspects and provides back-up to entry team members and augments entry team members in securing suspects and the scene.
 - d. The entry/arrest team will make entry and secure the immediate area.
 - e. The support team reinforces the entry/arrest team by entering immediately after the building or area is secure. This team is responsible for taking custody of prisoners and coordinating a thorough and systematic search for evidence and contraband. The coordinator will designate one team member to label and document all evidence and/or contraband that is seized and to complete the Inventory Section of the search warrant, if any.
11. Routine and emergency communication will be established prior to beginning the raid activity. The raid team coordinator and/or supervisor will determine which radio channel(s) will be used during the activity, as well as whether "plain" language or regular radio codes will be used. The communications center will also be aware of any tactical dispatching plans prior to the beginning of the raid.
12. The use of force to gain entry will be authorized only after reasonable efforts to gain entry without the use of force have failed EXCEPT:
- a. Where a covert entry is required for the purpose of officer safety;
 - b. When it is likely that evidence will be easily destroyed prior to being admitted voluntarily by the occupants; or,



- c. The entry is pursuant to a valid search warrant authorizing a no-knock entry.
13. A search for any evidence, which is a target of the raid, will be thorough and systematic. Sworn personnel (i.e., police officers, investigators, etc.) will be assigned to conduct the search while other sworn personnel secure the location and suspects. Evidence and/or contraband will only be seized in accordance with the applicable state and federal laws. Everyone arrested will be searched.
 14. Documentation of all activities associated with the raid is required. This documentation will be in the form of incident reports, arrest & booking reports when arrests are made, and supplemental reports as needed.

J. Surveillance Procedures


1. Any officer may surveil known crime/collision areas or persons/vehicles know to be involved in criminal/traffic activity within their assigned patrol district or to further existing investigations/cold cases.
 - a. Surveillance operations that exceed minutes and becomes hours require supervisory approval.
 - b. Surveillance on existing/cold cases require supervisory notification.
2. Surveillance operations that occur during regular shifts for patrol and traffic officers fall under the supervision of the duty supervisor.
3. Surveillance operations that are carried out by investigators, strategically assigned officers, etc. that don't fall under the immediate command of the duty supervisor are supervised as follows:
 - a. By the duty supervisor in the absence of any other identified command; or,
 - b. By the supervisor assigned to the respective operation.



4. Officers will inform the communications center, the duty supervisor, and the operation supervisor (if there is one) of their location, status, and expected duration of activity before commencing. This may be accomplished via phone or other means that avoid radio broadcast of sensitive information.
 5. Officers in plain clothes/unmarked vehicles will avoid initiating any intercept activity except as a last resort. When at all possible, on-duty, readily identifiable units will be summoned to intercept subjects.
 6. Surveillance activities related to known persons or locations that don't involve active cases do not necessarily require mandatory documentation. Officers may notify investigators/interested parties via email, memo, or other medium if the fruits of the surveillance are of use to them.
 7. Surveillance activity conducted on active/cold cases will be documented on supplemental reports in accordance with applicable standard operating procedures.
- K. Interagency Operations
1. Officers authorized to participate in covert, surveillance, and/or raid operations planned and managed by another agency will operate in concert with that agency's plan unless the officer deems the plan unsafe or contrary to this agency's protocol.
 2. Such instances must immediately be brought to the attention of the CIB supervisor for intervention or removal of the officer from the operation.
 3. Outside agency assistance should be present at briefings pre and post-operation.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #6-07 | |
| <i>Cold Case Procedures</i> | | | |
| Effective Date October 12, 2016 | Revision # 3 | Re-evaluation Schedule October | Amends/supersedes SOP #6-07 of 10/06/2011 |
| Notes/References: CALEA Standard 42.2.9 | | # of Pages 3 | |

I. Purpose

To provide guidelines for the classification, maintenance, and investigation of cold cases.

II. Policy

The agency recognizes that crimes that remain unsolved after thorough investigation must be classified as cold cases, properly filed, and maintained in preparation for new leads and/or evidence that might assist in the resolution of the case. Cold cases will be handled in accordance with the guidelines enumerated in this procedure. Demonstration of the character qualities of alertness, initiative, and responsibility, will aid our personnel in furthering the justice process in cold cases.

III. Definitions

- A. Routine Cold Case – a misdemeanor or non-violent felony case that has been closed due to all leads being exhausted or insufficient evidence to establish probable cause to arrest when originally investigated.
- B. High Profile Cold Case – similar to a routine cold case except that the case originally involved media interest or coverage and is likely to regenerate coverage and/or the case involves a violent crime such as a home invasion, rape, murder, or other crime against a person or society likely to result in serious charges.



IV. Procedure**A. Case File Maintenance**

1. All original documentation related to any investigation is maintained by the records bureau in accordance with SOP #2-05.
2. Duplicate “working” files may be maintained by investigating officers.
3. The Criminal Investigations Bureau (CIB) may maintain certain original case files under strict security protocol. Such cases include homicides, rapes, or other serious crimes against persons. Such cases must be properly signed out of the records bureau.

B. Cold Case Reevaluation and Investigation

1. Cold cases may be reevaluated upon the following authority:
 - a. A supervisor when a routine cold case is involved; and,
 - b. The CIB Supervisor, Support Services Division Commander, or Chief of Police when a high profile cold case is involved.
2. Requests to open cold cases may initiate for reasons to include but not limited to:
 - a. An inquiry by a party to the case or their representative;
 - b. New information or leads discovered or received;
 - c. New evidence obtained or receipt of the results of lab tests on evidence previously submitted for testing;
 - d. Advances in forensic science that would allow for additional testing; and,
 - e. The initiative of qualified agency personnel with proper authorization as specified in Section IV, B, 1.
3. The procedures outlined in SOP #6-01 and other applicable SOP(s) apply to cold case investigations.




- 4. All investigative efforts will be documented on a supplemental report or other appropriate document and maintained as specified in Section IV, A, 1, 2, & 3 of this SOP.
- 5. Any additional documentation such as written statements, lab reports, etc. must be submitted with the supplemental report explaining their origination.

C. Confidentiality of Investigations

- 1. Employees will refrain from impromptu discussion of any active or cold case with uninvolved third parties.
- 2. Media releases, if any, will be approved by the Chief of Police and coordinated with the agency's public information officer (PIO). The City's PIO will also be notified.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #6-08 | |
| <i>Identity Theft Procedures</i> | | | |
| Effective Date April 27, 2016 | Revision # 3 | Re-evaluation Schedule April | Amends/supersedes SOP #6-08 of 05/13/2015 |
| Notes/References CALEA Standard 42.2.8 | | # of Pages 3 | |

I. Purpose

To provide guidelines for the agency’s response to citizen complaints of identity theft.

II. Policy

Identity theft is a serious crime that deserves diligent investigation coupled with victim advocacy to restore privacy and financial stability to those victimized. The agency will ensure that it collects ample information on incidents of identity theft to facilitate the criminal investigation while also furnishing information to victims to assist them with expeditious restoration of their personal information. The character qualities of attentiveness, discernment, and resourcefulness are key components to our success in these endeavors.

III. Procedure

A. Applicable Statutes

1. Identity theft is punishable under [18 U.S.C. § 1028(a)(7)] of the federal code.
2. Identity theft is punishable under South Carolina Code of Laws 16-13-510.

B. Receiving Reports

1. Sworn officers and properly trained civilian personnel are authorized to take reports on identity theft.



2. All available information concerning criminal acts that may have been committed by illegally using another's personal identity as covered by state and federal law will be fully documented.
3. Personnel should use the uniform crime report (UCR) to document such cases and all applicable information related thereto so as to facilitate further investigation. A Financial Crimes Investigative Checklist (Form INV 124) should be completed and attached to the UCR.
4. The Criminal Investigations Bureau (CIB) Supervisor will be notified immediately if the crime appears to have national security implications. The CIB Supervisor will notify the appropriate outside agencies or task forces (Joint Terrorism Task Force, SLED, FBI, SeaHawk, etc.).

C. Information to be Provided to Victims

1. Victims of identity theft will be provided information to assist them with navigating their particular situation.
2. Victims of identity theft will be provided a victim's rights form in accordance with SOP #3-23 (Victim/Witness Assistance).

D. Investigation of Identity Theft Cases

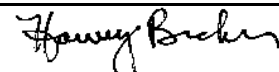
1. Identity theft cases must be investigated by a sworn officer. The assigned officer may investigate less complex cases to a conclusion; however, complex cases will be forwarded to (CIB).
2. Investigation of identity theft shall include but not be limited to the following actions where appropriate:
 - a. Review the crime report and conduct any follow-up inquiries of victims or others as appropriate for clarification/expansion of information;
 - b. Contact the Federal Trade Commission (FTC) Consumer Sentinel law enforcement network and search the database for investigative leads and document the information in the Low Country Regional Information Center (LORCIC) advisories;




- c. Contact any state and/or local enforcement agency with which the victim has filed a crime report or where there is an indication that the identity theft took place. Federal agencies to include, but not limited to the U.S. Secret Service, the FBI, and the U.S. Postal Inspection Service may be contacted for assistance.
- E. National Crime Information Center (NCIC) Entry
1. NCIC identity theft entry will be made if the following conditions are met:
 - a. If the report taker or investigating officer reasonably believes someone is using a means of the victim's identification without their permission with the intent to or having already committed unlawful activity;
 - b. The victim authorizes entry by signing a consent waiver (Form GCPD 112) (consent is not required from any party if the victim is deceased); and,
 - c. The communications center receives the consent waiver and determines that the criteria in the NCIC Operating Manual Identity Theft File has been met.
 2. Completed consent waiver forms will be maintained in the communications center with the associated NCIC entry paperwork.
- F. Publicizing Identity Theft Information
1. The Administrative Services Division may provide information at neighborhood meetings and other similar venues regarding identity theft protection and reporting procedures.
 2. Information regarding identity theft prevention and reporting will be maintained on the agency's website.

Per Order

Harvey Becker, Chief of Police



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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #6-09 | |
| <i>Photographic Lineups</i> | | | |
| Effective Date June 18, 2018 | Revision # 2 | Re-evaluation Schedule June | Amends/supersedes SOP #6-09 of 09/23/2011 |
| Notes/References CALEA Standard 42.2.9 | | # of Pages 3 | |

I. Purpose

To provide procedures for using photographic lineups in criminal investigations.

II. Policy

Photographic lineups are investigative tools that require proper preparation, presentation, and documentation to ensure that bias is not inadvertently introduced and that positive identifications withstand legal challenge and scrutiny. As a matter of policy, the agency does not perform physical lineups. Investigating officers must exercise the character qualities of discretion, sincerity, and virtue to properly identify criminal offenders and carry out our role in the justice process.

III. Procedure

A. Composition of Photographic Lineups

1. A photographic lineup must bear at least six sequentially numbered images (all in color or grayscale) on common backgrounds, wherein no more than one of which is of the subject identified through investigation.
2. All subjects in a photographic lineup must be of the same race (or skin tone), sex, and similar physical features to include, weight, hair length and color, beards, mustaches, etc.
3. Photographic lineup documents must be free of extraneous markings that might unintentionally draw attention to any particular photograph(s).
4. Only one suspect will be included in any photographic lineup.



5. In cases wherein multiple suspects will be presented via different photographic lineups, different filler photographs must be used in the different lineups.

B. Sources of Photographic Lineups

Photographic lineups may be:

1. Prepared by agency personnel using images from prior arrests captured in the agency's records management system;
2. Obtained from records of the South Carolina Department of Motor Vehicles (SCDMV);
3. Obtained by way of a request to the State Law Enforcement Division (SLED); and/or,
4. Any other law enforcement agency whose lineup is consistent with the composition specified in this SOP.

C. Audio/Video Recording of Interviews

1. The presentation of a photographic lineup is not required to be recorded.
2. The presentation of a photographic lineup may be recorded by audio and/or video if the investigating officer has access to such equipment and deems it advantageous to the particular case being investigated.
3. Any recordings collected must be submitted to the evidence locker in accordance with established procedures.

D. Presentation of Photographic Lineups

1. Photographic lineups should be presented by one investigating officer to one party at a time. If possible, an investigator not directly involved in the case should make the presentation.
2. The ideal locale for presenting photographic lineups is the police station, particularly an interview room; however, it is recognized that this will not always be possible.




3. If multiple parties will view a photographic lineup, each must be met with individually.
4. If possible, different witnesses should be presented lineups wherein the suspected party's photograph is in a different sequential position amongst the filler photographs.
5. Prior to presenting a photographic lineup, the presenting officer must read verbatim the photographic lineup advisement from the coversheet (Form INV 123). The viewing party must then read and sign the advisement.
6. The presenting officer must refrain from making any remarks or gestures that are suggestive toward any image on the lineup.
7. The party viewing the photographic lineup should be given ample time to reach their own decision.

E. Documentation Requirements

1. The witness must mark their selected photograph then write the number of the photograph they select and write their level of confidence on the coversheet. The coversheet must be signed by the witness and presenting officer.
2. The presenting officer must file a supplemental report detailing their actions and observations to include the source of the photographic lineup, the outcome of the presentations to involved parties, results of the lineup, and any actions, statements, or behaviors of the witness to include their confidence level during the process.
3. The photographic lineup and coversheet will be forwarded with the original case file to the records bureau.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #6-10 | |
| <i>Field-based Identifications</i> | | | |
| Effective Date December 7, 2017 | Revision # 2 | Re-evaluation Schedule November | Amends/supersedes SOP #6-10 of 11/29/2011 |
| Notes/References CALEA Standard 42.2.10 | | # of Pages 4 | |

I. Purpose

To provide procedures for conducting field-based suspect identifications.

II. Policy

The agency recognizes that eyewitness identification of a suspect connected to a freshly committed crime is only the beginning point of the investigation of that crime. Officers will adhere to the procedures specified in this SOP to ensure that field-based identification and show up procedures are reasonable in duration and scope and facilitate the capture of involved parties and the release of uninvolved parties without prejudice or suggestive methodology. Exercising the character qualities of discretion, sincerity, and virtue will aid our personnel in avoiding words and/or actions that might taint the identification process.

III. Procedure

A. Authority to Employ Field-based Identification

1. Field-based identifications may only be used during the course of an active investigation of a freshly committed crime when probable cause to arrest the suspect does not otherwise exist.
2. When probable cause to arrest exists, officers will forego field-based identification procedures and present potential witnesses with photographic lineups as soon as practicable after the arrest (See SOP #6-09).
3. While it is impossible to give an absolute timeframe to define the term “freshly committed,” the threshold that will be employed by this agency is whether the identification could result in the



warrantless arrest of the subject if the alleged crime were a misdemeanor.

4. Investigations that do not suit the criteria described in Section III, A, must be pursued via other means such as field interviews and subsequent compilation and presentation of a photographic lineup to potential witnesses (See SOP #6-09).

B. Detaining Suspects for Identification

1. Suspects meeting the criteria specified in Section III, A above may be detained in accordance with the provisions of SOP #3-19 (Arrests, Searches, and Seizures) and SOP #8-05 (Use of Force) pending a witness show-up.
2. Suspects will be detained at or as near as practicable to the location they were originally contacted or apprehended if pursued without compromising safety.
3. Suspects will not be transported for viewing by witnesses.
4. Suspects will not be detained any longer than is necessary to collect their information and facilitate the identification procedures.
5. Officers will not compromise safety to accommodate identification procedures. Officers may utilize restraints as provided for in applicable agency procedures.

C. Transporting Witnesses (Show-up)

1. A witness must be transported by an officer to the location where a suspect is detained pending identification. Officers must follow applicable procedures when transporting civilians.
2. A witness must not be permitted to drive themselves as this may present grave danger to the suspect detained, the detaining officer, and even the witness should their intentions turn hostile.
3. In a case involving multiple witnesses, the most confident witness should be transported individually to make identification.
4. The witness transported must be given advisements as follows:



- a. They are being driven to a location where an “individual” is standing by with another officer;
 - b. The individual with the officer may or may not be involved in the crime being investigated;
 - c. The witness should not feel pressured to indicate that the individual is or is not involved in the crime being investigated; and,
 - d. The witness should feel comfortable to simply state that they do not know if the individual was involved if they cannot be certain as to whether they were or were not.
 - e. The witness should not discuss the procedure, their identification, or any information about the suspect with any third parties other than law enforcement.
5. Officers must refrain from making any remarks or gestures that are suggestive toward the suspect detained.
 6. The witness should be transported to a location within visual proximity of the suspect detained but no closer than necessary to afford an adequate view. The witness should remain in the police vehicle; however, the window can be rolled down to afford a better view if necessary.
- D. Presenting the Suspect and Identification
1. The suspect detained should be presented to the witness in a manner with the least suggestion without compromising safety or detention of that individual. The suspect may be turned to the left or right if necessary.
 2. Officers should not rush the identification and must consider the length of time it takes for the witness to make a decision and their purported confidence in that decision before making a warrantless arrest.
 3. If identification is made, remaining witnesses should be shown a photographic lineup as soon as practicable.


- 4. If identification is not made, the suspect detained should be identified for inclusion in the investigative reports and released.
- 5. While not categorically prohibited, transporting other witnesses to view the detained suspect after the most confident witness could not make identification is not advisable.

E. Documentation Requirements

- 1. All officers involved in a field-based identification procedure must file a supplemental report (case officer may write an original report) detailing their actions and observations to include the outcome of the process and any actions, statements, or behaviors of the witness(es) to include their confidence level during the process.
- 2. All witnesses should be encouraged to provide written statements. Any witness(es) making identification should be encouraged to include in their statement the confidence they have in the suspect they identified, if any.
- 3. Any photographic lineups generated and presented must follow the procedures outlined in SOP #6-09 (Photographic Lineups).

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #6-11 | |
| <i>Crime Analysis</i> | | | |
| Effective Date August 22, 2018 | Revision # 5 | Re-evaluation Schedule August | Amends/supersedes SOP #6-11 of 08/26/2016 |
| Notes/References CALEA Standards 12.1.4, 40.1.1, & 40.2.2 | | # of Pages 4 | |

I. Purpose

To specify the crime analysis function and its associated responsibilities.

II. Policy

The agency recognizes the importance of timely, relevant information regarding crime and crime trends and will utilize the crime analysis function to aid criminal investigations, inform patrol officers of crime trends and potential suspects, and provide the Command Staff with the appropriate information upon which to base planning decisions. Demonstration of the character qualities of wisdom, discernment, and decisiveness are paramount for the success of this endeavor.

III. Procedure

A. Crime Analysis Function

1. The agency's crime analyst is responsible for the collection, collation, dissemination, and analysis of crime data received by the police department.
2. The crime analyst will work closely with officers and investigators as requested to, at a minimum, identify crime trends, potential victims, potential suspects, likely venues or locales of criminal activity, and likely targets of criminal activity.
3. The crime analyst will receive and assemble all information required for the biweekly crime review meetings.

B. Methodology

1. Analysis of crime data will include:



- a. A comparison of data elements among reported crimes;
 - b. Identification of similarities among different offenses to reveal commonalities and patterns in the characteristics of current crime problems;
 - c. An identification of developing crime patterns or trends;
 - d. The identification of potential or actual law enforcement hazards within the City of Goose Creek;
 - e. The identification and analysis of methods of operation of individual criminals; and,
 - f. Evaluation of data and findings for applicability and accuracy.
2. The following factors are to be considered when analyzing crime data:
- a. Frequency of types of crime;
 - b. Geographic distribution of crimes;
 - c. Temporal distribution of crimes;
 - d. Available victim/target descriptors;
 - e. Suspect and suspect vehicle descriptors;
 - f. Modus operandi factors; and,
 - g. Physical evidence information.
3. The crime analyst will analyze reports of crime and include applicable reports of the following types of crimes in both the daily maps and biweekly crime review meeting material:
- a. Burglaries;
 - b. Robberies;
 - c. Automobile and other thefts;



- d. Vandalisms;
 - e. Persons crimes; and,
 - f. Any other offenses deemed pertinent to the crime trend.
4. The Crime Analyst may prepare specific reports regarding a particular crime trend or pattern and distribute them as deemed prudent. The Chief of Police and Command Staff will be included on such distributions.
- C. Source Data
- 1. Crime data may be extracted from a variety of source documents to include, but not limited to:
 - a. Incident reports;
 - b. Supplemental reports;
 - c. Arrest reports;
 - d. Field interview reports; and,
 - e. Criminal histories.
 - 2. Data may also be obtained from agency personnel, other law enforcement agencies, and concerned citizens.
- D. Dissemination of Information
- 1. Absent exigent circumstances, the Crime Analyst will distribute daily maps to all agency personnel that depict crimes and locales along with any useful analysis for the preceding rolling two-week period.
 - 2. The Crime analyst will prepare a presentation for the applicable periods of review that is similar to that described in Section III, C, 1 for the biweekly crime review meeting.
 - a. Biweekly crime review meetings are attended by the Chief of Police, Command Staff, Patrol, Traffic, and Criminal




Investigations Bureau (CIB) Lieutenants, and any other personnel directed by competent authority.

- b. Biweekly crime review meetings are routinely held in the agency's training room on City paydays but may be cancelled, rescheduled, or relocated by the Chief of Police or his/her designee.
- 3. The Crime Analyst may, via chain of command, bring to the attention of the Chief of Police any notable crime pattern or trend that may require immediate attention.
- 4. The Chief of Police, Command Staff, and/or the Police Spokesperson will determine what, if any, crime analysis data will be distributed to the media or general public.
- 5. Information developed through crime analysis may be released to other criminal justice agencies via established crime sharing networks between agencies.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #6-12 | |
| <i>Inter-Agency Event Deconfliction</i> | | | |
| Effective Date April 20, 2018 | Revision # New | Re-evaluation Schedule May | Amends/supersedes New |
| Notes/References CALEA Standard 46.2.8 | | # of Pages 2 | |

I. Purpose

To establish guidelines and procedures for preventing conflicts between this agency and other agencies sharing common interests in a particular location.

II. Policy

The agency recognizes that it may share investigative interests in an individual or location that places its own intended operations in potential conflict with other investigative agencies' operations. To prevent avoidable conflicts the agency will subscribe to a web-based deconfliction system wherein it will share information on certain operations and verify that its own operations are not in conflict with other agencies operations. Personnel will demonstrate the leadership qualities of cautiousness, discipline, and responsibility in carrying out the procedures enumerated herein.

III. Procedure

A. Establishment of Event Deconfliction System

1. The agency will subscribe to at least one deconfliction system to prevent initiating operations with high risk for inter-agency conflict. Such operations include:
 - a. Undercover operations to include drug buys, decoy operations, etc.;
 - b. Surveillance operations;
 - c. Service of search warrants (this is not intended for scenes already under agency control that require a search warrant to process for evidence); and,



- d. Service of arrest warrants where dynamic entry is planned.
 - 2. The system the agency employs will be web-based and authorized by the Support Services Division Commander.
 - 3. Employees authorized to access the system will be approved by the Support Services Division Commander.
- B. Employing the Event Deconfliction System
- 1. Prior to engaging in any operation referenced in Section A of this SOP, the responsible supervisor will notify an authorized system user to assist with entering information into the system and verifying any potential conflicts. This information includes, at a minimum, but is not limited to:
 - a. The target location of the intended operation;
 - b. The names and identifying information of any subjects targeted for arrest;
 - c. The makes, models, and colors of any unmarked or undercover vehicles involved in the operation; and,
 - d. The contact information for the supervisor of the operation.
 - 2. In the event a conflict is discovered, the operation supervisor will be notified and the operation will be suspended until it can be determined that the potential conflict is resolved.
 - 3. Deconfliction efforts will be documented in an incident or supplemental report or by way of documentation from the deconfliction system being included in the affected case file.


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| Per Order | Harvey Becker, Chief of Police |  |
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Chapter 7

Professional Standards

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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #7-01 | |
| <i>Polygraph Procedures</i> | | | |
| Effective Date November 28, 2018 | Revision # 4 | Re-evaluation Schedule March | Amends/supersedes SOP #7-01 of 04/11/2016 |
| Notes/References CALEA Standards 31.5.3, 31.5.4, 31.5.5, & 42.2.5 & Chapter 53 of Title 40 of the S.C. Code of Laws | | # of Pages 9 | |

I. Purpose

To provide guidelines and procedures for conducting polygraph examinations within the agency.

II. Policy

Polygraph examinations may be used as an investigative tool to assist in pre-employment, criminal, and internal investigations consistent with this and any other applicable SOPs. Polygraph examinations will only be administered by properly trained and licensed examiners in accordance with industry standards, all applicable laws, and this SOP. The character qualities of justice, responsibility, and wisdom, are key components to the success and appropriate use of polygraph within the agency.

III. Definitions

- A. Psycho-physiological Detection of Deception (PDD) (Polygraph Examination) – the process of determining if a person is attempting to deceive or is being truthful to an issue under investigation.
- B. Polygraph Instrument – Either an analogue or computerized instrument utilized to collect and record certain psycho-physiological changes in a person undergoing questioning in an effort to determine truth or deception. A polygraph simultaneously records a minimum of respiratory activity, galvanic skin resistance or conductivity, and cardiovascular activity.

IV. Procedure

- A. Minimum Qualifications for Forensic Psycho-physiologist (Polygraph Examiner)



1. Examiners must meet all qualifications outlined in Section 40-53-70 of the South Carolina Code of Laws to obtain a license from the South Carolina Law Enforcement Division (SLED) to administer polygraph examinations, to include completing an internship to obtain such license as outlined by SLED.
2. Examiners must meet the requirements of any professional school(s) authorized by SLED for pre-licensure education.

B. Polygraph Instrumentation and Equipment

1. Polygraph instruments used shall be of commercial manufacture and shall have no fewer than four (4) functioning recording channels.
2. The polygraph examiner is responsible for the maintenance, safekeeping, and integrity of the polygraph equipment.
3. The polygraph instrument shall be given a functionality or calibration test consistent with manufacturer recommendations.

(NOTE: Axciton recommends calibrating the sphygmomanometer before the first use and only if the instrument changes locations that has a different altitude from where the instrument had currently been used. There is no other calibration that is needed but the functionality is checked and observed by the examiner each time an examination is conducted.)

C. Examination Rooms

1. Tests and interviews shall be conducted in a clean, neat environment free of audible and visual distractions.
2. Certificates, diplomas and the like shall be displayed so as not to be in the sight of subjects during testing.
3. Examiners will be neat and well-groomed, and will dress in a manner consistent with standards of the professional business community.
 - a. Duty uniforms, badges and other emblems of authority shall not be worn. This does not include departmental identification cards, where required.



- b. Service weapons may be worn if required but should not be openly displayed.

D. Requesting Polygraph Examinations

1. Following approval by their immediate supervisor, employees of this agency may request a polygraph examination from the agency's polygraph examiner by e-mailing the polygraph examiner the request.
2. Polygraph examinations may be authorized when consistent with state law and agency policy. Situations in which authorization may be requested and approved include but may not be limited to:
 - a. Requests from the office of the prosecutor as part of an agreement with the defense attorney or for other investigative purposes;
 - b. An element of a background investigation of a candidate for a sworn or civilian position in this agency;
 - c. Requests from other authorized criminal justice agencies;
 - d. Attempts to verify or reconcile statements of parents or guardians (e.g., in suspicious cases of missing or abused children) as well as witnesses or other individuals when alternative investigative means have been exhausted;
 - e. Efforts to verify or discredit statements provided by suspects or witnesses, aid in obtaining truthful statements from suspects and witnesses, aid in locating hidden evidence, and/or aid in revealing additional investigative leads that cannot be verified or disproved by other evidence;
 - f. Efforts to establish probable cause to seek a search warrant; or,
 - g. As part of an administrative or criminal internal investigation of an officer of this agency or another criminal justice agency (see #4 below) consistent with this



policy and SOP #7-02 (Internal Affairs and Complaint Investigations).

3. The polygraph should not be used to verify a victim's allegation without sufficient grounds for suspecting that the victim has given false or misleading statements.
4. Requests for polygraph examinations from another law enforcement agency pursuant to an internal investigation must be in writing and be approved by this agency's Chief of Police or his designee.
5. Submission to a polygraph examination must be a voluntary action with the exception of employees of this agency formally directed to take an examination as part of an internal investigation. In all other cases, polygraph examinations shall not be administered without the subject's written approval, waiver or other instrument as required by law.

E. Preparing for Polygraph Administration

1. The requesting officer is responsible for providing the examiner with all pertinent information concerning the case and for reviewing or elaborating on the information as the examiner may deem necessary. This includes, but may not be limited to:
 - a. Information obtained in the investigation that supports and justifies the use of the polygraph;
 - b. Copies of crime/offense reports and investigative reports;
 - c. Evidence available and withheld from the subject;
 - d. Background information on the subject to be examined, to include criminal record and possible motivation;
 - e. Any statements made by the subject, complainants and witnesses to include alibis; and,
 - f. Newspaper articles or other general information concerning the case.



2. If the subject is hearing impaired or does not speak English, the officer will help make arrangements for a sign language interpreter or translator as determined by the polygraph examiner.
3. Officers shall not interrogate a subject just before he/she is to take a polygraph.
4. In any interrogation of a suspect who has agreed or who may reasonably be asked to agree to a polygraph, officers shall not pursue questions that may reveal information only the perpetrator could know. This includes, but is not limited to:
 - a. Method of entry;
 - b. Property taken;
 - c. Weapons or type of force used to commit the crime;
 - d. Evidence left at the scene;
 - e. Clothing worn by the subject during the crime;
 - f. Unusual acts of the suspect during the crime; or,
 - g. Location from which property was taken.
5. Officers shall not attempt to explain procedures that will be used in the examination but shall advise subjects that these will be explained fully by the examiner. Subjects may be advised of the following:
 - a. The examination is voluntary, unless otherwise provided by this policy in cases of internal affairs;
 - b. Results of the examination are not acceptable in a court of law unless all parties agree in advance; and,
 - c. Results of the polygraph examination, taken alone, do not provide substantiation for a criminal charge.



6. Should the subject be late for or cancel the appointment, the requesting officer shall immediately notify the polygraph examiner.
7. If possible, the requesting officer shall report with the subject and any other authorized persons such as attorneys, parents or legal guardians to the examination location of the test. The polygraph examiner shall be solely responsible for authorizing any persons inside the examination or observation rooms.

F. Conducting Polygraph Examinations

1. Only fully trained polygraph examiners or intern polygraph examiners under their direction are authorized to administer polygraph examinations.
2. The polygraph examiner shall make such inquiries of the subject's health, medical history and/or use of medications as necessary to determine his/her suitability to take the examination in accordance with state and federal laws.
 - a. Polygraph examinations shall not be conducted on any person whom the examiner reasonably believes to be physically or emotionally unsuitable for testing. This may include but is not limited to persons with heart conditions, women who are pregnant and individuals taking certain types of medication that may interfere with test results.
 - b. When in doubt, the examiner may seek guidance from medical or psychological professionals as authorized by this agency and/or request the examinee to obtain a medical certificate from an appropriate health care provider.
3. An examiner shall not conduct a polygraph examination upon a subject if it is felt for any reason that an unbiased examination cannot be given.
4. Where appropriate, the examiner shall read Miranda rights to the subject and explain the voluntary nature of the test. Where required, the examiner shall obtain a signed consent prior to administering the examination as well as a signed waiver of Miranda rights.



5. An examination shall cease immediately if requested by the subject.
6. Prior to the test, the examiner shall explain the polygraph procedure to the subject and prepare him/her for the examination.
7. The examiner shall be responsible for preparing all questions used in the examination. Prior to the examination, each test question shall be reviewed with the person being tested.
8. The examiner shall independently interpret the chart tracings and render an opinion on findings that includes, but is not limited to, one of the following conclusions:
 - a. No Deception Indicated (NDI);
 - b. Deception Indicated (DI); or,
 - c. Inconclusive (INC)
9. The following responses may be used in pre-employment PDD Examinations:
 - a. No Response Indicated;
 - b. Significant Response Indicated; and,
 - c. No Opinion.
10. The polygraph examiner shall determine the appropriateness or necessity for additional polygraph examinations to be conducted.

G. Pre-Employment Examinations

1. The polygraph examiner shall review all relevant applicant screening reports, applicant personal history summaries and any prior polygraph examination reports prepared by this agency before conducting the examination.
2. Pre-employment polygraph examinations shall be scheduled by the polygraph examiner.



3. Polygraph examinations, specifically the indication of deception, shall not be used as the sole determinant of suitability for employment. This does not preclude disqualification based on pre and post-test admissions.
4. All questions asked during the examination will be reviewed with the candidate prior to conducting the examination.

H. Polygraph Records

1. The polygraph examiner shall provide such summary activity or statistical reports as may be directed by the Chief of Police.
2. Unless otherwise provided in this policy or by state law, the polygraph examiner shall maintain copies of each polygraph report, together with polygraph charts and all allied papers, in accordance with the current retention guidelines established by the city, and in accordance with APA standards.
3. The results of all pre-employment examinations to include chart tracings, polygraph reports, and related examination results, shall be maintained in the respective employees' background files.
4. A summary of polygraph examinations administered during criminal investigations will be provided to the lead investigator. All other documentation generated will be maintained as confidential and will remain with the case file in the records vault.

I. Training and Professional Development

1. At a minimum, polygraph examiners will maintain continuing education training as required by SLED for re-licensure.
2. Specialty training and conferences may be attended based on agency needs and budgetary constraints.

J. Polygraph Quality Control Review (QCR)

1. At a minimum, a QCR will be completed once a month on at least one specific issue examination and one pre-employment examination when both types of examinations are available for review.




- 2. A reciprocal agreement has been established with the polygraph examiner at the Charleston County Sheriff's Office who will conduct the PDD/QCR. If the agency polygraph examiner must complete the QCR for his/her own examination(s) the QCR will be completed and documented in writing using the GCPD PDD Quality Control Review Form.

- 3. QCRs may be reviewed by the Chief of Police or Assistant Chief of Police.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #7-02 | |
| <i>Internal Investigations</i> | | | |
| Effective Date May 31, 2018 | Revision # 11 | Re-evaluation Schedule May | Amends/supersedes SOP #7-02 of 08/26/2016 |
| Notes/References CALEA Standards 22.4.1, 22.4.2, 22.4.3, 26.2.1, 26.2.2, 26.2.3, 26.2.4, 26.2.5, 26.3.1, 26.3.2, 26.3.3, 26.3.4, 26.3.5, 26.3.6, 26.3.7, & 26.3.8 | | # of Pages 11 | |

I. Purpose

To establish the manner in which complaints against the agency and/or its personnel will be received, recorded, investigated, and filed.

II. Policy

The agency will document and investigate all complaints made against it or its personnel, regardless of source or content. Internal investigations may be conducted by supervisors or the Internal Affairs (IA) function based on the criteria specified in this SOP. Agency personnel will demonstrate integrity in all internal investigations regardless of the source or content of a particular allegation. The agency recognizes that internal investigations may clear the inculpable, verify culpability of particular employees or the agency, reveal concerns not originally alleged, and, in limited circumstances, may fail to resolve entirely the crux of the allegation. Exercising the character qualities of boldness, sincerity, and virtue will assist us in handling even the most difficult internal matters.

III. Definitions

- A. Supervisory Investigation (SI) – Investigation of a complaint against an employee under that supervisor’s command or by other appropriate supervisory authority. Such complaints include allegations of rudeness, poor performance, driving issues, and other matters where if sustained, the potential for corrective action would not normally exceed the issuance of a letter of reprimand.

- B. Internal Affairs (IA) Investigation – Investigation of a complaint against an employee or the agency by the IA function (Professional Standards Lieutenant or Assistant Chief of Police). Such investigations exceed the parameters for SI and include, but are not limited to, allegations of



corruption, gross misconduct, violations of criminal law, breach of civil rights, major policy violations, excessive force, matters involving potential agency liability, and other sensitive matters.

IV. Procedure

A. Role of IA Function

1. The placement of the IA function in the agency's organizational structure provides autonomy, objectivity, and a direct line of communication with the Chief of Police.
2. IA will maintain a permanent log and will track the receipt, assignment for investigation, and disposition of all complaints made against the agency or its personnel.
3. IA will investigate complaints identified for IA investigations at the direction of the Chief of Police.
4. IA will review and sign SI files before they are forwarded to the Chief of Police.
5. IA will, without undue delay, inform the Chief of Police of any complaint alleging misconduct or behavior likely to discredit the City or agency. Less serious complaints may be presented to the Chief of Police through normal business channels.
6. IA will maintain confidentiality and security of all files on completed investigations by securing them with access limited only to IA personnel and the Chief of Police. Files may be purged in accordance with the City's Records Retention Schedule.

B. Role of Supervisors

1. Supervisors receive complaints from employees and external parties and when possible, initiate an SI when the complaint is made against an employee under their command and the criteria for SI is present.
2. Supervisors will forward SI criteria complaints against personnel not under their command to the appropriate supervisor and ensure that supervisor's receipt.



3. Supervisors will inform IA of all complaints so they may be properly logged and to facilitate the Personnel Early Warning System (PEWS) (see SOP #7-09).
4. Supervisors must inform the Chief of Police and IA, without undue delay, of any complaint alleging misconduct or behavior likely to discredit the City or agency. Less serious complaints may be presented to the Chief of Police and IA through normal business channels.
5. In the event an SI yields facts or circumstances that rise to the level of an IA, the assigned supervisor must notify the Chief of Police as soon as practicable so that permission may be obtained for transfer of the investigation.

C. Requirements of Accused Personnel

1. Personnel who have become the focus of an internal investigation will present themselves to IA or the investigating supervisor when summoned.
2. Personnel, upon proper legal advisement, must be open and forthright with investigators and acknowledge that willful omissions or misrepresentations are considered untruthfulness and bear the consequences for same.

D. Receiving Complaints

1. Complaints may be made against any employee or the agency. Complainants may be individuals, agency employees, supervisory or staff officers, or City officials.
2. Any employee may receive a complaint against the agency or its employees. Complaints may be made electronically, by telephone, in-person, or in writing.
3. Complaints received electronically, by telephone, or in writing (not in person) shall be forwarded to the duty supervisor or IA without undue delay.
4. Complaints made in person will be handled as follows:



- a. The complainant should be encouraged to meet with the duty supervisor or IA when practicable. In the event the complainant refuses to wait for the duty supervisor or IA, their complaint should be received, documented, and forwarded to the duty supervisor or IA without undue delay.
 - b. Complainants should be encouraged to write their complaint on a complaint form (Form GCPD 123). In the event a complainant cannot write, the employee receiving the complaint may write the complaint while employing standard statement-taking procedures.
 - c. If a complainant refuses to write their complaint or have the complaint written for them, the receiver should fill out the complaint form with the information known.
 - d. The complainant should be provided a copy of the completed form (if present) and the completed complaint form shall be maintained in confidence by the receiving individual and forwarded to the duty supervisor or IA without undue delay.
5. Personnel receiving a complaint should present an open, receptive demeanor to the complainant and refrain from conduct that would appear to be discouraging or prohibiting in nature.
 6. Formal documentation of conversations with complainants who desire an explanation of policy and/or procedure make a general inquiry and are otherwise satisfied is not required. If in doubt, a complaint form should be initiated.
- E. Notifications
1. IA or the investigating supervisor will contact the complainant, if known, and advise them of receipt of their complaint and inform them of the anticipated timeline for disposition if known.
 - a. Complainants in IA investigations will be contacted at least every 15 days during the investigation. The investigator should set a calendar marker to ensure this notification is made.



- b. Complainants in supervisory investigations will be contacted during an investigation as may be necessary to conclude the investigation.
 - c. Complaints in supervisory investigations that can be resolved the day of receipt may result in only one contact with the complainant advising of both receipt and resolution.
 2. SI complaints may be resolved without interviewing the accused employee. When an interview is required, the investigating supervisor must read the employee the proper advisement from the SI form (Form IA 103).
 3. In most instances, agency personnel will be notified that they have become the subject of an IA investigation and will be advised in writing of the allegation(s) as well as their rights and responsibilities relative to the investigation. The Chief of Police may elect not to notify the employee when to do so could jeopardize the investigation.
 4. Upon the conclusion of an IA investigation, IA will notify complainants in writing, if their address is known.
 5. SI investigations may be concluded with face to face or telephoned notification in lieu of written correspondence – either of which must be documented in the SI file.
 6. Information on the procedures to be followed for commending or complaining against the department or its employees will be posted in the police department lobby and on the agency's web page.
- F. Conducting Internal Investigations
 1. The agency will document and investigate all complaints alleged or suspected, either signed or anonymous, that are made against the agency or its personnel.
 2. When an IA investigation is conducted, the scope of the investigation is to arrive at a conclusion of fact and present its findings to the Chief of Police. IA will not research or recommend corrective action(s).



3. When an SI is conducted, the scope of the investigation must first be narrowly applied to arriving at a conclusion of fact. Once the conclusion of fact is arrived at, the supervisor must determine what, if any, corrective action is warranted (see SOP #7-10 (Corrective Action Procedures)).
4. Investigators must remain objective and avoid making early assumptions about a complainant or agency employee.
5. Investigators must examine all evidence in its proper context and refrain from the benefit of hindsight when judging the actions and/or behaviors of complainants and accused agency personnel.
6. Investigators must render findings in the form described in section III, K of this SOP based upon common police practice, the provisions of the SOP manual, employee handbook, common and statutory law, or other reference while steering clear of personal opinion or conjecture.
7. The Chief of Police, or his designee, shall ultimately review all investigations and approve the findings or direct additional courses of action.
8. Complainants should be contacted periodically by the assigned investigator and kept informed of the status, course, and ultimately the conclusion and findings of the investigation.
9. SIs must be completed within 15 days of assignment. IA investigations must be completed within 30 days of receipt. The Chief of Police may grant an extension due to extenuating circumstances.

G. Relief from Duty

1. Any supervisor may relieve an employee from duty until the next business day under the following circumstances:
 - a. Employee conduct personally observed by or reported to the supervisor which is criminal, extremely serious in nature and/or creates potential harm to the employee and/or the department.



- b. The employee is unfit for duty due to physical or psychological reasons (e.g., intoxication, shots fired incident, use of deadly force, etc.)
 2. Any employee relieved of duty by a supervisor will be required and directed to report to the Chief of Police or his designee no later than the next business day.
 - a. The supervisor imposing the relief from duty shall also appear at this time with all the necessary information.
 - b. The Chief will review the circumstances and make a determination as to what further action is to be taken.
 - c. Any employee so relieved from duty shall receive pay for the remainder of the shift unless otherwise notified by the Chief of Police.
 3. The Chief of Police may relieve an employee from duty or extend the supervisory relief from duty to allow the completion of an internal investigation wherein it is determined to be in the best interest of the employee, the City, and/or agency.

H. Polygraph Use in Internal Investigations

1. All police employees are required to answer all questions truthfully. Failure to do so will subject the employee to termination of employment.
2. The Chief of Police may order any employee of the agency who is the subject of, or a witness in, an internal investigation to submit to a polygraph examination.
3. In cases involving an accuser where material facts are in dispute (e.g.: complainant alleges employee spoke racial epithets and employee denies categorically), the accuser must first submit to and successfully complete a polygraph examination before the employee is so compelled.
4. The questions asked in the polygraph examination will be narrow and specific in scope, relating only to the allegation(s) being investigated.



5. The polygraph examiner shall be licensed by the South Carolina Law Enforcement Division (SLED) and free of personal prejudice or conflict of interest in the matter being investigated.
 6. When an employee is ordered to submit to a polygraph examination, the information obtained cannot be used against the employee in any subsequent criminal proceedings unless so stipulated by the employee.
 7. Corrective action, up to and including dismissal, may be taken against the employee if he/she refuses to submit to a polygraph examination when ordered.
- I. Testing and Evidence Collection
1. When the actions are material, relevant, and narrowly related to the allegations contained in a specific internal investigation (and not otherwise unlawful), the Chief of Police may direct any employee to:
 - a. Submit to medical or laboratory examination(s);
 - b. Submit to a polygraph examination;
 - c. Submit to audio and/or video recording;
 - d. Participate in a line-up;
 - e. Submit financial disclosure statements;
 - f. Submit cellular phone records (to include photographic, text, or other content); and/or,
 - g. Permit viewing of their social media site(s).
 2. Any directed testing will be at the expense of the agency.
 3. An investigator who develops particularized suspicion that could be verified or dispelled via any of the testing or evidence collection methods specified herein must contact the Chief of Police via chain-of-command to seek authorization to proceed.



4. IA shall maintain a photo of all employees that may be used in the course of internal investigations.

J. Right of Employees to Legal Representation

1. During an administrative investigation interview, a private attorney may be present, however will not be permitted to participate.
2. In a criminal investigation an employee will be advised of Miranda Warnings and shall have the right to counsel and to have counsel present to provide legal representation as in any criminal case.
3. As a general policy, an employee may consult legal counsel during any phase of an internal investigation. This will be at the employee's expense and on his/her own time and must not impede the scheduling of an administrative investigation.

K. Disposition of Investigations

1. A conclusion of fact shall be made on each allegation contained within the complaint. The conclusion shall be one of the indicators listed below:
 - a. Unfounded – if the allegation is false (in such cases the Chief of Police may consider criminal charge(s) and must approve any charges pursued);
 - b. Exonerated – if the allegation is true but the action taken was lawful and proper;
 - c. Not-Sustained – if there is insufficient evidence to either prove or disprove the allegation;
 - d. Sustained – if the allegation is supported by a preponderance of evidence to justify a reasonable conclusion that the incident occurred as alleged in violation of an appropriate directive or law;
 - e. Misconduct not Based on Complaint – if the investigation reveals sufficient evidence to indicate other infractions not based on the original complaint.



- f. Policy Failure – if the investigation reveals that the governing agency policy is contrary to law or accepted law enforcement practice.
 2. IA will notify the accused employee, their supervisor, and their division commander in writing of the disposition of IA investigations.
 3. The affected employee’s chain of command will be notified by way of the SI form of the disposition of an SI as it is routed to the Chief of Police at the conclusion of the investigation.
- L. Grievance Procedure
 1. Nothing in this Standard Operating Procedure precludes employees from pursuing the City’s grievance procedure as outlined in the City of Goose Creek Employee Handbook.
 2. The administrative remedies provided for in the City of Goose Creek Employee Handbook shall include all layers of an employee’s chain of command. For purposes of timing, all supervisory layers must be accomplished within the single 5 day period provided in the City of Goose Creek Employee Handbook for supervisor review.
 3. Supervisors will treat grievances as a Supervisory Investigation and as such, IA must be informed of any grievances filed orally, in writing, or otherwise.
 4. IA will log all grievances and coordinate them through the aforementioned administrative remedies. Final dispositions will be recorded on the log.
 5. The City’s Human Resource Director (HRD) will assume the coordination of grievances that continue beyond the aforementioned administrative remedies (those that pursue hearings before City Grievance Committee and appeals to City Council).
 6. Records of grievances that remain within the administrative remedies will be maintained by IA. Records of those that exceed the administrative remedies will be maintained by the HRD.




- 7. Annually, IA will conduct a documented analysis of grievance files, policies, and practices.
 - a. The analysis will include:
 - (1) Identification of any undesirable trends or themes in employee behavior or precipitating events; and,
 - (2) Identification of policy vs. practice issues that require redress.
 - b. For reporting purposes, the prior calendar year’s grievance files will be analyzed as referenced in Section IV, L, 7 of this SOP. The lack of grievances in a particular year does not relieve the obligation to analyze policies and practices.
 - c. The analysis will be reviewed and approved by the Chief of Police then distributed agency-wide.

M. Annual Statistical Summary

- 1. IA will compile an annual statistical summary of all internal investigations (by type) so as to examine any trends that may develop regarding types of complaints and/or employees involved.
- 2. A copy of the annual statistical summary will be published on the agency’s web page for public access.
- 3. Employees may access the statistical summary via the agency’s webpage or within the designated folder on the computer network.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #7-03 | |
| <i>Employee-Involved Incident/Accident Investigation</i> | | | |
| Effective Date May 13, 2014 | Revision # 1 | Re-evaluation Schedule July | Amends/supersedes SOP #7-03 of 08/18/2011 |
| Notes/References CALEA Standard(s): 1.3.8 | | # of Pages 4 | |

I. Purpose

To provide procedures for the response to and investigation of accidents or incidents wherein the actions of agency employees result directly or indirectly in damage to City or third party property or the injury or death of any person.

II. Policy

The agency recognizes the need to ensure transparency in the response to and investigation of incidents wherein the actions of agency employees result in damage to property or physical injury to or death of any person. The provisions of this SOP will ensure that the agency fulfills its obligations to that end while providing for the needs of the involved employee and the City. This SOP is intended to provide additional procedures not specifically enumerated in SOP #7-02 (Internal Investigations), SOP # 8-05 (Use of Force), and the City Employee Handbook. The character qualities of discernment, justice, and responsibility are key components to handling employee involved incident and accident investigations.

III. Procedure

A. Reporting of Incidents

1. Employees must immediately report to their supervisor any incident they may become involved in while on duty or acting in their official capacity (to include personal use of City vehicles) wherein their actions, directly or indirectly, result in damage to City or third-party property or the injury or death of any person. Such incidents include, but are not limited to:

- a. Vehicle collisions;



- b. Damage to City or third party property;
 - c. Accidental or intentional discharge of a weapon if not governed by SOP #8-05; and,
 - d. Injury to the employee's own person.
2. This reporting may be accomplished via notification of the communications center. The communications center will immediately relay any such notification.
 3. If an employee is in doubt as to the requirement to report a particular incident or action, they must immediately notify a supervisor. If a supervisor is in doubt as to the requirement to report, the procedures in this SOP should be initiated.
 4. Use of force incidents will be handled as provided for in SOP #8-05.
 5. Citizen or internal complaints involving property damage and/or injury or death will be handled as provided for in SOP #7-02 and this SOP respectively.

B. Duty Supervisor Response

1. The duty supervisor or his/her designee will respond immediately to any incident reported under the auspices of this SOP and take necessary actions to ensure the situation is stabilized and that safety and health concerns are a main priority.
2. The duty supervisor will notify the appropriate members of the Chain of Command as provided for in SOP #1-05.
3. The duty supervisor will notify any third party agencies that might be required to assist in or assume the investigation.
4. Regardless of any investigation by another agency, the duty supervisor will initiate an internal investigation of the incident and document his/her actions and findings as provided for in this SOP.
5. The duty supervisor will ensure that photographic evidence is accomplished when applicable and that associated documentation (electronic, video, digital, paper, etc.) is collected



without interfering with any investigation that might be conducted by another agency.

C. Documentation Requirements

1. Any incident involving a reportable crime will be documented on a Uniform Crime Report (UCR).
2. Actions related to the incident at hand and actions related to the supervisory investigation of the incident are bifurcated. As such,
 - a. Employees and supervisors will document their response and actions as they pertain to a reportable crime on a Uniform Crime Report (UCR) or Supplemental Report;
 - b. Supervisors will document the incident or injury investigation on the appropriate documents listed herein; and,
 - c. Employees may be required to provide additional written documentation specific to the incident or injury for the supervisory investigation if the UCR or Supplemental Reports are deemed insufficient.
3. In the event of a vehicle collision, City or third-party property damage, or injury to a third party, the following forms must be completed by the supervisor:
 - a. Supervisor's Investigation Report (HR forms on network);
 - b. SCMIRF Loss Notice (HR forms on network); and,
 - c. The forms listed in Section III, C, 4, of this SOP if an employee is injured.
4. In the event of an employee being injured, the following forms must be completed by the supervisor:
 - a. Supervisor's Investigation Report (HR forms on network);
 - b. Worker's Compensation First Report of Injury (HR forms on network);




- c. Pharmacy Authorization (HR forms on network); and,
 - d. Medical Release (HR forms on network).
5. Supervisors will compile all related documentation for the particular incident to include, but not limited to, a copy of the FR-10 and TR-310 forms, any digital video or photographs, written statements, copies of applicable UCRs, etc. These documents will be added to the required documents and form a completed packet.
 6. Supervisors will forward completed investigation packets to the Chief of Police via the chain-of-command after which they will be routed to the City’s Human Resource Director or Finance Director as required.

D. Relief From Duty

1. Any employee whose actions, direct or indirect, have resulted in the serious physical injury to or death of any person will be removed from line duty assignment pending an administrative review of the incident and/or their actions pertaining thereto. This removal from duty is non-punitive and:
 - a. Is intended to allow time to fully explore the incident; and,
 - b. Assess and address the emotional needs of the affected employee(s) involved.
2. Serious physical injury, for purposes of this SOP, is injury that results in hospitalization exceeding the scope of “treated and released.”
3. Unless directed otherwise by the Chief of Police, the affected employee will assume administrative duties with full pay.
4. If the incident involves injury to the affected employee, the City’s Worker’s Compensation procedures will be followed.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #7-04 | |
| <i>Public Information and Media Relations</i> | | | |
| Effective Date August 4, 2016 | Revision # 5 | Re-evaluation Schedule July | Amends/supersedes SOP #7-04 of 07/25/2013 |
| Notes/References CALEA Standards 54.1.1, 54.1.2, & 54.1.3 and Sections 30-4-10 through 30-4-110 of the S.C. Code of Laws | | # of Pages 7 | |

I. Purpose

To establish procedures for the release of information to the public and media outlets.

II. Policy

The agency recognizes the right of the public to be informed on matters concerning public safety and the welfare of the citizenry and that public media are legitimate outlets for investigating and disseminating such information. The agency will furnish information on crime and agency operations in concert with our legal obligations under the Freedom of Information Act (FOIA) with the spirit of cooperation. Exercising the character qualities of dependability, discretion, and responsibility are key components to our public information and media relations efforts.

III. Procedure

A. Role of the Police Spokesperson

1. The Assistant Chief of Police will routinely act as the Police Spokesperson and will:
 - a. Act as a liaison to media outlets regarding daily beat calls and routine inquiries to include distribution of police reports so requested;
 - b. Prepare news releases and other correspondence for media outlets without preference;
 - c. Coordinate press conferences;



- d. Coordinate efforts with the City's PIO and act as the agency's liaison to that office when necessary;
 - e. Oversee the agency's compliance with the requirements of the FOIA.
 - f. Ensure that this agency refers media inquiries regarding multi-agency efforts to the agency having primary jurisdiction or responsibility for the incident.
2. The Assistant Chief of Police may delegate these responsibilities temporarily due to leave or to accommodate the nature of a particular public interest (e.g.: interview of traffic officer or investigator, etc.).
- B. Media Access to Scenes
1. Members of the media are entitled to be in places accessible to the general public. Media members will not be subjected to any restrictions that are not applicable to the general public.
 2. Members of the media are not entitled to and should not be permitted to enter a crime scene under investigation.
 3. Members of the media should not be restricted from filming or photographing from locations accessible to the general public absent a compelling safety concern.
 4. The duty supervisor, police spokesperson, or other competent agency member may address the media at a location near an incident scene consistent with the provisions of this SOP.
 5. Agency employees will focus their efforts on handling the case at hand and will not unnecessarily delay operations, prisoner movement, etc., to accommodate media interests.
- C. Media Interviews
1. During regular business hours, the Assistant Chief of Police will normally provide media interviews. After hours, the duty supervisor may provide media interviews based on their workload and commitment to the operational aspects of the incident(s) the media are covering.



2. The following information may be provided during a media interview provided it would not interfere with the agency's operations:
 - a. Factual information such as names, race, sex, and age of parties involved if such information will be released in the UCR;
 - b. Basic facts of the case (who, what, when, and where) without speculation or conjecture (why and how);
 - c. Information on arrests and pending charges (without speculation on quality of charges or likelihood of prosecution); and/or,
 - d. Public advisory information such as developed suspect descriptions, identities, and potential for danger posed.

3. The following information will not be discussed with the media:
 - a. Any information that might jeopardize the agency's operations;
 - b. Any information that might reveal the identity of a juvenile that is subject to statutory protection;
 - c. Any information regarding the specific nature of a sex crime or the identity of a sex crime victim;
 - d. Opinions of guilt or innocence of suspects or the quality of evidence or merits of a pending case;
 - e. Identity of any deceased person, or seriously injured person prior to notification of the next of kin;
 - f. Specific cause of death until receipt of the post-mortem examination results, and after the cause of death has been released by the coroner's office;
 - g. Specific contents of any criminal history record;
 - h. Unofficial statements concerning internal affairs, policy, and/or personnel matters concerning the agency;



- i. Contents of a suicide note – the fact that a suicide note exists may be reported without further comment;
 - j. Confirmation of the existence or contents of admissions or confessions made by individuals, or of the refusal or failure of the accused to make any statement;
 - k. The testimony or credibility of any prospective witness;
 - l. The possibility of a plea of guilty to the offense charged or to a lesser charge;
 - m. The identity of suspects who are interviewed but not charged with a crime; and/or,
 - n. Information as to how weapons or proceeds of any crime were located.
- D. Preparation of Police Reports for Public Release
- 1. Monday through Friday the records bureau will prepare all new (initial) Uniform Crime Reports (UCR) and collision reports generated to-date for public release.
 - 2. Redaction of reports will be accomplished as provided for in Section III, E, 4 of this SOP.
- E. FOIA Compliance
- 1. Uniform Crime Reports and Arrest Logs
 - a. A binder will be maintained in the police department lobby containing the most recent 14 days of initial uniform crime reports properly redacted as provided for in Section III, E, 4, of this SOP.
 - b. Citizens and media members may review the lobby binder at their leisure.
 - c. Citizens will be provided copies of any report contained in this binder at the established per-copy rate. Media members will be provided copies at no charge.



- d. Citizens will not be required to provide identification or written documentation to receive copies of reports maintained in the 14-day binder.
 - e. Uniform crime reports outside the 14-day window must be requested in writing and are subject to the established research and per-copy rates in accordance with the FOIA.
2. Arrest Logs
 - a. A log of all custodial arrests for the most recent 90 days will be maintained under a separate tab of the crime reports binder referenced in Section E, 1, a.
 - b. Arrest logs will be treated similarly to uniform crime reports with regard to review, copying, and requests for logs that exceed the 90 day window.
3. Other Documentation
 - a. Written requests must be filed for agency documentation not specifically enumerated in this SOP.
 - b. Citizens may be provided the agency's FOIA request form to facilitate their written request.
 - c. Requests for copies of readily available documents will be fulfilled without undue delay.
 - d. Requests for copies of documents that will require research that exceeds 15 minutes will be forwarded to the City Clerk then reviewed by the Assistant Chief of Police for price estimation prior to research commencing.
 - e. A response to requests requiring research will be mailed to the requestor as soon as practicable but within 15 days of receipt of the request.
 - f. The payment of a deposit for requests requiring research may be required as approved by the Assistant Chief of Police.



4. Redaction of Documents for Public Release
 - a. The following information will be routinely redacted from uniform crime and collision reports and other associated documents (CAD reports, etc.):
 - (1) The identity (to include address and phone number) of the victim(s) of any criminal sexual contact;
 - (2) All information regarding juveniles with the exception of their race, sex, and age (do not redact any juvenile information from uniform collision reports); victims of crimes committed by juveniles may be provided the offending juvenile's identity;
 - (3) Social Security numbers, regardless of the individual's involvement in the report; and,
 - (4) Contents of NCIC printouts.
 - b. Upon proper advisement by the Criminal Investigations Bureau (CIB) Supervisor or member of the Command Staff, the following information may be redacted from uniform crime and collision reports:
 - (1) Information that might disclose the identity of informants not otherwise known;
 - (2) Information that might prematurely announce an otherwise covert law enforcement action;
 - (3) Information that might disclose investigatory techniques not otherwise known outside the government;
 - (4) Information that might endanger the life, health, or property of any person; and,
 - (5) Information that might disclose the contents of intercepted wire, oral, or electronic communications not otherwise disclosed during a trial.




- 5. Matters Not Specifically Enumerated
 - a. Invariably, situations will arise wherein requests made under FOIA do not fit neatly into the guidelines enumerated in this SOP.
 - b. Personnel receiving such requests should consult with the Assistant Chief of Police or Chief of Police for guidance.
 - c. The City Attorney's office may be consulted upon the approval of the Assistant Chief of Police or Chief of Police.

- 6. Fee Schedule
 - a. The Chief of Police must authorize the fee and distribution schedule for FOIA requests.
 - b. The latest fee schedule will be posted in the records bureau and adhered to until superseded.

- F. Policy Review and Media Input
 - 1. The agency will review this SOP annually.
 - 2. Members of the local media will be invited to provide input on any proposed changes to this SOP.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #7-05 | |
| <i>Response to Employee Involved Domestic Matters</i> | | | |
| Effective Date October 19, 2016 | Revision # 3 | Re-evaluation Schedule October | Amends/supersedes SOP #7-05 of 10/05/2011 |
| Notes/References S.C. Code of Laws 16-25-20 & 18 U.S.C. 922(g)(9) | | # of Pages 5 | |

I. Purpose

To provide guidelines for the handling of domestic matters involving employees of this agency.

II. Policy

The agency recognizes that its employees may become involved in domestic matters that the agency is called to respond to as well as matters that occur outside the agency’s jurisdiction that nonetheless affect the agency. The agency’s policy will be to treat employees as any other citizen when responding to calls within the jurisdiction to include conducting a thorough and proper investigation, making arrest(s) where probable cause exists, generating appropriate documentation of agency action, and following through the legal process(es) where required. The agency will initiate an internal investigation consistent with this and related SOPs when an employee is involved in a domestic matter outside this agency’s jurisdiction and subsequent to the conclusion of the investigation of an in-jurisdiction incident. Employees will be held strictly accountable for their domestic behavior when it contravenes this agency’s SOPs. The character qualities of discretion, justice, and responsibility are the key components of a proper response to such situations.

III. Definitions

- A. Domestic misconduct – Behavior in an employee’s private capacity involving family members, spouses, former spouses, and parties from former relationships that by its inherent nature is criminal or in the very least, suspect, to include violations of court orders, physical assault or battery, vandalism, stalking, intimidation, coercion, or otherwise criminal.
- B. Collateral misconduct – Behavior by a member of the agency that serves to assist another agency employee in the continuation of the act of



domestic misconduct to include any actions or inactions designed to shield the suspect employee or impair the ability of this agency to be informed of suspected domestic misconduct.

- C. Self-reporting – The responsibility and duty of all employees to inform the agency without undue delay of their implication in a matter involving domestic misconduct, especially any instance wherein another law enforcement agency responds to investigate.
- D. Administrative no-contact order – A written order by a supervisory employee, preferably the Chief of Police or Internal Affairs (IA) directing an employee to cease further domestic misconduct.

IV. Procedure

- A. Initial Response and Investigation
 - 1. The agency shall take immediate action when notified of any act of domestic misconduct involving an agency employee.
 - 2. When a domestic misconduct incident occurs in the agency's jurisdiction the following steps will be implemented:
 - a. Communications specialists will dispatch the call as with any other of similar type (preferably two units);
 - b. Communications specialists will notify the duty supervisor and request that (s)he respond;
 - c. First responders will secure the scene and separate parties as necessary to ensure safety;
 - d. The duty supervisor will either assume the investigation or may notify the agency's on-call investigator as (s)he deems necessary.
 - (1) The duty supervisor will ensure that all evidence and statements are recorded and collected.
 - (2) The investigation will be conducted as outlined in SOP #3-11 and any other applicable SOPs.



- e. The investigating officer will bear in mind that agency employees are not compelled to answer questions in a criminal investigation. As such, Miranda warnings should be given when appropriate.
 - f. When probable cause exists to arrest an agency employee, the arrest will be made and the employee will be booked, processed, and taken for bond hearing just as any other civilian.
 - g. When the investigation has yielded reliable conclusions, the duty supervisor will notify the Chief of Police or designee to determine if an IA investigation should commence.
 - h. Reasonable steps to protect the employee or their household members will be taken as specified in SOP #3-23.
 - i. Consideration will be given to the firearms and less-lethal weaponry issued to sworn officers and whether they may become instruments of future opportunity should the domestic matter continue after the departure of agency personnel.
 - j. If an agency employee is arrested, the Chief of Police and the affected employee's division commander will be notified as soon as practicable.
3. When a domestic misconduct incident occurs outside the agency's jurisdiction, the following steps will be implemented:
- a. Employees have a duty to report domestic misconduct as described in Section III, C above. Initial notification should be made to their supervisor or division commander who will inform the Chief of Police.
 - b. Any employee receiving notification of a past in-jurisdiction or out-of-jurisdiction incident of domestic misconduct involving an agency employee shall report it to IA during regular business hours or the duty supervisor after-hours. The duty supervisor or IA will:



- (1) Notify the investigating agency and request any information on the incident and their action(s);
- (2) Take or recommend to proper authority any immediate agency action to ensure the safety of the employee and/or their households;
- (3) Initiate internal documentation of the initial incident and investigation; and,
- (4) Notify the affected employee's division commander and Chief of Police.

B. IA Responsibilities

1. IA will review any internal criminal investigation of employee misconduct.
2. IA will act as liaison with any other jurisdiction investigating domestic misconduct suspected of an agency employee.
3. IA will conduct an internal (administrative) investigation subsequent to any criminal investigation by this agency or another agency and render findings to the Chief of Police in accordance with the provisions of SOP #7-02.
4. Regardless of where an incident of domestic misconduct occurs, IA will ensure that any necessary administrative no-contact orders are generated by proper member of the affected employee's chain-of-command and served upon the affected employee.
5. IA will update the personnel early warning system (PEWS) with applicable information (see SOP #7-09).

C. Criminal Conviction


1. Any sworn officer convicted of criminal domestic violence (CDV) or a related offense that triggers the provisions of 18 U.S.C 922 (g)(9) (prohibition of firearm possession upon conviction of misdemeanor domestic violence) will be discharged from employment due to their inability to fulfill their job requirements.



- 2. The Chief of Police will determine the employment status of civilian employees and sworn officers (aside of Section IV, C, 1 above) convicted of a crime related to domestic misconduct.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #7-06 | |
| <i>Use of Internet and Social Media</i> | | | |
| Effective Date December 15, 2014 | Revision # 2 | Re-evaluation Schedule December | Amends/supersedes SOP #7-06 of 12/15/2011 |
| Notes/References None | | # of Pages 3 | |

I. Purpose

To provide guidelines for personnel regarding the creation and maintenance of personal internet sites and/or web pages.

II. Policy

Personnel must not conduct themselves in their private capacities so as to bring discredit to the agency or City. The internet presents infinite opportunities for employees to express themselves and share personal and professional information and experiences that, even if well-intended, may bring disrepute upon the agency. As such, the agency reserves the right to review and limit the exposure of agency information and icons by agency employees in such forums. This procedure is intended to augment the provisions of the Social Media Policy of the City of Goose Creek as provided for in the City of Goose Creek Employee Handbook. Any conflicts between this procedure and the handbook are handled in favor of the handbook. Exercising the character qualities of discretion, discernment, and wisdom will assist our personnel with avoiding agency conflict with personal internet sites and web pages.

III. Procedure

A. Right of Employees to Personal Expression and Internet Access

1. This SOP is not intended to restrict the constitutional rights of employees to express themselves in their private capacities by way of personal or public internet sites or web pages.
2. This SOP is not intended to restrict employees from the maintenance of or access to lawful internet sites or pages in their private capacities.



3. As City employees, the freedoms described in Sections 1 and 2 above may be limited so as to protect the integrity of the City and the agency and to maintain the trust and confidence of members of the public who may view internet postings initiated by agency employees.

B. Prohibitions

1. In consideration of the acknowledgements described in Section A above, employees are prohibited from:
 - a. Identifying themselves implicitly or explicitly as employees of the agency on any personal or public internet site or web page except as provided for in the City of Goose Creek Employee Handbook;
 - b. Posting images or icons connected to the City or agency such as patches, badges, seals, or photographs;
 - c. Posting crime scene photographs and/or video or other agency-maintained video or audio recordings;
 - d. Posting information that reveals internal agency operations, whether previously known to the public or not; and,
 - e. Posting information that discredits fellow personnel, supervisors, staff members, or the agency.
2. Alleged violations of Section III, B, 1 will be investigated in accordance with the procedures enumerated in SOP #7-02 (Internal Investigations).

C. Exceptions


1. The Chief of Police may grant exception(s) to the prohibitions enumerated in Section B above in the event that such exception(s) are in the best interest of the agency.
2. Requests for exception(s) must be made to the Chief of Police in writing via chain-of-command and must include the following:



- a. A complete description of the information requested to be posted to include site mock-up or other suitable visual representation;
 - b. The internet/web address of the proposed site, if already in existence, to facilitate review of the site; and,
 - c. A written justification of the benefit to the agency for posting the requested information.
3. The Chief of Police will reply to all requests and reserves the right to deny or modify such requests.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #7-07 | |
| <i>General, Line, and Staff Inspections</i> | | | |
| Effective Date February 27, 2018 | Revision # 5 | Re-evaluation Schedule February | Amends/supersedes SOP #7-07 of 02/29/2016 |
| Notes/References CALEA Standards 53.1.1 & 53.2.1 | | # of Pages 4 | |

I. Purpose

To provide procedures for performing internal inspections of personnel, agency property, and facilities.

II. Policy

The agency will utilize the inspection process as an essential mechanism for evaluating the quality of agency operations, ensure that agency goals and Mission Statement are being pursued, identify the need for additional resources, maintain orderliness within the various components of this agency, ensure control is maintained throughout the organization, and improve upon trust-based relationships. Employment of the character qualities of diligence, orderliness, and responsibility is essential for our success in these endeavors.

III. Procedure

A. General Inspections

1. All personnel are expected to observe for basic housekeeping deficiencies in assigned equipment and/or areas of control and take immediate measures to correct or report unsatisfactory conditions as may be appropriate.
2. All personnel are expected to observe for any unsafe or non-secure condition in the police department facility to which they are assigned and take immediate measures to correct or report unsatisfactory conditions as may be appropriate.



B. Line Inspections

1. Line inspections are conducted by supervisors at every level or by designated personnel in direct control of the persons, facilities, vehicles, procedures or other elements being inspected.
2. Line inspections are not formal, per-se, but are an ongoing activity. Line inspections may be conducted at any time but must be documented as follows:
 - a. Field Training Officers (FTOs) will inspect their recruits daily using a Daily Observation Report Form.
 - b. Immediate supervisors are responsible for conducting inspections of agency vehicles and personnel at least monthly using a line inspection form.
 - c. The duty (Patrol Bureau) supervisor will inspect the agency's facilities at least once per shift using the patrol shift watch report form.
 - d. Division Commanders or their designees will inspect facilities, equipment, and personnel assigned to their division at least monthly using the applicable division/line inspection forms.
3. Supervisors have the responsibility to take the appropriate action necessitated by an inspection. Action may include, but is not limited to:
 - a. Taking immediate action to correct matters within their chain-of-command;
 - b. Notifying the appropriate authority of matters outside their chain-of-command that cannot be immediately remedied;
 - (1) The preferable method for this notification is via e-mail or other documentation.
 - (2) In circumstances wherein time is of the essence, verbal notification may be made.



- c. Initiating the appropriate reporting documentation to commend exceptional performance or carry out corrective action for serious deficiencies as provided for in SOP #7-10. General notations may be made as chronological entries.
- d. Following up on action items identified by an inspection to ensure they have been accomplished.
 - (1) Specific directions should be given to the affected party;
 - (2) A specific deadline for completion should be enforced; and,
 - (3) Appropriate documentation should be completed based on the circumstances.

C. Staff Inspections

- 1. Staff inspections are formal inspections conducted by a Command Staff officer of the persons, facilities, procedures or other elements being inspected (e.g., a division commander inspecting the components under his command, or another command as a guest).
- 2. Personnel conducting staff inspections will have the authority to:
 - a. Observe individuals and the respective unit's operating procedures;
 - b. Examine all records and files (as needed); and,
 - c. Interview selected personnel.
- 3. Notification will be made prior to initiating a staff inspection to allow for planning and minimal disruption of agency operations and personnel commitments.
- 4. At the conclusion of a staff inspection, the staff inspector(s) will prepare a written report for the Chief of Police that will summarize the inspection activities, discuss the strengths and weaknesses identified, and make recommendations for




improvement and/or correction of the particular function, if applicable. Affected personnel will be provided a copy for discussion and/or action.

- 5. A written report will be made for follow-up matters that were not corrected at the time of the inspection. This report will be presented to the Chief of Police and ultimately filed with the original inspection documentation.
- 6. A staff inspection must be conducted in every organizational component at least once every four years.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | | | #7-09 |
| | <i>Personnel Early Warning System (PEWS)</i> | | | |
| Effective Date February 29, 2016 | Revision # 8 | Re-evaluation Schedule February | Amends/Supersedes SOP #7-09 of 03/06/2015 | |
| Notes/References CALEA Standard 35.1.9 | | | | # of Pages 6 |

I. Purpose

To provide guidelines for the maintenance of the Personnel Early Warning System (PEWS) within the agency.

II. Policy

The agency will proactively monitor employee behavior and performance for indicators of job stress, personal issues, and/or training deficiencies that may lead to undesirable actions by the employee and, in turn, bring about negative consequences for the employee, the agency, and the citizenry. The agency will review the events leading to an activation of the PEWS and take measures to correct negative behaviors or intervene in potentially negative behaviors based on individual circumstances. The character qualities of discernment, responsibility, and sensitivity are key components to the success of the PEWS.

III. Procedure

A. Administration of the PEWS

1. The PEWS will be administered by the Assistant Chief of Police and Professional Standards Lieutenant who will:
 - a. Collect the necessary data;
 - b. Analyze the data;
 - c. Activate the PEWS when warranted;
 - d. Generate reports as specified in this SOP; and,
 - e. Maintain completed files.



2. The Chief of Police will review and approve all PEWS activation reports and associated actions.

B. Point System

1. The following criteria and assigned point values will form the core of the PEWS:
 - a. Internal Affairs (IA) Investigation or Supervisory Investigation (SI) (Sustained or Misconduct Not Based on Complaint), 2 points;
 - b. IA/SI Investigations (Not-Sustained), 1 point;
 - c. Corrective Action Form (CAF), 1 point;
 - d. Any documented corrective action exceeding a CAF, 2 points;
 - e. Use of Force (Unjustified), 2 points;
 - f. Use of Force (Justified), 1 point;
 - g. Vehicle Pursuit (Unjustified), 2 points;
 - h. Vehicle Pursuit (Justified), 1 point;
 - i. Vehicle Collision (At-fault), 2 points;
 - j. Vehicle Collision (Not at-fault), 1 point;
 - k. Employee injury (Avoidable), 2 points; and,
 - l. Employee injury (Unavoidable), 1 point.
2. IA/SI investigation findings not specifically indicated do not carry point values; however, those findings will be included in a PEWS alert whose beginning and ending dates encompass them.

C. Point Accumulation and Threshold

1. In an incident involving multiple qualifying events, only the points for one event (highest point value) will be counted for that incident.
2. PEWS Administrators may exercise discretion in assigning points to qualifying events that arise from planned actions or incidents such as drug raids, crowd control, felony vehicle stops, and others that are likely to generate justifiable use of force by multiple officers.
3. The threshold for activation of the PEWS is the accumulation of six (6) points in any rolling six (6) month period or nine (9) points in any rolling twelve (12) month period.
4. The point system resets upon the activation of the PEWS.

D. Activation of the PEWS

1. When a PEWS activation occurs, a PEWS Administrator will generate an activation report describing briefly each incident encompassed in the activation. The PEWS activation report will be factual based upon documented incidents and will be free of suggestion and/or opinion.
2. The PEWS Administrator will forward the activation report to the Chief of Police with a recommendation as to whether the activation should be unfounded or forwarded to the affected employee's Division Commander for further consideration.
3. PEWS Administrators will account for and track all outstanding and completed PEWS activation reports.

E. First-line and Mid-level Supervisors' Responsibilities

1. It is the duty of first-line and mid-level supervisors to monitor the performance and behavior of personnel under their charge on a daily basis and to administer corrective action in accordance with SOP #7-10 (Corrective Action Procedures).
2. First-line and mid-level supervisors are expected to be familiar with alternatives and authorized actions they may take in



response to personnel exhibiting behavioral and/or job performance problems with or without information provided through the PEWS. It is important to note that the PEWS is not designed or intended to undermine the role of supervisors but instead, it is a tool to assist supervisors in monitoring employee behavior and performance.

3. First-line and mid-level supervisors are encouraged to be proactive in identifying employee problems and to take corrective action and make or recommend appropriate referrals even when the PEWS has not activated.
4. First-line and mid-level supervisors must forward a copy of all corrective action forms, written reprimands, and/or any other documented corrective action through their chain-of-command to a PEWS Administrator. This requirement is not geared toward minor infractions or procedural issues handled by the supervisor and documented on the chronological form.

F. Division Commanders' Responsibilities

1. Division Commanders will ensure that first-line and mid-level supervisors under their command are monitoring employee performance and behavior, properly documenting corrective action, and that the requirements outlined in Section E, 4 are followed.
2. The Division Commander receiving a PEWS activation report will review the report and may notify the first-line and team supervisors of the affected employee as deemed necessary.
3. The Division Commander may exchange information with the aforementioned supervisory personnel and, if deemed necessary, direct each of them to file individually a (brief) written synopsis of the affected employee's performance to include any factors they may be aware of, duty related or not, that may have a negative impact on the employee's performance or behavior.
4. The Division Commander may speak with the affected employee as deemed necessary.



5. The Division Commander may request additional information from a PEWS Administrator and/or the City's Human Resources Director if necessary.
 6. The Division Commander will review the totality of the circumstances regarding the activation then make an informed determination as to whether or not a pattern of undesirable behavior and/or performance is evident. It is important to reiterate that the activation of the PEWS alone does not form the basis of identifying undesirable behavior patterns or performance problems.
 7. In the event that undesirable behavior and/or performance trends are identified, the Division Commander will formulate a course of action to include but not limited to the corrective action procedures contained in SOP #7-10.
 - a. The intent of early intervention is to prevent not punish unless warranted based upon previously unknown information surfacing through the review of the PEWS activation report.
 - b. The focus of the corrective action procedures should be in the areas of performance improvement training, counseling (peer or individual or via the Employee Assistance Program), transfers, reassignments, and other non-punitive actions.
 8. The Division Commander will document the determination(s) made pursuant to Section III, F, 6 and forward the PEWS activation report, all associated documentation, and any recommendations for action made pursuant to Section III, F, 7 of this SOP to the Chief of Police for approval.
- G. Responsibilities of the Chief of Police
1. The Chief of Police will review completed PEWS activation reports and approve the findings and recommendations prior to any action related thereto.
 2. The Chief of Police reserves the right to accept or decline any recommendations, amend or augment recommendations, and/or




return the file to the Division Commander for further review before rendering any decision.

- H. Final Disposition of PEWS Activation Report
 - 1. The Chief of Police will return approved PEWS activation reports to a PEWS Administrator. If intervention was recommended, the PEWS Administrator will inform the respective Division Commander accordingly.
 - 2. Division Commanders are responsible for seeing all recommended intervention(s) to conclusion and generating the proper related documentation of completion to be added to the PEWS activation report.
 - 3. The complete PEWS activation report with all paperwork described in Section III, H, 2 of this SOP will be tracked and filed by a PEWS Administrator.

- I. Annual Evaluation of the PEWS
 - 1. The Assistant Chief of Police or designee will prepare a written annual evaluation of the PEWS with a listing of PEWS activations and the subsequent action(s), if any, that were taken in response to each activation and forward it to the Chief of Police.
 - 2. The annual evaluation will contain an evaluation of the PEWS system itself to include the effectiveness of the criteria and activation thresholds.
 - 3. The annual evaluation will specify any recommendations for policy change along with proper justification.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #7-10 | |
| <i>Corrective Action Procedures</i> | | | |
| Effective Date July 27, 2018 | Revision # 6 | Re-evaluation Schedule July | Amends/supersedes SOP #07-10 of 08/04/2016 |
| Notes/References CALEA Standards 26.1.2, 26.1.4, 26.1.5, 26.1.6, 26.1.7, & 26.1.8 | | # of Pages 9 | |

I. Purpose

To establish guidelines for administration of the agency's corrective action process that are in concert with City policy.

II. Policy

The agency recognizes the vital role that corrective action plays in the effective control of its performance, satisfactory achievement of its objectives, and the building and maintenance of trust-based relationships with the citizenry. As such, employees will be held accountable for their behavior in a manner that is fair, equitable, and timely. Supervisors and staff members will exercise patience, discernment, and wisdom when formulating and levying corrective action.

III. Procedure

A. Responsibility

1. Complying with agency directives and acting in harmony with good character is the responsibility of all agency employees.
2. It is the duty of supervisors to ensure that subordinate personnel conform to the agency's guidelines. This is best accomplished by supervisors setting a positive example for subordinates and proactively monitoring the performance and behavior of subordinates.
3. A supervisor's responsibilities include:
 - a. Rewarding positive behavior, exemplary conduct, and outstanding performance.



- (1) Recognition for demonstration of positive character qualities and leadership traits may be accomplished by writing a character certificate.
- (2) Employees may be commended for an incident or action using a commendation form (Form GCPD 114).
- (3) Employees may be recommended to the Chief of Police for employee of the year and for other community-based awards.

- b. Investigating allegations of employee misconduct when within the scope of their authority and responsibility (See SOP #7-02);
- c. Counseling employees to improve job performance or correct minor infractions and procedures;
- d. Identifying training needs as a function of the corrective action process and appropriately utilizing the Performance Improvement Training Form (Form TRN-104);
- e. Directly implementing punitive corrective actions within the scope of their authority and responsibility; and
- f. Implementing more severe corrective action approved by the chain of command.

B. Corrective Action

1. It is not possible to list every specific act or omission, or combination of specific acts or omissions, which can result in corrective action. The agency's SOP manual and the City of Goose Creek Employee Handbook serve as guidelines.
2. Certain offenses are of such a serious nature that immediate termination upon first offense is appropriate. Additionally, the employee may be subject to termination for the accumulation of violations when the employee fails to participate in and/or respond to corrective action.



3. Although not all inclusive, the following should be taken into account when considering administration of corrective action:
 - a. The seriousness of the incident;
 - b. The circumstances surrounding the incident;
 - c. The employee's past corrective record;
 - d. The employee's past work performance;
 - e. The impact of the incident on the agency and/or community; and
 - f. The prognosis for future similar corrective problems.
- C. Training and Re-training (see also SOP #5-01)
 1. Training and re-training may be used for specific performance and/or procedural deficiencies identified in personnel. The need for performance improvement training may be recognized by management during evaluation of job performance, as a result of a complaint, during an inspection, or failure to meet minimum standards in a training session evaluation.
 2. Training may be used as part of the agency's corrective action process by itself or along with other corrective procedures as determined by the supervisor and/or the Administrative Services Division Commander or his/her designee.
 3. Training used as part of the agency's corrective action system will be documented and permanently maintained in the employee's training files.
- D. Corrective Counseling/Coaching
 1. Counseling/Coaching assists employees with the process of problem solving. It may be corrective or preventive in nature. It may focus on the need for a person to change his present behavior or work methods. It may also focus on the need for a person to behave differently in preparation for responsibilities and challenges that lie ahead. City of Goose Creek Employee



Conference Record forms (ECR) and/or chronological (Form GCPD 107) entries may be utilized for this purpose.

2. The immediate supervisor may counsel/coach an employee when the employee has an existing problem or is experiencing difficulty understanding or adjusting to matters which are job-related or affect job performance. The supervisor will identify the policy, procedure, character qualities, and/or standards of conduct which the employee has violated or the duties which the employee has failed to discharge and will suggest corrective action.
3. Minor incidents noted by a supervisor may be handled verbally by that supervisor without documentation. All other counseling/coaching as a component of the agency's corrective action process will be permanently documented in the employee's personnel file.
4. Counseling/coaching as a component of the agency's corrective action process may be utilized by itself or along with other corrective action procedures.

E. Employee Assistance Program (EAP)

1. Counseling via the EAP may be recommended or mandated as provided for in SOP #7-14.
2. Referrals to the EAP, whether recommended or mandated, may be made singularly or in conjunction with other corrective action(s) as provided for in this SOP.

F. Written Reprimand

1. A written reprimand is a formal reprimand to the employee from a supervisor describing the way in which the employee's conduct or performance has failed to meet prescribed standards.
2. The written reprimand should be used in cases where a past verbal warning and/or chronological notation has been ineffective or where an offense has been committed which requires more severe action than a verbal warning or counseling.
3. The written reprimand will identify the violations charged against the employee or the failures in work performance of the



employee and will specify corrective action. The written reprimand will be permanently documented in the employee's personnel file.

G. Suspension

1. A suspension is a serious corrective action in which the employee must forfeit pay for misconduct considered to be serious or part of a continuing pattern of behavior involving repeated misconduct.
2. All recommendations for suspension must be promptly submitted to the Chief of Police. No suspension shall go into effect until approved by the Chief of Police.
3. Any sworn personnel placed on suspension may be required to turn in agency identification, badge, weapon(s), and vehicle, at the discretion of the Chief of Police.
4. Suspensions will be permanently documented in the employee's personnel file.

H. Administrative Leave and Administrative Assignment

1. An employee may be reassigned to other duties (administrative assignment) or placed on administrative leave with pay for a prescribed period of time, which normally will not exceed thirty (30) calendar days, as prescribed by the Chief of Police or his/her designee. This allows for immediate response to a suspected but not fully substantiated offense and a period in which an investigation can be thoroughly pursued. Administrative leave may be used temporarily in other circumstances where the supervisor deems the employee to be unsuited for their current job function.
2. Any sworn personnel placed on administrative leave or administrative assignment may be required to turn in agency identification, badge, weapon(s), and vehicle at the discretion of the Chief of Police.
3. All administrative leave will be permanently documented in the employee's personnel file.



4. Administrative leave is with pay unless directed by the Chief of Police.

I. Performance Probation

1. An employee may be placed on performance probation for ninety days or up to six months. The employee will be informed as to the performance improvement expected within this time period.

2. Appropriate paperwork will be forwarded to the City Administrator for implementation of probationary status and placement in the employee's personnel file.

3. Any further infraction during this period may result in termination. Such an action requires the approval of the City Administrator via the Chief of Police.

J. Demotion

1. Demotions involve the removal of an employee from a certain level of job responsibility and compensation to that of a lesser level of responsibility and compensation.

2. A supervisor may initiate demotion proceedings against an employee in their charge; however, the final authority to demote an employee rests with the Chief of Police.

K. Termination

1. The authority to terminate employment rests with the Chief of Police.

2. Employees in new hire probation can be terminated at any time during the probationary period and are excluded from the provisions of this section.

3. If employee misconduct results in termination from the agency, the employee will receive a written notice, which will contain the following information:

a. The reason for termination;

b. The effective date of the termination; and,



- c. A recommendation that the terminated employee contact the City's Human Resource Director to ascertain the status of accrued employee benefits after termination.
 4. All employees, including those terminated, may request an exit interview with the City's Human Resource Director prior to ending employment with the City.
 5. Termination action will be permanently documented in the terminated employee's personnel file.
- L. Supervisory Authority
 1. Final corrective authority and responsibility for agency employees rests with the Chief of Police. All supervisors are held responsible for any corrective action administered at any level below them within their umbrella of authority.
 2. Whenever improper conduct of an employee is observed by any supervisor, it will be the responsibility of that supervisor to take immediate corrective action and to inform the offending employee's supervisor for possible corrective action.
 3. If the misconduct is very minor, such as a minor infraction of procedures, or a case of poor judgment which has not significantly impeded effective agency operations, the supervisor is authorized to take immediate corrective action in the form of counseling which may be verbal or written.
 4. A written reprimand may be given by any supervisor. It will be the responsibility of that supervisor to inform the offending employee's supervisor and ensure the reprimand is documented in the employee's personnel file.
 5. Any supervisor or command officer may relieve any employee from duty in the following circumstances:
 - a. Employee conduct which is observed by or reported to the supervisor which is criminal, extremely serious in nature, and/or creates potential harm to the public, the employee, or the police department; or,

- b. The employee is unfit for duty due to physical or psychological reasons (e.g., intoxication [drugs or alcohol], use of deadly force, a motor vehicle accident or other physical injury, death in the family, other personal problems, etc.).
6. A supervisor taking such action must notify the appropriate division commander as soon as possible and articulate the reason for such action.
 - a. The supervisor must also submit written documentation in memorandum form as to the incident and/or circumstances that led to the action.
 - b. Such documentation will be forwarded to the appropriate division commander by the close of the shift.
7. The supervisor may take possession of the employee's weapon(s), agency identification card, badge, and vehicle, if circumstances dictate. Unless otherwise notified by the Chief of Police, such administrative leave will be with pay.

M. Routing and Maintenance of Corrective Action Records

1. Reports and supporting documents that relate to a corrective action will be forwarded to and retained in the employee's personnel record on file with the City's Human Resource Director.
2. A copy of any corrective action beyond verbal counseling or chronological entries will be forwarded to the Professional Standards Lieutenant or the Assistant Chief of Police to facilitate the Personnel Early Warning System (PEWS) (see SOP #7-09).
3. Corrective actions will remain in the employee's personnel file permanently.

N. Appeal Procedures


1. Employees are encouraged to discuss corrective action received with the issuing supervisor.



- 2. Unresolved issues surrounding corrective action levied may be pursued by way of the City's grievance procedure in accordance with the provisions of the City Employee Handbook.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #7-11 | |
| <i>Performance Appraisals</i> | | | |
| Effective Date August 22, 2018 | Revision # 4 | Re-evaluation Schedule August | Amends/supersedes SOP #7-11 of 08/27/2012 |
| Notes/References CALEA Standards 35.1.1, 35.1.2, 35.1.4, 35.1.5, 35.1.6, 35.1.7, & 35.1.8 | | # of Pages 5 | |

I. Purpose

To establish fair and impartial methods of appraising employee work behavior and job performance by supervisory personnel.

II. Policy

All agency employees are expected to perform their positions consistent with their training and at or above the level of acceptability for their position. Employees will receive performance appraisals annually that will accurately reflect their performance in the categories described in this procedure. Supervisors will avoid common rating errors that tend to unduly rate employees minimally, marginally, or exceptionally without proper justification. Performance appraisals that are well-prepared will naturally result in a disparity in final numerical ratings among employees commensurate to their individual performance level during the appraisal period. Exercising the character qualities of decisiveness, justice, and virtue will instill confidence in the performance appraisal process.

III. Procedure

A. Annual Performance Appraisal Process

1. All full-time employees and reserve police officers will receive a documented annual performance appraisal prepared by their immediate supervisor (Chief of Police may be exempted).
 - a. Performance appraisals will reflect the employee's performance during the time period specified by the City's Human Resource Director.



- b. Performance appraisals will reflect the performance of the employee in their assigned job taking into consideration the applicable job description.
 2. Annual Performance Appraisal Forms
 - a. Performance appraisals will be documented on the form specified by the City's Human Resource Director.
 - b. The categories for evaluation of all personnel will be completed as specified on the city's performance appraisal document.
 - c. Measurement definitions will be utilized as specified on the city's performance appraisal document.
 - d. Written explanations must be provided when ratings of below expectations or substantially exceeds expectations are levied.
 - e. Performance appraisal forms must be reviewed and acknowledged by signature by the rater's chain-of-command prior to presentation to the employee.
 - f. Employees must sign their performance appraisal form. The signature does not indicate agreement but indicates acknowledgement of the performance appraisal. Employees may submit written comments on the form or by addendum.
 - g. Employees must be provided a copy of the completed performance appraisal form.
 - h. Employees who receive any rating below "meets expectations" must be placed on an action plan to guide their performance back to meeting expectations.
 3. Rater Responsibilities
 - a. Supervisors should maintain ample documentation to support the ratings they levy. A personnel chronological entry form (GCPD 107) should be maintained on each employee throughout the appraisal period.



- b. Supervisors must coordinate the records of employees transferring to or from their command. An employee's past and present supervisors may collaborate on ratings in the event a transfer occurs less than 90 days prior to the end of the appraisal period.
- c. Supervisors must avoid surprise appraisals, especially in the negative context. Employees must be advised in writing in a timely fashion should their performance be considered unsatisfactory.
- d. Supervisors will remain fair and objective in appraising the performance of employees. Only job-related factors and performance over the course of the appraisal period should be considered. Supervisors should avoid allowing a recent event, negative or positive, to overly influence their rating of the affected employee.
- e. Supervisors must avoid rating employees categorically high, mediocre, or low. Instead, supervisors must consider the definitions of each appraisal category and apply the measurement definitions accordingly.
- f. Supervisors must meet personally with each employee they appraise to discuss their performance appraisal and any performance expectations for the upcoming appraisal period.
- g. Supervisors will discuss with their employees the following topics to be documented on a Career Development Counseling form (Form GCPD 184):
 - (1) Personal goals for the upcoming appraisal period;
 - (2) Career goals (desire for advancement, specialization, etc.); and,
 - (3) Training opportunities that might further the employee's career goals or current position.
- h. Supervisors will evaluate the performance of raters under their command with consideration given to the quality, uniformity, and fairness of ratings levied as well as the



quality of career counseling/goal setting accomplished. These ratings should be documented on the raters' personnel chronological entry form (Form GCPD 107) for the upcoming appraisal year.

4. Rater Training
 - a. Only supervisors having received the agency's rater training may prepare performance appraisals.
 - b. Performance appraisal rater training for supervisors will be conducted as specified in the latest revision of the agency's training catalog.
5. Contested Performance Appraisals
 - a. Employees who wish to contest their performance appraisal may appeal to the Chief of Police by way of their chain-of-command.
 - b. The Chief of Police will have final authority when the employee's chain-of-command is unable to resolve the contested issue(s).

B. Probationary Employee Evaluation


1. Employees newly hired, transferred, or promoted to include Reserve Police Officers are subject to a period of six (6) months probation in accordance with City Policy.
2. Documented quarterly evaluations are required as follows:
 - a. Transferred and promoted employees and employees on corrective action/performance probation will be evaluated at least quarterly by their supervisor for the six-month probationary period.
 - b. Newly hired employees will be evaluated at least quarterly for a period of not less than six months from the time they assume their hired function (police officer rating period begins after basic law enforcement certification training).



- c. The Performance Evaluation Quarterly Report form (Form GCPD 152) will be used for this purpose.
 - 3. Employees will be rated as satisfactory or unsatisfactory in all categories and applicable supporting verbiage included as necessary.
 - 4. Employees must attain satisfactory performance in all categories on the final quarterly report to be released from probationary status.
 - 5. Employees who fail to demonstrate satisfactory performance may have their probationary period extended or receive corrective action (see SOP #7-10 [Corrective Action Procedures]).
- C. Routing and Retention of Performance Appraisals
- 1. Performance appraisals and quarterly reports will be forwarded to the City's Human Resource Director at the end of the annual performance appraisal period.
 - 2. Performance appraisals will be retained in accordance with the City's document retention schedule.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #7-12 | |
| <i>Employee Selection</i> | | | |
| Effective Date August 23, 2018 | Revision # 7 | Re-evaluation Schedule August | Amends/supersedes SOP #7-12 of 08/30/2016 |
| Notes/References: CALEA Standards 16.1.3, 22.2.1, 31.3.3, 31.4.1, 31.4.2, 31.4.3, 31.4.4, 31.4.5, 31.4.6, 31.5.1, 31.5.2, 31.5.3, 31.5.6, & 31.5.7 | | # of Pages 10 | |

I. Purpose

To provide for the standardized process for the selection of qualified applicants for positions within the agency.

II. Policy

The City of Goose Creek is an equal opportunity employer. This agency, acting under the auspices of the City, will ensure that all applicants are provided an equal opportunity for employment by way of a process that selects qualified persons without regard to age, color, disability, national origin, race, religion, sex, sexual orientation, or any other factor which cannot lawfully be used as the basis for employment. Selection criteria will be job-related and within the confines of federal, state, and local law. Demonstration of the character qualities of discretion, justice, and tolerance will prove beneficial in both the recruitment and selection efforts.

III. Procedure

A. Application Process

1. The employment application package for sworn personnel should consist of the following:
 - a. City employment application form;
 - b. Police department employment application supplement (Form GCPD 171);
 - c. Copy of birth certificate;



- d. Certified copy of driver's license record (out of State applicants);
 - e. Copy of social security card;
 - f. Copy of high school diploma or GED certificate;
 - g. Copy of DD-214, if prior military service;
 - h. Any other forms or data required by the City's Human Resources (HR) function; and,
 - i. Copies of other documents deemed relevant to the hiring process (e.g: certifications, recognitions, memberships, college transcripts etc.)
2. The application package for non-sworn positions should consist of:
- a. City application form;
 - b. Police department employment application supplement (Form GCPD 171-B);
 - c. Cover letter (if provided by the applicant);
 - d. Professional resume (if provided by the applicant);
 - e. Any other forms or data required by the HR function; and,
 - f. Copies of other documents deemed relevant to the hiring process (e.g.: certifications, recognitions, memberships, college transcripts etc.)
3. All application packets have a cover letter from the agency providing information to the applicant on the hiring process to include:
- a. The elements of the selection process;
 - b. The anticipated duration of the process; and,
 - c. The City's policy on re-application.



4. Applications for employment are accepted by the City's Human Resources Director (HRD) and maintained in accordance with City policy. Deadlines for submission are set and advertised by the HRD.

B. Initial Screening

1. Upon receipt of applications, a background investigator will conduct a preliminary screening to verify eligibility and qualifying credentials. This screening will include a review of the applicant's driving record, criminal history, and any records contained in databases accessible by the agency's crime analyst or background investigator.
2. Applicants who do not meet minimum standards as set forth herein and in the job description or are not selected are corresponded with via e-mail, regular mail, or other form of verifiable documentation advising them of the status of their application and that aside from disqualifying factors, the applicant may re-apply in accordance with current City policy.
3. Applications will not be rejected merely due to minor omissions or deficiencies that can be corrected prior to the testing or interview process.
4. Rejected applications will be archived in the computerized application system and all printed documents will be shredded for security purposes.

C. Standardized Testing (Sworn only)

1. Applicants who meet minimum standards will be referred to the training supervisor or his/her designee to be administered an entry level aptitude test.
2. The aptitude test will be standardized and validated by a third-party.
3. The training supervisor or his/her designee will maintain the security of all testing materials to include scoring key(s) in the training office. Disclosure of testing materials will be on a need-to-know basis only.



4. Testing materials must be disposed of in accordance with the City's retention schedule. Care will be taken to ensure materials are not inadvertently disclosed during retention and/or destruction.
5. The applicant's answer key containing the test score and the writing section of the test will be maintained in the applicant's background file.
6. Applicants who fail the test will be notified by a background investigator and informed of the city policy in relation to re-application. Their application will then be archived in the computerized application system, and all printed documentation will be shredded for security purposes.
7. Upon approval of the Chief of Police, those applicants who have successfully passed the test will be contacted by a background investigator and scheduled a polygraph examination.

D. Credit History Review

1. A background investigator will obtain a copy of the consumer credit report on file with the current credit report vendor for each applicant that remains in consideration after preliminary review.
2. Credit history review will be in accordance with the provisions of the Fair Credit Reporting Act (FCRA).

E. Polygraph Examination

1. All qualified applicants will be offered and must submit to a polygraph examination after the background investigation in order to continue the hiring process.
2. Polygraph examinations may be conducted in-house in accordance with SOP #7-01 or by a licensed examiner with another agency.
3. The polygraph report will be placed in the applicant's background investigation file.

F. Command Staff Interview

1. Interviews will consist of job related questions that explore the applicant's qualifications and suitability for employment.



2. Interviewers will have access to the applicant's background investigation file and may explore any matters of job-related concerns.
3. Interviewers will refrain from questions that might unreasonably exclude minorities or other protected classes.
4. Interviewers may or may not recommend applicants for employment; however, the final decision for employment rests with the Chief of Police and City Administrator.
5. Interview sheets completed by interviewers will be placed in the applicant's background file.

G. Conditional Offer of Employment

1. A City personnel action form (PAF) must be generated for applicants approved for hire. The PAF will contain the recommended salary for the applicant and bear the signature of the Chief of Police.
2. The completed PAF along with the application packet must then be forwarded to the City Administrator for approval prior to any offer being made.
3. Upon approval of the City Administrator, a background investigator will contact the applicant and offer employment conditional upon the successful completion of a background investigation, a physical examination to include drug testing, and a psychological profile examination as further described in sections III, G, H, I and J.

H. Background Investigation

1. Sworn and civilian applicants who are selected for a conditional offer and accept such offer will undergo a background investigation conducted by an investigator trained in collecting background information. Background investigations will include but may not be limited to:
 - a. A review of the applicant's home-state driving record, the driving record maintained by any state of former residency, and a review of any South Carolina driving record;



- b. A review of the applicant's criminal record, if any, as found in the National Crime Information Center (NCIC) database;
- c. A review of records contained in any database accessible by the agency's crime analyst or the background investigator or his/her designee;
- d. Verification of education credentials;
- e. Verification of employment history;
- f. Inquiry to the certification office at the South Carolina Criminal Justice Academy to determine any record of decertification;
- g. Inquiry to any out of state or federal certifying bodies to determine any record of decertification.
- h. An interview with the applicant to explore:
 - (1) The accuracy of the application and supplement;
 - (2) The validity of documents contained in the application package;
 - (3) Involvement in criminal activity;
 - (4) Internet activity to include participating in or viewing child pornography, unlawful downloading, and/or using e-mail to anonymously harass another;
 - (5) Past or current domestic violence issues;
 - (6) Alcohol issues to include crimes related to possession (age and vehicles), public drunkenness, driving, etc.;
 - (7) Driving behaviors;
 - (8) Credit issues (in accordance with Fair Credit Reporting Act) (sworn and civilian where applicable);



- (9) Substance use and abuse;
 - (10) Prescription medication sale, distribution, and use of another individual's medication(s);
 - (11) Legal issues to include pending lawsuits and past and present judgments (family and civil courts);
 - (12) Disciplinary and attendance records with former employers;
 - (13) Conflicts with former supervisors, co-workers, and subordinates;
 - (14) Prior internal investigations of or complaints made against the applicant; and,
 - (15) Record of use-of-force (sworn only).
- 2. A background investigator will attempt to contact three personal references and relevant former employer(s).
 - a. Contact may be made in person, by telephone, or by mail.
 - b. The results of these contacts will be documented on a standard questionnaire.
 - 3. A background investigator will consult with the Chief of Police regarding any candidate with disqualifying disclosures or unresolved disqualifiers discovered during the background investigation. The Chief of Police ultimately determines whether an applicant is disqualified or remains in the hiring process.
- I. Psychological Profile Examinations
 - 1. Upon successful completion of a background investigation, qualified applicants for sworn positions must submit to a psychological profile examination to determine their suitability for law enforcement duties.
 - 2. Applicants for civilian positions may be required to submit to psychological profile examinations dependent upon the vacancy being filled. The HRD will be consulted in such situations.



3. Psychological profile examinations are conducted only by a licensed psychologist/psychiatrist contracted by the City and are at no cost to the applicant.
4. The examining psychologist/psychiatrist will submit a report to the Chief of Police detailing his observations and recommendations. This report is maintained in the applicant's background file.
5. Applicants who bear mental or emotional limitations that cannot be reasonably accommodated will be disqualified and their application and background investigation file returned to the HRD.

J. Physical (Medical) Examination

1. Upon successful completion of a background investigation, qualified applicants for sworn positions must submit to a job-related physical (medical) examination to ensure their fitness for law enforcement duties.
2. Applicants for civilian positions must, at a minimum, submit to a drug test. Other examinations may be required dependent upon the vacancy being filled such as hearing, vision, and physical examinations. The HRD will be consulted in such situations.
3. The physical (medical) examination, or portions thereof, will be conducted by a licensed physician contracted by the City and will be at no cost to the applicant.
4. The examining physician will report the employee's fitness for duty to the HRD. The HRD notifies the background investigator when the employee is cleared for duty.
5. Any original documentation required by the South Carolina Criminal Justice Academy (SCCJA) is completed by the examining physician and forwarded to the training supervisor.
6. Applicants who bear physical limitations that cannot be reasonably accommodated in order to perform the essential functions of the job will be disqualified and their application and background investigation file returned to the HRD.



K. Final Offer of Employment

1. After all preceding phases of the background and hiring process are successfully completed the background investigator will provide the final background file to the Chief of Police for approval for final offer of employment.
2. Upon the Chief of Police's approval, a background investigator will notify qualified applicants and make final offer of employment. Applicants who accept employment will be provided a start date and informed to report to the training supervisor.
3. A background investigator will forward the applicable documentation to the training supervisor to facilitate starting a training folder on the applicant and preparing for the applicants report to duty.
4. Background investigation files for hired employees will be retained securely by the Assistant Chief of Police for the duration of their employment. Departing employees' background investigation files (minus law enforcement only documentation) will be forwarded to the HRD for retention in accordance with the established schedule.

L. Probationary Status

1. In accordance with the City Employee Handbook, all newly hired employees must serve a six (6) month period of probation commencing on their date of hire.
2. This probationary period may be extended for cause upon application by the Chief of Police to the City Administrator.

M. Standardization and Job-Relatedness of Process

1. All phases of the selection process will be administered, scored, evaluated and/or interpreted in a uniform manner, utilizing rating criteria and/or minimum standards that are job related and applicable to the job description/classification being filled.
2. The Professional Standards Lieutenant will maintain a current matrix outlining the steps in the selection process and the job-relatedness justification for each step. This matrix will be reviewed and approved by the Chief of Police and the HRD.



N. Contact with Applicants


1. A background investigator will maintain periodic contact with applicants during the hiring process.
2. All agency contact with applicants will be documented and logged.

O. Duration of Selection Process

1. While the time required to complete the hiring process cannot be stated with absolute accuracy, most applicants who gain employment will do so in less than six months.
2. Factors that determine the duration include, but are not limited to, the number of applicants on-hand, the number of positions to be filled, the applicant's level of priority based on work experience, education and previous law enforcement certification and the complexity of particular candidates' personal situation.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #7-13 | |
| <i>Employee Physical Fitness</i> | | | |
| Effective Date November 14, 2017 | Revision # 4 | Re-evaluation Schedule November | Amends/supersedes SOP #7-13 of 11/07/2016 |
| Notes/References CALEA Standard 22.2.2 | | # of Pages 3 | |

I. Purpose

To establish criteria for the general health and physical fitness to be maintained by agency personnel.

II. Policy

All personnel are encouraged to maintenance their health and well-being through reasonable dietary and exercise regimens such that they are able to fulfill the requirements of their respective job description. Exercising the character qualities of responsibility, self-control, and wisdom are key components to a healthy lifestyle which will fuel the initiative and endurance of able personnel.

III. Procedure

A. Sworn Personnel

1. Sworn personnel will maintain the ability to carry out daily tasks with vigor and alertness, without undue fatigue, and meet above-average physical and mental stresses encountered in emergency situations.
2. Sworn personnel will maintain the level of physical fitness to successfully navigate the minimum standards set by forth by the South Carolina Criminal Justice Academy (SCCJA).
3. Sworn personnel will be cognizant of the fact that often the appearance of an officer is the only opportunity that a citizen has to formulate a perception of the individual and the agency.



B. Civilian Personnel

1. Civilian personnel must maintain the ability to carry out their job function with vigor and alertness but without undue fatigue.
2. Civilian personnel assigned to field-based assignments must take into account the actual and potential existence of environmental factors such as temperature, terrain, and such and physically prepare themselves accordingly.
3. Civilian personnel will be cognizant of the fact that often the appearance of an agency employee is the only opportunity that a citizen has to formulate a perception of the individual and the agency.

C. Medical Examinations

1. Pre-employment medical/physical examinations are addressed in SOP #7-12.
2. Requests for re-examination of employee medical/physical fitness for duty may be conducted as follows:
 - a. Any supervisor who has cause to believe the health and/or physical fitness of an employee is affecting the ability of the employee to properly perform his/her job function will notify the Chief of Police in writing, via the chain-of-command, and describe the circumstances and specific physical deficiency or deficiencies observed.
 - b. The Chief of Police may mandate a full physical examination or any part thereof deemed necessary to ensure that the subject employee is able to perform their job function.
 - c. Any mandated physical examination will be conducted by a licensed physician at the medical facility contracted by the City, at no cost to the employee.
 - d. The written certification by a licensed physician that an employee is physically able to perform their job function will be accepted prima facie absent additional information or observations.




D. Agency Fitness Facility

1. The agency maintains a fitness facility available to all employees 24 hours a day, 7 days a week.
2. Employees may and are encouraged to use the fitness facility during their off-duty hours.
3. Employees must attend a fitness facility orientation session conducted by the Administrative Services Division Commander or his/her designee prior to using the facility.
4. Non-City Employees are not permitted to utilize the fitness facility.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #7-14 | |
| <i>Employee Assistance Program (EAP)</i> | | | |
| Effective Date January 30, 2018 | Revision # 2 | Re-evaluation Schedule January | Amends/supersedes SOP #7-14 of 01/30/2012 |
| Notes/References CALEA Standard 22.1.4 & 22.1.7 | | # of Pages 4 | |

I. Purpose

To provide guidelines for assistance that may be provided to employees by way of counseling and/or other services.

II. Policy

The agency recognizes that employee satisfaction and performance may be largely attributable to non-job-related factors. As such, the agency will make available an employee assistance program that can be sought voluntarily and confidentially by employees or mandated by the Chief of Police for cause. Demonstration of the character qualities of alertness, compassion, and diligence will ensure the success of the EAP.

III. Procedure

A. Description of the EAP and Accessibility

1. The City provides (initial) no-cost confidential counseling for employees through a third-party contracted vendor, the Ernest E. Kennedy Center (commonly referred to as the Kennedy Center).
2. Employees with concerns or potential for any of the following are encouraged to seek the services of the Kennedy Center without delay:
 - a. Anxiety regarding a diagnosed health condition;
 - b. Marital issues;
 - c. Family issues;



- d. Financial difficulties;
 - e. Substance abuse;
 - f. Emotional or stress concerns; and,
 - g. Any other personal matter wherein a third-party listener might assist.
3. Employees seeking EAP counseling (outside regular working hours) need not report their intentions to any other employee or department member to include supervisors. Placards are posted throughout the agency with contact numbers to facilitate the confidentiality of the process.
 4. Employees who wish to attend EAP counseling during working hours may utilize accrued annual leave and must submit a personnel action form (PAF) (Form GCPD 179).
- B. Supervisory Responsibilities
1. Supervisors are expected to proactively monitor employee performance and behavior. Supervisors are in the best position to observe changes in employee performance and/or behavior that may be indicative of an issue or combination of issues as described in section III, A, 1, of this SOP. Indications of such issues might be (not all-inclusive):
 - a. Inattention during duty hours;
 - b. Repetitive errors or occurrence of errors where previously there were none;
 - c. Increased irritability and/or decrease in patience with citizens, co-workers, or supervisors;
 - d. Withdrawal from peers and supervisors;
 - e. Emotional outbursts;
 - f. Loss of sleep;



- g. Physical symptoms of substance abuse such as (not all-inclusive):
 - (1) Red, swollen eyes;
 - (2) Unusual wearing of heavy cologne or perfume;
 - (3) Changes in skin tone or whiteness of eyes; and,
 - (4) Diminished motor skills and/or slurred speech;
 - h. Verifiable information provided by co-workers, family members, or citizens.
- 2. When a supervisor observes changes in employee performance and/or behavior such as that described in section III, B, 1 of this SOP and suspects that an issue or combination of issues as described in section III, A, 1 of this SOP, is involved, the supervisor should encourage the affected employee to seek counseling through the EAP.
 - 3. Supervisors should be familiar with the EAP process and be able to inform the employee of the following particulars so as to ease any concerns the employee may have and further encourage them to seek EAP counseling:
 - a. The confidentiality of the EAP process;
 - b. The fact that seeking EAP services will not result in adverse treatment of the employee;
 - c. The fact that EAP services are at no-cost initially but may result in out-of-pocket expense based upon the complexity of services provided/sought; and,
 - d. Contact information for the Kennedy Center.
 - 4. When a supervisor believes that an employee's performance and/or behavior is such that a mandatory referral for EAP counseling is warranted, justification must be documented and forwarded to the Chief of Police via the chain-of-command.



5. If mandatory counseling is authorized by the Chief of Police, the employee will be directed to the Kennedy Center. The employee's division commander will complete a Kennedy Center referral form (Form GCPD 165) and obtain the signature of the employee authorizing the employee's attendance and progress in the EAP to be disclosed to the Chief of Police or the City's Human Resource Director.
 6. If an employee refuses to attend mandated EAP counseling, the employee will be deemed insubordinate and the provisions of SOP #7-10 (Corrective Action Procedures) will be applicable.
- C. Other Employee Assistance
1. Employees with spiritual concerns or needs are encouraged to contact the Police Chaplain see SOP #5-07.
 2. Employees with employment concerns and/or concerns about issues surrounding their pay and benefits to include payroll deductions, potential 401K loans, allotments, and garnishments, are encouraged to contact the City's Human Resources Director or the City's payroll clerk.


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| Per Order | Harvey Becker, Chief of Police |  |
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Chapter 8

Weapons and Tactics

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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #8-01 | |
| <i>Firearms Procedures</i> | | | |
| Effective Date November 17, 2016 | Revision # 5 | Re-evaluation Schedule November | Amends/supersedes SOP #8-01 of 11/11/2014 |
| Notes/References CALEA Standards 1.2.2, 1.3.6, 1.3.9, 1.3.10, 1.3.11, 1.3.12, & 84.1.4 | | # of Pages 9 | |

I. Purpose

To provide guidelines for the accountability, maintenance, issue, and use of firearms by agency personnel.

II. Policy

Only police officers who have been properly trained and who have demonstrated an acceptable level of proficiency may be authorized to carry a firearm under the auspices of their authority as an employee of this agency. The agency will only issue firearms that are properly inspected and in good working order. Officers may apply to the Chief of Police for permission to carry personal weapons for secondary and off-duty carry. Officers should exercise the character qualities of cautiousness and patience when handling firearms.

III. Procedure

A. Authorized Weapons and Ammunition

1. The agency's armorer will maintain a master list of all agency-owned firearms to include the status of all firearms (issued to officer, assigned to training, sent for maintenance, etc.). The agency's armorer will also maintain an individual file on each agency-owned firearm.
2. The agency's armorer will maintain a list of all officer-owned firearms that have been approved by the Chief of Police for on or off-duty use as provided for in this SOP.
3. The agency's armorer will maintain a listing of authorized firearms (by specifications) and authorized ammunition (by specifications) for duty and off-duty use signed by the Chief of Police.



4. The agency's armorer will ensure that all stored firearms are cleaned, serviced, lubricated and ready for issue and will ensure that stored ammunition is kept dry and rotated.

B. Sidearms

1. Initial Issue

- a. All officers will be issued a duty sidearm consistent with the make and model specified on the latest list of approved firearms signed by the Chief of Police.
- b. Officers will be issued duty ammunition consistent with the specifications on the latest list of approved ammunition signed by the Chief of Police.
- c. The agency armorer will inspect the sidearm for broken, defective, or missing parts, malfunctioning sights, and proper action prior to issue.
- d. The initial inspection and any actions taken related thereto will be documented in that sidearm's file.

2. Initial Training Required (Sidearm)

- a. Officers must be issued a copy of and instructed in SOP #8-05 and this SOP prior to or during firearms training.
- b. Officers must acknowledge the agency's deadly force statement by signing a copy of Form GCPD 115.
- c. Officers must successfully pass the agency's training curriculum (for the particular firearm) as taught by a certified instructor before they are authorized to carry that firearm for other than training purposes.
- d. Officers unable to pass the firearms course after appropriate performance improvement training may be subject to termination for being unable to fulfill this condition of employment.
- e. Training and proficiency will be documented in both the agency's files and the officer's file.



- f. Spare sidearms ready for service will be maintained in the gun locker in the supervisors' office and in the armory.
 - (1) Spare sidearms may be issued as replacements for damaged or lost sidearms or issued to reserve police officers.
 - (2) Spare sidearms checked out will be signed for by the receiving officer and inspected by the receiving supervisor or armorer upon return.
 - (3) The supervisor or armorer will remove from service any sidearm deemed defective and turn it into the armory for repair.

C. Shotguns

1. Initial Issue

- a. Shotguns may be issued to officers individually or checked out from the gun locker or armory (Command Staff may be exempted).
- b. Officers will be issued ammunition consistent with the specifications on the latest list of approved ammunition signed by the Chief of Police.
- c. The agency's armorer will inspect all agency-owned shotguns and patrol rifles for broken, defective, or missing parts, malfunctioning sights, and proper action prior to their issue or storage. This inspection and any actions taken related thereto will be documented in that firearm's file.
- d. Shotguns checked out will be signed for by the receiving officer and inspected by the receiving supervisor upon return. The supervisor will remove from service any shotgun deemed defective and turn it into the armory for repair.

- 2. Shotgun training will be conducted by a certified instructor consistent with the procedures outlined in section III, B, 2 of this SOP.



D. Other Agency-Owned Firearms

1. Other firearms not specifically listed in this procedure may be placed in service as authorized by the Chief of Police.
2. Recordkeeping, inspections, training, and accountability must be consistent with the procedures outlined in sections III, A, B, and C of this SOP.
3. Firearms other than the duty sidearm and shotguns are generally assigned to specialized units or specially trained officers and the failure to qualify for use of such would not necessarily trigger performance improvement training or constitute the inability to fulfill a condition of employment.

E. Personally-Owned Firearms

1. With the approval of the Chief of Police, officers may, at their own expense, purchase firearms that meet the specifications as described in section III, A, 2 of this SOP for use on or off-duty. Officers are responsible for purchasing any necessary accessories to facilitate their use of a personal firearm.
2. Such firearms are subject to the recordkeeping, inspections, training, and accountability procedures outlined in sections III, A, B, and C of this SOP.
3. Officers authorized to carry personal firearms are responsible for the costs of all maintenance required for such firearms.
4. Officers should consult the agency's armorer before committing to a particular purchase.

F. Carrying and Deployment of Firearms

1. All officers shall, while on-duty or while in a marked police vehicle, have in their possession their police identification card, badge and fully loaded issued/authorized sidearm.
2. Officers may carry their issued sidearm concealed when off-duty. Officers may elect to carry personally owned weapons concealed off-duty provided the conditions outlined in section III, E of this SOP are met.



- a. Officers are not bound territorially with regard to concealed carry based on the provisions of Chapter 44 of title 18 Sec. 926B of the United States Code as long as they are in possession of their agency-issued police identification.
 - b. Officers must comply with any regulations posted at government facilities with regard to duty or concealed carry.
 - c. Officers will comply with the requirements of commercial airlines with regard to carrying a firearm aboard an aircraft.
3. Officers are prohibited from carrying any firearm while off-duty patronizing any establishment where alcoholic beverages are the chief item for sale.
 4. Shotguns kept in vehicle storage racks must be rack-ready (loaded magazine tube, empty chamber, slide action ready to chamber first round). When no vehicle storage rack is available, shotguns may be kept unloaded in the trunk of the vehicle in a suitable carrying case.
 5. Patrol rifles kept in vehicle storage racks must be rack ready (loaded magazine clip, empty chamber, action ready to chamber first round). When no vehicle storage rack is available, patrol rifles may be kept unloaded in the trunk of the vehicle in a suitable carrying case.
 6. While every scenario for every weapon cannot be enumerated in this SOP, the carrying, and storage of any firearm not specifically listed should parallel as closely as possible the provisions specified for other firearms in this SOP with the paramount concern being safety.
- G. Storage of Firearms
1. Firearms maintained within the police facility will be unloaded with the magazine tubes empty/magazine clips removed.



2. Firearms being brought into the police facility for turn-in or inspection should be unloaded and verified safe before being brought into the facility as follows:
 - a. Semi-automatic pistols should be unloaded, slide locked back, and the magazine removed;
 - b. Revolvers should be unloaded and the cylinder open; and,
 - c. Rifles/shotguns should be unloaded, bolt back (if equipped), and action open.
3. In the event a firearm is to be made safe inside the facility (previously holstered firearm), the unloading chamber in the squad room near the armory door should be utilized to trap an accidental discharge. The firearm should then be rendered safe as outlined in section III, G, 2 of this SOP.
4. Agency owned sidearms should be unloaded, verified safe, and stored with the agency-issued trigger lock or an equally effective method during off-duty hours. Other agency-owned firearms should be kept in their storage rack or the vehicle trunk as specified in this SOP. Officers should treat personally-owned weapons with similar care and precaution as agency-owned firearms.

H. Periodic Inspection and Maintenance

1. Officers are responsible for all firearms issued to them as well as those personally owned that are approved for on or off-duty use and should perform periodic inspections as outlined in section III, B, 1, c of this SOP. Officers should clean and lubricate their firearms as specified in the training curriculum.
2. Officers should immediately report to their supervisor the loss, damage, or malfunction of any firearm issued to them by the agency so that a replacement may be issued.
3. Supervisors will inspect agency issued firearms and personally owned firearms used on-duty as specified in section III, B, 1, c of this SOP during monthly line inspections and document their findings on the monthly line inspection form (Form GCPD 122).



4. Supervisors will replace any damaged or malfunctioning sidearms and will turn in any other agency-owned firearm to the agency's armorer for repair.
5. At least annually, the agency's armorer will collect all agency-owned firearms and perform the necessary inspections and maintenance as specified in sections III, B, 1, c & d of this SOP to include test firing.

I. Prohibitions

1. Horseplay (quick draw, dry firing, pointing at persons, etc.) with any firearm is strictly prohibited.
2. Warning shots are prohibited – See SOP #8-05.

J. Reporting Requirements

1. A uniform crime report (UCR) will be filed by the discharging officer for any discharge of a firearm, intentional or accidental except discharges of firearms that occur in training or recreational settings.
2. The presentation of a firearm in any duty related incident or any off-duty incident involving the officer's exercise of police powers will be documented in a UCR.
3. Use of force reporting will be accomplished in accordance with the requirements of SOP #8-05.

K. Retraining Requirements


1. Sidearms and Shotguns
 - a. All officers must attend a recertification course for their issued sidearm and agency shotguns taught by a certified firearms instructor at least annually. Command Staff may be exempted from the shotgun requirement.
 - b. Officers must be issued a copy of and instructed in SOP #8-05 and this SOP prior to or during firearms training.




- c. Officers must acknowledge the agency's deadly force statement by signing a copy of Form GCPD 115.
 - d. Officers must successfully pass the agency's training curriculum (for the particular firearm) as taught by a certified instructor before they are authorized to carry that firearm for other than training purposes.
 - e. Officers unable to pass the firearms course (for a particular firearm) after three attempts will be placed on administrative duty, be prohibited to carry said firearm except for training purposes, and subject to performance improvement training as follows:
 - (1) A new firearms instructor will attempt to identify the source of the officer's difficulty and focus performance improvement training to correct that issue.
 - (2) The officer will then have two additional opportunities to pass the course of fire.
 - (3) If a third and final attempt is necessary, a firearms instructor from another agency may be asked to assess the officer's abilities, focus his training toward deficiencies noted, and monitor the last and final opportunity to pass the course of fire.
 - f. Officers unable to pass the firearms course after performance improvement training may be subject to termination for being unable to fulfill this condition of employment.
 - g. Training and proficiency will be documented in both the agency's files and the officer's file.
2. Other Agency-Owned and Personally-Owned Firearms
- a. Officers must receive training and demonstrate proficiency with other agency-owned and authorized personally owned firearms not specifically provided for in this SOP annually to retain their authorization to use or carry such firearms.



- b. Performance improvement training on such weapons may be foregone in favor of removing authorization to carry such weapons (off-duty weapons, tactical team weapons, etc.).
 - c. Firearms other than the duty sidearm and shotguns are generally assigned to specialized units or officers who have been specifically trained and the failure to qualify for use of such would not necessarily trigger performance improvement training or constitute the inability to fulfill a condition of employment.
- 3. Directed Performance Improvement Training
 - a. A certified firearms instructor may, after observing an officer having passed qualification but demonstrating deficiencies in procedure, may initiate a request for performance improvement training (Form TRN 104).
 - b. The Administrative Services Division Commander must approve all such requests prior to implementation.
- 4. Other Qualification Courses
 - a. The training supervisor may propose night fire, combat courses, and any other specialty courses at his/her discretion.
 - b. The Administrative Services Division Commander must approve any such course scheduling.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #8-02 | |
| <i>ASP Baton</i> | | | |
| Effective Date April 25, 2018 | Revision # 3 | Re-evaluation Schedule April | Amends/supersedes SOP #8-02 of 04/20/2012 |
| Notes/References CALEA Standards 4.1.4, 4.1.5, 4.3.1, 4.3.2, & 4.3.4 | | # of Pages 3 | |

I. Purpose

To provide procedures for the carry and use of the Armament Systems and Procedures (ASP) Tactical Baton.

II. Policy

The Armament Systems and Procedures (ASP) Baton (26 inch) is the authorized baton issued by the agency. Only officers who are properly trained and demonstrate acceptable proficiency may carry the ASP baton. Use of the ASP baton is governed by the training curriculum and the force continuum as specified in SOP #8-05 (Use of Force). Officers should exercise the character qualities of alertness, discretion, and self-control when evaluating the need to employ the ASP baton.

III. Procedure

A. Initial Issue

1. The agency's armorer will maintain a master roster of all ASP batons and their status (officer issued, sent for maintenance, ready for issue, etc.) and an individual file on each ASP baton. All armorer inspection reports and any associated documentation on individual ASP batons will be maintained in the individual unit's folder.
2. All officers (Command Staff may be exempted) will be issued an ASP baton and carrying pouch during their initial outfitting. These items will be noted on the officer's equipment issue form and the proper assignment made on the master roster.



3. The agency's armorer will ensure the baton is in good working order by extending it, collapsing it, verifying the tension clip is intact inside the cap, ensuring the end cap is tight, and ensuring that the grip surface is not in disrepair.
4. The initial inspection will be documented and placed in the respective file for that ASP baton.
5. No modifications to the ASP baton or similar substitutions are permitted unless specifically approved by the Chief of Police.

B. Carrying and Use of the ASP Baton


1. The ASP baton is recognized as a secondary, less-lethal weapon, the use of which does not necessarily preclude the use of a greater level of force if necessary for officer safety or the safety and protection of others (See SOP #8-05 (Use of Force)).
2. Uniformed officers (command staff may be exempted) shall carry the ASP Tactical Baton in the issued pouch on the duty belt as an essential part of the uniform when engaged in official duties. Tactical team members or persons on call-out may carry the ASP baton in a vest carrier.
3. Only those techniques that are taught during a certified course of instruction by a certified instructor may be employed against a person.
4. Subjects upon whom the ASP baton is employed will be provided medical treatment as specified in SOP #8-05 (Use of Force).
5. An officer who employs the ASP baton against a subject whether or not contact is made with their person must file a uniform crime report (UCR) as specified in SOP #8-05 (Use of Force).
6. Use of the ASP baton as a utility in non-use-of-force situations (leverage, displacing objects, striking fixed objects, breaking glass, etc.) is not precluded but the officer's first consideration must be their own safety then that of those around them.
 - a. Officers must file a uniform crime report (UCR) in the event the use of the ASP baton as a utility causes damage to property.



- b. Officers should inspect their ASP baton after such use as specified in section III, A, 3 of this SOP and report any issues to their supervisor.
 - 7. Public demonstrations of the ASP baton are prohibited except as provided for in a controlled setting such as agency training, citizen’s police academy, etc.
- C. Periodic Inspection
 - 1. Officers are responsible for their ASP baton and should inspect it regularly as specified in section III, A, 3 of this SOP.
 - 2. Officers should immediately report to their supervisor the loss, damage, or malfunction of their ASP baton so that a replacement may be issued.
 - 3. Supervisors will inspect the ASP batons issued to their officers as specified in section III, A, 3 of this SOP during monthly line inspections and document their observations on the monthly line inspection form (Form GCPD 122). Supervisors will replace any damaged or malfunctioning ASP batons discovered and turn the suspect unit in to the agency’s armorer.
 - 4. At least annually, the agency’s armorer will collect all ASP batons and perform a documented inspection consistent with section III, A, 3 and 4 of this SOP.
- D. Training Required
 - 1. Only officers properly trained and certified in the use of the ASP baton may carry the ASP baton.
 - 2. Training and re-training must be conducted as specified in the latest edition of the agency’s training catalog.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #8-03 | |
| <i>Oleoresin Capsicum (OC)</i> | | | |
| Effective Date May 10, 2018 | Revision # 7 | Re-evaluation Schedule May | Amends/supersedes SOP #8-03 of 05/20/2013 |
| Notes/References CALEA Standards 4.1.4, 4.1.5, 4.3.1, 4.3.2, & 4.3.4 | | # of Pages 6 | |

I. Purpose

To provide guidelines for the issuance and use of oleoresin capsicum (OC) spray and tactical OC delivery devices.

II. Policy

Officers who are properly trained may be authorized to carry OC as a less-lethal alternative to physical force or the use of impact weapons. Select officers may be trained to deliver OC by way of tactical delivery. For purposes of this procedure, the term “officer” refers to any employee of the agency authorized to carry OC. Officers should exercise the character qualities of alertness, discretion, and self-control when evaluating the need and deploying OC.

III. Procedure

A. Initial Issue

1. The agency’s authorized chemical agent is OC. Only OC canisters or devices indicated on the latest list of approved ammunitions may be issued or utilized.
2. Officers may be issued OC spray and a carrying pouch during initial outfitting or at any time during their employment.
3. The agency’s armorer will maintain a master list of all OC canisters to include their status (issued to officer, on inventory, etc.) and an individual file on each canister.
4. The agency’s armorer will verify the shelf-life of the canister, shake the canister, test-spray a short burst outdoors, then float



the canister to ensure it has an acceptable level of content for issue.

5. The armorer's inspection will be documented and filed in the respective canister's file.

B. Carrying and Use

1. OC is recognized as a secondary, less-lethal weapon, the use of which does not necessarily preclude the use of a greater level of force if necessary for officer safety or the safety and protection of others (see SOP #8-05).
2. Authorized personnel may be issued and may only utilize agency approved OC spray.
3. Individual OC spray canisters will be armed upon being issued. The storage safety tab will be removed, thus activating the OC spray canister for use.
4. Individual OC canisters will be carried on the duty belt or tactical belt/vest in a holster so designed to prevent accidental discharge.
5. Large emergency canisters or tactical deployment devices may be kept secured in a vehicle until needed.
6. OC will not be used intentionally on persons or animals as a practical joke or as a form of harassment.
7. OC should not be used on pregnant women or small children.
8. OC will not be used on a prisoner while in handcuffs unless there is imminent threat of injury to the officer, the prisoner, or others, and/or prevent damages to property.
9. When the decision to use OC has been made, only that amount necessary to demobilize the subject and effect the arrest will be used.
10. Immediately prior to or during the application of OC the officer will, when feasible and practicable, shout, "O-C". This will alert other officers in the immediate vicinity of its use and, in addition, will advise the subject as to the weapon used.



11. The deployment of OC in the form of a projectile or tossed device will be in accordance with the specific training for such devices.

C. Post-Deployment Procedures

1. After exposing a subject to OC, the officer should allow approximately five seconds and then verbalize specific and distinct commands.
2. The officer should advise the subject exactly what to do. In most cases, advise the subject to stand still and not move or wander around. Officers shall subsequently apply the proper procedure for approaching any potentially dangerous subject.
3. Officers should complete the arrest by the application of handcuffs (double locked) or other authorized restraining devices and perform a thorough search of the subject's person.
4. Officers must be cautious to avoid being bitten or kicked by the subject and should be prepared to employ other methods within the force continuum to gain custody of the subject.
5. The duty supervisor should be notified of the deployment without undue delay.

D. Immediate Treatment and Transport of Suspect

1. Subjects who are exposed to OC should be closely monitored and reassured that they are safe and will be cared for. They should be advised to try to breathe normally, relax as much as possible, and avoid rubbing their eyes.
2. Whenever possible, subjects exposed to OC should be removed to an area of uncontaminated air. If practical before transporting, cool water may be used to flush the subject's face and eyes. This should not be attempted if not readily available or if unreasonable risk to officer safety will be created.
3. The subject should be transported for decontamination as soon as practicable. The Berkeley County Detention Center (BCDC) should be considered first if decontamination facilities are available. The communications center should inquire prior to transport to determine this availability. If decontamination facilities are



available, the detention center staff should be notified of the prisoner's contaminated status and behavior to be expected.

4. In the event the decontamination facility at BCDC is out of service, decontamination will take place in the agency's temporary detention facility.
5. Upon arrival at BCDC or the GCPD temporary detention facility, the subject will be decontaminated as rapidly as practicable once proper security protocols are met.

E. Decontamination of Suspect

1. The suspect should be escorted by officers and/or attendants, as required, to the decontamination area for decontamination. Non-oil-based soap, water, and cloth or paper towels will be furnished.
2. Decontamination of the suspect is the responsibility of the arresting officer who will ensure the subject does the following:
 - a. Removes contact lenses or prosthetics (self or medic);
 - b. Applies soap to affected areas and lightly scrubs to remove residue of spray;
 - c. Rinses soap away and flushes affected areas with cool water; and,
 - d. Pat-dries affected areas with a towel. Advise the subject not to rub the skin, face and eyes.
3. Absolutely no commercial eyewash should be used during the decontamination process.
4. Under normal circumstances, all symptoms of OC exposure should disappear within 30 to 45 minutes. If symptoms exist past 45 minutes, immediately seek medical treatment. If medical transport is required, an officer will escort the subject in the patient compartment of the ambulance and remain with him/her until the medical treatment is completed or until the officer is properly relieved of duty.

5. Upon completion of the decontamination process or medical treatment, the subject will be properly booked and turned over to BCDC staff.

F. Post Deployment Testing of Canister(s) and Disposal of Devices

1. After use, and as soon as practical, individual and large canisters will be checked to insure there remains enough contents for continued use using the manufacturer's instructions.
2. If an OC spray canister needs to be replaced, the officer should notify their supervisor immediately.
3. Tactical deployment devices should be recovered and disposed of in accordance with the manufacturer's instructions.

G. Periodic Inspections

1. Officers are responsible for their OC spray and should inspect the canister regularly by verifying its shelf-life, inspecting it for dents or punctures, shaking it to stir the contents, and floating it to verify contents.
2. Officers should immediately report to their supervisor the loss, damage, or malfunction of their OC spray.
3. Supervisors will inspect the OC spray canisters issued to their officers as specified in section III, A, 4 of this SOP (test spray not required) and document their observations on the monthly line inspection form (Form GCPD 122). Supervisors will replace any damaged or malfunctioning canisters discovered and discard the suspect canister appropriately.
4. At least annually, the agency's armorer will inspect all OC spray canisters as specified in sections III, A, 4 & 5 of this SOP.

H. Report and Administrative Review


1. The discharge of OC at a subject, whether actually delivered to the suspect or not, is considered use-of-force for reporting purposes and requires completion of a uniform crime report (UCR).



2. Any such discharge is subject to administrative review as specified in SOP #8-05.
- I. Training Requirements
 1. Only officers properly trained and certified in the use of OC may carry or utilize OC.
 2. Training and re-training must be conducted as specified in the latest edition of the agency's training catalog.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #8-04 | |
| <i>Electronic Control Devices (ECDs)</i> | | | |
| Effective Date June 18, 2018 | Revision # 10 | Re-evaluation Schedule June | Amends/supersedes SOP #8-04 of 06/29/2016 |
| Notes/References CALEA Standards 4.1.4, 4.1.5, 4.3.1, 4.3.2, & 4.3.4 | | # of Pages 9 | |

I. Purpose

To provide guidelines for the deployment and use of ECDs.

II. Policy


Only properly trained and certified personnel will be issued ECDs and any deployment of ECDs must be consistent with the force continuum as defined in SOP #8-05. For purposes of this procedure, the term “officer” refers to sworn officers and any employee of the agency authorized to carry an ECD. Personnel should exercise the character qualities of alertness, discretion, and self-control when evaluating the need and deploying ECDs.

III. Procedure

A. Initial Issue

1. Only ECDs that are indicated on the latest approved weapons list signed by the Chief of Police may be used. ECD cartridges issued will be consistent with the latest listing of approved ammunition signed by the Chief of Police.
2. The agency’s armorer will maintain a master roster of all ECD’s and their status (officer issued, sent for maintenance, ready for issue, etc.) and an individual file on each ECD. All inspection (download) reports, issue forms, maintenance documentation, and any associated documentation on individual ECDs will be maintained in the individual unit’s folder.
3. Officers (Command Staff may be exempted) will be issued an ECD and holster during their initial outfitting. The agency armorer will indicate the officer issued the ECD on the master roster of ECDs.



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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #8-05 | |
| <i>Use of Force</i> | | | |
| Effective Date November 6, 2017 | Revision # 14 | Re-evaluation Schedule October | Amends/supersedes SOP #8-05 of 07/12/2016 |
| Notes/References CALEA Standards 4.1.1, 4.1.2, 4.1.3, 4.1.4, 4.1.5, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.2.5, 4.3.2, 4.3.3, 4.3.4, 4.1.1.5, & 4.1.2.3 | | # of Pages 10 | |

I. Purpose

To establish guidelines for the use of force by officers of this agency.

II. Policy

This agency recognizes that in certain instances officers must overcome the physical resistance and/or aggression of individuals (and animals) in order to accomplish legitimate agency objectives. As such, the application of force must be reasonable, timely, and within the scope of established training protocols, current case law, and the statutory authority granted the particular officer. Officers must familiarize themselves with the approved force continuum and be prepared to proactively and reactively work within the force continuum to defend the safety of themselves and citizens while accomplishing legitimate agency objectives. For the purposes of this SOP, “officer” is any employee or reserve officer issued a weapon. Demonstration of the character qualities of wisdom, discretion, and self-control are of paramount importance in these endeavors.

III. Definitions

A. Physical Force

Levels of control ranging from soft-empty hand control to deadly force.

B. Probable Cause

Facts and circumstances that exist within the arresting officer’s knowledge that are sufficient to warrant a reasonable and prudent law enforcement officer in believing that a crime has been or is being committed and the person to be arrested committed it or is committing it.



- C. Reasonable Belief
The facts or circumstances the officer knows, or should know, are such as to cause an ordinary or prudent person to act or think in a similar way under similar circumstances.
- D. Serious Bodily Injury
A bodily injury that creates a substantial risk of death, causes serious, permanent disfigurement, or results in long-term loss or impairment of the functioning of any bodily member or organ.
- E. Deadly Force
Force that is likely to cause great bodily harm or death.

IV. Procedure

- A. Use of Force Continuum
 - 1. The agency's use of force continuum is depicted graphically in linear form beginning with least life threatening to most life threatening actions and responses (see Annex I of this SOP).
 - 2. Officers are expected to be knowledgeable of the agency's use of force continuum and work within its framework in good faith.
- B. Guidelines for Use of Force
 - 1. All Uses of Physical Force
 - a. Officers shall only use that amount of force which is reasonable and necessary to accomplish lawful objectives.
 - b. It is important to note that the level of force to be used is not solely dictated by the level of resistance encountered and there should be no assumption that an absolute correlation exists between the adjacent layers of resistance and control hierarchies.
 - (1) There is also no requirement to exhaust options in order of hierarchy to arrive at a given option.
 - (2) Variables such as the size and gender of the officer/subject, environmental conditions, skill level of the officer/subject, and personal



knowledge of the subject along with the totality of circumstances can influence the decision to use force and what level of force to use.

- c. Inasmuch as no policy can spell out scenarios and responses for every possible encounter, officers will act in concert with their training based on the situation at hand and be prepared to articulate the facts known to them necessitating the use of force.

2. Deadly Force

- a. Officers may use deadly force only under conditions of absolute necessity. If such is the case, officers may use deadly force:
 - (1) To defend themselves if they have reasonable belief that they are in imminent danger of death or serious bodily injury;
 - (2) To defend another person if they observe or have reasonable belief that person is in imminent danger of death or serious bodily injury;
 - (3) To prevent the escape of a suspect whom they have probable cause to believe poses a threat of death or serious bodily injury, either to themselves or to others, where (if possible) verbal warning had been given, and where the use of such force is necessary to prevent escape;
 - (4) To destroy an animal that represents a threat to itself, the officer, or others; and/or,
 - (5) To destroy an animal for humanitarian reasons due to illness or injury.
- b. Officers issued weapon(s) will acknowledge this policy by signing a Use of Deadly Force Policy Statement (Form GCPD 115).



3. Restrictions on the Use of Force
 - a. Officers are prohibited from using deadly force against perpetrators of forcible felonies when lesser force can be used to apprehend or constrain.
 - b. Officers shall not use deadly force against perpetrators of forcible felonies when such use of deadly force will create an unreasonable danger to innocent persons.
 - c. Officers may not use firearms to discharge warning shots. Firearms may only be used in a deadly force encounter to eliminate threat and as otherwise provided for in this or any other SOP.
 - d. Officers shall not use deadly force to apprehend perpetrators of non-violent crimes against property.
 - e. Officers shall not use deadly force to apprehend persons merely suspected of having committed a forcible felony. Suspicion must be well founded upon fact and knowledge sufficient to establish probable cause.
 - f. While not categorically prohibited, shooting at or from a moving vehicle is highly discouraged and permissible in only the most extenuating circumstances wherein deadly force is both reasonable and necessary.
 - (1) Officers are prohibited from intentionally placing themselves in peril in front of, behind, or near a fleeing automobile in an effort to prevent the vehicle from fleeing.
 - (2) Officers finding themselves in unintended peril from a moving automobile must make every reasonable effort to move from the path of the automobile since shooting at the automobile will not stop it rapidly or alter its path significantly to eliminate the threat of being struck.

C. Deadly Force Incident Procedures

1. In every instance in which an officer uses deadly force or takes any action where such use of force or the officer's actions result in death or serious bodily injury to another person, the officer will be removed from the scene as quickly as practical.
2. If the use of deadly force involved the officer's firearm, the firearm should be secured in accordance with current evidence procedures and a replacement issued to the officer without undue delay unless prohibited by the Chief of Police.
3. The officer should be encouraged to contact an attorney for consultation prior to providing any written statement(s), internally or to State authorities.
4. The officer be taken to the City's medical provider and directed to submit to a urinalysis.
5. The officer will be relieved from operational assignment with full pay and benefits for a reasonable amount of time to accomplish the following:
 - a. To address the personal and emotional needs of the officer;
 - b. To assure the community that verification of all the facts surrounding such incidents are fully and professionally explored; and,
 - c. To evaluate the officer's psychological fitness to return to full duty. Officers may be required to submit to a psychological screening, the results of which will only be shared with the Chief of Police.
6. Officers will remain relieved of operational assignment and shall assure their availability to the police department investigator and/or State investigators (in accordance with law) until the investigation of the incident has been concluded.
7. As soon as practicable the officer will be transferred to a non-disciplinary administrative assignment with no loss of pay or



benefits pending the outcome of the State investigation and agency administrative review.

8. Deadly force incidents involving animals do not require collection of the officer's firearm or removal of the officer from the scene or duty unless doing so is in the best interest of the officer and/or agency. The Chief of Police will be consulted in such situations. All other use-of-force protocol applies.

D. Reporting Requirements

1. All Uses of Physical Force
 - a. Subsequent to any application of physical force (any degree) regardless of the level or nature of resistance encountered, a Uniform Crime Report (UCR) will be completed as soon as possible. The report will document all aspects of the incident to include the resistance of the subject and the response by the officer.
 - b. A Use of Force Summary and Administrative Review form (Form GCPD 156) will be completed, signed by the affected officer and forwarded to their supervisor with a copy of the UCR describing the incident (one form per officer per incident or subject engaged).
2. Presenting, Pointing or Offering the Use of Weapons
 - a. Subsequent to any incident wherein an officer presents, points, or offers the use of a weapon in response to the actions of a third party, a UCR will be completed similarly to that required for physical uses of force.
 - b. A Use of Force Summary and Administrative Review form must be completed similarly to that required for physical use of force.
3. Use of Deadly Force
 - a. Each incident involving the use of deadly force (except animals destroyed for humanitarian purposes) shall be immediately reported to the duty supervisor for immediate notification of proper authorities as follows:



- (1) Division Commander;
 - (2) Chief of Police; and,
 - (3) City Administrator and City Attorney when directed to do so by the Chief of Police.
- b. Investigations of incidents involving use of deadly force against persons will be immediately reported to SLED and the 9th Circuit Solicitor's office. A proper crime scene will be maintained and turned over to SLED upon their arrival.
 - c. The Chief of Police or his designee will coordinate with the appropriate investigative agency in all investigations involving the use of deadly force.
 - d. When deadly force is employed against an animal, the duty supervisor will confer with the Field Services Division Commander, designated Command Staff member, or the Chief of Police to determine the scope of the investigation and crime scene processing required.
 - e. For the purposes of reporting, the discharge of a service firearm for any purpose other than training or recreation is deadly force and shall be reported.
4. Other Action(s) Resulting in Death or Injury
- a. Officers shall file a report describing any incident, intentional or non-intentional, wherein a third-party was injured or killed or alleged to have been injured or killed as a result of the officer's action(s).
 - b. The report may be in the form of a Uniform Crime Report (UCR), written or typed statement, or dictated statement as directed by the duty supervisor or other authority.
 - c. This report may be generated:
 - (1) Directly by the officer;
 - (2) By the officer's supervisor if the officer is unable to generate the report due to incapacitation;



(3) By another agency pursuant to their investigation of the incident; or,

(4) As approved for cause by the Chief of Police.

d. See SOP #7-03 (Employee-Involved Incident/Accident Investigation) for additional procedures and document routing instructions.

E. Medical Attention Following the Use of Force

1. Following the use of any type of force in which an injury or possible injury has been incurred by the subject or when a subject experiences injury due to apprehension (directly related to application of force or otherwise), or when the subject requests same, the subject shall be provided proper medical attention as soon as possible.

a. EMS will be summoned to attend to injuries that suggest the need for immediate medical attention.

b. Transport to a hospital emergency room for treatment and medical clearance may be carried out for suspected or minor injuries.

2. When in doubt about the possibility of injury, medical attention should be sought.

F. Use of Force Training Required

1. All officers who are authorized to carry firearms and less-lethal weaponry will receive initial proficiency training as specified in the latest revision of the agency's Training Catalog.

2. In-service proficiency and performance improvement training will be carried out as specified in the latest revision of the agency's Training Catalog and SOP #5-01.

G. Administrative Review Required

1. All incidents reported as described in section IV, D of this SOP will be reviewed administratively by the training office and the affected officer's chain-of-command. This process begins with the



affected officer's completion of the UCR and Use of Force Summary and Administrative Review form.

2. The affected officer's team supervisor will review the incident and indicate their findings on the Use of Force Summary and Administrative Review form and forward the form and UCR to the training office.
3. The training office will review the packet and forward it with their findings and any recommendations (via Form TRN-105 (Use of Force Training Review)) to the officer's division commander. The Division Commander will review the packet and forward it to the Chief of Police.
4. The Chief of Police will review the packet and sign the Use of Force Summary and Administrative Review form indicating his acceptance of the review or referral for an Internal Affairs investigation.
 - a. Final routing of all such packets is to the Professional Standards Lieutenant for tracking and filing.
 - b. If the administrative review raises questions or concerns, the Professional Standards Lieutenant will forward a copy of the form to the affected officer, their team supervisor, and their Division Commander.
5. Internal Affairs investigations will be conducted in accordance with SOP #7-02.

H. Annual Analysis Required

1. Annually, the Assistant Chief of Police or designee will prepare a written report bearing the following:
 - a. A documented analysis of use of force incidents, policies, and practices to include:
 - (1) Date and time of incidents;
 - (2) Types of encounters resulting in use of force;



- (3) Trends or patterns related to race, age, and gender of subjects involved
 - (4) Trends or patterns resulting in injury to any person including employees; and,
 - (5) Impact of findings on policies, practices, equipment, and training.
- b. A review of all assaults on sworn officers to determine the following:
- (1) Trends or patterns related to such incidents;
 - (2) Recommendations to enhance officer safety;
 - (3) Recommendations to revise any policies and/or procedures; and,
 - (4) Recommendations regarding training issues.
2. For reporting purposes, the prior calendar year's incidents will be analyzed/reviewed. The lack of reviewable incidents does not relieve the obligation to analyze policies and practices.
3. The final report will be reviewed and approved by the Chief of Police then distributed agency-wide.

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| Per Order | Harvey Becker, Chief of Police |  |
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SOP # 8-05 Annex I: GCPD Force Continuum (As of July 12, 2016)

| Levels of Resistance | | Levels of Control | |
|-----------------------------|--|----------------------------|--|
| Non-Physical | <p>Psychological Intimidation (Non-verbal cues indicating subject's attitude, appearance, and physical readiness; e.g. clinched fists, fighting stance, etc.)</p> <p>Verbal Non-Compliance (Verbal responses indicating unwillingness or threats; e.g. "no" or "if you come closer I'll hurt you.")</p> | Weaponless | <p>Officer Presence (Identification of authority; e.g. wearing of a uniform.)</p> <p>Verbal Direction (Commands of direction of arrest; e.g. "stand here" or "go there.")</p> |
| Physical | <p>Passive Resistance (Physical actions that do not prevent one's attempt of control; e.g. "dead weight" such as a sit-down demonstrator.)</p> <p>Defensive Resistance I (Physical actions which attempt to prevent physical control, but never attempt to harm; e.g. holding onto fixed object, jerking away, and/or running from officer.)</p> | Personal Weapons | <p>Soft Empty-Hand Control (Techniques that have minimal chance of injury; e.g. speed-cuffing, pressure points, grappling, tackling, etc.)</p> <p>Hard Empty-Hand Control (Techniques that have a higher probability of injury; e.g. iron-wristlock takedown, strikes, and kicks.)</p> |
| Physical (continued) | <p>Defensive Resistance II (Running from or resisting an officer when reasonable articulable belief suggests that person is a danger to officer or others if not immediately apprehended.)</p> <p>Active Aggression (Physical actions of assault; e.g. striking one with personal weapons, etc.)</p> | Less-Lethal Weapons | <p>Soft Intermediate Weapon Control (Impact weapon joint locks and come-alongs; e.g. handcuffing arm-lock or wrist drags.)</p> <p>Hard Intermediate Weapon Control Chemical Agents Electronic Control Devices – (Probe shots, drive stun.) Impact weapons – (Baton, flashlight, less-lethal projectiles.) Canine intervention/apprehension</p> |
| Lethal Force Event | <p>Attack/Assault likely to bring death or great bodily injury. (e.g. violent – potentially incapacitating attack, life-threatening actions, assault with a weapon.)</p> | Lethal Weapons | <p>Lethal force (Lethal force actions; e.g. use of a firearm, strikes to head/neck/sternum, etc., intentional vehicular contact, etc.)</p> |

Harvey Becker

Harvey Becker, Chief of Police



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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | | | #8-06 |
| | <i>Tactical Distraction Devices (Flash-Bangs)</i> | | | |
| Effective Date August 23, 2018 | Revision # 5 | Re-evaluation Schedule August | Amends/supersedes SOP #8-06 of 08/29/2016 | |
| Notes/References CALEA Standards 4.1.4, 4.1.5, 4.3.1, 4.3.2, 4.3.4, & 84.1.4 | | | | # of Pages 6 |

I. Purpose

To provide guidelines for the deployment of tactical distraction devices commonly referred to as Flash-Bangs.

II. Policy

Flash-Bangs are a tactical diversionary/distraction device that upon initiation emits a sudden thunderous noise and bright light. These devices are intended to divert or distract one’s attention or be used as an area denial system which allows for a safer tactical response by officers. Flash-Bangs may only be deployed by properly trained officers during tactical situations. The use of these devices must comply with the procedures outlined in this SOP. Exercising the character qualities of discretion, alertness, patience, and wisdom will ensure the proper application of this SOP.

III. Procedure

A. Authorized Distraction Devices

1. Only distraction devices on the latest list approved by the Chief of Police may be utilized.
2. For special applications, a bang pole may be utilized to indirectly introduce Flash-Bangs into an environment.

B. Authorization to Deploy

1. The appropriate Special Weapons and Tactics (S.W.A.T.) Team members or a Command Staff member must authorize the use of Flash-Bangs based upon the particulars of a given situation.



2. Flash-Bangs are considered a soft intermediate weapon control and may be deployed under the following circumstances:
 - a. To rescue hostages or downed officers;
 - b. To distract potentially dangerous suspects during an arrest attempt (Dangerous suspects will be determined by prior violence towards law enforcement or weapons related criminal history and/or current, reliable information of immediately accessible weapons.);
 - c. To distract large numbers of suspects (four or more) present at a location, which would potentially hinder a safe and quick tactical operation from being conducted;
 - d. In a safe area away from a location, for situations that may not fit into the violent or armed category but require subject's distraction from the tactical team (A safe location is defined as an area with minimal potential for property damage and injury to bystanders.);
 - e. To control a riot; and,
 - f. To prevent a shooting or other incident that could result in great bodily injury or death of a third party.

C. Deployment of Flash-Bangs

1. Flash-bangs will be retrieved from the armory and inspected as specified in Section III, G, 4, a through c of this SOP prior to use.
2. The officer deploying a device will inform other officers that a Flash-Bang will be deployed in the operational briefing or in the field if the situation requires such deployment.
3. Other officers will remain clear of the Flash-Bang and line of sight between the deploying officer and the target area while maintaining cover.
4. If the deployment location is occupied by a subject the officer deploying the Flash-Bang will clearly report to the team "NO-BANG!"



- a. At that time the device will be tossed away from the entry point of the structure and into a safe area.
 - b. At no time will the device be made safe and used later as the possibility for accidental deployment exists after the pin has been pulled.
5. Other officers must stand ready to take immediate action on the target location or be prepared to employ other methods of control as an unfolding situation may require.
6. The method of deployment is as follows:
- a. Prior to deploying a Flash-Bang, the officers will first look where they are going to deploy the device to verify a subject will not be directly exposed to the charge unless imminent danger of great bodily harm or death to officers or bystanders within the deployment location exists.
 - b. Distraction devices may be hand thrown or initiated on a bang pole. The proper deployment methods as documented in training will consist of the following steps.
 - (1) Pull the pin preparing the device;
 - (2) Step into the entry point (presenting as little of a target as possible);
 - (3) Look for parties in the deployment area;
 - (4) Throw device using underhand toss method; then,
 - (5) Report by way of device in detonation or announcing NO-BANG! as previously described.
7. The deploying officer(s) will follow the use of force protocol as outlined in SOP #8-05.

D. Exclusions on Use

1. The use of Flash-Bangs shall be prohibited in the following environments unless there is imminent danger of great bodily



harm or death to officers or bystanders within the deployment location:

- a. Clandestine drug labs;
 - b. Other known explosive environments;
 - c. Where there are elderly subjects; and/or,
 - d. Where there are children under the age of five present.
2. Additional exclusions may be specified by the incident commander based upon actual or potential circumstances that would make use of such devices ill-advised.

E. Post-Deployment Procedures

1. If a subject(s) is struck with distraction device medical attention must be provided without undue delay.
2. The subject and any marks left by the distraction device will be photographed to scale.
 - a. If no marks are immediately evident, the area(s) where the distraction device(s) are suspected to have made contact will be photographed.
 - b. Photographs will be attached to the case file.
3. Expended devices and the area affected will be photographed to scale and the photographs attached to the case file along with written documentation of any damage to the area. Discharged distraction devices may then be disposed of.

F. Rendering Devices Safe

1. Condition I (Caused by operator error – forgetting to pull the pin) – Inspect the device and identify the problem if pin is still in the device it may be used again.
2. Condition II (Caused by a blocked spoon and striking pin) – Inspect the device; identify the problem; and, render it safe by initiating



the device in place. At no time will officers attempt to replace the pin and spoon to render a device safe.

3. Condition III (Caused by imperfection in the fuse head or a failure of the firing train) – From this point treat the device as a Condition IV.
4. Condition IV (Caused by a fault in the explosive train) – Identify the problem and wait sixty minutes before moving the device. After the sixty minutes, puncture Mylar tabs covering the port holes and then soak the entire device in water for 24 hours.

G. Storage and Inspection of Devices

1. Flash-bangs will be maintained in a secure locker within the armory.
2. A device log will be maintained in the Armory or by a person designated by the S.W.A.T. Team Commander.
3. Intake of new devices will be properly logged in and the included Bureau of Alcohol, Tobacco, Firearms, and Explosives (BATFE) Form 5 will be kept on file in the log book. All devices will be logged and tracked by individual serial number.
4. All devices will be accounted for on a monthly basis and an inspection will be conducted to verify the following:
 - a. Devices on-hand are accounted for on the agency's authorized weapons listing;
 - b. Devices have not exceeded their specified shelf-life, if any; and,
 - c. Devices do not show sign of obvious damage, corrosion, or indications of a potentially unsafe condition.
5. Devices found to be unsafe or unsuitable for use will be discarded in accordance with the procedures enumerated in Section III, F of this SOP and reported as specified in Section III, H of this SOP.



H. Reporting Expended Devices


1. Upon use of a device, the use will be reported in a timely manner to BATFE by way of written communication on a distraction device use and expenditure form and sent to the BATFE in accordance with current set standards. This will serve as documentation of the use of the said device and removing it from this agency's inventory.
2. In the event a device is lost or reported stolen or lost, a stolen report will be completed and sent to the BATFE as soon as practicable.
3. Any incident/event that requires a report to the BATFE will require the completion of a Uniform Crime Report or supplemental report (if an original UCR is already generated on the incident/event).

I. Training Required

1. Officers who will deploy flash-bangs must receive training as specified in the latest edition of the agency's training catalog.
2. Retraining must be accomplished as specified in the latest edition of the agency's training catalog.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #8-07 | |
| <i>Body Armor</i> | | | |
| Effective Date September 20, 2011 | Revision # 2 | Re-evaluation Schedule September | Amends/supersedes SOP #412 of 09-23-2008 |
| Notes/References CALEA Standards 41.3.5 & 41.3.6 | | # of Pages 3 | |

I. Purpose

To provide sworn personnel with guidelines for the proper use and care of body armor.

II. Policy

The agency provides body armor to all sworn personnel. The wearing of body armor during regular duties is optional; however, body armor must be worn in high risk operations as specified in this SOP. Personnel should exercise the character qualities of cautiousness, discretion, and orderliness in the use and maintenance of issued body armor.

III. Procedure

A. Issuance of Body Armor

1. All agency-issued body armor must comply with the current minimum protective standards prescribed by the National Institute of Justice (NIJ).
2. All sworn personnel shall be issued body armor and the appropriate carrier garment(s).
3. Body armor that is worn or damaged shall be replaced by the agency. Issues involving loss, intentional damage, or neglect of body armor will be addressed in accordance with SOP #7-10 (Corrective Action Procedures).



B. Use of Body Armor


1. Officers may wear only agency-approved body armor unless approval is granted by their respective Division Commander.
2. The wearing of body armor during regular street/field duties is not mandatory but is highly encouraged.
3. When not worn during street/field duties, officers must maintain their body armor in their vehicle for easy access as follows:
 - a. Body armor will be maintained in the box in which it was issued or a suitable container/case; and,
 - b. Body armor will be kept in the passenger compartment or trunk of the officer's assigned vehicle.
4. Body armor must be worn during pre-planned or high-risk situations as follows:
 - a. Search warrant service at residences, businesses, or other structures;
 - b. Planned arrest warrant service (field-based) regardless of venue; and,
 - c. At the direction of a ranking officer based on their determination that the situation necessitates such.
5. Supervisors are responsible for ensuring that body armor is worn and maintained as by subordinate personnel as required by this directive.

C. Inspections of Body Armor


1. Officers should periodically inspect their body armor for signs of wear or damage. Officers should report any damage or worn body armor or carrier garments to their supervisor.
2. Supervisors will inspect the body armor of subordinate personnel during monthly line inspections.



- a. Body armor not worn by officers will be physically inspected.
 - b. Body armor worn by officers may be inspected via question and answer with the officer.
3. Supervisors must report damaged or lost body armor to the appropriate Division Commander so that replacement may be procured.
- D. Care and Maintenance of Body Armor
- 1. Officers are responsible for the proper wearing and storage of body armor as specified in this SOP.
 - 2. Officers must clean their body armor and carrier garments in accordance with the manufacturer's instructions so as to prevent premature degradation and/or the accumulation of perspiration such that the body armor or carrier garments become malodorous.
- E. Inventory
- 1. The training supervisor will oversee the inventory of all body armor owned by the agency to include the serial number of panels, the date purchased, and the officer of issue.
 - 2. Body armor returned to the agency by departing employees will be disposed of in a manner that ensures its destruction.
- F. Training Required
- Officers will receive training on the proper wearing of and protections offered by body armor during their field training and evaluation program.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #8-08 | |
| <i>Off-Duty/Plain-Clothed Intervention</i> | | | |
| Effective Date September 16, 2011 | Revision # New | Re-evaluation Schedule May | Amends/supersedes None |
| Notes/References None. | | # of Pages 5 | |

I. Purpose

To provide safety directives and guidelines for dealing with the carrying of firearms while in an off-duty status and for dealing with an officer's duty and responsibility to take action in response to criminal activity while in an off-duty status.

II. Policy

The agency recognizes that off-duty police officers may find themselves amidst an unfolding situation wherein their status as a police officer requires them to act. Officers are permitted to carry agency approved firearms off-duty in accordance with the provisions of state and federal law. Because no off-duty officer can be compelled to directly intervene due to, but not limited to, the lack of equipment, the question of their identity as a police officer to all parties involved, and the fact that their own family members may be present, officers' minimum responsibility will be to call 911 and be the best witness available to responding authorities. The procedures in this SOP are applicable to all off-duty and plain-clothed officers. The character qualities of discretion, obedience, and patience are key components in the law enforcement actions taken by off-duty and plain-clothed officers.

III. Procedure

A. Carrying of Firearms

1. The carrying of firearms by officers must be consistent with the provisions of SOP #8-01.
2. Officers should be aware that while federal law exempts officers from laws prohibiting firearm possession, it does not give officers police powers of any type outside of their jurisdiction.



3. An officer will generally be limited to the self-defense provisions of the state they are traveling through once outside their own jurisdiction; thus the officers rules of engagement are extremely limited.
4. If an off-duty officer's firearm is observed and prompts the response of police or security officials, the off-duty officer shall respond in a manner consistent with this policy.

B. Evaluating the Need for Off-Duty Action and Intervention

1. An officer who becomes aware of an incident that poses a threat of serious bodily harm or death to some individual shall take "action" to minimize the risk of serious bodily harm or death.
2. Required "action" under this SOP is fulfilled by reporting the incident to proper authorities and shall not require the officer to place him or herself in a position of peril.
3. A number of circumstances may impact an officer's decision to become directly involved in any off-duty situation to include:
 - a. Being alone or with family members or other non-police personnel;
 - b. Not having all of the necessary police equipment such as a firearm, TASER, baton, handcuffs or radio;
 - c. Multiple suspects, lack of cover, crowds of civilians, poor lighting; and,
 - d. The fact that the change in force continuum and threat assessment due to lack of equipment and resources may serve to escalate the situation or spark violence that might have otherwise been avoided.
4. Officers must bear in mind that they have NO LEGAL OR AGENCY obligation to become directly involved in an off-duty action, especially if such intervention places them in a position of peril or such intervention requires that they behave recklessly, carelessly or in a suicidal manner.

5. An officer who is faced with such circumstances shall act in accordance with the guidelines as spelled out in this SOP.

C. Off-Duty Incident Intervention

1. An officer's first consideration should be to take "Action" as described in Section III, B, 2 by going to a safe location and calling 911 as this fulfills his/her obligation under this SOP.
2. An officer must evaluate whether their direct involvement is necessary or desirable, given the circumstances (ex.: How important and urgent is the need for your intervention?).
3. A survival-conscious officer will NOT intervene off-duty UNLESS their life or the life of another innocent party is IMMEDIATELY in danger.
 - a. An officer should only consider intervention when deadly force would be justified.
 - b. An officer should not intervene just to make an arrest while off-duty.
 - c. The decision to intervene beyond simply reporting is a personal one and is not a requirement of this agency.
4. If an officer decides he/she must directly intervene, the officer should:
 - a. Attempt to have someone call 911 to advise the operator that an off-duty officer is on scene.
 - b. Have the caller inform the operator if the officer is armed.
 - c. Have the caller describe the officer and his/her clothing as this will affect the mindset of the responding officers.
 - d. Have their badge out in plain view to present to uniformed police officers as they arrive.
 - (1) Officers cannot rely on showing identification as a means of providing any protection.



(2) At a distance, in dim light and under stress, a badge may not be seen and/or the identification may not be given credibility if the responding officers do not recognize the officer personally.

- e. Don the agency-issued off-duty/plainclothes wrist-band (to be worn on gun hand wrist) or any other clothing or item available that identifies them as a law enforcement officer to responding law enforcement personnel.
- f. Intervene as necessary to eliminate immediate danger to third parties. Agency procedures are fully applicable to include, but not limited to, detention, arrest, search and seizure, and use of force.
- g. Re-holster or lay down firearm(s) once arriving officers train their weapons on the subject or direct the officer to do so.
 - (1) Keep hands visible while repeatedly announcing "POLICE – DON'T SHOOT – OFF DUTY OFFICER!"
 - (2) Maintain cover if possible; communicate with responding officers from this position.
- h. Follow the commands of responding officers to the letter without hesitation. Expect to be treated like a suspect until your law enforcement status is verified.
- i. Take care not to turn toward a responding officer with a firearm drawn as this may initiate their employment of deadly force against you.

D. Reporting Requirements


- 1. Off-duty actions taken in this agency's jurisdiction are subject to the same reporting requirements of similar actions if they had occurred on-duty.
- 2. Officers will cooperate with the agency of jurisdiction in instances outside the City of Goose Creek. In such instances, the officer will inform the duty supervisor as soon as practicable of their



involvement/actions and will file an agency assist report as soon as they return to duty.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #8-09 | |
| <i>Special Weapons and Tactics (S.W.A.T.) Team</i> | | | |
| Effective Date May 25, 2016 | Revision # 5 | Re-evaluation Schedule May | Amends/supersedes SOP #8-09 of 05/20/2013 |
| Notes/References: CALEA Standards: 1.3.10, 41.1.3, 46.2.1, 46.2.2, & 46.2.3 | | # of Pages 7 | |

I. Purpose

To establish guidelines for the maintenance and operation of the agency's Special Weapons and Tactics (S.W.A.T.) Team.

II. Policy

The agency will maintain a S.W.A.T. Team consisting of a select group of highly motivated and specially trained officers equipped with advanced tools and weaponry prepared to respond to high risk and/or unusual incidents that exceed the scope of regular operations. The S.W.A.T. Team is available 24 hours per day 365 days per year and may be activated upon the authorization of the Chief of Police or his/her designee. Successful S.W.A.T. Team operations rely on the character qualities of alertness, self-control, and wisdom.

III. Procedure

A. S.W.A.T. Team Role

1. The S.W.A.T. Team is a part-time function within the agency staffed by volunteer personnel as a collateral duty. Agency members who desire to participate must understand that their primary responsibilities are those duties described in the job description of their rank and assigned position.
2. The S.W.A.T. Team is under the direction of the S.W.A.T. Team Commander. The S.W.A.T. Team Commander is appointed by the Chief of Police and may designate select team members to serve as Team Leader and Assistant Team Leader.



- B. S.W.A.T. Team Activation
1. The S.W.A.T. Team will be on an on-call status in a manner to be determined by the S.W.A.T. Team Commander.
 - a. S.W.A.T. Team members must provide a telephone number where they can be reached after hours.
 - b. S.W.A.T. Team members must arrive at the designated staging point and be fully prepared for a mission, within one (1) hour of notification.
 - c. All annual leave or compensatory time taken by S.W.A.T. Team members will require coordination with the S.W.A.T. Team Commander in addition to the member's regular supervisor.
 2. Use of the S.W.A.T. Team in a planned function will require the completion of a Risk Analysis - Threat Assessment Form (Form GCPD-163), an Operation Plan (Form GCPD-164), and prior approval of the Chief of Police or his/her designee.
 3. In non-planned situations, the S.W.A.T. Team may be activated and deployed upon authorization of the Chief of Police or his/her designee.
- C. Coordination and Cooperation
1. The S.W.A.T. Team Commander and on-scene commander will coordinate the efforts of the S.W.A.T. Team and other operational components involved.
 2. The on-scene commander will maintain command of the incident until such time that the agency's response shifts to an approved tactical plan.
 3. Non-S.W.A.T. Team personnel will assume a support role upon the initiation of a tactical plan. Non-S.W.A.T. Team personnel will maintain assigned posts and allow the tactical response to be carried out. Non-S.W.A.T. Team personnel will not participate in a tactical response unless specifically directed or in response to exigent circumstances.



4. Upon conclusion of a tactical response, the S.W.A.T. Team Commander will, at a mutually agreeable time, relinquish the incident to the designated on-scene commander and begin reconciling the S.W.A.T. Team and equipment.

D. S.W.A.T. Team Deployment

1. After arrival at the scene and after being briefed by the on-scene commander, the S.W.A.T. Team Commander shall gather maximum intelligence on the critical incident, its location, and the persons involved.
2. When directed, the S.W.A.T. Team shall deploy to the inner perimeter and relieve all non-S.W.A.T. Team personnel.
3. S.W.A.T. Team personnel may be directed to certain positions or repositioned based upon known and evolving intelligence.
4. S.W.A.T. Team personnel will carry out the tactical plan as directed by the S.W.A.T. Team Commander.

E. S.W.A.T. Team Member Eligibility

1. S.W.A.T. Team candidates must be full-time sworn employees who have attained at least eighteen (18) months of law enforcement experience.
2. S.W.A.T. Team candidates must be performing proficiently in their primary job function and have had no corrective action as a result of their use of force within the preceding twelve (12) months.

F. S.W.A.T. Team Member Selection Process

1. S.W.A.T. Team vacancies will be announced agency-wide by the S.W.A.T. Team Commander or his/her designee in the same manner as lateral transfer and promotion opportunities.
2. Applicants will forward the appropriate documentation to the S.W.A.T. Team Commander or his/her designee in the time frame provided.



3. The S.W.A.T. Team Commander will review the applicant file, interview applicants, and make preliminary selections for appointment to the team.
4. The S.W.A.T. Team Commander will obtain the approval of the Chief of Police or his/her designee prior to appointment of selected personnel to the team.
5. In order to be considered for selection as a S.W.A.T. Team Member, candidates must:
 - a. Successfully complete a firearms proficiency test;
 - b. Possess the physical ability to perform the training and actual duties required by a S.W.A.T. member;
 - c. Possess the ability to respond well under pressure in changing situations;
 - d. Possess the ability to work well with other members of the S.W.A.T. team;
 - e. Possess the ability to maintain a positive attitude under close discipline conditions;
 - f. Be emotionally mature, with the capacity to absorb verbal abuse without reacting negatively;
 - g. Possess the ability to exercise extreme levels of good judgment under situations of great stress and remain calm and composed;
 - h. Possess the ability to be patient and withstand long periods of tedium;
 - i. Pass an additional psychological screening exam, if required; and,
 - j. Possess the ability to demonstrate numerous positive character qualities to include, dependability, availability, endurance, obedience, responsibility, and self-control.



G. S.W.A.T. Team Member Status Review

1. The status of active S.W.A.T. Team members will be reviewed periodically by the S.W.A.T. Team Commander to ensure that current members have maintained the expected level of proficiency within the team.
2. The S.W.A.T. Team Commander will also consult with team member division commanders in order to ensure that their primary assignment responsibilities are at the acceptable level.
3. In the event a team member is performing below the level of acceptability, the team member may be placed on Inactive Status for a period of no less than 90 days.
4. The S.W.A.T. Team Commander and the appropriate division commander will meet at the end of the 90 day Inactive Status to formulate the proper recommendation for the affected team member's status to the Chief of Police.
5. Division Commanders whose personnel are assigned to the S.W.A.T. Team may notify the S.W.A.T. Team Commander of deficient performance in the member's primary job function and request initiation of the review provided for in this section.

H. Special Weapons and Equipment

1. Specialized weapons and equipment issued for S.W.A.T. Team use may include, but are not limited to:
 - a. Semi-automatic weapons;
 - b. Tactical shotguns;
 - c. Semi-automatic handguns;
 - d. Tactical rifles;
 - e. Helmets;
 - f. Specialized radios;
 - g. Raid vests and tactical gun belts; and,



- h. Eye protection.
 2. All weaponry used by the S.W.A.T. Team must be approved by the agency's armorer and be listed on the latest authorized weapons list signed by the Chief of Police.
 3. No team member will be deployed with, nor allowed to carry, any weapon with which he/she has not been properly trained and qualified with.
 4. All provisions of the agency's Use of Force Policy (SOP #8-05) apply to uses of non-deadly and/or deadly force by members of the S.W.A.T. Team. An exception is the reporting of force which may be accomplished in a single comprehensive after-action report in lieu of individual reporting forms.
 5. All specialized equipment will either be assigned to the S.W.A.T. Team member to be secured in their assigned vehicle or to be secured at the police department for use when needed.
 6. Use of specialized weapons/equipment (i.e., flash-bangs, projected chemical agents, other less-lethal options) will be used only if approved via an approved operational plan or in an evolving incident with the explicit approval of the Chief of Police or his/her designee.
 7. The S.W.A.T. Team may only use ammunition that is listed on the agency's master list approved by the Chief of Police and maintained in the armory.
- I. S.W.A.T. Team Vehicle
1. The agency will have access to a vehicle specially equipped to accommodate the S.W.A.T. Team and its functions.
 2. The S.W.A.T. Team vehicle will be utilized only during training exercises and functions approved by way of an operation plan or approval from the Chief of Police or his/her designee.
 3. The S.W.A.T. Team vehicle will be operated only by members of the S.W.A.T. Team that have received documented instruction on its operation or as directed by the Command Staff.



- 4. When used in an operation, the S.W.A.T. Team vehicle will be operated only by qualified officers as authorized by the Command Staff.
 - 5. The S.W.A.T. Team Commander or his/her designee is responsible for a weekly inspection of the S.W.A.T. Team vehicle with regard to preventative maintenance.
 - 6. The S.W.A.T. Team vehicle will be equipped with emergency lighting, siren, and radio. Additional equipment specific to the function of the S.W.A.T. Team may be installed as approved by the S.W.A.T. Team Commander. Such equipment will be listed on Form GCPD 122.
- J. S.W.A.T. Team Training
- 1. S.W.A.T. Team training shall be conducted as prescribed in the latest edition of the agency's training catalog.
 - 2. The S.W.A.T. Team Commander may schedule other training and readiness exercises as deemed necessary.


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| Per Order | Harvey Becker, Chief of Police |  |
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Chapter 9

All-Hazard Plan

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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #9-01 | |
| <i>Incident Command System (ICS)</i> | | | |
| Effective Date November 14, 2017 | Revision # 5 | Re-evaluation Schedule November | Amends/supersedes SOP #9-01 of 11/07/2016 |
| Notes/References CALEA Standards 46.1.1, 46.1.2, 46.1.3, 46.1.4, 46.1.5, 46.1.6, & 46.1.7 | | # of Pages 6 | |

I. Purpose

To establish a standardized on-scene all-hazard response to address the management needs of expanding incidents or planned events.

II. Policy

The agency subscribes to the Incident Command System (ICS) which is a component of the National Incident Management System (NIMS) and the City of Goose Creek Emergency Preparedness Manual. The ICS is the cornerstone of the agency's all-hazard plan and encourages the demonstration of the character qualities of alertness, flexibility, orderliness, resourcefulness, and responsibility.

III. Procedure

A. Incident Response Planning

1. The Chief of Police or his/her designee shall be responsible for planning a response to critical incidents.
2. Planned responses will be formulated with respect to the applicable functions and related responsibilities as outlined in section III, C of this SOP.

B. ICS Activation

1. The on-scene supervisor may activate the ICS, in whole or in part, based upon the needs of a particular incident.
2. The ICS may be implemented in concert with the alert stages specified in the City of Goose Creek Emergency Preparedness Manual as directed by the Mayor and/or City Administrator.



3. The agency may assume a particular function of the ICS as directed by the Mayor or City Administrator; however, the agency will utilize the applicable functions and related responsibilities to manage and maintain accountability of its own personnel and resources during such activation.
- C. ICS Functions and Responsibilities
1. Command Function
 - a. The individual activating the ICS is considered the Incident Commander until a proper transfer of command occurs (if needed) or the incident is resolved.
 - b. The Incident Commander will:
 - (1) Establish a command post which may be as simple as a patrol vehicle at a secure location or a physical structure (the municipal center will serve as the agency's emergency operations center for incidents and other events);
 - (2) Establish unified command and designate members to the operations function, the planning function, the logistics function, and the finance/administration function as necessary;
 - (3) Authorize the notification and mobilization of additional agency resources or outside resources to include personnel, equipment and supplies;
 - (4) Designate a staging area for personnel, equipment, and supplies as necessary;
 - (5) Facilitate or arrange for the facilitation of public dissemination of information via the media resources available (this will usually be accomplished through the City's Public Information Officer (PIO) or the agency's spokesperson);
 - (6) Facilitate or designate a safety officer to monitor conditions and activities to ensure that

unnecessary and/or unreasonable risks to personnel are avoided; and,

- (7) Maintain ample documentation of his/her activities in anticipation of preparing the required (documented) after-action report.

2. Operations Function

- a. The Operations Function reports to the Incident Commander.
- b. The Operations Function will:
 - (1) Establish the necessary perimeters, if any, to contain the incident and reduce or eliminate collateral damage and avoidable loss of life;
 - (2) Arrange for and conduct evacuations as necessary;
 - (3) Arrange for and maintain command post and scene security as well as the security of other municipal properties and vulnerable public venues as necessary;
 - (4) Arrange for and provide detainee transportation, processing, and confinement as necessary;
 - (5) Arrange for traffic direction as necessary; and,
 - (6) Conduct a post-incident investigation.

3. Planning Function

- a. The Planning Function reports to the Incident Commander.
- b. The Planning Function will:
 - (1) Prepare a documented incident action plan to be approved by the Incident Commander;
 - (2) Gather and disseminate information and intelligence to include casualty information (names



of deceased will be released by the Coroner's Office), property damage, highway accessibility, etc.;

(3) Facilitate participation in a continuity of operations plan (COOP) and/or continuity of government plan (COG), and,

(4) Plan post-incident demobilization with consideration for the following as they may apply to the incident:

(a) Traffic Control (to include evacuation routes);

(b) Prevention of looting and/or vandalism;

(c) Enforcement of curfews;

(d) Providing shelter security;

(e) Instituting riot control procedures;

(f) Execution of mass arrest procedures;

(g) Notification of crisis counselors;

(h) Referrals to other agencies (i.e., Red Cross, etc.);

(i) Notification/coordination of medical personnel response; and, (Logistics)

(j) Assistance in search and rescue for missing persons.

4. Logistics Function

a. The Logistics Function reports to the Incident Commander.

b. The Logistics Function will:



- (1) Establish communications with the Berkeley County Emergency Preparedness Center and State Emergency Management Center as necessary and handle any communications issues that may arise;
- (2) Arrange for and/or provide transportation as necessary;
- (3) Arrange for medical support;
- (4) Arrange for and maintenance of supplies as needed; and,
- (5) Arrange for specialized team and equipment needs.
- (6) Manage asset staging area and provide adequate equipment/supplies as directed by the Incident Commander.

5. Finance/Administration Function

- a. The Finance/Administration Function reports to the Incident Commander.
- b. The Finance/Administration Function will:
 - (1) Ensure that personnel time is properly documented;
 - (2) Facilitate the procurement of additional resources as necessary;
 - (3) Ensure that expenses attributed to the incident are properly recorded;
 - (4) Document any employee injuries and liability issues that may arise;
 - (5) Prepare any documentation required to receive applicable reimbursement of expenses incurred during an emergency response; and,



(6) Administer procurement contracts associated with an incident or event.

D. Forms and Documentation


1. The Uniform Crime Report (UCR) and its regular addendums may be used to document non-planned responses.
2. Forms specific to ICS will be used to document planned responses and protracted incidents. A UCR will be generated for any incidents occurring pursuant to a planned response or protracted incident that would normally require UCR documentation.
3. Forms specific to ICS may be used to reconcile the events of a protracted, unplanned incident when formulating the after-action report.

E. After-Action Report

1. Subsequent to ICS activation and incident resolution, the Incident Commander will compile all applicable documentation generated during the activation and forward it with a detailed after-action report (memorandum form separate from uniform crime report [UCR] or ICS documents) via chain-of-command to the Administrative Services Division Commander for review.
2. The Administrative Services Division Commander will evaluate the response and associated documentation and forward the documentation to the Chief of Police with any recommendations deemed necessary.
3. The Chief of Police will review the after-action report and institute any corrective actions he/she deems necessary.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #9-02 | |
| <i>Response to Outbreaks and Pandemics</i> | | | |
| Effective Date February 6, 2013 | Revision # 2 | Re-evaluation Schedule January | Amends/supersedes SOP #9-02 of 01-20-2012 |
| Notes/References CALEA Standard 46.1.2 | | # of Pages 4 | |

I. Purpose

To provide procedures for the agency’s response to an outbreak or pandemic.

II. Policy

The agency will, in all likelihood, play a support role to agencies such as the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), and the South Carolina Department of Health and Environmental Control (DHEC). Our support role may include, but is not limited to, conducting evacuations, enforcing quarantines, enumerating casualties, escorting medical personnel, distributing supplies, etc. Equally important will be the maintenance of our own operations and service delivery to our citizens during the event. This SOP coupled with the City’s Emergency Operations Plan and the remainder of our All-Hazard Plan will guide our operations in a pandemic. The essential character qualities to ensure our success in these endeavors include alertness, diligence, and responsibility.

III. Definitions

- A. Outbreak – Synonymous with “epidemic.” The term is alternatively used to describe a localized (as opposed to generalized) epidemic.
- B. Pandemic – An epidemic occurring over a very wide area (countries or continents) and usually affecting a large proportion of the population.



IV. Procedure**A. Disease Prevention**

1. Agency personnel should give serious consideration to any immunizations made available to them and consult with their physician(s) about such as they deem necessary.
2. Agency personnel should practice frequent washing of their hands, especially after personal contact with other persons or with articles that have changed hands.
3. Agency personnel must use “universal precautions” when they encounter biohazards.

B. Response to an Outbreak

1. The Chief of Police or his designee will be informed without undue delay in the event information is received by agency personnel that an outbreak within the jurisdiction has been detected.
2. The Chief of Police or his designee may activate the agency’s emergency recall roster should additional manpower be needed. The S.W.A.T. Team may be activated as directed by the Chief of Police.
3. The Chief of Police or his designee may initiate applicable portions of the Incident Command System (ICS) as provided for in SOP #9-01 (Incident Command System).
4. The Chief of Police or his designee may limit the agency’s response to the geographic region wherein the outbreak is known to exist until personnel can be properly equipped to ensure their own safety.
5. In the event the agency’s response to the geographic area of an outbreak is limited, the following provisions will be put in place:
 - a. Agency personnel will stand ready to receive reports of crime via telephone;
 - b. Agency personnel will collect and forward intelligence received regarding conditions, casualties, etc. from the



geographic region affected and forward this information to the proper authority; and,

- c. Agency personnel may respond to the area to assist with evacuations and/or other measures aimed at the preservation of lives if the risk to agency personnel can be reasonably minimized via equipment or techniques and the mission is approved by the Chief of Police or his designee.
6. Communications will be established for responsible agencies addressing the outbreak as well as surrounding jurisdictions involved.
7. Personnel will be allocated to enforce lawful quarantines of geography or individuals as issued by health officials.
8. Calls for service will be prioritized according to severity with human life being the first consideration should call volume exceed norms or manpower fall below norms.
9. Lawful curfews will be enforced in favor of voluntary compliance unless otherwise directed by the Chief of Police.
10. The Chief of Police may authorize that non-violent and/or non-life threatening summary level offenses that would normally result in a custodial arrest be cited on a Uniform Traffic Ticket and the defendant released without the full booking process (See SOP #1-06 (Authority and Use of Discretion)).
11. Response to and investigation of traffic collisions may be limited to only those with injuries (See SOP #4-04 (Traffic Collision Investigation)).
12. The Chief of Police may restrict the police department facilities from public access providing that approaching citizens are afforded a method to communicate with agency employees inside (telephone, two-way radio, dry erase board, etc.).



C. Response to a Pandemic

1. The procedures enumerated in Section B of this SOP will be applied leading up to and as far into the evolution of a pandemic as they are effective.
2. Further restrictions to call response may be enacted by the Chief of Police or government official(s) in authority.
3. The Chief of Police may consult with the Mayor and City Administrator to enact further restrictions in the best interest of agency operations, the public interest, and the safety of agency employees.

D. Response to Civil Unrest


In the event of civil unrest, the provisions of SOP #9-05 (Response to Civil Disturbances) shall be employed.

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| Per Order | Harvey Becker, Chief of Police |  |
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SOP #9-03

Pending Assignment
Formerly Response to Unusual
Occurrences in Schools

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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #9-04 | |
| <i>Terrorism Awareness and Prevention</i> | | | |
| Effective Date February 27, 2018 | Revision # 4 | Re-evaluation Schedule February | Amends/supersedes SOP #9-04 of 02/29/2016 |
| Notes/References CALEA Standards 40.2.3, 46.1.2, & 46.3.1 | | # of Pages 4 | |

I. Purpose

To provide guidelines for all agency personnel for the proactive identification of potential risks for terrorism and means for addressing such concerns.

II. Policy

The agency recognizes that no community is immune from the threat of terrorism. Therefore, it is incumbent upon all employees to remain alert to cues within the community that give rise to concerns for potential acts of terrorism and to act appropriately in such situations. It is also vital to provide terrorism awareness information to the citizenry by way of multiple methods of delivery so as to reach every citizen possible. The character qualities of alertness, discernment, and diligence are paramount to our efforts to recognize and thwart potential acts of terrorism.

III. Procedure

A. Types of Terrorism

1. Domestic terrorism occurs within the United States and is committed by United States citizens with no foreign involvement.
2. International terrorism involves another country's government or groups and can occur on our soil or to United States citizens abroad.

B. Faces of Terrorism

1. Because terrorists may be domestic or international, terrorists do not fit a particular race, sex, nationality, or religion.



2. Employees must consider the totality of circumstances when engaging suspect individuals and/or evaluating or reporting suspect behavior (see SOP #1-09 (Bias Based Profiling)).

C. Targets of Terrorism

1. Terrorists often seek targets that will adversely affect masses of citizens to include but not limited to:
 - a. Sources of water;
 - b. Sources of electricity;
 - c. Sources of public transportation; and,
 - d. Well-attended public events or venues.
2. Employees must be vigilant in observing for suspicious activities at or near potential targets.

D. Behavior(s) of Terrorists

1. The behavior(s) exhibited by terrorists or potential terrorists cannot be identified with absolute accuracy.
2. The following behaviors observed singularly or in combination may give rise to concern:
 - a. Surveillance of potential targets using binoculars, video cameras, or photographic cameras;
 - b. Taking notes or making or marking maps while at a target location or when observing such location from a distance;
 - c. Asking questions regarding security or staffing protocols at target venues;
 - d. Testing security protocol(s) under the guise of being lost or disoriented;
 - e. Making “dry-runs” to test timing, security, and other variables at target facilities;



- f. Staging vehicles and/or other supplies in preparation for an act or acts;
- g. Purchasing or possessing explosive material or material common with explosive manufacturing such as:
 - (1) Chemicals;
 - (2) Fertilizers;
 - (3) Electrical components such as timers, wire, and switches;
 - (4) Raw pipe and pipe caps; and,
 - (5) Shrapnel such as metal fragments, nails, screws, bolts, etc.
- h. Possession of large amounts of currency;
- i. Possession of false identification card(s); and,
- j. Traveling in the company of suspicious individuals or individuals who don't seem to share common interest(s).

E. Terrorism Prevention

- 1. Sworn and civilian personnel should be alert to suspicious persons and behaviors considering the faces, targets, and behaviors of terrorists as described in this SOP.
- 2. Civilian personnel should be observant but should not intervene or confront suspicious behavior. Civilian personnel should contact a sworn officer without undue delay and relay their concerns.
- 3. Sworn personnel will act within the confines of law, policy, and procedure when engaging, identifying, and detaining individuals exhibiting suspicious behavior.

F. Reporting Requirements

- 1. Employees must be proactive in reporting terrorism concerns to the appropriate authorities without undue delay.



2. Employees should refer to SOP #6-03 (Criminal Intelligence Procedures) for additional reporting information.

G. Interagency Cooperation

1. This agency will maintain liaison with other local authorities as well as State and Federal authorities for the purpose of exchanging information on potential terrorist activities.

2. The CIB supervisor his/her designee will ensure open lines of communication to facilitate such exchanges are maintained.

H. Public Awareness

1. The agency will maintain on its website information to assist the public with identifying suspicious persons or activities and encouragement to report any activity of concern to this agency.

2. Government publications, when available, may be displayed in the police department lobby.

3. Materials may be distributed to the public by personnel at public functions such as crime prevention meetings, citizen police academy sessions, etc.

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| Per Order | Harvey Becker, Chief of Police |  |
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E. Terrorism Prevention

- 1. Sworn and civilian personnel should be alert to suspicious persons and behaviors considering the faces, targets, and behaviors of terrorists as described in this SOP.
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- 3. Sworn personnel will act within the confines of law, policy, and procedure when engaging, identifying, and detaining individuals exhibiting suspicious behavior.

F. Reporting Requirements

See SOP #6-03 (Criminal Intelligence Procedures).



G. Interagency Cooperation


1. This agency will maintain liaison with other local authorities as well as State and Federal authorities for the purpose of exchanging information on potential terrorist activities.
2. The CID commander or his/her designee will ensure open lines of communication to facilitate such exchanges are maintained.

H. Public Awareness

1. The agency will maintain on its website information to assist the public with identifying suspicious persons or activities and encouragement to report any activity of concern to this agency.
2. Government publications, when available, may be displayed in the police department lobby.
3. Materials may be distributed to the public by personnel at public functions such as crime prevention meetings, citizen police academy sessions, etc.

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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | | | #9-05 |
| | <i>Response to Civil Disturbances</i> | | | |
| Effective Date August 23, 2018 | Revision # 2 | Re-evaluation Schedule August | Amends/supersedes SOP #9-05 of 08/28/2012 | |
| Notes/References CALEA Standards 2.1.4, 46.1.2, & 46.1.11 | | | | # of Pages 5 |

I. Purpose

To provide guidelines for personnel responding to a civil disturbance.

II. Policy

The agency's response to civil disturbances will depend on the nature and magnitude of the disturbance. The agency will employ this SOP along with management structure of the Incident Command System (ICS) (see SOP #9-01 (Incident Command System)), in whole or in part, as necessary to coordinate inter-agency efforts to contain, isolate, and resolve the disturbance. Agency personnel will exercise the character qualities of cautiousness, decisiveness, and patience when responding to civil disturbances.

III. Definition

Civil Disturbance – A significant public disturbance involving acts of violence which causes an immediate danger to the public welfare.

IV. Procedure

A. Initial Response and Deployment

1. The agency seeks the following three objectives when responding to and/or handling a civil disturbance:
 - a. Contain the situation;
 - b. Isolate offenders when possible; and,
 - c. Disperse crowds.



2. The communications center should dispatch available uniformed personnel to initial positions in order to establish a perimeter around the disturbance. Responding units should:
 - a. Stop all traffic into the affected area (with the exception of emergency response vehicles) and re-route traffic; and,
 - b. The senior officer on-scene should establish an entry control point and an on-scene command post until the arrival of a supervisor.
3. The duty supervisor will notify the Chief of Police (or his designee) and advise of the situation (directly or via the communications center).
4. Non-uniformed sworn personnel may be deployed into the area of the disturbance for reconnaissance. Information to report should include:
 - a. Size of the crowd;
 - b. Activity of the crowd;
 - c. Location of the crowd (to include projected objective);
 - d. Unusual circumstances;
 - e. Time of report; and,
 - f. Equipment (to include weapons).
5. As directed by Command Staff, the communications center will place the following agencies on stand-by for assistance:
 - a. The Goose Creek Fire Department and Emergency Medical Service (EMS);
 - b. Surrounding municipal and county law enforcement agencies as may be required;
 - c. The South Carolina Highway Patrol and/or State Transport Police;



- d. State Law Enforcement Division (SLED);
 - e. Federal Bureau of Investigation (only upon direction of the Chief of Police);
 - f. National Guard (Only with authorization of the Mayor);
 - g. Berkeley Electric or South Carolina Electric and Gas Co.;
 - h. BellSouth Telephone; and,
 - i. Other agencies as directed.
6. The communications center should advise each stand-by agency of the emergency and make them aware that their assistance is or may be required. Notification of stand-by agencies would depend on the nature of the emergency.
 7. Reconnaissance information, if any, should be evaluated and used to form the basis for further response to the disturbance.
 8. Riot gear may be employed at the direction of the responsible Command Staff member. Riot helmets and/or vests will be marked so as to identify the wearer during the event and in post-incident review and after-action reporting.

B. Supervisory Considerations

1. Use every effort to induce the leaders [of the disturbance] and the crowd to disperse before employing force;
2. Establish obtainable objectives;
3. Use only the force necessary to accomplish lawful objectives (see SOP 8-05 (Use of Force));
4. Establish staging areas out of sight of the crowd;
5. Do not commit all manpower at one time; always have reserve units ready;
6. Use the element of surprise as much as possible;



7. When addressing the crowd, ensure that a public address system is used and that the system is sufficiently loud for all to hear;
8. When dispersal orders are given, ensure that dispersal routes are available;
9. When making arrest(s), deal first with those individuals who are most violent. Avoid having individual officers or a small group of officers going into a crowd in pursuit of suspects; and,
10. Remove those arrested from the scene as soon as possible.

C. Additional Considerations:


1. Initiate call-out procedures as directed by the Chief of Police (or his designee). Additional uniformed officers may be dispatched to the scene while maintaining a sufficient number of officers free to handle emergency calls for service.
2. If the emergency is of sufficient magnitude to require all on-duty uniformed personnel, then non-essential office staff (sworn personnel) and plain-clothed officers will assume responsibility for handling calls for service other than those related to the disturbance/emergency situation unless otherwise directed.
3. Depending on the scope and size of the incident, the Chief of Police may contact the Mayor and request that he declare a state of emergency which would allow the agency to limit free travel on the streets (curfew) and empower the agency to take other measures thereby permissible to protect lives and property.
4. All press releases, inquiries, community relations/public information and media briefings will be addressed by the Chief of Police, his designee, or the City's Public Information Officer (PIO).
5. Critical facilities that may be at risk should be identified and officers dispatched to guard them.
6. A representative of the Ninth Judicial Circuit Solicitor's Office is available on call 24-hours a day, seven days a week, to assist with any legal considerations.



- D. After Action Report
 - 1. A full incident report and applicable supplemental reports will serve as the after action report for incidents involving only this agency's personnel.
 - 2. If resources beyond that of this agency are called upon to assist, an after-action report will be compiled in accordance with the requirements of SOP 9-01 (Incident Command System).

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #9-06 | |
| <i>Response to Bomb Threats and/or Explosive Devices</i> | | | |
| Effective Date April 17, 2012 | Revision # 5 | Re-evaluation Schedule April | Amends/supersedes SOP #221 of 04-08-2010 |
| Notes/References CALEA Standards 2.1.4 & 46.1.2 | | # of Pages 4 | |

I. Purpose

To provide guidelines for the agency's response to bomb threats and/or explosive devices.

II. Policy

All bomb threats and suspected explosive devices will be considered genuine until proven otherwise by way of competent investigation. The agency will employ this SOP along with management structure of the Incident Command System (ICS) (see SOP #9-01 (Incident Command System)), in whole or in part, as necessary to coordinate internal and inter-agency efforts in such situations. Demonstration of the character qualities of cautiousness, decisiveness, and patience is paramount for the successful resolution of such situations.

III. Procedure

A. Initial Response

1. Responding officers will receive assignments and instruction from the duty supervisor prior to their arrival on-scene.
2. Officers will not activate cellular telephones or portable/mobile radios within 100 feet of the incident location unless absolutely necessary.
3. A land-line telephone connection between the incident location and the communications center may be established as required.
4. The communications center will place the Goose Creek Fire Department and EMS on standby.



B. Inspection of Premises

1. The duty supervisor will determine if the person in charge of the premises desires to evacuate the premises and/or permit a search by officers for suspect devices. These initial decisions rest with the person in charge of the premises.
2. If authorized by the person in charge of the premises, officers will inspect the premises for suspected devices as directed by the duty supervisor.
3. The assistance of the person in charge of the premises should be sought as their familiarity with the premises may rule out certain suspicious items or readily identify suspect items.
4. Fire personnel will not be requested to assist in any search.
5. The duty supervisor may request specially trained K-9 services for detection of suspect devices as necessary.

C. Suspect Device(s)/Material(s) Located

1. In the event a suspect device(s) or material(s) are located, officers will:
 - a. Stay clear of the device(s) or material(s) and refrain from unnecessary touching or manipulation;
 - b. Evacuate all persons from the premises;
 - c. Secure the location from unauthorized entry;
 - d. Establish a safe perimeter around the location; and,
 - e. Notify the chain-of-command.
2. The communications center will request the response of the Goose Creek Fire Department and EMS to a staging area outside the perimeter (units must be reminded of radio discipline approaching the scene).
3. The Chief of Police or his designee may authorize the communications center to contact the following agencies to assist



with inspection and/or disposal of the device(s) or material(s) as necessary:

- a. The Charleston County Sheriff's Office Explosive Response Team (ERT);
- b. The Charleston Police Department's Explosive Devices Unit;
- c. The United States Navy's EOD Unit;
- d. The United States Air Force's EOD Unit; and/or,
- e. The Federal Bureau of Alcohol Tobacco and Firearms (ATF).

D. Response to an Explosion

1. Responding units will secure a perimeter and limit unauthorized access while firefighters, rescue crews, and emergency medical personnel perform lifesaving and scene stabilizing operations.
2. The senior fire department official on-scene will be recognized as the Incident Commander until the role is relinquished to this agency or another law enforcement agency.
3. The duty supervisor will offer any assistance practicable to the senior fire official after ensuring that adequate personnel are situated on the perimeter.
4. When the scene is relinquished to law enforcement operations, the duty supervisor or Command Staff member on scene will ensure that the scene is properly secured for criminal investigation and direct the communications center to notify the following agencies to assist in the investigation as may be required:
 - a. ATF; and/or,
 - b. South Carolina Law Enforcement Division (SLED).




E. After Action Report

1. A full incident report and applicable supplemental reports will serve as the after action report for incidents involving only a bomb threat or an unfounded report of a suspicious device(s) or material(s).
2. If resources beyond that of the Goose Creek Fire Department are called upon to assist, an after action report will be compiled in accordance with the requirements of SOP #9-01 (Incident Command System).

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | | | #9-07 |
| | <i>Hostage/Barricaded Subject Procedures</i> | | | |
| Effective Date August 15, 2016 | Revision # 6 | Re-evaluation Schedule July | Amends/supersedes SOP #9-07 of 08/02/2013 | |
| Notes/References CALEA Standard 46.1.2 | | | | # of Pages 6 |

I. Purpose

To provide guidelines for handling and resolving hostage and/or barricaded suspect situations.

II. Policy

The agency's response to hostage and/or barricaded suspect situations will depend on the nature and magnitude of the situation. The agency will employ this SOP along with management structure of the Incident Command System (ICS) (see SOP #9-01), in whole or in part, as necessary to coordinate internal and inter-agency efforts to isolate and defuse the situation, rescue hostages, and apprehend suspect(s). Agency personnel will exercise the character qualities of cautiousness, decisiveness, and patience when responding to hostage and/or barricaded suspect incidents.

III. Procedure

A. Notification

1. In the event of a hostage/barricaded person incident, the duty supervisor shall make an initial assessment of the situation and notify the Field Services Division Commander and the agency's Special Weapons and Tactics (S.W.A.T.) Team Commander.
2. The S.W.A.T. Team Commander may activate the Goose Creek Police Department S.W.A.T. Team and/or request interagency support services to respond or be placed on stand-by.
3. Notification should be done out of an abundance of caution inasmuch as it takes time for the specialized teams to assemble



and respond. Specialized teams can be canceled in the event that the incident de-escalates prior to the specialized team arrival.

4. The Command Staff should be advised of the situation at this time.

B. Information Gathering

1. If the report is received by telephone, the caller should be detained on the line for as long as possible unless they are placed at unreasonable risk. The caller is a valuable source of information.
2. Determine from the caller or on-scene individuals:
 - a. The identification of the caller;
 - b. The identification of the barricaded person(s), to include a detailed description;
 - c. The location of the incident;
 - d. The type of weapon(s) involved (if any);
 - e. The presence and number of hostages;
 - f. Any injuries sustained; and,
 - g. All available information on incident to include the mental state of the suspect, circumstances leading up to the situation, motive, nearest relative of suspect, religious preference of suspect, etc.
3. Prepare a Risk Analysis/Threat Assessment Sheet (Form GCPD 163) for use by Command Staff and specialized team personnel.

C. Response/Initial Deployment

1. Initial responding units should:
 - a. Stop all traffic into the affected area (with the exception of emergency response vehicles) and re-route traffic;



- b. Block all avenues of approach and exit;
 - c. Evacuate all bystanders to a location outside the incident location; and,
 - d. Evacuate injured persons to a collection point (if accessible).
2. Uniformed personnel will assume initial positions to establish an inner perimeter (i.e., securing the scene and the subject in the immediate area). Inasmuch as more personnel create a more effective perimeter, neighboring agencies may be notified and assistance requested as may be necessary. As additional personnel become available, they should be assigned to outer perimeter positions.
3. Extreme discretion must be utilized in transmitting potentially sensitive information on the two-way radio. The plan of action and the safety of all involved could be compromised as a result of information falling into the hands of the subject or other unauthorized personnel.
4. The S.W.A.T. Team Commander and hostage negotiation team commander must maintain contact with each other throughout the incident in order to coordinate respective resources.
5. The Incident Commander should establish an entry control point that will serve as a staging area until a formal command post becomes necessary and is activated. This staging area will be positioned in location and at such a distance so as to eliminate unnecessary risk to responding units.
6. When directed by the Incident Commander, the communications center will request the below resources or place them on a "stand-by" status:
 - a. Emergency Medical Service (EMS);
 - b. Area Rescue Units;
 - c. Fire Department; and,
 - d. Surveillance equipment.



7. The S.W.A.T. Team Commander may deploy a properly trained and equipped forward observer to collect intelligence on the incident location and person(s) involved.
8. Specialized unit commanders will assemble at the command post. Specialized teams from outside agencies will act in an advisory manner and adhere to their respective chains-of-command. The Incident Commander will maintain final authority for the incident.
9. All information gathered should be evaluated to aid in further decision making efforts.

D. Additional/Follow-up Action

1. Additional personnel may be directed to the incident as they become available and/or as required.
2. The initial outer perimeter positions should be evaluated and adjusted as necessary.
3. The Chief of Police or his designee should alert the City Administrator.
4. Inner perimeter personnel should be removed as directed. These positions may be assumed by tactical personnel as directed by the S.W.A.T. Team Commander.
5. The Incident Commander or other member of the Command Staff will function as liaison with all other agencies.

E. Pursuit/Surveillance Vehicles and Travel Routes

1. Allowing the suspect to depart in a vehicle should be avoided if possible. However, this contingency must be planned for (as well as the contingency for vehicle escape). If command personnel make the determination that the suspect will be allowed to leave the scene, a designated travel route should be established.
2. If the situation requires the establishment of a travel route, the route should be mapped out so that exposure to innocent bystanders is minimized.



3. The designated travel route should be secured. The actual process of securing the travel route will be similar to that used for authorized escorts (see SOP #3-02).
 - a. A lead vehicle driven by a law enforcement officer familiar with the route should be used.
 - b. Available personnel should be posted at key intersections to block traffic and prevent undue delay of the convoy. In order to maximize available personnel, a leap-frog technique might be considered if all other options are exhausted.
 - c. A trail vehicle driven by a law enforcement officer familiar with the route should also be used.
 - d. All efforts should be made to have an unmarked surveillance vehicle follow the suspect.
 - e. All vehicles involved in the convoy must be on the same radio frequency and this frequency should be clear of other radio traffic.
 - f. The Charleston County Sheriff's Office Aviation Unit may be requested to provide aerial surveillance.
4. If the suspect escapes from the scene in a vehicle or deviates from the travel route in an effort to escape, the agency's vehicular pursuit procedures (see SOP #3-03) will apply.

F. Use of Force

1. Use of force will be governed by the existing agency procedures outlined in SOP #8-05. Hostile fire may be responded to as a defensive measure. The decision to assault a barricaded subject will be made by the S.W.A.T. Team Commander.
2. The S.W.A.T. Team Commander will be responsible for devising a plan to mitigate the threat with minimal risk to all parties involved. Except in exigent circumstances, the Chief of Police or his/her designee will review tactical plans.



3. Firearms use and fire control discipline must be carefully coordinated and special weapons instruction will be the responsibility of the S.W.A.T. Team Commander. Should an individual officer be confronted with a deadly force situation, the officer is not required to wait for instructions to protect himself or others.
4. The use of chemical/explosive agents is a tactical matter to be decided by the S.W.A.T. Team Commander and Chief of Police in accordance with applicable procedures.

G. News Media Access and Information


1. News media will not be permitted in any area that is not accessible to the general public.
2. In order to ensure that information provided to the media is accurate, free from speculation and opinion, and to reduce the creation and spread of rumors, the Chief of Police or his designee should serve as the sole point of media contact.

H. Reporting Requirements

1. A full incident report and applicable supplemental reports will be compiled by all involved personnel.
2. Any additional reporting required by SOP #9-01 will also be accomplished.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | | | #9-08 |
| | <i>Mass Arrest Procedure</i> | | | |
| Effective Date August 28, 2012 | Revision # 3 | Re-evaluation Schedule August | Amends/supersedes SOP #223 of 09-28-2007 | |
| Notes/References CALEA Standard 46.1.2 | | | | # of Pages 4 |

I. Purpose

To establish guidelines by which to evaluate the need for mass arrests and effect mass arrests in a safe and efficient manner.

II. Policy

The agency's response to civil disturbances will depend on the nature and magnitude of the disturbance and decisions to arrest in mass are contingent upon the situation at-hand. The agency will employ this SOP along with SOP #9-05 (Response to Civil Disturbances) and the management structure of the Incident Command System (ICS) (see SOP #9-01 (Incident Command System)), in whole or in part, as necessary to coordinate internal and inter-agency efforts in the event of a mass arrest situation. Agency personnel will exercise the character qualities of cautiousness, decisiveness, and diligence when evaluating the need for and carrying out a mass arrest.

III. Definition

Mass Arrest – Arresting multiple persons during a large-scale public demonstration or disturbance wherein the decision to arrest will require all on-duty personnel or the assistance of other agencies. This definition does not include multiple persons acting in concert in a single criminal act such as shoplifting, robbery, burglary, vandalism, etc., when such persons can be detained safely without interference from outside parties.

IV. Procedure

A. Authority and Considerations

1. The on-scene supervisor, when exhausted of options, may authorize a mass arrest to prevent injury and/or loss of life to



citizens or officers.

2. Ideally, a mass disturbance situation should be contained until the Chief of Police or a Command Staff member arrive and provide guidance.
3. The decision to make mass arrests should be made based upon the following information:
 - a. Description of the crowd;
 - b. Attitude of the crowd;
 - c. Nature of the acts being committed;
 - d. Presence of weapons;
 - e. Availability of police manpower; and,
 - f. Availability of additional support.

B. Effecting Arrests

1. Once the decision has been made and resources are in place, action should be swift and precise.
2. Arresting officers should approach person(s) to be arrested, inform them that they are under arrest, and state the charge(s) for which they are being arrested.
3. To enhance security of all parties, the person(s) being arrested should be handcuffed and removed from the area. Depending upon each situation, a quick frisk may be conducted at the time of the arrest or may be delayed until the officer and prisoner are away from the crowd. Prisoners will be restrained and searched prior to transport.
4. The advisement of rights is only needed prior to questioning; therefore, this process can wait until the prisoner is removed from the area.
5. Evidence, if any, should be secured in compliance with agency procedure.



6. When making an arrest, officers will use only the force necessary to accomplish lawful objectives (see SOP #8-05 (Use of Force)).

C. Prisoner Transportation and Processing

1. The Berkeley County Detention Center van may be summoned to the scene for transport purposes, if needed.
2. At the discretion of the Incident Commander, prisoners may be processed at the police department or at the Berkeley County Detention Center.
3. Prisoners will ultimately be transported to the Berkeley County Detention Center for lodging.
4. The Berkeley County Detention Center staff should be alerted to standby to receive prisoners of a mass arrest prior to their arrival. If needed, officers should return to the scene and continue transport procedures as necessary.
5. Separate transportation and processing of juveniles must be accomplished.
6. Juveniles may be released to a parent/guardian or turned over to the Department of Juvenile Justice (DJJ), at the discretion of the arresting officer.

D. Additional Considerations

1. Bond hearings for prisoners will be handled by the on-duty Municipal Judge or the Berkeley County duty magistrate. A representative from the Ninth Circuit Solicitor's Office is on call 24-hours a day, seven days a week to assist with any prosecutorial needs.
2. All press releases, inquiries, community relations/public information and media briefings will be addressed by the Chief of Police or appointed designee.

E. After Action Report


1. A full incident report and applicable supplemental reports will serve as the after action report for incidents involving a mass



arrest.

2. If resources outside the agency are called upon to assist, an after action report will be compiled in accordance with the requirements of SOP #9-01 (Incident Command System).

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #9-09 | |
| <i>CEO Notification Requirements</i> | | | |
| Effective Date January 23, 2018 | Revision # 3 | Re-evaluation Schedule December | Amends/supersedes SOP #9-09 of 12/19/2011 |
| Notes/References CALEA Standard 11.3.3 | | # of Pages 3 | |

I. Purpose

To mandate timely notification of the Chief of Police when incidents involving potential agency liability or heightened community interest occur.

II. Policy

The Chief of Police will be notified as soon as is practicable of all incidents that involve potential agency liability and/or heightened community interest. Personnel should exercise the character qualities of discernment, diligence, and wisdom in assessing situations and making proper notification.

III. Procedure

A. Situations/Incidents Requiring Notification

1. All personnel are expected to be cognizant of activities or incidents involving the agency or known to the agency that may expose the agency to liability or peak the curiosity of the citizenry.
2. Such instances include, but are NOT limited to the following (when less than routine circumstances are present):
 - a. Use of force incidents that occur in public view or where the suspect is injured as a result;
 - b. Officer-involved shootings;
 - c. Vehicle pursuits, especially those involving vehicle collisions;
 - d. Agency-involved vehicle collisions;



- e. Agency-owned K-9 bite incidents;
- f. Employee injury or death;
- g. Civil unrest and/or racial tension;
- h. Hostage or barricaded person incidents;
- i. Mass arrest incidents;
- j. Special events to include VIP's;
- k. Serious crime(s) against person(s) that create doubt such that citizens may be inclined to panic or overreact;
- l. High profile arrests; and,
- m. Media interest or inquiry on a particular case or situation that may require an immediate response that exceeds the scope of information supervisory personnel are prepared to provide.

B. Notification Method


1. Employees should utilize the chain-of-command to inform the Chief of Police of any concerns contained in section III, A or any other matter having the potential of liability or heightened community interest without undue delay.
2. Notification of the chain-of-command must not serve as a deterrent to timely notification of the Chief of Police as required by this SOP.
3. If reasonable efforts to notify a step in the chain of command (land-line telephone/cellular telephone) prove futile, that step should be passed in favor of the next step.
4. Voice mail and/or electronic mail messages should be left for individuals whose steps in the chain-of-command are passed. This will allow those individuals to check-in if necessary and assume any duties related to the respective situation they may have by function.




5. The Chief of Police should be notified in person, by land-line telephone, cellular telephone, electronic mail or any appropriate method of timely delivery based on the given situation. This notification will be documented in the proper form on the documentation generated from the situation, if any.

C. Responsibilities of Chief of Police

1. The Chief of Police will ensure that proper notifications of City officials (when applicable) are made and that the proper personnel to address the situation are duly informed and assigned.
2. The Chief of Police reserves the right to order an inquiry on or investigation of agency actions that precipitate or contribute to a situation covered by this policy.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #9-10 | |
| <i>VIP Security Procedure</i> | | | |
| Effective Date September 12, 2016 | Revision # 5 | Re-evaluation Schedule September | Amends/supersedes SOP #9-10 of 09/20/2011 |
| Notes/References CALEA Standard 46.1.2 & 46.2.6 | | # of Pages 5 | |

I. Purpose

To establish guidelines for VIP (very important people) security measures, in the event the agency is called upon to provide or assist in providing such services.

II. Policy

The agency will offer absolute cooperation with the security needs of visiting VIP's and their security personnel. The Administrative Services Division Commander or his designee is responsible for planning and coordinating the agency's efforts. Exercising the character qualities of availability, cautiousness, and wisdom will assist our personnel in successful planning and response to VIP situations.

III. Procedure

A. Responsibility

1. Unless otherwise directed by the Chief of Police, the Administrative Services Division Commander is designated as having overall responsibility for the supervision, planning, and coordination of this agency's response to a VIP visit and for preparing written operations plans for handling such events.
2. The Administrative Services Division Commander may, at his/her discretion, delegate this responsibility or portions thereof to a competent individual under his/her command.

B. Planning Requirements

1. The Administrative Services Division Commander or his/her designee, will review any prior written plans for similar VIP visits



taking special note of suggestions for future events and prepare a written plan for coverage of the detail to include bulleted entries for each of the areas below as applicable:

a. Vehicles

- (1) An assessment should be made to determine the vehicle needs of both the agency and VIP.
- (2) Any vehicle(s) loaned to the VIP must be approved by the Chief of Police.

b. Equipment

- (1) An assessment should be made to determine the equipment needs of the VIP and the agency to include:
 - (a) Body armor;
 - (b) Communications equipment; and,
 - (c) Weaponry.
- (2) The loan of any equipment to the VIP must be approved by the Chief of Police.

c. Identification and Reconnoitering of Travel Routes

- (1) Primary and alternate routes of travel must be identified. Prior to the arrival of the VIP, these routes must be reconnoitered and secured.
- (2) This reconnaissance will identify possible threat locations, congested areas, escape routes, alternative routes and medical facilities.
- (3) Back-up units should also be on standby. If possible, at least one alternate route should be available.



(4) All officers must be thoroughly briefed on the primary and alternate routes as well as locations of problem areas and medical facilities.

(5) When possible, officers should drive the route prior to the actual event.

d. Intelligence Gathering Considerations

(1) Full cooperation must be given for intelligence gathering efforts and the VIP's advanced security team(s) will be accommodated and provided facilities as practicable.

(2) Personnel from all divisions will be available to assist with intelligence gathering upon request. The need for adequate working space at the police department must be anticipated and provided, if at all possible.

e. Interagency Considerations

(1) Coordination with affected agencies not directly involved in the detail must be planned.

(2) This includes agencies whose jurisdiction might be traversed by the VIP detail or wherein a medical facility that is part of the VIP contingency plan is situated.

f. Medical Considerations

(1) Berkeley County Emergency Medical Service and the City of Goose Creek Fire Department must be notified of the date and time of the visit.

(2) A request will be made to have a unit on standby near the location of the visit.

g. Communications

(1) Proper radio frequencies must be identified for use by the detail and it must be verified that all



involved law enforcement personnel have the necessary radio equipment.

- (2) All assigned personnel must have radio communication either by vehicle or portable radio.
- (3) Should the detail be a cooperative effort between local agencies, a common radio talk group or frequency must be established.

h. Identification Considerations

- (1) All personnel associated with the VIP visit (with the exception of undercover personnel) should be readily identifiable.
- (2) Personnel not in uniform must coordinate with other security detail personnel to establish a simple means by which to identify one another. Map pins, adhesives, arm bands and label ribbons are ideal for this purpose.
- (3) Undercover personnel must also have some method of identification that can be displayed if needed.
- (4) Methods of identification must be briefed to all personnel associated with the operation.

2. It is important to note that our agency will likely play a support role and will simply assist the VIP's security team. It is imperative, nonetheless, that the above areas of concern be addressed or verified and documented accordingly in the written plan.

C. After-Action Report

1. Subsequent to a VIP detail, the Administrative Services Division Commander or his/her designee will prepare an after-action report detailing the effectiveness of the initial plan to include:
 - a. An assessment of bulleted entries made pursuant to section III, B of this SOP to include any significant




differences between plans and actual experience/observation; and,

- b. Recommendations should the event occur again.
2. The after-action report will be reviewed by the Chief of Police then attached to the respective VIP security plan and filed in the records bureau for future reference.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #9-11 | |
| <i>Special Events Planning</i> | | | |
| Effective Date October 12, 2016 | Revision # 4 | Re-evaluation Schedule October | Amends/supersedes SOP #9-11 of 10/10/2011 |
| Notes/References CALEA Standard 46.1.2 & 46.2.7 | | # of Pages 3 | |

I. Purpose

To provide guidelines for the proper planning of the agency's response to special events such as parades, festivals, major sporting events, public demonstrations, etc.

II. Policy

The agency will, when ample opportunity exists, plan in advance for the contingencies associated with special events such as traffic control, crowd control, security, etc. Exercising the character qualities of discernment, orderliness, and thoroughness will ensure the success of our planning efforts.

III. Procedure

A. Responsibility

1. Unless otherwise directed by the Chief of Police, the Field Services Division Commander is designated as having overall responsibility for the supervision, planning, and coordination of this agency's coverage of special events and for preparing written operations plans for handling such events.
2. The Field Services Division Commander may, at his/her discretion, delegate this responsibility or portions thereof to a competent individual under his/her command.

B. Planning Requirements

1. The Field Services Division Commander or his/her designee will review any prior written plans for similar events taking special note of suggestions for future events.




2. With consideration given to prior events and plans, the Field Services Division Commander or his/her designee will prepare a written guide for coverage of the event to include bulleted entries for the following:
 - a. Roster indicating the designated event supervisor and assigned personnel;
 - b. Planned ingress and egress of vehicles accessing and if applicable bypassing the event (schematic should be attached);
 - c. Provisions ingress and egress of pedestrian at the event (include on schematic);
 - d. Provisions for parking (include on schematic);
 - e. Crowd control;
 - f. Public transportation, if any;
 - g. Provisions for relief and/or exchange of personnel assigned to the event (heat, cold, exhaustion, etc.)
 - h. News media staging areas (include on schematic);
 - i. Alternate traffic routes (include on schematic);
 - j. Temporary traffic controls (include on schematic);
 - k. Parking prohibitions (include on schematic)
 - l. Emergency vehicle access (include on schematic)
 - m. Use of Special Operations personnel;
 - n. Logistical requirements, if any; and,
 - o. Interagency considerations, if any.



- C. After-Action Report Required.
 - 1. Subsequent to a planned special events, the Field Services Division Commander or his/her designee will prepare an after-action report detailing the effectiveness of the initial plan to include:
 - a. An assessment of bulleted entries made pursuant to section III, B, of this SOP to include any significant differences between plans and actual experience/observation; and,
 - b. Recommendations should the event occur again.
 - 2. The after-action report will be attached to the respective special event plan and forwarded to the Chief of Police.
 - 3. The report will then be filed in the records bureau for future reference.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #9-12 | |
| <i>Disaster Response</i> | | | |
| Effective Date June 26, 2012 | Revision # 1 | Re-evaluation Schedule June | Amends/supersedes SOP #228 of 09-28-2007 |
| Notes/References CALEA Standards 2.1.4 & 46.1.2 | | # of Pages 3 | |

I. Purpose

To provide guidelines for the agency's response to natural and man-made disasters to include acts of terrorism.

II. Policy

The agency recognizes the impact potential for both natural and man-made disasters within its service community as well as the greater Charleston area. The agency's response to any disaster will depend on the nature and magnitude of the disaster. The agency will employ this SOP along with management structure of the Incident Command System (ICS) (see SOP #9-01 (Incident Command System)), in whole or in part, as necessary to coordinate internal and inter-agency efforts to respond to a disaster situation. Agency personnel will exercise the character qualities of cautiousness, decisiveness, determination, and diligence when responding to disaster situations.

III. Definitions

- A. Natural disaster – any disaster caused by the forces of nature to include but not limited to floods, hurricanes, and earthquakes.
- B. Man-made disaster – any disaster caused by the act of man to include but not limited to aircraft crashes, train derailments, spills, and acts of terrorism.

IV. Procedure

- A. Planned Responses



1. The agency will act in concert with the provisions of the City's Emergency Preparedness Manual as directed by the Mayor or City Administrator.
 2. The agency will assume its role within the City's ICS and will utilize the applicable functional components and related responsibilities of the ICS to guide its internal operations.
- B. Unplanned (Emergency) Response and Deployment
1. Initial Deployment
 - a. Dispatch available personnel to initial positions to assess the situation and establish a perimeter around the scene (if a fire or chemical spill, etc.). Responding units should:
 - (1) Stop all traffic into the affected area (with the exception of emergency response vehicles) and re-route traffic;
 - (2) The senior officer on-scene should establish an entry control point and an on-scene command post until the arrival of a supervisor; and,
 - (3) Initiate evacuation procedures as necessary.
 - b. Contact the Chief of Police (or his designee) and advise of the situation.
 - c. Alert the following agencies of the possible need of assistance as necessary (no order implied):
 - (1) Surrounding municipal and county agencies;
 - (2) South Carolina DPS (Highway Patrol and/or State Transport Police);
 - (3) State Law Enforcement Division (SLED)*;
 - (4) Goose Creek Fire Department and EMS;
 - (5) South Carolina Department of Natural Resources;



- (6) Federal Bureau of Investigation*
- (7) Joint Terrorism Task Force*
- (8) National Guard**; and,
- (9) Other agencies as directed.

* Only notified on the direction of the Chief of Police (or his designee).

**Only notified on the direction of the Mayor.

2. Additional/Follow-up Action


- a. Initiate call-out procedures as directed by the Chief of Police (or his designee);
- b. Dispatch additional personnel as they become available and as required;
- c. Identify critical facilities at risk and dispatch personnel to guard them;
- d. Alert the City Administrator;
- e. If established by the Mayor, enforce curfew in affected areas; and,
- f. Update outside agencies of the situation.

C. Documentation

- 1. Appropriate documentation necessitated by the given incident will be compiled in accordance with appropriate SOPs.
- 2. An after action report will be compiled in accordance with the requirements of SOP #9-01 (Incident Command System).

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #9-13 | |
| <i>Active Threat Response</i> | | | |
| Effective Date August 15, 2016 | Revision # 1 | Re-evaluation Schedule July | Amends/supersedes SOP #9-13 of 02/05/2014 |
| Notes/References CALEA Standard 46.1.10 | | # of Pages 5 | |

I. Purpose

To provide procedures for responding to active threats.

II. Policy

Active threats are situations wherein one or more persons are placing the lives of any number of persons in jeopardy by way of the threat or acts of violence such as shooting, stabbing, bludgeoning, etc. Agency personnel will attempt to minimize such threats without undue delay thereby incurring as few civilian and law enforcement casualties as possible. The scale of the incident will dictate the necessity and/or applicability of the numerous provisions of this procedure. Exercising the character qualities of decisiveness, diligence, and orderliness will provide our personnel the best opportunity to bring about a favorable outcome in such situations.

III. Procedure

A. Dispatching and Notifications

1. The communications center will take and dispatch any inbound call reporting an active threat in accordance with established procedures.
2. The communications center will initiate an all-page throughout the police building notifying all personnel of the nature of the location and nature of the incident.
3. The communications center, upon direction from proper authority, will notify surrounding agencies.



- a. Requests for assistance will be made as specified by that authority.
 - b. Upon direction of proper authority, notification of additional agencies outside the surrounding area may be made via teletype or other similar means.
 - c. Any assets requested will be directed to the designated staging area. Command or supervision associated with those assets will be directed to the Incident Command Post (ICP).
4. The agency's spokesperson or City's Public Information Officer (PIO) will be informed as soon as practicable after initial dispatching and notifications.
- a. The spokesperson/PIO will confer with the Incident Commander to develop accurate information to notify the public and promote the safety of persons at the scene of the incident or those that may travel to or by the incident scene.
 - b. The spokesperson/PIO will disseminate the information to local media outlets as soon as practicable.
 - c. The spokesperson/PIO will follow the progression of the incident and periodically confer with the Incident Commander to develop accurate updates to disseminate to media outlets.
 - d. The spokesperson/PIO may designate a media area to promote the efficiency of disseminating information. The media will not be restricted to such area and may access any areas accessible to the general public.

B. Initial Response

1. The Incident Commander will identify an ICP and employ the remaining functions of the Incident Command System (ICS) in accordance with established procedures.
 - a. For incidents in schools, a reunification point must be identified and staffed accordingly.



- b. Inner and outer perimeters must be established and staffed with consideration given to maximizing the safety of the citizenry and the demands created by the need for evacuation and traffic detours.
2. In situations where lives are not in imminent danger, tactical provisions for perimeter control, notification and use of the S.W.A.T. Team, and any other applicable procedures enumerated herein or in applicable SOPs will be employed.
3. When lives are in imminent danger, first responding officers will respond to the scene in an effort to address a threat. Officers will link up with additional responding officers if the circumstances of the threat and timing permit. Officer link-up will be carried out in accordance with the latest agency training.
 - a. In the event the threat is eliminated, the group will hold their position and notify the communications center accordingly.
 - b. Any relevant intelligence gleaned will be transmitted without undue delay.
 - c. In the event the officers can not readily identify the threat or an objective to pursue, the group will locate and secure the office (in a school) or other room.
 - d. As additional officers arrive and strike groups are assembled, they will be assigned according to the needs dictated by the situation.
 - e. As tactical teams arrive they will be directed to follow prescribed tactical assignments and clear and secure all portions of the premises.
 - (1) Room to room searches will not be conducted until the threat is eliminated or the location of the threat is verified to a reasonable certainty.
 - (2) Tactical teams will conduct room to room searches and extricate any and all injured survivors to staged medical personnel. Medical personnel may be



escorted into the inner perimeter and directed to immobile parties.

- (3) For incidents in schools, tactical teams will escort students to busses that are staged to transport them to the reunification point for debriefing and release to family.

C. Scene Security and Investigation

1. Tactical teams will complete the building evacuation and then conduct secondary and tertiary searches of the premises.
2. Tactical team members will be assigned to secure all areas of the incident and to maintain security and safety until the property is released back to its owner.
3. Investigators will be permitted on-premises once all threats and hazards are mitigated.

D. Reports and Documentation

1. All officers responding to an active threat call will complete an incident report documenting their involvement and observations.
2. Such incidents will be reviewed in accordance with ICS procedures.

E. Annual Review Required


1. Annually, the Administrative Services Division Commander or his/her designee will prepare a written report bearing the following:
 - a. A review of this SOP and any related SOPs against current best practices with recommendations, if any, for changes as may be applicable; and,
 - b. A review of the agency's training programs against best practices with recommendations, if any, for changes as may be applicable.



- 2. The report will be forwarded to the Chief of Police via chain-of-command for review and approval then distributed to Command Staff for review.

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| Per Order | Harvey Becker, Chief of Police |  |
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|  | Goose Creek Police Department Standard Operating Procedure (SOP) | #9-14 | |
| <i>Crisis Negotiation Procedures</i> | | | |
| Effective Date September 20, 2016 | Revision # New | Re-evaluation Schedule April | Amends/supersedes None |
| Notes/References CALEA Standard 46.2.4 | | # of Pages 5 | |

I. Purpose

To provide guidelines for responding to and handling operational considerations for hostage, barricaded subject and suicidal subject calls.

II. Policy

The agency's response to a hostage, barricaded subject or suicidal subject call for service will depend upon the immediacy of the critical incident. The agency will employ this SOP as well as SOP #9-07 (Hostage/Barricades Subject Procedures) along with management structure of the Incident Command System (ICS), in whole or in part, as necessary to coordinate internal and inter-agency efforts to isolate and defuse, rescue hostages, and apprehend suspect(s) in conjunction with tactical operations outlined in SOP #8-09 (Special Weapons & Tactics Team). Agency personnel will exercise the character qualities of cautiousness, patience, persuasiveness, tolerance and compassion when dealing with these types of critical incidents.

III. Procedure

A. Crisis Negotiator Role

1. The crisis negotiation function is a specialized collateral function within the agency staffed by qualified personnel. Agency members who desire to participate must understand that their primary responsibilities are those duties described in the job description of their rank and assigned position.
2. The crisis negotiator reports directly to the Chief of Police or his designee.



- B. Crisis Negotiator Availability and Activation
1. The crisis negotiator will be on an on-call status as needed. The crisis negotiator will be activated any time that the S.W.A.T. Team is activated.
 - a. The crisis negotiator must provide a telephone number where they can be reached after hours.
 - b. The crisis negotiator must arrive at the designated staging point within one (1) hour of notification.
 2. All annual leave or compensatory time taken by the crisis negotiator will be reported to the S.W.A.T. Team Commander in addition to the member's regular supervisor.
- C. Coordination and Cooperation
1. The S.W.A.T. Team Commander and on-scene commander will coordinate the efforts of the crisis negotiator and other operational components involved.
 2. The on-scene commander will maintain command of the incident until such time that the agency's response shifts to an approved tactical plan.
 3. The crisis negotiation component of the critical incident response will coordinate directly with the tactical component of the response in an effort to resolve the matter in a peaceful and safe manner.
- D. Operations
1. Upon arrival on scene, the Crisis Negotiator will:
 - a. Assume responsibility for all communication with the subject;
 - b. Assist the S.W.A.T. Team Commander with assessing the critical incident and developing a recommended crisis negotiation strategy;



- c. Establish and maintain a crisis negotiation operations center (CNOOC) within the inner perimeter;
 - d. Ensure the CNOOC is free of distraction and unauthorized personnel;
 - e. Secure and assign needed personnel to assist with documenting intelligence and/or communicating updated information to the S.W.A.T. Team Commander.
 - f. Coordinate with the S.W.A.T. Team Commander for the delivery of the specialized negotiation throw phone to the critical incident site;
 - g. Maintain a chronological record of all CNOOC activities.
 - h. Maintain incident information charts within the CNOOC which reflect the intelligence necessary to support the negotiation effort;
 - i. Establish reliable communication with the S.W.A.T. Team Commander and the command post. This is crucial in the event that a tactical resolution becomes necessary;
 - j. Coordinate with the S.W.A.T. Team Commander to determine delivery, surrender and arrest plans;
 - k. Request specialized personnel if needed, to include assistance from other agencies;
 - l. Provide periodic updates to the S.W.A.T. Team Commander; and,
 - m. Provide support to the S.W.A.T. Team as needed.
2. Only the certified crisis negotiator will serve in this capacity unless exigent circumstances necessitate deviation from this initiative.
 3. At no time will any person, law enforcement or civilian; be allowed to enter the critical incident site in exchange for a hostage or other concession by a subject.

4. Drugs will not be induced to food or beverages provided to the subject or hostages unless exigent circumstances mandate otherwise.
5. The relocation of the subject should not be considered.
6. A decision to permit a subject to leave the critical incident site under circumstances other than surrender will be made by the S.W.A.T. Team Commander after reevaluating the following:
 - a. Whether the imminent threat to the hostage(s) warrants such a decision;
 - b. The S.W.A.T. Team Commander has determined the movement to be tactically advantageous, the perimeters can effectively be reestablished and command and control can be maintained throughout the movement;
 - c. Legal and jurisdictional issues have been addressed and resolved; and,
 - d. There will be no degradation of control.
7. All efforts must be made to avoid unnecessary collateral damage, prolonged displacement of residents and businesses, interruption of free movement and access to transportation.

D. Crisis Negotiator Eligibility

1. Assignment to a vacant crisis negotiator position is a collateral function.
2. To be considered eligible for an available position, sworn personnel must:
 - a. Have at least 2 years experience in the agency or verifiable prior crisis negotiations experience;
 - b. Have not received serious disciplinary action within the preceding 12 months; and,
 - c. Have a demonstrated record of patience, reliability and wisdom.



3. Crisis negotiators will be selected as specified in SOP #1-04.

E. Mandatory Training

1. Crisis negotiator training shall be conducted as prescribed in the latest edition of the agency's training catalog.
2. The S.W.A.T. Team Commander may schedule other training and readiness exercises as deemed necessary.

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| Per Order | Harvey Becker, Chief of Police |  |
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