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PURPOSE: To require the formulation, annual updating, and distribution of the goals and objectives for the Mount Pleasant Police Department and all major components within the Agency to all Agency personnel.

POLICY: It is the policy of the Mount Pleasant Police Department to guide the operation of all major components through the use of goals and objectives.

1. Preparation.

   A. The responsibility for the preparation of goals and objectives for the Department and each organizational component rests with the Chief of Police.

      If a particular strategy or statement of mission is to be successful, it must meet the following test:

      o The mission, or goals and objectives, must be capable of attracting continued support from political and legal officials who authorize the continuation of the enterprise.

      o It must be operationally feasible and should take advantage of the distinctive competencies and capabilities of the Department.

      o It must be considered valuable to the community.

   B. Goals and objectives will be updated annually for the Department. The goals and objectives for the year will range from January 1st to December 31st.

2. Distribution.
A. Upon being developed, all goals and objectives will be made available to all Agency personnel, as well as any updates or modifications.

3. Goals and Objectives Progress Reports.

Progress made towards the attainment of Departmental goals and objectives for each organizational component will be presented to and reviewed by the Chief of Police during staff meetings in the month of December.
PURPOSE: To provide clear guidance and direction as to the Mission and Values of the Mount Pleasant Police Department.

POLICY: It is the policy of the Mount Pleasant Police Department that personnel should make decisions that support the Mission Statement and are in compliance with the Department’s Values.

1. Procedure

   A. Mission Statement

      The Mission of the Mount Pleasant Police Department is to enhance the wellness of the community by working in partnership with citizens to protect life and property, maintain order, understand and serve community needs and enforce the law in a manner consistent with democratic values.

   B. Values

      1. The Mount Pleasant Police Department will respect and protect the constitutional rights and civil liberties of all citizens.

      2. The Mount Pleasant Police Department believes that all citizens should have equal access to police service.

      3. The Mount Pleasant Police Department will treat each citizen with fairness and respect.

      4. The Mount Pleasant Police Department is committed to professional conduct and believes integrity has no price.
5. The Mount Pleasant Police Department understands its foundation is public trust and believes it should be held accountable for its actions.

6. The Mount Pleasant Police Department recognizes the limits of tax dollars and believes it should be held accountable for the efficient and effective management of its resources.

7. The Mount Pleasant Police Department will involve the community in the development of police strategies.

8. The Mount Pleasant Police Department believes its service delivery must incorporate a shared responsibility with the community and motivate the strengths of neighborhoods.

9. The Mount Pleasant Police Department believes the prevention of crime is its primary goal, but will move aggressively toward arrest and prosecution to those who commit crime.

10. The Mount Pleasant Police Department will seek input of employees into matters that affect them.

11. The Mount Pleasant Police Department will judge the conduct of its employees in the context of motive and reasonableness, recognizing that mistakes will inevitably occur.

12. The Mount Pleasant Police Department believes in educational standards and career development for its employees.
PURPOSE: To ensure all personnel receive training in and adhere to a Code of Ethics.

POLICY: It is the policy of the Mount Pleasant Police Department that all sworn personnel take an oath of office prior to assuming sworn status. All sworn and civilian personnel will abide by a Code of Ethics and receive ethics training annually.

1. Oath of Office.

All personnel, prior to assuming sworn status, shall take and subsequently abide by an oath of office to enforce the laws of the State of South Carolina, uphold its Constitution, Mount Pleasant City Ordinances, and to uphold the Constitution of the United States.

2. Code of Ethics.

A. All sworn personnel will abide by the Law Enforcement Code of Ethics, a copy of which is provided to all personnel prior to assuming sworn status.

B. All personnel will abide by the South Carolina “Ethics, Government Accountability and Campaign Reform Act of 1991” a copy of which is available in the Town of Mount Pleasant Personnel Department. A brochure, produced by the South Carolina Ethics Commission, of the Rules of Conduct are provided to all employees during orientation.

C. All employees will receive an eight hour block of ethics instruction and annual refresher training thereafter.
LAW ENFORCEMENT CODE OF ETHICS

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

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty. I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

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

Rules of Conduct
General Information

All public employees, public officeholders, and public members are expected to adhere to and follow the Rules of Conduct as outlined in the Ethics Reform Act. Anyone who is found guilty of violating these rules is subject to prosecution by the State Ethics Commission and the Attorney General's Office.

A public official, public member, or public employee may not knowingly use his official office, membership, or employment to influence a government decision to obtain an economic interest for himself, a member of his immediate family, an individual with whom he is associated, or a business with which he is associated.

A person may not directly or indirectly give, offer, or promise anything of value to a public official, public member, or public employee with intent to influence the public official's, public member's, or public employee's official responsibilities, nor is the public official, public member, or public employee to ask, demand, solicit, or accept anything of value for himself or for another person in return for fulfilling his official responsibilities or duties.

A public official, public member, or public employee may not receive anything of value for speaking before a public or private group in his/her official capacity. A meal can be accepted if provided in conjunction with the speaking engagement where all participants are entitled to the same meal and the meal is incidental to the speaking engagement. A public official, public member or public employee may receive payment or reimbursement for actual expenses incurred.

Public officials, public members, or public employees may not receive money in addition to that received by the public official, public member, or public employee in his official capacity for advice or assistance given in the course of his employment as a public official, public member, or public employee.

No public official, public member, or public employee may disclose confidential information gained as a result of his responsibility as a public official, public member, or public employee that would affect an economic interest held by himself, a member of his immediate family, an individual with whom he is associated, or a business with which he is associated.

No person may serve as a member of a governmental regulatory agency that regulates any business with which that person is associated.

No person shall serve on the governing body of a state; county; municipal; or political subdivision, board, or commission and serve in a position of the same governing body which makes decisions affecting his economic interests.

A public official occupying a statewide office, a member of his immediate family, an individual with whom he is associated, or a business with which he is associated may not knowingly represent another person before a governmental entity.

No member of the General Assembly or an individual with whom he is associated or business with which he is associated may represent a client for a fee in a contested case before an agency, a commission, board, department, or other entity if the member of the General Assembly has voted in the election, appointment, recommendation, or confirmation of a member of the governing body of the agency, board, department, or other entity within the 12 preceding months.

A public member occupying statewide office, an individual with whom associated, or a business with which associated may not knowingly represent a person before the same unit or division of the governmental entity for which the public member has official responsibility.
A public official, public member, or public employee of a county or municipality, an individual with whom associated, or a business with which associated may not knowingly represent a person before any agency, unit, or subunit of that county or municipality.

A public employee, other than of a county or municipality, an individual with whom associated, or a business with which associated may not knowingly represent a person before an entity of the same level of government for which the public employee has official responsibility.

No public official, public member, or public employee may cause the employment, appointment, promotion, transfer, or advancement of a family member to a state or local office or position in which the public official, public member, or public employee supervises or manages. A public official, public member, or public employee may not participate in an action relating to the discipline of the public official's, public member's or public employee's family member.

A former public official, former public member, or former public employee holding office, membership, or employment may not serve as a lobbyist or represent clients before the agency or department on which the public official, public member, or public employee formerly served in a matter in which he directly and substantially participated for one year after terminating his public service or employment.

It is a breach of ethical standards for a public official, public member, or public employee who participates directly in procurement to resign and accept employment with a person contracting with the governmental body if the contract falls or would fall under the public official's, public member's, or public employee's official responsibility.

No person may use government personnel, equipment, materials, or an office building in an election campaign. A person may use public facilities for a campaign purposes if they are available on similar terms to all candidates and committees. Likewise, government personnel may participate in election campaign on their own time and on non-government premises.

A public official, public member, or public employee may not have an economic interest in a contract with the state or its political subdivisions if the public official, public member, or public employee is authorized to perform an official function (including writing or preparing the contract, accepting bids, and awarding of the contracts) relating to the contract.
<table>
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<tr>
<th>SUBJECT</th>
<th>LIMITS OF AUTHORITY</th>
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<td>CALEA REFERENCE</td>
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**Amends/Supersedes**
- AMENDED 8/8/94, 06/04/08

**Distribution**
- SWORN PERSONNEL

**Re-Evaluation Date**
- Annual

**No. Pages**
- 2

**Purpose:** To establish limits of authority, discretionary judgment and alternatives to arrest.

**Policy:** It is the policy of the Mount Pleasant Police Department that officers will only utilize the authority identified in the South Carolina Code of Laws and the Town of Mount Pleasant Ordinances to enforce state laws, city ordinances and regulations all the while recognizing that there are situations where discretion and alternatives to arrest may be an appropriate option.

1. **Authority.**
   - A. Section 5-7-110 of the South Carolina Code of Laws authorizes municipal police officers to enforce all state laws, city ordinances or regulations.
   - B. Section 34-05 of the Code of Ordinances for the Town of Mount Pleasant authorizes the Chief of Police to supervise members of the Police Department.

2. **Discretionary Judgment.**
   - A. All sworn personnel are permitted to apply professional and impartial discretionary judgment in situations involving investigative and arrest procedures. In addition to statutory requirements, legal precedent and contemporary public opinion may be considered when exercising discretion. The use of discretion shall be sharply limited in felony situations. A greater latitude of discretionary judgment will be permitted in the investigation of misdemeanor and Town Ordinance offenses. However, nothing in this directive is to be construed as permission to disregard any state law, ordinance, or rule and regulation of the Department. Each officer will be held accountable for his actions in these circumstances.

3. **Alternatives to Arrest.**
   - A. Sworn personnel are permitted to use alternatives to the physical arrest of violators. Alternatives include the issuance of citations or the use of court summonses in non-violent criminal situations. Other less serious non-traffic related violations may allow the use of
verbal warnings, and less serious traffic related violations may allow the use of public
contact/warning tickets.

B. Juvenile offenders shall be processed in accordance with applicable departmental directives.
PURPOSE: Is to adopt 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.

POLICY: Officers of the Mount Pleasant Police Department may carry a firearm while in an off-duty status provided they have met all requirements of use and they comply with all federal and state laws, as well as Department Policies, pertaining to concealed carry by law enforcement officers.

1. Procedures.

A. Officers may carry their Department issued firearm while off-duty as long as they have qualified for its on duty use. Any officer desiring to carry other than the issued firearm during off-duty status must provide in writing to the Chief of Police, a request to carry the weapon off duty. Attached to this request must be certification of ownership, certification of proper function and safety, inspection conducted by a certified firearms instructor, and a statement of qualification. The caliber of the off-duty weapon shall not exceed the caliber of the weapons issued by the Department.

B. Under Federal Law sworn officers are allowed to possess a concealed firearm anywhere in the United States (HR 218). Officers should be aware that while this law exempts officers from laws prohibiting such possessions, it does not give officer police powers of any type outside of their jurisdiction. As such, 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.
C. Officers shall refrain from carrying firearms when contemplating the consumption of alcoholic beverages or under other circumstances where the need to carry a firearm is outweighed by safety issues associated with the circumstances the officer will be undertaking.

D. A member of the Department who becomes aware of an incident which 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. “Action” under this provision is fulfilled by reporting the incident and shall not require the officer to place themselves in a position of peril. An officer who is faced with such circumstance should act in accordance with the guidelines of this policy.

E. Procedure for Off-Duty Action:

(1) First, if possible go to a safe location and call 911.

(2) Second, when you encounter a situation off-duty which seems to require police action, you must consciously evaluate whether your involvement is necessary or desirable, given the circumstances. The question to be asked is how important and urgent is the need for your intervention?

(3) Officers should use an off-duty/plainclothes wrist-band (should be placed around the driving gear shift for ready access and should be worn on the weapon hand), badge necklace, or any other clothing or item available which identifies you as a law enforcement officer to responding law enforcement personnel.

(4) A number of circumstances may impact your decision to get involved in any situation:

• You may be alone, with family members, or other non-police personnel
• It is unlikely you will have all of the necessary police equipment while off-duty, for example; Capstun, Asp baton, handcuffs, or radio, therefore limiting the options you have available.
• You may be faced with multiple suspects or unaware of hidden suspects.
• There may be environmental factors working against you such as: lack of cover, crowds of civilians, darkness, etc.
• Your intervention may spark as escalation of violence.

Therefore your best plan of action may be to:

a. Gather accurate intelligence like a good witness until uniformed, On-duty officer arrive.
b. Remember, you have NO LEGAL OR DEPARTMENTAL obligation to get involved, especially if such intervention places you in a position of peril or such intervention requires you behave recklessly, carelessly or compromises sound tactical practices.

c. While Department policy mandates you “take action” when witnessing a serious crime, calling the police and monitoring the situation from a SAFE vantage point fulfills this obligation.

d. Most survival conscious officers have trained themselves NOT to intervene off-duty UNLESS their life or the life of another innocent party is IMMINENTLY in danger. In other words, you should only consider intervention when deadly force would be justified. You should not intervene just to make an arrest while off-duty. The decision to take action, beyond simply reporting, is a personal one and is not a requirement of the Department.

e. If you decide you must get involved, attempt to have someone call 911 to advise the operator an off-duty officer is on scene, if you are armed, and to describe you and your clothing if possible. This will affect the mindset of the responding officers and prepare them for what they may encounter. When uniformed officers arrive, have your badge and credentials out and visible. Do not rely on showing just your identification or badge as a means of protection, because at a distance and under stress your badge may not be seen and you identification may not be given credibility.

f. If possible officer should hold their badge and credentials next to their gun for the best chance of being seen, because the eyes of the responding officers are most likely to be immediately drawn to your firearm. You are probably safer to RE-HOLSTER your gun when other officers arrive, unless doing so would put you and the responding officers or innocent civilians in jeopardy. Until the responding officers sort out who is who, your gun is your greatest personal liability.

g. If you have cover, maintain it and communicate verbally from there.

h. Make your hands visible. Having responding officers see you are unarmed and non-threatening will work to calm them and protect you.

i. Verbally identify yourself as a police officer—REPEATEDLY AND VERY LOUD. Keep shouting out: “POLICE! DON’T SHOOT! OFF-DUTY OFFICER!” until you get
acknowledgement and directions as to what you should do. Remember, the noise and excitement of the scene, combined with auditory blocking may prevent responding officers from initially hearing you.

j. When the responding officer issue commands, follow them promptly and completely. Expect to be treated like a suspect until your law enforcement status is verified.

k. When carrying a firearm off-duty, it shall be concealed from public view by an outer jacket, shirt, sweater, etc. If an off duty officer’s firearm is observed and prompts the response of police or security officials, the off-duty officer should respond in a manner consistent with this policy.

l. If you have a gun in your hand, NEVER, turn toward an on-duty officer.

**NOTE:** Plainclothes officers should be aware the same recognition issues applying to off-duty officers also apply to plainclothes officers and while rules of action are different, the rules with respect to protective steps, i.e. movements, identification, etc. remain the same.
PURPOSE: To establish the procedures by which Mount Pleasant Police Officers and retired Mount Pleasant Police Officers in possession of photographic identification cards complying with 18 U.S.C Section 926c, may carry a concealed firearm.

POLICY: The United States Congress passed the Law Enforcement Officer Safety Act (LEOSA) of 2004, commonly referred to as HR 218 and codified as 18 U.S.C. Section 926B and C, which amended Chapter 44 of Title 18, United States Code by authorizing active and qualified retired law enforcement officers to carry a concealed firearm under certain conditions. It shall be the policy of the Mount Pleasant Police Department to implement the Law Enforcement Officer Safety Act (LEOSA).

1. Definitions:

   A. Qualified law enforcement officer: a sworn Mount Pleasant Police Officer who-

      1) is authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law, and has statutory powers of arrests or apprehension;

      2) is authorized by the agency to carry a firearm;

      3) is not the subject of any disciplinary action which could result in suspension or loss of police powers;

      4) meets, standards, if any, established by the agency which require the employee to regularly qualify in the use of a firearm;

      5) is not under the influence of alcohol or another intoxicating or
hallucinatory drug or substance; and

6) is not prohibited by Federal law from receiving a firearm.

B. Qualified retired law enforcement officer—an individual who—

1) separated from service in good standing from service with the Mount Pleasant Police Department as a law enforcement officer;

2) before such separation, was authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law, and had statutory powers of arrest;

3) (a) before such separation, served as a law enforcement officer for an aggregate of 10 years or more; or

(b) separated from service with the Mount Pleasant Police Department, after completing any applicable probationary period of such service, due to a service-connected disability, as determined by such agency;

4) during the most recent 12-month period, has met, at the expense of the individual, the standards for qualification in firearms training for active law enforcement officers, as determined by the Mount Pleasant Police Department;

5) (a) has not been officially found by a qualified medical professional employed by the agency to be unqualified for reasons relating to mental health and as a result of this before sure finding will not be issued the photographic identification; or

(b) has not entered into an agreement with the Mount Pleasant Police Department from which the individual is separating from service in which that individual acknowledges he or she is not qualified under this section for reasons relating to mental health and for those reasons will not receive or accept the photographic identification;

6) is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance; and

7) is not prohibited by Federal law from receiving a firearm.

C. Qualified law enforcement officer identification—is the photographic
identification issued by the governmental agency for which the individual is employed that identifies the employee as a police officer or law enforcement officer of the agency.

D. Qualified retired law enforcement officer identification is—

A photographic identification issued by the Mount Pleasant Police Department upon an individual separating from service as a law enforcement officer that identifies the person as having been employed as a police officer or law enforcement officer and indicates that the individual has, not less recently than one year before the date the individual is carrying the concealed firearm, been tested or otherwise found by the agency to meet the active duty standards for qualification in firearms training as established by the agency to carry a firearm of the same type as the concealed firearm

E. Firearm:

1) Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;

2) the frame or receiver of any such weapon;

3) includes ammunition not expressly prohibited by Federal law or subject to the provisions of the National Firearms Act.

4) Does not include—

   a) any machinegun (as defined in Section 5845 of the National Firearms Act);

   b) any firearm silencer (as defined in 18 U.S. Code Section 921); and

   c) any destructive device (as defined in 18 U.S. Code Section 921).

Procedures.

A. Notwithstanding any other provision of the law of any State or any political subdivision thereof, an individual who is a qualified law enforcement officer or a qualified retired law enforcement officer and who is carrying the aforementioned identification may carry a concealed firearm that has been shipped or transported in interstate or foreign commerce, subject to limitations in the aforementioned definition.

This section shall not be construed to supersede or limit the laws of any State that—
1) permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property; or

2) prohibit or restrict the possession of firearms on any State or local government property, installation, building, base, or park.

B. Retired Officer Database:

The Mount Pleasant Police Department will maintain a database of retired officers. This database will indicate whether the retired officer is a “qualified retired law enforcement officer” and eligible for an identification card as required by the LEOSA.

C. Application for Law Enforcement Officer Safety Act Identification Card:

1) Qualified retired law enforcement officers may request a Law Enforcement Officer Safety Act Identification Card by submitting an application to the Mount Pleasant Chief of Police or designee either upon retirement or anytime thereafter. Failure to submit a complete application will result in denial of the LEOSA identification card application. A complete application shall include the following:

a) Acknowledgement that the LEOSA identification card does not confer any law enforcement authority and is strictly limited to the provisions of the LEOSA;

b) Acknowledgement that the retired officer has read and is familiar with the LEOSA and that she/he is a qualified Mount Pleasant Police Department retired law enforcement officer as required by this policy and LEOSA.

c) Acknowledgement that any authorization regarding concealed carry under LEOSA is strictly limited to the type of firearm on which the individual qualified hereunder;

d) A signed declaration that she/he is not prohibited from purchasing or possessing a firearm by either federal or state laws;

e) A signed waiver and release of claims and agreement to indemnify, defend and hold harmless the Town of Mount Pleasant, its agents, officers and employees from any and all liability arising from any and all claims, suits, and actions related to carrying a firearm as authorized by LEOSA;

f) The acknowledgements, declarations, and agreements in
proceeding sections a-e shall be provided by the Mount Pleasant Police Department and included in the application packet either as part of the application or as a separate form(s).

g) Any applicant who retired on a “duty related disability” must provide documentation that the retirement was not due in whole or in part for “reasons of mental instability” as defined under the provisions of LEOSA.

D) Background check:

Prior to issuance of an identification card, or any subsequent renewals of an identification card, to a qualified retired law enforcement officer a complete local, state, and federal background check will be performed by the Mount Pleasant Police Department to establish the legal ability of the retired officer to possess a firearm and to determine the applicant’s eligibility to participate in the weapons qualification test required by the Department. Grounds for failure of the background check include: any condition, circumstance, conviction or event which would make it unlawful for the applicant to possess a firearm; and/or any conduct engaged in or offense committed by the applicant which would be considered grounds for refusal to hire if engaged in or committed by an applicant for employment as a police officer in the Mount Pleasant Police Department. An applicant who fails the background check will not be permitted to continue in the process and the application will be denied. This information will be documented in the retired officer database.

E. Firearms Qualification:

1) All qualified retired law enforcement officers are to meet the firearms qualification standards established by the Mount Pleasant Police Department for training and qualification for active officers.

2) Qualified retired law enforcement officers will be notified of the qualification course and the date and time of the next qualification session at the time of application for the LEOSA identification card.

3) On the date of firearms qualification the qualified retire law enforcement officers will sign a statement agreeing to indemnify, hold harmless the Town of Mount Pleasant, its officers, agents and employees from any injury caused by participation in the qualification test and waive any claim for damages incurred during the qualification test.

4) At the time of the firearms qualification the qualified retired law enforcement officer must sign a statement indicating:
a) she/he is not under the influence of alcohol or other intoxicating or hallucinatory drugs or substances; and

b) is not prohibited by federal or state law from receiving firearms.

5) The applicant is responsible for supplying the ammunition necessary for the qualification course and will qualify only with firearms approved under this policy and LEOSA.

6) Should the applicant fail the firearms qualification test they shall be given a second opportunity to successfully complete the test during the same qualification session.

E. Issuance of retired law enforcement officer identification:

1) Mount Pleasant Police Department retired officers who have successfully completed a background check and successfully completed the Mount Pleasant Police Department firearms qualification course will be issued a LEOSA identification card.

2) All LEOSA identification cards shall remain the property of the Mount Pleasant Police Department and shall be surrendered to the Chief of Police or designee any time the holder fails to meet the standards identified in this policy and/or LEOSA;

3) LEOSA identification cards expire twelve months (12) from the date of issuance.

4) All Mount Pleasant Police Department LEOSA identification card holders must maintain a current address and telephone number with the Mount Pleasant Police Department and report any changes within ten (10) days of the change.

5) Identification card renewal, reapplication after application denial, reapplication after failure to successfully complete the firearms qualification, and/or request to be qualified on another approved firearm, shall follow the same procedure as for initial application.

F. Denial of retired law enforcement officer identification: The Chief of Police or designee has the authority to question, approve, or deny any request for an identification card should the applicant fail to meet the requirements of this policy and the LEOSA.
Mount Pleasant Police Department

<table>
<thead>
<tr>
<th>Applicant’s Name (Last, First, Middle)</th>
<th>Home Address (Physical Address, include Mailing address if different)</th>
</tr>
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<tbody>
<tr>
<td>City</td>
<td>State</td>
</tr>
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<td>Sex</td>
<td>Race</td>
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</tbody>
</table>

Your Email Address

Social Security Number (Mandatory)

| AGENCY | Years of Mount Pleasant Police Department Service | Total Service Years | | Total Years | | Total Months |
|--------|--------------------------------------------------|---------------------|--------|-------------|------------|
| Law Enforcement Position Held | | | | | |

| WEAPON | 1 | Type – Semi Auto Pistol or Revolver | Make | Model and Caliber | Serial Number |
|        | 2 | Type – Semi Auto Pistol or Revolver | Make | Model and Caliber | Serial Number |
|        | 3 | Type – Semi Auto Pistol or Revolver | Make | Model and Caliber | Serial Number |

A Qualified Retired Law Enforcement Officer must meet the following eligibility requirements. Please answer the following questions.

- Are you retired or separated in good standing from the Mount Pleasant Police Department, for reasons other than mental inability? Yes or No
- Prior to your separation were you authorized by law to engage in or supervise the prevention, detection, investigation, prosecution, or incarceration of any person for any violation of law and had the statutory powers of arrest? Yes or No
- Before your separation, were you regularly employed as a law enforcement officer for an aggregate of 10 years or more of service, or were you separated from the agency due to a service-connected disability, as determined by such agency, provided that any applicable probation period had been completed prior to the separation? Yes or No
- Are you under the influence of alcohol or other intoxicating or hallucinatory drug or substance? Yes or No
- Are you prohibited by Federal Law from possessing a firearm? Yes or No
- Are you prohibited by State Law from possessing a firearm? Yes or No
- Do you possess a photographic identification issued by the Mount Pleasant Police Department upon retirement or separation? Yes or No

I do hereby declare and affirm under penalty of perjury that the contents of this application are true and correct to the best of my knowledge, information, and belief and that I am a resident of the State of Washington.

Printed Name of Applicant

Signature of Applicant

Date

Printed Name of Mount Pleasant Police Department LEOSA Administrator

Date Received

Signature of Mount Pleasant Police Department LEOSA Administrator

Date Certificate Issued

Date ID Card Mailed

Retired Law Enforcement Officer Application for LEOSA Certification to Carry a Concealed Firearm

Mail this form to:
Mount Pleasant Police Department
100 Ann Edwards Lane
Mount Pleasant, SC 29464
Mount Pleasant Police Department
Firearm Qualification for
Retired Law Enforcement Officers

__________ I have read and understand the Law Enforcement Officer Safety Act
Initials

__________ I agree to indemnify, hold harmless the Town of Mount Pleasant, its’
Initials officers, agents and employees from any injury caused by participation in
the qualification test and waive any claim for damages incurred during the
qualification test.

__________ I am not under the influence of alcohol or other intoxicating or
Initials hallucinatory drugs or substances.

__________ I am not prohibited by federal or state law from receiving or possessing
Initials firearms.

WEAPON MAKE: _______________  WEAPON MODEL: _______________

WEAPON CALIBER: ____________  WEAPON SERIAL NUMBER: _____________

Retired Law Enforcement Officer Name (Printed):____________________________

Retired Law Enforcement Officer Signature: ________________________________

Date: ________________

I certify the above information is true and correct and the retired law enforcement officer named
above participated in the firearm’s qualification course and is:

QUALIFIED: ___________  NOT QUALIFIED: ___________

Firearms Instructor Name (Printed): _________________________________

Firearms Instructor Signature: _________________________________

Date: ________________
PURPOSE: To provide the Mount Pleasant Police Department with guidelines on the use of deadly and less lethal force.

POLICY: The Mount Pleasant Police Department recognizes and respects the value and special integrity of each human life. In vesting sworn officers with lawful authority to use force to protect the public welfare, a careful balancing of all human interest is required. Therefore, it is the policy of the Mount Pleasant Police Department that sworn officers shall use only the force necessary to accomplish lawful objectives.

1. Definitions.

A. Deadly Force: Any use of force that is likely to cause death or serious physical injury.

B. Less Lethal Force: Any use of force other than that which is considered deadly force.

C. Sabre Red: a less lethal weapon that is a pepper gas which sprays a pattern that causes profuse watering of the eyes and nose. Sabre Red does not render a subject
powerless, rather it creates a sense of discomfort and disorientation that may cause the person to cease violent acts.

D. Pepperball System: a less lethal weapon that fires (pepper ball) projectiles that are made of plastic spheres filled with powdered or liquid 5% Oleoresin Capsicum (OC). The projectiles burst on impact and release the OC, thus subduing the suspect.

E. Baton: A less lethal defensive weapon, designed to be used with specific techniques to subdue or control violent subjects.

F. Taser: A less than lethal defensive weapon which fires an air cartridge and uses electricity in stimulating a response in excitable tissue with the intent to encourage compliance, overcome resistance, or temporarily debilitate a subject to prevent serious injury.

G. Special Impact Munitions: A less lethal defensive weapon that fires a 12-gauge bean bag round with the intent to encourage compliance, overcome resistance, temporarily incapacitate, or prevent serious injury, without a significant likelihood of causing death.

H. Firearms—Any weapon in which a bullet is hurled by an explosive.

I. Reasonable Belief: The facts or circumstances the officer knows, or should know, are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.

J. Serious Physical 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.

K. Physical Force: Any force applied to the body, not involving a weapon, in order to enforce compliance with any lawful orders or effect arrest.

2. Situational Control Model

Officers are confronted daily with situations requiring the use of force to affect an arrest or ensure public safety. The degree of force used depends on what the officer perceives as reasonable and necessary under the circumstances and situation at the time the decision to use force is made. The officer must use the most reasonable means available relative to the situation. Nothing in this model is intended to require that the model be followed in successive steps. The Department trains officers in the situational control model which emphasizes the recognition of and response to increased levels of threat. Officers must assess the situation to determine and articulate which level of the situational control model will best bring the situation under control using only the force necessary.

The situational control options are as follows:

Presence: The visual appearance of an officer where it is obvious to the subject due to the
officer’s uniform or identification that the officer has the authority of the law and is willing and able to handle a situation.

**Verbal:** The ability to speak clearly and authoritatively issuing concise commands using a tone that reflects control and professionalism.

**Physical:** Less lethal, weaponless defense. The ability to handle oneself in a "hand to hand" conflict.

**Chemical:** Less lethal weapons such as Oleoresin Capsicum spray, Pepperball gun, and 37mm-gas launcher.

**Defensive Weapons** – Less lethal weapons include the police baton and Specialty Impact Munitions (SIMS), which includes the less lethal shotgun, which is orange in color and fires a bean bag round.

**Firearms**—Any weapon in which a bullet is hurled by an explosive.

B. Parameters for use of deadly force:

1. Officers must be trained and certified as mandated by section 3 (Training and Qualifications) of this policy.

2. Police officers are authorized to use deadly force:
   a. Only when the officer reasonably believes that the action is necessary to protect his or her own life or the life of another or in defense of any person in imminent danger of serious physical injury,
   
      or
   
   b. To prevent the escape of a fleeing felon whom the officer can clearly articulate facts that indicate that if allowed to flee, will pose an imminent threat to human life.

3. Before using a firearm police officers shall identify themselves and state their intent to shoot, where feasible.

4. A police officer may also discharge a weapon under the following circumstances:
   a. During range practice or competitive sporting events,
   
   b. To destroy an animal that represents a threat to public safety.

5. Police officers shall adhere to the following restrictions when their weapon is exhibited:
a. Except for maintenance or during training, police officers shall not draw or exhibit their firearm unless circumstances create reasonable cause to believe that it may be necessary to use the weapon in conformance with this policy.

b. When an officer exhibits his or her firearm in accordance with policy, the officer’s finger shall remain off the trigger unless there exists a threatening target to shoot at and the officer is committed to the shot.

c. Warning shots are prohibited.

d. Police officers will not shoot at or from a motor vehicle unless a suspect is utilizing a motor vehicle for the immediate infliction of serious bodily injury or death of the officer or another person and/or the occupants of the vehicle are utilizing weapons from within the vehicle to cause serious bodily injury or death of the officer or another person and the use of lethal force would be authorized. Officers are prohibited from stepping into the path of the vehicle to create the need for lethal force. This prohibition does not override the use of lethal force to prevent the escape of a fleeing felon whom the officer can clearly articulate facts that indicate that if allowed to flee, will pose an imminent threat to human life.

e. Firearms shall not be discharged when it appears likely that an innocent person may be injured.

(6) Shotguns are issued to assigned officers for use in those rare situations when the issued handgun would be considered insufficient.

a. Shotguns will be stored in the trunk of the assigned officer’s vehicles and secured in the trunk-lid mounted holders provided.

b. Shotguns will be stored with a full magazine and empty, discharged chamber.

c. Mandatory familiarization training with the shotgun will be conducted annually.

(7) Patrol Rifles are issued to assigned officers for use in those situations where high power and long range capable weapons may be needed to resolve a situation and the issued handgun would be considered insufficient.

a. Patrol rifles will be equipped with a sling system suitable for tactical deployment where the weapon may be retained hands free yet ready for immediate use.
b. While on duty, unless the patrol rifle is being deployed it shall be stored in the provided locking device. When off duty the patrol rifle will be removed from the vehicle and secured in the officer’s residence in a manner consistent with the duty pistol.

c. The on-scene officer shall make a decision as to the deployment of the patrol rifle based on the totality of the circumstances in the same manner as with the duty handgun or any other defensive tool.

d. Patrol Rifle field deployment is recommended when any of the following conditions are identified:

1. Any potentially dangerous/deadly force situation where the officer has reason to believe the deployment of the patrol rifle will contribute to the safe resolution of the incident or diminish the risk to officers or the public.

2. The officer is assigned as a cover officer on a perimeter containment team.

3. The officer has cause to believe the suspect is wearing ballistic body armor or is shielded by an intervening barrier.

4. The officer has cause to believe the suspect may require engagement at an extended range.

e. Patrol rifles may be deployed at any time of day or night, with the understanding an officer must have some type of natural light, artificial light or a light source present for proper target acquisition with the standard sights.

f. Officers must complete departmental approved patrol rifle training prior to field deployment with the rifle sighted in accordance with range protocol (sighted in at 50 yards). Officers must complete annual re-qualification and training to remain eligible for field deployment of patrol rifles.

C. Parameters for use of less lethal force.

1. Officers must be trained and qualified as mandated by section 3 (Training and Qualifications) of this policy before they can utilize any less lethal weapon.

2. Where deadly force is not authorized, officers should assess the incident in order to determine which less lethal technique or weapon (Sabre Red, Pepperball, Baton, Taser, or Bean Bag Weapon) will best de-escalate the incident and bring it under control in a safe manner.
3. Officers are authorized to use Department approved less lethal force techniques and issued Pepperball, Baton, or Bean Bag Weapon for resolution of incidents as follows:
   a. To protect themselves or another from physical harm,
   b. To restrain or subdue a resistant individual,
   c. To bring an unlawful situation safely and effectively under control.

4. Officers are authorized to deploy the Department issued taser when they are confronted with an exigency that creates an immediate articulable safety risk and that is reasonably likely to be cured by using the taser

D. Parameters for use of Pepper Spray.

1. Officers will not use Sabre Red when there is a possibility of the spray contaminating civilians in the immediate area, unless the risk of physical injury to those individuals or the officers is greater than the danger posed by the use of the Sabre Red.

2. If at all possible, prior to the application of Sabre Red, the officer will shout "Pepper Spray," to alert other officers in the immediate area of its use.

3. A one-second burst that accurately encompasses the face area produces the most effective results. Additional bursts may be necessary if it becomes apparent from the subject's continued aggression that the face area has not been effectively targeted by the initial spray; however, only the amount of Sabre Red, that is absolutely necessary to bring the subject under control will be authorized.

4. After spraying a subject with Sabre Red, the officer should allow approximately five seconds and then verbalize specific and distinct commands. Tell the subject exactly what you want him/her to do.

5. Subjects who have been sprayed with Sabre Red, will be closely monitored and reassured that they are safe and will be cared for. Advise the subject to breathe normally and relax as much as possible.

6. If practical and safe before transporting, officers may use their issued water located in their PPE kit to begin to decontaminate the subject by flushing his/her face and eyes. However, this should not be attempted if not readily available, or at the risk of officer safety. The suspect should remain restrained during this process.

7. Decontamination of the suspect is the responsibility of the arresting officer. A subject sprayed with Sabre Red, will be transported to Headquarters for decontamination. This consists of flushing with large
quantities of cold water as soon as possible. A non-oil-based soap will help remove the resin from the skin. The affected area should be patted dry with a cloth towel, DO NOT RUB DRY.

8. Further medical assistance must be summoned if the subject displays excessive symptoms such as respiratory distress, bleeding from the nose, or excessive redness. Medical attention must also be sought if normal symptoms of exposure persist more than 45 minutes after exposure.

9. Animal Control officers may use Sabre Red only to protect themselves or others from physical harm by an animal. Animal Control Officers WILL NOT USE Sabre Red on a human being.

E. Parameters for the Use of the PepperBall System

1. Where deadly force is not authorized, and when a suspect(s) exhibits violent or potentially violent behavior that threatens the safety of others and attempts to subdue the subject by persuasion, self-defense techniques, Sabre Red, or Baton, have not been or reasonably appear unlikely to be effective, or:

   A) When it is unsafe for a member to approach a suspect within contact range,

   B) When a higher use of force option may be justified, but an opportunity exists for the use of the PepperBall System.

2. Officers will not use the PepperBall System when there is a possibility of the OC contaminating civilians in the immediate area, unless the risk of physical injury to those individuals or the officers is greater than the danger posed by the use of the PepperBall System.

3. After using the PepperBall System on a subject, the officer should allow approximately five seconds and then verbalize specific distinct commands, telling the subject exactly what you want him/her to do.

4. Officers will reassure the subject that they are safe and will be cared for. Advise the subject to breathe normally and relax as much as possible.

5. If practical before transporting, cool water may be used to flush the subject’s face and eyes, and allow to air dry for ten minutes. However, this should not be attempted if not readily available, or at the risk of officer safety. The suspect should remain restrained during this process. Decontamination of the suspect is the responsibility of the arresting officer.

6. Further medical assistance must be summoned if the subject displays excessive symptoms such as respiratory distress, bleeding from the nose,
or excessive redness. Medical attention must also be sought if normal symptoms of exposure persist more than 45 minutes after exposure.

7. The potential exists for PepperBall Projectiles to inflict injury when they strike the face, eyes, neck, and groin. Therefore, personnel deploying the PepperBall system shall avoid intentionally striking those body areas.

F. Parameters for use of Impact Weapon (ASP Baton)

1. Direct all strikes toward the major muscle areas such as the forearms, thighs, or calves. Strikes to these areas, also known as strike zones, reduce the risk of permanent injury to a subject.

2. Refrain from striking/control techniques that purposely hyper-extend joints such as the knee or delicate impact areas, unless incapacitation is required. Intentional strikes to a subject’s head, neck, throat, and spine, will be avoided, unless deadly force is justified.

G. Parameters for use for the Taser

1. The X-26 Taser manufactured by Taser International is the authorized Taser weapon.

2. The authorized munitions for the Taser are air-cartridges issued by the department.

3. Only officers who have satisfactorily completed a minimum 6 hour training program will be issued and authorized to carry the Taser. Annual recertification will be required. Training will be accomplished with officers not issued Tasers to ensure officer familiarization with the Taser use and to ensure officer safety.

4. The Taser will be worn on the support side in a crossdraw manner, away from the issued firearm and will remain holstered at all times unless it is being tested or being used to respond to an incident.

5. The Taser should only be used against persons who are actively resisting or exhibiting active aggression, and the persons actions are creating an exigency that creates an immediate articulable safety risk and that is reasonably likely to be cured by using the taser:
   a. The Taser may be used when force is legally justified to prevent the reasonably foreseeable threat or actual attempted assault, battery, and/or injury to officers, other persons, and/or the subject or
   b. In cases where the totality of the circumstances indicate the officers, offender, and/or other persons likely will be endangered by the use of passive and/or active force by the subject and
   c. It is understood that deployments against humans may be very dynamic in nature and the probes may impact unintended areas.
   d. The Taser may be used to display the “test arc” or to “paint the subject
with the internal laser” in an attempt to gain voluntary compliance of the subject where resistance, assault, and/or violence is reasonably anticipated.

6. The following circumstances prohibit the use of a Taser:
   a. The subject is in a flammable or explosive environment.
   b. Due to the location of the subject, the risk of falling would cause serious injury.
   c. The subject is in deep water with the risk of drowning.
   d. The subject is operating a vehicle or machinery
   e. The Taser should remain in the officer’s vehicle during inclement weather to avoid an accidental deployment due to the taser getting extremely wet.
   f. For punitive or illegal purposes (coercion, torture)
   g. In drive stun mode as an escort or prodding device
   h. To rouse unconscious, impaired or intoxicated subjects
   i. Horseplay or unprofessional conduct
   j. To experiment on a person or allow a person to experience the Taser, even if the person requests it (not applicable to training exposures or Taser demonstrations).
   k. Against a resistant person unless an immediate danger to the officer or others can be articulated.

7. Use of the Taser on Animals
   The Taser may be used against animals to reduce the need for greater, more injurious force against such animals. The use of the Taser on an animal should be based on the intent to provide a safer, more humane and less traumatic conclusion to the incident. The Taser may be deployed on an animal when:
   a. The animal is threatening or is attacking a person, including officers, another animal, or property.
   b. The animal has threatened or attacked a person, including officers, another animal, or has caused a continuing public nuisance and the animal needs to be captured for reason of public peace or safety, preservation of property, or other legitimate purpose; and the animal poses an active threat to officers in their efforts to perform their duty.

8. Launching Method
   If at all possible prior to deployment the officer should announce, “Taser, Taser, Taser!” The officer should then press the trigger and release, which allows the Taser to cycle for a full five seconds. Cover officers should utilize this time to gain control of the suspect not wait until the cycle stops.
   a. The Taser will be aimed by an integrated laser to the lower center mass (below chest) for front shots and below the neck area for back shots.
   b. The Taser drive-stun method may be used as a secondary deployment consideration under the following conditions:
      1. Failure of both probes to contact the subject with the drive stun
acting as the second probe completing the circuit.
2. Sudden attack on the officer by the subject
3. Attack on an officer by an additional subject after a Taser deployment
c. When the drive-stun method is used pressure points should be targeted with the trachea and the back of the neck avoided. Extreme care should be utilized when applying to the neck and the groin only targeting these areas when officers are defending themselves against a violent attacker.

9. Post Deployment
a. Evidence Collection
   1. The officer should note the penetration of the probes and photograph the area of the probes prior to and after the removal, along with photographing the area of the penetration.
   2. The Taser should be downloaded as soon as reasonably possible and the printout along with the used cartridge (biohazard container) and probes should be placed into evidence. All Tasers issued to officers on-duty should also be downloaded and the printouts placed into evidence.
b. Probe Removal
   1. Probes should be removed by officers wearing rubber gloves, unless the probes have penetrated a sensitive area such as the neck, face, throat, groin, or breast, at which time EMS will be summoned to the scene to remove the probes.
   2. Once the probes are removed the officer should apply bandaids to the penetration sites.
   3. The officer should inspect the probes to ensure the straightened needle is still attached to the probe body and the barb near the end of the probe is still intact.
   4. Suspects should receive medical clearance from EMS or a local medical facility prior to transport to jail.

10. Testing and Inspection
    The Taser should be spark tested prior to the start of the officer’s shift, during Roll Call Inspection, to ensure proper performance, the following procedure will be used when conducting the spark test:
    • Unholster the Taser and remove the cartridge
    • Point the Taser in a safe direction
    • Put the safety switch in the up (ARMED) position
    • Press and release the trigger to allow the taser to cycle for a full five seconds
    • Visually as well as audibly inspect the arc
    • If the Taser does not function properly, if the battery indicates a 20% or less battery life, DO NOT take it into service. Notify the duty supervisor immediately and turn it in to the Supply Officer for repair or replacement.
H. Parameters for the Use of the Special Impact Munitions

1. SIM’s use may only be used under the following circumstances:

As a method for controlling a subject when an officer can articulate that other means of less lethal force are ineffective and as a way to neutralize a significant immediate threat, which may otherwise justify the use of deadly force.

2. The authorized impact deployment weapon for Officers is the orange colored Remington, 870-pump action shotgun or the orange in color Smith/Wesson, 3000 pump action shotgun.

3. The munitions authorized for an officer is the Combined Tactical Systems, #2581 Super-Sock, 12 gauge round.

4. The officer loading the weapon will insure, by visual inspection of each round, that only a SIM round has been loaded.

5. The word “Bean Bag” should be utilized by the deploying officer, to announce the impending launching of a SIMs.

6. Special Impact Weapons will be stored in the officer’s trunk, in a separate container, with a magazine containing only dedicated SIM ammunition. The discharge chamber will remain empty. **LETHAL AMMUNITION MAY NOT BE CARRIED WITH OR LOADED INTO ANY DEDICATED SIM WEAPON.**

3. Training and Qualifications.

A. Deadly Weapons.

1. While on duty, officers shall carry weapons and ammunition issued by the Mount Pleasant Police Department.

2. A certified firearms instructor will review, inspect, and approve, all weapons during annual qualifications.

3. Any officer desiring to carry other than the issued firearm during off-duty status, must provide in writing to the Chief of Police, a request to carry the weapon off duty. Attached to this request must be certification of ownership, certification of proper function and safety, inspection conducted by a certified firearms instructor, and a statement of qualification. The caliber of the off-duty weapon shall not exceed the caliber of weapons issued by the Department.
4. Inspection of weapons will include, but not be limited to, functionality, safety, sight alignment and appropriate maintenance. All weapons are subject to inspection at any time and may be removed from use when it is determined to be in the best interest of the Department.

5. Officers may be required to submit certification of repair and performance from a licensed armorer if a personally owned weapon is removed from service for defect.

6. All officers will be provided a copy of the Department’s Use of Force Policy. Training on the Department’s Use of Force policy will be accomplished and acknowledged in writing, prior to being authorized to carry a weapon.

7. Authorized weapons are those issued by the Department or, in the case of off-duty weapons, are properly registered with the Department and which comply with Departmental specifications.

8. An officer will not carry any weapon unless and until he or she has received proper training in the proper and safe use of that weapon by a Departmental firearm’s instructor and have complied with all registration requirements.

9. Identification, badge, and handcuffs, will be in the possession of officers when carrying a weapon.

10. Officers will NOT carry weapons when:

   o The Officer is intending to or does consume alcohol,

   o The Officer is taking prescribed or over-the-counter medication that impairs reactions in any way.

11. The Mount Pleasant Police Department will conduct training and review the Department’s Use of Force policy for all officers. Training and qualification for duty, off-duty, and specialized weapons, must be accomplished at least annually, which shall be scored on a pass/fail basis by a certified firearms instructor. This Training will be documented in the officer’s training file.

12. Officers who fail to receive a passing score with their duty weapon in accordance with Departmental testing procedures after three (3) attempts shall:

   a) Be relieved of their police powers

   b) Take their accrued leave or be placed on leave without pay.

   c) Coordinate with the Training Unit and receive remedial training from a different firearms instructor within three (3) business days.

   d) Schedule a qualification attempt to be completed within five (5) business days. (The employee will be responsible for ammunition
and targets necessary during remedial training and subsequent qualification. The employee will be given three (3) attempts to qualify. Failure to qualify after remedial training and qualification attempt may result in termination or additional disciplinary action at the discretion of the Chief of Police. The final decision will be based on previous performance during mandatory qualification.

13. An officer shall not be permitted to carry any weapon with which he/she has not been able to qualify with during the annual qualification.

14. Officers will participate in such other mandatory weapons, firearms, and use of force training, as may be directed. Such training will include, but will not be limited to, tactical situations, proficiency development, special needs, and legal updates and will be taught by a certified weapons or tactics instructor. Training may or may not include actual discharge of weapons.

15. A police officer who has taken extended leave or suffered an illness or injury that could affect his use of firearms ability will be required to re-qualify before returning to enforcement duties.

16. Officers are responsible for the safe and proper storage of Agency authorized firearms. When left unattended on or off duty, weapons should be secured in such a manner as to prevent the accidental or intentional discharge of the firearm by an unauthorized person. When officers are not intending to carry their firearm, they must secure it without a magazine and without a round chambered. The firearm will be secured in the trunk of their vehicle by handcuffing it to the vehicle superstructure, or in the locked compartment provided in Department issued Sport Utility Vehicles.

B. Less Lethal force weapons and methods:

Sabre Red, baton, Pepperball System, Taser, and Special Impact Munitions, will only be carried and used by officers who have successfully completed training by qualified Sabre Red, Pepperball Systems, Baton, and Special Impact Munitions instructors. This Training will be documented in the officer’s training file. Sabre Red, Pepperball System, Baton, Special Impact Munitions, training will be required biennially with Taser recertification required annually.

1. An officer is not permitted to use a less lethal weapon unless qualified in its proficient use as determined by training procedures.

2. Sabre Red, Pepperball System, Baton, Taser and Special Impact Munitions, are the only less lethal weapons authorized.

C. Weaponless Control Techniques

Chokeholds and strangleholds are prohibited except in those occasions where lethal force is authorized and the use of such tactics are necessary in preventing the immediate serious bodily injury or death of the officer or another person.
Officers will complete weaponless control technique training at least annually. This training will be conducted by a qualified Defensive Tactics Instructor and documented in the officer’s training file.

D. Remedial Training

Officers that fail to qualify with an authorized weapon must complete remedial training. The training will be conducted by a Qualified Instructor utilizing those portions of the lesson plan necessary to address the deficiencies. Once the officer has completed the remedial training he/she will be provided another opportunity to demonstrate, through qualification, proficiency prior to being returned to duty.

4. Firearms Range Procedures

A. The Agency utilizes approved outside firearms ranges for approved firearms qualification and training. Agency members will adhere to all policies and procedures as well as the rules of the firearms range when utilizing the range for such purposes.

B. Agency members will adhere to range safety procedures and rules. These procedures and rules are documented and will be reviewed prior to every training/qualification event held at the range.

C. A firearms instructor will be present and serve as the range supervisor during all firearms training/qualification at a firearms range.

D. Officers will utilize only approved firearms, ammunition, targets, and equipment when conducting firearms training/qualification at a firearms range.

E. All officers utilizing a firearms range for Agency firearms training/qualification will utilize the following safety equipment:
   1. Body armor.
   2. Eye and ear protection.

F. All range supervisors must be certified firearms instructors. Instructors will receive training in emergency medical response.

G. All firearms and ammunition will be stored in accordance with Agency policies and procedures.

5. Medical Treatment.

In all cases of use of force, whether required or alleged, medical treatment, consistent with any injury sustained by any individual, will be immediately provided by the appropriate first responder or Emergency Services Unit.
6. Reporting uses of force.

A. A written report will be prepared, according to Departmental procedures and forwarded to the Deputy Chief in the following situations:

1. When a firearm is discharged outside of the firing range or sanctioned competitive event,
2. When a use of alleged or actual force results in death, injury, or property damage,
3. When a less lethal weapon is used on a person,
4. When physical force is used to subdue a person,
5. When force could have been utilized, but the situation was concluded through other means.

B. A supervisor will be immediately summoned to the scene in the following situations:

1. When a firearm is discharged outside of the firing range or sanctioned competitive event,
2. When a use of force results in death, injury, or property damage,
3. When a subject complains that an injury has been inflicted or alleges property damage,
4. When less lethal weapons are used.

C. Supervisory Reporting Responsibility: A Use of Force report shall be prepared in Blue Team by a supervisor whenever an officer of the agency utilizes reportable force, as described in Section 5. B. The supervisor will accomplish the following investigative steps in conducting the investigation:

1. Interview the involved subject if they are cooperative, to determine their account of the incident and if they have a complaint.
2. If a crime scene exists; or police equipment exists, which may contain forensic evidence, the supervisor shall ensure that the scene and evidence is processed, photographed and preserved.
3. Have photographs taken of the involved officer(s) and subject(s) depicting any potential injuries or documenting the lack of any injuries to the parties involved.
4. Interview all witnesses to the incident and document their description of the event.
5. Ensure that a qualified health care provider handles any injuries or other medical condition being experienced by the involved person.
6. The supervisor shall review any video recording of the incident, if available, prior to the completion of the Use of Force Blue Team entry and the approval of the officer’s reports
7. The supervisor investigating the use of reportable force shall be responsible for the review and approval of the officer’s reports of the incident, when practicable
8. The supervisor will complete the Use of Force report in Blue Team prior to completing their shift and submit it along with the officer’s report to their chain of command for review.
7. Departmental Response.

A. Deadly force incidents

1. Where a police officer's use of force, while acting in their official capacity or while off duty, causes death or serious physical injury the officer shall be removed from line of duty assignment. Upon the completion of an administrative review, and with a release from a mental health professional, the officer shall be returned to his normal duty assignment.

2. The Department shall conduct an administrative review of the incident and may either conduct a criminal investigation or, upon the discretion of the Chief of Police, may call in an outside agency to conduct the criminal investigation. Any criminal charges anticipated as a result of the criminal investigation will be handled by SLED and the Solicitor’s Office.

B. Administrative review of critical incidents:

1. All reported uses of force will be reviewed by the appropriate Departmental authority to determine whether:

   a. Departmental rules, policy, and procedures, were followed,
   b. The relevant policy was clearly understandable and effective to cover the situation,
   c. Department training is currently adequate.

2. All findings, including policy violations or training inadequacies, shall be reported to the Chief of Police.

3. All use of force incident reports shall be retained as required by State law.

4. There will be a regular review of use of force incidents by the appropriate Departmental authority to ascertain training and policy needs.

5. An annual analysis report of use of force incidents will be published and made available to the public by the Office of Professional Standards.

This directive is for Departmental use only and does not apply in any criminal or civil proceeding. The Department policy should not be construed as a creation of higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this directive will only form the basis for Departmental administrative sanctions.
PURPOSE: To establish the types and specifications of all lethal weapons, less lethal weapons, and ammunition approved for use.

POLICY: It is the policy of the Mount Pleasant Police Department to issue specific weapons and ammunition to its sworn officers.

1. Department issued weapons approved for use by police officers are:

   (a) Glock Model 22/27, .40 caliber
   (b) Glock Model 43, 9 mm
   (c) Glock Model 42, .380
   (d) 12 Gauge Remington 870 Shotgun
   (e) .223 Colt M-16 rifle

2. SWAT issued weapons approved for use are:

   (a) .223 Colt M-16 rifle with scope
   (b) .308 Remington 700 Rifle
   (c) DPMS .223 M-4 rifle with Gemtech Halo Suppressor

3. Departmental approved less lethal weapons are:
(a) Sabre Red – 10 % Oleoresin extract of Capsicum Pepper

(b) Pepperball Weapon Systems

(c) 37mm gas/less lethal launcher (SWAT)

(d) 40mm Lenn Arms 6 shot multi-launcher

(e) Monadnock MEB21 Expandable Baton

(f) Orange in colored Remington 870 and the Smith and Wesson 3000, 12-gauge shotgun, both fire bean bag rounds.

(g) Taser X-26

(h) Taser X-26p

(i) Taser X-2 (SWAT)

(j) Taser 7

4. Ammunition approved for use:

(a) Federal S&W 40 caliber, 165 grain Hydra-shok JHP (Duty)

(b) Remington 40 caliber, 165 grain, FMJ (Practice)

(c) Federal 12-gauge, 00 Buck, 2 ¾ inch (Duty)

(d) Winchester 12-gauge, 2 ¾ inch 8 shot (Practice)

(e) Federal Gold Match .308 Win Match, 168 grain Boat-tailed HP (SWAT Duty)

(f) Remington Core Lokt .223 caliber, 62 grain FMJ (SWAT Duty)

(g) Federal BTHP Tactical TRU 55 grain .223 rifle cartridge

(h) Federal .223 caliber, 55 grain FMJ (SWAT Practice)

(i) Remington .223 caliber, 55 grain PSP (Patrol Rifle Duty/Practice)

(j) Speer Gold Dot .380 caliber 90 grain, JHP (Duty)
(k) Remington .380, 95 grain (Practice)

(l) Federal 9mm, Luger +P, 124 grain HST (Duty)

(m) Federal 9mm, 124 grain FMJ (Practice)

(n) Super Sock, Model 2581, 12-gauge, Bean Bag rounds

(o) Super Sock, Model 3581, 37/40 mm, Bean Bag rounds (SWAT)

(p) CTS, Model 3551/3555, 37/40 mm, Foam batons (SWAT)

(q) CTS, Model 3553/3556, 37/40 mm, .31 caliber pellets (SWAT)

(r) CTS, Model 3558/3559, 37/40 mm, .60 caliber pellets (SWAT)

(s) CTS, Model 3561/3565, 37/40 mm, Wood batons (SWAT)

(t) CTS, Model 3330, 37/40 mm, Indoor Barricade Penetrator, CS liquid (SWAT)

(u) CTS, Model 3340, 37/40 mm, Indoor Barricade Penetrator, OC liquid (SWAT)

(v) CTS, Model 3230, 37/40 mm, Short Range Smoke, CS (SWAT)

(w) CTS, Model 3211, 37/40 mm, Long Range Smoke (SWAT)

(x) CTS, Model 3231, 37/40 mm, Long Range Smoke, CS (SWAT)

(y) CTS, Model 3233, 37/40 mm, Multi-3 Smoke, CS (SWAT)

(z) CTS, Model 3215, 37/40 mm, Multi-5 Smoke (SWAT)

(aa) CTS, Model 3235, 37/40 mm, Multi-5 Smoke, CS (SWAT)

(bb) CTS, Model 2330, 12 gauge, CS Liquid Projectile (SWAT)

(cc) CTS, Model 2340, 12 gauge, OC Liquid Projectile (SWAT)

(dd) CTS, Model 2552/2553, 12 gauge, .31 caliber Rubber Balls (SWAT)

(ee) CTS, Model 2555, 12 gauge, .60 caliber Rubber Balls (SWAT)
(ff) CTS, Model 5210 B, Baffled Smoke Grenade (SWAT)

(gg) CTS, Model 5230 B, Baffled CS Grenade (SWAT)

(hh) CTS, Model 5400, Flameless Smoke Grenade (SWAT)

(ii) CTS, Model 5430, Flameless CS Grenade (SWAT)

(jj) CTS, Model 5440, Flameless OC Grenade (SWAT)

(kk) CTS, Model 9210, Rubber Ball Smoke Grenade (SWAT)

(ll) CTS, Model 9230, CS Rubber Ball Grenade (SWAT)

(mm) CTS, Model 9430, CS Multi-effect Bang/Irritant (SWAT)

(nn) CTS, Model 9593, CS .31 caliber multi-effect pellets (SWAT)

(oo) DDOR, Model 2570, Breaching Munition (SWAT)

(pp) DDOR, Model 2577, 24-7 Heavy Breacher (SWAT)

The caliber of the off-duty weapon and associated ammunition shall be at a minimum .32 caliber and shall not exceed the caliber and ammunition of weapons issued by the Department, with the exception of .45 caliber.
PURPOSE: To identify the jurisdiction of the Mount Pleasant Police Department.

1. Jurisdiction.

The jurisdiction of the Mount Pleasant Police Department is the Town of Mount Pleasant as defined by Town Charter, Town Code and official town maps.

The official maps outlining the Mount Pleasant Police Department's geographic jurisdiction are located in the squad room. These maps will be updated as annexations occur and the responsibility of keeping the maps current rests with the Commander of the Field Operations Bureau.

2. Concurrent Jurisdiction.

The Mount Pleasant Police Department has concurrent jurisdiction with the Charleston County Sheriff's Department within the confines of the Mount Pleasant city limits. The Mount Pleasant Police Department provides complete law enforcement services to the City of Mount Pleasant and has the responsibility of enforcing city ordinances, which include state traffic laws, and the enforcement of state criminal laws within the Town limits of the Town of Mount Pleasant.

3. Concurrent Jurisdiction Agreements.

The General Assembly of the State of South Carolina has enacted into law, effective May 13, 1987, Section 23-1-215 of the Code of Laws of South Carolina, 1976, as amended, which provides the basis for an agreement that was signed on the 17th of May 1988 by the Chief of Police of the Town of Mount Pleasant and the Chief of Police of the City of Charleston.
A. The concurrent jurisdiction Agreement states that officers of the Charleston Police Department and the Mount Pleasant Police Department shall exercise concurrent jurisdiction for the enforcement of all South Carolina motor vehicle laws contained within Title 56 of the Code of Laws of South Carolina, 1976, as amended, within the following geographical boundaries:

1. Northbound on U.S. Highway 17 from Coming Street (Charleston) to Houston Northcutt Road along the Highway 17 Bypass and to Coleman Boulevard (Mt. Pleasant) to include the entire span of the Arthur Ravenel Jr. Bridge.

2. Southbound on U.S. Highway 17 from Houston Northcutt and from Coleman Boulevard to Houston Northcutt Boulevard (Mt. Pleasant) to U.S. Highway 17 South at Coming Street, to include the entire span of the Arthur Ravenel Jr. Bridge.

3. From U. S. Interstate 26 (East) at Spruill Avenue exit ramp to the above-described boundaries in Mount Pleasant.

4. From the above-described boundaries in Mount Pleasant to U.S. Interstate 26 (West) at the Spruill Avenue entrance ramp.

B. An agreement was signed on the 9th of June 1992 by the Chief of Police of the Town of Mount Pleasant, Berkeley County Sheriff, and the Chiefs of Police of the City of Charleston and the City of North Charleston, which states that officers of the agreeing Departments shall exercise concurrent jurisdiction for the enforcement of all South Carolina motor vehicle laws contained within Title 56 of the Code of Laws of South Carolina, 1976, as amended, and all applicable City and Town Ordinances within the following geographical boundaries:

1. The entire length of that portion of the Mark Clark Expressway which connects the City of North Charleston with the Town of Mount Pleasant. Specifically, beginning with the eastern end of Virginia Avenue in North Charleston and traveling over the waters of the Cooper River and the land known as Daniel Island and ending with the western end of the Old Georgetown Highway in Mount Pleasant.
PURPOSE: To set forth the policies and procedures for the Mount Pleasant Police Department regarding mutual aid and/or contractual agreements entered into by the agency for providing law enforcement services.

POLICY: The Mount Pleasant Police Department will coordinate law enforcement services with outside agencies and other entities when the delivery of such services is in the best interest of the citizens of Mount Pleasant.

1. All mutual aid and/or contractual agreements for law enforcement services will contain the following:

   A. a statement of the specific services to be provided;

   B. specific language dealing with financial agreements between the parties, including the cost and method of payment;

   C. specification of the records to be maintained concerning the performance of services;

   D. language dealing with the duration, modification, renewal, and termination of the contract;

   E. specific language dealing with legal contingencies, including provisions for possible litigation that may arise;

   F. stipulation that the Mount Pleasant Police Department maintains complete managerial control over agency personnel;

   G. specific arrangements for the use of equipment and facilities; and
H. a procedure for review and revision of the agreement, if needed.

2. All mutual aid and/or contractual agreements for law enforcement services will assure that employment rights of personnel assigned under the agreements are not abridged by the provider agency.

3. All interagency contracts, interagency mutual aid agreements, and law enforcement contracts in effect prior to the issuance of this directive will be reviewed by the Deputy Chief and the Town of Mount Pleasant Legal Office and may be reviewed at any time upon request to ensure compliance with this directive.
PURPOSE:  To provide procedures for requesting assistance from Federal Law Enforcement or the South Carolina National Guard.

POLICY:  It is the policy of the Mount Pleasant Police Department that emergency request for Federal Law Enforcement or National Guard assistance requires approval of the Chief of Police or his designee and must be in compliance with statutory mandates.

1. Federal Law Enforcement.

   The Mount Pleasant Police Department works cases on a routine basis with the federal law enforcement authorities. Because of our working relations, these agencies will provide technical assistance by verbal requests. On routine case investigations the case agent may request assistance from any federal agency. The Chief of Police or his designee shall give prior approval for requesting emergency assistance from Federal Law Enforcement.

2. National Guard.

   The Mount Pleasant Police Department will utilize the procedure provided in Section 25-1-1840 of the South Carolina Code of Laws when the assistance of the South Carolina National Guard is required.
PURPOSE: To establish a procedure for the objective identification of Habitual Offenders, and assignment of these offenders to specific officers for monitoring.

POLICY: It is the policy of the Mount Pleasant Police Department to identify those offenders who pose a constant threat to the peace and order of the community, to assign those few offenders to specific officers for monitoring, and to ensure that the threat to the community caused by these offenders is minimized.

1. Habitual Offender Identification and Processing
   A. It is an established fact that a small number of individuals account for a disproportionate number of offenses and thereby pose a constant threat to the peace and order of the community. Because of this fact, the Habitual Offender Adoption Program (HOAP) is established to identify and assist in the dealing with these parties.
   B. The identification and prosecution of habitual offenders will require the close cooperation and coordinator between a number of agencies in the criminal justice system, ranging from officers to the solicitor.

2. Responsibilities

   Specific responsibilities of this Department are as follows:

   A. Program Supervisor

      1. The Operations Bureau Commander will act as the HOAP Program supervisor.
2. The Watch Commanders are responsible for the overall administration of the program including, but not limited to:
   a. Overall monitoring of the program
   b. Maintaining an accurate list posted in the Field Operations Office

3. Team Supervisors will be responsible for:
   a. Ensuring the adopting officer is given resources to properly pursue the goals of the program
   b. Ensure support of the program by all subordinate officers
   c. Review documentation to ensure timeliness, completeness, and accuracy
   d. Ensure copies of all contacts by subordinates are forwarded to the team supervisor
   e. Ensuring the proper prosecuting agencies (i.e. Town Attorney, Solicitor’s Office) are notified of the subject’s status as habitual offender if criminal charges are pending in that prosecuting agencies court.

3. Adopting Officer

   The adopting officer will be responsible for:

   1. Maintaining all required documentation on adopted offender
   2. Obtain all available police reports and related documentation pertaining to adopted offender
   3. Contacting all appropriate agencies when required to research conditions or deferments the offender may be subject to
   4. Determine any delinquency on the part of the offender in meeting these obligations and seeking appropriate action
   5. Notifying the proper prosecuting agencies (i.e. Town Attorney, Solicitor’s Office) of the subject’s status as a habitual offender if criminal charges are pending in that prosecuting agencies court.
   6. Document all police contacts and activities regarding the offender
7. Determine possible causes of offenders’ behavior and research possible solutions

4. Habitual Offender Selection (Defined)

A. Habitual or serious offenders are defined as offenders, who have been repeatedly arrested, convicted or who are continuously involved in activities that suggest a pattern of criminal behavior. These offenses may include:

1. A habitual serious offender who is designated as an individual who has (2) or more convictions of violent criminal offenses as listed under section 16-1-60 of the South Carolina Code of Laws or;

2. Felony or misdemeanor offenses that indicate a pattern of behavior of a career criminal such as, but not limited to, shoplifting, theft, prostitution, dangerous drugs, etc. or;

3. An habitual offender whose record as maintained in the office of the South Carolina Department of Highways and Public Transportation shows that he has accumulated the convictions for separate and distinct offenses described in subsection (a), (b) and (c) of section 56-1-1020 of the South Carolina Code of Laws, or;

4. The person is a convicted sex offender as defined by section 23-3-430 of the South Carolina Code of Laws, or;

5. The person is habitual juvenile or “status” offender;

6. The Department’s crime analyst has established a consistent pattern of behavior based on multiple police contacts generated by the offender.

5. Identifying the Habitual Offender (Nomination Procedure)

A. Based on criteria set forth in section four (4), the Crime Analyst will identify potential offenders and forward his suggestions to the Operations Bureau Commander. If the Commander feels the criteria has been met, he will forward the offender to a Team Supervisor who will assign them an adopting officer

1. During arrest procedures, officers should make inquiries into the possibility of any prior background information by accessing Departmental files and NCIC files.

2. Using the criteria established in Section 3, officers should denote in the incident report that the offender is a habitual offender.
3. There must be statistical justification as established that demonstrates that the offender be deemed habitual.

6. Removal from the HOAP Program

Offenders will be removed from the program when it can be confirmed and documented that the offender no longer presents a threat to the community. This can be shown by:

A. Significant reduction in contacts

B. Evidence of relocation or documented proof of offender being removed from the community.
PURPOSE: To ensure the proper handling and prosecution civil and criminal cases.

POLICY: It is the policy of the Mount Pleasant Police Department to review those cases that prosecutors decline to prosecute or dismiss due to alleged agency mishandling.

1. Review of Dismissed Cases.

   A. From time to time cases are returned to the Police Department by the solicitor or town attorney who declined to prosecute them because of circumstances of the arrest, error in charges or poor police investigative actions. In these cases it is of vital importance to the Department that these errors be reviewed and corrective action taken.

   B. Each case that meets the above criteria will be forwarded to the Bureau Commander of the arresting officer for further action. Specific responsibilities are as follows:

      (1) The Bureau Commander shall notify the investigating officer's Watch Commander that the case has been returned to the Department and inform him/her about the circumstances of why the case was not prosecuted.

      (2) The investigating officer's supervisor will interview the officer and advise him/her of the investigative error and instruct him/her on proper procedures to insure that these problems do not reoccur.

      (3) The investigating officer's supervisor will make a report to the Deputy Chief as to the investigative error and what corrective action was taken.
PURPOSE: To establish the Mount Pleasant Police Department's role regarding diversion programs.

POLICY: It is the policy of the Mount Pleasant Police Department to utilize diversionary programs as an effective alternative to the criminal justice process.

1. Criminal Justice and Social Service Diversion Programs

The Mount Pleasant Police Department recognizes that diversion programs are effective alternatives available to the criminal justice process and will support and assist intervention program administrators, courts, and solicitors.

These programs include but are not limited to:

- Pre-trial Intervention
- Substance Abuse Counseling
- ADSAP/NADSAP Rehab Programs
- Vocational Rehabilitation Responsibilities
- Restitution and Public Service Work Programs
- Youth Court
- Operation Transformation
PURPOSE: To establish the Mount Pleasant Police Department's position on pretrial release of prisoners.

POLICY: It is the policy of the Mount Pleasant Police Department that persons subjected to custodial arrest be afforded timely appearance in front of a judicial authority to have a bond established or their case adjudicated in accordance with identified procedures.

1. Pretrial Release of Prisoners.

Persons subjected to custodial arrest for bench warrants issued from the Municipal Court of Mount Pleasant may be, bonded and released at headquarters, if the bench warrant does not mandate jail time.

When a custodial arrest is affected and the charge that is made requires a bond being established by a magistrate, the arrestee will not be released until a bond hearing is held and the magistrate sets the bond.

2. Bond Hearings.

Individuals who are arrested at times when a magistrate is not available to set bond will be incarcerated in the Charleston County Jail and will be provided with the opportunity to have bond established at the next available magistrate's bond hearing.

Individuals incarcerated on charges that the arresting officer has set a bond, i.e., traffic, disorderly conduct, etc., and have not bonded out within twenty-four (24) hours will be taken before the court/bond hearing magistrate.

At a bond hearing the Bond Hearing representative or the arresting officer will present the facts of the case and pertinent criminal history of the arrestee. The decisions as to the
amount or type of bond rest with the bond hearing magistrate. The arresting officer will have the responsibility to verify the posting of bonds and release of individuals from the County jail. If the individual has not bonded out within seven (7) calendar days, the arresting officer will bring the individual before the judge at the Municipal or Magistrate’s Court for trial or plea as desired by the individual at that time. If the arresting officer is different than the initial investigating officer (case agent), the arresting officer will notify the case agent that an arrest has been made in reference to his/her case. The case agent will then ensure compliance with the requirements of court appearances for the defendant. Ultimate responsibility with compliance with this policy is with the case agent.
PURPOSE: To describe and define the organizational structure of the Mount Pleasant Police Department.

POLICY: The organization of the Mount Pleasant Police Department will be structured to provide efficient and effective service, as well as to achieve the goals and objectives of the Department.

I. Organizational Arrangement

The organizational arrangement of the Department consists of the Chief of Police, Deputy Chief and three bureaus.

A. The Department’s organizational configuration and chart is approved by the Chief of Police, who shall review annually and make changes to the configuration/chart when necessary.

B. All members of the Department shall have available to them a graphical depiction of the Department’s organizational configuration.

II. Organizational Description

Department Administration
1. **Office of the Chief of Police**

The Chief of Police is the chief executive officer of the Police Department and is responsible and accountable for the accomplishment of the Department’s mission. The Chief of Police exercises direct supervision over the Deputy Chief, Office of Professional Standards and the Executive Secretary. The Chief of Police reports directly to the Town Administrator.

2. **Office of the Deputy Chief**

The Deputy Chief exercises direct supervision over each organizational Bureau, except the Office of Professional Standards. The Deputy Chief is responsible for planning, organizing, directing, and controlling, the day-to-day operations of the Police Department. The Deputy Chief reports directly to the Chief of Police.

3. **Office of Professional Standards**

The Office of Professional Standards is managed by a Lieutenant who reports directly to the Chief of Police. The office is responsible for administering the awards program, recruitment and selection, as well as conducting internal inquiries.

   A. **Components of the Office of Professional Standards**

   1. Recruitment
   2. Internal Affairs

   B. **Functions of the Office of Professional Standards**

   o Awards Program
   o Internal Inquiries
   o Recruitment
   o Selection

4. **Bureau Commanders**

The Bureau Commanders consist of three (3) Captains, each having the responsibility for managing the functions of their respective bureaus and addressing issues that affect the Department's day-to-day operations.
Bureau Commanders report directly to the Deputy Chief. The Bureaus are Field Operations, Support Services, and Criminal Investigations.

5. Office of Public Information

The Office of Public Information is managed by the Deputy Chief who is responsible for the dissemination of information to the media and this position reports directly to the Chief.

III. Organization Bureaus

1. Field Operations Bureau

The Field Operations Bureau is managed by a Captain, who reports directly to the Deputy Chief. Field Operations Bureau is responsible for all units conducting the day-to-day uniformed police service delivery.

A. Components of the Field Operations Bureau

   a. Patrol Operations
   b. Special Operations

1. Patrol Operations

A. Four Lieutenants are designated as Watch Commanders and report directly to the Field Operations Commander. Watch Commanders exercise direct control over all field activities of the Department on rotating shifts. In the absence of the Field Operations Commander, the Watch Commanders will alternate to temporarily fill the Bureau Commanders responsibilities.

B. Patrol operations are divided into six teams, each working rotating ten-hour shifts. Each team is comprised of a sergeant, a corporal and patrol officers, assigned to various patrol areas within the Town. Team supervisors report directly to their assigned Watch Commander.
a. Functions of Patrol Operations

- Neighborhood Patrol
- Foot Patrol/Bicycle Patrol
- Problem Solving Activities
- Respond to and investigate calls for service
- Crime prevention

2. Special Operations

A. The Office of Special Operations is managed by the Bureau Commander, who reports directly to the Deputy Chief. Special Operations encompasses all special functions of the Field Operations Bureau.

B. Components of the Office of Special Operations:

1. Office of Traffic Services
2. Community Service Officers
3. Traffic Management
4. Canine
5. Animal Protective Services
6. Traffic Management

a. Traffic Services

The Traffic Services Unit is managed by a Sergeant who reports directly to the Field Operations Captain. Functions of the Traffic Services Unit include:

- Enforcing traffic laws
- Selective enforcement efforts
- Traffic educational programs
- Collision investigations

b. Community Service Officers

Community Service Officers report directly to the Sergeant of the Traffic Services Unit. Functions of the Community Service Officers include:
o Investigation of non-emergency calls for service
o Investigation of collisions without injuries
o Traffic direction
o Assist with special events and projects
o Crime prevention

c. Canine

The Canine Officers report directly to a Watch Commander. Functions of the Canine Unit include:

- Tracking of suspects once a perimeter is established
- Probable cause searches of vehicles and buildings
- Drug searches
- Public Relations

d. Animal Protective Services

Animal Protective Services Officers report directly to a Sergeant. Functions of Animal Protective Services include:

- Enforcement of animal control Town Ordinances.
- Capture and removal of stray and domestic animals
- Rabies control
- Animal carcass removal.
- Educational programs

e. Traffic Management

The Traffic Management Office is managed by a Sergeant and reports directly to the Commander of Field Operations. Functions of this office include:

- Liaison with Staff/contractors on new road projects
- Work with town engineers for road improvements and safety issues.
2. Support Services Bureau

Support Services Bureau is managed by a Captain, who reports directly to the Deputy Chief. The Support Services Bureau provides support to all areas of the Department, to include field operations.

A. Components of the Support Services Bureau

a. Office of Administrative Services
b. Career Development
c. Management Services

1. Office of Administrative Services

A. The Office of Administrative Services reports directly to the Support Services Bureau Commander.

B. Components of Administrative Services

1. Property Management
2. Budget Management
3. Records Management

a. Property Management

Property Management is staffed by a civilian who reports directly to the Support Services Bureau Commander. Functions of Property Management include:

  o Facilities
  o Supplies
b. Budget

Budget and procurement is staffed by a civilian that reports directly to the Support Services Bureau Commander. Functions of Budget include:

- Procurement
- Budget Tracking
- Liaison to the Town’s Finance Office
- Fleet

c. Records

The Records Office is staffed by civilians and is managed by a civilian supervisor who reports directly to the Support Services Bureau Commander. Functions of the Records Office include:

- Electronic reporting to SLED
- Enter and Code all official police reports
- File police reports
- Expungements
- Distribution of incident reports to Staff
- Perform Duty Officer functions
- Answer Departmental Administrative telephone calls
- Manage Departmental NCIC capability
- Liaison to Consolidated Dispatch Center

2. Career Development

The Career Development Office is managed by a Sergeant who reports directly to the Support Services Commander. Functions of the Career Development include:

- Career Paths
- Basic Training Coordination through the SC Criminal Justice Academy.
- Field Training
3. Office of Management Services

The office of Management Services is managed by an Administrative Assistant who reports directly to the Deputy Chief. The office is responsible for grant management, special projects and Liaison to the Town Personnel Office.

A. Functions of the Office of Management Services

- Grants
- Special Projects
- Personnel Liaison
- Off Duty Management

3. Criminal Investigative Bureau

The Criminal Investigative Bureau is managed by a Captain who reports directly to the Deputy Chief.

A. Components of the Criminal Investigative Bureau

1. Office of Criminal Investigations
2. Victim Advocates
3. Evidence/Crime Scene
4. Crime Analysis
5. Narcotics and Vice
6. Crime Prevention
7. School Resource Officers
8. Special Task Forces

a. The Office of Criminal Investigations is managed by a Sergeant, who reports directly to the Criminal Investigative Bureau
Commander. Functions of the Office of Criminal Investigations include:

- Adult Investigations
- Juvenile Investigations
- Elder Abuse Investigations
- Youth Programs
- Crime trend analysis

b. The Victim Advocate Office is staffed by civilians and is managed by the Investigative Sergeant who reports directly to the Criminal Investigative Bureau Commander. Functions of the Victim Advocate Office include:

- Assist all victims of crime
- Assist victims to get counseling when appropriate.
- Crisis intervention/ assistance
- Abuse/ neglect awareness
- Educational programs (CDV, etc.)

c. Evidence/ Crime Scene

The Evidence/ Crime Scene Unit is staffed by sworn officers who report directly to the Criminal Investigative Bureau Commander. Functions of the Evidence/ Crime Scene Unit include:

- Processes crime scenes
- Collect evidence
- Maintains custody of all evidence and property
- Releases property to owners.
- Assist with destructions through the courts.

d. Crime Analysis

The crime analyst is a civilian who reports directly to the Investigative Sergeant. The crime analyst collects, analyzes, and disseminates data related to crime. Functions of Crime Analysis include:

- Daily crime reports
- Crime forecasting
e. Narcotics / Vice Enforcement

The Narcotics / Vice Enforcement Unit is managed by a Sergeant, who reports directly to the Criminal Investigative Bureau Commander. Functions of the Narcotics / Vice Enforcement Unit include:

- Intelligence
- Narcotics
- Vice
- Organized Crime

f. Crime Prevention

The Crime Prevention Officer reports directly to the Investigative Sergeant and is responsible for all crime prevention, neighborhood watch and other community service activities of the Department. Functions of Crime Prevention

- Neighborhood Watch
- Home Owner’s Association Liaison
- Citizen Police Academy Coordinator
- Public Awareness Program
- Smart Senior Program

g. School Resource Officers

School Resource Officers are managed by a Sergeant who reports directly to the Criminal Investigations Bureau Commander. Functions of the School Resource Officers include:

- Liaison to school staff and police
- Patrol school grounds to maintain safety
- Investigate criminal offenses
- School special event security
- Crime prevention

h. Special Task Forces
The Special Task Force Officer is assigned to the SEAHAWK Terrorism Task Force which reports directly to the Criminal Investigative Bureau Commander. Functions of Special Task Force Officer include:

- Liaison with respective agency
- Intelligence
- Terrorist Prevention efforts
- Fugitive apprehension
PURPOSE: To designate the order of succession of command in the event of the absence of the Chief of Police.

POLICY: The succession of command of the Mount Pleasant Police Department will be commensurate with the seniority of command, whether by direct appointment or due to unforeseen circumstances.

1. ORDER OF SUCCESSION

   A. In the event that the Chief of Police becomes incapacitated, is out of town, or otherwise unable to act, the Deputy Chief shall assume the duties and responsibilities of the Chief and shall maintain authority over all Department personnel.

   B. In the event that the Chief of Police and Deputy Chief become incapacitated or otherwise unable to act, the senior captain shall assume the duties and responsibilities of the Chief and shall maintain authority over all Department personnel.

   C. In the event that the Chief of Police and Deputy Chief are out of town, the Chief of Police will designate a captain to assume the duties and responsibilities of the office of Chief and grant authority to maintain control over all Department personnel.
PURPOSE: To set standards and establish procedures related to the announcement of openings and selection criteria for specialized assignments.

POLICY: It shall be the policy of the Mount Pleasant Police Department to allocate and distribute its personnel according to need and in the most effective and efficient manner possible.

1. Specialized Assignment

A specialized assignment is a full-time assignment of duties that tend to be narrow in focus and beyond those expected of a patrol officer. All specialized assignments are temporary with a duration as per the provisions of this policy. Specialized assignments are:

A. INVESTIGATIONS

Investigators are established for the purpose of performing in depth continuing investigation on criminal cases and incidents involving youth.

B. INTERAGENCY OPERATIONS CENTER

An officer(s) will be assigned to the Interagency Operations Center acting in the position of a crime intelligence analyst concentrating on developing and disseminating intelligence information related to the South Carolina Port Authority and surrounding areas.
C. NARCOTICS

The Narcotics/Vice Unit is established to perform in-depth investigation of drug and vice related crimes and shares in the responsibility of suppressing drug and vice activity in Mount Pleasant.

D. TRAFFIC SERVICES

Traffic services is responsible for providing traffic related services, and special event coordination.

E. SCHOOL RESOURCE OFFICERS

School Resource Officers work within the schools and provide liaison between the school administrators, youth, and the Department.

F. CRIME PREVENTION

Crime Prevention will perform general community relations and promotes crime prevention guidelines to foster a positive and mutually beneficial relationship between the community and the Police Department.

G. EVIDENCE

The evidence technician performs specific tasks at crime scene investigations and preserves the evidence obtained from the crime scene.

I. WATERFRONT PARK OFFICER

The Waterfront Park Officer will be responsible for providing police services to the Waterfront Park and the surrounding southern district including the Ravenel Bridge.

J. TRAFFIC SERVICES MANAGEMENT

Traffic services is staffed by a senior officer who is the direct liaison to the Town Traffic Engineer. This position ensures compliance of approved road construction and construction related activities that could impact traffic patterns.

K. TOWNE CENTRE OFFICER

The Towne Centre officer is assigned to the geographic property of the Towne Centre District where he/she acts as the Departmental liason, as well as providing police services.
L. CAREER DEVELOPMENT

Career Development is responsible for providing pre-academy, post-academy, roll-call, and advanced training for the certification and recertification of the Departmental employees.

2. Selection.

A. Criteria for eligibility

Candidates for specialized units must have a minimum of one year law enforcement service.

B. Procedure

1. Vacancies in specialized units will be filled using the following procedure:
   a. The vacancy will be posted and officers given ten (10) working days to apply.
   b. A selection board consisting of the unit supervisor and the Bureau Commander will interview all candidates.
   c. The board’s selection will be forwarded to the Chief of Police for final approval.
   d. Unless otherwise authorized by the Chief of Police, service in a specialized assignment shall not exceed FIVE (5 years).
   e. Without exception, full-time assignment as an undercover officer shall not exceed one (1) year.
   f. Once an officer has met the time limitation of a specialized unit they will be transferred to the Patrol Division. Unless otherwise authorized the officer must remain in Patrol for a minimum of eighteen (18) months before they will be eligible for consideration to another Specialized Unit assignment.


Annually the Department will review and evaluate specialized assignments. The review shall address the following areas:

   a. An evaluation of the initial problem or condition that required the implementation of the special assignment.
   b. An evaluation ensuring the workload of the specialized assignment is consistent with manpower allocated.
   c. A statement of purpose for each assignment.
PURPOSE: To define and provide for unity of command, span of control, and assignment of authority and responsibility in the Mount Pleasant Police Department.

POLICY: The policy of the Mount Pleasant Police Department is to provide personnel with the necessary authority and responsibility to accomplish their mission while understanding the necessity of unity of command and the span of control restrictions.

1. Unity of Command.
   A. Each employee shall be accountable to only one supervisor at any given time.
   B. Each organizational component shall be under the direct command of only one supervisor.

2. Command Protocol.

   Command authority, unless pre-assigned, rests with the first officer to arrive on the scene of a given incident and remains so until relieved by higher authority so as to provide the most orderly and efficient accomplishment of the police task.

   In exceptional situations or situations involving personnel of different functions of the department who are engaged in the same operation, the Chief of Police or the Deputy Chief will designate a commander of operation.

   In emergency situations involving personnel from different functions of the Department, the highest ranking officer on the scene will be in charge until relieved by higher authority. In the event two persons of the same rank are present on scene, command authority shall rest with the one most senior in grade.
3. Span of Control.

A. In order to achieve effective direction, coordination and control, the organization of the Mount Pleasant Police Department shall be such that the number of employees under the immediate control of a supervisor shall not be excessive. The proper span of control will be determined by factors such as:

(1) The ability of the subordinates.

(2) The complexity of the tasks to be performed by the subordinates.

(3) Separation by time or place of the supervisor and the immediate subordinates.

(4) Time required by the supervisor's schedule for administrative and management tasks and duties.

B. At no time shall the span of control for superior officers of the Mount Pleasant Police Department exceed the following limits without the express approval of the Chief of Police.

(1) The span of control of command level officers shall not exceed fifteen (15) persons reporting directly to that officer.

(2) The span of control of first-line supervisory officers assigned to patrol shifts shall not exceed fifteen (15) units on active patrol (exclusive of double days or officers assigned to overtime details).

(3) The span of control of sergeants and supervisors assigned first-line responsibilities in a supporting unit shall not exceed fifteen (15) subordinates on duty at any one time and shall not exceed a total of twenty-five (25) permanent employees that he/she has direct supervisory responsibility for.

4. Authority and Responsibility.

A. All Department personnel shall be given the authority needed to effectively complete all police functions. Personnel may not be given responsibility for a function without the commensurate authority to carry it out. Superior officers shall delegate the necessary authority to lower ranking personnel to allow all members to fulfill their responsibilities.
B. All Department members shall be accountable for the use of authority delegated to them as well as the failure to use delegated authority while executing their assigned duties and responsibilities.

C. A supervisory officer may delegate responsibility and authority to a subordinate for a specific task or duty. However, he is accountable for the performance of employees under his control, and he may not delegate the ultimate responsibility he/she has for proper accomplishment of required tasks or objectives.
PURPOSE: To require obedience to any lawful order of a superior and provide direction in the event of conflicting orders.

POLICY: It is the policy of the Mount Pleasant Police Department that lawful orders of a superior be obeyed without delay, conflicting orders be identified to the issuing authority for clarification, and orders of questionable legality be disobeyed and forwarded to a higher authority.

1. Lawful Order

Department personnel shall obey any lawful orders given by a superior officer, including any order relayed from a superior by an employee of the same or lesser rank.

2. Conflicting Orders.

A. Personnel who are given an otherwise proper order which is in conflict with a previous order, rule, regulation or directive shall respectively inform the supervisor issuing the order of the conflict.

B. If the supervisor issuing the order does not alter or retract the conflicting order, the order shall stand.

C. Under such circumstances, the responsibility for the conflict shall be upon the supervisor. Personnel shall obey the conflicting order and shall not be held responsible for disobedience of the order, rule, regulation or directive previously issued.
3. Legality of Orders.

A. Employees shall not obey any order which they know or should know would require them to commit any illegal act.

B. If in doubt as to the legality of an order, personnel shall request the issuing supervisor to clarify the order or to confer with higher authority.

4. Accountability.

It is to be understood that members of the Department are accountable for their actions or non-actions and each position carries with it a differing degree of accountability. Likewise, supervisory and command personnel are accountable for the performance of personnel under their immediate control.
PURPOSE: To establish a written directive system for the Mount Pleasant Police Department.

POLICY: It is the policy of the Mount Pleasant Police Department to employ a formal written directive system that provides a consistent format for written policies, orders, rules and regulations, and to provide for the proper preparation and distribution of new or revised policies and procedures.

1. Definitions.

A. Manual: Contains a comprehensive listing of the policies, duties, responsibilities, procedures, and organizational structure, of the Police Department.

B. General Orders: Written directives in the form of rules or regulations and procedures which are issued to police personnel as the guidelines for operations of the Police Department.

C. Special Orders: Special Orders are restricted orders issued by the Chief of Police or Deputy Chief when the following applies:

   (1) Pertains to a specific circumstance or situation,
   (2) Temporary in nature, self canceling,
   (3) Does not affect the entire Department,
   (4) Does not pertain to the Department's standard operating procedure.

D. Memorandums: Used to transmit information and do not reflect policy. May be issued by any member of the Department.
2. Implementation.

A. All persons employed by the Mount Pleasant Police Department shall be issued a Department Policy Manual and shall sign for it as an acknowledgment of receipt of the Manual.

B. Upon receipt of the Policy and Procedure Manual, the employee will sign a written acknowledgment provided by the Department, that he/she has received a copy of the Mount Pleasant Police Department’s Policy and Procedures Manual.

C. Any revision, deletion, or addition to the manual, shall be distributed to all Departmental personnel via electronic format to be included on their issued flashdrives. Each employee is responsible for maintaining an updated policy manual on their flashdrive. Officers are required to sign a cover sheet upon receipt of all revisions or supplements to the general order.

D. It is the responsibility of each Bureau Commander to ensure that all employees under their command have an updated policy flashdrive.

E. It is the responsibility of each Bureau Commander to instruct their subordinates in any changes mandated by the issuance of a general order.

F. The distribution of special orders will be directed by the Chief of Police.

3. Issuing Authority.

A. General orders are issued by the Chief of Police.

B. Special orders of a temporary nature are issued by the Police Chief and the Deputy Chief. Any directive that is issued by a Department supervisor that is binding upon all personnel in the Department must be approved by the Chief of Police.

C. Orders involving personnel changes may be issued by the Chief of Police. All personnel changes must be approved by the Chief of Police.

D. Orders involving personnel changes or appointments will be posted through special orders.

A. A request for the revision, deletion, or addition to policy and procedures, may be drafted at any level in the police department and submitted through the chain of command for approval.

B. Upon a request to revise, delete, add to or update any policy or procedure, the Chief may designate any supervisory officer to do so. Such modification in policy must be submitted to the Chief of Police for approval before being designated policy.

C. The Chief of Police has the authority to issue, modify, or approve written directives at any time.

D. All proposed policies or revisions shall be reviewed by all command personnel before they are implemented in order to ensure they do not contradict other existing agency directives or applicable law.

5. Format.

A. The policy manual shall be divided into sections and shall contain a table of contents and a subject index to aid the reader in locating policy.

B. Policies shall be listed with an appropriate subject heading and shall contain an index. All policies shall describe a purpose.

C. The manual shall be structured in outline form and shall include, but is not limited to, the headings, purpose, definitions, policy, and other such appropriate headings.

D. The general order manual shall be divided into the following sections:
   1. Administration
   2. Operations
   3. Investigations
   4. Special Orders

6. Hard Copy Policy Manuals

Hard copy current policy manuals will be maintained in the following locations at all times:

   o Office of the Chief of Police
   o Office of the Deputy Chief
   o Office of Professional Standards
   o Office of Career Development
   o Headquarters Field Operations Office
   o Each Precinct Commander's Office
PURPOSE: To provide management information on the activities of the Mount Pleasant Police Department.

POLICY: It is the policy of the Mount Pleasant Police Department to provide and utilize data as a management tool for Agency activities.

1. To keep personnel informed of the Department’s activity as well as facilitate management decision-making, the following Administrative reporting will be made and distributed to the Command Staff:

   A. Daily Bulletin - to be prepared by the Administrative Assistant to the Field Operations Commander and shall include a list by neighborhood of all occurrences handled by the Department over the past 24 hours. The Daily Bulletin will be distributed to the Team Supervisors, Office of Criminal Investigations, Crime Prevention, requesting news media, Town Administrator, the Mayor, and Town Council members.

   B. Monthly Report - Comparative data on Part I and Part II Offenses, calls for service, and arrest data will be prepared by the Administrative Services Bureau Commander. Each team supervisor will prepare a report addressing officer activity, neighborhood accountability, and district activity. The additional supervisors of the various divisions will also develop reports of activity within their respective divisions. All data will then be compiled into the Monthly Accountability/Comparison/Evaluation (ACE) Report by the Administrative Assistant to the Chief of Police.

   C. Annual Report - to be prepared and published by the Office of Public Information and shall include comparative data and compilation of Part I and Part II Offenses, calls for service, traffic accidents, officer activity, personnel strength, workload
distribution, arrest data and other areas applicable to the Department's operation for the entire year.
PURPOSE: To establish accountability for Departmental forms.

POLICY: It is the policy of the Mount Pleasant Police Department to periodically review the forms utilized by department members for usefulness, duplication of effort, format consistency, and accountability.

1. Forms Development, Modification and Control.

A. Administrative Services shall be responsible for the review, development, modification, and control of all forms used by the Department.

B. Organizational components considering the use of new forms or changes to current forms shall submit proposals to the Deputy Chief for consideration and approval.

2. Forms Accountability.

A. The Office of Professional Standards shall from time to time conduct a review of organizational components adherence to the use of established forms and shall place emphasis upon those forms established to record property exchanges between the Department and members of the public, bond control receipts, as well as documentation relating to officer activity to include use of force tracking forms.
# Planning and Research

To establish the Planning and Research Component and define its functions.

The Mount Pleasant Police Department Planning and Research components shall assist with operational planning, budgeting, and grants management.

## Organization and Functions

1. **A.** The Office of Public Information in conjunction with the Office of Management Services shall serve as the Planning and Research Component and is staffed by a Captain who has access to necessary information, resources, and accessibility to the Chief of Police.

2. **B.** The functions of Planning and Research shall be as follows:
   - Operational Planning
   - Budgeting
   - Grants Management

3. **C.** The Office of Management Services will have access to all Department resources and will conduct analysis of the Department’s operational activities, inclusive of the following, as required:
   - Type of Activity
   - Location
   - Time
   - Date

4. **D.** Analytical reports, such as those of operational activities, shall be distributed to affected organizational units.
PURPOSE: To specify the Crime Analysis function and the responsibilities of that function for the Mount Pleasant Police Department.

POLICY: It is the policy of the Mount Pleasant Police Department to provide current useful information to aid in meeting the tactical crime control and prevention mission of the Department through the use of crime analysis techniques.


   A. Crime Analysis is a function of the Office of Criminal Investigations, under the command of the Supervisor of Investigations.

   B. The Administrative Services Supervisor will ensure that all support required in the form of records, UCR, MO, etc., is provided through the Records Function.

   C. The Crime Analysis Function will:

      o Identify and analyze methods of operation of individual criminals.

      o Provide crime pattern recognition.

      o Provide analysis of data from field interviews and arrests.

      Identify and make recommendations for adoption of offenders into the Habitual Offender Adoption Program.

   D. Information provided through crime analysis may be utilized in the Department's short and long term planning efforts by providing estimates of future crime trends and assisting in the identification of enforcement priorities.
E. Collection of Crime Data

The Supervisor of the Criminal Investigations unit will collect crime data from all available sources, such data including, but not being limited to:

- Incident Reports
- Supplemental Reports
- Arrest Records
- Field Interview Cards
- Investigative Reports
- Intelligence reports/files
- Confidential sources of information
- Citizen Surveys
- Crime Prevention Reports

F. Collation of Crime Data

1. The crime analysis function will identify similarities among different offenses and reveal commonalities and patterns in the characteristics of current crime problems.

2. Assist in the screening and ordering of lists of suspects.

3. Aid in the assembling and ordering of specific crimes that may involve an offender already in custody.

4. The crime analysis function will consider factors including, but not limited to:

   - Frequency by type of crime
   - Geographic factors
   - Temporal factors
   - Victim and target descriptors
   - Suspect descriptors
   - Suspect vehicle descriptors
   - Modus operandi factors
   - Physical evidence information

G. Analysis of crime data will include:

1. Comparison of incident characteristics with similar data on file.

2. Identification of developing patterns or trends.

H. Dissemination of Information
1. A report will be completed and forwarded to the Chief of Police, Deputy Chief, Bureau Commanders, Watch Commanders, Team Supervisors, and the Office of Public Information when crime trends indicate an increase in a specific type of crime or patterns have been identified.

2. Information relevant to strategic and tactical planning will be provided to the affected units in a timely manner or compiled upon specific request.

3. Information developed on trends within areas of patrol responsibility will be briefed to the teams at the beginning of shift as required.

4. Information on terrorism related intelligence/information will be provided to the proper Agency personnel and/or shared with task force personnel. When information generated from this Agency is gathered that may be relevant to outside agencies, the Crime Analyst will pass on the information to those affected agencies.

I. Feedback Analysis and Program Evaluation

The Supervisor of Criminal Investigations will request feedback on the value of information provided by all crime analysis reports from all operational units in order to evaluate the effectiveness of the crime analysis program.

J. The Chief of Police will be briefed on crime analysis information and crime patterns as they are identified.

2. Selected Crimes

A. The crime analysis function will document the temporal and geographic distribution of the following crimes:

   o Burglary
   o Serious Assaults
   o Automobile Thefts
   o Armed Robberies

B. This documentation will be in the form of computer printouts and may contain crimes by type, location, MO Factors, Suspect Information and Victim information.

3. Outside Distribution of Crime Analysis Data.

A. The Chief of Police will determine what, if any, crime analysis information will be distributed to the press or general public, such as crime trends, numbers, etc.
B. Information requested by outside agencies of the Criminal Justice System will be provided within the limitations of time and detail as may be imposed by the Chief of Police.

4. Planning.

A. Crime analysis information will be utilized by operational units in developing tactics and strategies for response to crime problems.

B. Long range planning efforts will consider analysis of crime trend data by crime type, analysis of offender characteristics, and crime trend data by location.
PURPOSE: To deploy personnel by determining service demands through the use of workload assessments and computer based analysis.

POLICY: It is the policy of the Mount Pleasant Police Department to utilize workload assessments and computer based analysis to identify the most effective and efficient methods to allocate and distribute personnel resources.

1. Procedure.

A. Staffing Table

(1) The Mount Pleasant Police Department shall maintain a staffing table that provides the total personnel strength as authorized by Town Council.

(2) The organizational structure rosters located in the Bureau Commander’s offices reflect the number of personnel by name, rank, and job title, in each organizational component.

B. Personnel Allocation/Distribution

(1) The allocation and distribution of personnel to the Patrol Division and other components will be based on the following workload assessment:


b. The number of incidents handled by patrol personnel during a specified period.
c. Average time required to handle an incident.

d. Time lost through days off, holidays, and other leave, compared to the total time required for each patrol assignment.

e. Reporting zone

f. Day of week.

g. Time of day.

h. Calculation of the percent of time, on the average, that should be available to the patrol officer for handling incidents during a specified period, such as a 10-hour shift.

(2) Reassessing Personnel Allocation/Distribution

a. The allocation and distribution of personnel will be reassessed at least every 4 years, in accordance with workload demands. This reassessment will be based upon the factors as noted in section B(1) and be conducted by the Support Services Captain. The conclusions and recommendations for the distribution and/or allocation of personnel shall be included in this reassessment.
PURPOSE: To define the organization and responsibilities for management of the Department's fiscal affairs.

POLICY: It is the policy of the Mount Pleasant Police Department to manage the fiscal budget in the most cost effective manner. Utilizing stringent controls on both property and financial resources this effort will promote transparency and adhere to ethical principles while accomplishing the Departmental mission.

1. Accountability.

While the ultimate authority, responsibility and accountability for the fiscal management of the Department remains with the Chief of Police, the Support Services Bureau Commander is delegated the operating responsibility for the fiscal management to include, but not limited to:

- Annual budget recommendation and preparation
- Supervision of internal controls and expenditures
- Liaison with the Town Finance Department
o Ensuring that funds are available for any purchase requests prior to forwarding to the Chief of Police or the Deputy Chief.

2. Budget Preparation.

A. The Support Services Bureau Commander will prepare budget requests, during the annual budget preparation process, based upon the format of the Town Finance Department.

B. All Police Department personnel are invited and encouraged to submit, through their appropriate chain of command, such information and recommendations as they feel appropriate during any budget process.

3. Position Control.

The Office of the Chief of Police maintains a current staffing table which indicates current vacancies. Personnel Action forms, used for all personnel actions, are utilized to maintain the staffing table, to ensure that the proper number of positions are filled and are actual budgeted positions.

4. Internal Monitoring.

A. The Office of Administrative Services will ensure that all supplies and accounting practices are monitored on a continual basis to ensure that the non-cash fiscal assets are handled in an efficient, effective manner.

B. The Commander of Support Services Bureau will perform internal monitoring of the system, and will meet semi-annually with the Finance and Purchasing Division Chiefs as well as the Director of Administrative Services to ensure that the Department's procedures are in keeping with Town policy, and are effectively managed.

C. The procedures of the Police Department are subject to independent audit during the annual Town Finance Audit.

5. Departmental Purchases.

In order to facilitate the proper financial accounting of the Department's budget and purchases, the following procedure is to be followed:

A. The Office of Support Services will be the single contact point for all transactions with the Town purchasing and finance divisions.

B. All requests for purchases or expenditure of Departmental funds, including grant, seized assets, general fund, and any special funds, will be made in writing to the Office of Support Services.
C. A Departmental purchase request form will be completed with pricing, recommended vendor, time frame requirements, and justification. This form will be forwarded to the Office of Support Services.

D. Upon receipt of the requisition, the Office of Support Services, or designee, will be responsible for adding appropriate accounting data and securing the appropriate paperwork, through channels, to facilitate the expenditure or purchase.

E. Upon completion of the appropriate finance procedures, depending upon expenditure amount, the order will be made by Administrative personnel.

F. Files will be maintained within the Office of Support Services, which will contain, at a minimum:

- Departmental expenditure request
- Copy of the requisition
- Copy of Purchase Order
- Copy of delivery receipt
- Copy of payment authorization

Upon completion of the payment authorization on any order, these files will be merged into the Vendor files.

G. When it is determined that a procurement is necessary and time does not allow for the processing of a departmental purchase order the Chief of Police or his designee may authorize personnel to make purchases utilizing personal funds and seek reimbursement through the Office of Administrative Services.

Receipts for the purchase should be obtained by the purchaser and provided to the Office of Administrative Services within two days of the purchase at which time the purchase will be processed for reimbursement. The Office of Administrative Service will process the reimbursement and deliver it to the Finance Office within two days of receipt.

If the purchase is $25 or less and the reimbursement is going to be provided in cash, through the Finance Division, the Office of Administrative Services will receipt the monies from Finance and then receipt the monies to the original purchaser utilizing the Departmental receipt for each transaction. The receipt will require signatures of both parties of the transaction. Each transaction will be documented on the Administrative Services Cash Account Form.
The Administrative Services Cash Account Form will be rectified daily with the Commander of Support Services or designee.

H. Travel advance checks will be picked up by the Accounting Technician and delivered to the Training Bureau Administrative Assistant and will signed for upon delivery. These checks will be documented in the Travel and Other Expenses Log. When the Training Bureau Administrative Assistant provides the checks to the employee, attending training, they will be signed for and all travel/training requests will be accompanied by the Town Authorization for Travel and Cash Advance Form. Instructions will be given as to the proper expenditure of the monies and completion of the necessary paperwork upon return. Travel advances will require that a Travel Recap be completed by the employee who received the travel advance and turned into the Accounting Technician within five (5) working days of return. Detailed expense receipts are required and must be attached to the Travel Recap. If the employee’s Travel Recap includes funds owed to the Town, whether in the form of cash or check, the Accounting Technician will complete a Departmental receipt for each transaction and include the transaction on the Administrative Services Cash Account Form. The receipt will require signatures of both parties of the transaction.

All cash or checks received as a result of Travel Recaps will be documented on the General Fund Revenue Form and delivered to the Finance Division by the close of business each day and a signature of the person receiving the monies will be obtained and the form maintained in accordance with Records Retention.

The Administrative Services Cash Account Form will be rectified daily with the Commander of Support Services or designee.

H. Although vendors and other agencies, of which the Department does business, should be informed to make any checks payable to the Town of Mount Pleasant, attention Mount Pleasant Chief of Police, it is realized there will be occasions when checks are sent directly to individual officers. Examples may include but are not limited to:
- Deposition/witness fees in official capacity
- Honorariums for speaking engagements in official capacity
- Restitution where the Town is the actual victim

Any employee receiving a check made out to them or the Department and it is related to the operation of the Department the employee should immediately deliver the check to the Executive Administrative Assistant at which time a Departmental receipt will be completed for the transaction. The Executive Administrative Assistant in turn will deliver any checks to the Accounting Technician and the checks will be receipted.

Each transaction will be documented on the Administrative Services Cash Account Form and on the Accounts Receivable Log.
All cash or checks received as a result of Travel Recaps will be documented on the General Fund Revenue Form and delivered to the Finance Division by the close of business each day and a signature of the person receiving the monies will be obtained and the form maintained in accordance with Records Retention.

The Administrative Services Cash Account Form will be rectified daily with the Commander of Support Services or designee.

I. The Chief of Police will be the sole authority for expenditure of Seized Assets funds.

J. Purchases of goods amounting to $2,500 or less may be completed through an informal process at the Department level and submitted on Departmental Purchase Order for payment with no further restrictions.

K. Purchases in excess of $2,500 must be completed on a purchase requisition form, which is forwarded to the Chief of Purchasing for issuance of purchase order prior to ordering the goods.

L. Specifications for items requiring standardized purchase will comply with specifications established in conjunction with the Purchasing Division Chief, in accordance with the Mount Pleasant Procurement Code, Section 38.152(B).

M. Mount Pleasant Town ordinance will be followed with regard to any and all purchases, bid procedures, and the stated criteria for selection of vendor will be followed, without exception.


When there exists a threat to public health, welfare, or safety under emergency conditions, or where sensitive operations may be jeopardized, the Mayor or Town Administrator may make, or authorize others to make, any necessary emergency equipment procurements, including rental agreements, in accordance with the Mount Pleasant Procurement Code Ordinance, Title III, Section 38.030.

7. Fund Transfers.

Based upon the recommendations of the Office of Support Services, the Chief of Police may request fund transfers from one account to another at any time during the fiscal year. This request is forwarded to the Finance Director and approved by the Town Administrator.
PURPOSE: To set forth Department responsibility regarding classification and delineation of duties and responsibilities.

POLICY: It is the policy of the Mount Pleasant Police Department to utilize a job task analysis to identify the duties and responsibilities of each position within the Department and to classify those positions of similar responsibilities, duties, and qualifications.

1. Job Task Analysis.

A. A job task analysis of every position in the Department shall be completed and maintained on file in the office of the Chief of Police and the office of the Personnel Officer. The objectives of the job task analysis shall be:

   o To serve as a basis for the determination of a position classification plan and compensation.

   o To provide a basis for establishing minimum qualification requirements for recruitment, examination, selection, and appointment, and promotion.

   o To assist in the establishment of training curricula.

   o To provide guidance to employees and their supervisors concerning the duties and responsibilities of individual positions.

B. The job task analysis shall include, at a minimum, the following components:

   o Duties, responsibilities, and tasks, of each position.

   o The frequency with which each task is performed.
2. Classification Plan.

A. The Department shall have available a classification plan that includes:

   o The grouping of every job into classes, based upon similarities in duties, responsibilities, and qualification requirements.

   o The existence of class specifications for every job within a class.

   o Provisions for relating compensation to classes.

   o Provisions for reclassification.

B. The Department shall serve to advise the Personnel Officer of the Town of Mount Pleasant in the development and maintenance of class specifications applicable to the Police Department.

C. Annually and in concert with the budget process, the Department will review and, if necessary, cause to be revised the Department's written classification plan. Such review and revision will be done under the guidance of the Personnel Officer.


A. A statement of duties and responsibilities for each position within the Department shall be made and kept on file in the office of the Chief of Police and the Office of Personnel.

B. Statements of duties and responsibilities of each position within the Department shall be made available to personnel upon request.

C. Statements of duties and responsibilities of each position within the Department shall be reviewed at least every four years.
PURPOSE: To set forth the compensation schedule, benefits, and conditions of work, for employees of the Mount Pleasant Police Department.

POLICY: It is the policy of the Mount Pleasant Police Department to provide a compensation and benefit package which will attract and retain qualified personnel, offer advancement and promotional incentive, reward exceptional performance, and ensure professional police service, within the boundaries of the Town of Mount Pleasant Personnel Policies.


   The Compensation Plan, set forth by Town of Mount Pleasant Personnel Policy, Article V, takes into account employment standards, skills needed, and salary level offered by other local employers, and is based upon the Town's Position Classification Plan. It provides for:

   A. Entry Level salary

      Each new employee normally shall be placed at the probationary step in the appropriate grade which has been established for the classification in which he/she is employed. Upon successful completion of probation and if the new employee exhibits exceptional qualifications in terms of performance, experience, and education, the Chief of Police may request to place the new employee at a wage not higher than Step 4 in the appropriate pay scale.

   B. Salary Differential Within the Ranks

      In cases where the Chief of Police believes that an employee should receive a merit consideration, a recommendation must be submitted to the Town
Administrator at the appropriate time, in accordance with Town Personnel Policies.

C. Salary Differential Between Ranks

(1) Differentials between ranks are determined by the separation between salary grades as determined in the Salary Plan of the Town of Mount Pleasant.

(2) Employees promoted or upgraded from one grade level to another normally shall be placed at a step in the higher class offering the salary most near to that of the previous salary, but at least the equivalent of 3% increase. Upon recommendation of the Chief of Police, an additional 3% may be added.

D. Overtime Compensation

(1) In accordance with Town Personnel Policy, overtime for police personnel in a non-exempt status is to commence after 171 hours worked in a twenty-eight (28) day cycle. Overtime will be defined as time and a half at the normal hourly rate (i.e. 1.5 X Hours X Hourly Rate).

(2) Overtime must have the prior approval of the respective supervisor.

2. Benefits.

The following benefits are available to all employees of the Town of Mount Pleasant.

A. Holiday Leave

(1) All full-time employees are granted the following official paid holidays:

- New Year's Day January 1st
- Good Friday Friday before Easter
- Memorial Day Last Monday in May
- Independence Day July 4th
- Labor Day First Monday in September
- Thanksgiving Day Fourth Thursday in November and Friday
o Christmas Vacation Two days at Christmas - to be determined by the Personnel Committee

o Martin Luther King's Birthday Third Monday in January

o Personal Holiday To be taken from July 1 to June 30 with prior approval from supervisor

(2) A holiday falling on Saturday normally shall be observed on Friday; a holiday falling on Sunday normally shall be observed on Monday. When Christmas day falls on Saturday, Sunday or Monday, the two-day holiday period normally shall be scheduled at the discretion of the Personnel Committee in order to minimize the impact on the delivery of public services.

(3) When a holiday occurs during a period of authorized annual or sick leave, the day will not be charged as a day of leave.

(4) Shift employees of this Department will earn one day of paid personal leave for every holiday that is observed by the Town.

(a) The holiday observed by the Town may or may not have been worked by the employee to earn the day of paid leave.

(b) The paid personal leave shall accrue separately from earned annual leave and must be used within twelve (12) months from the date on which it was earned.

(c) At no time shall personal leave accrue beyond nine (9) days of earned leave in any twelve (12) month period.

(d) Personal leave may be earned while an employee is on probation and can be used after probation has been completed.

(e) Request to use such leave shall be made in advance and no more than nine (9) unused days of personal leave shall be paid upon termination.

B. Sick Leave

(1) All full-time employees with three (3) consecutive months service normally shall be entitled to one (1) working day's sick leave for each calendar month of continuous service beginning with the fourth (4th) month of continuous service. Police Department employees normally shall earn and use sick leave in hourly increments rather than days.
(2) An employee may accumulate up to sixty (60) days of sick leave.

(3) Sick Leave means absence with pay due to illness from a non-service connected injury.

(4) In computing "time worked," authorized sick leave normally shall not be considered as time worked for overtime or compensatory time calculation purposes.

(5) An employee requesting sick leave shall inform his/her immediate supervisor a minimum of three (3) hours PRIOR to the shift he/she is scheduled to work. In the event the immediate supervisor is not available, the next supervisor in the chain of command will be notified.

(6) Employees who are out due to illness for three (3) or more consecutive duty shifts will be required to furnish a doctor's statement which provides the nature of illness and the date the employee is released to return to work. Supervisors may require a doctor's statement for periods of less than three (3) days if deemed necessary.

(7) Any employee out of work as a result of illness or an on-the-job injury (OJI) will not participate in any type of off-duty employment or detail.

(8) All employees deemed eligible for "light duty" will be required to furnish a doctor's statement which indicates the extent of illness or injury and the type of duty that can be performed. All light duty assignments will be at the discretion of the Chief of Police or his designee.

(9) Sick leave normally shall be charged in increments of not less than one half hour.

(10) Employees may be compensated for up to two (2) days of accrued sick leave at the end of each fiscal year, provided that the employee has accrued a total of twelve days of sick leave during the same period. Compensation for up to two (2) days will reduce the total amount of accrued sick leave by two (2) days effective on June 30 of the fiscal year. Requests for such payment normally shall be submitted one week prior to the last pay day in the fiscal year so that it may be verified and paid on the last paycheck of the fiscal year.

C. Annual (Vacation) Leave

(1) Vacation with pay may be granted to all regular budgeted employees with at least six (6) months service, and who were paid for time worked in at least thirteen (13) consecutive bi-weekly pay periods, and who have
successfully completed their probationary period. In computing “time worked” for overtime purposes, annual leave is not considered as “time worked”. Vacations normally shall be computed on the basis of each employee’s date of employment on subsequent anniversary dates.

2. Full time employees with less than one (1) year of continuous service normally shall accrue annual leave time at a rate of 1.9 hours per pay period beginning with their anniversary date.

3. Probationary employees may not utilize any accrued annual leave until satisfactory completion of the probationary period. Probationary employees, who are terminated either involuntarily or voluntarily from employment, will surrender all annual leave benefits with no payment of earned annual leave upon termination.

4. An employee who has at least one (1) year but less than six (6) years of continuous service, normally shall accrue annual leave time at the rate of one (1) day per month, or 3.7 hours per pay period, beginning on their anniversary date in the thirteenth (13th) month of continuous service and every month thereafter.

5. An employee, who has at least (6) years but less than nine years of continuous service, accrues Annual Leave at a rate of fifteen (15) days per year, or 4.6 hours per pay period.

6. An employee who has at least nine (9) years, but less than (16) years of continuous service normally shall accrue annual leave at the rate of (18) days per year of 5.6 hours per pay period.

7. An employee who has at least (16) years of continuous service, accrues Annual Leave at a rate of (21) days per year, or 6.5 hours per pay period.

8. Employees with more than (16) years of service may be paid for not more than eight (8) days of accrued but unused Annual Leave at the end of any given fiscal year. Effective December 2007, the accrual and sell back shall be based on the calendar year.

7. Police Department employees normally shall earn and use leave on the basis of hours rather than days.

8. Vacations normally shall be taken in increments of not more than two (2) consecutive calendar weeks, except with special permission from the Town Administrator, upon recommendation of the Chief of Police.

9. Employees whose rate of pay is computed by salary, normally shall be entitled to such salary for each day actually on vacation with the
appropriate number of hours deducted from his or her annual leave balance. Employees, whose rate of pay is regularly computed on an hourly rate, normally shall be entitled to his/her current hourly rate of pay for annual leave used. Overtime will not be paid during annual leave.

(10) Employees may accumulate and carry over into the next anniversary year no more than thirty-six (36) days of annual leave. Accrued annual leave in excess of thirty-six (36) days shall be forfeited.

(11) Vacations shall be requested by each employee no less than three (3) working days prior to the beginning of the proposed leave.

(12) When a regular employee gives and properly works after a notice of resignation has been submitted, or is discharged for other than disciplinary reasons, or by the decision of the Town Administrator as recommended by the Department Head on a case by case basis, he or she normally shall be paid the vacation leave, not to exceed eighteen (18) days, at the time of termination. Employees normally shall not be allowed to use earned annual leave after giving notice of resignation.

D. Retirement

(1) All full-time sworn officers are required to join the South Carolina Police Retirement System as a condition of employment.

(2) All full-time non-sworn employees are required to join the South Carolina Retirement System.

(3) All applications for retirement must be made in compliance with the rules of the South Carolina Retirement System.

E. Health Insurance

(1) The Town of Mount Pleasant makes available to all full-time employees group life, accidental death, sickness, group hospitalization and dental insurance programs. Family coverage is also available to full-time employees at a cost to be established by the budget committee.

(2) Insurance coverage is reviewed periodically by the Personnel Committee to ensure proper coverage is offered.

F. Disability/Death
(1) Sworn employees are covered in the event of death or permanent disability under the South Carolina Police Retirement System with benefits including:

- One Year's Salary Death Benefit
- Partial and Total Disability Retirement

(2) Non-Sworn Employees are covered in like manner by the South Carolina Retirement System.

(3) Life insurance coverage offered by the Town of Mount Pleasant provides $15,000 life coverage with double indemnity.

(4) Short term, job related disability is covered under South Carolina Worker Compensation.

(5) Wage payments for job related injuries are paid at 100% for a maximum of forty-five (45) working days, utilizing all earned sick leave. Worker's compensation payments made during this time will be assigned to the Town of Mount Pleasant for partial reimbursement.

(6) The Town also provides a contributory disability income policy for all employees which cover disabilities to age 65.

G. Military Leave

(1) Employees are entitled to such leave of absence and reinstatement upon return from leave of absence for military service (including Reserve and National Guard duty) as may be provided by applicable state and federal law. Any additional leave beyond the 45-day normally shall be charged as leave without pay unless the employee requests annual leave for that purpose.

(2) An employee going on military leave should provide reasonable notice to the Chief of Police as soon as the employee learns of the need for leave. Prior to deployment, of ninety (90) days or longer, the employee should schedule an exit interview with the Chief of Police or designee as well as the Human Resource Director or designee.

(3) The employee will be responsible for any out-processing to include making provisions for the return of the agency owned vehicle, firearms, mobile radio, and issued laptop as well as the necessary completion of the requirements of the Human Resources Department. The employee’s equipment will be placed in inventory for use. Once the
employee returns and completes all required training the employee will be re-issued a vehicle, firearm, mobile radio and laptop from inventory.

(4) While on an extended deployment (90 days or longer) the Office of Professional Standards will be the agency point of contact for the employee. The Office of Professional Standards will act as the primary conduit for communication with the deployed employee and their immediate family as well as facilitating any human resource services as required.

(5) Upon returning from deployment the employee will participate with in-processing, which will include an interview with the Chief of Police or designee, as well as a meeting with the Human Resource Department.

(6) The employee is required to meet with the Training Unit and complete all necessary training and qualifications prior to reintegration into full duty.

H. Civil Leave

(1) All full-time employees selected for jury duty normally shall be entitled to civil leave, with pay, for the period of absence required. An employee is entitled to all proceeds received for serving on jury duty from the respective court system as well as the normal hourly rate or salary paid by the Town for the duration of the Civil Leave.

(2) All full-time employees subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity on behalf of the Town, County, State or the Federal Government, normally shall be entitled to administrative leave, with pay, for such period as court attendance may require.

I. Funeral Leave

(1) Full-time employees normally shall be granted leave without loss of vacation or sick leave for the following:

- Death of husband, wife, or child - not to exceed five (5) calendar days.
- Death of mother, father, brother, sister, mother-in-law or father-in-law - not to exceed three (3) calendar days.
- Grandparents, brothers-in-law and sisters-in-law - specifically limited to one (1) calendar day.
(4) Any additional time off must be credited to annual leave or leave without pay.

(5) With the prior approval of the Chief of Police, employees will be granted reasonable length of time off without charge to any leave to attend the funeral of a fellow worker or a relative of a fellow worker, or to act as a pallbearer at a funeral service.

J. Family Medical Leave Act

The Town of Mount Pleasant complies with the Family Medical Leave Act, as annotated in Article III, Section 10 of the Town of Mount Pleasant Personnel Manual.

K. Administrative Leave With or Without Pay

(1) Full time employees may be granted administrative leave with or without pay for a reasonable length of time when work schedules conflict with below stated activities:

- For reasons that are in the best interest of the Town and the Department
- To vote when work schedule conflicts with polling schedule
- Physical examination for induction into the Armed Forces
- Veterans required to take a physical examination pertaining to a service related disability or illness
- Genuine emergencies

(2) In each case, the approval and length of such leave normally shall be judged on an individual basis by the Chief of Police and shall not exceed one (1) day.

(3) The Chief of Police may, in his discretion, place any employee on Administrative Leave, with or without pay, pending the outcome of any internal investigation. Any employee whose action(s) or use of force in an official capacity results in death or serious physical injury will be placed on Administrative Leave by the Chief of Police until an Administrative Review is complete.

(4) Leave without pay may be granted by the Chief of Police for periods of ten (10) days or less for:
(a) During the probationary period where no leave time is available and employee must be absent for emergencies

(b) Other special circumstances when annual leave is exhausted

(5) On a case by case basis, the Chief of Police may grant as many as two (2) ten-day periods of leave without pay with approval of the Town Administrator.

(6) Administrative leave without pay may be granted for more than one day only with prior approval from the Town Administrator.

(7) The Town Administrator may grant up to 14 weeks of administrative leave with or without pay on a case by case basis with coordination with the Chief of Police.

(8) The Town Council, upon recommendation from the Town Administrator and the Chief of Police, may grant leave without pay and benefits for a period not to exceed an additional twelve (12) weeks of leave after all other administrative leave is exhausted, where it is in the best interest of the employee and the Town.

(9) No employee shall normally be granted more than a total of six (6) months of combined administrative leave which includes extension of leave under FMLA. This does not apply to Military Leave.

(10) An employee desiring to return to work from an unpaid administrative leave of absence should notify the Chief of Police in writing at least five (5) days prior to their desired date of return. If the Town of Mount Pleasant finds that the employee is fit to resume his/her duties, the returning employee normally shall be recalled to his or her former job if a vacancy exists which is to be filled. If no such vacancy exists, the employee normally shall be recalled to any job in which there is a vacancy which is to be filled and for which he or she is qualified and capable of performing.

(11) An employee who has not been reinstated for any reason (except Military Leave) within six (6) months following commencement of the administrative leave of absence normally shall be terminated. This action normally shall not affect the employee’s eligibility to be considered for hire as a new employee at some future time.

(12) Unless established by law such as Workers Compensation, an employee on administrative leave of absence is generally not entitled to wages, fringe benefits, or accrual of fringe benefits.
3. Liability Protection.
   A. The Town of Mount Pleasant participates in the South Carolina Municipal Insurance Risk and Financing Fund (SCMIRF), which protects the Town and the members of the Police Department from actions or omissions directly related to their law enforcement function, leading to personal injury, death or property destruction, which could lead to civil action against the Town or its employees.
   B. Legal defense to any civil action brought against a member of the Police Department, as a result of his official actions, is provided through the Town Attorney.

   A. All necessary equipment to perform the assigned duties as an officer of the Mount Pleasant Police Department are provided to employees, as outlined in GO 90-0426.
   B. Uniforms are provided to uniformed civilians at no cost to the employee.
   C. Officers serving in positions which require the purchase of civilian clothing will be provided with a clothing allowance in amount of $750 annually minus applicable state and federal taxes.

   A. The Mount Pleasant Personnel Services Officer's office will provide employees with any information and assistance required regarding the employee benefit plans in effect for all Town of Mount Pleasant employees.
   B. The Town of Mount Pleasant is a member of the Employer's Intervention Association, through the South Carolina Department of Vocational Rehabilitation. At the request of the employee or the Chief of Police, the Town Personnel Services Officer shall arrange for such employee support services as may be deemed appropriate to assist the employee through this organization. Employees are also referred to Family Counseling Services, as required.
   C. In the event of serious injury or death of an employee, the Office of Professional Standards will assist the employee or his/her family in obtaining the services and benefits required, through the Personnel Services Officer.

6. Physical Conditioning.
   A. All prospective employees of the Department are required to pass a physical examination conducted by the Town Physician, including pre-employment drug screening, at no cost to the prospective employee. Applicants for employment
must be able to successfully complete the Physical Abilities Test formulated to the standards of the South Carolina Criminal Justice Academy’s Physical Abilities Test (PAT) prior to being offered a conditional offer for employment.

B. The Chief of Police may, when deemed to be in the best interest of the employee or the Department, require an employee to submit to physical examination by the Town Physician. The cost of any such examination will be paid by the Department.

C. All sworn personnel are required to meet the minimum physical fitness standards of the South Carolina Criminal Justice Academy’s Physical Abilities Test (PAT) in order to successfully complete initial certification training at the Academy. Beginning January 01, 2014 sworn personnel will be required to successfully complete an annual Departmental Physical Abilities Test designed with the same standards utilized by the South Carolina Criminal Justice Standards.

**NOTE:** Sworn officers must have completed a medical physical in order to participate in the Physical Abilities Test.

**PAT Failure**

1) First Remedial Training Improvement Program
   a. First time failures will result in the employee meeting with the Commander of Administrative Support and the Training Supervisor and receiving counseling, with a notation being placed in the employee’s chronological and training files. The employee will immediately be assigned to administrative duties only and will be placed on a forty-five (45) day remedial training improvement program and assigned to a Departmental certified fitness trainer.
   b. The trainer and employee will determine a program which will help the employee improve on their deficiencies and all training efforts will be documented.
   c. Upon completion of the forty five (45) remedial training program the employee will be required to successfully complete the PAT. If this retest does not meet the established time limit but indicates a fifty (50) percent improvement the employee will be considered for the Second Remedial Training Improvement Program. An example of meeting this improvement standard would be going from exceeding the required time by one minute on the initial test to exceeding the required time by thirty (30) seconds.
   d. Failure of the retest with lack of improvement will result in the employee receiving a recommendation for termination. The recommendation for termination will be reviewed and approved by the Chief of Police and the Town Administrator.

2) Second Remedial Training Improvement Program
a. Second time failures will result in the employee meeting with the
Commander of Administrative Support and the Training
Supervisor and receiving a written reprimand with documentation
placed in their training files. The employee will be placed on a
forty-five (45) day remedial training improvement program and
assigned to a different Departmental certified fitness trainer than
assigned during the first remedial training improvement program.
b. The trainer will determine a program which will address the employee’s
deficiencies. All training efforts will be documented.
c. Upon completion of the forty-five (45) day remedial training program the
employee will be required to successfully complete the PAT. If
this retest does not meet the established time limit the employee
will receive a recommendation for termination. The
recommendation for termination will be reviewed and approved by
the Chief of Police and the Town Administrator.

D. Employees are expected to maintain their physical conditioning in such a manner
that will maintain the ability to perform the functions of employment.

7. Employee Wellness

A. The Town of Mount Pleasant is concerned about the health and welfare of all
employees and has instituted the Employee Wellness Program. This commitment
is an attempt to promote a healthier more productive workforce. An outside
wellness consulting company will coordinate the Town’s program and local
management will be accomplished through the Employee Wellness Center nurse
practitioner under the charge of a licensed physician. Employees are eligible for,
but not limited to, the following:

(1) Annual biometric health screening
(2) Health risk assessments with accompanying goals for improvement
(3) Disease management
(4) Education
(5) On-site medical visits to the nurse practitioner to embellish primary care
physician’s care.

B. In an effort to assist the Town with the decisions and goals of the wellness
program the Town established the Employee Wellness Committee, comprised of
representatives from each department.

C. The Police Department is committed to employee wellness and will ensure
representation on the Town of Mount Pleasant’s Wellness Committee. The Police
Department representative will be appointed by the Chief of Police and will assist the committee with its mission.

D. To encourage participation in the Employee Wellness Program the Town is offering incentives for diverse wellness activities grouped into six categories:

1. Individual exercise-to get people active and in shape

2. Group exercise-to get groups of four or more employees active and in shape

3. Nutrition-eating healthy and participating in educational activities to enhance these abilities

4. Education-to include topics on nutrition, exercise, and general health topics

5. Lifestyle management-to include disease management, weight watchers, body mass index reduction, smoking cessation, learning to swim, annual physical and wellness screenings, bicycling to work, and getting a flu shot

6. Community-taking time to give back to the community

E. All employees are encouraged to participate in the Town of Mount Pleasant’s Employee Wellness Program to improve their health and quality of life.
Mount Pleasant Police Department

PURPOSE: It is the purpose of this policy to establish the authority for temporary/light duty assignments and procedures for granting temporary/light duty to eligible employees within the Mount Pleasant Police Department.

POLICY: Temporary light-duty assignments, when available, are for officers and other eligible personnel in this agency who, because of injury, illness, or disability, are temporarily unable to perform their regular assignments but who are capable of performing alternative duty assignments. Use of temporary light-duty assignments can provide employees with an opportunity to remain productive while convalescing, as well as provide a work option for employees who may otherwise risk their health and safety or the safety of others by remaining on duty when physically or mentally unfit for their regular assignment. Therefore, it is the policy of this agency that eligible personnel are given a reasonable opportunity to work in temporary light-duty assignments when available and consistent with this policy.

1. Definitions:

Eligible Personnel: For purposes of this policy, a sworn or civilian member of the Mount Pleasant Police Department, suffering from certified illness, injury, or condition, which are temporarily unable to perform their regular assignment but is capable of performing alternative assignments.

Family Medical Leave Act (FMLA): Federal law providing for up to twelve (12) weeks of leave for eligible employees due to illness, injury or certain other family conditions/situations.
2. Procedures.

A. General Provisions

(1) Temporary light-duty positions are limited in tasks, variety, and availability. Therefore:
   a. personnel injured or otherwise disabled in the line of duty may be given preference in initial assignment to light duty; and
   b. assignments may be changed at any time, within the physician’s restrictions, if deemed in the best interest of the employee and/or the Agency.

(2) Assignment to temporary light duty in no way affects the privileges of employees under provisions of the Family and Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), Americans with Disabilities Act (ADA), or other applicable federal or state laws.

(3) No specific position within this agency shall be established for use as a temporary light-duty assignment, nor shall any existing position be designated or utilized exclusively for personnel on temporary light duty.

(4) Light-duty assignments are strictly temporary and normally should not exceed six months in duration for non-work related injury or illness. For work related injury or illness the duration is twelve months or once an employee has reached maximum medical improvement. After the designated time period of six or twelve months has been reached, personnel on temporary light duty who are not capable of returning to their original duty assignment shall:
   a. Present a request for extension of temporary light duty, with supporting documentation, to the chief executive officer or his designate; or
   b. pursue other options as provided by employment provisions of this agency or federal or state law.

(5) Officers on temporary light duty are prohibited from engaging in outside and/or off-duty employment in which they may reasonably be expected to perform law enforcement functions for which they have been determined physically or mentally unable to perform.

(6) Depending upon the nature and extent of the illness or injury, an officer on temporary light duty shall be prohibited from wearing the departmental uniform, carrying the service weapon, driving a police department vehicle, or otherwise limited in employing police powers as determined by the agency chief executive so long as such limitation is consistent with this policy.
(7) Light duty assignments shall not be made for disciplinary purposes.

(8) Officers may not refuse temporary light-duty assignments that are supported by, and consistent with the recommendations of an attending physician or certified health-care provider.

B. Temporary Light-Duty Assignments

(1) Temporary light-duty assignments may be drawn from a range of technical and administrative areas that include but are not limited to the following:

a. administrative functions

b. clerical functions

c. duty officer functions

(2) The Commander of Administrative Support will coordinate all temporary light duty assignments.

(3) Decisions on temporary light duty assignments shall be made based upon the availability of an appropriate assignment given the applicant’s knowledge, skills and abilities; availability of light duty assignments; and the physical limitations imposed on the officer.

(4) Every effort shall be made to assign officers to positions consistent with their rank and pay classification. However, where it is deemed appropriate, personnel may be assigned to positions designated for personnel of lower rank or pay classification. Officers thus assigned shall retain the pay classification and related benefits of the position held prior to their assignment to temporary light duty.

C. Requests For and Assignment to Temporary Light Duty

(1) Employees are responsible for the immediate notification of their supervisor when they are physically or mentally unfit to perform their regular duties, due to disability, injury or illness, no matter whether the circumstances are or are not work related.

(2) As soon as possible the employee should submit a request for a temporary light duty assignment to the Chief of Police through their Chain of Command. Requests must include a statement of medical certification to support a requested reassignment, which must be signed by either the treating physician or other licensed health care provider. The documentation must include an assessment of
the nature and probable duration of the illness or injury, prognosis for recovery, nature of work restrictions and any other limitations imposed.

(3) Once approved for temporary light duty the employee will be placed into a position consistent with the physician’s limitations and the needs of the Department.

(4) Upon assignment to a temporary light duty position it is the responsibility of the employee to ensure he/she does not work beyond any and all physical restrictions. All work must be consistent with the physician’s restrictions. Should the work assignment activities produce and/or aggravate symptoms, the employee should immediately stop performing the tasks and discuss the matter with their current assigned supervisor.

(5) The employee should immediately notify the Chief of Police office once his/her treating physician certifies their ability to return to regular or full duty and provide written certification as soon as possible. A police officer who has taken extended leave or who has suffered an illness or injury that could affect his/her ability to perform the physical requirements of the position will be required to successfully complete the Departmental Physical Abilities Test before returning to enforcement duties.
PURPOSE: To encourage the continued formal education of employees.

POLICY: It is the policy of the Mount Pleasant Police Department to financially reward employees who have earned degrees and encourage other employees to further their education.

1. Educational Incentive Pay.

   Upon completion of a six month probationary period each sworn employee receives an educational incentive, for educational degrees above the required Associate Degree, in accordance with the current wage and compensation plan in effect. This educational incentive pay becomes a part of the officer’s base salary.
PURPOSE: To create a Career Development Program for the Mount Pleasant Police Department.

POLICY: It is the policy of the Mount Pleasant Police Department to provide opportunities for professional growth, enhance potential for upward mobility and improve individual job satisfaction through a program of Career Development and encouragement of higher education.

1. Program Description.

A. The career development program will allow sworn officers, below the rank of Sergeant, the opportunity to systematically advance through three (3) incentive pay raises.

B. Eligibility for the pay raise progression will depend upon meeting an expected level of job performance as measured against a set of fixed standards and successful completion of prescribed training.

C. Officers will have the opportunity to set their own personal career goals and to advance as far as they wish, and at a rate they choose.

D. The career development program will be evaluated annually and revised as necessary.

E. The authority for administration of the career development program shall rest with the Office of Career Development. No deviation from the program shall be made without the prior approval of the Chief of Police.
2. Program Structure.

A. Upon successful completion of an officer's first year of employment with the department, the Training Sergeant will meet with him and offer career counseling, eliciting from the employee his career development desires.

B. At this point, the employee will be expected to state his desire to enter the career development program and select a career path he desires to achieve.

C. The employee will be informed of the performance standards set for the path selected and an outline of the prescribed training he will be expected to successfully complete.

D. The employee will then be placed on a career path leading to the desired position, and will undergo and be expected to successfully complete 120 hours of training, at the rate of forty (40) hours per year over a three (3) year period, with the exception of the Master Patrol Officer career path which requires an additional 80 hours of training. This training will be applicable to the required knowledge, skills and abilities of the position selected.

E. Personnel assigned to conduct career development activities will receive training and orientation in areas including, but not limited to, the following:

   - General counseling techniques
   - Techniques for assessing skills, knowledge and abilities
   - Salary, benefits, and training opportunities of the program
   - Educational opportunities and incentive programs
   - Awareness of the cultural background of ethnic groups, as required
   - Record keeping techniques
   - Career development programs
   - Availability of outside resources

3. Program Components.

The career development program will contain the following components, which form its foundation.
A. Career Paths

To enhance job satisfaction and provide for professional growth, the career development program will offer career path opportunities in the following:

- Traffic Enforcement Officer
- Narcotics Investigations
- Training Specialist
- School Resource Officer
- Crime Prevention Officer
- General Investigations
- Crime Scene Investigator
- Master Patrol Officer

B. Training and Skill Development

To develop a more competent and proficient police officer, prescribed training is required as referenced and will be above and beyond what is now required by law to maintain State Certification.

C. Performance Standards

To recognize and reward officers who achieve and maintain expected performance, fixed performance standards for each position will be set and used as a measure.

D. To encourage higher educational achievement to promote the advancement of academic study, a tuition reimbursement program is offered.

E. Career counseling, utilizing an inventory of the skills, knowledge and abilities of the employee, an inventory of the skills, knowledge and abilities required by the department and an inventory of resources, will make recommendations to the employee on the best method to proceed in obtaining his career growth goals.

F. An evaluation checklist will be utilized by the counselor to assess the effectiveness of the career counseling process.

4. Program Characteristics.
The Career Development Program will have the following characteristics, which distinguish it from "just another training program."

A. The program will measure each officer against fixed standards. Advancement within the program is the responsibility of the individual officer.

B. The program is voluntary. Officers decide for themselves if they wish to participate. While there are no rewards for those who do not participate, neither are there any penalties.

C. The program is based upon an individual becoming and remaining a skilled and proficient police officer. As an officer advances through the program, the department receives a measurable gain. Officers who lack motivation and are not career minded become easily identifiable.

D. The program has a built in provision for downward reclassification of those who do not maintain established standards.

5. Pay Structure.

A. The pay structure for the career development program, consistent with existing wage and salary plan in effect, is as follows:

1. Forty (40) hours training complete: First Pay Increase.

2. Eighty (80) hours training complete: Second Pay Increase.

3. 120 hours training complete: Third Pay Increase.

6. Higher Education.

A. To encourage officers to attain a higher degree from an accredited institution, tuition reimbursement is offered as long as funds are available and approval for reimbursement is made prior to attendance.

B. Reimbursement is made available to those who are actively seeking a degree in a job related major or major of direct value to the Department and for only those courses within the degree major that are applicable to law enforcement. Reimbursement of tuition is offered as indicated in Section 27 (Educational Reimbursement Policy) of the Town of Mount Pleasant’s Personnel Manual.

C. Tuition reimbursement will be paid only after receipt of official school records of grades are received.

7. Training Committee

A. The Department Training Committee will have the authority and the responsibility for identifying critical training needs and deficiencies. The committee will suggest
possible training solutions and assist the Office of Career Development in the development of training programs. The committee will report directly to the Chief and advise as to any needs or deficiencies.

B. Any employee of the Department may approach a committee member to identify training needs and deficiencies. This will not be viewed as circumventing the normal chain of command. The committee member will bring the problem to the committee for consideration and possible training solutions. The confidentiality of the employee will always be maintained.

C. The composition of the committee will include the Training Sergeant and one member from each of the following divisions: Patrol, Traffic, and Investigations. When a position becomes vacant, the Chief of Police will make a selection from those officers interested and committed to the Department’s training philosophy.

8. In-Service Training.

A. An integral part of the Career Development Program is the in-service proficiency and career specialty training programs as outlined in Training Policy. While the Career Development Program is voluntary, In-Service training is required training for all personnel. In-service and job related training, as approved by the Chief of Police, will be considered "on duty" and no leave will be required.

B. In-Service specialty training in the area of management techniques will be conducted as a part of the career development/in-service training programs. This training will include, at a minimum:

- Planning
- Decision making
- Problem Identification/Problem Solving
- Fiscal Management
- Management Information Systems

C. Skill development training to enable personnel to meet promotional criteria, as well as post promotion supervisory training, will be provided to all officers who aspire to supervisory positions.


To accomplish the Department In-Service and Career Development Training Programs, a combination of training sources will be utilized including, but not limited to, the following:

- South Carolina Educational Television (SCETV)
o Training programs available on video

o Training programs available through correspondence

o Internally developed programs using in-house Certified Instructors

o Outside training agencies, i.e., International Association of Chiefs of Police, Institute of Police Technology and Management, Trident Technical College, South Carolina Criminal Justice Academy, Southern Police Institute, FBI Academy, etc.

10. Records and Reports.

A. The Office of Career Development will maintain records of all in-service, proficiency, specialty and career development training completed by all employees as required by the Training Policy.

B. The employees in-service, proficiency, specialty and career development training files will be reviewed annually with the employee by the Office of Career Development and the employee's immediate supervisor.
PURPOSE: To provide guidelines for the use of the Town of Mount Pleasant's grievance procedure.

POLICY: It shall be the policy of the Mount Pleasant Police Department to provide employees with a means to grieve actions that would adversely affect their employment.

1. Procedure

A grievance is defined as any complaint by an employee that he/she has been treated unfairly, unlawfully, or in violation of his/her rights under Town policies, with regard to any matter pertaining to his/her employment by the Town. This definition includes, but is not limited to discharge, suspension, involuntary transfer, and demotion. Promotions shall not normally be deemed grievable. However, where a complaint is made by an employee that he/she was excluded from consideration for promotion for which he/she was qualified and, the employee applied or would have applied if he/she had known of the promotion opportunity, the Town Administrator may determine that there are facts which make the promotion grievable.

If an employee of the Department feels he/she has a grievance, he/she must act in accordance with the following:

A. Within 5 days of the action taken, he/she must discuss the grievance with his/her immediate supervisor.
B. If this supervisor is unable or unwilling to adjust the grievance to the satisfaction of the employee, the employee must follow the chain of command, appealing to each successive level of supervision.

1. All of these appeals may be oral.

2. At each level, the supervisor will normally have 2 working days (Saturdays and Sundays excluded) to render a decision. If no decision is made within this time or if the supervisor at a particular level is unavailable to consider the grievance, the grievance will normally be considered denied and the employee may appeal to the next supervisory level.

3. An appeal to the Chief of Police will normally be in writing. This document will include the following:
   - A statement of the grievance and the facts upon which it is based,
   - A written allegation of the specific wrongful act and harm done,
   - And a written statement of the remedy or adjustment sought.

C. If the employee is not satisfied with the decision of the Chief of Police, or the Chief of Police is the authority taking the action, that decision is normally final for probationary employees.

D. If the employee has completed the probationary period and is dissatisfied with the decision of the Chief of Police, or the Chief of Police is the authority taking the action, the employee may appeal the decision of the Chief of Police to the Town Administrator, by filing a request for appeal within five 5 days. The written request will include the following:

1. The purpose of the appeal and what recommendation is requested of the Town Administrator,

2. A statement that the chain of command has been followed in the appeal as is required by the General Order 92-0102/A-27.

E. The Town Personnel Division staff will assist an employee in explaining the grievance procedure and provide information from the employee’s file, if requested.

F. Within ten 10 days of receipt of the employee’s request, the Town Administrator will normally schedule the requested hearing.

G. Neither the grieving employee nor the department may be assisted by advisers or by attorneys during an actual hearing of the Town Administrator.
H. The Town Administrator normally shall, within twenty (20) days after hearing an appeal, make his findings and recommendations and report such findings and recommendations to the Personnel Committee of Council.

I. The Personnel Committee of Town Council will report the findings to Town Council at the next scheduled council meeting. If the Town Council approves, the decision of the Town Administrator the decision shall be final, and copies of the decision shall be transmitted by the committee to the employee, and to the Department. If, however, the Town Council rejects the decision of the Town Administrator, it shall make its own decision without further hearing, and that decision shall be final, with copies transmitted to the employee and the Department.

J. Upon the conclusion of any grievance hearing involving a Police Department employee, all records, statements, documents, and findings pertaining to a grievance, will be maintained with the internal files located in the office of the Chief of Police.

K. Annually, The Chief of Police or his designee will conduct a documented analysis of any grievances filed by Department employees during the year. The purpose of the analysis is to observe any trends in filed grievances and to take whatever steps possible to minimize the causes of such grievances in the future.
PURPOSE: To establish ethical mandates for sworn officers of the Mount Pleasant Police Department.

POLICY: All sworn officers of the department must be fully aware of the ethical responsibilities of their positions and must strive constantly to live up to the highest possible standards of professional policing. To that end the Mount Pleasant Police Department has adopted the following Code of Ethics as guidelines for all sworn officers of the department to follow:

1. Primary Responsibilities of a Police Officer.

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


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

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

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

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

4. Use of Force.

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

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

All employees must intervene when they reasonably believe that a police officer is using or is about to use unnecessary or excessive force in violation of this policy and must report the incident to a supervisor. Use of unnecessary or excessive force or failure to report incidents involving the use of unnecessary or excessive force will result in disciplinary action.

5. Confidentiality.

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

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

6. Integrity.

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

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

7. Cooperation with Other Officers and Agencies.

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

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

8. Personal/Professional Capabilities.

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

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


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

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

POLICY: The maintenance of an effective disciplinary system is essential in order for the Department to effectively control performance and satisfactorily achieve its objectives. True discipline is achieved through a high degree of training and good morale.

Conforming to Departmental rules, directives, special orders and standard operating procedures is the responsibility of all Departmental employees. It is the supervisor’s duty to ensure that those personnel subordinate to them conform to the Department’s guidelines. This is best accomplished by supervisors setting a positive example for their subordinates. In those cases where an employee should be rewarded, or the Department’s guidelines are violated, there must be a uniform system of discipline, based on fairness to the employee and the Agency and should stimulate employee morale and motivation.

1. Awards Program

The Mount Pleasant Police Department expects a high level of professional conduct from all employees. It is recognized that Department members can and do perform their duties in a manner exceeding even the highest standards of the Department. In order to provide official recognition to those employees who bring honor to themselves and the Department, the Awards Program is hereby established.
A. Letter of Recognition

To be awarded for an outstanding act, rendering exceptional service, or accomplishment which was the result of personal sacrifice whereby the employee has gone far beyond the requirements of his/her normal assignment. A Letter of Recognition can be issued by any Supervisor. The Letter of Recognition will be forwarded to the Office of Professional Standards. The Office of Professional Standards will:

- Provide a copy of the Letter of Recognition on the distinguished service board.
- Provide the Chief of Police with a copy of the Letter of Recognition.
- Place a copy of the Letter of Recognition in the employee’s personnel file.

B. Chief’s Letter of Commendation

To be awarded to an employee for service above and beyond the call of duty by giving evidence of selfless conduct by an employee. Such conduct may be based on an individual act or a series of actions, which have been undertaken in a manner by which the employee takes it upon himself to perform in a manner not required or expected. The act is to be unusual in nature, showing initiative or accomplishment. The award may also be presented for outstanding accomplishment, which has served as a credit to the Department or has resulted in improved methods, operations, or cost savings.

The Chief’s Letter of Commendation will be issued by the Chief of Police. Supervisors may submit a memo to the Chief of Police outlining the facts of an incident which meet the above criteria as a nomination for this award. Selections will be made by the Chief of Police. A copy of the letter will be placed in the officer’s personnel file, made part of the Department’s monthly report to Council, and may be provided to the local media.

C. Employee of the Quarter

Supervisors are encouraged to nominate deserving sworn and civilian employees whose performance exceeds the normal standards of performance, for recognition as Civilian or Sworn Employee of the Quarter as may be appropriate. A photograph of the Civilian and Sworn employees of the quarter, with a letter of recognition from the Chief of Police, will be posted in the lobby for the duration of the next quarter.

Nominations will be submitted to the Office of Inspectional Services for review and selection.
D. Medal of Valor

This award is presented to an officer for individual acts of extraordinary bravery or heroism performed in the line of duty at extreme and life-threatening personal risk. The deed must have been one of personal sacrifice, clearly distinguished above that of normal duty. The officer would have sustained serious injury or loss of life.

Recommendation for the Medal of Valor can be made to the Chief by any employee. The recommendation must be in writing with complete documentation to meet the criteria for the Medal of Valor.

E. Police Medal

This award is presented to an officer for individual acts of heroism in the line of duty, though not above and beyond the call of duty, as is required for the Medal of Valor. It can also be awarded to any active member of the department for individual acts of extreme high levels of service that extends over a period of time.

Recommendation for the Police Medal can be made to the Chief by any employee. The recommendation must be in writing with complete documentation to meet the criteria for the Police Medal.

F. Purple Heart

This award is presented to any active member of the department who, while on duty or in the act of performing a law enforcement function while off-duty, has been killed, wounded, or injured as a direct result of any purposeful or neglected act by an individual or individuals, during the commission of or while fleeing immediately after the commission of a criminal offense. Said injuries must require immediate medical attention of hospitalization.

Recommendation for the Purple Heart can be made to the Chief by any employee. The recommendation must be in writing with complete documentation to meet the criteria for the Purple Heart.

G. The Guardian Award

The Guardian Award is given to an employee who, through exceptional acts, goes above and beyond to successfully resolve a critical incident or assists a community member in dire need, thereby promoting a culture of safety and professionalism to which all employees should aspire. The acts displayed or performed must be conspicuously effective and above the standard expected.
Recommendations for The Guardian Award can be made to the Office of Inspectional Services by any employee. The recommendation must be in writing with complete documentation to meet the criteria for The Guardian Award. Selection for the Guardian Award is made by the Chief of Police and based on the above criteria.

The Chief of Police will present the employee with a commendation bar soon after the selection is made.

H. Police Officer of the Year

This award is presented to the officer who demonstrates exemplary behavior and efficiency, and continuously strives to exhibit the highest characteristics of professionalism and service to the community and Department. Candidates must have been employed by the Department for more than one year.

Recommendations for Police Officer of the Year can be made to the Office of Inspectional Services by any employee. The recommendation must be in writing with complete documentation to meet the criteria for the Police Officer of the Year. Selection for Police Officer of the Year is made by the Sergeants and based on the above criteria.

The Chief of Police will present the employee with a plaque and commendation bar during the Department’s Annual Awards Banquet.

I. Civilian of the Year

This award is presented to a civilian employee who demonstrates exemplary behavior and efficiency, and continuously strives to exhibit the highest characteristics of professionalism and service to the community and Department.

Recommendations for Civilian of the Year can be made to the Office of Inspectional Services by any employee. The recommendation must be in writing with complete documentation to meet the criteria for the Civilian of the Year. Selection for Civilian of the Year is made by the Sergeants and based on the above criteria.

The Chief of Police will present the employee with a plaque and commendation bar during the Department’s Annual Awards Banquet.

J. Rookie of the Year
This award is presented to a sworn officer who has excelled in the performance of his/her duties and demonstrated a high degree of professionalism that sets a positive example for other new employees to follow.

Candidates will have been employed with the Department for no longer than eighteen months.

Recommendations for Rookie of the Year can be made to the Office of Inspectional Services by any employee. The recommendation must be in writing with complete documentation to meet the criteria for the Rookie of the Year. Selection for Rookie of the Year is made by the Sergeants and based on the above criteria.

The Chief of Police will present the employee with a plaque and commendation bar during the Department’s Annual Awards Banquet.

K. Supervisor of the Year

This award is presented to a first line supervisor who has demonstrated a sincere desire to achieve the goals and objectives set forth for the Department.

The selection will be made by the Chief of Police and Deputy Chief.

The Chief of Police will present the employee with a plaque and commendation bar during the Department’s Annual Awards Banquet.

L. Investigator of the Year

The award is presented to an Investigator who demonstrates exemplary behavior and efficiency, and continuously strives to exhibit the highest characteristics of professionalism and service to the community and the Department.

Recommendations for Investigator of the Year can be made to the Office of Inspectional Services by any employee. The recommendation must be in writing with complete documentation to meet the criteria for the Investigator of the Year. Selection for Investigator of the Year is made by the Sergeants and based on the above criteria.

The Chief of Police will present the employee with a plaque and commendation bar during the Department’s Annual Awards Banquet.

M. Ronald R. Perry Visionary Award
This award is presented to an employee who has made an outstanding, innovative contribution to the department that has improved the agency’s delivery of service.

Recommendations for this award can be made by Captains and the selection will be made by the Chief of Police and Deputy Chief.

The Chief of Police will present the employee with a plaque and commendation bar during the Department’s Annual Awards Banquet.

N. Community Outreach Award

This award is presented to an employee who demonstrates a strong devotion to community service over time or implements a program that greatly improves the Department’s relationship with community members, organizations, and/or businesses.

Recommendations for the Community Outreach Award can be made to the Office of Inspectional Services by any employee. The recommendation must be in writing with complete documentation to meet the criteria for the Community Outreach Award. Selection for the Community Outreach Award is made by the Sergeants and based on the above criteria.

The Chief of Police will present the employee with a plaque and commendation bar during the Department’s Annual Awards Banquet.

2. Disciplinary Action

Punitive action may be administered in a progressive fashion. Although not all inclusive, the following should be taken into account when considering administration of discipline:

o The seriousness of the incident.

o The circumstances surrounding the incident.

o The employee’s past disciplinary record.

o The employee’s past work performance.

o The impact of the incident on the Department

o The prognosis for future similar disciplinary problems.

A. Training
Officer’s acts, which are committed because he/she either misunderstood procedures or was never made aware of the correct action, are indicators of training needs.

These needs may be corrected by remedial training. Remedial training is personalized training to correct a specific deficiency, which is usually identified by testing, evaluations, or by acts requiring disciplinary actions.

Training may be used as part of the Department’s disciplinary system by itself, or along with other disciplinary procedures determined by the Chief of Police.

An employee may be assigned to remedial training upon approval of the Chief of Police.

In a non-disciplinary action, an employee may be assigned to remedial training if the supervisor recommends the process to correct a lack of skill, knowledge, or ability to perform assigned tasks. Recommendations for remedial training will be made in writing through the chain of command to the Chief of Police.

Completion of required remedial training will be documented in the employee’s chronological file by the supervisor and initialed by the employee.

B. Counseling

Counseling is assisting employees in the process or problem solving, it may be corrective or preventive in nature. It may focus on the necessity for a person to change his/her present behavior or work methods. It may focus on the necessity for a person to behave differently in preparation for responsibilities and challenges that lie ahead, or focus on a disciplinary problem which may be handled in a positive manner by itself, or with other disciplinary measures.

A supervisor should counsel an employee when the employee has an existing problem or is experiencing difficulty understanding or adjusting to matters which are:

- job related
- personnel policy
- interpersonal relationships with coworkers
- personal matters which are affecting the employee’s work

All counseling will be documented in the employee’s chronological file by the supervisor and initialed by the employee.

C. Verbal Reprimand
A verbal reprimand shall be given by the employee’s immediate supervisor in an interview with the employee, which shall be held specifically to advise the employee of the verbal reprimand. The supervisor shall identify the work rule or standards of conduct which the employee has violated or the duties, which the employee has failed to discharge, and will suggest corrective action. The verbal reprimand will be documented in the employee’s chronological file and initialed by the employee.

D. Written Reprimand

A written reprimand is a formal reprimand to the employee from his supervisor describing the way in which the employee’s conduct or performance has failed to meet prescribed standards.

The written reprimand should be used in cases where a past verbal warning has been ineffective or where an offense has been committed which requires more severe action than a verbal warning.

The written reprimand shall specify the violations charged against the employee or the failures in work performance of the employee and shall specify corrective action. It shall warn the employee that repeated offenses will lead to sterner measures, including possible discharge. The employee will acknowledge receipt of the reprimand by signing the Town of Mount Pleasant’s Disciplinary action Form. The reprimand will be made part of the employee’s personnel file.

E. Suspension

A serious disciplinary action in which the officer must forfeit his/her salary for misconduct considered to be serious or part of a continuing pattern of behavior involving repeated misconduct.

F. Demotion

Demotion is the appointment of an employee to a new position having decreased responsibility and pay. Involuntary demotion may be utilized in circumstances which an employee exhibits unsatisfactory performance or personal conduct in one position but shows promise of becoming a valued employee in another position. It may be used as an alternative to dismissal and it is the most severe corrective action, which may be imposed prior to discharge.

G. Discharge

Discharge is the permanent removal of an employee from duty, thereby ending his/her employment with the Town.

3. Supervisor’s Role
The Chief of Police shall (1) review all submitted reports and evidence of any disciplinary action prior to being made part of an employee’s personnel file, (2) sustain or reduce the action, (3) impose the forms of punitive discipline identified in this policy.

All supervisors shall be responsible for detecting those instances and actions when positive or negative disciplinary actions are warranted for members under their immediate or indirect supervision. These responsibilities include:

- Investigation of allegations of employee misconduct when within the scope of their authority and responsibility.
- Counseling employees to improve job performance or correct minor infractions and procedures.
- Identifying training needs as a function of the disciplinary process.
- Implementing disciplinary action approved by the Chief of Police or Deputy Chief.

4. Supervisory Authority

Final disciplinary authority and responsibility for Departmental members rests with the Chief of Police. All supervisors are held responsible for any discipline administered at any level below them within their span of authority. Supervisors may exercise the following disciplinary measures with members under their control:

A. Sergeants
   - Change of duty assignment within their span of supervisory control.
   - Counsel.
   - Verbal reprimand.
   - Written reprimand.
   - Suspension - up to three (3) days.
   - Recommend more serious disciplinary action.
   - Emergency relief from duty requiring the employee to report to the Deputy Chief’s office at 0900 hours the next business day.

B. Lieutenants
   - Change of duty assignment within their span of supervisory control.
   - Counsel.
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C. Captains

- Change of duty assignment within their span of supervisory control.
- Counsel.
- Verbal reprimand.
- Written reprimand.
- Suspension - up to Five (5) days.
- Recommend suspension -- up to Ten (10) days.
- Emergency relief from duty requiring the employee to report to the Deputy Chief’s office at 0900 hours the next business day.

D. Deputy Chief

- Change of duty assignments.
- Counsel.
- Verbal reprimand.
- Written reprimand.
- Suspension -- up to Ten (10) days.
- Emergency relief from duty.
- Dismissal from the Department.

E. Chief of Police
Whenever improper conduct of an employee is observed by any supervisor, it shall be the responsibility of that supervisor to inform the offending employee’s supervisor for possible disciplinary action.

- 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 Departmental operations, the supervisor is authorized to take immediate corrective action in the form of counseling.

- An oral reprimand may be given by any first-line supervisor. It shall be the responsibility of that supervisor to inform the offending employee’s supervisor and ensure the reprimand is documented in the employee’s chronological file.

- If the misconduct is serious and the supervisor determines that a written reprimand or suspension is in order, the supervisor will review the action with the Deputy Chief and/or the Chief of Police.

- If the misconduct is very serious, such as a violation of criminal law, gross negligence involving loss of life or potential loss of life, intoxication on duty, gross insubordination, or when deemed to be in the best interest of the Department, the supervisor may impose an emergency relief from duty. The chief of Police and Deputy Chief will be immediately notified in such instances.

The emergency relief will continue until 0900 hours the next business day. The supervisor will take possession of the employee’s weapon, identification and vehicle. The supervisor will provide the employee with a ride to the employee’s residence and advise the employee that the employee is under emergency suspension and is relieved of all police powers until instructed otherwise by higher authority.

5. Dismissal
A. If an investigation of employee misconduct results in termination from the Department, the employee shall receive written notice, which will contain the following information:

- The reason for termination (charges and specifications).
- The effective date of termination.
- The status of fringe and retirement benefits after termination, which will be provided by the Personnel Services Officer of the Town of Mount Pleasant.
- A statement as to the content of employee’s personnel file relating to the termination, which will be provided by the Personnel Services Officer of the Town of Mount Pleasant.

B. This section (5A) does not apply to entry level probationary employees.

6. Allegation Findings

When an administrative review process investigation has concluded, a “conclusion of fact” for each allegation will be clearly stated and will identify the following concerns when applicable:

- Proper conduct.
- Improper conduct.
- Policy failure.
- Insufficient evidence.
- Unfounded compliant.

At the conclusion of an internal inquiry, the Office of Professional Standards shall conclude the report by classifying the disposition into one of the following categories:

- Not involved
- Unfounded
- Not sustained
- Exonerated
- Sustained

7. Records Maintenance
Reports and supporting documents, which relate to an administrative review of disciplinary action will be retained by the Office of the Chief of Police and will not be placed in the employee’s personnel file.

The notification of disciplinary action and the disciplinary action form will be placed in the employee’s personnel file and shall remain in the employees’ file indefinitely.

8. Appeal Procedures

Employees receiving disciplinary action have appeal rights available to them as outlined in the Personnel Manual for the Town of Mount Pleasant.

9. Reduction of Leave

To resign in good standing, an employee shall give the Chief of Police at least two (2) weeks notice in writing. Normally, failure to comply shall result in a reduction of accumulated annual leave by one day for each calendar day less than the required fourteen (14) day notice.
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PURPOSE: To identify and employ the best candidates available, not merely eliminate the least qualified.

POLICY: The Mount Pleasant Police Department will initiate and maintain an active recruitment program to attract applicants for actual or forecast vacancies. All Department Personnel are encouraged to participate in recruitment efforts both formally and informally.

1. Administration.
   A. The Office of Professional Standards will have the authority and responsibility to administer the Recruitment Program and coordinate the Recruitment Team activities to include
      (1) Maintaining an itemized recruitment budget
      (2) Maintaining a current staffing table consisting of the Departments authorized, budgeted, and actual strength
   B. Advertising and posting of job announcements for entry-level positions within the Mount Pleasant Police Department shall be a joint effort of the Mount Pleasant Police Department and the Town of Mount Pleasant's Personnel Department.

2. Recruitment Plan Objectives.
   A. To establish and maintain a coordinated approach to all recruitment efforts.
   B. To recruit qualified applicants on a nondiscriminatory basis.
C. To maintain as applicant pool of five (5) applicants for each vacant position, or anticipated opening.

D. Review position qualifications for job relevancy prior to commencing recruitment efforts.

E. Develop and maintain contact with general recruitment resources such as colleges, churches, community organizations.

F. In order to receive recruitment assistance, referrals, and advice from key leaders and community organizations, the Department will actively participate as members of as many community organizations as practical and will assist all organizations as guest speakers, or participants in special events or projects.

G. Forward job opening and recruitment announcements to identified recruitment resources with special focus upon those agencies representing appropriately qualified individuals.

   (1) Utilize minority media resources on a regular basis for dissemination of recruitment announcements.

   (2) Compile and continuously update a recruitment and resource list.

   (3) To ensure that there are no arbitrary barriers to nondiscriminatory employment practices, all job announcements and advertisement will be issued in simple, easily understandable language and format.

   (4) To increase employment of individuals in nontraditional jobs.

   (5) To maintain equitable employment of minorities in all job groups.

H. The Office of Professional Standards will ensure that timetables are met for key activities, including but not limited to:

   (1) Responding to all Pre-application Contact cards received within three (3) working days.

   (2) Acknowledging receipt of formal applications within five (5) working days of receipt.

   (3) Should an applicant request an application and not return the completed application package within thirty (30) days, further contact with the individual will not be necessary.

   (4) Unsuccessful applicants will be notified, in writing, within ten (10) working days of such determination.
(5) Applications are not rejected because of omissions or deficiencies that can be corrected prior to the screening process.

(6) In the event that it becomes necessary to implement an application filing deadline, the job vacancies will be publicized at least ten (10) working days prior to the application filing deadline.

3. Recruitment Team.

A. The Mount Pleasant Police Department utilizes a recruitment team which includes women and minorities fluent in the communities language and are aware of the cultural environment of Mount Pleasant in order to enhance the receptivity of the minority community to the recruiter, and increase the potential for recruiting minority personnel.

The Recruitment Team will:

(1) Provide counselors with position advertisements and pre-application contact cards.

(2) Set up displays and pass out recruitment materials.

(3) Speak to interested students and supply them with any requested information.

(4) Acquaint career counselors with the benefits and challenges of a law enforcement career.

B. The Mount Pleasant Police Department, through the Town of Mount Pleasant Personnel Office, coordinates job placement and availability with the South Carolina Employment Security Commission and other job service agencies.

4. Student Intern Program.

A. The Department recognizes the need to meet students interested in the law enforcement profession and has established a student intern program.

B. College students who are recommended by their college or university are interviewed by the Chief of Police or his designee.

C. If selected, the student may be assigned to different sections of the Department for a period of one to three months.

D. The assignments are unpaid.

To encourage a valid and useful recruitment appraisal method, the Office of Professional Standards will prepare an annual written evaluation of the Department's recruitment activities and Equal Employment Opportunity Plan to illustrate the following:

A. Measurement of recruitment activities against quantitative objectives.

B. Analysis of the effectiveness or ineffectiveness of recruitment.

C. Determination of all aspects of the recruitment program represent current legislation and practice in terms of selection, equal employment opportunity and related selection issues.

D. Recommendations for improvement.

In addition, description and assessment of recruiting activities for the preceding quarter is completed and given to the Chief of Police.

The Office of Professional Standards will ensure all recruitment strategies and procedures are supported by the nature of the job position, knowledge, skills, training, education and prerequisite personal attributes, as indicated in the job task analysis for the position to be filled.
PURPOSE: To describe and set forth criteria to guide and govern personnel selection.

POLICY: It is the policy of the Mount Pleasant Police Department to select the best candidates for available positions through the use of a fair, impartial, and equitable selection process.

1. Application Process
   A. All persons interested in being considered for employment with the Mount Pleasant Police Department must submit a formal Town of Mount Pleasant Application.
   B. Applications are accepted continuously and are considered active for a period of one (1) year. After one (1) year, reapplication must be made, provided there has been no disqualification. The Department does not permit re-application for reasons of disqualification.
   C. All elements of the selection process shall be administered, scored, evaluated, and interpreted in a uniform manner.

2. All persons interested in a police officer position with the Mount Pleasant Police Department must meet the following minimum qualifications:
   A. Citizenship
      The candidate shall be a citizen of the United States prior to appointment as a police officer,
   B. Age
      The candidate must be at least 21 years of age at the time of appointment as a police officer,
C. **Education**
The candidate shall possess an Associate Degree or the equivalent semester hours of college course work,

D. **Driver’s License**
The candidate shall possess a current South Carolina Driver’s License prior to appointment,

E. **Domestic Violence Affidavit**
All candidates must complete an affidavit, which meets the requirements of the Gun Control Act of 1968 with regards to domestic violence, which states:

1. They have not been convicted in any court of a misdemeanor crime of domestic violence (18 USC 922 (d) (9) and 18 USC 922 (g) (9)),

2. They are not subject to any court order that restrains them from harassing, stalking, or threatening, an intimate partner or child of an intimate partner or person; (18 USC 922 (d) (8) and 18 USC 922 (g) (8)),

3. They are not subject to any order which restrains them from engaging in any conduct that would place an intimate partner in reasonable fear of bodily injury; (18 USC 922 (d) (8) and 18 USC 922 9g) (8)).

F. **Criminal History**
The candidate shall not be convicted of any felony or misdemeanor that required a jail sentence or involved moral turpitude.

G. **Physical Examination**
The candidate shall be physically capable of performing the duties and responsibilities of a police officer, with or without accommodation as determined by the physician for the Town of Mount Pleasant.

3. **All persons interested in employment with the Mount Pleasant Police Department for positions other than police officer must meet the following minimum qualifications:**

   A. **Education**
   Each candidate must possess the minimum requirement which will be defined in each job description,

   B. **Driver’s License**
   The candidate will possess a current South Carolina Driver’s License prior to appointment,

   C. **Criminal History**
   The candidate shall not be convicted of any felony or misdemeanor that required a jail sentence or involved moral turpitude,
D. Physical Examination
The candidate will be physically capable of performing the duties and responsibilities of the particular position as outlined in the job description, with or without accommodation as determined by the physician for the Town of Mount Pleasant.

4. The following areas will be reviewed and taken into consideration in selection process:

A. Drug Use
The candidate’s history of drug use, if any, shall be evaluated, particularly the sustained use of or any illegal act involving the use of any narcotic controlled substance or dangerous drug as defined by federal or state law.

B. Driving Record
The candidate’s driving record shall be reviewed. The following areas, at a minimum shall be considered:

1. Number of chargeable traffic accidents,
2. Convictions of driving under the influence in the last previous (5) years,
3. Convictions of reckless driving,
4. Trends of poor or careless driving habits.

C. Personal Reference
The candidate’s personal references will be contacted and interviewed.

D. Employment History/References
The candidate’s prior work record shall be evaluated.

E. Military History
The candidate’s military service record, if any, shall be reviewed. Applicants shall present a DD-214 indicating an honorable separation or discharge or other evidence of separation status.

F. Credit History
The candidate’s credit history shall be reviewed.

G. Decertification Resources
The National Decertification Index (NDI) and other state resources will be consulted to determine the prior public safety certification status of candidates.

5. Selection Process.
A. The supervisor assigned to the Office of Professional Standards shall have the authority to and responsibility for administering the Department's role in the selection process.

B. The Chief of Police shall have exclusive control over the selection of personnel.

C. The Office of Professional Standards, in conjunction with the Chief of Police, shall annually evaluate the selection process.

D. Material used in the selection process shall be stored in a secure area when not being used. Disposal of selection material shall be made in such a way as to prevent disclosure or compromise of the process.

6. Administration of Selection Process

A. Oral Interview

1. The supervisor of the Office of Professional Standards will review applications and schedule the candidates for an interview with the Hiring Board, comprised of a member of Command Staff and two line level officers. The Hiring Board will interview the candidate to determine their qualifications. The supervisor of the Office of Professional Standards will oversee the process to ensure that it is fair, impartial, and equitable. Upon conclusion of the interviews the Hiring Board makes a recommendation of those most qualified and who will continue in the selection process.

2. The Office of Professional Standards will schedule oral interviews with the Chief of Police for those who appear to be among the most qualified. These interviews will be conducted in a formal manner and each candidate will be asked questions from the same topical areas.

3. Conditional Appointment
   The Chief of Police will make a conditional offer of employment with the date of employment, conditional upon successful completion of the background investigation.

B. Background Investigations

1. Personnel used to conduct background investigations shall be trained in collecting required information.

2. The record of each candidate's background investigation shall be maintained on file for at least five years.

3. A background investigation shall be conducted on each candidate prior to appointment to probationary status. Such investigation shall include:
   a. A verification of the candidate's qualifying credentials,
b. Criminal record review, if any,

c. Verification of at least three personal references.

C. Psychological Testing

Psychological testing is administered and evaluated by a licensed psychologist. The psychological test is used to prepare a personality profile of the candidate.

D. Polygraph Examinations

Candidates shall be furnished, at the time of their formal application, with a list of the areas from which polygraph questions will be drawn.

Only personnel trained in the use of a polygraph examination shall be used to conduct such evaluations and evaluate the results.

The results of the polygraph examination shall be considered only as an investigative aid and shall not be the single determinant of employment status.

E. Medical Examination

The candidate will undergo a medical examination by the physician for the Town of Mount Pleasant. The physician will examine the candidate for general overall health, including blood work, and will include a drug screen and hearing test. The physician will determine if the applicant is physically able to perform the duties required of the position, with or without accommodation.

F. Chief’s Evaluation

All information gathered through the background investigation will be forwarded to the Chief of Police, who will review all background information to insure the candidate qualifies for the position.

7. Probationary Periods.

A. Permanent status shall be gained only after a six-month probationary period following certification training at the South Carolina Criminal Justice Academy and successful completion of the Field Training Program.

B. Exceptions to the probationary period shall not be granted. Candidates deemed not to be eligible for appointment to probationary status shall be informed in writing within 30 days of such a decision. The disposition of records of candidates not appointed to probationary status shall be kept in accordance with the Department’s record’s retention schedule.

C. Probationary employees may contest their performance reports to the rater's immediate supervisor. Should this occur, an interview shall take place between the rater's immediate supervisor and the contesting employee. The rater’s immediate supervisor shall submit to the office of the Deputy Chief a written explanation of
the reason for the contested evaluation and outline all decisions made to resolve it. Such memorandum is to be forwarded within five working days of the meeting.
PURPOSE: To set forth Department policy regarding the acceptance of gifts and gratuities.

POLICY: Employees of the Mount Pleasant Police Department will accept no gifts and/or gratuities if it can be inferred that such acceptance is related to their official position and/or duties.

1. Introduction.
   
   A. The law enforcement employee, representing government, bears the heavy responsibility of maintaining, in his own conduct, the honor and integrity of all government institutions. He shall, therefore, guard against placing himself in a position in which the public can reasonably assume that special consideration is being given. Thus, he shall be firm in refusing gifts, favors, or gratuities, large or small, which can, in the public mind be interpreted as capable of influencing his judgment in the discharge of his duties.

2. Gifts and Gratuities Prohibited.
   
   A. Town Personnel policies and practices prohibit employees from accepting gifts, gratuities or loans from organizations, business concerns, or individuals with whom they have official relationships because of or on business of the Town of Mount Pleasant.

   B. Specifically, employees of the Police Department shall not accept meals, beverages, entertainment or items at a discounted value or free when it can be reasonably inferred that such a courtesy is tied to their official position.
C. Likewise, employees shall not solicit nor accept from any person, business or organization any gift, tangible or intangible (including money, personal property, food, beverage, loan, promise, service or entertainment) which benefits the employee or the department if it may be reasonably inferred that the person, business or organization seeks to influence action of an official nature or seeks to affect the performance or non-performance of an official duty.

D. This order does not prohibit employees from negotiating for lower prices on such items as vehicles, houses, or other tangible property which would generally be negotiated by regular customers. Further, these limitations are not intended to prohibit the acceptance of articles of negligible value which are distributed generally, nor to prohibit employees from accepting social courtesies which promote good public relations, nor to prohibit employees from obtaining loans from regular lending institutions.


A. Subject to the approval of the Chief of Police, gifts from a corporation, a business, civic club or well-intentioned citizen may be acceptable provided the gift is made in the name of the Department, tends to benefit the Department as a whole or further a particular Department program. Examples of this could be the Wal-Mart Corporation's support of the department's child safety seat program, a civic club that may have as its project the purchase of bullet-proof vests or a well-intentioned citizen who may want to make a contribution to the Department's training fund.

B. Similarly, this policy is not intended to prohibit the Department from accepting discounted values when carrying out Department business or accepting courtesies generally extended to business or government organizations. Examples of this could be a group or government rate at a hotel which the Department desires to use or a free continental breakfast or beverages for Department personnel negotiated as part of a group package from a particular hotel or resort which the Department desires to use.

4. Interpretation and Compliance.

A. An employee in doubt as to the propriety of a gift or gratuity should request clarification from a supervisor or seek to confer with higher authority. Personnel should, at all times, advise and assist any Department member who seems to be having difficulty complying with this General Order. An employee who observes a colleague violate this General Order is required to report the case to his or her supervisor.
PURPOSE: To establish the Training Function, its responsibilities and authority.

POLICY: In order to provide police services that respond to the needs and expectations of the citizens of Mount Pleasant, the Mount Pleasant Police Department is committed to a progressive training program that continually improves the skills, knowledge and abilities of all employees.

1. Goals and Objectives of Training.

GOAL:

To provide opportunities for professional growth, enhance potential for upward mobility and improve individual job satisfaction as well as meeting the training needs of the Department at both the sworn and civilian levels through an offering of basic in-service and advanced courses of instruction.

OBJECTIVES:

- To maintain a program of career development for sworn personnel that creates career paths, incorporates career counseling, proficiency training, career specialty training and facilitates academic study.

- To ensure Department training programs maintain the approval of the South Carolina Criminal Justice Academy.

- To continually develop and implement in-service training consistent with the Department's task analysis.
To maintain a body of prescribed training for telecommunicators, records management and clerical personnel that is both basic and proficient in nature.

2. Organization and Administration.

A. The training function is a component of the Support Services Bureau. The Training Sergeant reports directly the Administrative Lieutenant who likewise reports to the Support Services Bureau Commander.

B. The Training Sergeant shall be responsible for managing the departmental training programs including, but not limited to, monitoring of training requirements, ensuring that recurring training certifications are maintained, presenting training programs, and documenting the training activities of each member of the Department, sworn and civilian.

C. The Training Sergeant shall possess the authority necessary to direct employees at all levels of the Department to attend specific training as required in order to maintain certifications and proficiency.

3. Function.

The Training Function includes, but is not limited to:

- Planning and developing training programs, including documentation of formal lesson plans for all in house training.

- Notifying personnel of required training.

- Notifying personnel of training opportunities available.

- Maintaining all training documentation.

- Ensuring that personnel attend required training in accordance with South Carolina Laws and Departmental Goals and Objectives.

- Administration of the Career Development Program.

- Implementing training programs as deemed appropriate through task analysis, training committee recommendations, and special situations, which may dictate specific training requirements.

- Ensuring that all personnel meet annual requirements for re-certification.

- Recommending personnel for certification as instructors.

- Selecting certified instructors to instruct in specific areas as required.
Continuous evaluation of current training programs to ensure that department needs are met.

Coordinating with outside agencies to provide training programs which are beneficial to the Department's goals and objectives.


A. Training needs and curriculum will be determined through the review of:
   - Inspection Reports (Team Audit Reports)
   - Staff reports and meetings
   - Interviews with and observations of field personnel
   - Job Task Analysis
   - Training committee reports
   - Training Program evaluations
   - Internal Investigative reports
   - Performance reviews
   - Review of officer involved accidents or incidents resulting in citizen complaint or injury to any person.

B. All training programs conducted in-house will require that a lesson plan be developed for utilization by the instructor of the course. Lesson plans will include, at a minimum:
   - Clearly stated performance objectives of the training program, based upon task analysis.
   - Basis for evaluation of the learning achieved by the participants.
   - A basis for evaluation of the training program.
   - A listing of sources utilized in development of the lesson plan.
   - A listing of equipment and/or training aids to be utilized.
   - Specify the appropriate instructional technique to be used.
C. All lesson plans will be in the Outline/Instructor Comment or straight outline format, and will allow for use of conference, field experience, lecture - discussion - demonstration, problem investigation and simulations as appropriate to the topic.

D. All lesson plans will be developed by the Training Function, including personnel assigned additional duties as a Certified Instructor, and will be reviewed and approved by the Support Services Bureau Commander, Deputy Chief and the Chief of Police prior to implementation.

E. All lesson plans and programs will be reviewed at least annually for accuracy, effectiveness, currency and applicability to current job task analysis. Each review will be documented and revisions made as appropriate. Revised lesson plans/programs will require submission, through the chain described in (D) above, for approval.

F. Each training program performed within the Mount Pleasant Police Department will contain an evaluation of the training objectives obtained by the attendee.

   o For Lecture type programs, a written examination will be administered which tests the students' retention of information relative to the training objectives.

   o For performance oriented programs, the student will be required to demonstrate proficiency in the specific task through a preset performance test. The grading of this type testing will be satisfactory or unsatisfactory.

5. Training Attendance and Documentation.

   A. A classroom facility is provided within the Mount Pleasant Police Department Headquarters building, which will be utilized for all formal classroom training, if available.

   B. Attendance at in-service training, whether in-house or outside the Agency, is mandatory for all personnel assigned, unless otherwise specified. Un-excused failure to attend mandatory training sessions will be grounds for disciplinary action.

       o Attendance will be taken at all training programs.

       o Absences will be annotated, with appropriate arrangements for make up training scheduled at that time.

       o Training Certificates will be awarded for any training session of eight (8) hours or more.
C. The Training Sergeant will ensure that each training session, in-house or outside the Agency, attended by any employee of the Department is properly documented in the employee training file. Such entries will include the date, type of training, certificate received, and test scores, if available.

D. The Training Sergeant will maintain files of all training sessions conducted at the Mount Pleasant Police Department, to include lesson plan, attendance records, and test/performance results of all attendees, if available, for each such session.

6. Remedial Training

A. Employees participating in training programs at the Mount Pleasant Police Department must obtain a minimum passing score of 75% on any program written examination, or successfully complete any proficiency exercise required.

B. Employees who fail to meet the minimum standard for the program will be provided remedial training of not more than one half the original scheduled time for the initial training and will then be re-tested/re-evaluated.

7. Out of Town Training

A. Employees will be given advance payment of actual costs of lodging and per diem in accordance with Town Policy when required to remain over night for training outside the area of the Mount Pleasant Police Department. These funds are requested on a Travel Authorization Form, which must be submitted to the Commander of Support Services Bureau.

B. Employees will be required to file a Travel Recap form with the Commander of Support Services Bureau upon their return.

8. Cooperative Training

A. In order to increase effectiveness, improve coordination and promote a better understanding among criminal justice system agencies, the Mount Pleasant Police Department will engage in cooperative training with other criminal justice system agencies.

B. The Department will participate in a mutual exchange of certified instructors for training with other agencies including, but not limited to:

South Carolina Department of Corrections
State Law Enforcement Division
Department of Probation and Parole
Family Court
9. Confidentiality of Training Records

The Training Sergeant will ensure that the confidentiality of training records is maintained. No information from training records will be released to any outside agency without the prior, written approval of the Chief of Police.
PURPOSE: To establish the relationship of the Mount Pleasant Police Department with the South Carolina Criminal Justice Academy and to provide for the Certification of Instructors utilized within the Department.

POLICY: It is the policy of the Mount Pleasant Police Department to comply with all training requirements mandated by the Laws of South Carolina, and to provide assistance as needed to the South Carolina Criminal Justice Academy.

1. South Carolina Criminal Justice Academy.
   
   A. The Academy provides the curriculum for Basic Law Enforcement training. The Training Sergeant provides scheduling coordination for Academy sponsored training for attendance of Department personnel.
   
   B. The Academy sponsors and maintains a Council of Training Officers, of which the Training Sergeant is a member. This council provides for departmental input into the training programs provided and maintained by the Academy.
   
   C. The Mount Pleasant Police Department provides instructional assistance to the Academy through one week appearances of Department Certified instructors as guest instructors in various fields as a part of the instructor re-certification process and provides facilities and other resources for Academy sponsored training as requested.
D. The Department bears no direct financial obligation to the Academy.

E. The Department assumes all normal legal liabilities of its employees being trained at outside academies.

F. All members of the Department receive formal training, presented by a certified instructor, in Departmental policies and procedures during orientation, as in service training programs are presented, and as policies and/or procedures are changed.

2. Training Instructors.

A. Personnel selected as instructors for the Department's in-service training program shall possess the following:

   (1) The skill necessary to effectively communicate information and knowledge.

   (2) The knowledge of teaching theories, methods, and practices in addition to knowledge of law enforcement, specifically in the area being taught.

   (3) The ability to develop lesson plans, including performance objectives, acceptable instructional technique and develop program resources.

B. All instructors utilized in the in-service training programs of the Department must successfully complete the Instructional Development Course provided by the South Carolina Criminal Justice Academy, or similar course of instruction, and receive certification as a basic, advanced or specialized instructor from the Academy. The instructor certification course content must include, at a minimum, instruction in:

   o Lesson plan development

   o Development of performance objectives

   o Instructional Techniques

   o Learning Theory

   o Resource availability and use

   o Testing and evaluation techniques

C. Once certified, all instructors will maintain their certification through annual recertification, as required, to ensure that there are sufficient instructors available, in house, to support the training needs of the Department.
D. All instructors, while engaged in preparation for and actual delivery of instruction, will be under the direct supervision and responsibility of the Support Services Bureau Commander.

E. When instructors from outside the Agency are utilized for training Department personnel, the Commander of the Support Services Bureau will review the Instructor Credentials and the curriculum to be presented for approval.
PURPOSE: To define and establish guidelines for Recruit Officer Training and restrictions.

POLICY: It is the policy of the Mount Pleasant Police Department to require all officers to successfully complete the South Carolina Criminal Justice Academy Basic Law Enforcement Certification Course and the Department's Field Training and Evaluation Program before the recruit is allowed to carry a weapon or make an arrest, except as part of the formal Field Training Program.

1. Definitions.

   **Recruit** - A police officer who has not completed the Field Training Program and is not certified by the South Carolina Criminal Justice Academy.

   **On-duty** - Work assignment scheduled by a supervisor of the Mount Pleasant Police Department.

   **Training Status** - Members who have not completed the following:

   - South Carolina Criminal Justice Academy certification.
   - Field Training Officers' Program.
   - Release to unrestricted duty by the Chief of Police.

2. Weapons.
A. A Recruit must be certified with a department issued weapon by the South Carolina Criminal Justice Academy.

B. The recruit will carry the weapon only while on duty and accompanied by a certified officer who is not in training status.

C. The recruit will not carry any weapon, either departmental or personal, while off duty until he/she is released from training status, with the exception of traveling to and from scheduled duty.

3. Arrests.

A. Recruits will not make arrests except as part of the formal Field Training.

B. Recruits will not enforce laws or act as a representative of the Mount Pleasant Police Department except as part of the formal Field Training.

4. Procedure.

A. All newly hired sworn personnel will report to the Training Sergeant and will be under the supervision and control of the Support Services Bureau during the period of initial and basic training.

B. Newly hired sworn personnel will attend orientation training consisting of Policies and Procedures, Criminal Justice Academy Orientation Briefing, and other topics as deemed appropriate by the Chief of Police.

C. The Academy Basic Law Enforcement certification curriculum is mandated by the Law Enforcement Training Council, based upon Job Task Analysis of Patrol Officer responsibilities and duties throughout the State, and includes instruction in the areas of:

   - Law Enforcement role, responsibilities and relationships
   - Administration
   - Operations
   - Technical Services
   - Emergency First Aid

D. The Recruit is then assigned to the Field Training and Evaluation Program, for training consistent with job task analysis for the position of police officer.
E. Evaluations are performed to measure competency in required skills, knowledge and abilities.

5. Field Training and Evaluation.

OBJECTIVES:

- **Training & Motivation**: To produce a highly trained and positively motivated police employee, capable of meeting or exceeding standards of performance required by the Mount Pleasant Police Department.

- **Standardized Training**: To provide equal and standardized training to all newly hired officers and provide remedial training in those areas where deficiencies are identified.

- **Foundation of Knowledge**: To build on the foundation of knowledge given at the academy, thereby creating an environment in which the trainee may develop new skills as well as increase proficiency in those acquired in the academic setting.

- **Improved Screening**: To improve the department screening process by providing on the job observation of each trainee's performance.

- **Valid Appraisal System**: To provide an appraisal system which is valid and job related, utilizing a standardized and systematic approach to the documented measurement of recruit performance.

- **Career Paths**: To provide career paths within the department by providing qualified officers with additional training and opportunities to develop leadership skills.

- **Increase Efficiency**: To ultimately increase the overall efficiency and effectiveness of the department by enhancing the climate of professionalism and competency demanded by the ethical standards of law enforcement.

A. Program Duration

The Field Training and Evaluation program for new officers is designed to accomplish no less than 590 hours of field training for each new officer. The program allows for extension of time as required for remedial efforts or interruptions to training.

Adjustments to the minimum time may be made for previously certified officers or personnel coming from the ranks of the Community Service Officer Program.

B. Selection and Training of Field Training Officers
(1) The basic qualifications sought in an FTO are the same as those desired in a Training Instructor, with emphasis on the professionalism and performance in the field.

(2) To be eligible for selection as an FTO, the officer must first successfully complete a course of instruction for FTOs. This instruction centers on:

- Instructional Techniques
- Learning Theory
- Testing and evaluation techniques
- Proper evaluation procedures and guidelines
- Department Evaluation Guidelines for the Field Training and Evaluation Program.

(3) FTO Candidates will be evaluated through an Assessment Center, with final selection made by the Chief of Police.

(4) FTOs will be provided other in-service training as may be appropriate in accordance with task analysis for the position, including, but not limited to, being primary candidates for Academy Instructor Certification training.

(5) The Training Sergeant will maintain a relationship with the South Carolina Criminal Justice Academy and act as the Departmental liaison for the Field Training Program. (S)He will be responsible for ensuring the most current training techniques and information is utilized.

C. Supervision of the Field Training Officers

Field Training Officers will be under the administrative direction and control of their respective Training Team Sergeant as related to their training responsibilities.

D. Recruit Assignments

The Watch Commanders will ensure that recruits, in the FTE program, are rotated through sufficient assignments to ensure a general overall understanding and performance capability upon being released from training status.

E. Recruit Evaluation
(1) There are (5) major categories, as well as specific performance items, on which each recruit officer is evaluated on a daily basis. Those five major categories are:

- Appearance
- Attitude
- Knowledge
- Safety
- Relationships

(2) FTOs will accomplish evaluation reporting daily on the Daily Observation Report and at the end of each training phase. The rating scale for categories listed will be one (1) through seven (7):

- 1-3 being not acceptable by FTE standards
- 4-6 being acceptable by FTE standards
- 7 being superior by FTE standards
- N.O. is utilized for Not Observed in a particular category
- N.R.T. is utilized for Not Responding to Training.

(3) Each recruit must achieve and maintain a minimum score of four (4) in each category prior to being recommended for release from training.

F. Training Extensions

Extensions of training in a particular phase may be granted based on the recruit’s performance in a particular area of the phase of training. Appropriate time will be extended based on deficiencies noted and remedial training needed to overcome the deficiencies.

(1) Extensions of up to four (4) days may be granted based on the recommendation of the FTO to their Training Team Sergeant. The Training Team Sergeant must approve the extension.

(2) If further extensions are needed, the request will be forwarded through the Training Team Sergeants to the Field Operations Commander who may grant an additional four (4) days.

(3) Any further extensions will be forwarded to the Chief of Police for approval.

(4) In requesting any extension of training a Remedial Training Report will be completed documenting the recruit officer’s deficiencies and the remedial action to be taken.

(5) Due to certain deficiencies found in a particular phase, a recruit officer may be
required to repeat the phase to hone his/her skills in these areas. After the recruit successfully completes the rephasing process, he/she will continue with the FTE Program.

G. Failure to Respond to Training

If the process of Counseling, Remedial Training, or Rephasing does not correct the unsatisfactory performance on the part of the recruit, termination may be recommended.

(1) The decision to terminate should be made only after all files/documentation have been reviewed by all supervisory officers involved in the FTE Program and forwarded to the Field Operations Commander.

(2) The Field Operations Commander will be responsible for notifying the recruit of the intention to recommend him/her for termination from the department.

(3) The Chief of Police has sole authority to terminate employment.

(4) There may be other times when it is appropriate for the FTO to recommend that the recruit be terminated. Any recruit officer exhibiting any of the following issues may be terminated from the FTE Program immediately.

   a) Lack of interest
   b) Lack of ability
   c) Poor conduct
   d) Inefficiency
   e) Incompetence

H. Release From Training

Upon recommendation of the FTO and the Training Team Sergeant, a recruit officer will be scheduled to appear before a board comprised of the Deputy Chief and two Captains, or designates, for the purpose of interview to determine eligibility for release to individual officer status.
Purposes: To prescribe a method of providing in-service, roll-call, advanced, and specialized training.

Policy: The Mount Pleasant Police Department will provide effective, professional supplemental training that meets the needs of the employees, Community, CALEA, and the Department.

1. In-service Training.
   
   A. All sworn personnel will participate in annual in-service training which may include the following topics:
   
      1. Agency policy and procedures with emphasis on changes,
      2. Statutory or case law effecting law enforcement operations with emphasis on changes,
      3. The functions of agencies in the local criminal justice system,
      4. Exercise of discretion in the decision to involve the criminal justice system,
      5. Interviewing techniques,
      6. Mount Pleasant Police Policy on Use of Force,
      7. Emergency First Aid,
      8. Performance Evaluation System,
9. Emergency fire suppression techniques,
10. Innovative investigative or technological techniques or methods,
11. Hazardous materials incidents,
12. Contingency plans in accordance with the Unusual Occurrences Manual,
13. Legal updates (annually),
14. Collection and preservation of evidence and crime scene protection,
15. Report writing,
16. Less lethal weapon re-certification,
17. Firearms re-qualification (annually),
18. Other training as may be deemed appropriate.

B. These training courses are to be structured in such a manner as to motivate experienced officers and further the professionalism of the Department.

2. Roll-call Training.

A. Roll-call training will be conducted in short segments at the team meeting prior to the beginning of shift at a minimum of once per week.

B. Roll-call training will consist of, but not be limited to:
   o Changes in Departmental policy and procedure,
   o Review of specific problem areas for patrol,
   o Review of policies and/or procedures on a recurring basis as required,
   o Other training which serves to enhance the officers’ performance capability.

C. Roll-call training will be planned, prepared, and disseminated, by the training sergeant to the team supervisors for presentation at roll-call, by the team sergeant or an instructor designated by the training sergeant.

D. Techniques used in roll-call training may include:
3. **Advanced Training.**

A. Advanced training may be considered the types of training provided at the FBI National Academy, Southern Police Institute, and the Northwestern University Traffic Institute.

B. This training will generally be limited to those officers acting in supervisory or command positions, since this training is designed to improve the professional competence of officers who have demonstrated leadership capabilities.

C. Officers who desire to attend advanced training will submit a request, through the chain of command, to the Chief of Police indicating the school desired and the appropriate cost factor information.

D. The Chief of Police will make the determination for selection of officers to attend advanced training schools.

E. The following training requirements should be satisfied by advanced training:

   o Management Theory,

   o Resource Utilization,
o Supervisory Techniques,
o Police Administration.

F. Officers attending advanced training will return to their previous duty assignment upon completion of the training, and may be assigned additional responsibilities commensurate with the training objectives.

4. Specialized Training.

A. The following specialized areas will require specialized training prior to assignment:

1. Radar Operator,
2. Firearms Instructor,
3. Defensive Tactics Instructor,
4. Basic General Instructor,
5. Field Training Officer,
6. Hostage Negotiator,
7. Special Weapons and Tactics Team,
8. Any supervisory position,
9. Baton Instructor,

B. The following positions will require specialized training:

1. Evidence Technician,
2. Criminal Investigator,
3. Special Weapons and Tactics Officers,
4. Accreditation Manager,
5. Marine Patrol,
6. Canine Officer,
7. School Resource Officer.

C. Specialized training will include, but not be limited to, the following:
   1. Development and/or enhancement of the skills, knowledge, and abilities, particular to the specialization,
   2. Management, administration, supervision, personnel policies, and support services of the function,
   3. Performance standards of the function,
   4. Agency policies and procedures specifically related to the function,
   5. Supervised on-the-job training.

D. Specialized training will be initiated within one year of assignment of an officer to the function.

E. Training and re-certification requirements needed to keep certifications or licenses current, will be monitored by the Training Division; however, the employee will be responsible for completing the necessary requirements to stay current.

5. Civilian Training.

A. All newly appointed civilian employees are to receive training consisting of the following at a minimum:
   1. Orientation to the Department's role, purpose, goals, policies and procedures,
   2. Working conditions and regulations,
   3. Responsibilities and rights of employees,
   4. Ethics and Biased Based Policing.
B. Normal orientation training is provided by the Personnel Director, with policies and procedures training to be conducted by the training sergeant.

C. This training will be conducted within the first week of employment.

D. All Community Service Officers will receive initial training under the Community Service Office Field Training Program prior to assuming full responsibilities as a lone Community Service Officer.

E. Annual in-service training will be conducted for civilian employees as appropriate.
PURPOSE: To set forth the Department's role in the promotional process and describe the procedures that will be used to govern and administer the promotional process.

POLICY: It is the policy of the Mount Pleasant Police Department to utilize a promotional process that is fair, equitable, non-discriminatory, and job related.

1. Department Role in Promotion.
   A. The Department, through the Chief of Police, retains the right to administer all phases of the promotional process, as well as the development of the measurements that will be used to determine the knowledge, skills and abilities of promotional candidates.
   B. The Chief of Police shall select assessors, when used, and shall make the final decision regarding probationary status.

2. Administering the Assessment Center (Promotional Process).
   A. The office of the Deputy Chief shall have the authority and responsibility for administering the Department's promotional process, and may delegate its preparation and supervision without mitigating this authority or responsibility. The Major is likewise responsible for the security of all promotional materials.
   B. The Personnel Officer for the Town of Mount Pleasant will, at the request of the Chief of Police, serve as liaison to the Department in promotional matters and perform the following:
o Monitor the procedures used to ensure they are job related and nondiscriminatory.

o Provide final tabulations of scored elements of the process.

o Provide written certification of eligible candidates.

o Provide a written evaluation of the process to the Chief of Police if requested.

   
   A. A promotional manual shall be maintained in the office of the Chief of Police and the office of the Town's Personnel Officer.

   B. The manual shall, at a minimum, address the following promotional procedures:

   o evaluating the promotional potential of candidates

   o administering written tests (if used)

   o determining promotional eligibility for vacancies where lateral entry is permitted

   o conducting oral interviews prior to appointment to probationary status

   o define exceptions to the probationary period


   The promotional process used by the Department as a whole and its individual components shall be job related and nondiscriminatory.

5. Written Test.

   If a written test is used by the Department in the promotional process, an updated bibliography of reading material used as the sources of test questions shall be provided to each candidate in a timely fashion.


   Prior to the beginning of a promotional process by the Department, a timely announcement shall be made which will include, at a minimum, the following:

   o a description of the positions or job classifications for which vacancies exist
o a schedule of dates, times and locations of all elements of the process

o a description of eligibility requirements

o a description of the process to be used in selecting personnel for vacancies

7. Eligibility List.

The following criteria and procedures will govern the promotional eligibility list:

A. Numerical weights will not be used or assigned to eligibility requirements.

B. Ranking of candidates on the eligibility list shall follow the order of highest to lowest scores earned by candidates at the conclusion of the Assessment Center and as determined by assessors.

C. Should a tie occur in ranking the candidate, senior in time, in grade and/or in rank will be given the higher order.

D. Time in grade and/or time in rank eligibility requirements shall be those outlined in the applicable job description.

E. The duration of eligibility list shall be one year from its' date of posting.

F. The Chief of Police will interview the three highest scoring candidates for one position, or the six highest scoring for two positions, and will announce and post the selection on the day of the last interview or as soon as practicable.

8. Probationary Period.

A six month probationary period is required of all employees who are promoted.

9. Review and Appeal.

A. All candidates will be permitted to review any written material used in the promotional process, as well as their individual results of scored elements used in the process.

B. Appeals of adverse decisions shall be made pursuant to the Town of Mount Pleasant's grievance procedure.

C. Employees who failed to meet eligibility or failed to be promoted will be eligible for re-application, testing, and evaluation.

The Department's promotional process shall be evaluated annually and revised if necessary.
PURPOSE: To specify objectives of the Department's performance evaluation system and set forth procedures and responsibilities.

POLICY: It is the policy of the Mount Pleasant Police Department to utilize the Performance Evaluation in a manner consistent with the Department values to maintain and improve the professional performance of its employees.

1. Performance Evaluation Objectives.
   
   A. The objectives of the Department's performance evaluation system are as follows:
      
      o to foster fair and impartial personnel decisions
      o to maintain and improve performance
      o to provide a medium for personnel counseling
      o to facilitate proper decisions regarding probationary employees
      o to provide an objective and fair means for measurement and recognition of individual performance in accordance with prescribed guidelines
      o to identify training needs

   
   A. Each supervisor and command officer shall be responsible for evaluating the performance of Department employees based upon the Town’s Performance Appraisal Process. This process shall contain the following:
◊ measurement definitions
◊ procedures for use of forms
◊ rater responsibilities
◊ provisions for rater training


A. The performance of each employee shall be evaluated at least annually.

B. The evaluation of each employee's performance shall be documented on the appropriate evaluation form for the position being evaluated.

C. The evaluation of the employee's performance shall be limited to specific periods as outlined below.

   o Non probationary - every 12 months.
   o Probationary - Bimonthly for the first 6 months of employment; and annually in February of each calendar year thereafter.

D. Supervisory and command evaluations of employee performance shall be based only on performance during the rating period.

E. Criteria used for evaluating performance shall be specific by the position occupied by the employee being evaluated.

F. Each performance evaluation report is to be reviewed and signed by the rater's supervisor. Likewise, each employee evaluated shall be given the opportunity to sign the evaluation report indicating he/she has read it.


A. Employees shall be evaluated and rated by their immediate supervisor.

B. Rating supervisors are to be evaluated by their supervisor on the quality of ratings given employees.

C. The results of performance evaluations will be utilized to:

   o provide information concerning suitability for assignment
   o training needs
o effectiveness in assigned position

o ability to assume more responsibility

o merit bonus

D. An employee may contest his or her performance evaluation to the Chief of Police. Notice to contest must be made through the employee's chain of command and with the understanding that a review with the Chief of Police is less than, or short of, the Town of Mount Pleasant's grievance procedure.

E. Performance evaluation reports will be retained in the employee's personnel file for at least five (5) years.

F. Annually the Office of Professional Standards shall audit and inspect the Department's performance evaluation system to determine how well it worked, and identify instances of extreme ratings and the reasons for them. Likewise, the number of contested appraisals shall be reported, along with the reasons for them.


A. Employees will be counseled by their immediate supervisor at the conclusion of each rating period concerning:

o results of the performance evaluation just completed

o expected level of performance

o career counseling relative to advancement and career development tracts

B. Non-probationary employees shall be advised in writing whenever their performance is deemed unsatisfactory. Such written notice is to be made by the concerned employee's supervisor in a timely manner prior to the end of the applicable rating period and with approval of the Chief of Police.

C. Raters shall include explanatory comments when performance ratings exceed or are below expectations.

D. Employee review of the completed evaluation report shall include:

o an interview between the rater and the employee

o opportunity and provision for written comments by the employee being evaluated

E. Employees shall be given a copy of their completed evaluation report.
Employee Chronological Records

A. The purpose of the Employee Chronological Record is to provide on-going specific documentation of events related to an employee’s work performance and professional development. The chronological record is a tool to validate an employee’s knowledge, skills and abilities in the area of his/her current assignment and will be used to support annual evaluations. Therefore, this record should include specific examples that demonstrate the employee’s work performance, leadership ability, training, adherence to policy, conduct and professionalism as a police officer, (such as community recognition, vehicle/uniform inspection results, etc.). In addition, the record can be useful in identifying areas of improvement for an officer. The supervisor should include specific situations requiring either positive or negative disciplinary action and/or remediation in this record.

B. Employee Chronological Records will be completed for all employees of the Department regardless of position or rank.

C. Employee Chronological Records will be completed as frequently as necessary to ensure the continual development of the employee but no less frequently than monthly.
### Purpose:

To define and establish the pre-service training requirements for the position of Community Service Officer (CSO).

### Policy:

It is the policy of the Mount Pleasant Police Department to require all Community Service Officers to successfully complete a Department prescribed pre-service training program as well as the Field Training and Evaluation Program for Community Service Officers prior to being allowed to perform as an individual Community Service Officer.

### 1. Procedure.

A. Community Service Officers will report to the Training Sergeant and will be under the supervision and control of the Training Section during the period of initial training.

B. Community Service Officers will attend a department prescribed pre-service training of up to three (3) weeks duration, which involves the range of skills and knowledge required for the position. This training will consist of, but not be limited to, the following areas:

- Orientation
- General Orientation/In-processing
- MSDS/OSHA Regulations and Requirements
- Blood Borne Pathogens
- Applicable Departmental Policies
- Performance Objectives/Job Description
- Department Philosophy
- Accreditation
o First Aid/CPR
o Problem Oriented Policing/Problem Solving
o Community Policing Philosophy
o Problem Oriented Policing
o Problem Solving Model
o Customer Service Orientation
o Report Writing
o Forms and Proper Use
o NCIC/UCR Requirements
o SLED Reporting
o Lap Top Reporting
o Narrative Composition
o Interviewing
o Legal Orientation
o Laws of Arrest
o Search and Seizure Laws
o Elements of Criminal Offenses
o Narcotics Identification
o Court Testimony
o Crime Scene Processing
o Crime Scene Protection
o Latent Fingerprints
o Photography/Camera Familiarization
o Traffic Orientation
o Traffic Statutes
o Accident Forms and Use
o Accident Investigation
o Parking Statutes and Enforcement

C. Class periods may vary, dependant upon the number of trainees in a given class and evaluation of the material to be covered.

D. Upon completion of the pre-service training, the Community Service Officer will be assigned to the Field Training and Evaluation Program for training consistent with job task analysis for the position of Community Service Officer.

E. The Objectives and procedures of the Field Training and Evaluation Program for Community Service Officers will mirror as closely as possible those set forth for Sworn Officers.

2. Field Training and Evaluation Program.
A. The Field Training and Evaluation Program for Community Service Officers will be up to six (6) weeks in duration, to include one (1) week CSO observation.

B. During the initial phases of the program, Community Service Officers will train with Sworn Field Training Officers (FTO). As the program is expanded, FTOs will be selected within the Community Service Officer positions.

C. Field Training Officers will accomplish evaluation, reporting daily on the Community Service Officer Daily Observation Report, and provide a summary report at the end of each of the two phases of training.

D. Each Community Service Officer Trainee must achieve and maintain a minimum score of four (4) in each category prior to being recommended for release from training.

E. Upon recommendation of the Field Training Officer, a Community Service Officer Trainee will be scheduled to appear before a board comprised of the Deputy Chief and two Captains, or designates, for the purpose of interview to determine eligibility for release to individual Community Service Officer status.
PURPOSE: To provide guidance and restrict unreasonable invasions to the expectation of privacy in the workplace, and provide a reasonable workplace search policy in order to protect confidential information, and the expectation to be free of interference from within in maintaining a credible and efficient organization.

POLICY: It is the policy of the Mount Pleasant Police Department to conduct reasonable workplace searches for work related purposes.

1. Workplace - Defined.
   
   A. The term workplace shall include those areas and items related to work and generally within the department's control, such as: offices, desks, file cabinets, lockers and department issued vehicles.

   B. These areas shall be considered to constitute the workplace even if an employee places personal items in them.

   C. Ordinarily, the department's authority will not undertake a search of an employee's personal effects brought to or carried from the workplace. However, should a legitimate work-related reason exist for conducting such a search of personal effects, it will be carried out.

2. Procedure.
   
   A. From time to time, or when specifically necessary, the Chief of Police, or his designee, may conduct a reasonable search of the workplace.
B. Prior to a workplace search and, if reasonable to do so, the affected employee(s) will be notified that a workplace search is going to be conducted.

C. If, during the search, evidence is found of work-related misconduct, or improper performance, the affected employee(s) will be so informed in writing.

D. In carrying out a search of the workplace or that of personal items, every effort will be made to balance an employee's legitimate expectation of privacy against the department's need for a credible and efficient organization and operation.
PURPOSE: To establish a formal method to facilitate the flow of communications between department members and the Chief of Police.

POLICY: It is the policy of the Chief of Police to have an open door to anyone within the department who has a matter to discuss.

1. Procedure.
   A. Each Wednesday, between the hours of 1400 and 1700, the Chief of Police will be available in his office to entertain concerns, problems or general discussions from employees.
   B. Employees who desire such an audience with the Chief should report through the secretary to the Chief.
   C. Employees need not follow their respective chain of command to avail themselves of this policy. However, employees are cautioned that the intent of this policy is to facilitate communications within the department and will not serve as a by-pass to established lines of authority.

2. Multi-Level Department Meetings.
   A. To further facilitate the flow of communications the Chief of Police, in his discretion, may call multi-level department meetings.
   B. Attendance with the Chief of Police at multi-level meetings will be as follows:
      - Captains - without the presence of the Deputy Chief
      - Lieutenants - without the presence of Captains
      - Sergeants - without the presence of Lieutenants
      - Corporals - without the presence of Sergeants
      - Investigators and Patrol Officers - without the presence of Sergeants
      - Civilian personnel - without the presence of civilian or sworn supervisors.
PURPOSE: To establish a system of control and monitoring of Off Duty Special Assignments and employment for Agency personnel.

POLICY: It is the policy of the Mount Pleasant Police Department to allow Agency personnel to work off duty and special assignments, subject to the conditions set forth herein. Additional guidance for off duty work and special assignments of sworn personnel is likewise pursuant to State Law and Mount Pleasant Town Ordinance, subject to the conditions set forth herein.

1. Legal Basis for Off Duty Employment.

Title 23, Chapter 24 of the South Carolina Code of Laws - Off Duty Private Jobs of Law Enforcement Officers provides the legal basis for off duty employment as follows:

- 23-24-10 Use of official uniforms and weapons by officers on private job.
  
  "Uniformed law enforcement officers, as defined in Section 23-6-400(D)(1), and reserve police officers, as defined in Section 23-28-10(A) may wear their uniforms and use their weapons and like equipment while performing private jobs in their off duty hours with the permission of the law enforcement agency and governing body by which they are employed."

- 23-24-20 Duties of employing agencies.
  
  "Each agency head shall determine before such off-duty work is approved that the proposed employment is not of such nature as is likely to bring disrepute on the agency, the officer, or the law
enforcement profession, and that the performance of such duties and the use of such agency equipment is in the public interest."

23-24-30 Liability of public employer for off-duty acts.

"Off-duty work performed by law enforcement officers shall not be considered as work done within the scope of his employment and no public service district, municipality, county, state, or any of its political subdivisions shall be liable for acts performed by off-duty law enforcement officers as permitted by this chapter."

23-24-40 Procedure when officer causes death on private job.

"Any law enforcement officer who causes the death of any person while off duty and performing private jobs under the provisions of this chapter shall, in addition to any other actions, be placed on inactive duty without pay for not more than thirty days. Such law enforcement officer shall not be reinstated until an investigation of the death has been held and he has been exonerated. Exoneration shall not occur until the matter has been considered by the solicitor of the judicial circuit where the death occurred and the solicitor has given an affidavit that after investigation he is convinced that the death was not caused by an unlawful act of the officer, or until the matter has been considered by a coroner's jury, or by a grand jury and the officer has been judged not guilty. If the officer is exonerated, he shall be paid any back pay due him."

23-24-50 Notice to agency concerning off-duty employment.

"Uniformed police officers performing private jobs during their off duty hours shall be required to notify the appropriate law enforcement agency of the place of employment, the hours to be worked and the type of employment."


A. Agency personnel may engage in off duty employment subject to the following limitations:
(1) Such employment will not interfere with the Agency personnel’s employment with the Mount Pleasant Police Department.

(2) Agency personnel will not engage in any employment or business involving bail bond agencies, or investigative work for insurance agencies, private guard services, collection agencies, attorneys, or other areas with the potential for a conflict of interests.

B. Any employee of the Department who desires to engage in off duty employment will submit a written request for permission to his immediate supervisor. This will be forwarded through the chain of command to the officer's Bureau Commander for review, recommendation and forwarding to the Chief of Police for final decision.

C. Officers will be permitted to engage in apartment complex security type off duty 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 off duty employment.

D. Approval may be denied where it appears that the outside employment might:

   (1) Render the employee unavailable during an emergency.

   (2) Physically or mentally exhaust the employee to the point that his performance may be affected.

   (3) Require that any special consideration be given to scheduling of the employee’s regular duty hours.

   (4) Bring the Department into disrepute or impair the operation or efficiency of the Department or the employee.

   (5) In the discretion of the Chief of Police.

E. Officers are permitted to engage in employment with an establishment holding a "on premises" ABC License ONLY in accordance with the following:

   (1) An officer of the Department may perform duties of traffic and crowd control to maintain order and security of parking lots and vehicles at or around licensed establishments where the PRINCIPAL business is the
provision of lodging, service of food and/or entertainment, and where the consumption of alcohol is secondary.

(2) The employer must complete the off duty employment agreement, including the duties to be performed and the hours of employment.

F. Employees on any form of Leave of Absence, or suspension, for any reason will be prohibited from working off duty police type assignments for the duration of such leave or suspension.

G. Employees who are on sick leave, light duty, on the job injury, or otherwise unable to perform the functions of their primary employment are prohibited from engaging in any form of off duty employment.

H. No employee will work any off duty, secondary employment within the number of hours commensurate with their normally scheduled shift (i.e.-eight, ten, twelve).

I. The Field Operations Commander may waive these time restraints under unusual situations.

3. Employee Responsibilities.

A. Employees engaged in non-police work or business prior to the effective date of this order will notify the Chief of Police, within ten (10) working days of receipt of this order, of the type of work or business engaged in, how long so engaged, and the average number of days and hours per week the employee works at the non-police work or business.

B. When an officer is engaged in off duty police type employment, such as traffic control, crime prevention or security type duty, he will:

(1) Notify communications of the location, number of officers, and hours of the assignment.

(2) Be employed within the legal boundaries of the Town of Mount Pleasant.

(3) Perform no tasks other than those of a law enforcement nature.
(4) 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.

(5) Respond as primary officer with regard to any call for service at that location brought to his attention while he is present in an off duty employment capacity.

(6) Submit appropriate paper work concerning any situation which would ordinarily require reports to be submitted, within the same time constraints.

C. It will be incumbent upon individual officers who wish to work off duty at such businesses to ascertain that the establishment has been approved by the Department to employ off duty police officers.

D. Employees are prohibited from soliciting business for off duty police employment opportunities. Command officers are permitted to advise persons of the off duty requirements and offer Departmental service if necessary.

E. Employees are reminded of their individual responsibility to properly comply with IRS and South Carolina Tax regulations in the filing of all necessary information for taxing purposes. It will be the duty of the individual employee to fully comply with Federal and State laws concerning the reporting of off duty private detail employment income.

F. All essential employees will be available at all times to respond to emergencies. The Mount Pleasant Police Department is the primary employer and requirements of this Department will take precedence over any secondary or private employment. In an emergency, officers, at the direction of the duty supervisor, will leave secondary employment and respond wherever needed.

G. All personnel are advised that dual compensation received for arrests generated as a result of off duty employment is prohibited. Arrest situations which are the result of off duty employment and involve later court appearances, must be charged to the off duty employer. Under no circumstances will approval of overtime or compensatory time be granted.

H. Officers are responsible to the Town in terms of expected mode of behavior and action, but responsible to person making request for service in terms of the type of work to be performed.
I. Personnel working off duty employment shall be bound by all policies and procedures of the department and the laws of the State of South Carolina applicable to off duty employment.

4. Supervisor Responsibilities.

A. Supervisors are responsible and accountable for checking overtime and compensatory time requests to make certain that such request is not in any way associated with an arrest made while employed in an off duty capacity.

B. Duty supervisors will visit the officers engaged in off duty police employment. Supervisors finding any breach of Department Policies and Procedures on the part of off duty police officers engaged in off duty employment will take immediate remedial action within their scope of authority. A complete report, in writing, of the incident will be forwarded, through the chain of command, to the Chief of Police within twenty-four (24) hours.

5. Administrative Procedure.

Policy which protects individual officers and the Town of Mount Pleasant with regards to off duty employment is provided in the following guidelines:

A. All requests for off duty officers, whether by letter, telephone or in person, shall be made to and handled by the Field Operations Administrative Assistant.

B. No less than twenty-four (24) hours notice must be given, when practical, of off duty assignments and/or changes to assignments.

C. In all cases, criteria for off duty employment will be carefully explained and accepted by the prospective employer before the detail is approved.

D. The Commander of Field Operations Bureau will approve requests for off duty officers and, when necessary, determine the number of officers required for the assignment.

E. The user has option of requesting specific officers. Absent such request, a notification will be posted in the Field Operations Office, where volunteer officers will sign a roster for the detail.
F. Signing as a volunteer for off duty assignment constitutes the officer’s request to work off duty subject to the requirements of Item 2 of this policy.

G. Occasional emergency needs will arise when an officer is requested for private detail (i.e. protect premises after five, etc.). These requests will be handled as fairly and equitably as possible under the circumstances.

H. Standard hourly rate is determined by the Chief of Police. A minimum of four (4) hour assessment will be applied to every request.

I. Officer in charge of a detail of four or more officers is to receive an additional payment in the amount of one hour's agreed rate.

J. Officers normally are to work in uniform with sanction and responsibility to perform all police duties during performance of special detail. However, at the request of the employer, the officer may work in plain clothes. This request by the employer must be approved by the Commander of Field Operations Bureau.

K. Any stipulations may be waived, when it is believed to be advantageous to the Department, at the discretion of the Chief of Police.
PURPOSE: To provide department members healthy working environment with the opportunity to breathe clean air in a clean and healthy environment and to recognize that second-hand smoke is potentially harmful, as well as offensive to non-smokers.

POLICY: It is the policy of the Mount Pleasant Police Department that smoking only occur in designated smoking areas outside any of the Department’s buildings and/or office areas. Smoking is likewise not allowed in any vehicle being shared by a non-smoker.

1. Smoking Prohibited.

   Effective as indicated, smoking is not permitted in any Police Department facility.

   A. Public Areas - Previously designated non-smoking area. Public areas are considered areas within the facility that do not have restricted access.

   B. Common Area - May 1, 1993.

       Common areas are considered areas within the facility used by all employees. Examples are the Training Room, Patrol Room, office entrances, rest rooms and hallways.

   C. Shared Work Area - June 1, 1993

       Shared work areas are considered areas within the facility shared by two or more employees. Examples are the Records Office, Detective Office, Administrative Support Office.
D. Private Offices - August 1, 1993

A private office is considered an enclosed area within the facility to which only one person is assigned.

E. Department Vehicles - May 1, 1993

Shall apply only when shared with a non-smoker.

2. Compliance.

This General Order shall remain in effect even if a non-smoker would not object to working in a smoking area.

3. Smoking Permitted.

Smoking is permitted outside of Police Department facilities but away from entrance areas.
### Directive Type
- **General Order**

### Effective Date
- **July 1, 1993**

### Number
- **93-0617**

### Subject
- **Harassment**

### Calera Reference
- **26.1.2**

### Amends/Supersedes
- Amended: 08/30/99, 07/08/08

### Distribution
- **All Personnel**

### Re-evaluation Date
- **Annual**

### Number of Pages
- **2**

**Purpose:** To prohibit tolerance of sexual and other forms of harassment in the work environment.

**Policy:** It is the policy of the Mount Pleasant Police Department to provide a working environment where the Town employees are free from discomfort or pressure resulting from ridicule, slurs, harassment either relating to distinctions based upon race, national origin, sex, age, religion, or disability, or simply resulting from a lack of consideration for a fellow human being.

1. **Procedure.**

   A. Harassment by police officers or other Department employees, while acting in their official capacity toward any member of the public or any other Town official or employee, is prohibited.

   B. This policy will apply to all officers and employees of the Mount Pleasant Police Department.

   C. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal, visual or physical conduct of a sexual nature when:

   1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment;

   2. Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting that individual's employment;
(3) Such conduct has a purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

D. Behavior which may constitute harassment includes, but is not limited to:

(1) Verbal harassment (e.g., epithets, derogatory remarks, or slurs);

(2) Physical harassment (e.g., touching gestures, assault, impeding or blocking movement, or any physical interference with normal work or movement);

(3) Visual forms of harassment (derogatory posters, letters, poems, graffiti, cartoons, drawings, or emails); and

(4) Requests for sexual favors or unwelcome sexual advances.

E. Whenever any employee feels he or she is being subjected to harassment in any form, or who believes he or she has witnessed harassment in any form, the employee must report the allegation immediately to any of the following persons:

(1) His or her immediate supervisor.

(2) Office of Professional Standards.

(3) The Chief of Police.

(4) Office of Personnel.

(5) Office of Town Administrator.

F. All supervisors are required to document their receipt of harassment complaints, and shall report immediately any allegations to the Chief of Police.

G. Any complaints which are made will be investigated.
PURPOSE: To establish guidelines for fraternization of all sworn and non-sworn employees of the Mount Pleasant Police Department.

POLICY: It is the policy of the Mount Pleasant Police Department to encourage limited fraternization throughout the succession of the department's organizational structure. This shall include all sworn and civilian personnel.

   A. No command or supervisory personnel shall have a dating relationship with any subordinate employee of the Mount Pleasant Police Department.
   B. No command or supervisory personnel shall reside within the same dwelling as any subordinate.
   C. Fraternization between supervisory and subordinate personnel of the Mount Pleasant Police Department must not diminish the department's organizational structure.

2. Officers in Training.
   Officers in training shall be prohibited from fraternizing with field training officers and supervisory personnel until such time as they are released from training.

   All departmental personnel having knowledge of a violation of this order shall report said violation to the Office of Professional Standards as soon as practical.
PURPOSE: To establish the mandates for Department owned computer equipment and systems in compliance with the Town’s Computer Systems Policy and legal/ethical requirements for protection of electronic data.

POLICY: It shall be incumbent upon the members of the Mount Pleasant Police Department to provide the utmost protection for all computer equipment owned by the Department. Members of the Department will ensure that all computer equipment and electronic data is properly protected.

1. Definitions:

   A. Computer Systems:

      The term Computer Systems includes, but is not limited to: automated data processing, main frame and mid-range computers, personal computers, notebook computers, networks, modems, information technology, computer software, systems furniture and storage cabinets, and computer peripherals such as printers, scanners, optical and CD-ROM drives, Zip Drives, Mobile Data Systems, power backup systems, surge protectors and any other peripheral equipment, removable disk drives or similar equipment/attachments. SLED / NCIC terminals and connections are included in this definition.

   B. Town Computer Policy:

C. Information Systems Coordinator (ISC):

The Town of Mount Pleasant employs Information Technology Specialist to represent the Town’s interests in all information systems development, purchase, operation and daily functions of all areas of Town Government.

Additionally, through contractual agreement, VisionAir is contracted to provide, update and maintain the Department’s CAD, RMS and FBR computer hardware and software.

D. Department Systems Administrator (DSA):

Each department of Town Government appoints a central point of contact for all information systems issues within that department. This position coordinates with the Town Information Systems Coordinator for all in–house computer issues and equipment.

E. Wide Area Network / Local Area Network

The Police Department Records Management System (RMS) and Computer Aided Dispatch (CAD) comprise the Law Enforcement Local Area Network (LAN). This network is connected to other departments of Town Government through the Town’s Wide Area Network (WAN). This enables all departments to interact electronically and provides e-mail services throughout Town government.

Information located on the Law Enforcement LAN is not available to other offices of Town Government. A number of security measures are in place to prohibit unauthorized access to information stored on the Law Enforcement LAN.

2. Hardware / Software

A. All hardware and software purchased by the Town remain the property of the Town, and must be utilized and protected in accordance with the Town Computer Systems Policy and other directives of this Department as required.

B. All programming and application software developed by Town personnel, during work hours or on their own time, using Town equipment remains the exclusive property of the Town of Mount Pleasant.

C. The Mount Pleasant Police Department will abide by all license and copyright agreements pertaining to software. Employees will not copy or convert software for official or personal use in violation of said agreements.

D. NO software or data disks, which are not the legal property of the Town of Mount Pleasant, will be loaded onto any Department owned computer system for any
reason. Any software or data disks to be loaded on a Department computer system must have the prior approval of the Chief of Police or his designee.

E. NO alterations, additions or removal of peripheral equipment will be made to any software or hardware owned by the Department without the prior approval of the Chief of Police or his designee.

F. Hardware, Software, diskettes, CDs, Zip Drivers, or manuals owned by the Department will not be removed from the premises, for any reason, without the prior written approval of the Chief of Police.

G. Authorization for remote log-on to any Department computer system must have the prior written approval of the Chief of Police.

3. System Administration

A. The Chief of Police will appoint a member of the Department as the Department System Administrator (DSA), in accordance with the Town Computer Systems Policy.

B. Duties of the Department System Administrator include:

1. Coordinate the Department’s LAN requirements with the Town’s ISC

2. Coordinate the Department’s CAD, RMS, and FBR requirements with the Town’s ISC and VisionAir.

3. Ensure an inventory of all hardware and software owned by the Town is maintained by the ISC.

4. Ensure a library of all original software, manuals, and other instructions or documentation for all hardware and software is maintained by the ISC.

5. Ensure proper back-up procedures are in place and maintained for all essential software and data on a weekly basis by the ISC.

6. Perform research, data migration, and other duties with regard to computer equipment as may be required for the Department’s operations.

7. Ensure automatic system back-ups of CAD, RMS and FBR run as scheduled. Ensure a spot check of the backup system is conducted for accuracy and errors on a weekly basis by the ISC.

8. Ensuring all back-up files are stored in the Town’s Server Room And off-site for disaster recovery.
9. Review electronic transmissions on a semi-annual basis.

C. The System Administrator will receive training in technical areas appropriate for the duties assigned.

4. Security

A. The Town ISC is designated the Department’s computer Security Administrator.

B. At the direction of the Chief of Police, the ISC will establish such security protocols as are consistent with proper protection of the Department’s system.

1. Security protocols will be protected from compromise.

2. The Town ISC will coordinate with software vendors, as required, to maintain the Department’s security system in compliance with the latest advances in technology.

3. Suspected security violations will be reported, in writing, directly to the Chief of Police.

4. The ISC will make such inquiry into suspected security violations as may be directed by the Chief of Police, reporting results of his / her inquiry to the Chief in writing.

C. The ISC will ensure all Department employees are assigned computer privileges appropriate to their assignment.

1. Each employee will be assigned a unique user identification and password.

2. Employees will protect their security identification and password from disclosure.

3. User Identification or passwords which have been compromised will be immediately reported to the ISC who will issue a new password that must be changed on first log-in.

4. When an employee terminates his/her employment, the information will be immediately forwarded to the ISC who will delete that employee’s access from the system security.

D. The ISC will audit the user security authorization quarterly to ensure accuracy.

E. The ISC will regularly monitor all remote accesses to ensure the system is not compromised. Audits of remote accesses will be conducted at least monthly.
5. Use of the Computer System

A. The Department and Town computer systems are designed for the specific use of employees in the performance of their official duties. No personal use of the equipment is authorized.

B. All personnel will comply with all SLED/NCIC training and security requirements with regard to information/system security in dealing with access to these systems.

C. Information stored on any part of the system may be of a sensitive nature, and therefore is to be protected from unauthorized access. Employees should use care in areas where computer screens may be viewed by the general public from normal public access areas of the Department.


E. Internet Access

1. Internet access is provided as needed for specific positions for official use only.

2. Employees will not normally download software or other electronic files to Department computers without prior authorization.

3. Virus protection must be active on all computers accessing the Internet to ensure protection of Department assets.

4. Except as required for official, approved investigations, employees will not access “adult” web sites, nor will data, images or other files be downloaded from these sites on Department equipment.
PURPOSE: To establish an Employee Assistance Program designed to assist employees with concerns or problems that may jeopardize the employee’s well being.

POLICY: The Mount Pleasant Police Department shall make available to employees an Employee Assistance Program (EAP) designed to assist in the identification and resolution of concerns or problems (personal or job related) which may adversely affect an employee’s personal or professional well-being or job performance. These personal concerns may include, but are not limited to, health, marital status, family, financial, substance abuse, emotional/stress and other personal matters. Pursuant to S.C. Code of Laws, Section 23-3-65, this agency shall maintain and administer the South Carolina Law Enforcement Assistance Program.

PROCEDURES:

1. The SCLEAP shall provide the following specific services to agency employees and their families

   A. A trained Critical Incident Stress Management and Peer Support Team to provide peer support services to agency employees as needed.
B. A confidential system of care and referral for employees and their family members to therapeutic resources in their area and around the state. In this capacity, support will include coordination and screening of employees considered in connection with alcohol and drug problems; mental health issues; family and marriage counseling; parenting issues; elder care issues and financial counseling.

C. A system for prompt visitation and care of personnel who are sick or injured.

D. A system of notification of families of personnel who have been seriously injured or who have died during the course of employment.

E. A volunteer chaplain who will serve in public functions such as public prayers, presentations, weddings, funerals, and other services as listed below.

F. A system of support and assistance for Victim Advocacy Services already available within the agency.

2. Procedures for obtaining program services shall include direct access by the employee and voluntary or mandatory referral by agency supervisors.

A. The SCLEAP shall provide for the confidential, appropriate and timely assessment of employee problems (personal and job related).

B. When assessment and/or assistance is beyond the scope or expertise of staff assigned to SCLEAP, referrals to services and resources, either within the agency or in the community, shall be made for appropriate diagnosis, treatment and follow-up.

C. An employee’s referral may either be voluntary, in which the employee elects to participate in the program, or it may be a voluntary and/or mandatory supervisory referral in which a supervisor uses agency guidelines to enter an employee into the program.

D. The SCLEAP shall provide annual training of designated supervisory personnel in the program services of SCLEAP, the supervisors role and responsibility, and methods of identifying employee behaviors which would indicate the existence of employee concerns, problems and/or issues that could impact employee job performance.
E. Written procedures and guidelines describing services provided through the SCLEAP, including information on referral to and/or mandatory participation shall be made available to Division employees through a printed brochure distributed through the Human Resources Office and on the SCLEAP website: www.scleap.org

F. Qualifications for SCLEAP Staff

The SCLEAP Staff shall be trained at a Masters Level or above in a discipline consistent with the mission of the SCLEAP Program. In addition to those duties listed above, the Department shall define any additional responsibilities of SCLEAP staff.

G. Auxiliaries/Volunteer Chaplains

1. The Chaplain positions are voluntary and supplied through the Mount Pleasant Police Department.

   a. The Chaplains are ecclesiastically certified (ordained), in good standing and endorsed by a recognized religious body.

   b. Chaplains shall display a caring and concerned attitude to all members of the agency regardless of religious background.

   c. Chaplains are available to serve on a 24-hour/7 day per week call basis.

1. Confidentiality – Member/Chaplain Counseling

   a. Chaplains are expected to maintain a level of confidentiality regarding matters discussed with them.

   b. The exceptions are only when the member is involved in situations of danger either to themselves or others. Chaplains shall use sound judgement in reporting such situations. Chaplains shall advise the employee if the matter is to be brought to the attention of the Chief of Police. This must be carefully handled and the Chaplain must never become a pipeline of communication to the Chief of the Mount Pleasant Police Department.

2. Requests for Chaplain Assistance

   a. Any employee of the Mount Pleasant Police department may request the assistance of a Chaplain for personal or professional reasons.
b. The Chaplains may be reached by telephone or digital pager. If seeking assistance, department employees and family members may call the Chaplain’s office at (843) 724-1212.

H. General Duties

1. Under the Direction of the Mount Pleasant Police Department’s Chaplains are available for the following:

   a. Counsel to Mount Pleasant Police members
   b. Counsel to families of Mount Pleasant Police members;
   c. Visit sick and injured members in home and hospital;
   d. Make Death Notifications;
   e. Provide assistance to victim;
   f. Serve as part of a crisis response team;
   g. Assist at Critical Incident Scenes
   h. Serve on the SCLEAP CISM and Peer Support Team as requested;
   i. Serve as a liaison with other clergy in the community;
   j. Serve as a resource for questions and concerns of a religious nature
   k. Serve in ceremonious functions (i.e. funeral, religious and civil ceremonies)
   l. Support members experiencing stress due to matters in their personal lives
   m. Be an advisor to the Chief of Police in matters pertaining to moral, spiritual and religious issues affecting the Division.
   n. Coordinate and plan any religious service or educational programs for the agency.
   o. Other duties as assigned by Mount Pleasant Police Department

1. Chaplain Resource: The Chief of Police or designated officer, will notify the Volunteer Chaplains for the following:

   a. When an employee personally sustains a serious injury, serious illness, or death;
   b. Information regarding births, deaths and funeral information regarding immediate family members of employees;
   c. Information regarding potential serious community crisis or man-made or natural disasters (hurricanes, tornadoes, etc.);
   d. Other statewide information/emergencies deemed within the realm of the Volunteer Chaplain; and
   e. Other specific information as requested by a member of the Division.
DIRECTIVE TYPE
GENERAL ORDER
EFFECTIVE DATE
March 31, 2002
NUMBER
02-0331

SUBJECT
Un-Biased/Professional Policing

CALEA REFERENCE
1.2.9
AMENDS/SUPERSEDES
Amended 06/13/08, 02/18/09

DISTRIBUTION
ALL PERSONNEL
RE-EVALUATION DATE
ANNUAL
NO. PAGES
4

PURPOSE:

1. To establish a policy that unequivocally states that the Mount Pleasant Police Department is committed to unbiased policing by reinforcing procedures that maintain public confidence by providing service and enforcing laws in a fair, equitable, and impartial manner.

2. The policy will also help officers keep in mind the “probable cause” and “reasonable suspicion” criteria for their stops and searches, as well as highlight the importance of professional policing for reducing perceptions of bias. Traffic enforcement and pedestrian contacts are routinely performed by officers but for the motorist or pedestrian who are stopped it is frequently an emotionally upsetting experience. Officers should be aware of these conditions and should strive to make each contact educational and leave the motorist or pedestrian with an understanding that the officer has performed a necessary task in a fair, impartial, and professional manner.

POLICY:

It is the policy of the Mount Pleasant Police Department that all police initiated actions, which include, but are not limited to, service oriented, investigative detentions, traffic stops, arrests, searches and seizures of persons and/or property, as well as asset seizure and forfeiture, will be based on a standard of reasonable suspicion or probable cause as required by the Fourth Amendment to the U.S. Constitution and statutory authority. Officers must be able to articulate specific facts, circumstances and conclusions, which support probable cause or reasonable suspicion for the arrest, investigative detention, or traffic stops. Officers shall not consider race, ethnicity, national origin, religion, age, gender, gender identity or sexual orientation as a basis for providing quality police service.
1. DEFINITIONS:

A. Biased Policing: The detention, interdiction, disparate, or differential treatment of any person on the basis of his/her race, ethnicity, national origin, religion, age, gender, gender identity, or sexual orientation.

B. Reasonable Suspicion: Also known as articulable suspicion. Suspicion that is more than a mere hunch, but is based on a set of articulable facts and circumstances that would warrant a person of reasonable caution in believing that an infraction of the law has been committed, is about to be committed, or is in the process of being committed, by the person or persons under suspicion. This can be based on the observations of a police officer combined with his or her training and experience, and/or reliable information received from credible outside sources.

C. Probable Cause: Facts or circumstances that would lead a reasonably prudent person to believe that an offense has been committed or is being committed and the person in question committed the offense (in the case of arrest) or that property could be found in a particular place or on a particular person (in the case of search warrants).

2. SPECIFIC PROCEDURES:

A. Training

1. Officers will receive initial and at least annual training in Ethics and Integrity, Biased Policing, proactive enforcement tactics, officer safety, courtesy, cultural diversity, search and seizure, and interpersonal communications skills. Policy review will likewise be conducted during these training sessions.

2. Training programs will emphasize the need to respect the rights of all citizens to fair, impartial, and professional police service.

B. Stops, Seizures, Detentions, Searches or Service Oriented Activities

1. Motorists and pedestrians shall only be subjected to stops, seizures, or detentions upon reasonable suspicion or probable cause that they have committed, are committing, or are about to commit an infraction.

2. No motorists or pedestrian once stopped shall be detained beyond the point where there exists reasonable suspicion or probable cause of further criminal activity, and no person or vehicle shall be searched in the absence of a warrant, a legally recognized exception to the warrant requirement, or
the person’s voluntary consent. In each case where a search is conducted an Incident Report shall be completed, and will include the legal basis for the search, and the results thereof. It is strongly recommended that consent searches only be conducted with written consent, using the proper departmental form. If the individual indicates that they will consent to a search but are refusing to sign the form, fill out the form and indicate “consented to search but refused to sign,” inserting initial and the signature of any witness in the signature block. Completed Consent to Search forms will be submitted along with the original Incident Report.

3. In the absence of a specific, credible report containing a physical description, a person’s race, ethnicity, national origin, religion, age, gender, gender identity or sexual orientation or any combination of these shall not be a factor in determining probable cause for an arrest, reasonable suspicion for a stop, or as a basis for requesting consent to search.

C. Public Contact/Warning Tickets

1. Any time a motor vehicle is stopped by a state or local law enforcement officer without a citation being issued or an arrest being made, the officer who initiated the stop must complete a data collection form (Public Contact/Warning) designed by the Department of Public Safety that must include information regarding the age, gender, and race or ethnicity of the driver of the vehicle.

2. This information will be gathered and maintained by the Administrative Services Bureau and a monthly report will be submitted to the Department of Public Safety.

D. Complaints of Bias-based Policing

1. Any person may file a complaint with this Agency if s/he feels that s/he has been treated differently based on their race, ethnicity, national origin, religion, age, gender, gender identity or sexual orientation. No person shall be discouraged, intimidated, or coerced from filing such a complaint, or discriminated against because they have filed such a complaint.

2. Any employee contacted by a person who wishes to file such a complaint, shall provide the citizen with a copy of a citizen complaint form which may be mailed or delivered in person to headquarters. The employee should also advise the person that the Department will investigate any and all complaints whether they choose to identify him/herself or remain anonymous. If the complainant chooses to provide the officer with his/her
name the employee shall record the person’s name, address, and telephone number, and report the contact to the officer’s supervisor.

3. Personnel receiving such a report shall forward it to the Office of Professional Standards. All such complaints shall be reviewed, the complaint acknowledged to the complainant in writing, unless anonymous, and the complainant shall be informed of the results of the Department’s review within 30 days. The report shall be filed with the Chief with any suggestions for changes in policy, training or tactics.

4. The Office of Professional Standards shall make an annual summary of all biased policing complaints for the year, including the findings as to whether they were sustained, not sustained, exonerated, or unfounded.

5. Supervisors shall review biased policing complaints and shall take appropriate action, in accordance with policy A-29 Disciplinary System, whenever it appears that this policy is being violated, being particularly alert to any pattern or practice of bias-based treatment by employees.
PURPOSE: To establish an early warning system to identify and assess employee performance involved in high-risk incidents and intervene where appropriate.

POLICY: It is the policy of The Mount Pleasant Police Department to identify and track employees whose performance warrants review and, where appropriate, intervention in circumstances that may have negative consequences for the employee, fellow employees, the citizens of our community, and/or the Mount Pleasant Police Department.

1. Definitions:

   A. Professional Standards: This function is executed by a sworn supervisor with the primary responsibility for conducting investigations of employee misconduct. This function reports directly to the office of the Chief of Police.

   B. Use of Force: Efforts employed by an employee to compel compliance from an unwilling subject, to include, but not limited to: the use of hands-on force, chemical, impact weapons, firearms, and other weapons and means.

   C. Excessive Use of Force: The application of an amount and/or duration of force greater than that required to compel compliance of a non-compliant subject.

   D. High-Risk Incidents: Actions that may result in injury to employees or to
the public, cause civil rights violations, increase the civil liability to the Department, or cause this Agency to lose public support and confidence in its ability to perform its duty in a professional manner.

2. Procedures:

   A. General

      1. The Early Warning System (EWS) is a tool to assist supervisory personnel in monitoring employee performance.

      2. The availability of the EWS does not alter the critical role of line supervisors to directly monitor the performance and behavior of personnel under their charge on a daily basis.

      3. Supervisory personnel shall be familiar with alternatives and authorized actions they may take in response to personnel exhibiting behavioral problems with or without information provided through the EWS.

   B. Reporting Procedures

      The Office of Professional Standards shall be responsible for establishing and administering the EWS and generating reports specified in this policy or as otherwise directed by the Chief of Police. Professional Standards shall receive copies of the following:

      1. Complaints lodged against employees in accordance with provisions of this Agency’s policy on investigation of employee misconduct, to include the following:

         a. Complaints lodged by one employee against another,

         b. Complaints lodged by citizens against Agency personnel,

         c. Incidents of spousal abuse,

         d. Administrative documentation of improper actions and/or improper conduct.

      2. Use-of-Force Incident Reports/Defensive Action Reports (DAR)

         All incident (use-of-force) reports shall provide the following information:

         a. Name and assignment of the officer,

         b. Case number, date of the incident, and date the report was taken,

         c. Name of subject (s),
d. Location of the incident,

e. Nature of force and/or weapon used by the employee and subject, and injuries sustained, or complained of sustaining by the employee and/or subject, if any,

f. Narrative report of the incident.

3. Officer involved vehicle collisions involving a Town issued vehicle.

4. Information gathered from generated Public Contact Warning tickets.

C. Reports

1. The Office of Professional Standards shall collect and report on the aforementioned data.

2. Reports shall be developed on a routine basis for all employees but shall be generated whenever an employee has more than two complaints or more than two use of force incidents in a 12 month period.

4. The Office of Professional Standards shall provide a brief summary of complaints, use-of-force incidents, and/or performance indicators and their respective dispositions where available. Reports shall draw no conclusions nor make any determinations concerning job performance. Reports are intended to assist supervisory personnel in evaluating and guiding their subordinates. Reports alone shall not form the basis for disciplinary action.

5. Supervisors shall review reports with the subject employee from the Office of Professional Standards and shall get the employee to provide insight into the incident(s).

6. The employees’ watch commander and immediate supervisor shall meet to discuss the report and other relevant information and determine if corrective actions are warranted. These may include but are not limited to the following:

   a. Refer the employee to an agency peer counselor (SCLEAP) which is made available through the South Carolina Law Enforcement Division (SLED),

   b. Refer the employee to an agency authorized mental health professional or other mental health care provider authorized by the Department,

   c. Require that the employee participate in agency authorized training, targeting personal or professional problems that the employee may be facing (e.g., communications, cultural awareness, coping with stress, anger management), or remedial training if necessary,

   d. Require the employee to be placed under close supervision for a period of time,
e. Initiate reassignment or transfer,

f. Conclude that the employee’s actions do not warrant immediate need for corrective action.

7. A report of action recommendations and justification for those recommendations shall be forwarded to the Chief of Police or his designee for approval.

8. Once approved, the employee shall follow the plan to completion. The employee’s progress shall be monitored and formally reported to the Chief of Police at intervals prescribed by this Agency. Indications of employee compliance or non-compliance of the agreed upon plan, to include evidence of completion, should be included in the employee’s personnel file for future reference.

9. An annual, documented evaluation by the Office of Professional Standards of the EWS shall be completed in order to determine any necessary change in policies or, trends, and to identify specific areas of concern to be addressed by the Agency.
PURPOSE: To establish a procedure for drug/alcohol testing of all personnel.

POLICY: It is the policy of the Mount Pleasant Police Department to ensure public trust by providing a drug free work environment for its employees through the use of a reasonable drug testing program.

1. Definitions

A. Sworn employee. Those employees who have been vested with full law enforcement powers as provided by South Carolina law.


C. Random testing. Random testing is unannounced drug testing conducted with unpredictable frequency throughout the year.

2. Procedures

A. General Guidelines

The Town’s Drug and Alcohol testing policies are made part of this General Order, and all employees are subject to both this General Order and Town policy.

Department employees are prohibited from using alcohol at work or being on Town premises or time while under the influence of alcohol. For purposes of this policy, “under the influence” is defined as having any measurable amount of alcohol in the body. “Town premises or time” includes any work time and all Town property, including police vehicles. Job-related exceptions to this prohibition (undercover, etc.) may be granted by the Chief or his designee.

Department employees shall not take any controlled substances unless prescribed by a person licensed to prescribe them.

Employees who take any drugs (prescriptions or over-the-counter) which they are aware may impair job performance must disclose this information to their immediate supervisor.
Any illegal use of drugs by an employee, whether on or off duty, is prohibited. This prohibition includes, but is not limited to, abusing prescription medications by obtaining multiple prescriptions by other means.

Employees shall report evidence of suspected substance abuse by another employee to any supervisor.

B. Workplace Searches

All property belonging to the Department is for official business only and may be inspected pursuant to the Town’s Workplace Privacy policy. Workplace searches may occur:

1. To secure Department property.
2. To retrieve a file or Agency documents.
3. To seize evidence of work-related misconduct or poor performance.
4. To gather evidence of criminal misconduct. Desks, vehicles, lockers and other Town property is for work use only, and is subject to inspection by the Department at any time.
5. For any reason deemed appropriate by the Department. Workplace inspections, to the extent practicable, will take place upon reasonable notice to the employee, who may be present at the time of the search, circumstances permitting.

C. Testing Procedures

Testing is generally conducted in accordance with procedures set forth in the Town’s Drug and Alcohol policies.

3. Required Drug Tests

A. Pre-employment Testing

1. Applicants will be tested routinely for drugs and alcohol as a part of their pre-employment physical exam after a conditional offer of employment has been given.
2. The results of drug tests shall be kept as confidential as possible consistent with the purposes of this General Order. Employees who breach confidentiality of testing information may be disciplined up to and including dismissal.
3. Refusal to take a test, attempted or actual substitution or dilution of a sample, or a positive test result shall disqualify an applicant from appointment to employment for a period of at least 6 months.
4. If an applicant admits to prior involvement with drugs, the Department shall ascertain the type and extent of drug abuse before making an employment decision.

B. Particularized Suspicion Testing

When the Department reasonably believes that an employee is in violation of this
General Order or the Town’s drug or alcohol policies; particularized suspicion testing may be used to determine if a violation has occurred.

1. A decision to test upon particularized suspicion reports is made by the Chief or his designee. Supervisory personnel are charged with investigating incidents of suspected violations and with making recommendations concerning testing to the Chief or his designee.

2. Observations and facts supporting a recommendation to test or not to test must be documented by the supervisory personnel.

3. If another member of the Department reports evidence of drug/alcohol abuse or makes an allegation of suspected drug abuse to a supervisor, that supervisor shall investigate the allegations.

4. The supervisor shall forward a copy of his reports and investigation to the Office of Professional Standards for further investigation.

5. Following the above, the supervisor, with the Chief's permission, may order the employee to undergo a drug testing. He/she shall transport the employee to the Town’s designated testing location, if available, or the closest medical center.

6. Particularized suspicion testing shall be completed as soon as practically possible from the time of receipt of information concerning the alleged violation of policy.

C. Random Testing

Random testing shall be conducted on all Police Department sworn personnel. Random testing shall be unannounced and conducted with unpredictable frequency throughout the year.

D. Post-accident Testing

Post accident testing (both breath alcohol and drug testing) shall be required of employees after a vehicular accident in which:

1. A fatality has occurred, the employee is at fault in the accident or the Department reasonably believes that employee may have been impaired by drugs or alcohol, or, whenever indicated by Town policy.

2. Post-accident testing shall be completed as soon as practically possible after the incident.

E. Post-shooting Incident Testing

1. Every officer who discharges his/her firearm in the line of duty will be required to undergo a breath or blood alcohol test and/or a drug test. The exceptions to this requirement are those incidents where an officer discharges his/her firearm to dispatch a critically injured or vicious animal.

2. If a post-shooting incident testing is conducted, it shall be completed as soon as practically possible after the incident.

F. Return To Work Testing
A return to work drug test and/or alcohol test may be required for all employees as part of a fitness for duty examination.

4. Disciplinary Issues

The Town of Mount Pleasant Personnel Manual related to disciplinary action shall be followed when imposing discipline for violations of the alcohol and controlled substance testing policy.
PURPOSE: To provide the Mount Pleasant Police Department with the guidelines to ensure that periodic reports, reviews, and other activities mandated by applicable Accreditation Standards are accomplished.

POLICY: It is the policy of the Mount Pleasant Police Department to adhere to a maintenance program that will ensure the timely accomplishment of the required periodic reports, reviews, and activities mandated by CALEA Accreditation Standards.

1. Accreditation Manager
   A. The Accreditation Manager is designated for this assignment by the Chief of Police.
   B. The Accreditation Manager will receive specialized Accreditation Manager training within one year of being appointed.
   C. The Accreditation Manager is responsible for maintaining the CALEA Accreditation files and ensuring that the appropriate proofs of compliance are documented.
   D. The Accreditation Manager is also responsible for drafting and updating new policies for the agency and ensuring they are in compliance with CALEA standards.

2. Reports, Reviews, and Other Mandated CALEA Activities
   A. The Accreditation Manager will maintain a report that lists all CALEA standards and which unit or position is responsible for compliance. This report will also list
all the accreditation standards that require a report, review, or other type of mandated activity. Other activities include analysis, inspection, evaluation, etc.

B. Individual Units or positions responsible for compliance will be issued a list of the applicable standards that applies to their unit or position.

C. During the monthly Accountability, Comparison, Evaluation (ACE) meetings compliance with CALEA standards will be reviewed. Copies of time sensitive reports will be forwarded to the Accreditation Manager upon completion.

D. The Accreditation Manager will ensure that all of these reports and activities are completed.

E. The Deputy Chief will be kept informed on a regular basis of CALEA Accreditation.
PURPOSE: To promote confidence in the public by ensuring that they can identify law enforcement officers and non-sworn employees of the Mount Pleasant Police Department, to be certain that the person they are dealing with is in fact a police officer or authorized representative employee.

POLICY: It is the policy of the Mount Pleasant Police Department to provide all employees with credentials at the time of hire which clearly identify them as employees of the Mount Pleasant Police Department. These credentials will be made available to all citizens who request to see them.

1. Preparation

   A. At the time of hire, all police officers will receive a photo identification card which will identify them as a sworn police officer within the Town of Mount Pleasant, empowering them to enforce the laws of the Town of Mount Pleasant and the state of South Carolina. The identification will include the employee’s photograph, their name and signature, and the signature of the Chief of Police.

   B. At the time of hire, all civilian employees of the Police Department will receive a photo identification card which will identify them as employees of the Town of Mount Pleasant working within the Police Department. The identification will outline their authority to conduct such business on behalf of the Town of Mount Pleasant, as their position dictates. The identification will include the employee’s photograph, their signature, and the signature of the Chief of Police.
2. Presentation of identification:

A. When working in their official capacity or when driving their Department issued vehicle, sworn officers will carry their police credentials with them. If an officer takes enforcement action and is not wearing clothing which is clearly marked identifying him/her as a police officer, the officer will immediately identify themselves and present their Department issued credentials.

B. When a member of the public requests to see an employee’s identification, the employee will produce their credentials in a polite and courteous manner in order to enhance the officer’s ability to perform their duties, promote confidence in the public, and make officers more accountable for their actions.

C. Exceptions to this would be when the presentation of credentials may compromise the safety of the officer or if the police officer is working in an undercover capacity, where their identity as a police officer may directly place the officer in danger.

D. When working in their official capacity for the Police Department, all non-sworn employees will carry their credentials with them at all times and make them available to the public should they request to see their identification.

E. During telephone contact with the public, employees are required to identify themselves as official representatives of the Mount Pleasant Police Department. If requested employees should also provide either badge or employee numbers.
PURPOSE:
The department endorses the secure use of social media to enhance communication collaboration, and information exchange; streamline processes; and foster productivity. This policy establishes this department’s position on the utility and management of social media and provides guidance on its management, administration, and oversight. This policy is not meant to address one particular form of social media, rather social media in general, as advances in technology will occur and new tools will emerge.

POLICY:
Social media provides a new and potentially valuable means of assisting the department and its personnel in meeting community outreach, problem-solving, investigative, crime prevention, and related objectives. This policy identifies potential uses that may be explored or expanded upon as deemed reasonable by administrative and supervisory personnel. The department also recognizes the role that these tools play in the personal lives of some department personnel. The personal use of social media can have bearing on departmental personnel in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by department personnel.

1. DEFINITIONS
Blog: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for “Web log.”
Page: The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights.
Post: Content an individual shares on a social media site or the act of publishing content on a site.
Profile: Information that a user provides about himself or herself on a social networking site.
Social Media: A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook,
Nextdoor, microblogging sites (Twitter, Tumblr), photo- and video sharing sites (Flickr, YouTube), wikis (Wikipedia), blogs, and news sites (Digg, Reddit).

Social Networks: Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.

Speech: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

Web 2.0: The second generation of the World Wide Web focused on shareable, user-generated content, rather than static web pages. Some use this term interchangeably with social media.

Wiki: Web page(s) that can be edited collaboratively.

2. ON-THE-JOB USE
   A. Department-Sanctioned Presence
      (1). Determine strategy
         a. Where possible, each social media page shall include an introductory statement that clearly specifies the purpose and scope of the agency’s presence on the website.
         b. Where possible, the page(s) should link to the department’s official website.

      (2). Procedures
         a. All department social media sites or pages shall be approved by the chief executive or his or her designee and shall be administered by the departmental information services section or as otherwise determined.
         b. Where possible, social media pages shall clearly indicate they are maintained by the department and shall have department contact information prominently displayed.
         c. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.
            • Content is subject to public records laws. Relevant records retention schedules apply to social media content.
            • Content should be managed, stored, and retrieved to comply with open records laws.
         d. Where possible, social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the department.
            • Pages shall clearly indicate that posted comments will be monitored and that the department reserves the right to remove obscenities, off-topic comments, and personal attacks.
            • Pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

   3. Department-Sanctioned Use
      a. Department personnel representing the department via social media outlets shall do the following:
• Conduct themselves at all times as representatives of the department and, accordingly, shall adhere to all department standards of conduct and observe conventionally accepted protocols and proper decorum.
• Identify themselves as a member of the department.
• Not make statements about the guilt or innocence of any suspect or arrestee, or comments concerning pending prosecutions, nor post, transmit, or otherwise disseminate confidential information, including photographs or videos, related to department training, activities, or work-related assignments without express written permission.
• Not conduct political activities or private business.

b. The use of department computers by department personnel to access social media is prohibited without authorization.
c. Department personnel use of personally owned devices to manage the department’s social media activities or in the course of official duties is prohibited without express written permission.
d. Employees shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

B. Potential Uses
1. Social media is a valuable investigative tool when seeking evidence or information about
   a. missing persons;
   b. wanted persons;
   c. gang participation;
   d. crimes perpetrated online (i.e., cyberbullying, cyberstalking); and
   e. photos or videos of a crime posted by a participant or observer.

2. Social media can be used for community outreach and engagement by
   a. providing crime prevention tips;
   b. offering online-reporting opportunities;
   c. sharing crime maps and data; and
   d. soliciting tips about unsolved crimes (i.e., Crime Stoppers).

3. Social media can be used to make time-sensitive notifications related to
   a. road closures,
   b. special events,
   c. weather emergencies, and
   d. missing or endangered persons.

4. Persons seeking employment and volunteer positions use the Internet to search For opportunities, and social media can be a valuable recruitment mechanism.
5. This department has an obligation to include Internet-based content when conducting background investigations of job candidates.

6. Searches should be conducted by a non-decision maker. Information pertaining to protected classes shall be filtered out prior to sharing any information found online with decision makers.

7. Persons authorized to search Internet-based content should be deemed as holding a sensitive position.

8. Search methods shall not involve techniques that are a violation of existing law.

9. Vetting techniques shall be applied uniformly to all candidates.

10. Every effort must be made to validate Internet based information considered during the hiring process.

3. PERSONAL USE
   A. Precautions and Prohibitions
      Barring state law, department personnel shall abide by the following when using social media.

      (1) Department personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of this department for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the department.

      (2) As public employees, department personnel are cautioned that speech on- or off-duty, made pursuant to their official duties—that is, that owes its existence to the employee’s professional duties and responsibilities—is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the department. Department personnel should assume that their speech and related activity on social media sites will reflect upon their office and this department.

      (3) Department personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the chief or his or her designee.

      (4) For safety and security reasons, department personnel are cautioned not to disclose their employment with this department nor shall they post information pertaining to any other member of the department without their permission. As such, department personnel are cautioned not to do the following:
a. Display department logos, uniforms, or similar identifying items on personal web pages.
b. Post personal photographs or provide similar means of personal recognition that may cause them to be identified as a police officer of this department. Officers who are, or who may reasonably be expected to work in undercover operations, shall not post any form of visual or personal identification.

(5) When using social media, department personnel should be mindful that their speech becomes part of the worldwide electronic domain. Therefore, adherence to the department’s code of conduct is required in the personal use of social media. In particular, department personnel are prohibited from the following:

a. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.
b. Speech involving themselves or other department personnel reflecting behavior that would reasonably be considered reckless or irresponsible.

(6) Engaging in prohibited speech noted herein, may provide grounds for undermining or impeaching an officer’s testimony in criminal proceedings. Department personnel thus sanctioned are subject to discipline up to and including termination of office.

(7) Department personnel may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of this department without express authorization.

(8) Department personnel should be aware that they may be subject to civil litigation for:
   a. publishing or posting false information that harms the reputation of another person, group, or organization (defamation);
   b. publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
   c. using someone else’s name, likeness, or other personal attributes without that person’s permission for an exploitative purpose; or
   d. publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.
(9) Department personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.

(10) Department personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.

(11) Reporting violations—Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provision of this policy shall notify his or her supervisor immediately for follow up action.
PURPOSE: To define policies that are required for compliance with the Criminal Justice Information System (CJIS) Security Policy and the FBI NCIC Operating Manual as per the FBI and the South Carolina Law Enforcement Division (SLED). These policies and procedures are based on The CJIS Security Policy version 5.5, CJISD-IT-DOC-08140-5.5 and the FBI NCIC Operating Manual and are executed jointly by the Town of Mount Pleasant Information Technology Department and the Town of Mount Pleasant Police Department.

POLICY: It is the policy of the Mount Pleasant Police Department that personnel should comply with the Criminal Justice Information System (CJIS) Security Policy and the FBI NCIC Operating Manual.

1. Definitions:

A. User- Any person that is authorized to use Mount Pleasant Police Department computer systems.

B. Software- Any computer program that is used by the police department, or installed on any equipment owned by the police department.

C. Hardware- Any equipment that is considered a computer, is connected to a computer, is used to access a computer, or is used to facilitate remote access to any computer, system, or software owned by the police department.

D. CJIS Security Policy- Security policy established by the FBI and/or SLED, and must be followed in exchange for access to criminal justice information.

E. Personally Identifiable Information (PII) - Information which can be used to
distinguish or trace an individual's identity, such as name, social security number, or biometric records, alone or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, or mother's maiden name. Any FBI CJIS provided data maintained by an agency, including but not limited to, education, financial transactions, medical history, and criminal or employment history may include PII. A criminal history record for example inherently contains PII as would a Law Enforcement National Data Exchange (N-DEx) case file.

F. Criminal Justice Information (CJI) - All the FBI CJIS provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

G. Secondary Dissemination - The release of CJI to any other authorized agency no matter the form of exchange.

H. Security Incident - A violation or possible violation of the technical aspects of the CJIS Security Policy that threatens the confidentiality, integrity, or availability of FCIC/NCIC.

2. Information Exchange Agreements

A. The Mount Pleasant Police Department will maintain a criminal justice agency user agreement with the South Carolina Law Enforcement Division and comply with all requirements of said agreement.

B. The Mount Pleasant Police Department will maintain management control agreements with the Town of Mount Pleasant Information Technology Department.

3. Security Awareness Training

A. All personnel who have access to CJI, to include personnel who have unescorted access to a physically secure location, are required to complete basic security awareness training within six months of initial assignment and biennially thereafter.

B. All personnel who have access to CJI will be required to complete the appropriate level of training commensurate to their role with the department.

C. The Terminal Agency Coordinator (TAC) will be responsible for maintaining all training materials and documentation to include a current security awareness training list.

4. Incident Response
A. There continues to be an increase in the number of accidental or malicious computer attacks against both government and private agencies. The following establishes an incident handling procedure for the Town of Mount Pleasant Police Department in conjunction with CJIS, NCIC, and SLED information systems. The procedure is designed to provide adequate preparation, detection, analysis, containment, recovery, and user response activities. It is further designed to track, document, and report incidents to appropriate MPPD personnel and/or authorities. MPPD’s Local Agency Security Officer (LASO) is the department’s point-of-contact for security-related issues and will ensure the incident response reporting procedures are initiated at the local level.

B. All authorized users are responsible for the protection of information subject to confidentiality concerns- in systems, archived, on backup media, and until destroyed.

C. All authorized users are also responsible for assuring threats, vulnerabilities, and risks associated with accessing CJIS systems and services are eliminated prior to accessing the CJIS system.

D. Any security incidents that may arise shall be reported immediately to the observer’s supervisor for action deemed necessary. The chain of command will immediately report the security incident to the LASO, TAC, and the Town of Mount Pleasant Information Technology Manager.

E. You may see only indicators of a security incident, these incidents may include, but are not limited to, the following:
   1) The system unexpectedly crashes without apparent reason
   2) New user accounts are mysteriously created which bypass standard procedures
   3) Sudden high activity on an account that has had little or no activity for months
   4) New files with novel or strange names appear
   5) Accounting discrepancies
   6) Changes in file lengths or modification dates
   7) Attempts to write to system files
   8) Data modification or deletion
   9) Denial of service
   10) Unexplained poor system performance
   11) Anomalies
   12) Suspicious probes
   13) Suspicious browsing

F. The LASO shall, upon review of the suspected incident, report the incident to
SLED via email at LASO@SLED.SC.GOV. The message subject line shall say "Possible Security Incident" and the email body shall include the following information: date of the incident, locations of incident, systems affected, method of detection, nature of the incident, description of the incident, actions taken, resolution and contact information for the agency.

G. After an information security incident, the Mount Pleasant Police Department LASO will complete an incident report. The Town of Mount Pleasant Information Technology Manager will assist with the collection of any available evidence. Collected evidence will be retained in accordance to the South Carolina rules of evidence.

H. The Town of Mount Pleasant Information Technology Department will incorporate lessons learned in an effort to prevent similar future security incidents.

5. Auditing and Accountability

A. The Town of Mount Pleasant Information Technology Department will implement the following actions and procedures to ensure that authorized users are adhering to predefined policies and detailed records exist to assist in forensic analysis in the event of a security violation or incident

B. Logs for systems that contain CJI or control user access to systems which contain CJI shall be maintained and centrally stored for analysis and review, and retained for a minimum of 366 days. The following events are to be included in these logs:
   1) Successful and unsuccessful system log-on attempts.
   2) Successful and unsuccessful attempts to use:
      a. access permission on a user account, file, directory or other system resource;
      b. create permission on a user account, file, directory or other system resource;
      c. write permission on a user account, file, directory or other system resource;
      d. delete permission on a user account, file, directory or other system resource;
      e. change permission on a user account, file, directory or other system resource.
      f. Successful and unsuccessful attempts to change account passwords.
      g. Successful and unsuccessful actions by privileged accounts.
      h. Successful and unsuccessful attempts for users to:
         i. access the audit log file;
         j. modify the audit log file;
k. destroy the audit log file.

C. Logs must contain the following data for the recorded events:
   1) Date and time of the event.
   2) The component of the information system (e.g., software component, hardware component)
   3) Where the event occurred.
   4) Type of event.
   5) User/subject identity.
   6) Outcome (success or failure) of the event.

D. Logs are to be backed up to a secondary system to mitigate the loss of information due to hardware failure.

E. At the direction of the LASO, the Town of Mount Pleasant Information Technology Manager will designate a member of the I. T. Department to review the logs weekly to examine for suspicious activity or violations.

F. Any suspicious activity must be reported immediately to the LASO, TAC, and Town of Mount Pleasant Information Technology Manager for further investigation.

6. Access Control

A. Restricting access to CJI to only those who have been vetted, trained, and authorized is paramount for any organization operating CJIS systems. MPPD and the Town of Mount Pleasant Information Technology Department are committed to implementing those mechanisms to restrict reading, writing, processing, and transmission of CJIS information, as well as the modification of systems, applications, services, and communication configurations which allow access to CJIS information to ensure that CJI is protected.

B. The Mount Pleasant Police Department LASO will complete a SysAid form and submit the form to the IT Department to create, modify, or remove user accounts for access to Mount Pleasant Police Department systems.

C. Upon completion of the account creation/modification/deletion, the IT department will notify the LASO that all requested work has been completed and a copy of the form shall be retained for at least 365 days.

D. When creating new accounts, IT staff shall adhere to the rule of Least Privilege. No access shall be granted above what has been approved by MPPD.

E. No personally owned systems will be allowed access to CJI.

F. Each computer system will display the following warning notification, prior to user login of the system, notifying the user of acceptable usage.
7. Identification and Authentication

A. The ability to uniquely identify users who are authorized to access restricted data and act on the behalf of the Mount Pleasant Police Department in an official capacity is paramount to operations. The following policies ensure that the proper steps are taken to maintain exclusive rights and access is granted to authorized individuals.

B. All accounts and systems for CJIS access shall adhere to the following password requirements:

1) Be a minimum length of eight (8) characters on all systems.
2) Not be a dictionary word or proper name.
3) Not be the same as the User id.
4) Expire within a maximum of 90 calendar days.
5) Not be identical to the previous ten (10) passwords.
6) Not be transmitted in the clear outside the secure location.
7) Not be displayed when entered.

C. Additionally, all MPPD in-car mobile computer users shall use advanced authentication security measures as deployed by the IT Department. The advanced authentication system will be compliant with the CJIS Security Policy requirements.

8. Configuration Management

A. Changes to hardware, software, or network systems can potentially have a severe
impact on the security of information systems. Guidelines must be enacted to mitigate the potential damage of poorly controlled systems.

B. Access accounts for support personnel to maintain information systems must be created to grant only essential access and capabilities to accomplish the management functions on the affected systems.

C. The IT department shall maintain a topological diagram of all systems and network circuits providing interconnectivity for CJI data. This diagram shall include:

1) All communications paths, circuits, and other components used for the interconnection, beginning with the agency-owned system(s) and traversing through all interconnected systems to the agency end-point.
2) The logical location of all components (e.g., firewalls, routers, switches, hubs, servers, encryption devices, and computer workstations). Individual workstations (clients) do not have to be shown; the number of clients is sufficient.
3) “For Official Use Only” (FOUO) markings.
4) The agency name and date (day, month, and year) drawing was created or updated.

9. Media Protection

A. During transport, all digital media containing CJI shall be encrypted, as defined in Section 5.10.1.2.

B. When a computer system containing or processing CJI is retired, the IT department shall sanitize the hard drive by overwriting the drive at least three times and then physically destroy the drive.

C. When a system is retired the IT department will document the process utilized to properly sanitize the system.

D. The controls and security measures in this document also apply to CJI in physical (printed documents, printed imagery, etc.) form. Physical media shall be protected at the same level as the information would be protected in electronic form.

E. Physical media shall be securely disposed of when no longer required. Formal procedures for the secure disposal or destruction of physical media shall minimize the risk of sensitive information compromise by unauthorized individuals. Physical media shall be destroyed by shredding or incineration. The disposal or destruction will be witnessed or carried out by authorized personnel.
10. Physical Protection
   A. All hardware and software that processes, stores, or transfers CJI shall be physically protected through access control measures to include, but not limited to: physical barriers, physical locks, electronic locks controlled by badge readers.
   B. The IT department shall escort and document all visitors to the secure data center and network closets. The logs shall be submitted to the TAC for retention.
   C. All persons entering the police department will be documented and escorted at all times.
   D. Access points to the police department and all data center and network closets will be clearly marked as a CJIS restricted area.

11. System and Communications Protection and Information Integrity
   A. All network traffic from remote MPPD offices shall be encrypted per the standards specified in section 5.10.1.2 of the CJIS Policy version 5.5
   B. VoIP traffic on the network shall be separated by dedicated VLANs
   C. Firewalls will be utilized to segment the MPPD network from all outside networks.

12. Formal Audits
   A. The Town of Mount Pleasant Police Department and the Town of Mount Pleasant Information Technology Department will comply with all CJIS audit requirements.

13. Personnel Security
   A. Proper security measures against the insider threat is a critical component for the CJIS Security Policy.
   B. All personnel who have access to CJI, including those individuals with only physical or logical access to devices that store, process or transmit CJI, will undergo a state of residency and national fingerprint-based record check within 30 days of assignment.
   C. If a felony conviction of any kind exists, the hiring authority in the Interface Agency shall deny access to CJI. However, the hiring authority may ask for a review by the CSO in extenuating circumstances where the severity of the offense and the time that has passed would support a possible variance.
D. If the person already has access to CJI and is subsequently arrested and or convicted, continued access to CJI shall be determined by the CSO. This does not implicitly grant hiring/firing authority with the CSA, only the authority to grant access to CJI. For offenses other than felonies, the CSO has the latitude to delegate continued access determinations to his or her designee.

E. Support personnel, contractors, vendors and custodial workers with access to physically secure locations or controlled areas (during CJI processing) shall be subject to a state and national fingerprint-based record check unless these individuals are physically and logically escorted by authorized personnel at all times. Under no circumstance will a vendor or contractor be given administrative access or backdoor access to CJI.

F. All access to CJI and Mount Pleasant Police Department computer systems will be immediately removed for personnel that are terminated. The same shall apply of employees that voluntarily separate their employment

14. Personnel Sanctions

A. All personnel will adhere to the requirements outlined in the latest CJIS Security Policy, the FBI NCIC Operating Manual and this general order.

B. Violations of the CJIS Security Policy, the FBI NCIC Operating Manual and / or this General Order will be investigated by the Office of Professional Standards.

C. Violations include, but are not limited to:

1) Using someone else’s login to gain access to Mount Pleasant computer systems.
2) Leaving a computer logged in with your login credentials in a physically unsecure location potentially allowing anyone to access Mount Pleasant Police Department systems and/or FBI CJIS systems and data in your name.
3) Unauthorized disclosure or receipt of SLED, CJIS-FBI, and/or NCIC criminal justice information.
4) Release of driver’s license or vehicle registration information to anyone other than criminal justice employees.
5) Release of information to private security or firefighters.
6) Allowing the use of the system by personnel not certified by SLED except for job training towards certification.
7) Failure to comply with policies and procedures established in the Departmental and SLED, CJIS-FBI, and/or NCIC Operations Manual.
8) Unauthorized modification or destruction of system data; loss of computer system processing capability.
9) Loss of any computer system media including, but not limited to, chip ROM memory, optical or magnetic storage medium, hard copy printout, thumbdrive, etc.
10) Improper recordkeeping.

D. Violations of the CJIS Security Policy, the FBI NCIC Operating Manual and or this General Order will result in the offending employee receiving disciplinary action ranging from a verbal reprimand to termination.

15. Mobile Devices

A. Definition

1) Mobile device includes any portable technology like camera, USB flash drives, USB thumb drives, DVDs, CDs, air cards and mobile wireless devices such as Androids, Blackberry OS, Apple iOS, Windows Mobile, Symbian, tablets, laptops or any personal desktop computer. Threats to mobile handheld devices stem mainly from their size, portability, and available wireless interfaces and associated services.

B. Personally Owned Devices

1) A personally owned device is any technology device that was purchased by an individual and was not issued by the Mount Pleasant Police or Information Technology department. A personal device includes any portable technology like camera, USB flash drives, USB thumb drives, DVDs, CDs, air cards and mobile wireless devices such as Androids, Blackberry OS, Apple iOS, Windows Mobile, Symbian, tablets, laptops or any personal desktop computer. Threats to mobile handheld devices stem mainly from their size, portability, and available wireless interfaces and associated services.

2) Employees are prohibited from using personally owned devices for the purposes of connecting to any physical, logical, and/or electronic premise of the Mount Pleasant Police Department to access, process, store, and/or transmit CJI. This also includes any private contractors/vendors who will conduct maintenance on any network device that processes, stores, and/or transmits FBI CJI.

C. Mobile Device Management

1) Wireless Protocols – The Town of Mount Pleasant Information Technology Department will ensure the following controls for all Mount Pleasant Police Department wireless access points with access to CJI:
a) Perform validation testing to ensure rogue APs (Access Points) do not exist in the 802.11 Wireless Local Area Network (WLAN) and to fully understand the wireless network security posture.

b) Maintain a complete inventory of all Access Points (APs) and 802.11 wireless devices.

c) Place APs in secured areas to prevent unauthorized physical access and user manipulation.

d) Test AP range boundaries to determine the precise extent of the wireless coverage and design the AP wireless coverage to limit the coverage area to only what is needed for operational purposes.

e) Enable user authentication and encryption mechanisms for the management interface of the AP.

f) Ensure that all APs have strong administrative passwords and ensure that all passwords are changed in accordance with Section 5.6.2.1.

g) Ensure the reset function on APs is used only when needed and is only invoked by authorized personnel. Restore the APs to the latest security settings, when the reset functions are used, to ensure the factory default settings are not utilized.

h) Change the default service set identifier (SSID) in the APs. Disable the broadcast SSID feature so that the client SSID must match that of the AP. Validate that the SSID character string does not contain any agency identifiable information (division, department, street, etc.) or services.

i) Enable all security features of the wireless product, including the cryptographic authentication, firewall, and other available privacy features.

j) Ensure that encryption key sizes are at least 128-bits and the default shared keys are replaced by unique keys.

k) Ensure that the ad hoc mode has been disabled.

l) Disable all nonessential management protocols on the APs.

m) Ensure all management access and authentication occurs via FIPS compliant secure protocols (e.g. SFTP, HTTPS, SNMP over TLS, etc.). Disable non-FIPS compliant secure access to the management interface.

n) Enable logging (if supported) and review the logs on a recurring basis per local policy. At a minimum logs shall be reviewed monthly.

o) Insulate, virtually (e.g. virtual local area network (VLAN) and ACLs) or physically (e.g. firewalls), the wireless network from the operational wired infrastructure. Limit access between wireless networks and the wired network to only operational needs.

p) When disposing of access points that will no longer be used by the agency, clear access point configuration to prevent disclosure of network configuration, keys, passwords, etc.

2) Cellular devices – cellular telephones, smartphones, tablets, personal digital assistants, and aircards are examples of cellular devices. Only
Town of Mount Pleasant owned cellular devices will be permitted to access CJI. The Town of Mount Pleasant Information Technology Department will utilize a mobile device management program to ensure the security of all police department cellular devices.

3) Mobile Hotspots – Mobile devices that have the capability to function as a Wi-Fi hotspot and allow other devices to connect through the device to the internet over the devices cellular network. The Town of Mount Pleasant Information Technology Department will ensure the following controls for all Mount Pleasant Police Department mobile hotspots with access to CJI:

   a) Enable encryption on the hotspot.
   b) Change the hotspot’s default SSID to ensure the hotspot SSID does not identify the device make/model or agency ownership.
   c) Create a wireless network password (Pre-shared key)
   d) Enable the hotspot’s port filtering/blocking features if present
   e) Only allow connections from agency controlled devices

4) Limited-feature operating system - Devices running a limited-feature operating system shall adhere to the following controls;

   a) Ensure that CJI is only transferred between CJI authorized applications and storage areas of the device.
   b) MDM with centralized administration configured and implemented to perform at least the:
      c) Remote locking of device
      d) Remote wiping of device
      e) Setting and locking device configuration
      f) Detection of “rooted” and “jailbroken” devices
      g) Enforcement of folder or disk level encryption
      h) Application of mandatory policy settings on the device
      i) Detection of unauthorized configurations
      j) Detection of unauthorized software or applications
      k) Ability to determine the location of agency controlled devices
      l) Prevention of unpatched devices from accessing CJI or CJI systems
      m) Automatic device wiping after a specified number of failed access attempts

5) Wireless Device Risk Mitigations - Town of Mount Pleasant Information Technology Department will a minimum, ensure that wireless devices:

   a) Apply available critical patches and upgrades to the operating system as soon as they become available for the device and after necessary testing.
   b) Are configured for local device authentication
   c) Use advanced authentication.
d) Encrypt all CJI resident on the device.
e) Erase cached information, to include authenticators in applications, when session is terminated.
f) Employ personal firewalls or run a Mobile Device Management (MDM) system that facilitates the ability to provide firewall services from the agency level.
g) Employ malicious code protection or run a MDM system that facilitates the ability to provide anti-malware services from the agency level.

6) Personal Firewall - a personal firewall is an application that controls network traffic to and from a user device, permitting or denying communications based on policy. A personal firewall shall be employed on all mobile devices that have a full-feature operating system (i.e. laptops or tablets with Windows or Linux/Unix operating systems). At a minimum, the personal firewall shall perform the following activities:

a) Manage program access to the Internet.
b) Block unsolicited requests to connect to the user device.
c) Filter incoming traffic by IP address or protocol.
d) Filter incoming traffic by destination ports.
e) Maintain an IP traffic log.

7) Incident Response - Rapid response to mobile device related incidents can significantly mitigate the risks associated with illicit data access either on the device itself or within online data resources associated with the device through an application or specialized interface. In the event a Town of Mount Pleasant mobile device is lost or compromised the employee that is issued the device shall immediately report said loss or compromise to their supervisor. The chain of command will immediately report the lost or compromised device to the LASO, TAC, and the Town of Mount Pleasant Information Technology Manager.

8) Access Control – When accessing CJI from an authorized mobile device, advanced authentication will be used.

16. NCIC

A. Hit Confirmation

1) The Mount Pleasant Police Department must, within ten (10) minutes to one (1) hour, depending on priority, provide to any requesting agency a record confirmation, a response indicating a positive or negative
confirmation or a notice of the specific amount of time necessary to provide a response to the request for record confirmation. YQ/ YR transactions shall be used in this process.

B. Validation

1) Validation obliges the ORI to confirm that the record is complete, accurate, and still outstanding or active. Validation is accomplished by reviewing the entry and current supporting documents, and by recent consultation with any appropriate complainant, victim, prosecutor, court, nonterminal agency, or other appropriate source or individual. In the event the ORI is unsuccessful in its attempts to contact the victim, complainant, etc., the entering authority must make a determination based on the best information and knowledge available whether or not to retain the entry in the file.
PURPOSE: To establish the Criminal Investigations Function.

POLICY: It shall be the policy of The Mount Pleasant Police Department to investigate all reported criminal offenses occurring within our jurisdiction and make every effort to bring about a successful conclusion to the cases.

1. Office of Criminal Investigations

The function of the Office of Criminal Investigations is to investigate incidents reported to our Agency by: collecting all information basic to the reported offense, collecting and preserving evidence, apprehending suspects, recovering property, and preparing cases for prosecution. The Office of Criminal Investigations is the responsibility of both uniformed patrol officers and investigators.

2. Case Status Designation.

Case status designation is an internal administrative procedure to assist in the management and control of all criminal incidents reported to our Agency.

A. Active

Indicates that a case is open and has been assigned for follow-up investigation and investigative efforts are ongoing.

B. Administratively Closed

Indicates that the follow-up investigation is suspended, all available leads have been exhausted but the case has not been brought to a satisfactory conclusion. Inactivation requires approval from the assigning supervisor, ensuring that all possible leads are exhausted, and solvability factors warrant screening out the
case. Upon approval of the supervisor and documentation being made in the follow-up case log, supplemental reports or files are forwarded to Records Management.

C. Cleared by Arrest

Indicates the case has been satisfactorily concluded by arrest.

D. Exceptionally Cleared

Indicates that a suspect has been identified and can be located for arrest, but extenuating circumstances exist to preclude arrest (offender death, no prosecution, extradition denied, victim declines cooperation, juvenile no custody).

E. Unfounded

Indicates that the case was determined through investigation to be false or baseless.

3. Case Management.

A. The criteria used to select cases for follow-up investigation by the Department is based on research by the Police Executive Research Forum, and was conducted at Dekalb County, Georgia, St. Petersburg, Florida and Wichita, Kansas Police Departments.

B. The Supervisor of the Office of Criminal Investigations is responsible for reviewing all incident reports daily to determine if follow-up investigation is needed. Selection for cases to be investigated further will be based on solvability factors. Any question on the solvability factor sheet that is answered with a yes when compared to an incident report will require follow-up investigation of that incident. The resources used to investigate the case will be determined by the seriousness of the incident and workload of the division. Case assignments will be made based on the specialized skills, knowledge, abilities and availability of the individual investigator.

C. When a patrol officer or investigator is assigned a case for follow-up investigation, the officer or investigator is then classified as the case agent and held accountable for the investigation of that specific case. It will be the case agent's responsibility to advise the victim/complainant as soon as possible that the victim's/complainant's case is being investigated and by whom. The case agent will also notify the victim any time there is a change in the status of the case. Notification will be made within forty-eight hours of the status change and the notification will be documented in the case file or on a supplemental report.

D. The supervisor will document all assigned cases in the case log. The log will contain the following information:

- date case is assigned
- original case number
E. The investigative case file will be maintained and kept current by the case agent and will remain in the Office of Criminal Investigations unless the investigator is actively working that specific case. The case files must be accessible to other investigators in the event the case agent is off duty or out of town. ALL Original documents will be maintained by Records Management except for the case agent's investigative notes. Copies of documents such as lab reports, statements and property/evidence forms may be kept in the case file. Upon the completion of the investigation and approval of the Investigations Supervisor, the case file will be forwarded to Records Management to be consolidated with the original incident report.

The Supervisor will ensure that case files are purged of duplicate documents. Purging of all investigative case files maintained by Records Management will be accomplished by Records Management based on the Department's Records Retention Schedule set by the State Archives.

F. The Supervisor will review each assigned case at least once each five days to ensure the accuracy and completeness of the case file and to make a determination on further follow-up or inactivation of the case.


A. To provide for lateral transfer, a sworn position within the Office of Criminal Investigations will have the same rank structure and salary schedule as that of the Field Operations Bureau, with no loss or increase in pay when transferring into or out of the Office of Criminal Investigations.

B. Patrol officers will have the opportunity to be assigned to any specialized assignment, consistent with their selected career path, on a temporary basis for thirty days. The assignment will enhance the skills and provide career development to the individual officer. Available slots will be advertised on a career development bulletin. Selections will be made by the Chief of Police and assignment dates will be based on minimum staffing requirements and current workload of the Field Operations Bureau.

5. Follow-up Investigative Procedures.

A. Information Development

The purpose of gathering information in a criminal investigation is to identify, locate, apprehend, and prosecute the perpetrator and determine the suspect's involvement in other crimes. Information development is crucial to the criminal investigative process, and information may be developed from an unlimited number of sources including:
o reviewing and analyzing all previous reports prepared in the preliminary phase, Departmental records, and results from laboratory examinations

o conducting additional interviews and interrogations

o seeking additional information (from uniformed officers, informants)

o planning, organizing, conducting searches, and collecting physical evidence

o identifying and apprehending suspects

o determining involvement of suspects in other crimes

o checking suspects' criminal histories

o making a "second contact" with principals involved in a case requiring follow-up investigations, or which has been closed

o All information collected will be gathered legally in compliance with all constitutional requirements, to include:

  o Investigators shall not coerce or obtain involuntary confessions from persons suspected of criminal involvement.

  o Prior to interrogating a suspect whenever he is in custody or is otherwise deprived of his freedom, an officer must first advise the suspect of his or her constitutional rights as required by the U.S. Supreme Court decision of Miranda vs. Arizona (1966)

  o Once a defendant has expressed a desire to exercise the right to counsel, the interrogation will be terminated.

B. Interviews and Interrogations

In addition to collecting physical evidence, one of the most effective ways to identify and apprehend suspects, gather testimonial evidence and discover other investigative leads, is by conducting additional interviews and interrogations. Although there are many techniques available to assist in interviewing suspects or witnesses, the following general guidelines may be utilized in most interviews.

o Conduct interviews and interrogations as soon as possible after the commission of an offense, so that evidence or details of an offense are not lost through the witness forgetting vital information.

o Control the setting as much as possible. Interviews and interrogations should be held in a quiet, private location free from outside distractions.
Document the information from the interview in statement form, if possible, or by taking notes during or immediately after the interview.

Be prepared with as much information about the incident as you can gather prior to beginning the interview or interrogation.

C. Collection, Preservation and Use of Physical Evidence

When physical evidence is properly collected, marked and preserved it cannot perjure itself nor can it be impeached.

Crime scenes will not be disturbed until the scene has been processed, except to give aid to an injured person. Caution must be exercised to prevent disturbing or destroying any of the evidence. All unauthorized persons, including police officers not assigned to the case, must be barred from the scene until all physical evidence is located, identified, preserved and collected for use in the development of the case or the prosecution of an offender.

D. Surveillance

Surveillance is the covert observation of places, persons and vehicles for the purpose of identifying persons or vehicles, determining activities of subjects, preventing a crime, obtaining evidence, and providing a basis to obtain a search or arrest warrant.

E. Information Dissemination

Case agents must maintain an open line of communication between the uniformed Patrol Officers and Investigators. Dissemination of information about a crime often leads to the identity and apprehension of a suspect. Case agents will disseminate information on warrants obtained for a suspect. The arrest warrant will be listed on the Department's warrant file. Major offenders being sought by our Department will cause the case agent to make roll call briefings to provide information and photograph of suspect (if available) to the on-duty patrol teams. If applicable, the case agent will be responsible for ensuring that entry is made into NCIC.

F. Prosecutive Summary

The Office of Criminal Investigations Supervisor will review and approve all case files before the files are delivered to the Solicitor's office for prosecution, ensuring that the cases are complete, are prepared for prosecution and that a prosecutive summary is properly completed. The Supervisor will ensure the Solicitor is provided with all assistance needed to prosecute the case.

The case files will contain copies of the case reports; all witness statements, video and audio recordings, photographs and diagrams, laboratory analysis, testing results, and any other materials related to the investigation or arrest of the suspect.
The criminal history of the suspect (defendant) and all information that indicates that the suspect (defendant) is involved in other incidents (crimes) will be contained in the case file and forwarded to the prosecutor.

The Office of Criminal Investigations Supervisor will document each case that is forwarded to the Solicitor's office and a representative of the Solicitor's office will sign for each case file received.

Copies of any case reports, witness statements, video and/or audio recordings, photographs and diagrams, laboratory analysis, testing results, or any materials related to the investigation developed, obtained or generated after submission of the initial packet should be delivered to the Office of Criminal Investigations Supervisor. The Supervisor will review and approve this additional information and ensure it is provided to the Solicitor’s Office.

The Office of Criminal Investigations Supervisor will document each case that has additional information forwarded to the Solicitor's office and a representative of the Solicitor's office will sign for this additional information upon receipt.

G. Polygraphs

On occasion it may be necessary or desirable to use a technical aid for the detection of deception in criminal investigations. The primary goal of using a polygraph should be to establish innocence rather than to substantiate guilt.

Request for the use of a polygraph will be approved by the Investigations Supervisor. Examinations will be conducted by a polygraph operator certified by the State of South Carolina.

Any examination of an individual must be completely voluntary.

H. Background Investigations

(1) Criminal investigations frequently involve background investigations, particularly as they relate to white collar crime, organized crime, and vice activities. The Mount Pleasant Police Department will only conduct background investigations of persons in these criminal areas in correlation with on-going criminal investigation. This does not apply to background investigations in the selection process.

(2) Potential sources of information include:

- financial institutions
- business associates
- former employers or employees
- informants
- Utility companies
- criminal history
- other law enforcement agencies
(3) All information obtained in a criminal background investigation will only be used for legal process, and will be maintained in the case file. Copies of specific information may be placed in intelligence files to indicate association with other known criminals. Case files will be purged by Records Management using the State Records Retention Schedule. Information stored in intelligence files will be purged by the Support Services Bureau Commander based on the State Records Retention Schedule.

I. Investigative Task Force

(1) Situations may arise that require a coordinated effort between the Mount Pleasant Police Department and one or more other police agencies to form a task force to investigate incidents such as:

- multi-jurisdictional criminal activity
- missing persons
- mass arrests/search warrants

(2) The Deputy Chief, upon approval of the Chief of Police, has the authority to either establish an investigative task force or to permit Department personnel to participate as task force members in other jurisdictions. The Deputy Chief or his designee will be in command of any task force established within the Town of Mount Pleasant and will be responsible for ensuring that the following criteria are specified at the first task force briefing:

- the purpose of the task force is clearly understood by task force members
- define the authority, responsibility and any written agreements of each task force member agency
- establish accountability for each assigned task force member
- provide task force members with a list of available resources
- evaluate results and their continued necessity
- regular briefings to the Chief of Police
### Purpose:
To establish procedures for all personnel to follow regarding designated rooms utilized for the purposes of interviews and interrogations.

### Policy:
It shall be the policy of The Mount Pleasant Police Department to ensure the safety of all personnel, suspects, witnesses, and arrestees, who enter any of the rooms designated for interviews and interrogations.

1. **Procedures:**
   A. **Rooms designated as interview/interrogation rooms:**
      1. Interview room 551 located within the Criminal Investigations suite.
      2. Interview room 601 located within the Squad Room.
      3. Datamaster Rooms 1 & 2 can be utilized as necessity dictates, but should be avoided due to the equipment contained therein. If utilized no persons will be left unattended.

   B. **Weapons Control:**
   
   When an interview or interrogation of a person is conducted in one of the designated locations, the interviewing officer/detective will secure their duty firearm in the weapons lockers located outside the designated rooms.

   C. **Security Concerns:**
   
   1. The designated rooms will not be locked at any time.
   2. The rooms will include a table, chairs, and necessary paperwork.
   3. Officers will be alert to the contents of the interview rooms prior to its use and immediately afterward.
4. All suspects, or potential suspects, who are going to be interviewed or interrogated in relation to a crime will be frisked for weapons prior to entering one of these interview rooms. This will not apply when the rooms are being utilized to interview a complainant who is merely reporting information regarding a crime or a witness. Searches will be conducted by like gender unless officer safety dictates otherwise.

D. Personnel:

The number of departmental personnel allowed to enter the interview room during the interview or interrogation of a subject, will be limited to 2 with the exception of juveniles as outlined in General Order I-04. This will not preclude others from entering the room to provide the interviewer or interrogator with additional information, or to give assistance to an officer who may become involved in a volatile situation.

E. Methods of summoning assistance:

1. If the situation arises where it becomes necessary for a uniformed or non-uniformed officer to interview a subject and it is after business hours, the officer will notify the duty officer that they will be in one of the designated rooms with a subject.

2. In the event that assistance is needed, the interviewer/interrogator may activate the audible emergency alarm button located within the room. This alarm will be audible throughout the building with a flashing light activation in the hallway of the Police Department. All available police personnel will respond to provide assistance to the officer or detective.

3. The interviewer/interrogator may also utilize their orange emergency alert button located on the top of their portable radio.

F. Access to restrooms, water, or comfort breaks:

1. Uniformed and non-uniformed officers need to be cognizant of the time elapsed during an interview or interrogation to ensure that the suspect’s restroom, water, and comfort needs are being met.

2. Comfort breaks are permissible and will be allowed during interviews and interrogations when requested. An officer will maintain contact with the suspect during these breaks to ensure that no harm comes to them. If taking a statement, the officer will also document these breaks within the written statement.

3. When a suspect requests to utilize the restroom or needs water, an officer or detective will escort them to the restroom or provide them with water or escort them to the water fountain as soon as possible. If taking a statement, the officer will also document these breaks within the written statement.
PURPOSE: To establish procedures for electronic recording of custodial interviews/interrogations.

POLICY: It shall be the policy of The Mount Pleasant Police Department to conduct safe and professional custodial interviews/interrogations. The use of electronic recording equipment to record these custodial interviews/interrogations promotes public trust and confidence in the Department’s procedures. Electronic recordings of custodial interrogations pursuant to the procedures contained in this policy will be done in all investigations of violent crimes as defined in Section 16-1-60 of the South Carolina Code of Laws, with the exception of narcotics violations due to the sensitive nature of those investigations.

1. Definitions:

A. Custodial interviews/interrogations: questioning initiated by law enforcement officers during which a reasonable person would have felt he or she was not at liberty to terminate the interrogation and leave. (Thompson v. Keohane, 516 U.S. 99, 112 (1995)).

B. Electronic Recording Room: an interview room that is permanently equipped with electronic recording equipment, including, but not limited to, recorders or cameras that use audiotape, videotape, film, CD’s, DVD’s, or digital equipment.

C. Electronic Recording Equipment: equipment, including, but not limited to, recorders or cameras that use audiotape, videotape, film, CD’s, DVD’s, or digital equipment.
D. **Subject:** a person who has been identified during an investigation as a person of interest in the commission of a violent crime as defined in Section 16-1-60 of the South Carolina Code of Laws.

E. **Violent Crimes as defined in Section 16-1-60 of the South Carolina Code of Laws:**

1. **Murder** (Section 16-3-10)
2. **Attempted Murder** (Section 16-3-29)
3. **Assault and Battery by mob, first degree, resulting in death** (Section 16-3-210(B))
4. **Criminal sexual conduct in the first and second degree** (Sections 16-3-652 and 16-3-653);
5. **Criminal sexual conduct with minors, first, second, and third degree** (Section 16-3-655);
6. **Assault with intent to commit criminal sexual conduct, first and second degree** (Section 16-3-656);
7. **Assault and battery with intent to kill** (Section 16-3-620);
8. **Assault and battery of a high and aggravated nature** (Section 16-3-600(B));
9. **Kidnapping** (Section 16-3-910);
10. **Trafficking in persons** (Section 16-3-930);
11. **Voluntary manslaughter** (Section 16-3-50);
12. **Armed robbery** (Section 16-11-330(A));
13. **Attempted armed robbery** (Section 16-11-330(B));
14. **Carjacking** (Section 16-3-1075);
15. **Drug trafficking as defined in Section 44-53-370(e) or trafficking cocaine base as defined in** (Section 44-53-375(C));
16. **Manufacturing or trafficking methamphetamine as defined in** (Section 44-53-375);
17. **Arson in the first degree** (Section 16-11-110(A));
18. **Arson in the second degree** (Section 16-11-110(B));
19. **Burglary in the first degree** (Section 16-11-311);
20. **Burglary in the second degree** (Section 16-11-312(B));
21. **Engaging a child for a sexual performance** (Section 16-3-810);
22. **Homicide by child abuse** (Section 16-3-85(A)(1));
23. **Aiding and abetting homicide by child abuse** (Section 16-3-85(A)(2));
24. **Inflicting great bodily injury upon a child** (Section 16-3-95(A));
25. **Allowing great bodily injury to be inflicted upon a child** (Section 16-3-95(B));
26. ***Domestic Violence high and aggravated nature** (Section 16-25-65)
27. ***Domestic Violence – first degree** (Section 16-25-20 (B));
28. **Abuse or neglect of a vulnerable adult resulting in death** (Section 43-35-85(F));
29. **Abuse or neglect of a vulnerable adult resulting in great bodily injury** (Section 43-35-85(E));
30. **Taking of a hostage by an inmate** (Section 24-13-450);
31. **Detonating a destructive device upon the capitol grounds resulting in death with malice** (Section 10-11-325(B)(1));
32. **Spousal sexual battery** (Section 16-3-615);
33. **Producing, directing, or promoting sexual performance by a child** (Section 16-3-820);
34. **Sexual exploitation of a minor first degree** (Section 16-15-395);
35. **Sexual exploitation of a minor second degree** (Section 16-15-405);
36. **Promoting prostitution of a minor** (Section 16-15-415);
37. **Participating in prostitution of a minor** (Section 16-15-425);
38. **Aggravated voyeurism** (Section 16-17-470(C));
39. **Detonating a destructive device resulting in death with malice** (Section 16-23-720(A)(1));
40. **Detonating a destructive device resulting in death without malice** (Section 16-23-720(A)(2));
41. **Boating under the influence resulting in death** (Section 50-21-113(A)(2));
42. **Vessel operator's failure to render assistance resulting in death** (Section 50-21-130(A)(3));
43. **Detonating an airport facility or removing equipment resulting in death** (Section 55-1-30(3));
44. **Failure to stop when signaled by a law enforcement vehicle resulting in death** (Section 56-5-750(C)(2));
45. **Interference with traffic-control devices, railroad signs, or signals resulting in death** (Section 56-5-1030(B)(3));
46. **Hit and run resulting in death** (Section 56-5-1210(A)(3));
47. **Felony driving under the influence or felony driving with an unlawful alcohol concentration resulting in death** (Section 56-5-2945(A)(2));
48. **Putting destructive or injurious materials on a highway resulting in death** (Section 57-7-20(D));
49. **Obstruction of a railroad resulting in death** (Section 58-17-4090);
50. **Accessory before the fact to commit any of the above offenses** (Section 16-1-40);
51. ***and attempt to commit any of the above offenses** (Section 16-1-80).

2. **Procedures:**

   **A.** The custodial interview/interrogation of a person who has been identified during an investigation as a person of interest in the commission of a violent crime, as defined in Section 16-1-60 of the South Carolina Code of Laws, is required to be conducted in an Electronic Recording Room unless:

   1. The custodial interview/interrogation takes place in another jurisdiction and is in compliance with the policies and procedures of that jurisdiction.
   2. The subject is admitted to a medical facility.
   3. The transportation of the subject to the electronic recording room would have an adverse effect on an ongoing investigation.
   4. An electronic recording room is unavailable, in which case the officer will document the circumstances and the exact time and place that the unrecorded interview took place.

   **B.** The electronic recording equipment will be activated prior to placing a subject in the electronic recording room and will remain on until the conclusion of the interview/interrogation when the subject is removed from the room unless:
1. The recording equipment malfunctions. If a malfunction occurs it will be documented in an investigative supplement and the officer’s supervisor will be notified immediately and the notification will also be documented.

2. Exigent circumstances exist that make the recording of an in custody interview/interrogation impractical. If an officer determines an exigent circumstance exists he/she will notify his/her supervisor and will document the reason in their investigative supplement report.

3. Access to counsel is allowed in the Electronic Recording Room and the recording may contain privileged communication. If this occurs the recording will be stopped and restarted after the privileged communication and the officer will provide a header stating why the recording was stopped along with a date and time of the stoppage.

C. The electronic recording equipment will be activated during the interview of a witness or victim when it becomes apparent, through statements or other evidence that the witness or victim becomes a subject.

D. The use of electronic recording rooms may not always be possible or practicable. When it is impractical to utilize electronic recording rooms electronic recording equipment may be utilized to record the interviews/interrogations.

E. The requirement to electronically record an interview/interrogation in no way voids a spontaneous statement made by a subject in custody or a conversation initiated by the subject outside the electronic recording room.

F. Completed interviews will be maintained on the electronic recording device in a secured location until the Criminal Investigative Supervisor or his designee burns the original of the interview/interrogation onto a DVD and submits it into evidence.

G. The Supervisor of Criminal Investigations will ensure that the officers under his/her command are trained in the operation of the electronic recording equipment and the equipment is maintained in working order.

H. The Chief or his designee will determine who maintains control and security of the access codes related to the electronic recording device.
Purpose: The purpose of this policy is to establish accounting and control procedures for the Confidential Fund.

Policy: It is the policy of the Mount Pleasant Police Department to maintain stringent control over all Confidential Fund moneys used by the Agency and to ensure that the funds are used only for authorized purposes.

1. Definitions.

A. Confidential Fund: The Agency accounting and banking system that provides officers with investigative expense moneys.

B. Confidential Fund Custodian: The Captain of the Criminal Investigations Bureau is responsible for dispensing and monitoring the use of investigative funds by officers.

2. Procedures.

A. Authorization

(1) The Confidential Fund Custodian shall have the following responsibilities with respect to the Agency's confidential fund:

a. Approval from Chief (signed purchase order) to transfer funds from the seized assets account to the confidential fund.

b. Maintenance of the fund in accordance with all appropriate laws, Department policies and procedures.
(2) A quarterly review and accounting of the confidential fund will be conducted by the Deputy Chief.

(3) An annual audit of the confidential fund shall be performed by an independent accounting authority from outside the Department in order to evaluate the continued integrity of the fund and the need for any additional controls.

(4) The confidential funds will be kept secured within the office of the Captain of the Criminal Investigations Bureau and will be restricted to this supervisor only.

(5) The Confidential Fund Custodian shall make disbursements from the confidential fund only to authorized personnel for the following purposes:

a. Payments that are to be made directly to confidential informants for substantial information or controlled buys.

b. Investigative funds for the purchase of illegal drugs, contraband and other criminal evidence.

c. Expenditures for authorized undercover operations.

d. Flash and front money.

(6) The Confidential Fund Custodian shall not be permitted to make disbursements from the confidential fund to himself.
(7) Confidential Fund transaction records shall be stored in a secured file drawer within the office of the Captain of the Criminal Investigations Bureau, and access shall be restricted to the Deputy Chief and the Chief of Police.

B. Withdrawals and Expenditures from fund

(1) Prior to the issuance of any money from the Confidential Fund, an officer shall complete and submit to the fund custodian a written request for funds.

(2) The Confidential Fund Custodian shall issue the requesting officer a copy of the receipt acknowledging that funds were requested and received by the officer.

(3) Signed receipts will be required on all expended funds, unless such an action would jeopardize a transaction or operation.

(4) Expenditures in excess of $500.00 will require the approval of the appropriate Bureau Commander.

(5) Expenditures in excess of $1000.00 will require the approval of the Chief of Police.

(6) Cash payments to informants, in excess of $100.00 will require the approval of the Chief of Police.

C. Accounting for Expended Funds

(1) All officers receiving Confidential Fund moneys shall prepare a written expense report accounting for all moneys withdrawn from the fund as soon as practical. The report should include:

a. Item or informant's control number or name
b. Officer's name
c. Copies of receipts, if not information
d. Type of investigation or enforcement action
e. Case number, date, location
f. The amount and purpose of the funds

(2) The written expense report with all supporting documents and receipts shall be submitted to the Confidential Fund Custodian for review and approval.
(3) For all funds expended, the officer issuing payment shall ensure that an appropriate receipt is obtained, unless such an action would jeopardize a transaction or operation.

(4) All unexpended funds shall be returned to the Confidential Fund Custodian by the officer as soon as practical. The fund custodian shall issue the officer a receipt acknowledging that such funds were redeposited as unexpended.

(5) Each officer may maintain a personal file containing a record of all confidential fund transactions and copies of all relevant receipts and agency fund forms.
PURPOSE: To establish standards of enforcement and procedures to combat organized crime and vice control.

POLICY: The Mount Pleasant Police Department recognizes the serious nature of organized crime and vice, which constantly threatens the social and financial health and well-being of this community. It shall be the policy of the Mount Pleasant Police Department that every employee shares the responsibility to suppress and support the enforcement of all forms of organized crime and the control of vice activities.

1. Organization and Administration.

The Criminal Investigations Bureau Commander will have the primary responsibility for the coordination, administration and direction of Departmental activities concerning vice control.

A. Vice Control Function.

The vice function duties include but are not limited to:

- Establishing and maintaining investigative intelligence files and records in conjunction with complaints, informant information, crime stoppers information, and Departmental reports,

- Conducting continuing investigations of any related citizen complaints or allegations from other information sources,

- Promoting liaison with all employees of the Department as well as with agents and investigators from other local, state, and federal agencies, area
residents, and business leaders, for the purpose of exchanging intelligence information,

- Disseminating information to patrol teams as circumstances dictate,
- Conducting vice and narcotics undercover and surveillance operations.

B. Responsibilities of the Vice Control Function.

In controlling vice activities, enforcement actions will concentrate on the following activities:

- Illegal gambling operations,
- Illegal prostitution,
- Illegal sale and distribution of liquor, beer, and tobacco,
- Illegal pornography,
- Illegal sale and distribution of controlled substances.

C. Vice and Organized Crime Control Goals and Objectives

**GOAL:**
To detect and apprehend those responsible for the illegal use, sale, or possession, of controlled substances.

**OBJECTIVES:**
- To promote and participate in interagency agreements,
- To carry out undercover and interdiction initiatives in Mount Pleasant, of predetermined targeted locations that are known to be the site of illegal drug activity.

D. Organized Crime Control Function

The Criminal Investigations Bureau Commander will have primary responsibility for the coordination and direction of the Department's organized crime component.

The function of organized crime control includes identifying and investigating all reports of organized criminal activity within the Town of Mount Pleasant, such as:

- Organized crime operations,
o Organized crime figures,
  a. Individuals actively engaged in organized crime functions,
  b. Places frequented by organized crime figures.

E. Responsibilities of the organized crime control function

In controlling organized crime activities, enforcement actions will concentrate on the following activities:

o Loan-sharking,

o Corruption,

o Extortion and/or bribery,

o Theft/fencing rings,

o Illegal sale and distribution of controlled substances,

o Illegal prostitution and pornography,

o Firearms violations.

2. Operation.

A. Receiving and Processing Complaints

When information is received on organized crime or vice activity, the information will be documented on an incident report. Upon receiving the incident report, the Criminal Investigations Bureau Commander will review the information and determine if the information should be assigned for investigation or classified as intelligence information using the following guidelines:

o Is the original information valid,

o What is the criminal nature of the problem,

o What lead information exists,

o What investigative techniques are required,

o Consideration for staffing.
If a case is assigned for investigation, the case management system will be followed with the exceptions being that all investigative reports, supplemental reports, statements, or court orders will remain in the organized crime and vice files until the case has been cleared by arrest and/or no further control of information is required.

To enable the Department to remain aware of existing or potential organized crime or vice problems, the organized crime and vice investigators will be responsible for entering all complaints received in reference to vice or organized crime activity in the vice log. Substantiated complaints will be indicated in this log.

B. Organized Crime and Vice Investigations

The preliminary and follow-up investigation will follow guidelines set forth in Department policy except in those cases where covert investigations are required, such as undercover or decoy operations. The Deputy Chief will coordinate and approve all undercover or decoy operations.

The Criminal Investigations Bureau Commander is responsible for the control and usage of all surveillance and undercover equipment assigned to and maintained by the Office of Criminal Investigations. A use/sign-out log will be maintained.

The supervisor of the Vice/Narcotics Unit is responsible for the control and usage of all surveillance and undercover equipment assigned to and maintained by the Office of Drug Enforcement. A use/sign-out log will be maintained.

All officers requiring the use of this equipment will brief the Criminal Investigations Bureau Commander on the specifics of the case and how the equipment is to be used. Upon approval for use the requesting officer will sign for the equipment.

When conducting vice or undercover investigations, the Department shall utilize all acceptable methods of covert operations including undercover infiltration, deployment of decoys, surveillance techniques, and equipment, necessary for the successful completion of the operation. These methods shall be initiated only after careful consideration of any possible legal ramifications and shall be subjected to an after-action critique.

The following plans shall be utilized:

(1) Surveillance/Stakeout
The Bureau Commander or his designee will approve all surveillance/stakeout operations which we are conducting or participating in and will designate a supervisor to coordinate and plan the operation.

Crimes and victims will be analyzed with the Investigations Section's assistance to determine the nature and scope of personnel, equipment, and activities, required to safely and effectively conduct the operation.

Probable offenders and their habits, associates, vehicles, methods of operation, or any other pertinent information, which will affect the manner of surveillance and potential prosecution will be identified and analyzed.

Officers involved in the surveillance operation will be familiarized with the neighborhood or target area.

Operational procedures will be determined for observation, arrests, and "tails", to ensure the continuity between the planning and the conduct of the surveillance operation.

Required expense funds will be afforded to officers in accordance with confidential fund procedures.

Means for routine and emergency communication will be established.

Equipment and/or vehicles appropriate for the operation will be provided.

Arrangements will be made to have adequate manpower in order to provide relief for officers on the surveillance.

(2) Undercover Operations

The Bureau Commander or his designee will approve all undercover operations which we are conducting or participating in and will designate a supervisor to plan and coordinate the operation.

All suspects who are targets or become targets of the undercover operation will be identified and analyzed. This identification and analysis will include a determination of their criminal history,
known associates, and background information, that would be important for members conducting the operation to know.

- Contact will be made with the suspect when determined appropriate and necessary, but only after all necessary and reasonable precautions are taken.

- The neighborhood or target area where officers will work will be analyzed and surveyed prior to infiltration to determine and identify hazardous and potentially dangerous areas. Locations for surveillance points will also be identified.

- Officers involved in the operation will be provided with false identity as necessary.

- The confidentiality of officers' false identity will be maintained in the following manner:
  
  a. Only officers involved in the operation will have the information, in addition to the Chief of Police, Deputy Chief, and Bureau Commander.
  
  b. Copies of the credentials provided to the officers will be secured by the Bureau Commander.

- Required funds will be afforded to officers in accordance with confidential fund procedures.

- Equipment and/or vehicles appropriate for the operation will be provided.

- Means for routine and emergency communications will be established on a case by case basis as required and approved by the Bureau Commander.

- Prior to the operation, a meeting with the solicitor’s office may be scheduled to determine the legal ramifications of the operation.

- Depending on the purpose of the undercover operation, arrests will be made when all the legal requirements to substantiate a legal arrest have been met. Arrests will depend upon the purpose of the undercover operation.

- No arrest is to be made without the back-up of one other officer or without the assistance of another officer readily available.
(3) Decoy Operations

- Officers involved in undercover operations will be closely supervised by the designated supervisor.

- Selection for undercover surveillance and decoy assignments will be made by the Narcotics/Vice Sergeant.

- Final approval for assignment as a decoy will be made by the Bureau Commander.

- Before conducting or participating in any decoy operation, the Bureau Commander or his designee will coordinate and approve all operations.

- Victims, crimes and crime locations, will be analyzed with the assistance of intelligence information to determine the modus operandi of the perpetrators.

- When appropriate, officers will disguise themselves to resemble victims.

- A determination will be made based on the analysis of the situation deploying an adequate number of backup officers for security and protection.

- Operational procedures for each operation will be developed to determine appropriate locations for observation and arrest.

- The Solicitor's office may be consulted as needed to discuss any legal ramifications.

- The decoy officer will be provided with adequate communication equipment to provide constant communication with back-up or the back-up will have visual contact with the decoy at all times.

- Participating personnel will be identified beforehand with a complete description of their vehicles and clothing provided to all involved personnel.

- Officers involved in a decoy operation will be closely supervised by a designated supervisor.

(4) Vice and Organized Crime Raids
Raids which we conduct or participate in that are considered high risks operations will comply with the special operations' high-risk warrant procedure. The Supervisor of the operation will carefully consider all intelligence information to determine if the Special Weapons and Tactics team is required. Other than high risk vice and organized crime, raids will be conducted in accordance with the following:

Guidelines:

- Authorization for a raid other than raids that require the Special Weapons and Tactics team may be granted by the Bureau Commander. In the absence of the Deputy Chief a Bureau Commander may authorize the use of the Special Weapons and Tactics team. The Chief of Police will be notified of Special Weapons and Tactics team call-outs and briefed prior to all raids.

- The Bureau Commander is responsible for supervising and coordinating any raid. In the absence of the Bureau Commander the Chief of Police or Deputy Chief will designate an alternate supervisor.

- Strategies and tactics for approaching, entering, securing, and leaving the target of the raid, will be developed prior to the raid. These strategies and tactics will include analyzing the target to be raided, consideration of officer safety, and determining the appropriate numbers of required manpower.

- When conducting raids and search warrants non-uniformed personnel will be required to wear readily identified apparel, i.e., raid jackets.

- A search for any evidence which is a target of the raid will be thorough and systematic. Evidence and contraband will only be seized in accordance with State and Federal law and Department policy. When and wherever possible, video equipment and/or photographs will be used to record the operation.

- The Bureau Commander will ensure that the selection of equipment is adequate to successfully and safely complete the raid.

- The Bureau Commander will ensure that support units such as crime scene technicians are selected to assist in the operation and that appropriate communications will be established and maintained with the support units.
o Plans must be made to ensure adequate transportation is available at the target location for prisoner transportation. Suspects arrested will be transported to headquarters for processing and unruly arrestees will be transported directly to the Charleston County Jail.

o Use of force on all raids will be in accordance of the Department's use of force policy.

o E.M.S. will be called to the target location in the event of injury to suspects or officers. In high risk operations the Special Weapons and Tactics team will have E.M.S. on standby near the target location prior to entry.

o The Bureau Commander will assign one officer to be responsible for documentation of all activities associated with the raid. Each officer involved in the operation will complete a supplemental report.

o All personnel participating in any raid or undercover operation will attend the operational briefing which will be conducted by the designated commander of the operation.

o All personnel will have a clear understanding of the objective of the operation, the details of the operation, to include the target area, neighborhood and his/her specific duties and responsibilities during the operation.

5. Vice and Organized Crime Status Report

The Criminal Investigations Bureau Commander will provide the Chief of Police and Deputy Chief with a monthly status report of all activities of Vice and Organized Crime.

6. Interdepartmental Coordination

Because organized crime can exist in several communities at one time, successful law enforcement efforts of one agency often displace, rather than eliminate, the problem to another community.

This Department will provide personnel to participate in any coordinated tri-county task force if the necessity exists and the benefits to the community can be demonstrated. Task forces serve as effective means for coordinating the efforts of a number of local, state, and federal law
**DIRECTIVE TYPE**  
GENERAL ORDER  

**EFFECTIVE DATE**  
July 15, 2008  

**NUMBER**  
08-0715  

**SUBJECT**  
ASSET SEIZURE AND FORFEITURE  

**CALEA REFERENCE**  

**AMENDS/SUPERSEDES**  

**DISTRIBUTION**  
ALL PERSONNEL  

**RE-EVALUATION DATE**  
ANNUALLY  

**NO. PAGES**  
6  

**PURPOSE:**  
The purpose of this policy is to standardize the procedures used in seizing, maintaining, and forfeiting assets pursuant to the provisions afforded by law, and to ensure property is seized and maintained in an efficient and lawful manner.  

**POLICY:**  
The South Carolina Code of Laws authorizes law enforcement agencies to seize and forfeit property or contraband which has been used, is being used, or is intended to be used in violation of this article. It is the policy of the Mount Pleasant Police Department to utilize forfeiture provisions to the fullest extent possible to impact upon crime, yet protect innocent owners, while providing the maximum amount of economic benefit.  

I. Controlled Substance Asset Seizure and Forfeiture  

1. Asset Seizure Procedures  
   A. All property subject to forfeiture under the South Carolina Code of Laws, Section 44-53-520 may be seized upon warrant issued by any court having jurisdiction over the property.  
   
   B. Seizure of property subject to forfeiture under the South Carolina, Section 44-53-520 may occur without process for the following:  
      a. The seizure is incident to arrest or a search under a search warrant.  
      b. The property has been the subject of a prior judgment in favor of the State in a criminal injunction or forfeiture proceeding.  
      c. The department has probable cause to believe that the property is directly or indirectly dangerous to health or safety  
      d. The department has probable cause to believe that the property was used or is intended to be used in violation of Section 44-53-520.  

   C. As soon as practicable following seizure, a diligent effort will be made to determine ownership of the seized property, including the identification of the registered owner(s), title holder(s), and the bona fide lien holder(s), if any.  

   D. Notice shall be given of the seizure to the owner(s) and/or bona fide lien holder(s), if any, once identified, within a reasonable amount of time. Such notice may be made in person or by certified mail, return receipt requested.
E. When property and monies of any value is seized a seizure report will be completed and submitted to the Prosecuting Agency within ten days.
a. The report shall provide the following information with respect to the property seized:
   1. description;
   2. circumstances of seizure;
   3. present custodian and where property is being stored or its location;
   4. name of owner;
   5. name of lien holder, in any;
   6. seizing agency;
   7. the type and quantity of the controlled substances involved.
b. If the property is a conveyance, the report shall include:
   1. make, model, serial number, and year of conveyance;
   2. person in whose name the conveyance is registered; and
   3. name of any lien holders.

F. Property seized in accordance with Section 44-53-520 shall have reasonable steps taken to maintain the property. Equipment and conveyances seized must be removed to an appropriate place for storage. Any monies seized must be deposited into an interest bearing account pending final disposition by the court unless it is determined that the monies are of evidentiary nature at which time they will be maintained in accordance with evidence security protocols.

G. A complete inventory of the seized property and all containers, open or closed, found therein shall be completed at the time of the seizure. As soon as practicable after seizure, officers shall make a good faith attempt to release to the lawful owner all personal property (e.g. clothing) seized from items impounded and not being retained as evidence or for forfeiture. If the owner is unknown, has been arrested, or is otherwise unavailable to take possession of the property, the property shall be placed in a secure location to be released to the owner at a later date.

H. Although all rights, interest in and title to seized assets vest immediately in the seizing agency upon seizure, seized items shall not be used for any purpose until the rights, interest in and title to the seized property are finalized by order of forfeiture. This does not preclude use or operation necessary for reasonable maintenance of seized property.

I. Periodic Inspections of all property which has been seized shall be made to ensure that time of seizure conditions of the property is being maintained. Such inspections shall be documented in the Seized Asset Inspection/Maintenance Log.
2.  Forfeiture Procedure
Property seized may be processed for forfeiture through one of the following means:

A.  Forfeiture of property through a petition to the Court of Common Pleas having jurisdiction where the items were seized. The petition must be submitted by the Town of Mount Pleasant Legal Department within a reasonable time period following the seizure and set forth the facts upon which the seizure was made.

B.  Any forfeiture may be affected by consent order approved by the court without filing or serving pleadings or notices provided that all owners and other persons with interests in the property, including law enforcement, with the exception of lien holders, consent to the forfeiture.

3.  Innocent Owners
In accordance with South Carolina Code of Laws, Section 44-53-586 persons can demonstrate they have a claim of innocence in reference to the seizure of property if they did not consent to, or were not privy to, or did not have knowledge of, the use of the property which made it subject to seizure and forfeiture. If this situation is proven the property will be returned upon completion and execution of an Innocent Owner Advisement, which upon completion will be filed with the original report.

4.  Disposition of Property
All property subject to seizure and forfeiture under Section 44-53-520, if awarded by consent or judge’s order shall be disposed of in accordance with Section 44-53-530. All forfeited monies and proceeds from the sale of forfeited property must be retained by the Town Finance Department and deposited into a separate, special account for Seized Assets (State or Federal). Funds forfeited in accordance with Section 44-53-530 shall only be used for drug enforcement activities. Federal Equitable Sharing Funds shall be used for law enforcement purposes only. Expenditures from either account shall be documented in accordance with Confidential Fund Accounting (General Order I-02).

II.  Gang Related Asset Seizure and Forfeiture
1.  Asset Seizure Procedures
A.  The following items may be seized in accordance with South Carolina Code of Laws, Section 16-8-260 if the an officer has reasonable belief the items have been used in a pattern of criminal gang activity or have been used for the purpose of benefiting, promoting, or furthering the interests of a criminal gang:
   a.  Any firearm, ammunition to be used in a firearm, or dangerous weapon
in the possession of a member of a criminal gang.
b. Any written or electronic communications, records, money, negotiable
   instruments or valuables.
c. Any real or personal property or other asset, including money, that is in
   the possession of, or subject to the control of a criminal gang member
   and/or owned by or titled in the name of the gang or an individual gang
   member.

2. Forfeiture Procedure
   A. The Town of Mount Pleasant Prosecuting Attorney shall initiate, in a civil
      action, forfeiture proceedings by petition in a court of competent
      jurisdiction regarding any property seized pursuant to South Carolina Code
      of Laws, within ninety days of seizure.
   B. Notice of the seizure and filing of the petition must be provided to those
      criminal gang members who become known as a result of the seizure or
      related arrests and to any person learned to be the owner of any property
      involved.
   C. Persons who claim an interest in any seized property will be directed to
      file a notice with the appropriate court to establish:
      a. Innocent ownership
      b. That officers lacked reasonable belief that the property was or would be
         used in the commission of a pattern of criminal gang activity or in the
         furtherance of the interests of the criminal gang.

3. Disposition of Property
   The forfeiture must be decided by the court. All property to which no claim is
   filed or to which no successful claim is made, may be destroyed, sold at public or
   private sale, retained for departmental use, or transferred without charge to any
   law enforcement agency in the State for use by the agency.

III. Traffic Related Offense Seizure and Forfeiture
1. Asset Seizure Procedures
   A. If a person has been convicted of fourth or subsequent violation within the last
      five years of operating a motor vehicle while his/her license is cancelled,
      suspended, or revoked (Driving Under Suspension) or a third or subsequent
      violation within the last ten years of Driving Under the Influence the person
      must have the motor vehicle he/she drove during the offense forfeited if the
      person is the registered owner or a resident of the household of the registered
      owner.
   B. The Chief of Police or his designee shall notify the registered owner of the
      confiscation by certified mail within seventy-two hours. The registered owner
      has ten days to request a hearing before the presiding judge of the judicial
circuit or his designated hearing officer.

2. **Forfeiture Procedures**
   If the judicial authority determines that the registered owner did not meet the preponderance of the evidence to prevent confiscation the Chief of Police or his designee shall initiate an action in circuit court to accomplish forfeiture. Notice shall be given to registered owners, lienholders of record, and/or persons claiming an interest in the vehicle. The forfeiture of the vehicle is subordinate in priority to all valid liens and encumbrances.

3. **Disposition of Property**
   If the court, after hearing, forfeits the vehicle to the Chief of Police the vehicle will be sold in accordance with Section 56-5-5640 for abandoned vehicles if the fair market value is more than five hundred except that any remaining proceeds from the sale must be deposited into the Town of Mount Pleasant General Fund. If the fair market value of the vehicle is less than five hundred dollars, it must be sold as scrap to the highest bidder after receiving at least two bids and the proceeds deposited into the Town of Mount Pleasant General Fund.

4. **Innocent Owners**
   The vehicle will be returned to the registered owner if the court determines that the use of the vehicle on the occasion of the arrest was not expressly or impliedly authorized or the registered owner did not know that the driver did not possess a valid driver’s license.

IV. **Larceny Related Seizure and Forfeiture**
1. **Asset Seizure Procedures**
   A. The motor vehicle used in the commission of a larceny may be confiscated and forfeited to the Town of Mount Pleasant if the offender is the registered owner of the motor vehicle and the offender used the motor vehicle during the commission of the offense.
   B. The vehicle subject to confiscation and forfeiture may be confiscated upon a warrant issued by any court having jurisdiction or upon probable cause to believe that the motor vehicle was used in the commission of a larceny.

2. **Forfeiture Procedures**
   If the judicial authority determines that the registered owner did not meet the preponderance of the evidence that the confiscation and forfeiture would cause an undue hardship on his/her family and upon the conviction of the person owning an using the motor vehicle in the larceny of property, or upon his/her plea of guilty or nolo contendere to the larceny related offense; an action to initiate forfeiture will
be accomplished in circuit court. Notice shall be given to registered owners, lienholders of record, and/or persons claiming an interest in the vehicle. The forfeiture of the vehicle is subordinate in priority to all valid liens and encumbrances.

3. Disposition of Property
If the court, after hearing, forfeits the vehicle to the Chief of Police the vehicle will be sold in accordance with Section 56-5-5640 for abandoned vehicles if the fair market value is more than five hundred except that any remaining proceeds from the sale must be deposited into the Town of Mount Pleasant General Fund. If the fair market value of the vehicle is less than five hundred dollars, it must be sold as scrap to the highest bidder after receiving at least two bids and the proceeds deposited into the Town of Mount Pleasant General Fund.

4. Innocent Owners
The vehicle will be returned to the registered owner if the court determines that the forfeiture of the vehicle would cause an undue hardship on the registered owner’s family.

V. Gambling Related Seizure and Forfeiture
1. Asset Seizure Procedures
All and every sum or sums of money staked, betted, or pending on the event of any game or games identified in South Carolina Code of Laws, Section 16, Chapter 19 shall be seized at time of arrest or execution of a court authorized warrant if probable cause exists.

2. Forfeiture Procedures
Upon conviction, plea of guilty or nolo contendere to any violation of South Carolina Code of Laws, Section 16, Chapter 19 all of the aforementioned monies shall be declared forfeited.

3. Disposition of Property
Once forfeited the monies shall be relinquished to the Town of Mount Pleasant for deposit into the General Fund.
PURPOSE: To establish the organizational and operational aspects of juvenile operations.

POLICY: The Mount Pleasant Police Department is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency. The responsibility for participating in and the support of these efforts is shared by all bureaus and officers of this Department.

1. Juvenile Justice System.

   The juvenile justice system consists of several agencies, each with a different function but all with the same goal in mind, that being what is in the best interest of the child and the community. The agencies that comprise the juvenile justice system are: Law enforcement agencies, Solicitor, Department of Juvenile Justice, Department of Social Services, and Family Court. It is important that our officers understand the main functions and responsibilities of these agencies.

   A. Department of Juvenile Justice

   The responsibilities of DJJ are: intake processing, community restitution, counseling services, probation supervision, twenty-four hour detention release program, institutional management, placement, and education of juveniles.

   B. Solicitor

   The solicitor gathers information from the agencies involved and is responsible for the prosecution of juvenile cases, and is the attorney representing the state of South Carolina.
C. Department of Social Services

The Department of Social Services is responsible for the temporary custody and care of abused and/or neglected children who have been taken into custody.

D. Family Court

The Family Court is the focal point of the juvenile justice system. Its function is to gather the information from all of the contributing agencies. Once the information is gathered the judge then makes a decision that is in the best interest of the child, family, and community (parens patriae). There are several situations in which a person may be handled in Family Court as a juvenile criminal offender, they are:

- a person under the age of seventeen (17) commits a status offense or a category E-F felony or A-C misdemeanor criminal offense;

- a person under the age of (16) who commits a category A-D felony offense;

- regardless of the person’s current age, if they are charged with committing a category E-F felony or A-C misdemeanor prior to their seventeenth birthday or a category A-D felony prior to their sixteenth birthday;

- another court with jurisdiction to handle juvenile cases, (Magistrate, Municipal Courts) relinquishes jurisdiction over the case to the Family Court—These courts have jurisdiction to try traffic offenses or fish, game, or watercraft offenses involving juveniles when these courts would have jurisdiction of the offense if committed by an adult as defined by Section 63-3-520 of the South Carolina Code of Laws of 1976, as amended.

2. Offenders

A. Status Offenders

Those persons under the age of seventeen who commit an offense which, if committed by an adult, would not be a violation of local, state, or federal laws. The Family Court views these offenders as children who need help. UNDER NO CIRCUMSTANCES can a status offender be held in an adult detention center. In general, petitions are only filed in habitual cases. When these cases come into the juvenile justice system they go through the Department of Juvenile Justice Intake counselor. The counselor uses all possible avenues for treatment and help. If none of these help, the case is then referred to the juvenile court. The judge can order counseling in the community or evaluation at the Reception and Evaluation Center. If it is in the best interest of the juvenile and the community that the child will not be released to a parent or guardian, then the juvenile will be released to Department of Juvenile Justice.

Also available is a commitment by a judge to a chronic status offenders program. The duration of the program is 60-90 days.
B. Traffic, Fish, Game, or Watercraft Offenses

Section 63-3-520 of South Carolina law states "Magistrate Courts and Municipal Courts of the State shall have concurrent jurisdiction with Family Court" in handling juvenile traffic, fish, game, or watercraft offenders.

Juvenile traffic, fish, game, or watercraft offenders will be issued a courtesy summons in lieu of taking the juvenile into custody. Juveniles charged with DUI or BUI will receive breathalyzer testing and be released to a parent or guardian.

C. Criminal Offenders

Juvenile criminal investigations will follow the same procedures for preliminary and follow-up investigations as outlined in the patrol function policy, including notifying the juvenile immediately of his/her constitutional rights. Additionally, the following juvenile procedures will be followed.

- The parent or legal guardian is notified when a juvenile is taken into custody,
- When the parent or legal guardian of a juvenile arrives at Headquarters he/she is allowed to confer with the juvenile,
- The Department and Juvenile Justice system procedures will be explained to a juvenile before the juvenile is interrogated,
- A juvenile WILL NOT be transported in any police vehicle, which also contains adults under arrest,
- Unless extenuating circumstances exist, only one officer will conduct an interrogation and the interrogation will be for no more than two hours,
- Consideration is given for diversion,
- If a juvenile requests to speak to his/her parent, treat the request as if the juvenile had requested an attorney,
- A juvenile release agreement form will be completed and signed prior to the juvenile being released to a parent or legal guardian allowing them to appear at intake in lieu of taking them into custody,
- A juvenile charged with a felony or misdemeanor meeting the criteria found in section 63-19-820 South Carolina Code of Laws of 1976, as amended may be detained and referred to the juvenile detention center. Transporting juveniles to juvenile detention will be done without delay, unless the juvenile is in need of emergency medical treatment,
- In situations where it would be in the best interest of the child and/or the community that the juvenile not be released to the custody of a parent or
guardian and juvenile detention is not an option, Department of Juvenile Justice will be notified and the juvenile will be released to its custody.

- A child 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 child into custody. If the child is taken into secure custody and detained, the detention facility must fingerprint the child upon admission in accordance with Section 63-19-2030, of the South Carolina Code of Laws of 1976, as amended. The fingerprint records of a child must be transmitted to the files of the State Law Enforcement Division with “Juvenile” stamped or written on the top left-hand corner.

  Officers will fingerprint the child in the Fingerprint Processing Room and submit the fingerprints along with a copy of their report to the Records Bureau.

- A child charged with any offense may be photographed when taken into custody. If the child is taken into secure custody and detained, the detention facility must photograph the child upon admission. These photographs may only be disseminated for criminal justice purposes or to assist the Missing Persons Information Center in the location or identification of a missing or runaway child as established by Section 63-19-2020, of the South Carolina Code of Laws of 1976, as amended.

3. Protective Custody

In the event a child is alleged to have been harmed or to be in danger of harm, officers may take the child into protective custody without the consent of parents, guardians, or others exercising temporary or permanent control over the child if:

- There is probable cause to believe that by reason of abuse or neglect there exists an imminent danger to the child's life or physical safety,

- Parents, guardians, or others exercising temporary or permanent control over the child, are unavailable or do not consent to the child’s removal from their custody,

- There is not time to apply for a court order pursuant to section 63-7-1660,

- Where a child's parent, parents, or guardian have been arrested,

- The child has become lost accidentally and as a result the child’s welfare is threatened due to loss of adult protection and supervision.

Officers will notify The Department of Social Services and will release the child to its custody.

Every reasonable effort will be made to notify the parent(s), guardian, or other person exercising temporary or permanent control over the child, of the placement. The person being notified will be given a notice of placement signed by the investigating officer.
Youth services will be notified and will assist in the investigation when children are taken into protective custody for abuse or neglect.

4. Youth Services

A. Owing to the unique procedural aspects of the juvenile justice system and the special needs and problems of youth, the Office of Criminal Investigations has Youth Services assigned to this unit. The Youth Court Coordinator is assigned to the Office of Criminal Investigations, with the School Resource Officers assigned to the Field Operations Bureau.

B. The youth services investigator will conduct as many investigations concerning juveniles as possible, assist uniformed patrol officers in juvenile cases, and maintain liaison with other agencies and organizations interested in juvenile matters.

C. The Supervisor of Criminal Investigations will review all juvenile cases and determine if a diversion from the juvenile justice system and its legal system to other resources would be more effective in preventing further delinquent and criminal behavior by the juvenile. Factors to be considered are:

- the nature of the alleged offenses,
- the age and circumstances of the alleged offender,
- the alleged offender's record, if any,
- the availability of community-based rehabilitation programs,
- that consideration be given, if the complainant or victim made a recommendation for diversion,
- the approval of the Solicitor,
- at home supervision.

D. The youth services investigator will review, coordinate and/or prepare all juvenile cases made by this Department prior to being forwarded to Family Court, ensuring a thorough investigation and complete case package, to include copies of:

- Statement of Facts,
- Incident Report,
- Supplemental Reports,
- Booking Report,
- All statements (defendant, victim and witnesses),
List of evidence,

Juvenile data sheet,

Juvenile Release Agreement,

Criminal history.

E. Incidents that require a juvenile to be taken into custody, where the juvenile is not transported to juvenile detention, will require the completion of a Juvenile Release Agreement that is signed by a parent or legal guardian of the detained juvenile.

All juvenile cases made by members of this Department that are to be prosecuted will contain copies of the above-listed documents and will be forwarded to the Office of Criminal Investigations prior to the arresting officer going off duty. All cases will be reviewed by the Youth Services Investigator, recorded and delivered to the Department of Juvenile Justice within twenty-four (24) hours of being received.

The youth services investigator will follow up processing of youth arrests to bring the case to a successful conclusion, coordinating the investigation with the Solicitor.

F. Council, Warn, and Release

One Department objective is to ensure a coordinated effort in every case involving a juvenile and against the backdrop of intervention and deferred prosecution.

Apart from diverting juveniles to other social service agencies or referring them to Family Court, officers have alternatives such as council, warn and release, informal referrals, consulting with and arranging for corrective action by parents.

Officers dealing with juvenile offenders will use the least coercive among reasonable alternatives, consistent with preserving public safety, order, and individual liberty.

In cases of all juvenile incidents, when a juvenile is to be counseled, warned and released at the incident location (i.e., no prosecution), no booking report will be done and the incident report will show “Exceptionally Cleared Juvenile - No Custody.”

If a juvenile is transported from an incident location and is to be counseled, warned and released, a booking report must be done due to having taken temporary custody. It should be entered on the incident narrative and booking report that the juvenile was counseled, warned and released. The incident report will show arrest.
Factors to be considered for the release of juveniles or adjustment (council, warn and release) of juvenile cases by members of the Department are:

- the nature of the offense, (no aggravating circumstances)
- no prior record,
- corrective actions will be taken by the parents,
- indications exist that the juvenile will refrain from further criminal activity/status offense.

Officers investigating incidents that can be resolved through a council, warn and release, will document the council, warn and release, on the incident report or supplement report to clear the case. A parent or legal guardian will be advised of the C.W.R. by the investigating officer in the event the parents or legal guardian cannot be located, are unknown, or otherwise refuse to respond to the officer, then notification to DJJ will be made and the juvenile will be turned over to them. The name of the individual being advised will be documented on the incident report.

5. Youth Programs

School Resource Officers are responsible for the following:

- A uniformed officer carefully selected and specially trained, will be on campus five days a week for a semester,
- Acting as resources with respect to delinquency prevention,
- Providing guidance on ethical issues in a classroom setting,
- Providing individual counseling to students,
- Explaining the law enforcement role in society.

The responsibility of designing and implementing programs intended to prevent and control delinquent and criminal behavior by juveniles will be designated to an officer or division by the Chief of Police.

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Annually, all enforcement and prevention programs relating to juveniles will be evaluated, and documented, by the appropriate Bureau Commander as to the quality and quantity of the programs and a recommendation will be made as to modifying or discontinuing the programs, to the Chief of Police.
All employees of the Department are encouraged to participate in local youth recreational programs being provided by the Town’s Recreation Department, whether as coaches, referees, or in other capacities.

6. Juvenile Records

A. All records (Incident, Supplement, and Arrest and Booking Reports) of juveniles will be kept separate from records of adults. The records will not be open to public inspection, and may be open to inspection only by governmental agencies such as DSS, DJJ, FAMILY COURT, SOLICITORS, AND OTHER LAW ENFORCEMENT AGENCIES, on a need-to-know basis.

B. All completed reports that contain the names of juveniles as the victim, suspect, subject, or listed as charged, will be stamped at the top of the report with a JUVENILE stamp and forwarded to records management and the records management personnel will be accountable for the collection, dissemination, and retention, of the juvenile records.

C. Records Management personnel will be responsible for the expungement of records so ordered by the court.

D. All records relating to a juvenile will be destroyed (3) years after the juvenile reaches the age of majority unless there is legal reason to retain further. (et al. South Carolina Department of Archives and History-Retention Schedule).

E. Citizens requesting copies of reports that contain the name of a juvenile will require the deletion of the juvenile's identity by the following procedure:

   o Records personnel will make a copy of the Incident Report,
   o Using a black magic marker, will mark out the names of any juveniles, or other information that would reveal the identity of a juvenile,
   o The records management personnel will then make a copy of the report that has been deleted, providing the citizen with this second copy.
   o The first deleted copy will be placed with the original incident report to be used if additional copies are requested.
PURPOSE: To ensure decisions related to the detention of juvenile offenders is fair and impartial.

POLICY: The Mount Pleasant Police Department takes the secure detention of juveniles seriously and recognizes this decision should be made in a fair and just manner. To ensure the decision to place a juvenile in secure detentions is made objectively The Charleston County Juvenile Risk Assessment Instrument (RAI) will be completed on every juvenile taken into custody and charged with a criminal or status offense.

PROCEDURE:

The Charleston County Juvenile Risk Assessment Instrument (RAI) is a form created to assess the juvenile taken into custody to determine the best option for post incident custody in a manner which is fair and impartial.

1. Once an officer takes a juvenile into custody for a criminal or status offense a RAI will be completed by including the identifying information for the juvenile, arresting agency, arresting officer, the offense(s) being charged and the date and time of the assessment. After the initial information is obtained the officer will complete the numerical assessment portion of the RAI by selecting the appropriate response for each factor being considered. By totaling the scores selected the Assessment Score will be obtained and indicated on the RAI.

2. Utilizing the assessment score and the numerical legend on the RAI the officer will make the determination for the disposition of the juvenile:
   - Score of 1-9 Complete a Custodial Promise and release the juvenile to a responsible adult.
Score of 10-14  Contact the Department of Juvenile Justice (DJJ) and advise them of the RAI results so arrangements can be made for Detention Alternatives.

Score of 15 and above.  Contact the Department of Juvenile Justice and advise them of the RAI results and your intentions of transporting the juvenile to the Charleston County Juvenile Detention Center.

3. If the officer elects to override the numerical recommendation of the RAI the appropriate reason will be selected and explained in the area provided. A supervisor will provide authorization for all overrides.

4. If it is determined the juvenile is eligible for a Detention Alternative through DJJ or is going to be detained in the Charleston County Juvenile Detention Center the juvenile will be transported in accordance with departmental policy.
**DIRECTIVE TYPE**

GENERAL ORDER

**EFFECTIVE DATE**

July 1, 1991

**NUMBER**

91-0717

**SUBJECT**

INTELLIGENCE OPERATIONS

**CALEA REFERENCE**

Chapter 51

**AMENDS/SUPERSEDES**

Amended: 07/01/08, 07/18/14, 03/27/2019

**DISTRIBUTION**

SWORN PERSONNEL

**RE-EVALUATION DATE**

ANNUAL

**NO. PAGES**

5

**PURPOSE:**

To establish procedures for the collection, processing, analysis and dissemination of information relating to criminal and homeland security activities, and civil disorders.

**POLICY:**

It shall be the policy of this Department that intelligence information will be selectively maintained relating only to those activities which present a threat to the community.

1. **Procedure.**

   A. The Commander of Criminal Investigations is responsible for the Agency Criminal Intelligence function.

   The Supervisor of the Narcotic Bureau is accountable for the intelligence function relative to Organized Crime and Vice activities and the responsibilities will include:

   o Collecting raw intelligence and identifying the source from which the information is collected in accordance with priorities determined on a department-wide basis.

   o Serving as the principal channel for receipt and dissemination of organized crime and vice related intelligence within the department.

   o Providing timely analytical support to tactical operations including but not limited to analysis of the aims and methods of organizations which are prone to public violence.
When requested by enforcement, make personal contact with citizens or organizations for use of their residences or businesses for surveillance on criminal target locations.

The Supervisor of the Criminal Investigation Bureau is accountable for the intelligence function relative to Criminal and Homeland Security Activities and the responsibilities will include:

- Collecting raw intelligence and identifying the source from which the information is collected in accordance with priorities determined on a department-wide basis.
- Serving as the principal channel for receipt and dissemination of criminal and homeland security related intelligence within the department.
- Providing timely analytical support to department personnel on criminal patterns and methods of operation.
- Dissemination of inter and intra agency crime bulletins as well as South Carolina Information Exchange bulletins.

B. Maintaining legality and integrity

In order to ensure that informants are secure in their anonymity, the confidential informant policy (91-0701) will be followed.

Intelligence information collected will be limited to criminal conduct and activities that present a threat to the community. These areas are as follows:

- Organized crime activity
- Terrorist activity
- Vice activity
- Narcotics
- White collar crime

The Criminal Investigations Bureau Commander will give prior authorization for the use of intelligence personnel and equipment and it will be restricted to collection of raw data, strategic intelligence, tactical intelligence, and support for undercover officers and operations, and the maintenance of undercover operations or assistance in providing specialized surveillance equipment.

- Raw data - information from various sources that by itself may not infer criminal activity, but when combined with other information may make an inference of criminal activity.
o Strategic intelligence - a situation where the problem is known and an attempt is made to determine who is responsible.

o Tactical intelligence - answering requests for information from Patrol or Investigations Bureaus on a specific subject or location.

The intelligence gathered will be obtained legally with adherence to privacy rights. Any operations where a question or concern of legality or privacy rights exists, will be directed to the Solicitor's office by the Supervisor of the Narcotics Unit or the Investigations Bureau for clarification.

C. Maintenance of Intelligence Records

The intelligence files will be secured and under the control of the Supervisor of the Narcotics Unit and will be maintained in that office. Bulletins and crime analysis information will be secured and under the control of the Supervisor of the Criminal Investigations Bureau. Access to the files is restricted to Criminal Investigations Unit and personnel designated by the Chief of Police.

The Supervisor of the Narcotics Unit will review all incoming information and classify the information by source, content validity and sensitivity as follows:

o The ratings for the source will be:

1) Reliable
2) Usually reliable
3) Unreliable
4) Unknown

o The ratings for content validity will be:

1) Confirmed
2) Probable
3) Doubtful
4) Can't be judged

o The ratings for sensitivity will be:

1) Open to law enforcement and others with a need to know
2) Classified

Information released from the intelligence files will be on a need-to-know basis. Information that is classified will not be released without the approval of the Chief of Police.
D. Liaison

The Supervisor of the Narcotics Unit will maintain liaison with federal, state and local criminal justice agencies for the purpose of facilitating an exchange of information relative to law enforcement.

The Supervisor of Investigations or a designee will attend all Low Country Regional Crime Information Council meetings and will prepare a report of the meetings to be documented in the intelligence files or disseminated as required.

Recognizing that all agency personnel have a significant opportunity to gather intelligence information, personnel are encouraged to forward pertinent information to the Criminal Investigation Bureau or the Narcotic Bureau Supervisor. Information that may be beneficial to the patrol units will be provided to them during investigations briefings at roll call, or disseminated from the Crime Analyst through interdepartmental electronic mail.

E. Equipment

The Criminal Investigations Bureau Commander will make available any Department surveillance equipment or personnel as needed for the purpose of authorized intelligence gathering.

F. Training

Department personnel will receive periodic training in the detection and identification of suspicious incidents and criminal intelligence related to criminal and homeland security activities.

G. Receiving and Processing Complaints

When information is received it will be reviewed by the Criminal Investigations Bureau Commander or designee and a determination will be made as to whether the information should be assigned for investigation or classified as intelligence information using the following guidelines:

- Is the original information valid,
- What is the criminal nature of the problem?
- What lead information exists?
- What investigative techniques are required?
- Consideration for staffing.
If a case is assigned for investigation, the case management system will be followed with the exceptions being that all investigative reports, supplemental reports, statements, or court orders will remain in the organized crime and vice files until the case has been cleared by arrest and/or no further control of information is required.

H. Records Retention

All intelligence records will be purged based on the records retention schedule.

I. Annual Review

The Office of the Deputy Chief will conduct an annual review of the procedures and processes utilized with regards to criminal intelligence function performed by departmental personnel.
**DIRECTIVE TYPE**  
GENERAL ORDER

**EFFECTIVE DATE**  
Jan. 1, 1996

**NUMBER**  
96-0101

**SUBJECT**  
VICTIM/WITNESS ADVOCATE PROGRAM

**CALEA REFERENCE**  
22.2.6 and CHAPTER 55

**AMENDS/SUPERSEDES**  
AMENDED 07/01/07, 12/24/14

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**DISTRIBUTION**  
ALL PERSONNEL

**RE-EVALUATION DATE**  
ANNUAL

**NO. PAGES**  
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**PURPOSE:** To establish the Victim/Witness Advocate Program.

**POLICY:** The Victims' and Witnesses' Bill of Rights is the governing philosophy of the Mount Pleasant Police Department in dealing with victims and witnesses. In this regard the Department recognizes that:

1. Victims and witnesses have a right to be treated with dignity and compassion,

2. Victims and witnesses have a right to protection from intimidation and harm,

3. Victims and witnesses have a right to be informed concerning the criminal justice process,

4. Victims and witnesses have a right to reparations,

5. Victims and witnesses have a right to preservation of property and employment,

6. Victims and witnesses have a right to due process in criminal court proceedings,

7. Victims and witnesses who are very young, elderly, handicapped or who have special needs, have a right to special recognition and attention by all criminal justice, medical, and social service agencies.
1. Duties and Responsibilities.

A. Department personnel will ensure the confidentiality of all victims and witnesses, as well as their role in case development, to the extent consistent with applicable law.

B. Victim/Witness Advocate (VWA)

(1) The position of Victim/Witness Advocate (VWA) is established as an integral part of the Criminal Investigative Unit under the direction of the Investigative Commander.

(2) The VWA will bear primary responsibility for administration of the Victim/Witness assistance program(s) of the Department in accordance with directives including, but not limited to:

a. Maintaining computer tracking of all incidents of domestic abuse victimization,

b. Documenting children involved in domestic abuse situations,

c. Tracking all contacts and referrals of victims of domestic abuse,

d. Preparing copies of taped initial telephone calls received from victims of domestic abuse which request police response,

e. Provide assistance to all victims of domestic abuse in obtaining proper orders of protection from appropriate source(s),

f. Ensuring protection needs of victims of domestic abuse are met, through whatever means are appropriate.

(3) The Victim/Witness Advocate will receive copies of incident reports and ensure appropriate assistance is provided to victims and appropriate witnesses involved in, but not limited to, the following events:

a. Sexual Assault,

b. Victimization of Children,

c. Domestic Violence,

d. Victimization of Elderly,

e. Surviving families in cases of non-natural deaths,
f. Burglary or vandalism where various types of aid may apply,
g. Serious injury whether or not criminal activity is involved,
h. Victims and/or witnesses who have been threatened or who, in the judgment of the Investigative Commander, express specific, credible reasons for fearing intimidation or further victimization,
i. Other events as deemed appropriate by the Chief of Police or his designate.

(4) The VWA will provide the office of the Chief of Police with an in-depth analysis of the victim/witness assistance needs and available resources within the service area at least bi-annually. This analysis will include, but not be limited to:

a. The extent and major types of victimization within the service area,
b. An inventory of information and service needs of victims/witnesses, in general, and special victims, such as those victimized by domestic violence, abuse and neglect, sexual crimes, and drunken drivers,
c. Victim assistance and related community services available within the service area and from other sources,
d. Identification of unfulfilled needs,
e. Identification of needs which are appropriate for this Department to meet.

(5) The VWA will maintain active memberships in organizations specifically directed at the providing of assistance and aid to victims and witnesses as may be appropriate in the furtherance of the Department's program.

(6) The VWA will ensure that all victims/witnesses are provided appropriate assistance during the follow-up investigation, arrest, post arrest processing of suspects, and trial phases, of violent crimes including, but not limited to:

a. Re-contacting the victim/witness periodically to determine whether needs are being met, where the impact of the crime has been unusually severe and has triggered above-average need for victim/witness assistance,
b. Explaining to victims/witnesses the procedures involved in the prosecution of their cases and their role in those procedures, if not an endangerment to the successful prosecution of the case,

c. Assisting in scheduling of line-ups, interviews, and other required appearances, at the convenience of the victim/witness, including arranging for transportation if feasible,

d. Insuring that property taken as evidence is properly returned promptly (except for contraband, disputed property, and weapons used in the course of the crime), where permitted by law, Department policy, or rules of evidence, if feasible.

(7) The VWA will coordinate with the victim advocate within the office of the Ninth Circuit Solicitor and such representatives of other area agencies, as appropriate, in furtherance of the Department's assistance program.

(8) The VWA will, through media interviews, public appearances and in other manners deemed appropriate by the Chief of Police, inform the public and media about the victim/witness assistance services provided by the Department.

(9) The VWA will ensure current and accurate information is available at Consolidated Dispatch Center, as well as to each patrol officer, investigator, and supervisor, in order to provide 24 hour assistance as required. Updates will be prepared and published as needed.

(10) The VWA will disseminate citizen surveys to every fifth person who has had recent contact with the police, employees, and/or direct observation. This survey will address a broad section of the community and will ask specific questions about the quality of policing in the community. The VWA will then provide the Chief of Police with an annual compilation of survey results.

C. Consolidated Dispatch Center will serve as the direct, single point of contact on a 24-hour basis for providing victims/witnesses with the office hours and contact information for the Department's VWA.

D. Patrol Officers and Investigators

(1) Patrol officers and investigators will ensure that all victims and witnesses are provided with:

a. Information about applicable services, e.g., counseling, medical attention, compensation programs or emergency financial assistance, and victim advocacy,
b. Information as to what to do if the suspect or suspect's companions or family threatens or otherwise intimidates him or her,

c. Information about the case number and subsequent steps in the processing of the case,

d. A telephone number that the victim/witness may call to report additional information about the case or to receive information about the status of the case,

e. Assist in the prompt return of victim/witness property taken as evidence (except for contraband, disputed property and weapons used in the course of the crime) where permitted by law or rules of evidence.
Purpose: To establish the Department’s School Resource Officer Program.

Policy: It is the policy of the Mount Pleasant Police Department to work in partnership with the school system and citizens to maintain a safe learning environment, and protect the well being of the students and school staff through the School Resource Officer Program.

1. School Resource Officer (SRO) Program

A. The Chief of Police may assign regularly employed police officer(s) to schools as SROs as may be determined in the best interest of the school and the Department.

B. The Field Operations Commander, or his designee, will provide supervision during the regular school year to oversee the officer(s) assigned and to perform scheduled or non-scheduled visit to the school.

C. The Field Operations Commander or his/her designee will provide a semester and annual report of services and criminal incidents to the Principal of The School. The end of the year report will include trend data with a narrative explanation.

D. SROs will be housed at the assigned school, with private office space provided by the school.
2. Goals and Evaluations

A. The Police Department, in conjunction with The School, will develop program goals and objectives for the School Resource Officer Program. These goals and objectives will directly contribute to a climate of safety and security of the School.

B. Indicators of success will be developed objectively and independently to measure overall attainment of the prescribed goals and objectives.

C. The Police Department will evaluate the effectiveness of the School Resource Officer Program and report annually to the school annually, no later than June 30th of each year.

3. Appointment of School Resource Officers

A. The Chief may interview and evaluate candidates from the Career Path who have placed emphasis on SRO training for assignment to the SRO Program.

B. SROs will remain employees of the Police Department, are responsible to the Department, and are bound by all rules, policies and regulations of the Department and the Town of Mount Pleasant.

C. As law enforcement officers, SROs will uphold the law under the direct supervision and control of the Police Department.

4. Reassignment / Resignation / Dismissal of School Resource Officers

A. In the event that the principal feels that a particular SRO is not effectively performing his or her duties and responsibilities, the principal will state these reasons, in writing, to the Chief of Police.

   (1) The Field Operations Commander will be assigned to meet with the SRO and the principal to attempt to resolve these concerns.

   (2) If they are unable to resolve the concerns to the satisfaction of the principal, or in the discretion of the Chief of Police, the SRO may be reassigned from the program.

B. The Chief of Police may dismiss or reassign any SRO, based upon the Police Department’s policies, when it is in the best interest of the Police Department to do so.

C. In the event of the resignation, dismissal, or reassignment of an SRO, a temporary replacement for the SRO may be provided in the discretion of
the Chief of Police, who may select and assign a full time replacement to
the SRO Program.

D. In the case of extended absence by an SRO, temporary replacement for the
SRO may be provided in the discretion of the Chief of Police.

5. Duties and Responsibilities of the SRO

A. Law Enforcement Duties

(1) SROs will act in the capacity of law enforcement, teacher and
counselor for Public Safety classes.

(2) SROs will assist the principal in developing plans and strategies to
prevent and/or minimize dangerous situations which may result
from student unrest.

(3) SROs will take law enforcement action as required against
intruders and unwanted guests who may appear at the school and
any school related functions, to the extent that the SRO may do so
under authority of law. As soon as practicable, the SRO will make
the principal of the school aware of such action. (Ref: South
Carolina Safe Schools Act).

(4) SROs will give assistance to other police officer(s) in matters
regarding their school assignment, whenever necessary. SROs
will, whenever possible, participate in and/or attend school
functions as they relate to the duties of the SRO.

(5) Should it become necessary to conduct formal police interviews
with the students, the SRO will inform the principal, or her
designee, and adhere to Police Department policy, as well as legal
requirements with regard to such interviews.

(6) In cases of contested expulsions, the Police Department will
provide case information and/or testimony to school authorities
and, upon request of the principal, testify at any subsequent
hearings within the school administrative processes.

(7) SROs will accompany the principal, or her designee, to deliver
expulsion documents if the principal, or her designee, requests
such service.

(8) SROs will maintain detailed and accurate records of the School
Resource Officer Program, and will forward a monthly report of
activities to the Chief of Police, through the Commander of Field Operations.

(9) SROs will not act as a school disciplinarian, as disciplining students is a school responsibility. However, if any incident is a violation of the law, the principal will contact the SROs, or their supervisor, in a timely manner for action. SROs will determine whether law enforcement action is appropriate.

(10) SROs will not be used for regularly assigned lunchroom duties, hall monitoring, or other monitoring duties. If there is a problem area, SROs will assist the school until the problem is resolved.

B. Additional Duties of SROs

(1) SROs will act as instructors for specialized, short-term programs, when invited to do so by the principal or a member of the faculty.

(2) SROs will coordinate all activities and programs with the principal and staff members concerned and will seek permission, advice, and guidance prior to enactment.

(3) SROs will develop expertise in presenting various subjects to students. Such subjects will include a basic understanding of the laws, the role of the law enforcement officer, and his/her duties. A program evaluation form will be distributed to all students and the teacher after each session by the SRO. This information will be kept on file, annually, by the principal, and subject to review by the Police Department.

(4) SROs will encourage individual and small group discussions with students, based upon material presented in class, to further establish rapport with the students.

(5) When requested by the principal, SROs will attend parent/faculty meetings to solicit support and understanding of the SRO program.

(6) SROs will make themselves available for conference with students, parents, and faculty members in order to assist them with problems of a law enforcement or crime prevention nature. Confidential information obtained is governed by South Carolina Code 20-7-600d (Proceedings Relating to Juveniles), and will not be disclosed except as provided by law or court order.

(7) SROs will become familiar with all community agencies which offer assistance to youth and their families, such as mental health
clinics, drug treatment centers, etc. SROs will make referrals to such agencies when necessary, thereby acting as a resource person to the students, parents, faculty and staff of the school.

(8) Upon request of the principal, or her designee, SROs may accompany representatives of the school to events outside the Town of Mount Pleasant, for the purpose of providing security.

(9) Any such event(s) that are of a school related nature, (i.e. carnivals, proms, graduations, over-night trips, dances, dramas, etc.), when SROs are requested for the purpose of security, the SRO will be paid on an hourly rate, by the school or sponsoring group, based upon the current Police Department Policy.

6. Duty Hours of SROs

A. SROs will be assigned eighty (80) hours per pay period as defined by the Town of Mount Pleasant. Any SRO may be temporarily reassigned by the Chief of Police during school holidays and vacations, or during the period of any law enforcement emergency.

B. The SROs assigned will be permitted to travel to off campus based programs that are a part of the School program, at the request of the Principal of the School, or her designee, with the permission of the Chief of Police, or his designee, for educational purposes and emergencies.

C. In cases of emergency or unusual circumstances, at the discretion of the Chief of Police, an SRO may be temporarily assigned such duties at another school to insure the continued physical and psychological well being of students. A record shall be kept of the dates of each such temporary assignment and circumstances warranting it. This record shall be made part of the report required by the Program Goals and Evaluation.
PURPOSE: To establish guidelines and procedures where unsolved/cold cases are reviewed for new information or where the allocation of new technology and/or resources may be successful in solving the case.

POLICY: It is the policy of the Mount Pleasant Police to utilize the necessary manpower and resources to investigate cases which have gone unsolved and are identified as cold cases in those situations where new evidence or leads are revealed or discovered.

1. DEFINITION

A cold case is defined as a case that has been closed due to all leads being exhausted when originally investigated and/or lack of viable evidence at the time to establish probable cause to develop any suspect(s) or make an arrest.

2. Establishing Cold Case evaluation criteria:

A. Cases that have been closed after all leads have been exhausted and which could be considered a crime against a person which is violent in nature, such as homicide or rape, will be identified by the Criminal Investigations Bureau Commander and placed in a Cold Case database.

B. Because cold cases, by their very nature represent some of the most perplexing and frustrating investigations investigators will face, every effort will be given to select only the most experienced and innovative investigators to work these cases.

C. Annually, or as new evidence or leads are identified or developed, investigators will review the Cold Case files to include reports, statements, evidence logs, lab
reports, and autopsy reports. They will then determine if any of the following circumstances may exist:

a. Legal considerations, such as the application or expansion of statute of limitations,

b. Technological considerations such as the nature and conditions of the evidence and the advancement of new techniques in solving crime may be applicable,

c. New leads which may identify or locate witnesses who are willing to proceed in prosecution or may have become more approachable over time,

d. Circumstances or relationships where friends or acquaintances of the suspected perpetrator may have since become strained or adversarial,

e. Resource considerations such as time, financing, and personnel, for investigation and forensic analysis availability.

3. Recording investigative actions or activities:

A. Copies of all work, notes, reports, interviews, etc. will be placed in a Cold Case File which will be established at the start of each case that is re-opened, and will be kept separate from the original case file.

B. As in General Order 91-0301/I-01, which outlines Case Management, the file will be maintained and kept current by the case agent and will remain in the Office of Criminal Investigations unless the investigator(s) are actively working the case. The supervisor will review the case at least every five days to ensure accuracy and completeness and make a determination as to whether the case is at a point where the Agency must wait for new information to continue the investigation.

C. All original documents will be maintained by Records Management.
PURPOSE: In an effort to eliminate improper suggestiveness and misidentification of suspects the Mount Pleasant Police Department will adhere to an established set of procedures for exposing witnesses and/or victims to photographic lineups or showups for eyewitness identification.

POLICY: It shall be the policy of The Mount Pleasant Police Department to conduct photographic lineups and showups in a manner that avoids prejudicing the witness. Photographic lineups will be conducted by an independent administrator with suspect photographs presented to the witness or victim separately and in a predetermined order for identification utilizing the included procedures. Showups will only be used in those situations when circumstances require the prompt display of a suspect to a witness.

DEFINITIONS:

1. Witness: A person whose identification by sight of another person may be relevant to criminal proceedings.

2. Filler: A photograph of a person who is not suspected of an offense and is included in a lineup.

3. Independent Administrator: A lineup administrator who is not participating in the investigation of the criminal offense and is unaware of which person in the lineup is the suspect.

4. Lineup: A procedure in which an array of photographs is displayed to a witness for the purpose of determining if the witness is able to identify the perpetrator of a crime.
5. Showup: A procedure in which a person is detained in close proximity, in time and geography to a crime, and a witness is allowed to view the person for the purpose of determining if the witness is able to identify the perpetrator of a crime. Or, in extenuating circumstances a procedure where the detainee is transported to the witness for the purpose of determining if the witness is able to identify the perpetrator of a crime.

PROCEDURE:

1. Photographic Lineups

All lineups utilized for witness identification shall meet all of the following requirements:

A. A line-up shall be conducted by an independent administrator as defined and a photo line-up admonition will be completed.

B. Photographs shall be presented to witnesses sequentially, with each photograph presented to the witness separately, in a previously determined and documented order and removed after it is viewed before the next photograph is presented.

C. Before the line-up the witness shall be instructed that:

1. He/she will be asked to view a set of photographs,
2. The perpetrator may or may not be presented in the lineup,
3. The photographs may not always show the true complexion of an individual and may be lighter or darker than the photograph,
4. Hairstyles, beards, and moustaches can be easily changed,
5. The line-up administrator does not know the suspect’s identity,
6. He/she should not feel compelled to make an identification,
7. It is important to exclude innocent persons as it is to identify the perpetrator, and
8. The investigation will continue whether or not an identification is made.

The witness shall acknowledge the receipt of the instructions in writing. If the witness refuses to sign; the lineup administrator shall note the refusal of the witness to sign the acknowledgement and shall also sign the acknowledgement.

D. In a photographic lineup, the photograph of the suspect shall be contemporary and, to the extent practicable, shall resemble the suspect’s appearance at the time of the offense.

E. The lineup shall be composed so that the fillers generally resemble the witness description of the perpetrator, while ensuring that the suspect does not unduly stand out from the fillers. In addition:
1. All fillers selected shall resemble, as much as practicable the witness description of the perpetrator in significant features, including any unique or unusual features.

2. At least five fillers shall be included in the photographic lineup in addition to the suspect.

3. If the witness has previously viewed a photographic lineup in connection with the identification of another person suspected of involvement in the offense, the fillers in the lineup in which the current suspect participates shall be different from the fillers used in any prior lineups.

F. If there are multiple witnesses, the suspect shall be placed in a different position in the photographic array for each eyewitness.

G. In a lineup, no writings or information concerning any previous arrest, indictment, or conviction of the suspect, shall be visible or made known to the witness.

H. Only one suspect shall be included in a lineup.

I. Nothing shall be said to the witness regarding the suspect’s position in the lineup or regarding anything that might influence the witness identification.

J. The lineup administrator shall seek and document a clear statement from the witness, at the time of the identification and in the witness’ own words, as to the witness confidence level that the person identified in a given lineup is the perpetrator. The lineup administrator shall separate all witnesses in order to discourage witnesses from conferring with one another before or during the procedure. Each witness shall be given instructions regarding the identification procedures without the other witnesses present.

M. If the witness identifies a person as the perpetrator, the witness shall not be provided any information concerning the person before the lineup administrator obtains the witness confidence statement about the selection. There shall not be anyone present during the photographic identification procedure who knows the suspect’s identity, except the witness and counsel as required by law.

N. Video and/or audio recording of the lineup procedure is not required, but the results of the photographic line-up will be documented in either the incident or supplemental report.

2. Physical Show-ups

Due to their suggestive nature, showups will only be conducted when an officer lacks probable cause for an immediate arrest and the articulable circumstances require the prompt display of a single suspect to a witness. In order to avoid prejudicing the witness the following procedures will be utilized and a show-up admonition completed:
A. A documented description of the perpetrator will be obtained from the witness prior to the showup.

B. In an effort to limit the legal impact of the suspect’s detention, the witness will be transported to the location of the detained suspect, unless there are articulable extenuating circumstances that would prevent such transport (e.g., disability of witness).

C. Nothing shall be said to the witness that might influence the witness identification.

D. When multiple witnesses are involved:
   1. Separate witnesses and instruct them to avoid discussing details of the incident with other witnesses.
   2. If a positive identification is obtained from one witness, consider using other identification procedures (e.g., photographic lineup) for the remaining witnesses.

E. Caution the witness that the person he/she is looking at may or may not be the perpetrator.

F. The witness shall not be provided any information concerning the person before a documented statement of certainty for both identifications and non-identifications is obtained.

G. Video and/or audio recording of the showup procedure is not required, but the results of the show-up will be documented in either the incident or supplemental report.
PURPOSE: To establish guidelines for investigating internet crimes against children as members of the South Carolina Attorney General’s Office Internet Crimes Against Children Task Force.

POLICY: It shall be the policy of The Mount Pleasant Police Department to investigate and prosecute those persons that utilize technology, such as the internet and/or computers, to sexually exploit children, as well as to provide community education and prevention programs regarding internet child safety issues.

1. Definitions:

A. ICAC: acronym for Internet Crimes Against Children

B. Investigative interest: is established when there is reasonable suspicion that a screen name or other potentially identifiable entity has committed a crime or that entity is engaged in a sequence of activities that is likely to result in the commission of a crime.

C. Proactive investigation: is designed to identify, investigate and prosecute offenders, which may or may not involve a specific target, and requires online interaction and a significant degree of pre-operative planning.

D. Reactive investigation: involves the investigation of a complaint of a crime.

E. Reasonable suspicion: is established when sufficient facts exist to lead a law enforcement officer to believe that an individual or organization is involved in a definable criminal activity.
PROCEDURE:

1. Selection of Internet Crimes Against Children Investigator
   
   A. Investigators will be evaluated for work history that indicates prior investigative experience, court testimony skills, ability to handle sensitive information prudently, and a genuine interest in the protection of children.
   
   B. Given the graphic nature of evidence routinely encountered in ICAC related cases, the mental health of investigators working such cases is a great concern. The Criminal Investigations Bureau Supervisor will ensure that the investigator assigned to this duty remains fit for duty in accordance with applicable department policies and procedures.

2. Training
   
   A. Prior to conducting any investigations all investigators will be supplied with and successfully complete the appropriate training consistent with the Internet Crimes Against Children Task Force Operational and Investigative Standards.
   
   B. The assigned investigator will attend all nationally sponsored ICAC training, as required, and maintain the necessary certifications for this investigative position.

3. Case Management
   
   A. Case Predication and Prioritization

   1. Cases may be initiated by referrals from the CyberTipline, Internet service providers, or other law enforcement agencies, and by information gathered through subject interviews, documented public sources, direct observations of suspicious behavior, public complaints, or by any other source acceptable under agency policies.

   2. The Criminal Investigative Bureau Supervisor is responsible for determining investigative priorities and selecting cases for investigation. Assuming the information is deemed credible, that determination should begin with an assessment of victim risk and then consider other factors such as jurisdiction and known offender behavioral characteristics. The following prioritization scale shall be considered:

      a) A child is at immediate risk of victimization
      b) A child is vulnerable to victimization by a known offender
      c) A known suspect is aggressively soliciting a child(ren)
      d) Manufacturers, distributors or possessors of images that appear to be home photography with domiciled children
      e) Aggressive, high-volume child pornography manufacturers or distributors who either are commercial distributors, repeat offenders, or specialize in sadistic images
f) Manufacturers, distributors and solicitors involved in high-volume trafficking or belong to an organized child pornography ring that operates as a criminal conspiracy

g) Distributors, solicitors and possessors of images of child pornography

h) Any other form of child victimization.

B. Record Keeping

1. Upon initiation of an investigation a case number will be assigned by telecommunications in the CAD and RMS systems.

2. The assigned investigator will report their activity to their respective Regional ICAC Task Force Working Group Member by the 10th of each month using the ICAC Monthly Performance Measures Report. A copy of this report will be forwarded to the Chief of Police.

C. Undercover Investigations

1. Carefully managed undercover operations conducted by well-trained officers are among the most effective techniques available to law enforcement for addressing ICAC offenses. Undercover operations, when executed and documented properly, collect virtually unassailable evidence regarding a suspect’s predilection to exploit children.

2. ICAC investigations shall be conducted in a manner consistent with the principles of law and due process. Investigators are encouraged to work in conjunction with their local, state or federal prosecutors.

3. The following minimum standards apply to ICAC investigations:

   a. Only the pre-selected investigator shall conduct ICAC investigations in an undercover capacity. Private citizens shall not be asked to seek out investigative targets, nor shall they be authorized to act as police agents in an online undercover capacity.

   b. Investigators shall not electronically upload, transmit, or forward pornographic or sexually explicit images.

   c. Other than images or videos of individuals, age 18 or over, which have provided their informed written consent, and at the time consent was given were employed by a criminal justice agency, no actual human images or videos shall be utilized in an investigation. Employee is defined as a salaried or compensated individual.

   d. Undercover online activity shall be recorded and documented. Any departures from this policy due to unusual circumstances shall be documented in the relevant case file and reviewed by the Criminal Investigative Bureau Supervisor and the Criminal Investigative Bureau Commander.

4. Evidence
A. The storage, security, and destruction of investigative information shall be in adherence to procedures set forth in General Order O-40. Access to these files should be restricted to authorized personnel.

B. The examination of computers and digital media shall be consistent with agency policy and procedure.

C. Child pornography is contraband and should be maintained accordingly. Unless directed by the appropriated prosecuting agency or a court order specifically ordering otherwise, evidence containing child pornography shall not be released to any defendant or representative thereof.

D. The transfer of evidence containing child pornography among law enforcement shall be done in a secure manner. Methods of transfer may include hand-delivery, transmission of digitally protected files, delivery via a service which tracks the shipment, or other methods consistent with agency policy and practices.

5. Workspace and Equipment

A. ICAC computers and software shall be reserved for the exclusive use of the pre-selected investigator. No personally owned equipment shall be used in ICAC investigations and all software shall be properly acquired and licensed.

B. Personnel shall not use ICAC computers, software or online accounts for personal use.

C. Absent exigent or unforeseen circumstances, all ICAC online investigations shall be conducted in the designated and secure workspace. Exceptions must be approved in advance by the Commander of the Criminal Investigations Bureau.

6. Information Sharing

A. Conventional boundaries are virtually meaningless in the electronic world of the Internet and the usual constraints of time, place, and distance lose their relevance. These factors increase the possibility of ICAC agencies targeting one another, investigating the same subject, or inadvertently disrupting an ongoing investigation. To foster coordination, collaboration, and communication, each ICAC agency must contribute basic case information to a common database.

B. As a member of the South Carolina Attorney General’s Office Internet Crimes Against Children Task Force investigators agency shall contribute case information on all active investigations (local, interstate, reactive and
proactive) to a common database as designated by the ICAC Working Group. This information should be submitted at the earliest practical opportunity.

C. If a common target is identified, the investigator will contact the other law enforcement agency targeting the suspect.

7. Victim Identification

A. Child victim images shall be submitted to the Child Victim Identification Program as a means to improve child victim identification. Absent exigent circumstances, child victim images will be sent to the CVIP consistent with guidelines established by the National Center for Missing and Exploited Children and collaborate with them to identify children depicted in child pornography.

B. Investigators will report any instance where a child may be at risk for abuse and/or exploitation.

C. Absent exigent circumstances, victim identifying information should be protected from public disclosure.

8. Community Education and Crime Prevention

A. Prevention education activities are critical. Investigators should foster awareness and provide practical, relevant guidance to children, parents, educators, librarians, and other individuals concerned about child safety issues.

B. Presentations to school staff, parents, and community groups are excellent ways to promote awareness. These presentations shall not depict identifiable victims, not otherwise in the public domain; nor shall they use pornographic or sexually explicit images.

C. Presenters shall not discuss confidential investigative techniques.

9. Media Relations and Releases

A. Media releases relating to prosecutions, crime alerts or other matters concerning internet crimes against children investigations shall not include information regarding confidential investigative techniques and should be coordinated (when applicable) with other Task Force participants, Federal law enforcement agencies, and State and local agencies involved in the investigation consistent with sound information management and media relations practices. Information provided shall be consistent with the ICAC communications plan.
B. National media pieces will be coordinated through the Operations Committee in conjunction with the appropriate Office of Juvenile Justice and Delinquency Prevention and personnel involved in the South Carolina Attorney General’s Office Internet Crimes Against Children Task Force.
PURPOSE: The Mount Pleasant Police Department has approved the use of the Regional Information Sharing Systems’ (RISS) officer safety event deconfliction system, known as RISSafe. The purpose of this policy is to establish appropriate protocols for the use of the RISSafe application and data contained therein.

POLICY: It shall be the policy of the Mount Pleasant Police Department to utilize the services of the RISSafe event deconfliction center for all significant enforcement actions.

A. Definitions

Event Deconfliction – The process of determining when law enforcement personnel are conducting an event in close proximity to one another at the same time.

Regional Information Sharing Systems (RISS) Program - RISS recognizes and has included in its mission the goal of promoting officer safety. RISS developed RISSafe as an officer safety event deconfliction system in furtherance of this goal. RISS is a nationwide program that consists of six regional centers that support and serve the unique needs of their individual regions. Thousands of criminal justice agencies across the country utilize RISS services and resources. RISS links law enforcement and public safety agencies through secure communications and provides information sharing resources and investigative support to combat multijurisdictional crimes, including terrorism, violent crime, gang activity, drug activity, human trafficking, identity theft,
and other regional priorities. RISS strives to enhance the ability of criminal justice agencies to identify, target, and remove criminal conspiracies and activities while promoting officer safety. Each RISS Center is governed by a policy board or executive committee composed of representatives from member agencies in the center’s multistate region. The RISS National Policy Group (RNPG) is composed of the six RISS Center Directors and the chair of each center’s policy board. The RNPG is responsible for strategic planning, resolution of operational issues, advancement of information sharing, and decision making affecting the six RISS Centers, the national organization, service delivery, member agencies, and related partner organizations.

B. Qualifying Events

1. The department shall utilize RISSafe to deconflict all criminal operations/events. Criminal operations may include:
   a. Undercover Operations
   b. Surveillance
   c. Search Warrants
   d. Fugitive Apprehension
   e. Arrest Warrants

2. Noncriminal operations may also be deconflicted through RISSafe. Noncriminal operations may include training, dignitary protection, or other security details, and other events deemed appropriate.

C. Procedure

1. Often investigative efforts, such as undercover operations, create a situation in which agency personnel work in close proximity to each other. In other situations, agencies or officers may be investigating the same subject at the same time. In either case, agencies or officers may interfere with each other’s investigations, causing investigative efforts to be disrupted or, worse, officers to be unintentionally hurt or killed. RISSafe stores and maintains data on planned law enforcement investigative and other events submitted for inclusion (e.g., raids, controlled buys, surveillances), as well as appropriate non-investigative events, with the goal of identifying and alerting affected agencies or officers of potential conflicts impacting law enforcement efforts. The use of an officer safety event deconfliction system allows for controlled and secure monitoring of these operations and the immediate notification of affected parties when potential conflicts arise. RISSafe works in conjunction with the RISS National Criminal Intelligence Databases (RISSIntel) to provide additional information and target deconfliction.

2. The Mount Pleasant Police Department has agreed to allow remote use of RISSafe. Agency users may enter data into RISSafe remotely or by contacting the RISSafe Watch Center. The primary RISSafe Watch Center for the Mount
Pleasant Police Department has been designated as the Regional Organized Crime Information Center (ROCIC). ROCIC will serve as a backup for the RISSafe Watch Center.

3. As many fields as possible will be completed in RISSafe; however, at a minimum, users must provide the following information:
   
a. Date and time of the event  
b. Case number  
c. Nature of the operation  
d. Location of the operation, including staging areas  
   Information about the suspect(s), including street or code names, physical description, vehicle description, license plate number(s), and telephone or pager number(s)  
e. Lead and/or participating agency names  
f. Name and office of the assigned officer, pager, or telephone number

4. Events will be entered into RISSafe at least two hours prior to the initiation of any operation, unless otherwise authorized by a supervisor. Any exceptions must be appropriately documented. Unless approved by a supervisor, an event should be entered into RISSafe no less than 60 minutes prior to the operation.

5. RISSafe entries will either be printed or attached to the appropriate investigative or case file or otherwise documented as described.

6. If the RISSafe user is entering event information remotely, the user will access the RISS Secure Cloud (RISSNET). Users shall abide by all policies related to the use of RISSNET.

7. In the event of a reported conflict by the RISSafe Watch Center, event information will be released to the involved parties of the pending conflict. Case/investigative details shall be released only by a sworn officer after verifying the identity of the sworn officer of the agency in which the conflict occurred and the agency with whom the information is shared.

8. Verification methods include return phone call to a verified policy agency, verification of ORI, or personally known.

9. All RISSafe users and agency staff shall abide by all appropriate internal agency policies, as well as the RISS and RISSafe related policies. All users shall abide by internal policies related to privacy and use of information. Insert specific policy directives, names, statutes, and other items that users must abide by here.

10. If any RISSafe user misuses the system or fails to adhere to this and other related policies, the Mount Pleasant Police Department may remove his or her access to RISSafe and employ other appropriate disciplinary actions.
D. Training

1. All users shall receive appropriate training prior to using RISSafe. If the agency is also acting as a RISSafe Watch Center, additional training for watch center staff will be required. In addition, if the agency has additional internal procedures, additional training may be required.

2. Assigned users will log in to PowerDMS and complete the video training necessary to gain access to RISSafe.

E. Authorized Users

All users shall receive appropriate training prior to using RISSafe. Users may contact the ROCIC/RISSafe Watch Center by telephone, fax, or e-mail to initiate the event registration process. Include additional information, such as times of coverage, contact information, and additional backup or after-hours information.

F. Evaluation

Every three years, the Mount Pleasant Police Department will meet with local agencies to discuss the effectiveness of the event deconfliction program. An evaluation of the program will include active participation and benchmarks.
PURPOSE: To establish the patrol function.

POLICY: The Uniformed Patrol component is the single most important component of the Mount Pleasant Police Department. All other components are support units that act in concert to assist and supplement the patrol function.

1. Patrol Function.

The Department exists to provide efficient and effective patrol operations to create a deterrent effect on potential offenders, instill a sense of security on the part of citizens, detect and apprehend offenders, and respond to the needs and expectations of the community.

A. Primary functional responsibilities of the Uniformed Patrol component shall be, but are not limited to:

1) Directed Patrol (including inquiry and inspection activity) oriented towards the prevention of crimes and accidents, maintenance of public order, and the discovery of hazards, and delinquency-causing situations,

2) Response to calls for service from citizens,

3) Community education activities,

4) Traffic direction and control,

5) Investigation of crimes, offenses, incidents and conditions, including arresting offenders,

6) Promotion of police and community relations,
(7) Protection of human life and property,

(8) Maintenance of social order by protecting individual rights and ensuring social justice.

2. Information Distribution and Exchange.

To ensure coordination, cooperation, and communication, between the Patrol Bureau and other components of the Department, the following will be required:

A. Supervisory meetings

All sergeants will attend Department supervisory meetings.

B. Investigations Briefings

The investigations sergeant will assign an investigator to attend the roll call as required to brief patrol teams on current investigations.

C. Daily Bulletin

All patrol supervisors will receive a daily bulletin that lists all activity for the past 24 hours.

D. Transfers

A Special Order is disseminated prior to the transfer of any Agency personnel.

E. Selective enforcement

A selective enforcement bulletin is disseminated when the need for selective enforcement at a specific location and/or violation has been determined through analysis.

F. Command Staff Notifications:

1. The on-duty supervisor will notify the duty Lieutenant on the following types of incidents:

   - Injury to an employee,
   - Vehicle accidents involving Departmental vehicles,
   - Officer involved shootings
• Deaths other than natural.
• Violent assaults.
• Armed robberies.
• Burglary/robbery where victim was assaulted.
• Sexual assaults.
• Incident that news media will likely broadcast or have interest in because of heightened community interest.
• When there may be a question as to the Agency’s liability.
• Situations which the supervisor deems necessary for command staff notification.

2. The Lieutenant will be responsible for ensuring notification of the Captains, Captains will be responsible for ensuring notification of the Deputy Chief, and the Deputy Chief will be responsible for ensuring notification of the Chief of Police.

3. Roll Call.
   A. The on-coming team supervisor is responsible for the following daily roll-call duties:
      • Inspection of officers,
      • Dissemination of pertinent information from Administration Log,
      • Dissemination of General and Special Orders,
      • Review of Daily Bulletin,
      • Making assignments as required.
   
   B. The on-duty supervisor will brief the on-coming supervisor on significant incidents that occurred on the previous shift.
   
   C. Officers will have their vehicle's fuel tanks full and any maintenance needed will be completed prior to roll call.
   
   D. The on-coming supervisor will have the on-coming team in service and in their
assigned areas at least one hour prior to the end of the previous team’s shift.

E. To ensure continuous patrol coverage during shift change, on-duty officers will remain in their assigned areas until relieved by the on-coming officer in that area.

4. Patrol Assignments.

A. Team

Team assignments will be made by the Deputy Chief based on minimum staffing requirements and the needs of the Department.

B. District Assignments

District assignments will be made by the team supervisor. At least one officer will be assigned to each district. Supervisors will endeavor to ensure that each officer remains assigned to a specific neighborhood for a period of nine (9) months within the confines of manpower allocation. Officers are reminded that they are held accountable for their actions or non-actions in the delivery of police services in their assigned district.

C. Shift

(1) The shifts for the Patrol Teams consist of ten-hour tours of duty.

(2) Shifts will rotate every six weeks.

(3) Minimum staffing requirements may require the temporary changes in assignment of personnel. These temporary assignments will be made by the Field Operations Bureau Commander.

D. Days Off

Patrol teams and their respective supervisors are required to work a minimum of 160 hours per 28 days. The Agency’s work schedule provides all patrol team members and patrol team supervisors with rotating days off.

5. Radio Procedure.

A. Call Numbers

All sworn employees, and civilian employees assigned to field operational functions, of the Mount Pleasant Police Department are assigned a permanent radio call number in order to readily identify the officer during radio transmissions.
B. Radio Access

To provide constant access to radio communication, every police officer is issued a portable radio.

C. Radio Operation

To enhance officer safety and operation efficiency the following radio operating procedures will be utilized:

An officer initiating a radio transmission to another officer will use his/her assigned call number, pause and use the call number of the other officer. The officer being called will reply using his/her call number.

An officer initiating a radio transmission to a telecommunicator will use his/her assigned call number, pause and state, "Dispatch" The telecommunicator will acknowledge by stating, "Dispatch."

Radio transmission will be brief and to the point utilizing plain talk.

Communications will be notified when an officer:

- Arrives at an incident location,
- Departs from an incident location,
- Prepares to exit his vehicle, but before exiting,
- When available for service,
- In vehicle for personal use
- When a traffic/pedestrian stop is initiated, giving location, description of pedestrian, and description and license plate number of vehicle,
- On arrival and departure at off-duty law enforcement related jobs.

Communications with other Agencies

In the event an operation requires the assistance of other agencies (mutual aid), the 10 codes will be discontinued and all communications will be plain talk.

6. Incident Response
A. Under normal situations one unit will be assigned to handle a call for service and a second unit will be required to respond as back-up to the below listed incidents:

- Any crime in progress where threat of violence exists,
- Open doors or windows,
- Calls involving a weapon,
- Calls involving a mental patient,
- Alarm calls,
- Domestic disputes,
- Calls involving intoxicated persons,
- Calls with a known or suspected potential for violence,
- Responding unit requests backup,
- Any call that, based on the judgment of the telecommunicator, the supervisor, or responding officer, dictates additional units are needed.

B. The team supervisor shall be responsible for evaluating the circumstances that justify the response of additional units to a scene, keeping in mind the need for officer safety and the need to provide neighborhood coverage to our jurisdiction.

C. Foot Patrol

Foot patrol assignments may be made based on Departmental needs and incident analysis.

7. Field Interview

Field interviews of suspicious persons have been proven effective to deprive actual and potential criminal offenders of some of their initiative to select the time, place, and circumstances, for the commission of crimes. All field interviews should be documented whenever possible. Although it is impossible to outline all circumstances under which a field interview should be completed, the following should be considered as guidelines for field interviews:

A. 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 both to pedestrians and vehicles, and may be exercised upon reasonable suspicion of a crime.

B. 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 obtain identification or an accounting of the person's presence or conduct. The person 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 their consent. The US Constitution guarantees an individual the right to refuse to answer questions.

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 affect 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.

C. A field interview card shall be completed on an individual when an officer has reasonable suspicion of possible criminal activity.

D. Completed field interview cards will be forwarded to the Office of Criminal Investigations and will be reviewed by the sergeant and filed. Purging of interview cards will be completed by the sergeant. Cards will be maintained for one year and then destroyed.


A. A thorough preliminary investigation documented on an accurate and complete incident report greatly increases the solvability factors of all crimes reported. To that end, all officers are held accountable for their actions or non-actions when conducting a preliminary investigation.

B. A preliminary investigation begins when the first patrol officer arrives at the scene of an incident and continues until such time as postponement of the investigation or transfer of responsibility will not jeopardize the successful completion of the investigation. Preliminary investigation includes the following tasks:

- Providing aid to the injured,
- Protecting the crime scene to ensure that evidence is not lost or contaminated,
- Determining if an offense has actually been committed and observing all conditions, events, and remarks,
• Determining the identity of the suspect(s) and effecting an arrest if it can be accomplished either at the scene or through the warrant process, and interrogating the suspect,

• Furnishing other units with descriptions, methods and direction of flight, and other relevant information concerning wanted persons or vehicles,

• Locating and identifying witnesses,

• Arranging for or completing the collection of evidence,

• Interviewing the complainants, witnesses, and suspects,

• Accurately and completely recording all pertinent information on an incident/supplement report,

• Any other action which may assist in solving the crime or bringing the incident to a successful conclusion.

C. Patrol officers will conduct all preliminary investigations, unless relieved of the responsibility by a supervisor having specialized skills which may be required to conduct the preliminary investigation.


A. Continuing investigations are an extension of the preliminary investigation. The purpose is to provide additional investigation in order to clear a case.

B. The decision by a supervisor to assign an investigation to an officer will be based on time, geography, staffing, skills, knowledge, and abilities.

C. The Team Supervisor will review all incident reports prior to the end of their tour of duty and will make a determination as to whether active incident reports can be followed up by the reporting officer. A continuing investigation assigned by a team supervisor will be documented on the administrative section of the incident report, stating the officer assigned and the date assigned. The administrative assistant of the Field Operations Bureau will then log the case number in the investigations log.

Officers assigned cases for continuing investigation are responsible for that investigation. The investigations sergeant is responsible for the review of all incident reports to ensure that cases which require continuing investigation are followed up by investigators or patrol officers. The team supervisors are responsible for ensuring that all continuing investigations are completed within 10 days.
D. Patrol officers or Investigators who make arrests on Court of General Sessions' charges will prepare a case package, including a prosecutive summary, and submit the case package within five (5) days to either the Field Operations Administrative Assistant or the Criminal Investigation Administrative Assistant depending on the Bureau the officers is assigned. The arresting officer/investigator’s supervisor is responsible to ensure the packets are completed within the five (5) days.

10. Incident Reporting by Telephone, Walk-ins, Mail, and Internet

Citizens who come by or telephone our Agency and wish to file a police report where no on-scene investigation is needed will be assisted by the Duty Officer Requests to file a police report which are received through the mail will be handled in the same manner. Reports requested via e-mail will be received by The Office of Public Information and forwarded to the Duty Officer for follow-up.

11. On-scene Supervision.

The on-duty Team Supervisor, until relieved by higher authority, will respond to and assume command of the following incident types:

- Homicide,
- Armed robbery,
- Sexual assault,
- Vehicle accidents involving Agency vehicles,
- Injury to an Agency employee,
- Incidents where lethal or less lethal use of force was alleged or used,
- Any incident that is deemed necessary by the on-duty Team Supervisor or where the authority of a supervisor is needed to deal with a situation,
- At the time an officer is requesting the assistance of support personnel (investigator/crime scene) the Team Supervisor will respond to the scene, evaluate the situation, and order the response of necessary personnel.

The on-duty Team Supervisor will approve the call-out of public utilities or street/highway department personnel in the event that emergency repairs are needed within our jurisdiction.

The on-duty Team Supervisor will ensure that the medical examiner and coroner are notified promptly on all deaths occurring within our jurisdiction.
The on-duty Team Supervisor may notify local news media of any traffic detours resulting from traffic accidents or congestion.
PURPOSE: To establish vehicle pursuit guidelines.

POLICY: Vehicular pursuit of fleeing suspects presents a danger to the lives of the public, officers and suspects involved in the pursuit. It is the mission of this department to protect all persons' lives to the extent possible when enforcing the law. Officers involved in pursuits are permitted to exceed the speed limit and travel through traffic control devices, but only with due regard for the safety of other persons. Officers must read and understand the laws of the State of South Carolina that pertain to vehicle pursuits and any questions that arise must be immediately directed to a supervisor. Officers are reminded that in the security of their patrol cars they may not naturally focus on the risks that their driving and the driving of the offender's car create, but such attention is critical. In addition, it is the responsibility of the department to assist officers in the safe performance of their duties. To effect these obligations it shall be the policy of the Mount Pleasant Police Department to narrowly regulate vehicular pursuit.

1. Definition.

Vehicular Pursuit: An active attempt by an officer in an authorized emergency vehicle to apprehend fleeing suspects who are attempting to avoid apprehension through evasive tactics.

2. Procedures.

A. Pursuit

(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 conclusion 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.

(2) It is necessary for officers and supervisors to ask themselves, if the pursuit
results in an 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 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.

b. The suspect, if not being pursued, would present a danger to
human life or cause serious injury.

c. When the immediate apprehension of the suspect creates less risk
or danger than the risk of danger created by the pursuit.

(4) Unmarked police vehicles may only become involved in a vehicle
pursuit that the officer can clearly articulate probable cause that the pursuit
is a last resort to prevent the escape of a dangerous felon, who, if not
captured would present a serious threat to the lives of others. The
unmarked vehicle will terminate involvement in the pursuit when a
marked vehicle arrives to take over the pursuit.

(5) The pursuing officer shall consider the following factors in determining
whether to initiate pursuit:

a. the performance capabilities of the pursuit vehicle

b. the condition of the road surface upon which the pursuit is being
conducte

c. the amount of vehicular and pedestrian traffic in the area

d. weather conditions

(6) 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.

(7) Minor traffic violations.

Pursuit to apprehend one solely for a minor traffic violation is prohibited.
Minor traffic violation defined:

A minor traffic violation defined against the backdrop of the necessity for a pursuit shall include all traffic offenses except:

- driving under the influence
- reckless driving which occurs prior to officer initiated action

B. Pursuit Officer Responsibilities

(1) An officer who becomes involved in a pursuit shall immediately inform the supervisor of his reasons supporting his decision to become involved in a pursuit.

(2) After receiving approval from the duty supervisor to pursue, the pursuing officer shall immediately notify Communications that a pursuit is underway. The officer shall provide Communications personnel with the following information:

- unit identification
- location, speed and direction of travel of the fleeing vehicle
- type of vehicle being pursued (muscle car, compact, motorcycle)
- description and license plate number, if known, of the fleeing vehicle
- number of occupants in the fleeing vehicle and descriptions, where possible
- the environment in which the chase takes place
- the driving behavior of the pursued suspect
- reasons supporting the decision to pursue

Officers must rely on what they know, not what they think or sense. Risks during a pursuit can only be justified by what is known.

- the presence of other law enforcement agencies
- allow the secondary vehicle driver to assume all communications
(3) Failure to provide the above information to Communications may result in an immediate decision by the duty supervisor to order termination of the pursuit.

(4) 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.

(5) 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 notify Communications so that another unit may be assigned to the pursuit.

(6) Primary pursuit officer will complete a pursuit report.

C. Secondary Unit's Responsibilities

(1) Units will not respond as back-up or secondary units to a pursuit until directed to do so by the duty supervisor. The supervisor will make the decision to assign a secondary unit based on the location of the nearest unit to the pursuit.

(2) Upon arriving to assist with the pursuit the secondary unit will notify telecommunications and assume radio communications 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) Complete a supplement report documenting participation in pursuit.

D. Communications Center Responsibilities

(1) Upon notification that a pursuit is in progress, Communications personnel shall keep the duty supervisor advised on any additional information received.

(2) Communications personnel shall carry out the following activities and responsibilities during the pursuit:

a. Receive and record all incoming information on the pursuit and the pursued vehicle.

b. Control all radio communications and clear the radio channels of all non-emergency calls.
c. Obtain criminal records and vehicle checks of the suspects.

d. Coordinate and dispatch backup assistance under the direction of the duty supervisor.

e. Notify neighboring jurisdictions, where practical, when pursuit may extend into their locality.

f. Keep the supervisor apprised of all relevant traffic problems and other actions that might impact upon the conduct of the pursuit.

E. Supervisor's Responsibilities

In permitting a pursuit 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. Such a decision must be based on information supplied by the pursuing officer, communications, if applicable, and criteria outlined in this policy.

(1) Upon notification that a vehicular pursuit incident is in progress, the duty supervisor shall assume responsibility for the approval, monitoring and control of the pursuit.

(2) The duty supervisor shall continuously review the incoming data to determine whether the pursuit should be continued or terminated.

(3) In controlling the pursuit incident, the duty supervisor shall be responsible for coordination of the pursuit as follows:

a. directing pursuit vehicles into or out of the pursuit

b. re-designation of primary, support or other backup vehicle responsibilities

c. approval or disapproval and coordination of pursuit tactics

d. order units to clear intersections in the likely path of the pursuit where appropriate

e. approval or disapproval to leave jurisdiction to continue pursuit

f. respond in all situations to the scene of the arrest resulting from the pursuit to control the scene

g. The duty supervisor shall prepare a comprehensive report of the pursuit and forward it to the Chief of Police.
(4) The duty supervisor may approve and assign additional backup vehicles to assist the primary and backup pursuit vehicle based on an analysis of:

a. the nature of the offense for which pursuit was initiated
b. the number of suspects and any known propensity for violence
c. the number of officers in the pursuit vehicles
d. any damage or injuries to the assigned primary and backup vehicle or officers
e. the number of officers necessary to make an arrest at the conclusion of the pursuit
f. any other clear and articulable facts that would warrant the increased hazards caused by numerous pursuit vehicles

F. Traffic Regulations During Pursuit

(1) Each unit authorized to engage in vehicular pursuit shall be required to activate headlights and all emergency vehicle equipment prior to beginning pursuit.

(2) Officers engaged in pursuit shall, at all times, drive in a manner exercising reasonable care 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 is used when driving in a manner not otherwise permitted, and the maneuver is reasonably necessary to gain control of the suspect.

(4) Officers engaged in a pursuit shall not drive emergency vehicles the wrong way (against the regular flow of traffic) on a divided highway, interstate, or expressway or any other street or highway designated for one-way traffic, despite allowances in the state vehicular code.

(5) When a fleeing vehicle goes the wrong way against traffic, the primary officer shall:
   a. parallel the vehicle in the correct lane of traffic
   b. notify communications of a wrong way driver
   c. request assistance to shut down vehicular traffic on the highway coming in the fleeing subjects direction
   d. have communications notify the Department of Transportation to activate reader boards to advise motorists of a wrong way driver.

(5) South Carolina Laws Pertaining to Pursuits.
o 56-5-760 Operation of authorized emergency vehicles, privileges and conditions.

o 56-5-2360 Duty of driver of authorized emergency vehicle. The Code states: "Duty to drive with due regard for the safety of all persons, nor shall such provisions protect the driver from the consequences of his reckless disregard for the safety of others. "Yielding right-of-way to authorized emergency vehicle.

o 56-5-4700 Audible signal devices and signal lamps for authorized emergency vehicles.

o 56-5-4970 Signals in connection with operation of authorized emergency vehicles.

G. Pursuit Tactics

(1) Unless expressly authorized by a duty supervisor, pursuit shall be limited to the assigned primary and one backup vehicle. Officers are not otherwise permitted to join the pursuit team or follow the pursuit on parallel streets.

(2) Officers may not intentionally use their vehicles to bump or ram the suspect's vehicle off the road or to block roads in order to force a vehicle to a stop.

(3) Departmental policy pertaining to use of lethal force shall be adhered to during the pursuit.

(4) Officers shall not shoot at or from a moving vehicle.
(5) Stop Sticks/spike strips
   a. Only officers trained in the use of Stop Sticks/spike strips shall deploy them, and then the deployment will only be with the authorization of the on-duty supervisor. Officers are responsible for making sure that their use is contained in the pursuit report. The deploying officer shall advise pursuing units and all other units that they should distance themselves from the pursued vehicle and be prepared to slow down before entering the deployment site. Other traffic shall be diverted from the site if at all possible.
   b. Officers will not utilize Stop Sticks on two wheeled vehicles, all terrain vehicles (ATVs), in areas with steep embankments, in heavily populated areas, or in areas of road construction; unless use is in compliance with departmental policy pertaining to the use of lethal force.
   c. When a pursuit is entering this jurisdiction and it meets departmental pursuit guidelines the on-duty supervisor may authorize the deployment of Stop Sticks/spike strips.
   d. Once used the spike strips will be returned to the Supply Office for repair, if required. All repairs and parts replacement will be documented with such documentation being maintained by the Supply Officer. An inventory of all parts will likewise be maintained by the Supply Officer.

H. Termination of Pursuit

(1) A decision to terminate pursuit may be the most rational means of preserving the lives and property of both the public and the officers and suspects engaged in pursuit. Pursuit may be terminated by the pursuing officer, the duty supervisor or staff officer of the department.

(2) Pursuit shall be immediately terminated in any of the following circumstances:
   a. Weather or traffic conditions substantially increase the danger of pursuit beyond the worth of apprehending the suspect.
   b. The distance between the pursuit and fleeing vehicles is so great that further pursuit is futile.
   c. The danger posed by continued pursuit to the public, the officers or the suspect is greater than the value of apprehending the suspect(s).

(3) The pursuing officer shall relay this information to Communications personnel along with any further information acquired which may assist in an arrest at a later date.

I. Inter-jurisdictional Pursuits
(1) Out of Jurisdiction

When it is apparent that a pursuit is likely to leave Mount Pleasant, the pursuing officer must receive permission from the on-duty supervisor to continue the pursuit. If approved, the supervisor will instruct Telecommunications to advise neighboring department(s) of the pursuit, the direction of travel, vehicle description, and the reason for the pursuit.

A police officer may only pursue out of jurisdiction within a three (3) mile radius of the town limits unless otherwise directed.

The pursuing officer will terminate a pursuit that exceeds a three mile radius of the town limits.

Mount Pleasant officers involved in a pursuit that did not originate in Mount Pleasant will terminate their involvement with the pursuit at the jurisdictional boundary of Mount Pleasant.

The three mile extension to pursue ONLY applies to pursuits that originate within the jurisdiction of Mount Pleasant by Mount Pleasant Officers.

(2) Into Jurisdiction

Officers of our department will not participate as a pursuit vehicle in any pursuit by another jurisdiction entering the Town of Mount Pleasant, without the approval of the duty supervisor. The duty supervisor, prior to giving approval, must have adequate information to determine that the pursuit is justified based on the criteria as set forth in this policy. The on-duty supervisor may direct officers to attempt to control intersections to promote the safety of innocent persons in the vicinity of the pursuit.

The on-duty supervisor will proceed to the point of completion of the pursuit as quickly as possible.

The initiating agency will remain in control of any pursuit that crosses into this jurisdiction and will remain responsible for the pursuit.

J. Pursuit Report and Review

The on-duty supervisor conducts an immediate investigation of the circumstances of the pursuit and shall submit a written report regardless of whether the pursuit was discontinued or terminated, or the subject was apprehended. The departmental Pursuit Report Form shall be completed after any pursuit. In addition to providing the required information on the form, the supervisor will indicate in the narrative section the following:

a. The reason or probable cause for engaging in the pursuit;
b. An account of all violations committed during the course of the pursuit;
c. A summary of tactics employed to apprehend the subject;
d. The exact point of the discontinuation, apprehension, or termination of any pursuit.
e. If the subject is apprehended, there should be an account of the officer's involvement in that arrest.
f. The supervisor's report additionally will include the following:
   i. Officers assigned to the pursuit and the assignment of all those involved in the pursuit in various roles;
   ii. A summary of any accidents or other incidents arising from or related to the pursuit;
   iii. A complete evaluation on the adherence of the pursuit's conduct to the department's pursuit policy;
   iv. If the supervisor discontinued the pursuit, the time and location that the pursuit was ordered terminated.
   v. Furthermore the supervisor will:
      a. Collect copies of reports and police vehicle video from all officers involved in the pursuit;
      b. Order and include a copy of the communications/dispatch tapes;
      c. Review each report to ensure that all required information is present;
      d. Conduct an analysis of the pursuit and complete the appropriate section of the Pursuit Report;
      e. Attach copies of the officers' reports, including his report and forward the packet to patrol commander/chief of police;

K. An annual documented analysis of all pursuit review reports will be completed in order to reveal patterns or trends that may indicate Departmental training needs and/or policy modifications.

3. Training:

Officers shall not be authorized to utilize any equipment or tactic during a pursuit unless the officer has received proper training and/or certification with respect to that equipment or tactic.
Case #: ___________________________ Date of Pursuit _____ / _____ /  

Pursuit Start Location: ___________________________ Time of Pursuit: ____________

Pursuit Termination Location: ___________________________

- **Supervisor** is to complete this form in detail.
- A copy of completed **Incident Report** is to be attached.
- Original (w/attachments) will be forwarded to the Chief’s Office, via chain of command.

## Pursuit After-Action Report

<table>
<thead>
<tr>
<th>Primary Officer</th>
<th>Secondary Officer</th>
<th>Supervisor</th>
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</thead>
<tbody>
<tr>
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</table>

### Reason for Pursuit

- Serious Violations ☐
- Identify Violations:
  - ____________________________________________________
  - ____________________________________________________
  - ____________________________________________________
  - ____________________________________________________
  - ____________________________________________________

- Reckless/DUI Driving Pre-Pursuit ☐
- Describe Reckless Driving:
  - ____________________________________________________
  - ____________________________________________________
  - ____________________________________________________
  - ____________________________________________________
  - ____________________________________________________

### Video/Audio Review

- Video Available ☐
- Dispatch Tapes Available ☐
- Video Reviewed by: ___________________________
  - Dispatch Tapes Reviewed By: ___________________________
- Video Preserved ☐
- Dispatch Tapes Preserved ☐

## Environmental Factors
<table>
<thead>
<tr>
<th>Traffic</th>
<th>Road Type</th>
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<tbody>
<tr>
<td>□ Light □ Moderate □ Heavy</td>
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<tr>
<td>□ Pedestrians □ Road Construction</td>
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<tr>
<td>□ Freeway □ Divided Highway</td>
<td></td>
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<tr>
<td>□ Business Zone □ Residential □ School Zone</td>
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<table>
<thead>
<tr>
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<th>Lighting Condition</th>
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<tbody>
<tr>
<td>□ Clear □ Rain □ Snow □ Fog</td>
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<tr>
<td>□ Dry □ Wet □ Ice</td>
<td></td>
</tr>
<tr>
<td>□ Daylight □ Dusk □ Night □ Well-Lit</td>
<td></td>
</tr>
<tr>
<td>□ Night-No Lighting</td>
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### VEHICLE FACTORS

<table>
<thead>
<tr>
<th>Police Vehicle</th>
<th>Suspect Vehicle</th>
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<tbody>
<tr>
<td>Condition:</td>
<td>Condition:</td>
</tr>
<tr>
<td>□ Good □ Moderate □ Poor / Type: Car □ Truck □ SUV □ Motorcycle</td>
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</tr>
<tr>
<td>□ Good □ Moderate □ Poor / Type: Car □ Truck □ SUV □ Motorcycle</td>
<td></td>
</tr>
</tbody>
</table>

### USE OF FORCE TO TERMINATE (CHECK ALL THAT APPLY)

- □ Lights
- □ Siren
- □ Stop Sticks
- □ Other _____________________________
  Tactic Authorized By _____________________________

### DISTANCE/DURATION

**MILES** ________  **DURATION** ________  **MINUTES**  □ LEFT JURISDICTION

### TERMINATION

- □ Terminated by Primary Officer
- □ Terminated by Supervisor
- □ Suspect Crash without Use of Force
- □ Suspect Voluntarily Stopped
- □ Suspect Stopped by Force

### INJURIES (COLLISION)

<table>
<thead>
<tr>
<th>Officer</th>
<th>Complaint □</th>
<th>Visible □</th>
<th>Medical Required □</th>
<th>Serious □</th>
<th>Fatal □</th>
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<tbody>
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<td>Visible □</td>
<td>Medical Required □</td>
<td>Serious □</td>
<td>Fatal □</td>
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<tr>
<td>Suspect</td>
<td>Complaint □</td>
<td>Visible □</td>
<td>Medical Required □</td>
<td>Serious □</td>
<td>Fatal □</td>
</tr>
<tr>
<td>Suspect (Passenger)</td>
<td>Complaint □</td>
<td>Visible □</td>
<td>Medical Required □</td>
<td>Serious □</td>
<td>Fatal □</td>
</tr>
<tr>
<td>Suspect (Passenger)</td>
<td>Complaint □</td>
<td>Visible □</td>
<td>Medical Required □</td>
<td>Serious □</td>
<td>Fatal □</td>
</tr>
<tr>
<td>Third Party</td>
<td>Complaint □</td>
<td>Visible □</td>
<td>Medical Required □</td>
<td>Serious □</td>
<td>Fatal □</td>
</tr>
<tr>
<td>Third Party (Passenger)</td>
<td>Complaint □</td>
<td>Visible □</td>
<td>Medical Required □</td>
<td>Serious □</td>
<td>Fatal □</td>
</tr>
<tr>
<td>Third Party (Passenger)</td>
<td>Complaint □</td>
<td>Visible □</td>
<td>Medical Required □</td>
<td>Serious □</td>
<td>Fatal □</td>
</tr>
</tbody>
</table>

### INTER-JURISDICTIONAL

- □ Agency (s) Pursuing Into this Jurisdiction:

- □ Pursuit initiated this jurisdiction goes into others:
<table>
<thead>
<tr>
<th>REVIEWED BY / SIGNATURE / COMMENTS</th>
<th>DATE</th>
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<tbody>
<tr>
<td><strong>SUPERVISOR:</strong></td>
<td></td>
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<tr>
<td><strong>ON-SCENE</strong> □ Yes □ No</td>
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<tr>
<td><strong>COMMENTS</strong></td>
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<td>Comments</td>
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<tr>
<td><strong>BUREAU COMMANDER</strong></td>
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<td><strong>REVIEWED BY CHIEF OF POLICE</strong></td>
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</table>
PURPOSE: To establish guidelines for normal and emergency operation of departmental vehicles.

POLICY: All vehicle operations shall be conducted in strict accordance with South Carolina law and departmental guidelines. Officers engaged in emergency vehicle operations shall utilize both blue lights and siren.

All personnel operating departmental vehicles shall exercise due regard for the safety of all persons. No assignment shall be of such importance, and no task shall be expedited with such emphasis, that the principles of safety become secondary. There are no tasks in the department of such importance that they justify the reckless disregard of the safety of all innocent persons. Department members will be held strictly accountable for the consequences of their reckless disregard for the safety of others.

1. Priority Codes.

A. The following Priority Codes may be used by employees of the Mount Pleasant Police Department.

   (1) Priority Code 1 - Routine Response

These assignments are not urgent; however, they shall be completed at the earliest convenience of the unit assigned.

EXAMPLE: All employees responding Priority Code 1 shall observe all applicable traffic regulations and traffic control devices.
(2) Priority code 2 - Immediate Response

Units requested to respond Priority code 2 shall do so immediately without hesitation or delay.

EXAMPLE:

A non-emergency crime call which needs immediate response such as a "Prowler in the Area" call.

All employees responding to a Priority Code 2 call shall observe applicable traffic regulations, speed limits and traffic control devices. Police units are not authorized to use emergency lights or siren in a Priority 2 response.

(3) Priority Code 3 - Emergency Response

Police units responding Priority Code 3 to a call shall use blue lights and siren. Said lights and siren shall be in continuous operation from commencement of the response until the necessity of the Priority Code 3 response is no longer applicable or upon arrival at the scene.

Upon the approval of the Duty Supervisor, code 3 responses may be authorized where immediate arrival and intervention is necessary to avert personal injury such as:

- Officer in need of assistance/Signal 46
- Robbery in progress
- Burglary in progress where residents are in the home
- Assaults in progress (cutting, shooting, sexual assault, etc.)

The ultimate responsibility for an authorized Priority Code 3 response shall rest with the on-duty supervisor who shall weigh the need for the response against the necessity for immediate arrival and intervention to avert personal injury, and shall consider prevailing traffic conditions and/or inclement weather at the time.

B. Any officer responding in a priority Code 3 response, shall do so in accordance with this policy and state statues applicable to emergency vehicle operation.

(1) Officers shall advise the Communications Section of the location from which they are responding.
This is to ensure that other officers are aware of the responding unit's status.

(2) Being exempt from compliance with speed limits, coming to complete stops, and having other vehicles yield to the emergency vehicle, does not relieve the driver of the emergency vehicle of responsibility. Vehicles may not be driven recklessly or in a manner that imperils the safety and lives of others.

(3) No officer shall operate a vehicle at a rate of speed that would cause him/her to lose control of the vehicle.

(4) When approaching an intersection officers shall slow or stop the emergency vehicle to insure their entry and exit at the intersection can be made safely, especially at a controlled intersection where a red light or traffic device would normally require a stop.

(5) Vehicles operating with emergency equipment should not make sudden U-turns or other movements in traffic unless such movement can be made safely.

(6) The Duty Supervisor shall cancel a code 3 response if during the response it becomes known that the risk to the responding officer and the motoring public at large becomes greater than the risk of the reported situation at hand.

(7) An Officer responding code 3 shall cancel the code 3 response if during the response, the risk to the responding officer or the motoring public at large becomes greater than the risk of the reported situation at hand.

C. Except in emergency situations, vehicles shall not be parked in violation of the law, to include fire lanes, loading-only areas, double-parking, blocking traffic lanes or facing the wrong direction.

D. Operators of departmental vehicles shall drive as an example to other members of the department and to the public.

3. Police Escorts.

A. Prohibited

Under no circumstances shall an officer escort a civilian vehicle in a medical emergency. The alternative is to provide medical aid and request Emergency Medical Services (EMS) to the scene.

B. Permitted
Police escorts may be provided under non-emergency circumstances where posted speed limits are obeyed. Approved escorts are:

- Funeral
- Oversized Vehicles
- Dignitaries
### Purpose

To set guidelines for use of departmental vehicles, establish repair and maintenance standards, and provide for the most cost effective use of this valuable asset.

### Policy

Vehicles are assigned to Police Department personnel for three reasons: (1) to provide extended service to the community, (2) to reduce the cost of vehicle maintenance and purchasing and (3) to provide an additional incentive and employment benefit.

The assignment of vehicles to employees of the Mount Pleasant Police department, as authorized by Mount Pleasant Town Council, shall be regarded as an employment privilege.

It is imperative, therefore, that the vehicles be cared for and operated in accordance with the following procedures. Failure to adhere to this policy will result in the loss of off-duty privilege for a time to be determined by the Chief of Police. This loss of use may be in addition to other disciplinary action as deemed appropriate. Damage to engine, drive train, interior, body or equipment which can be attributed to neglect or abuse by the employee may result in payment of damages by the employee.

1. **Procedures.**

   A. **Vehicle Assignment**

      (1) When possible, sworn personnel will be assigned a police vehicle. Uniformed personnel will be assigned marked vehicles, administrative and investigative personnel will be assigned unmarked vehicles.
(2) In order to be assigned a police vehicle for take-home use, personnel MUST reside within a twenty-five (25) mile (road distance) of a Town of Mount Pleasant boundary.

(3) Personnel assigned Police Department vehicles, marked or unmarked, will be solely responsible for its proper operation, maintenance and appearance.

B. General Operating Regulations

(1) Operators of departmental vehicles must be alert and aware of their vehicle operation at all times. Police Department vehicles, by their very nature, are objects of attention.

(2) Personnel will be cognizant of parking regulations at all times and will not park in restricted areas or reserved parking spaces except in response to emergency calls (i.e., fire, robbery, etc.).

(3) Whenever personnel leave a vehicle unattended they will turn off the engine, lock all doors and secure any items of value that may be the subject of theft.

(4) No vehicle shall be idled unnecessarily. Personnel may idle vehicles for the purpose of operating necessary emergency equipment only.

(5) The carrying of passengers while on duty is limited to necessary duty functions such as bank escorts, assisting disabled motorists, etc. When conducting such escorts or assists, the telecommunications section will be notified. If the passenger is of the opposite sex or a juvenile, then the beginning and ending times, as well as mileage, will be noted on the CAD.

(6) Individuals may be allowed to accompany officers on duty in accordance with the department's Ride Along Program. Persons wishing to participate must complete the standard Ride Along Waiver and receive prior approval by the Chief of Police or his designee.

(7) Seat belts will be utilized by all occupants of department vehicles at all times.

C. Off-Duty Use

Personnel may be permitted off-duty use of the vehicle for personal activity consistent with the following regulations:

(1) During off-duty use, officer will wear civilian clothes which are neat and reflect good taste.
(2) During off-duty use, the officer will advise Communications that they are using the vehicle in an off-duty capacity.

(3) Officers utilizing vehicles on or off-duty will have badge, identification, authorized weapon and handcuffs in their possession at all times.

(4) When an off-duty officer in civilian attire handles a call or makes a stop, the officer will show his/her identification and identify themselves appropriately.

(5) Radio contact must be maintained at all times while in off-duty status. Officers will advise Communications if they are near an emergency call.

(6) Civilian personnel may accompany employees as passengers when the vehicle is operated off-duty. Employees are responsible for the proper appearance and conduct of any passengers. All occupants will utilize seat belts at all times.

(7) Officers responding to an emergency call while in off-duty use, will first deposit all civilian passengers at a safe location or provide alternate transportation to such place, and then respond in accordance with departmental policy on emergency responses.

(8) At any time that an off-duty officer takes any enforcement action, the appropriate paperwork will be filed.

(9) Only authorized employees will be permitted to operate any department vehicle at any time.

(10) Operation of a department vehicle outside the Town of Mount Pleasant will be limited to within a twenty-five (25) mile radius of the Town limits. Any operation of the department's vehicles outside this area must have prior approval of the Chief of Police.

   a. Two or more personnel assigned to attend any function at the same time will utilize the minimum number of vehicles possible.

   b. Officers attending the Criminal Justice Academy may take the police vehicle to that school. In the event a number of officers are assigned at the same time, one vehicle will be allowed for each four (4) officers. Upon arrival at the Academy the keys and vehicle will be secured.
(11) Personnel under disciplinary suspension will relinquish use of the department vehicle. It will be turned in and all personal gear will be removed.

(12) Department vehicles will not be utilized by personnel intending to consume or actually having consumed alcoholic beverages.

(13) Department vehicles will not be parked at establishments serving or selling alcohol, i.e., bars, clubs, lounges, etc., unless on official business.

D. Vehicle Care

(1) Personnel assigned to a vehicle will be responsible for the general maintenance and proper care of the vehicle. Personnel will refrain from:

a. Making anything but minor adjustments

b. Altering the body, general design, appearance, or markings of the vehicle

c. Using other than department approved fuel, oil, lubricants, or other additives in the vehicle.

(2) Any mechanical or electrical alterations or equipment or accessories added must first have the approval, in writing, from the Chief of Police. Personnel permitted to install such equipment will ensure that no additional holes are created in the vehicle and that such equipment does not impair the proper operation of the vehicle under duty conditions.

(3) Unofficial decals, tags, or other ornamentation are not permitted without the express permission, in writing, of the Chief of Police.

(4) Personnel will be responsible for the cleanliness of the interior and exterior of their assigned vehicle. Also, personnel utilizing any spare vehicle will be likewise responsible for that vehicle.

(5) Personnel should ensure that vehicle fuel level does not fall below a quarter of a tank. Personnel utilizing spare vehicles will ensure the gas tank is filled prior to returning to fleet supervisor.

(6) No other vehicle, item, trailer, etc., will be towed or otherwise conveyed with the department vehicle without the express permission of the Chief of Police.
(7) Another vehicle may be pushed only by vehicles equipped with push bumpers, when necessary to clear traffic, but only with the permission of the duty supervisor.

(8) Personnel will not normally be permitted to jump start another vehicle since such action could cause damage to police equipment. When necessary, the duty supervisor may authorize such action. In this event, all safety precautions will be utilized and all electrical equipment will be turned off to prevent damage.

(9) The spare tire will be bolted securely in the trunk of all vehicles, unless otherwise equipped. All other lose items will be secured in containers. Gasoline or other flammable material will not be carried in the vehicle under ordinary circumstances.

E. Inspection and Maintenance Procedures

(1) Personnel are responsible for ensuring that all routine maintenance and required service is performed. Such service is to be performed on the assigned operator's off-duty time unless an emergency arises or special permission is received from the duty supervisor.

(2) Since salt water may cause brake failure, vehicles which come in contact with salt water or other destructive chemicals of any kind must have brake mechanism checked and cleaned.

(3) When notified, officers will meet appointments set by the garage for routine vehicle maintenance, i.e., oil changes, lubrications, tune ups, etc., will be performed.
**Purpose:** To set guidelines for meeting vehicle lockout requests.

**Policy:** In providing police services the department must strike a balance between efficient and effective use of its resources and meeting the needs and expectations of the community. Therefore, it shall be the policy of the department to respond to vehicle lockout requests on a limited basis.

1. **Requests for Service.**
   
   A. A vehicle lockout request absent of the excepting circumstances listed in this policy shall be referred to a qualified and licensed locksmith.
   
   B. Prior to making such a referral, department members shall first offer to telephone other assistance that may be available to the complainant. If this option is not available, department members shall offer to telephone a locksmith of the complainant's choosing, or offer to telephone one approved by the department.
   
   C. Likewise, the complainant should be informed that locksmiths charge a fee for their services and the department assumes no role in that aspect of the request.
   
   D. The department should offer guidance to the complainant by recommending that the issue of a fee be reconciled prior to the service being rendered.

2. **Excepting Circumstances.**
   
   A. The department will respond to a vehicle lockout request when any of the following circumstances exist.
1. A child is inside the vehicle.
2. The complainant reports he is physically handicapped.
3. The complainant reports he feels his safety is threatened.
4. An animal is inside the vehicle.
5. The vehicle engine is engaged.
6. The vehicle represents an impediment to traffic.
7. The request is received during hours of darkness.

3. Waiver of Liability and Misrepresentation.
   A. The responding officer shall obtain a waiver of liability from the complainant prior to the officer unlocking the complainant's vehicle.
   B. A responding officer who finds cause to believe that the complainant misrepresented his/her circumstance in order to have an officer respond shall terminate the request and notify the duty supervisor.
# Directives

## Purpose:
The purpose of this policy is to ensure that all officers have the proper equipment to carry out their assigned tasks.

### 1. Standard Equipment Issue.

#### A. Standard Issue

Every officer shall be issued:

- One Tuffy Jacket
- Four Long Sleeved Shirts
- Four Short Sleeved Shirts
- Three Pants
- One pair Black Corfam Shoes (leather eyelet)
- One pair Black Boots
- One Reflective Traffic Vest
- One Bullet-Resistant Vest
- Two Ballistic Panels with Carrier
- One VieVU body camera
- One Rain Gear
- One Clipboard
- One Ticket Book Holder
- One Breast Badge w/Case Holder
- One Tie Tack
- One Name Plate with Accreditation Pin
<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>Dress Hat with Hat Badge</td>
</tr>
<tr>
<td>One</td>
<td>Glock 40 Caliber Semi-Automatic Pistol</td>
</tr>
<tr>
<td>One</td>
<td>SW Handcuffs</td>
</tr>
</tbody>
</table>
Two Ammo Magazines
Five Belt Keepers
One Streamlight Flashlight With Traffic Cone
One Motorola XTS 5000 Portable Radio With Charger
One Brass Whistle
Two Flex Cuffs

Special Events Uniform

One Pair Shorts
One Shirt
One Pair Tennis Shoes
One Ball Cap

B. Standard Issue/Detective

Every detective shall be issued, in addition to basic issue:

Plain Clothes Holster
Handcuff Case
Raid Jacket
Accessory Pouch

C. Marine Patrol Officers

In addition to the basic issue, Officers assigned to the Marine Patrol will receive:

One Pair Boat Shorts
One Shirt
One Nylon Belt, Holster, Handcuff Case and Magazine Pouch
One Pair Deck Shoes

D. Bicycle Patrol Officers

In addition to the basic issue, Officers assigned to the Bicycle Patrol will receive:

One Winter Pants
One Winter Shirt
One Winter Jacket
Two Shorts
Two Short Sleeve Shirts
One Pair Riding Boots
One Nylon Belt, Holster, Handcuff Case and Magazine Pouch
One Pair Riding Gloves
E. Special Weapons and Tactics Team

In addition to the basic issue, Officers assigned to the Special Response Team will receive:

- One Black Web Holster
- One Ultra Duty Belt
- One Tactical Holster
- One Tactical Magazine Pouch
- One Tactical Vest
- Two Tactical Uniform Shirts
- Two Tactical Uniform Pants
- One Glock M22 Magazine with Flashlight Adapter
- One Scorpion Flashlight
- One Pair of Goggles
- One Kevlar Helmet
- One Boonie Hat
- One Gas Mask w/carrier
- One Black T-shirt

F. Canine Services

In addition to the basic issue, the officer assigned to Canine Services will receive:

- Five Polo shirts
- Five BDU pants
- One Black nylon duty belt
- One Black nylon duty holster
- One Black nylon magazine pouch
- One Black nylon handcuff case
- One Black nylon collapsible baton holder
- One Black nylon capstun holder
- One Canine water bowl
- One Canine food bowl
- Two Canine tracking harnesses
- One Short canine lead
- One Long canine lead
- One Canine collar
- One Wire cage portable kennel


A. Patrol Vehicle:

- Light Bar/Siren
- Police Radio
- Flashlight Charger
- Spare Tire
- Jack
First Aid Kit  
Fire Extinguisher  
100' Tape  
Lock Jock

B. Field Training Officer Vehicle Issue

Every Field Training Officer shall be issued, in addition to a patrol vehicle:

Field Training Officer Manual  
Additional Flashlight charger

C. Traffic Vehicle Issue

Every Traffic Unit shall be issued, in addition to patrol vehicle:

One additional 100 foot tape measures  
One hand-held tape measure wheel

D. Sergeant's Vehicle Issue

In addition to patrol vehicle, sergeants shall be issued:

One Roll Banner Guard tape

E. Investigator's Vehicle Issue

General Investigator

Dash Light  
Siren  
Flashlight Charger  
Spare Tire  
Jack  
First Aid Kit  
Fire Extinguisher  
One Roll of Banner guard

F. Narcotics Vehicle

Test Kits  
Raid Kit

G. Crime Scene Unit

Flashlight Charger  
Spare Tire  
Jack
First Aid Kit
Fire Extinguisher
Crime Scene Processing Equipment
Banner Guard

H. Community Service Officer Vehicle

Light Bar (Amber)
Flashlight Charger
Spare Tire
Jack
First Aid Kit
Fire Extinguisher
Lock Jock
Crime Scene Processing Equipment

I. Canine Services Vehicle

In addition to the standard Patrol Vehicle equipment issue the Canine Services vehicle will also be equipped with:

Canine restraint partition
Customized cooling system
High temperature alarm
PURPOSE: To establish guidelines for the wearing and appearance of departmental issue uniforms and accessories.

POLICY: All members of the Mount Pleasant Police Department shall be expected to wear in the proper manner only the uniforms and equipment issued to them by the department, unless otherwise approved. All members shall be neat, well groomed, and clean in their personal appearance in accordance to the following procedures. Not only does this reflect the positive professional image of the department, but also serves to insure officer safety.

SECTION I

CLASSIFICATION OF UNIFORMS AND ACCESSORIES

1. Class A Uniform.

A. Long sleeved shirt
B. Trousers
C. Tuffy Jacket
D. Navy blue tie
E. Regulation hat
F. Black socks
G. Black Corfam shoes
   o Black boots
2. **Class B Uniform.**
   A. Short sleeved shirt
   B. Trousers
   C. Black crew-neck T-shirt
   D. Regulation hat
   E. Black socks
   F. Black Corfam shoes
      o Black boots

3. **Class C Uniform.**
   A. Coveralls
      o Shirt
      o Trousers
   B. Black socks
   C. Black Corfam shoes
      o Black boots
   D. Special Events Uniform
      o Black Tennis Shoes
      o Ball Cap
   E. Marine Patrol Uniform
      o Ball Cap
      o Deck Shoes
   F. Bicycle Patrol Uniform
      o Black Bike Boots
      o Bike Helmet
   G. School Resource Officer
      o Black Tennis Shoes

4. **Leather Gear and Accessories.**
   A. Black basket-weave Sam Brown belt
   B. Black under belt
   C. Black basket-weave holster
   D. Black basket-weave open handcuff case
   E. Black basket-weave double magazine pouch
   F. Black basket-weave Velcro belt-keepers
   G. Black basket-weave baton holder
   H. Brass belt buckle
   I. Rain gear

5. **Safety Equipment.**
   A. Department issued weapon
   B. Expandable baton
   C. Bullet-resistant vest
D. Cap Stun/Case

6. **Accessories.**

A. Breast badge with Memorial black ribbon
B. Hat badge
C. Rank insignia
D. Name tag
E. Awards medals
F. Certification pins
G. Raid jacket

7. **SWAT**

A. Kevlar helmet
B. Goggles
C. Duty belt
D. Tactical holster
E. Ammo pouch
F. Tactical vest cover with patches
G. Gas mask with carrier
H. Ammo clip with scorpion light
I. AR 15 ammunition pouch
J. Earphone
K. Capstun holder
L. Tactical LBV
M. Backpack
N. WW parka
O. CW parka
P. Camouflage BDUs

**SECTION II**

**UNIFORMS**

1. While in uniform, the police hat shall be worn when an officer exits his vehicle for an extended period of time, such as working a special assignment, traffic control, crowd control, when recognition as a police officer is crucial, or at the discretion of a supervisor.

Officers involved in emergency actions, which require instant reaction need not wear the hat.

2. Class C uniforms will be worn on special operations, special assignments and special details as directed by the appropriate Bureau Commander.

3. All uniforms must be clean and neat in appearance. Uniform shirts will be tucked neatly into the trousers.
4. Clean, black crew neck T-shirts will be worn with the Class B uniform. All buttons buttoned with the exception of the neck collar button. Visible neck jewelry is not permitted.

5. The department issued badge will be worn over the left pocket and will stand-alone. No other badge will be permitted.

6. The gold nameplate will be worn 1/8" over the right pocket.

7. Department recognized awards will be worn 1/4" above the nameplate. No more than four awards will be worn unless authorized by the Chief of Police.

8. Certification pins will be worn 1/4" above the medals or nameplate on the right pocket. Association pins are not permitted. No more than 2 certification pins shall be permitted.

9. One gold pen may be carried in the uniform pocket. No other color pen will be permitted to stick out of the pocket.

10. The department shoulder patch shall appear on both the right and left sleeve of the dress uniform, Class A, B and C uniforms, and raid jackets. The patch shall be centered on the sleeve, 1/2" down from the shoulder seam.

11. Sew-on insignia of rank shall appear on both the right and left sleeve of all uniforms.

12. Sew-on insignia of rank on the Class A uniform will be centered between the department shoulder patch and the elbow of the shirt.

13. Staff officers will wear military style rank insignias in color and design as designated by the Chief of Police for the grade as follows:

   A. Uniform jacket: One-inch (1") insignia will be affixed in the center of the epaulet, 1 1/2 inches from the shoulder seam.

   B. Uniform shirt: 3/4 inch insignia will be worn on both long and short sleeved shirt collar.

      (1) Bar grades will be located 1/8 inch above lower collar seam, centered on collar length.

      (2) Leaf grades will be located center of the collar with stem pointing to collar point.

14. Administrative personnel and personnel assigned to the Criminal Investigations Division may be attired in the following:

   A. Males:
Suit with tie and accessories; sport coat, trousers, tie and accessories.

Said attire shall be color-coordinated and current in style, with a neat appearance. Accessories are to include shoes, socks, collared button shirt, belt, etc.

B. Females:

Dress with appropriate accessories: skirt and blouse with accessories; slacks and blouse with accessories.

Said attire shall be color-coordinated and current in style, with a neat appearance. Accessories are to include shoes, stockings, etc.

C. After completing a six-month probationary period, administrative sworn personnel and detectives will receive a clothing allowance annually.

15. Personnel who normally wear plain clothes and officers while off duty shall keep their weapons concealed from the sight of the general public.

16. Off-duty personnel driving a police vehicle will wear:

Long pants, which are neat in appearance, shoes, socks, and a shirt with a collar. Female officers may elect to substitute a skirt and stockings for long pants and socks. Officers participating in athletic events or physical fitness training may wear warm-suits to and from the athletic event or physical training. Spand-X attire is prohibited.

17. A. Civilian personnel will wear clean, neat attire consisting of dresses, slacks or skirts, shirts or blouses, and shoes, in any attractive and normally acceptable, but conservative, combination.

B. Civilian employees who are issued uniforms will be expected to wear the issued uniforms while on duty in the proper manner and shall be neat in their personal appearance.

18. Leather Gear.

Leather gear shall be worn as issued by the department and worn in the following manner:

A. Gun belt will be departmental issued belt only.

B. Holster will be worn appropriate to the shooting hand: cross draw is prohibited.

C. Double magazine pouches shall be worn in the front of the duty belt.

D. Handcuff case shall be worn behind the holster.
E. Portable radio holder shall be worn on the opposite side of the holster.

F. Baton holder shall be worn commensurate with the officer’s method of draw.

G. Belt-keepers (5) shall be evenly spaced on the gun belt.

H. Black Corfam shoes, or department-issued shoes are the only authorized footwear.

I. Cap-Stun holder will be worn appropriate to the shooting hand. Section III

GROOMING

1. Male Officers:

   A. Hair must be clean, neat, combed and conservatively groomed. Hair shall not be worn longer than the top of the shirt collar at the back of the neck when standing with the head in a normal posture. The bulk or length of the hair shall not interfere with the normal wearing of standard head gear, and not to extend more than one inch from the head when in uniform. Hair will not extend over the top of the ears. Exotic coloring, cuts, or styling is prohibited.

   B. Sideburns shall be neatly trimmed and rectangular in shape not appearing below the bottom of the inner portion of the ear, nor exceed one inch at the widest point.

   C. Mustache and beard - A well-groomed and neatly trimmed mustache, beard, or goatee of a natural color may be worn. Full or partial beards are authorized, but patchy, spotty, clumps of facial hair are not permitted. Mustaches may not extend below the end of the chin down onto the neck. The length of facial hair shall not interfere with the proper fit and function of the department issued protective equipment, such as the HEPA and gas mask.

   D. While in uniform or representing the Town of Mount Pleasant exposed piercings and tattoos are prohibited unless approved by the Chief of Police.

   E. Supervisors may exercise further discretion regarding grooming standards as necessary.

2. Female Officers:

   A. Hair must be clean, neat, combed and conservatively groomed. Hair shall not be worn longer than the top of the shirt collar at the back of the neck when standing with the head in a normal posture. The bulk or length of the hair shall not
interfere with the normal wearing of all standard head gear. Exotic coloring, cuts, or styling is prohibited.

B. Facial make-up, if used, shall be conservative and in good taste. Rouge, eye make-up and lipstick should not be of considerable contrast, but moderate in application and color contrast.

C. Fingernails shall be neat and not of extreme length. Polish, if worn, should be neutral in color and not be in contrast with the colors of the uniform, i.e., unusual or multicolor combinations.

D. While in uniform or representing the Town of Mount Pleasant, exposed piercings other than (1)-studded earring in each ear are prohibited unless approved by the Chief of Police. Visible tattoos are prohibited unless approved by the Chief of Police.

E. Supervisors may exercise further discretion regarding grooming standards as necessary.
PURPOSE: To establish procedures for notifying and providing assistance to next-of-kin in the event of serious injury, illness or loss of life.

POLICY: The Mount Pleasant Police Department will perform notifications of death, serious injury, and/or illness in a prompt and considerate manner, recognizing that further assistance may be required.

1. Department Employees.
   A. Notification
      (1) Notification to designated family members shall be made by the Chief of Police.
      (2) In the event the Chief of Police is not available, notification shall be carried out by the department's established succession of command.

   B. Assistance and Support

      The Department will offer complete assistance and full support to family members and every effort shall be made to meet reasonable requests such as: assisting the family at the hospital, supporting the family at the funeral and burial, helping the family with legal and benefits matters, counseling the family regarding finances and other possible problems, supporting the family during criminal proceedings (if any), and maintaining long term contact with the family and keeping informed of family needs. This will include but not be limited to the following:

      1. Departmental Assistance -- Victim/witness assistance services shall be rendered to agency personnel and their families following line-of-duty deaths or serious injuries. It shall be the responsibility of the Mount Pleasant Police Department to provide assistance to the immediate family of an employee who dies in the line of duty. Assistance is applicable whether the employee was killed or seriously injured feloniously or accidentally, while an active member of the Department.
2. Responsibilities of those providing assistance include the clarification and comprehensive study of survivor benefits, tangible and intangible emotional support during this traumatic period, and continuation of contact and care after the funeral, until so indicated by the survivors.

3. In order to provide support for shift personnel and/or personnel involved in the same function or with the same duties, the Agency will require those members to participate in a debriefing at the end of the tour of duty and will make continuing support available.

4. The Agency will coordinate activities for any family members who may wish to access this service.

5. Notification -- The family of an injured or deceased member of the Department will be personally notified in a timely manner.

6. Transportation to and from the hospital will be offered to the family following a line of duty death or serious injury. Transportation is offered due to the concern that the member's family would be distracted and/or in shock and possibly incapable, or less than capable, of driving to the medical facility.

7. Funeral -- Support will be offered to the family prior to, during and following the funeral and burial of a Department member. This may include assuming responsibility or assistance for funeral arrangement, escort, honor guard, pallbearers and transportation.

8. Benefits -- Victim/witness advocates may offer assistance to the family to assist with legal matters and benefits. While the advocate cannot offer legal advice nor suggest specific counsel, they can provide suggestions and make contacts for the family. The Agency should research and provide the family with information on benefits, such as line-of-duty injury or death benefits, insurance benefits, pension options, etc.

9. The Department may offer assistance to the family regarding finances and other problems associated with the injury or death benefits, including assistance or referrals.

10. The Department may maintain contact, if so desired, with the family of the member, to keep informed of the needs of the family and offer any assistance possible.
2. General Public.

A. Death Notification

Notification to next of kin on deaths occurring in Charleston County will be by the Charleston County Coroner’s office.

Request by other agencies for notifications to be made to residents of Mount Pleasant on deaths occurring outside of Charleston County will be handled in a prompt, considerate manner and will be made by a supervisor and chaplain or a member of clergy.

B. Seriously Injured or Ill Persons Notifications

Notifications to the general public or next-of-kin on serious injury or seriously ill persons will be handled promptly and in a considerate manner.
PURPOSE: To establish a procedure for the investigation of accidents involving Mount Pleasant Police Department personnel and/or vehicles.

POLICY: The Mount Pleasant Police Department will ensure that all accidents involving Departmental employees are investigated in a professional and lawful manner to avoid any appearance of impropriety.

1. The on-duty supervisor will respond to all accidents involving Mount Pleasant Police Department vehicles. The on-duty supervisor is responsible for the following.

   A. Notification of the Town of Mount Pleasant's Safety Officer, insuring that the safety officer is provided the opportunity to view the accident before any vehicles are moved from the scene.

   B. Notification of the Watch Commander.

   C. Notification of the Town of Mount Pleasant's physician if an employee is injured.

   D. Ensure that the South Carolina Highway Patrol is notified of the accident.

2. Accident Investigations.

   A. Any traffic accident occurring within Mount Pleasant jurisdiction which falls into the categories stated below, shall be investigated by the South Carolina Highway Patrol:

      1) A traffic accident in which a police department vehicle is involved.
2) A traffic accident in which a police department employee is a driver even if the employee is not driving a police department vehicle.
PURPOSE: The purpose of this policy is to provide regulations for the control and use of confidential informants.

POLICY: In many instances a successful investigation cannot be conducted without the use of confidential informants. While the use of confidential informants is an effective tool in investigations, it can be undermined by the misconduct of either the confidential informant or the officer utilizing the informant. Therefore, it shall be the policy of the Mount Pleasant Police Department to take necessary precautions by developing sound informant control procedures.

1. Definitions.
   A. Informant: A person who discloses information; an informer.
   B. Confidential Informant File: File maintained in order to document all information that pertains to confidential informants.
   C. Unreliable Informant File: File containing information pertaining to individuals determined generally unfit to perform as informants.

2. Procedures.
   A. Establishment of Informant File System.
      (1) The Criminal Investigation Bureau Commander shall be responsible for developing and maintaining master informant files and an indexing system.
(2) A file shall be maintained on each confidential informant used by officers, as well as informants identified as unreliable and no longer used. Each file shall be coded with an assigned informant control number and shall contain the following information:

a. Informant's name.

b. Name of officer initiating use of the informant.

c. Informant's photograph, fingerprints and criminal history record.

d. Date of birth.

e. Aliases.

f. Height, weight, hair color, eye color, race, sex, scars, tattoos or other distinguishing features.

g. Current home address and telephone number.

h. Vehicles owned and their registration numbers.

i. Briefs of information provided by the confidential informant and his/her subsequent reliability. If an informant is determined to be unreliable, the informant's file shall be placed in the unreliable informant file.

j. Report on informant's involvement in any/all operations.

k. Lists of all payments made to the informant.

(3) Informant files shall be maintained in a secured file drawer located in the Bureau Commander's office.

(4) The informant files shall be utilized in order to:

a. Provide a source of background information about the informant.

b. Provide a complete history of the information received from the informant.

c. Enable review and evaluation by the appropriate supervisor of information given by the informant.
d. Minimize incidents that could be used to question the integrity of investigators or the reliability of the confidential informant.

(5) Access to the informant files shall be restricted to the Chief of Police and only the Bureau Commander.

(6) Sworn personnel may only review an individual's informant file upon the approval of the Bureau Commander. The requesting officer shall submit a written request explaining the need for review. A copy of this request, with the officer's name, shall be maintained in the confidential informant's file.

B. Approval of Informants and Establishment of File.

(1) Before using an individual as a confidential informant, an officer must receive initial approval from the Bureau Commander.

(2) The officer shall compile sufficient information through a background investigation in order to determine the reliability and credibility of the individual.

(3) After the officer receives initial approval to use an individual as a confidential informant, an informant file shall be opened.

(4) All persons determined to be unsuitable for use as a confidential informant shall be referenced in the Unreliable Informant File.

(5) An officer wishing to utilize an unreliable informant shall receive prior approval from the Chief of Police or his designee.

C. Guidelines for Handling Confidential Informants.

(1) Officers will make informants aware of the following:

a. Informants are not law enforcement officers. They have no arrest powers, are not permitted to conduct searches and seizures and may not carry a weapon.

b. Informants will be arrested if found engaging in any illegal activity. They will receive no special legal considerations.

(2) No member of this agency shall knowingly maintain a social relationship with confidential informants or otherwise become personally involved with confidential informants. Members of this agency shall not solicit, accept gratuities or engage in any private business transaction with a confidential informant.
(3) Whenever possible, an officer shall always be accompanied by another officer when meeting with a confidential informant.

(4) Juveniles shall only be utilized as confidential informants when a parent or guardian has given approval in writing in the presence of an officer, and a memo outlining what the juvenile will do as an informant is provided to the Chief of Police for approval.
PURPOSE: To establish procedures for taking action to correct emergency and non-emergency hazardous conditions.

POLICY: It is the policy of the Mount Pleasant Police Department to ensure the safety of the community and will attempt to minimize any unnecessary exposure to hazardous conditions.

1. Emergency Hazard.

In the event a hazardous condition or potential hazard is discovered that requires immediate attention, such as a downed electrical line, fallen tree on roadway or traffic signals at major intersections not operational, etc., the officer will request, via the Telecommunicator, the response of the proper authority and, if necessary, will stand by the hazard until the proper authority arrives and makes needed repairs.

2. Non-Emergency Hazards.

Hazards, or potential hazards, such as roadway defects (pot holes), down or obstructed traffic control devices or facility safety hazards that are discovered by agency personnel will be reported by completing a Fix-it Bulletin and forwarding the Bulletin to the Office of Administrative Services, who will forward the Bulletin to the proper authority.
PURPOSE: The nature and seriousness of crimes committed between family or household members are not mitigated because of the relationships or living arrangements of those involved. It is the intent of this policy to prescribe courses of action which police officers should take in response to domestic violence that will enforce the law while also serving to intervene and prevent future incidents of violence.

POLICY: It is the policy of the Mount Pleasant Police Department to:

- Reduce the incidence and severity of domestic violence.
- Protect victims of domestic violence and provide them with support through a combination of law enforcement and community services.
- Promote officer safety by ensuring that officers are fully prepared to respond to and effectively deal with domestic violence calls for service.

RESPONSIBILITIES:

1. Telecommunicators.

The telecommunicator who receives a domestic violence call can provide the responding officers with vital information that could save the victim's and the officer's life. The telecommunicator will give a domestic violence call the same priority as any other life threatening call and will dispatch two officers to every incident and notify the on-duty supervisor.

The telecommunicators who make contact with the complainant and dispatch the officers will remain in service for the duration of the call.
A. In addition to information normally gathered, an effort should be made to determine and relay the following to responding officers:

1. whether the suspect is present and, if not, the suspect's description and possible whereabouts.
2. whether weapons are involved.
3. whether the offender is under the influence of drugs or alcohol.
4. whether there are children present.
5. whether the victim has a current Order of Protection.
6. complaint history at that location.

B. Telecommunicators shall not cancel police response to a domestic violence complaint based solely on a follow-up call from the residence requesting such cancellation. However, the telecommunicator shall advise the officers of the complainant's request.

2. Responding Officer Procedures.

A. Preliminary Investigation

When responding to a family violence call the officers shall:

1. Restore order by gaining control of the situation.
2. Take control of all weapons used or threatened to be used in the crime.
3. Assess the need for medical attention and call for medical assistance if indicated.
4. Interview all parties.
5. After each party has been interviewed, responding officers should confer to ensure probable cause exists for an arrest.
6. When an arrest is made officers will take statements from the victim, witnesses, and the subject.
   a. Officers will subpoena all witnesses and victims to court.
   b. Officers will set the court date on the next available CDV court date that is more than seven (7) calendar days from the incident.
c. Officers will place the Victim Notification form in the Bond Locker, before ending the tour of duty.

(7) Collect and record evidence and, where appropriate, take photographs and document the extent of injuries and property damage.

(8) Complete an incident report on all domestic calls.

(9) Provide the victim with the incident report number.

(10) Officers will complete a Notification of protective Measures form with the victim acknowledging receipt of the form.

(11) Officers will offer the victim transportation to a safe location.

(12) Officers will advise the victim on procedures for obtaining an order of protection or assist the victim in obtaining an emergency order of protection on weekends and holidays if necessary.

(13) If the offender has left the scene and a crime has been committed, the officers will:

   a. Conduct a search of the immediate area.

   b. Obtain information from victims and witnesses as to where the offender might be.

B. Arrest

(1) Officers will make an arrest on all domestic violence incidents when probable cause and legal authority exist, under Section 16-25-20 of the South Carolina Code of Laws, as amended, 1976. The subject arrested will be lodged at the Charleston County Jail with a warrant pending the next available bond hearing.

(2) The officers should emphasize to the victim and the offender that the criminal action is being initiated by the state and not the victim.

C. Bond Hearing

The officer conducting the bond hearing on all criminal domestic violence cases will contact the victim as soon as possible after the bond hearing and notify the victim of any conditions of bond as set forth by the presiding judge.
3. **Victim Advocate.**

The victim advocate will contact the victim the next business day. The victim advocate will advise the victim of the available services to victims of domestic violence such as legal aid, counseling, shelters and support groups. The victim advocate will also advise the victim on Orders of Protection and assist the victim with the application for Orders Of Protection.
PURPOSE: To set guidelines to govern the Department's property check program.

POLICY: It is the policy of the Department to provide residence checks in the hope that they will create a deterrent effect on potential offenders and instill a sense of security on the part of citizens.

1. Procedure.
   
   A. Upon receipt of a request for a residence check, the receiving telecommunicator will inform the requesting party of the restrictions and criteria, prior to completing the residence check form, and will advise the requesting party that misrepresentation may result in termination of the residence check requested.

   B. The receiving telecommunicator shall complete a property security check form in its entirety and forward it to the patrol supervisor, attached to the daily log, for inclusion in the property check logs.

2. Definitions.
   
   A. Physical Check:

   The assigned officer or community service officer exits his/her issued vehicle, walks the property and insures the property is secure and shows no signs of entry or attempted entry. Physical Checks are performed once every 24 hours.
B. Ride-by:

The assigned officer or community service officer slowly rides by the property creating a Departmental presence and insuring that the property in question is the focus of his/her ride-by.

3. Residence Check Criteria.

A. Acceptance by the Department to provide residence checks shall not exceed fourteen (14) calendar days in any calendar year.

B. Physical checks shall only be provided to residences that are occupied and only while the owner or occupants are away from the residence.

C. Requests for extended residence checks will be handled as a ride-by for a period of not more than fourteen (14) weeks in any calendar year.

D. Extensions may be granted at the discretion of the Deputy Chief or Chief of Police.

4. Extended Residence Check.

In appropriate cases the Department will accept requests for residence checks over an extended period of time consistent with the following:

A. Residence will be checked once every seven (7) days.

B. A separate log will be maintained for these residence checks.

C. Extensions may be granted at the discretion of the Deputy Chief or Chief of Police.

5. Ride-by

A. Vacant homes, out-buildings or other property shall be checked through ride-by when so requested.

B. Any request that is made for additional police presence at a specific location that does not meet the criteria for a residence check will be considered a ride-by request.

C. Telecommunicators are responsible for informing the duty supervisor of requests needing immediate attention and insuring that such requests are recorded on the administrative log if the nature of the request will extend beyond the shift of notification.

A. A responding officer who finds cause to believe that a request for a residence check has been misrepresented shall notify his supervisor for corrective action.

B. A Watch Commander may cancel a residence check request where there exists evidence of abuse of the program.

7. Program Management

A. The Supervisor of the Office of Traffic Services will assign a Community Service Officer (CSO) to monitor all requests for residence checks/extended residence checks.

B. The assigned CSO will track residence check/extended residence check requests and maintain an updated roster of prior requests.

C. Discrepancies or apparent misrepresentations will be brought to the attention of the Supervisor of the Office of Traffic Services, or Watch Commander in his absence, as soon as noted.
PURPOSE: To establish community relations and crime prevention guidelines.

POLICY: The Mount Pleasant Police Department is committed to establishing close ties with and responding to the needs of the community and the development and perpetuation of community relations-crime prevention programs, and realizes that a well planned community relations-crime prevention program will ultimately provide great rewards for our department and the citizens of Mount Pleasant. Our effort will not only foster an improved public attitude towards our department but will lead to a reduction in crime.

1. Community Services.

The community relations and crime prevention functions are the responsibility of a designated Officer, whose responsibilities include planning and coordinating the activities of community relations and crime prevention. Preventing crime and promoting good community relations demands an integrated, coordinated department response. Therefore, all supervisors, officers and civilian employees are responsible for assisting in the achievement of department community relations and crime prevention objectives.

2. Crime Prevention Programs.

Community Services will develop programs that will target specific types of crime and specific areas within the Town of Mount Pleasant based on analysis of the daily bulletin, monthly report and community meeting reports from citizens on their perceptions or mis-perceptions of crime.
Community Services will assist citizens in the residential areas in organizing Neighborhood Crime Watch programs when, through analysis, a need is determined or the citizens request a program be implemented.

Community Services will develop and facilitate crime prevention programs for all citizens and proprietors in specific target areas based on analysis. Target areas will include but are not limited to:

- Robbery and theft reduction in the business community.
- Drug awareness and prevention in target neighborhoods.
- Crimes against children.
- Theft and burglary prevention in target neighborhoods.
- Crimes against the elderly.
- Identify Theft.

3. Liaison.

The designated officer assigned to crime prevention shall maintain liaison with formal community groups, neighborhood groups, organizations, business groups and other Mount Pleasant civic groups having interest in community activities and evaluate their needs for crime prevention services as well as the development of problem oriented or community policing strategies.

4. Reports.

Annual

The Community Services Supervisor will provide the Chief of Police with a written annual report on all community services programs, to include crime prevention and community relations, evaluating the quality and quantity of each program. Based on the annual report a decision will be made as to whether the programs will be modified, continued as is, or discontinued.

Monthly

The Crime Prevention Officer will provide the Chief of Police with a monthly report documenting the activities of community relations and crime prevention programs outlining any areas of concern. During routine activities the Crime Prevention Officer will become aware of areas of concern to community residents and of situations that could develop into problems that could affect our department. Outlining these concerns
will allow the Chief of Police the opportunity to react to and alleviate these concerns in a timely manner. The report will include, at a minimum:

- The number of meetings attended.
- The topic of the meeting.
- Number of citizens attending meeting.
- Type of group (students, homeowners, businesses, senior citizens, etc.).
- A description of current concerns voiced by the community.
- A description of potential problems that have a bearing on law enforcement activities within the community.
- A statement of recommended actions that address previously identified concerns and problems.
- A statement of progress made toward addressing previously identified concerns and problems.

Department personnel attending community meetings will forward to the officer assigned to Crime Prevention a report of the meeting which includes, at a minimum, the above information.

5. Community Relations.

Community relations is an emphasis on attitude. What we as police officers do and how we do it will influence the public's attitude and determine the level of public cooperation.

The Mount Pleasant Police Department is committed to correcting actions, practices and attitudes that may contribute to community tensions and grievances, and will strive to continually improve on the Department's practices bearing on police-community relations.

The Crime Prevention officer will use crime analysis information, community, Department and geographical information to establish community groups where such groups do not exist.

Community relations training needs will be identified through interviews with citizen representatives, consultations with those involved in internal investigations, conferences with supervisors, and staff meetings. These training needs will be brought to the attention of the Chief in memo form and a training plan will be developed and training accomplished through career development.

The input received from the community and listed as training needs, and the results of the citizens surveys will be reviewed by the Chief of Police and a determination made as to
whether changes are needed in Department policy to ensure that Department policies’ accurately reflect the needs of the community.
PURPOSE: To establish operational guidelines for special operations.

POLICY: During special operations, to include armed barricaded subjects, hostage situations, and bomb threats, and active threats the primary objective of the Mount Pleasant Police Department is the prevention of harm or loss of life of the officers and others concerned with the operation.

1. Bomb Threats

   A. Communication

   Telecommunicators receiving calls in reference to a bomb threat will attempt to gather as much information as possible from the bomb threat caller. After units have been dispatched and the Fire Department notified, notification to the command staff will be made.

   Officers responding to a bomb threat will notify Telecommunications via radio prior to their arrival at the scene (at least 500 feet away). NO RADIO COMMUNICATIONS will take place WITHIN 500 FEET of the scene. Officers will leave their portable radios secured in their vehicles. Some explosive devices and detonators can be activated by radio transmissions within the confines of a building. Communication with headquarters shall be maintained by telephone.

   (1) If the threatened building is equipped with a switchboard, the responding officer will advise the operator or person in charge of the building to contact the Police Telecommunicator and keep the line open.
(2) If there is only a standard telephone, contact will be established and maintained on that telephone.

B. Evacuation

On arrival, the responding officer shall immediately contact the complainant, if any, and/or the person responsible for the premises. When contact is made, the responsible person shall be advised that he or she shall make the decision whether or not to evacuate the premises until a search of the premises can be conducted.

The responding officer shall confer with the person in charge of the premises and assist him in an advisory capacity to supervise the search operation. It is recommended that persons familiar with the premises assist officers with the search so that unusual items can be easily recognized. They are to be instructed not to touch any suspicious items. The officer will investigate each object called to his attention. If the officer knows or believes the object to be a bomb, he will have the immediate area cleared. It is at this point the officer's authority exceeds that of the victim because of public safety and protection of the property involved. The on-duty supervisor will request the Fire Department to investigate the suspicious object. If unavailable the police supervisor will request the assistance of the Charleston Police Department. Suspected explosive devices or materials are NOT TO BE TAMPERED WITH, TOUCHED, OR MOVED, except by AUTHORIZED bomb disposal personnel from the US Air Force, A.T.F. or Charleston City Police.

The senior fire official will take charge of the operation after a suspected explosive device is located and the Police Department will secure the outer perimeter of the incident location for traffic and crowd control duties.

In the event the person in charge does not want the premises searched the reporting officer will indicate on the incident report the identity of the person and state their refusal to conduct a search of the premises, and reasons, if any are given.

C. Bomb Disposal

Employees of the Department will not attempt to dispose of or transport any object that is suspected to be an explosive device.

All bomb disposal and/or transportation of a suspected device will be accomplished by the Charleston City Bomb Squad Unit, which has all equipment necessary for safe disposal of suspected explosive devices.
2. Armed Barricaded Subject/Hostage Incident

No situation requiring police intervention is potentially more volatile than an armed barricaded subject or hostage incident.

A. Responsibility of Telecommunicators

A telecommunicator receiving a call of a possible barricaded subject/hostage incident is responsible for the following:

(1) Remain calm. A calm approach will help to reduce anxiety,

(2) Gather information from the caller to include:
   a. What has occurred? Is there a time element?
   b. What is the condition of those involved, both the suspect and the hostages, i.e., wounded, intoxicated on alcohol, or drugs,
   c. What is the exact location of those involved?,
   d. What weapons are involved?,
   e. Who is involved? Any names or nicknames may help in intelligence information and negotiations,
   f. Attempt to obtain physical description of individuals involved, both suspects and hostages, including description of clothing,
   g. Determine the emotional state of those involved.

(3) Never swear or make demands of the individual.

(4) Do not tell the individual that the police are on the way.

(5) Immediately telephone the Tactical Commander and on-call SWAT Team Leader.

The telecommunicator is the lifeline between officers and citizens involved in a crisis situation. The manner in which a telecommunicator responds to the crisis from its inception through to its completion will be an important part in the preservation of life. The telecommunicator will immediately assign units to respond to the call and notify the duty supervisor and command staff.
B. Initial Officers' Responsibilities.

If, upon arrival, the responding patrol units determine that hostages have been taken and there is no apparent means by which to retrieve these hostages, or if a suspect has barricaded himself in such a manner that to approach him would cause possible injury to the officer or bystanders, the officer will make all attempts to avoid confrontation with the suspect in favor of controlling and containing the situation until the arrival of a trained hostage negotiator. Use of the SWAT Team will require prior approval of the Chief of Police, Deputy Chief or designee.

(1) Notify communications of the situation and request additional on-duty patrol units and that a patrol supervisor respond to the scene.

(2) Determine what crime(s) has been committed.

(3) Advise as to the location of the incident, inside or outside, and describe the exterior of the home or name and description of the business.

(4) Request the number of officers necessary to contain the perimeter of the building.

(5) Advise responding officers of a safe location to leave patrol units. Keep in mind that the patrol units may be used to block a street, preventing access by citizens.

(6) After making call-out of command personnel, the supervisor at the scene will ensure every effort is made to determine exact location of the crime scene or hostage scene. Identify the building, floor, room, etc. in order that officers may be positioned so as to confine criminal movement.

(7) Under the direction of the ranking supervisor on the scene, patrol personnel will set up an inner perimeter to contain the scene.
   a. The officer assigned a position is responsible for finding adequate cover or concealment.
   b. An officer assigned a particular location has the responsibility of advising if there are obstacles which prevent the officer from making necessary observations.

(8) The Supervisor will assign personnel to clear the inner perimeter of all other persons when possible. After the area is cleared, inner perimeter personnel shall not allow any unauthorized personnel to enter the perimeter area.
(9) Officers assigned to the inner perimeter should be prepared to make an
assault on the scene if the lives of hostage(s) appear to be seriously
threatened and articulable facts or circumstances justify the assault prior to
the arrival of SWAT personnel. Assault is to be considered the least
desirable alternative and should be launched only when no other
alternative appears to exist. The apprehension of such an individual is a
specialized skill, thereby requiring specific techniques, utilized by the
SWAT Team. Reckless behavior with such an incident will increase
liability and possibly force a negative response from the suspect.

(10) If an assault is considered necessary by the supervisor in charge of the
inner perimeter, he shall notify the incident commander and request
permission to start the assault.

(11) In the event that the SWAT team is called to the scene, they will relieve
the inner perimeter officers. Officers relieved will assist in the
reinforcement of the outer perimeter at the direction of the incident
commander.

(12) Discipline on the part of the officer is very important. Firearms discipline
is of top priority.

(13) Officers assigned to specific locations within the inner perimeter are also
intelligence gatherers and are responsible for advising the Tactical
Commander of all activity observed within the contained area. This would
include:

a. Description of suspects or hostages
   1. physical,
   2. clothing,
   3. weapons,

b. Medical conditions of:
   1. hostages,
   2. suspects.

(14) No officer will be allowed to act on their own. Officers must remember
that when a barricaded subject/hostage situation is contained, time and talk
are on our side, and if an officer attempts to do anything on his own, that
action may endanger lives of other officers, hostages, or citizens.

(15) No officer will leave his assigned post unless properly relieved by the
supervisor.

(16) Direct communication with the suspect or hostage taker(s) by anyone other
than a trained negotiator will be limited to an attempt to establish rapport
and determine a measurable level of cooperation of the suspect. All negotiations should be through a trained negotiator and occur only after the presence of the SWAT Team has been established and a transition has occurred between the negotiator and the initial contact officer. Preferably the initial contact officer should be a senior officer assigned to the initial contact by the Duty Supervisor. Communication should not be undertaken by any negotiator prior to arriving on scene and being briefed about the situation. Due to the fluid nature of negotiations, situations could change and require the immediate tactical response of the SWAT Team. Communication should be through the use of Departmental throw phone, which will be delivered by the SWAT Team.

(17) All officers must remember that the suspect and hostage may change clothes to deceive officers.

(18) At the completion of the operation, all officers will report to Headquarters for a debriefing. The only exception to this would be an officer or detective who must remain to protect the crime scene. At the conclusion of the debriefing, all officers will complete a report, or supplement report as appropriate.

C. Evacuation

The evacuation process should be the first action taken after the scene is secured.

Every attempt shall be made to evacuate any injured civilian or police personnel from the area.

Evacuation personnel shall use whatever means are available for cover to protect evacuating personnel and/or injured parties in areas that the hostage taker or barricaded subject has under view and fire controlled. Conventional means may be used for evacuation in areas not under view or fire controlled.

When possible, evacuees should be interviewed for any pertinent information about the scene or persons involved in the incident.

Evacuation of heavily populated areas or buildings may not be possible or practical and police action may have to proceed without evacuation.

Movement of police and/or fire personnel may excite the hostage taker. Staging of personnel, stand-by ambulance and fire equipment should be assigned to an out-of-sight location in the immediate area before evacuation is attempted.
D. Command post

Once the scene has been brought under physical control, a central site should be designated as a command post where persons who are to be involved in the negotiation or tactical process may meet and confer with the incident commander. The incident commander will advise consolidated dispatch the location and who has incident command.

E. Duty Supervisors Responsibility

(1) It is the responsibility of the shift supervisor to bring control to the situation. The shift supervisor's primary objective is to gain maximum control of the situation while employing minimum force. His/her primary responsibilities are for the safety of citizens, containment of the subject, and the gathering of intelligence information.

   a. The duty supervisor should be certain the incident does meet the criteria of a barricaded subject/hostage.

   b. Once it is determined that a barricaded subject/hostage does exist, the duty supervisor should ensure Telecommunications immediately contacts the Tactical Commander to ensure the situation is being monitored, while the team is preparing to respond. The duty supervisor will ensure lines of communication are maintained with the Tactical Commander to relay pertinent information to assist with a prompt response.

   c. The Tactical Commander will also ensure Telecommunications notifies the Negotiations Team Commander and on-call Negotiators to respond.

(2) Establish perimeters of control, both an inner perimeter and an outer perimeter.

   a. Determine the number of officers already surrounding the building in question and assign more if needed, or release those that are not needed.

   b. Inner perimeter should be isolated and all physical movement within it controlled.

   c. In the event the suspect may have a bomb or explosive, Department rules and procedures should be followed.
(3) Establish an outer perimeter

a. The distance of the outer perimeter from the scene will be determined by the location of the suspect and the type of weapon being used.

b. Officers assigned to the outer perimeter should be instructed to block all access streets and only assigned officers involved in the situation will be allowed within the outer perimeter.

c. The supervisor should assess the need to evacuate persons within the outer perimeter. Neighborhood evacuation should be done only when the situation dictates, and is not automatic. Evacuation, when necessary, should be done by uniformed officers and only when it does not expose them to danger. If it is possible, advise neighborhood residents to remain in their homes until completion of the situation. Citizens notified to remain in their homes must be notified when the operation is concluded.

d. The supervisor should assess the need to evacuate injured persons within the outer perimeter. If these persons are being held as hostages, the supervisor is reminded that hostages become the burden of the suspect, and is usually best handled through the use of the negotiator. If an injured person is not being held as a hostage and is within the outer perimeter, the shift supervisor will designate uniformed officers as rescue officers who will be directed to evacuate injured person by whatever means necessary to accomplish the task safely.

e. Notify the ambulance to respond to the outer perimeter and remain at the scene until completion of the situation.

f. Notify the Fire Department and ask that a supervisor respond as a liaison. Also request that they send a truck to the scene so it may be used to illuminate the area under control of the suspect.

g. The supervisor should designate at least two officers to be used on the inner perimeter as arrest team officers, unless the situation dictates otherwise.

h. Arrest team officers will be a part of the inner perimeter team and will take into custody anyone leaving the building,
All persons taken into custody will be searched, handcuffed and escorted to an area near the field command post for questioning.

The supervisor may find it necessary to have designated teams for both the front and rear exits of the building.

The command post should be situated in a close, yet safe position, allowing for safe access.

Communication with perimeter officers is important.

Perimeter officers require periodic relief from their assigned post. If the supervisor feels that a perimeter officer has become fatigued, he should be relieved and another officer assigned to that post.

All relieved officers are on call-back status until the incident is completed.

F. Incident Commander - Chief of Police (or designate)

It is the responsibility of the Tactical Commander to direct and control the tactical operation of a barricaded subject/hostage situation, however the incident commander has the responsibility of the entire incident. The incident commander must use police personnel effectively.

The incident commander shall:

- Select other section commanders and/or supervisors who will act in a staff advisory capacity.
- Establishment of chain of command at the scene
- Evaluate the situation and develop plans to cope with variable conditions.
- Coordinate the efforts of all personnel at the scene and if needed, call out the S.W.A.T. team or request the S.W.A.T. team of another agency.
- Establish temporary headquarters and ensure that prompt notifications are made.
- Establish a mobilization point and assign an officer in charge of the mobilization point.
- Establish and control a response route for emergency vehicles.
o Responsible for checking in other responding officers, agencies, and/or equipment

o Have responsibility for crowd and traffic control.

o Authorize and establish a Press Information Center within the outer perimeter and assign a press liaison officer.

o Assign an officer to maintain a chronological history of events as they occur and record personnel assignments.

o In conjunction with the Tactical Commander conduct a critique of the incident.

o The Tactical Commander should consider the fact that the barricaded subject situation could become mobile. In that event designated, identifiable vehicles should be used. This would also include the vehicle supplied to the suspect. Markings placed on vehicle roofs for identification by aircraft would be best. Travel route should be pre-planned as well as possible, and all side streets of the route may be blocked off.

G. Press Liaison officer

As soon as possible, a ranking officer should be designated as press liaison officer by the scene commander and should meet with reporters at a safe area to answer questions and inform them about the situation.

Tactical plans will only be discussed in broad terms with the media and contemplated tactical action will not be discussed at all.

Reporters will not be allowed to interfere with police operations and will be restricted to designated locations and kept out of the command post and other areas where police operations are being conducted.

H. Hostage Negotiations

(1) Negotiations shall be conducted by Department assigned hostage negotiators.

When a negotiator is called to aid in the resolution of a barricaded subject situation, the negotiator will approach the situation in a very calm and deliberate manner.
The negotiator should use time to his advantage.

During negotiations only one negotiator will talk to the subject. The subject must deal with the negotiator. Often times, a barricaded suspect will attempt to control the situation by demanding to talk to someone other than the negotiator. If the subject is told from the start that he has no choice but to deal with a particular person, he will have no choice but to accept those conditions.

The primary negotiator should be assisted by a secondary negotiator.

a. The secondary negotiator will be able to aid the primary negotiator by offering suggestions and acting as a recorder of events.

b. The secondary negotiator can relieve the primary negotiator if the primary negotiator cannot continue.

(2) The following items are negotiable:

- food
- water
- time
- utilities
- prescribed drugs

(3) When the subject's demands need to be negotiated, the negotiator shall communicate with the scene commander, thus giving both more time to consult with other officials and to develop counter measures or counter proposals as necessary.

Friends, family members of the subject, community leaders, etc., should NOT be brought into the negotiations.

(4) There are two basic principles to remember.

a. The value of a hostage to a barricaded subject is as a bargaining chip to obtain something else.

b. The barricaded subject probably wants to avoid a violent confrontation as much as the officers do.

(5) Time decreases stress and anxiety:
a. First hour is the most critical. The wrong approach most often involves impulsive, aggressive action.

b. Increases basic human needs

c. Reduces anxiety

d. Increases rationality

e. Allows formation of Stockholm Syndrome.

(6) A negotiator will keep the scene commander informed on how the negotiations are going. All demands made by the subject will be cleared through the scene commander.

a. The negotiator may advise the scene commander to meet a demand to show the subject our good faith and attempt to develop trust.

(7) The following items will be considered NON-NEGOTIABLE.

a. Trading police officer for a hostage or police officer going inside alone to speak to the subject.

b. Drugs and alcohol for the subject.

c. Weapons/amunition for the subject

d. Other persons in exchange for hostage.

e. All other demands by the subject are at the discretion of the scene commander.

(8) It is important that the location used by the negotiator is near the command post, but separate from the command post.

(9) The negotiation area will be restricted to authorized persons.

I. Hostage Negotiation Team

(1) The primary function of the hostage negotiation team is to provide certain logistical services at the scene of hostage or barricaded subject situations. These logistical services shall include operational support to the command post and the use of bargaining and communication techniques, as well as intelligence gathering.
When called into service, the hostage negotiation team will be under direct supervision of the Tactical Commander. The Tactical Commander will designate one team member as negotiator and the other as a coach/recorder. Two team members will be assigned intelligence gathering duties. (Manpower restraints may alter the number of team members).

The hostage negotiators will complete an accredited hostage negotiations training course to gain expertise in the area of bargaining and communication techniques. The hostage negotiators will likewise attend monthly training unless specifically excused by the Tactical Commander. Additional team training and special training for individual members may be held as deemed necessary by the Tactical Commander. All training will be appropriately documented and placed in the employees training file.

(2) The Team will not be linked in any manner to the S.W.A.T. team.

(3) The Team will take direction from or obtain authority from Tactical Commander.

(4) Hostage Negotiators may be activated by the Tactical Commander. The Negotiator will take direction from or obtain authority from command level.

(5) The duties of the hostage negotiator shall include, but not be limited to the following.

a. Maintain necessary reference material, recording and communication devices, and other equipment

b. Conduct negotiations at hostage and barricaded subject situations, where applicable, in compliance with Department directives

c. Provide operational support to the command post.

d. Obtain and utilize the services of language and technical experts as needed.

e. Make tape recordings of negotiations at the scene of the hostage and/or barricaded subject situations when applicable.

f. Maintain a current listing of firms, agencies, etc., who can provide specialized items, equipment, and materials which might be needed in conducting negotiations at a scene.
g. Maintain a list of negotiable and nonnegotiable items.

J. Intelligence Gathering

Once containment is accomplished, all available information must be obtained on the suspect, hostages, and location. The more intelligence information that can be obtained, the better prepared the police will be in assessing the situation. The success of the operation depends on good intelligence. The following are guidelines to follow in obtaining intelligence data. All intelligence gathered will be forwarded to the secondary negotiator.

(1) Sources of intelligence information:

a. Employees of concerned location,
b. Neighbors familiar with location,
c. Family members of suspect/hostages,
d. Parole/probation officers,
e. Police officers,
f. Medical personnel,
g. Released hostages,
h. Friends of suspect,
i. Utility company employees.

(2) Suspects:

a. How many?
b. Physical description
c. Who are they?
d. What is their location?
e. How are they armed?
f. Do they appear to be well organized?
g. What is their demeanor?
h. Criminal/mental history
i. Physical condition

(3) Hostages/Victims:

a. How many?
b. Physical description,
c. Identity,
d. Location,
e. Mental/physical condition.

(4) Location:
a. Type,
b. Description of outside and inside,
c. Plans availability,
d. Entry points,
e. Type of materials inside/outside,
f. Any weapons inside?
g. Telephone numbers and location,
h. Locations of service connections.

K. Entry Procedures

If entry into suspect(s) location becomes necessary, formulate a plan for approach and entry. This shall be the responsibility of the SWAT team or in the event a SWAT team from a neighboring agency is called to the scene for additional manpower, they will formulate the plan. Entry shall only be made upon the approval and command of the Tactical Commander.

L. Debriefing

(1) When a barricaded subject/hostage situation ends, there will be a debriefing.

(2) The debriefing will be conducted by the Tactical Commander and the incident commander.

(3) The debriefing should include:

a. What really happened,
b. How the incident developed,
c. Who was involved,
d. How well we responded,
e. What problems we encountered,
f. What was effective/ineffective,
g. What could be done better in future similar incidents,
h. What mistakes were made,
i. Open comments.

M. Hostage Negotiator Selections

(1) All hostage negotiator positions that become available will be advertised on a career development bulletin.

(2) Sworn employees of the Department, below the rank of sergeant, and civilian employees may apply for the hostage negotiator positions.
(3) The Team Commander and Supervisors will review the applicant file and make selections for appointment to the Team and forward to the Chief of Police with justifications.

(4) The Chief of Police will review selections and justifications, and approve appointments.

(5) The criteria used to select personnel to hostage negotiation positions will include:

   a. Communications skills to speak with people at various levels and to be a close and active listener,
   b. Ability to respond well under pressure in changing situations,
   c. Ability to work well with other members of the negotiations team,
   d. Ability to maintain a positive attitude under close discipline conditions,
   e. Emotionally mature, with the capacity to absorb verbal abuse without reacting negatively,
   f. Ability to exercise extreme levels of good judgment under situations of great stress and remain calm and composed,
   g. Ability to be patient and withstand long periods of tedium,
   h. Ability to conceal and control emotions,
   i. Passing an additional psychological screening examination, as required.

N. Exclusion from Hostage Activations:

1. Office of Professional Standards will not be called to scene unless authorized by Chief of Police, nor is OPS to receive any post-incident briefing.

2. Training Sergeant will not to be called to scene unless authorized by Chief of Police, but will participate in any post-incident briefing.

3. Active Threats

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.

A. Determine what crime is occurring and if possible the number of suspects
B. Advise as to the location of the incident, inside or outside, and describe the exterior of the home or name and description of the business or building.

C. In situations where lives are not in imminent danger but active threats exist responding officers should adhere to the protocols identified in the Armed Barricaded Subject/Hostage Situation of this policy. If, upon arrival, the responding officer/s determines lives are in an imminent danger they will assemble in teams of 2 to 6 officers and move rapidly and strategically toward the threat. An officer may pursue a threat without waiting to assemble if doing so is more advantageous to the officer and the situation at hand.

1. Incident Command protocols will be followed and the duty supervisor and/or watch commander will respond to the scene and establish an Incident Command Post. The Tactical Commander will be notified and will likewise respond. The SWAT Team will be activated with the permission of the Chief of Police or Deputy Chief.

2. In the event the threat is eliminated, the advancing officers will hold their position and notify Consolidated Dispatch Center and The Incident Commander.

3. If the threat becomes inactive and/or the advancing officers can not determine the location of the threat without compromising their safety or the safety of others they should hold their positions and await further direction from the Incident Commander.

4. All relevant intelligence will be transmitted without delay to the Incident Commander and Tactical Commander.

5. Under the direction of the ranking supervisor on the scene, patrol personnel will set up an inner perimeter to contain the scene.
   a. The officer assigned a position is responsible for finding adequate cover or concealment.
   b. An officer assigned a particular location has the responsibility of advising if there are obstacles which prevent the officer from making necessary observations.

6. The Incident Commander will assign personnel to clear the inner perimeter of all other persons when possible. If not possible the persons remaining inside the inner perimeter or outer perimeter who may be in danger and cannot be evacuated or refuse to leave will be advised to shelter in place. The Incident Commander will arrange for a safe location to stage those
persons evacuated from the perimeter. After the area is cleared, inner perimeter personnel shall not allow any unauthorized personnel to enter the perimeter area.

7. The Incident Commander will establish a reunification location as soon as practicable and as the situation requires.

8. The Incident Commander will notify Consolidated Dispatch if additional personnel or resources are required and will provide direction of the location of where they are needed.

9. Due to the nature of this type of incident once the inner and outer perimeters are secure the Incident Commander will establish a media staging area.

D. The Department Public Information Officer (PIO) will be informed as soon as practicable about the Active Threat situation and will respond accordingly. Upon arrival the PIO will confer with the Incident Commander and coordinate the information to be released to the local and social media sources.

3. V.I.P. Security

The Department will provide security for dignitaries, visiting officials of other major government entities, V.I.P.'s, or other persons against whom a significant threat is perceived, or to assist other agencies in their assigned security missions while the visiting person is in the Town of Mount Pleasant.

A “very important person” is defined as a dignitary, famous personality, notorious person, or any other person in need of special security.

A. Responsibilities

(1) The Tactical Commander shall act as commander/coordinator of all security details for VIPs visiting Mount Pleasant.

(2) The Commander will serve as liaison with any security already serving the V.I.P.

(3) If further security is required, the Commander shall arrange for such manpower through other area law enforcement agencies.

(4) The Commander shall be responsible to establish or coordinate the following measures:
a. Establishment and inspection of travel routes and alternates as necessary,
b. Timetable provisions,
c. Advanced inspections of sites and facilities,
d. Limited access and egress as necessary at visitation sites,
e. Identification of emergency first-aid, ambulance and medical facilities,
f. Intelligence gathering on individuals or groups hostile to the V.I.P.
g. Notification to local hospitals.

(5) Coordination of operations within the Agency and outside agencies.

(6) The Commander of Support Services shall be responsible for all equipment needs to include the following:

a. Vehicle Needs:
   o Limousine,
   o Vans or buses,
   o Escort Vehicles,
   o Marked/Unmarked Vehicles,
   o Aircraft,
   o Public Works Vehicles.

b. Communications needs:
   o Radios,
   o Telephones.

c. Body armor (to include V.I.P. if necessary).

d. Special equipment and weapons as required.

e. Identification of personnel
   - Uniformed officers shall be identified as per normal procedures,
   - Non-uniformed personnel shall be identified by special identification tags or color designated tape/pins as determined by the Chief of Police.

(7) Cooperation and Coordination.

In situations where the Department has a special operation, i.e., stake out, surveillance, V.I.P. protection, all on-duty officers and supervisors will be briefed. However, discretion is advised in disseminating information that might jeopardize the operation.
**Purpose:** To establish the Special Weapons and Tactics Team for the Mount Pleasant Police Department.

**Policy:** It is the policy of the Mount Pleasant Police Department to maintain a group of specially trained volunteers as a Special Weapons and Tactics Team to respond to situations as the need arises. These responses will be tightly controlled at the direction of the Chief of Police.

1. Special Weapons and Tactics Team (SWAT)
   
   A. Because of the present police service needs of the Town of Mount Pleasant and the manpower now allocated, the Department cannot justify a full time SWAT Team.

   B. Members of the Department who volunteer must understand that their primary responsibilities are those duties described in the job description of their rank and assigned position.

   C. SWAT Teams will be in an “on-call” status in a manner to be determined by the Tactical Commander.

   (1) SWAT Members who are on call will be available by telephone, or police radio at all times when on call.

   (2) SWAT Members must arrive at police headquarters, fully prepared for a mission, within thirty (30) minutes of notification.
(3) All annual leave or compensatory time taken by SWAT members will require the coordination with the Tactical Commander in addition to the member’s regular supervisor.

D. Use of the SWAT Team will require the prior approval of the Chief of Police, Deputy Chief, or designee.

E. SWAT Team Responsibilities

(1) After arrival at the scene and after being briefed by the On-Scene Commander, the Tactical Commander shall gather maximum intelligence on the crisis, its location and the persons involved. When ready, the SWAT Team shall deploy to the inner perimeter and relieve all non-SWAT personnel.

(2) In the event the crisis must be resolved by tactical means, the Tactical Commander will assign an appropriate mission to the SWAT Team.

(3) The Tactical Commander, with the team leader, will develop a tactical plan to carry out the mission.

(4) Ordinarily, no SWAT personnel will be committed to any activity outside the tactical plan developed for the existing situation.

F. Special Weapons and Tactics Team (SWAT) Selections

(1) All SWAT team positions which become available will be advertised on a career development bulletin.

(2) Sworn employees of the Department, below the rank of sergeant who meet the following criteria may apply.

   a. At least eighteen (18) months law enforcement or commensurate military experience.

   b. No disciplinary action as a result of use of force

(3) Candidates must successfully complete a firearms proficiency test

(4) The Tactical Commander and Supervisors will review the applicant file, interview applicants and make selections for appointment to the Team and forward the selections to the Chief of Police with justifications.

(5) The Chief of Police will review selections and justifications and approve appointments.

(6) The criteria used to select personnel to SWAT positions will include:
a. Ability to respond well under pressure in changing situations.

b. Ability to work well with other members of the SWAT team.

c. Ability to maintain a positive attitude under close discipline conditions.

d. Emotionally mature, with the capacity to absorb verbal abuse without reacting negatively.

e. Ability to exercise extreme levels of good judgment under situations of great stress and remain calm and composed.

f. Ability to be patient and withstand long periods of tedium

g. Ability to conceal and control emotions.

h. Passing an additional psychological screening examination, as required.

2. SWAT Training

A. The Tactical Commander will insure that appropriate training is held for the entire team at least once each month.

B. All members of SWAT will participate, unless specifically excused by the Tactical Commander.

C. Additional team training and special training for individual members may be held as deemed necessary by the Tactical Commander.

D. All training will be appropriately documented and this documentation will be placed in the employees’ training file.

E. All SWAT members will maintain themselves in excellent physical condition and are encouraged to engage in regular physical training.

3. Special Weapons

A. Weapons issued for SWAT Team use may include, but are not limited to:

(1) DPMS .223 caliber, M-4 rifle with Gemtech Halo Suppressor

(2) Colt .223 caliber, M-16 rifle with scope
(3) Remington 700, .308 caliber rifle with scope
(4) 12 Gauge Remington 870 Shotgun
(5) 12 Gauge Smith/Wesson 3000 shotgun
(6) .37mm gas delivery gun by Tri-Tech, breach loading / single shot
(7) 40mm Lenn Arms 6 shot multi-launcher
(8) 40mm Lenn Arms 6 shot multi-launcher
(8) Such non-pyrotechnic OC Gas delivery devices as may be authorized by
the Chief of Police
(9) PepperBall delivery systems
(10) Glock Model 22/27, .40 caliber

B. No team member will be deployed with, nor allowed to carry, any weapon with
which he/she has not been properly trained and qualified in accordance with the
Department’s Use of Force Policy.

C All provisions of the Department’s Use of Force Policy apply to uses of non-
deadly and/or deadly force by members of the SWAT Team.

D. An inspection of the weapons and an operational readiness log will be completed
weekly.

4. Authorized Ammunition

A. Duty Ammunition

(1) Smith and Wesson, 40 caliber, 165 grain Hydra-Shok Jacketed Hollow
Point
(2) Federal 12 gauge, 2 ¾ 00 buckshot
(3) Federal Gold Metal Match .308 Win.match, 168 grain Boat-tailed Hollow
Point
(4) Remington Core Lokt .223, 69 grain, Full Metal Jacket
(5) Federal BTHP Tactical TRU 55 grain .223 rifle cartridge
(6) Drag Stabilized Impact Ammunition (Bean Bag-Combined Tactical
Systems, #2581 Super-Sock, 12 gauge round).
(7) Noise diversion devices

(8) USDOD 12 gauge 7/8 frangible breaching rounds

(9) Super Sock, Model 3581, 37 mm, Bean Bag rounds (SWAT)

(10) CTS, Model 3551/3555, 37/40 mm, Foam batons (SWAT)

(11) CTS, Model 3553/3556, 37/40 mm, .31 caliber pellets (SWAT)

(12) CTS, Model 3558/3559, 37/40 mm, .60 caliber pellets (SWAT)

(13) CTS, Model 3561/3565, 37/40 mm, Wood batons (SWAT)

(14) CTS, Model 3330, 37/40 mm, Indoor Barricade Penetrator, CS liquid (SWAT)

(15) CTS, Model 3340, 37/40 mm, Indoor Barricade Penetrator, OC liquid (SWAT)

(16) CTS, Model 3230, 37/40 mm, Short Range Smoke, CS (SWAT)

(17) CTS, Model 3211, 37/40 mm, Long Range Smoke (SWAT)

(18) CTS, Model 3231, 37/40 mm, Long Range Smoke, CS (SWAT)

(19) CTS, Model 3233, 37/40 mm, Multi-3 Smoke, CS (SWAT)

(20) CTS, Model 3215, 37/40 mm, Multi-5 Smoke (SWAT)

(21) CTS, Model 3235, 37/40 mm, Multi-5 Smoke, CS (SWAT)

(22) CTS, Model 2330, 12 gauge, CS Liquid Projectile (SWAT)

(23) CTS, Model 2340, 12 gauge, OC Liquid Projectile (SWAT)

(24) CTS, Model 2552/2553, 12 gauge, .31 caliber Rubber Balls (SWAT)

(25) CTS, Model 2555, 12 gauge, .60 caliber Rubber Balls (SWAT)

(26) CTS, Model 5210 B, Baffled Smoke Grenade (SWAT)

(27) CTS, Model 5230 B, Baffled CS Grenade (SWAT)

(28) CTS, Model 5400, Flameless Smoke Grenade (SWAT)
(29) CTS, Model 5430, Flameless CS Grenade (SWAT)
(30) CTS, Model 5440, Flameless OC Grenade (SWAT)
(31) CTS, Model 9210, Rubber Ball Smoke Grenade (SWAT)
(32) CTS, Model 9230, CS Rubber Ball Grenade (SWAT)
(33) CTS, Model 9430, CS Multi-effect Bang/Irritant (SWAT)
(34) CTS, Model 9593, CS .31 caliber multi-effect pellets (SWAT)
(35) USDOD 12 gauge 7/8 Frangible Breaching rounds (SWAT)

5. Special Purpose Vehicle

A. The Armored Rescue Vehicle is assigned to the team and will be maintained at Department owned facility. It is primarily used by the SWAT Team during all training exercises and responses. At the discretion of the Chief of Police or his designee, the vehicle may be used for other functions as may fit the needs of the Department.

B. Special training is required for operation of this vehicle along with a Class E Operators License.

C. The Tactical Commander and SWAT Team Leaders maintain keys to the vehicle.

D. Maintenance of this vehicle is the responsibility of the Tactical Commander or his designee. An operational readiness log will be updated on a weekly basis.

E. Necessary equipment specific to SWAT operations will be loaded into the vehicle upon activation or as otherwise needed.

**SWAT TEAM**

**Officer in Charge**  Tactical Commander (1)

**Team One**

Team Leader  Corporal or Sergeant (1)

Team Members  Corporal or below (6)

Tactical Rifle  Sergeant or below (1)
**Team Two**

Team Leader: Corporal or Sergeant (1)

Team Members: Corporal or below (6)

Tactical Rifle: Sergeant or below (1)

**COMMAND PROTOCOL FOR SWAT ACTIVATION**

- First authority: Chief of Police/Deputy Chief
- Second authority: Designee if First Authority is unavailable
- All inclusive: Chief and Deputy Chief to be notified, regardless

**EXCLUSION**

A. The Office of Professional Standards will not be called to a scene unless authorized by the Chief of Police, nor is OPS to receive any post-incident briefing.

B. The Training Sergeant will not be called to a scene unless authorized by the Chief of Police, but will participate in any post-incident briefing.
PURPOSE: To inform members of the Department of the circumstances under which internal inquiries will be conducted by the Mount Pleasant Police Department.

POLICY: The Mount Pleasant Police Department will conduct inquiries in reference to allegations of misconduct on the part of an employee. Employees have an obligation to cooperate during inquiries. These inquiries will be conducted within the framework established herein.

1. Procedure.

A. Inquiries of Complaints

(1) Persons involved in or implicated by a citizen's complaint shall not conduct the inquiry.

(2) On being notified that they have become the subject of an internal inquiry, the employee will be provided with a written explanation of the allegations and the employee's rights and responsibilities relative to the inquiry.

(3) Generally, all inquiries must be completed within thirty (30) days of initiation, with status reports to the Chief of Police every seven (7) days. If completion is not possible, the time may be waived with the approval of the Chief of Police.

(4) Upon completion of complaint inquiries by the employee's supervisor or Bureau Commander, to include interviewing all witnesses, complainants, the accused officer(s) and any pertinent documents, a report must be prepared by that supervisor summarizing the inquiry and determining if the complaint was sustained.
(5) The inquiry conducted by the supervisor will be forwarded to the Office of Professional Standards for record keeping and review. The completed inquiry will be forwarded to the Chief of Police. No recommendations will be made to the Chief of Police for disciplinary action to be taken.

(6) An inquiry conducted by the Office of Professional Standards shall be documented and retained in the same manner as an inquiry conducted by an employee's supervisor. The completed inquiry will be forwarded to the Chief of Police. No recommendations will be made to the Chief of Police for disciplinary action to be taken.

(7) Final determination of case status shall be the responsibility of the Chief of Police.

(8) The complainant will be notified in writing of the case disposition by the Chief of Police or his designee.

B. Conclusion of Fact

(1) All complaints whether inquired into by the Office of Professional Standards or supervisor will be entered into one of the following five (5) categories:

a. Not Involved

   Officer was not present at the time the alleged misconduct occurred.

   Allegation is false or not factual.

b. Unfounded

c. Not Sustained

   Insufficient evidence either to prove or disprove the allegation.

d. Exonerated

   Incident occurred, but was lawful and proper.

e. Sustained

   The allegation is supported by sufficient evidence to justify a reasonable conclusion that the allegation is factual.
(2) The Office of Professional Standards will maintain a central complaint file where final disposition of all complaints will be noted.

(3) Complaints determined to be sustained by the Chief of Police shall require a record of the complaint and final disposition to be entered in the Department member's personnel file. The Chief of Police may, after review of the case, re-classify a non-sustained allegation as a sustained complaint and then take action as outlined in this policy.

(4) All allegations shall be maintained by the office of the Chief of Police in a secure and separate file, organized by the complainant's name and the nature of the complaint.

(5) The Town Attorney shall be notified of all inquiries which might result in civil action against the employee or the Town and a copy of the inquiry forwarded to the Office of the Town Attorney by the Chief of Police.

(6) To ensure the integrity of the Mount Pleasant Police Department, the agency will maintain close liaison in the event of a criminal matter with the solicitor's office.

(7) Annual reports shall be prepared by the Office of Professional Standards summarizing to the Chief of Police, the nature and disposition of all complaints received by the office. The annual report will also reflect areas of concern that should be noted by the Chief of Police.

C. Disposition of Sustained Complaints

(1) Disciplinary action taken shall be determined by the seriousness of the violation and/or the extent of injury to the victim. It shall be commensurate with the circumstances surrounding the incident and in consideration of the officer's service record and prior sustained complaints.

(2) Participation in a counseling program may be required of an officer in lieu of more serious disciplinary action, if it is determined by the Chief of Police that the employee would benefit. The failure to participate by the employee; however, will revert the incident back to the more serious disciplinary action.

(3) A Notice of Disciplinary Action shall be written by the Chief of Police on all complaints where disciplinary action is taken. The original goes to the employee, a copy to the personnel file, a copy retained by the supervisor, and a copy to Office of Professional Standards for completion of their records.
D. Emergency Suspension

(1) Any Command Officer or Sergeant has the authority to relieve any member under his command from duty until the next day when it appears that such action is in the best interest of the Department.

(2) The individual being relieved from duty will be required to report to his supervisor the next day at 0800 hours unless otherwise directed by the supervisor.

(3) The supervisor relieving any employee under his supervision from duty shall immediately notify the Bureau Commander who will notify the Chief of Police. A written report by the relieving officer shall immediately be forwarded to the Chief of Police.

E. Tools of Inquiry

(1) Departmental Questioning

An employee shall be compelled to answer questions that are related to his duties or fitness. Failure to answer such questions will form the basis for disciplinary action and may result in dismissal from the Department.

a. The answers given during the inquiry of an administrative matter will not be used against the employee in any criminal proceeding.

b. The answers given do not constitute a waiver of the privilege against self incrimination as in criminal matters.

c. Prior to being formally charged during an administrative inquiry, no attorney will be permitted to be present.

(2) Medical and Laboratory Examination

A supervisor, upon approval of the Deputy Chief or Chief of Police may, based on the supervisor's observation, require a Department employee to submit to a test for alcohol or drug use while on duty. The results may be used in a disciplinary hearing. Refusal to submit to the examination will be grounds for disciplinary action and may result in the employee's dismissal.

a. If the employee is believed to be under the influence of alcohol, a certified breathalyzer operator will administer the test. The supervisor will witness the test and will be required to sign the report.
b. If the employee's test indicates a reading of alcohol, or there is other competent evidence of impaired abilities to perform duties, the officer shall be relieved of duty and a report made to the Chief of Police by the supervisor.

c. If the employee is believed to be under the influence of self-administered drugs, he may be compelled to submit to a blood and/or urine test. The test shall be administered under medical supervision where hygienic safeguards are met. The sample will be handled using the same safeguards as evidence in a criminal process.

d. If the test shows positive results, or there is other competent evidence of impaired abilities to perform duties, the officer shall be relieved of duty and a report made to the Chief of Police by the commanding officer.

e. If an employee refuses to submit to a test, (alcohol or drugs) then the commanding officer will immediately relieve the employee from duty for failure to cooperate in an administrative inquiry, and a report must be forwarded to the Chief of Police.

(3) Photographic Procedures

a. A photo identification book of Department employees may be maintained for the purpose of identification by citizens of an employee accused of misconduct. Photographs of employees for the identification book will be required by the Department and will be used as it narrowly relates to the employee's job.

b. Photographs or videotape pictures of employees, whether known or unknown by the employee, may be taken for the purpose of internal inquiries when it relates to the employee's job and the employee is suspected of misconduct.

(4) Financial Disclosure Statements

An employee may be compelled to make financial disclosure statements, when it is directly and narrowly related to allegations of misconduct involving any unlawful financial gain. Any evidence gained during the investigation of an administrative matter cannot be used in any criminal proceeding.

(5) Polygraph
a. The Chief of Police, or his designee, may order any member of the Department who is the subject of, or a witness in an internal affairs inquiry, complaint or investigation, to submit to a polygraph examination. The questions asked in a polygraph examination will be narrow and specific in scope, relating only to the inquiry.

b. When an employee is ordered to submit to a polygraph examination, the information gained cannot be used against the employee in any subsequent criminal proceeding. An employee refusing to take a polygraph after being so ordered to do so is subject to disciplinary action, including dismissal.

(6) Members of the Mount Pleasant Police Department will not participate in physical line-ups for viewing by citizens for the purpose of identifying an employee accused of misconduct.

F. Confidentiality of Inquiries

(1) The progress of the Office of Professional Standards inquiries and all supporting materials are considered confidential information. This confidentiality serves the need to protect both the officer accused and the complainant.

(2) The Chief of Police is the only party empowered to release for public review the details of an internal inquiry.

(3) This confidentiality rule in no way precludes reporting to the public statistical information on the processing of all complaints and internal inquiries that were received and processed by the Office of Professional Standards.

(4) The contents of completed Office of Professional Standards case files will be retained by the Office of the Chief of Police for a period of at least five (5) years from the date of the inquiry.
PURPOSE: To establish guidelines for receiving and inquiring into citizen complaints concerning employee performance or misconduct while still providing members of this Department with procedural safeguards against malicious or false allegations.

POLICY: The Mount Pleasant Police Department will make inquiries into all allegations of employee misconduct, to include anonymous complaints, received from any source outside or inside the Department.


A responsibility of the Office of Professional Standards is to conduct internal affairs inquiries. The officer assigned to this position reports directly to the Chief of Police. The Office of Professional Standards is accountable for inquiring into all complaints against the Agency or employees of the Agency, assuring that the following activities are done:

- Recording, registering, notification to complainant of receipt, and controlling the inquiry into complaints against employees,
- Supervising and controlling the inquiry of alleged or suspected misconduct within the Agency,
- Maintaining the confidentiality of internal affairs inquiry and records,
- The goal of the Office of Professional Standards is to ensure that the integrity of the Mount Pleasant Police Department is maintained through a system of internal discipline where objectivity, fairness, and justice, are assumed by intensive impartial inquiries and review.
A. Review and inquiries concerning allegations of misconduct by members of this Department shall be the responsibility of the Office of Professional Standards. Misconduct is defined as:

(1) Commission of a criminal offense,

(2) Violation of Departmental policy and/or procedures,

(3) Conduct which adversely reflects upon the employee and the Department.

B. In addition to inquiry concerning allegations of misconduct, the Office of Professional Standards shall be responsible for the coordination of inquiries involving the discharge of firearms as outlined by the Use of Force policy (89-1204, Sections 5 & 6, as amended).

C. The Office of Professional Standards shall be responsible for any other inquiry as directed by the Chief of Police.

D. The Office of Professional Standards may refer inquiries to the employee’s supervisor for inquiry as outlined under the Processing Misconduct Complaints Section of this Policy. It is the responsibility of the Office of Professional Standards to notify the Chief of Police, as soon as possible, of all complaints against the Agency or its officers.

E. The Office of Professional Standards shall have the authority to interview any member of the Department and to review any record or report of the Department. The Office of Professional Standards will come under the direct authority of the Chief of Police.

F. The Office of Professional Standards will maintain a comprehensive central complaint file on citizen complaints received, whether inquired into by that office or the employee’s supervisor.

2. Procedure.

A. Acceptance of complaints

(1) All employees of the Department are charged with the responsibility for courteously and willingly receiving any complaint that may be lodged against the Department or any employee, to include complaints made over the telephone or received by mail.

(2) Citizen complaints may be lodged at the police facilities located at 100 Ann Edwards Lane.
(3) Calls received during normal working hours, 8:00 a.m.-5:00 p.m. Monday through Friday, will be received by the Office of Professional Standards. If unavailable, the complainant will be transferred to the shift supervisor who will receive the complaint and report it to the Office of Professional Standards.

a. The Office of Professional Standards will take the necessary information and forward it to the appropriate supervisor unless the nature of the complaint dictates that the inquiry be conducted by the Office of Professional Standards.

b. If a complaint is received by Mount Pleasant Police Department at hours other than 8:00 a.m.-5:00 p.m., the call will be referred to the on-duty supervisor. If the supervisor is not available, the complainant will be so advised and arrangements will be made by the Police Department to have the next immediate supervisor contact the complainant.

(4) On all complaints, the complainant will be encouraged to file legitimate complaints against officers in person. Complainants will be reminded that they will be held responsible for filing false and malicious allegations and that appropriate legal proceedings could be instituted by individual officers.

(5) If a complaint is lodged at the Police Department during normal working hours, 8:00 a.m.-5:00 p.m., Monday through Friday, the complainant will immediately be given to the Office of Professional Standards. If appropriate, it will then be reassigned by the Office of Professional Standards to the employee’s supervisor for completion. The Office of Professional Standards will ensure that a copy of the citizen complaint form will be provided to the complainant. All citizens who request information on the complaint procedure will be given a Mount Pleasant Police Department Citizen Complaint Overview form.

(6) If a complaint is received after hours and it is a violation of the law or of moral turpitude, the Office of Professional Standards will be notified immediately.

(7) In all cases when complaints are received, the complaint will be documented and the Office of Professional Standards will acknowledge receipt to the complainant. The Office of Professional Standards will provide periodic status reports to the complainant and will notify the complainant as to the results of the investigation upon its conclusion.
(8) Anonymous complaints can be difficult to investigate; however, the Agency will carefully review each complaint for validation before disregarding it for lack of a credible complainant.

B. Internal Inquiry Assignments

(1) Complaints received concerning employees will be assigned to the employee’s supervisor or Bureau Commander or the Office of Professional Standards under the following circumstances:

a. Complaints of harassment,

b. Complaints of demeanor,

c. Violations of Rules and Regulations, except those involving criminal activity.

(2) The Office of Professional Standards will be responsible for inquiries on:

a. Complaints involving criminal activity,

b. Complaints against all ranking personnel,

c. Complaints for sexual harassment,

d. Shooting (in accordance with Command Staff Review)

e. Complaints of internal theft,

f. Review and inquiries on all excessive force complaints,

g. Any other inquiry as directed by the Chief of Police.

The Office of Professional Standards will provide the Chief of Police with an annual statistical summary of all internal affairs inquiries. The summary will be published in the departmental annual report, with a copy maintained and available to agency personnel in the executive office. The public will be apprised of the summary upon their request.
MOUNT PLEASANT POLICE DEPARTMENT
CITIZEN COMPLAINT OVERVIEW

1) Complaint is Filed:
   o A Citizen Complaint Form is completed.
   o A case number is assigned.
   o The Complaint Form is forwarded to the Office of Professional Standards.
   o The Chief of Police is notified of the complaint.

2) Complaint is Received:
   o Employee is notified of internal inquiry by the Office of Professional Standards.
   o Complainant is notified in writing that complaint was received.
   o All inquiries are made.
   o Evidence is collected.
   o A determination is made by the Office of Professional Standards based on facts obtained during inquiry.
   o The file is forwarded to the Chief of Police.

3) File is Received:
   o The Chief of Police reviews the file and makes a determination.
   o The Chief advises the Office of Professional Standards of his decision.
   o File is returned to the Office of Professional Standards.

4) Notifications are made:
   o All interested parties are notified of the decision of the Chief by the Office of Professional Standards.

5) The file is Secured:
   • The Office of Professional Standards places the file in the Office of the Chief of Police for a period of at least five (5) years.
PURPOSE: To improve the efficiency of the Mount Pleasant Police Department by conducting inspections or studies into various departmental entities.

POLICY: It is the policy of the Mount Pleasant Police Department to conduct line and staff inspections on a regular basis to assess the Department's efficiency and effectiveness as well as to provide information necessary to plan for positive change and development.

1. Line Inspections.

   A. Frequency of line inspections:

      (1) Daily

         Personal appearance and uniform standards
         Police vehicles
         Police facility
         Patrol Section administrative logs
         Patrol activities

      (2) Quarterly/Periodically

         Supervisory inspection of police vehicles, equipment, and Policy and Procedures manuals
         Full stand-in-review of personnel; and other special purpose line inspections.
B. General procedures for daily, quarterly, and periodic line inspections by unit and section supervisors.

(1) Personal Appearance Inspections.

(a) Personal appearance inspections are the responsibility of all supervisors. These informal inspections shall be made on a daily basis to ensure that members are meeting the Department’s appearance standards.

(b) Adequate advance notice of formal inspections of personal appearance will be announced. These inspections include a review of the member’s uniform, personal equipment, and duty weapon.

(c) Personnel are responsible for all police department equipment issued to them or physically under their control.

C. Vehicle and Equipment Inspections

Officers have a daily responsibility to inspect their assigned vehicles for requisite equipment and vehicle condition and performance.

(1) The team supervisors are responsible for conducting inspections of all police vehicles and equipment, at least quarterly, reporting their individual and collective condition to the Office of Administrative Services, and arranging to remedy any mechanical problems through the vehicle maintenance facility.

D. Police Department Buildings

Every supervisor is responsible for the security and general condition of the Police Department Buildings. Watch Commanders will perform periodic inspections to ensure that safe and secure conditions exist.

E. Every shift supervisor is responsible for daily inspections of the various Field Operations logs and reference materials to ensure compliance with departmental procedures.

F. General Procedures For Periodic Inspections

The Chief of Police may direct special purpose line inspections on an as needed basis. Examples of special purpose inspections include inspections of:

(1) Property Room procedures

(2) Manuals
(3) Stand in reviews

(4) Other special purpose inspections.

G. Supervisors who conduct line inspections are responsible for documenting their observations, for highlighting deficiencies, and for taking appropriate corrective action.

(1) Vehicle inspection sheets will be completed during line inspection and the form maintained in the officers chronological for a period of 1 year.

2. Staff Inspections/Team Audit

A. Staff inspection involves inquiring into the manner in which personnel and material resources are utilized in achieving the department's goals and insuring adherence to the orders and directives generated by the Chief of Police. The staff inspection function in the police profession is similar to the quality control process in the private sector. It provides answers to questions of vital importance to the Chief of Police, such as:

(1) Are established policies, procedures and rules being followed and in the spirit for which they were designed?

(2) Are these policies, the procedures and rules adequate to attain the desired results?

(3) Are the resources at the department's disposal, both personnel and material, being utilized to the fullest extent.

(4) Are the resources adequate to carry out departmental goals and objectives?

(5) Does there or could there exist any deficiency in personnel training, morale, supervision or policy which should be corrected or removed?

(6) How accurate and reliable is the data that the department collects?

(7) Of what quality are the responses to calls for services and the reporting system?

B. Staff inspections will be conducted by the Office of Professional Standards or a designee of the Chief of Police.

C. Notification will be made prior to initiating any general inspection.
D. No notification need be provided to members when conducting single function inspections.

E. Staff inspections will be conducted with as little disruption of routine unit activity as possible. The operation of the unit being inspected should not be unnecessarily restricted.

F. General inspections will usually include the following:

(1) Examination of the individual or section's Standard Operating Procedure Manual

(2) Examination of all records and files

(3) Observation of operating procedures

(4) Interviews with selected personnel

G. Reporting Procedure/Staff Inspections/Team Audit

(1) At the conclusion of the staff inspection, the staff inspector(s) will prepare a written report for the Chief of Police that will summarize the staff inspection activities, discuss strengths and weaknesses identified and make any recommendations for the improvement of the component operations.

(2) All reports will be clear and concise. All conclusions shall be supported with adequate documentation. This inspection report format should include the following.

a. Subject

b. Objectives

c. Conclusions

d. Recommendations

H. Staff/Team Audit/Follow-up

(1) The results of the staff inspection will be discussed at a meeting of the Chief of Police, staff inspector(s) and unit supervisors.

(2) The unit supervisor will be responsible for the development of an action plan for the implementation of the staff report recommendations.
(3) A written report will be submitted annotating the corrective action taken to remedy the identified deficiencies.

I. Frequency of Staff Inspections/Audits

(1) On an as needed basis, the Chief of Police may direct more frequent staff audits/inspections of key organizational components.

(2) Each component of the department will be the subject of a Staff Inspection/Audit at least every three years.
PURPOSE: To establish the public information function.

POLICY: The Mount Pleasant Police Department is committed to informing the community and the news media of events within the public domain that are handled by or involve the Department.

1. Public Information Function.

The purpose of the public information function is to develop and maintain a relationship of mutual trust, cooperation, and respect by providing the news media and the community with accurate information on Agency administration and operation. While maintaining the privacy rights of individuals and the integrity of criminal investigations, authorized personnel will be expected to release public information with openness and candor.

A. Incident Scenes.

Members of the Department will assist news personnel in covering routine news stories. The ranking on-duty supervisor will provide the news media with routine information at the scene of the incident, and will be available for on-call responses to the news media. Information requested that relates to personnel or policy issues will be referred to the Chief of Police.

The news media will be given every consideration possible when covering scenes of major fires, natural disasters, or other catastrophic events. The on-duty supervisor will assist the media by designating an area that will be reserved for the news media.

The media will be allowed at the perimeter of a crime scene except under the following conditions:
The owner of private property requests they be excluded.

There is a strong possibility that evidence will be damaged, tampered with or removed from the scene of a crime, or the investigation will be hampered.

During tactical police operation, if the media's presence would disrupt operations by placing themselves, a citizen or police officer at risk of injury or loss of life.

In the event a member of the media is denied access to an area, the officer will give a courteous explanation for the denial.

During a major incident officers will not make speculative statements to the media but only state the known facts as to the on-going operation. Officers will direct the media to the ranking supervisor if the officer does not have accurate information needed to fully answer the media's questions correctly.

The Chief of Police or his designee will provide the media with a thorough briefing at the conclusion of the incident.

B. Release of Information

Records management personnel may provide the media with a copy of an incident and/or arrest and booking report from Agency files.

The following information MAY NOT BE RELEASED by any employee of the Department without coordinating with and authorization from the Chief of Police.: 

Investigative supplement reports.

Witness statements.

Witness list.

The existence of or contents of any confession, admission, or statement given by the accused or the refusal or failure of the accused to make a statement.

Identity of juveniles.

Identity of a victim of sexual assault.

Names of possible suspects, unless such information serves to warn the public of potential danger and then only upon approval of the Chief of Police.

Evidence information and examination requests and results.
The possibility of a guilty plea to an offense charged.

Opinion as to the accused's guilt or innocence, or as to the merits of the case or the evidence in the case.

The on-duty supervisor will release information to the news media within the guidelines of this policy, at any time that the public information officer is not available, or assist the media by directing them to the proper authority that is available.

C. Criminal Investigations

From the initial stage of a criminal investigation a supervisor may provide the following information to the news media:

- the nature of the incident
- the location of the incident
- basic facts of the incident

All additional requests for news information concerning an ongoing criminal investigation will be referred to the Public Information Officer, the Commander of Support Services Bureau or higher authority, and the information released will be provided within the guidelines set forth within this policy.

From the time of arrest, it shall be appropriate for the investigating officer to release the following information:

- Factual statement of the accused's name, age, residence, occupation, and family status.
- The fact of arrest, time and place of arrest and charges.
- The identity of the investigating and arresting officer or agency and the duration of the investigation.

1. Under no circumstances will the home address or telephone number of an officer be disclosed.

2. In those instances where covert operations are necessary, and a need exists to protect the identity of officers involved, their identity will not be revealed.

D. Public Information Officer
The Office of Public Information is responsible for the Public Information function. Information on newsworthy incidents will be reported to the public information officer as soon as possible and a press release will be prepared and distributed upon approval of the Chief of Police.

A press release in daily-bulletin-form listing all incidents handled by the department over the previous twenty-four hours is prepared and available for all news media personnel Monday through Friday.

The Public Information Officer may fill requests for incident reports from the media if the incident is two weeks old or less. Any requests for reports that are older than two weeks must be submitted through a Freedom of Information Act request.

The Public Information Officer will be responsible for:

- Arranging for news conferences when requested by the Chief of Police
- Notifying all local news media, radio, television and newspapers of the subject matter, time and location of the conference.
- Assisting at news conferences and at crisis situations within the agency.

E. Confidential Information

The Chief of Police will coordinate and authorize the release of information concerning confidential agency investigations, operations, personnel issues, and interpretation of department policies.

F. Mutual Operations

To ensure consistency of press releases when a mutual effort is ongoing involving more than one public service agency, the ranking personnel from each agency will determine which agency will make news releases and all other agencies will direct the news media to that agency.

The coroner will provide the news media with the names of deceased persons.

G. Media Input

Upon revision of this policy the editors or news directors of the respective news organizations shall be provided with a copy of the new policy prior to issuing the policy, seeking their opinion and input on the policy.

H. Availability

In the event the public information officer is unavailable and the on-duty supervisor cannot meet the request of the media, the duty supervisor will contact the Support Services Bureau Commander; if unavailable, then the Deputy Chief will be contacted.

I. Social Media
Agency activity, community outreach programs, and emergency information may be shared through social media platforms to quickly notify the community about matters that affect them. This may include, but is not limited to:

- Road closures
- Missing persons
- Wanted persons
- Evacuations
PURPOSE: To establish the traffic services function.

POLICY: Traffic law enforcement and the delivery of police traffic-related services shall be applied in a consistent and courteous manner to foster a positive public attitude and acceptance of such enforcement and control as is necessary to achieve the Department's goals. The responsibility for the enforcement of traffic laws and regulations is shared by all uniformed personnel in the Department.

1. Traffic Services Function.

   A. Technical Accident Investigation

      To investigate all fatal and/or serious personal injury accidents, to include accident reconstruction. Complete follow-up investigations on hit and run accidents.

   B. Traffic Direction and Control

      To provide specialized traffic direction and control during peak hours of congestion and at special events occurring within the Town of Mount Pleasant.

   C. Selective Enforcement

      Development and coordination of the Department's selective enforcement programs, to include DUI, speed enforcement efforts, vehicle accident reduction, and truck inspections.
D. Community Education

Traffic safety education, driver’s education course instruction, public announcements, safety articles distributed to the media, school bus safety, alcohol awareness and prevention.

2. Goals and Objectives.

A. Goal-Random Traffic Enforcement

To incorporate traffic enforcement into day-to-day patrol activity to create a community climate of enforcement and influence a high level of voluntary compliance on the part of the motoring public.

Objectives:

(1) To maintain a citation production level consistent with the Department's experience.

(2) To record the particulars of traffic accidents and make a determination in every accident as to the violation detected.

(3) To ensure useful detection and enforcement by uniformed personnel through supervisory review of monthly citation reports.

B. Goal- Selective Traffic Enforcement

To direct enforcement resources to violations which frequently contribute to vehicle accidents at times and at locations where the most frequent number of vehicle accidents occur.

Objectives:

(1) To continually reduce the number of traffic accidents within the corporate limits of Mount Pleasant.

(2) To impact driving under the influence as an accident factor through a detection rate consistent with Department experience.

Target areas for selective enforcement will include the following:

- analysis of traffic accidents,
- analysis of traffic enforcement activity,

To provide data which may be used to make management decisions relating to the traffic function, the traffic record's system will contain:

A. Traffic accident data

Original accident reports are completed and submitted electronically in the South Carolina Collision and Ticket Tracking System (SCCATTS).

Accident investigative case files which contain investigative information, to include the location of the accident, will be maintained by Records Management. Copies of the original report can be obtained through the SCCATTS by Records Management.

B. Traffic Enforcement Data

Citation/arrest information, to include the defendant’s name, charge, arresting officer, and disposition, will be maintained by the Clerk of Court’s Office, with copies forwarded monthly to the office of the Chief of Police. Upon review, the report will be forwarded to the Traffic Services Supervisor.

Citation locations will be documented through CAD and the citation locations will be forwarded to the Traffic Services supervisor monthly.

C. Roadway Hazard Reports

Fix-It-Bulletins, received by Administrative Services, which concern roadway hazards will be forwarded to the appropriate authority.


The Traffic Services Supervisor is responsible for processing information collected through the traffic records system, preparing, maintaining, and distributing the monthly traffic report.

Release of the Traffic Services monthly reports when requested by other than law enforcement personnel will require the approval of the Chief of Police.

Each officer shall be responsible for the preparation of his/her citations, accident reports, or other reports, that comprise the traffic records system. The Uniform Traffic Accident Report Instruction Manual guidelines will be followed when completing all accident reports. Officers shall complete and turn in all forms and reports prior to going off duty. Accident reports which cannot be completed during the shift may be held by the officer; however, a supplement report will be completed and turned in prior to going off duty, stating basic information, i.e., names, brief statement of facts, and when the report will be completed.

The on-duty supervisor will review and approve all traffic related reports and forward the reports to Records Management.

All original reports will be maintained within Records Management and will follow the Department's records retention schedule, copies released to concerned citizens, insurance companies, and investigators, will follow the guidelines set by the Freedom of Information Act.


Law enforcement action will be taken incidental to traffic law violations in order to create a community climate of traffic law enforcement and influence a high level of voluntary compliance on the part of the motoring public.

All enforcement action will be accomplished in a firm, fair, impartial, and courteous manner, using one of the following methods and procedures, while demonstrating a professional attitude which serves to improve the relationship between the public and the Department.

A. Physical Arrest

All sworn personnel are permitted to apply professional and impartial discretionary judgment in situations involving investigative and arrest procedures (with exception to DUI). In addition to statutory requirements, legal precedent, and contemporary public opinion, may be considered when exercising discretion. The use of discretion shall be sharply limited in felony situations. However, nothing in this directive is to be construed as permission to disregard any state law.

A copy of the arresting and booking report will be provided to the Records Bureau prior to transporting a prisoner to the holding facility or as soon as practicable.

Officers are to provide the Town Attorney with a prosecutive summary on all driving under the influence arrests.
Personnel are instructed to make full disclosure of the merits of their particular case so as to assist the Town Attorney in making the best prosecution decision.

The court has the right and authority to determine the disposition of each case and the Mount Pleasant Police Department will respect all decisions of the court.

B. Citations (notice to appear)

The issuance of a traffic citation is applicable to those hazardous and/or equipment violations that could contribute to a vehicle accident, including speed violations where appropriate.

Public carrier/commercial vehicles shall be subject to the same treatment as other motorists.

At the time a motorist is issued a citation, the issuing officer will advise the motorist whether court appearance is mandatory. The court appearance schedule and other information listed on the citation will be explained, to include:
  o The motorist is allowed to enter a plea and/or pay the fine by mail,
  o The address to mail bonds and the address to appear,
  o Clerk of Court hours,
  o Payment information,
  o Appearance information.

Officers will not issue multiple citations (stack tickets).

C. Public Contact Warning

A Public Contact Warning ticket will be issued whenever an officer stops a motor vehicle and decides not to issue a violation citation or make an arrest. The officer will annotate the reason for the stop on the warning and explain the reason for the stop to the driver. The officer will then give the designated blue “Driver Copy” to the driver. A Public Contact Warning is appropriate by officers in response to, but not limited to, violations of non-hazardous, minor traffic violations, minor equipment violations, and/or regulations that have been enacted within the past sixty days.


A. Visible Traffic Patrol (Area, Line, Directed)
Based on the principle that the effective deterrent to traffic law violation is highly visible patrol in a distinctly marked police vehicle, and in the interest of maintaining a posture of prevention as opposed to apprehension, traffic law enforcement activities will be conducted accordingly. Officers will drive patrol vehicles in accordance with existing laws and in such a manner as to demonstrate exemplary driving behavior.

Area patrol shall be primarily used in traffic enforcement in the entire Town of Mount Pleasant. Area patrol refers to enforcement efforts over a number of streets, roads, locations, and sections of highways, determined to have a high number of violations or complaints of hazardous moving violations.

Line patrol may be used on a single roadway identified as a selective enforcement problem, such as Coleman Boulevard or Rifle Range Road, where one street or highway merits as inordinate amount of traffic enforcement.

Directed patrol is patrol specifically directed to a particular problem, such as D.U.I. enforcement or illegal turns, at times and locations determined through analysis to present a traffic accident problem. Directed patrol will be used as needed and indicated on the selective enforcement bulletin.

B. Stationary Observation

In those areas where fixed-post observation is necessary to maximize the effectiveness of a selective enforcement effort, officers will park in a conspicuous location (overt) and in such a manner that traffic flow is not impeded. In order to avoid the appearance of a "speed trap," covert stationary observation should not be conducted in areas normally not visible from the traveled portions of the roadway.

Fixed-post observation is discouraged and will only be utilized at the direction of the Traffic Services Supervisor.

C. Unmarked or unconventional vehicles

The use of unmarked vehicles or other unconventional vehicles for traffic enforcement will be restricted to those vehicles assigned to traffic services personnel.

9. Use of Authorized Emergency Equipment

A. Emergency Blue Lights
This equipment is used in conjunction with the siren to signal other users of the roadway that emergency conditions exist and the right-of-way should be relinquished to the patrol vehicle. It cannot be safely assumed by the officer that the lights and siren will be sufficient to assure the right-of-way, even though state law requires that emergency vehicles be yielded the right-of-way under emergency conditions.

Even when both the emergency lights and siren are in simultaneous operation, officers are still obligated to drive with due regard for the safety of all persons using the street or highway.

Emergency lights will be utilized in the following circumstances:

- When operating under emergencies outlined in the vehicle operation policy,
- When stopping traffic violators,
- When assisting motorists parked/stopped in hazardous locations,
- When a patrol vehicle is parked/stopped on the roadway.

B. Siren

The siren is to be used simultaneously with the emergency lights when responding code 3 as outlined in the vehicle operation policy.

The siren may be used to signal violators to stop when other means of attracting the violator's attention have failed.

C. Hazardous Warning Lights

If both the officer's vehicle and the violator's vehicle are parked safely off the roadway, the officer may turn off the overhead blue lights to diminish the distracting affect on other motorists. Under these circumstances, the officer may use his deck lights, rear flashing blue lights, or the flashing hazardous warning lights instead.

D. Spotlight/Take-down Lights

These lights should be used as a protection to the officer, especially when dealing with known or suspected felons. For example, following a traffic stop, the spotlight may be used to illuminate the interior of the violator's car so all occupants are kept within view and at a distinct disadvantage when looking back...
toward the police vehicle and officer. The officer should exercise care to avoid being silhouetted by the light.

The spotlight/take-down lights should not be used routinely to signal violators to stop due to the lack of visibility from the glare created by the lights.

E. Public Address System

The public address system may be a valuable tool when stopping a traffic violator or on a suspected felony car stop. The desired actions of the violator can be directed from a safe distance, minimizing the hazard to the officer.

The public address system is also valuable in directing persons when unusual conditions exist, such as notifications of evacuation prior to a hurricane.

10. Demeanor with Violators

Traffic law enforcement is one of the routine tasks performed by patrol officers, but for the violator it is frequently an emotional experience. Officers should be aware of these conditions, should strive to make each contact educational, and leave the violator with the impression that the officer has performed a necessary task in a professional and friendly manner.

Traffic stops have two objectives which the officer seeks to achieve. The first objective is to take appropriate enforcement action and the second is to favorably alter the violator's future driving behavior. This requires a thorough understanding of human relations and demands flexibility of the officer. The following procedures are recommended to minimize conflict which may develop between the officer and the violator and assist in achieving the two objectives.

Once the officer has stopped the violator and approached to a point where communication can begin, the officer/violator relations are activated. The officer should:

- Be alert at all times for the unexpected, but not be obviously apprehensive,
- Be certain that the observations of the violation were accurate without reservations,
- Present a professional image in dress, grooming, language, bearing, and emotional stability,
- Be prepared for the contact by having the necessary forms, if they are to be used, immediately available,
Decide on the appropriate enforcement action based upon the violator's behavior, not his/her attitude. In most cases it is advisable to have the form of enforcement action decided prior to the initial contact with the violator,

Greet the violator with appropriate title and in a courteous manner,

Ask for and accept the violator's driver's license and registration, if needed,

Inform the violator of the traffic law he/she has violated and the intended enforcement action; the violator should not be kept in suspense,

Attempt to obtain another document of identification if the driver has no driver's license,

Allow the driver to reasonably discuss the violation,

Complete the forms required of the enforcement action,

Make sure the violator knows when and where to appear if the enforcement requires a court appearance. Explain any alternatives to the violator, but do not predict the actions of the court,

Be alert for any emotional stress exhibited by the driver. If the stress is present, the instruction may have to be repeated or the violator may need to calm down before resuming driving,

Return the violator's driver's license, registration, a copy of the citation, and the Clerk of Court information form,

Assist the violator in safely re-entering the traffic flow.

11. Approaching Violators.

Statistics indicate that a high percentage of the incidents which result in police officer injuries or deaths began as routine traffic stops. Therefore, all traffic stops should be approached with caution. No two traffic stops are exactly alike. This procedure serves as a guide as to how to conduct stops of traffic law violators, where the risk is unknown. Officers will act in a courteous and prudent manner as dictated by the circumstances of the particular stop.

Procedures for officers initiating a stop:

- Choose the stop location carefully, avoiding curves and intersections. Consider stop locations where adequate cover is available should its use become necessary,
• Inform the telecommunicator of the vehicle registration number (include state and type) and stop location prior to initiating the contact,

• Activate emergency lights, use horn, then siren if needed, to alert the driver to stop,

• Position the patrol car approximately fifteen (15) feet behind the stopped vehicle and offset to the left approximately three (3) feet into the traffic lane. Turn the front wheels to the left, leave the engine running, and the driver's door unlocked. Consider who may be in the immediate area of the cruiser when leaving it unlocked,

• Before exiting the patrol car, observe the occupant's stopped vehicle for approximately 10-15 seconds for unusual movements,

• At night, high headlight beams, spotlight, and the takedown lights, should be used to conceal officer's movements from the violator and for visibility inside the stopped vehicle,

• If the violator gets out of the car, he/she should be ordered back inside, and the officer should be prepared to take evasive action should the violator continue to advance.

• Consider weapon readiness on every stop,

• While approaching, watch occupant(s), check for altered license tags, check trunk to see that it is closed and locked, and observe the interior for possible weapons or hidden passengers. At night, officers should avoid passing between the lights of the police vehicle and the violator's vehicle,

• Stand beside the vehicle as closely as possible and to the rear of the driver. Be watchful of any passenger(s),

• Keep a constant view of the violator's hands. Have the violator reach outside (preferably with the left hand). The officer should take the driver's license or other identification with his non-gun hand.

12. High Risk Traffic Stops

During a “high risk” traffic stop, danger and risk to the officer is obviously present. One officer should not attempt to stop a vehicle in this type of situation without the help of a secondary officer. The best tactics of approaching, positioning, and controlling, must be adhered to while attempting to conduct such a stop. Time is on the officer’s side if he/she is controlling the situation; the officer should not allow the suspect to rush them into unsafe decisions.

A. Detection

Some examples of detection of high-risk offenders are:
1) A confirmed “BOLO” regarding a wanted person or vehicle which is considered to be involved in a crime which is serious or violent nature, or where the suspect may be considered armed and/or dangerous,
2) An interruption of a crime in progress,
3) An escalation of an unknown risk or suspicious vehicle stop based on facts known by officer(s).

B. Primary Officer Responsibilities

The primary officer who will be initiating the traffic stop will make every attempt to stop the suspect vehicle in an area that offers adequate lighting, space, and which is as far away from the general public as possible.

The nature of this type of situation is fluid and ever changing and responsibilities may change as the situation changes; however, typically, the primary officer’s main objective throughout the stop is to extract and secure the occupant(s) of the vehicle in a safe and secure manner.

The primary officer will complete the original incident report.

C. Secondary Officer Responsibilities

The secondary officer will assume the duty of cover officer, allowing the primary officer to devote full attention to the occupant(s) of the vehicle.

The secondary officer will complete a supplemental report.

D. Communications

An officer conducting any traffic stop needs to communicate pertinent information to the telecommunicator. This is even more important when making a high risk stop! The primary officer shall immediately notify Communications and provide the following information:

1) Unit (s) Identification,
2) Nature of the intended stop,
3) Location and direction of travel,
4) Description and license plate number, if known,
5) Number of occupants and descriptions where possible,
6) Call for Communications to control all radio communications and clear the radio channel of all non-emergency calls by directing “10-33”.

E. Position of the vehicle

On a “high risk” or felony car stop situation, adequate cover is of vital importance to the officers as well as proper triangulation of the suspect vehicle. Officers have a choice between “wide” or “narrow” triangulation, depending on the environment when setting up
for a felony car stop. As a general rule, the “wide” triangulation should be chosen unless prevented by the environment.

F. Containment

One of the first objectives for the primary officer is to contain the suspect. The contact officer must gain control immediately and let the suspect know that it would be futile to try and escape or try to assault any officer present. The officer should convey that he/she is in control and will utilize deadly force if they place any officers’ lives in jeopardy.

G. Challenge

The primary officer must immediately take the initiative. As soon as the suspect vehicle stops, the primary officer needs to stop, arrange their police vehicle in the angle that is most conducive to safe cover, deploy from the vehicle to a cover point (apex of door), and take CONTROL. The officer(s) could receive gunfire from the suspect(s) and must be prepared to return fire as soon as possible. Otherwise, begin to challenge the vehicle with appropriate commands.

a. Example of initial command:

“Don’t move! This is the Mount Pleasant Police Department. You are under arrest for (offense). You are considered armed and dangerous. Any action you take, not ordered may be considered an act of aggression.”

2) Further commands to the occupants:

a. “Driver, place your vehicle in park, roll down the windows, turn off your engine, and set your emergency brake. Turn off your headlights, turn on your dome light (if at night). Take your keys out of your ignition, place them on your little finger and place the keys on the roof of the vehicle. Place both hands out of your window, palms facing me, and fingers spread.

b. “Extend your hands outside the windows, with your palms facing me, fingers spread.”

H. Extraction

a. The primary officer must extract the occupant(s) one at a time, using control through verbal commands.

b. Officers should try to keep the occupant(s) from going mobile once the stop has been made.

c. Officers need to be alert to unseen weapons of opportunity by the suspect(s).

d. The contact officer will command each occupant to do the following as each is extracted from the vehicle:
1. “Raise your hands high, palms facing me, fingers spread.” This keeps the hands away from the body so the suspect may not easily have access to weapons hidden on their body.

2. “Kick your door closed keeping your hands raised.” This will limit access to any weapons in the vehicle, limits reentry into the vehicle and limits rapid exit by other occupant(s) of the vehicle.

e. The contact officer will then command the suspect to:
   1. “Step away from the vehicle slowly”
   2. “With hands raised high, slowly turn around until I tell you to stop.” This will allow the officer to conduct a visible search for weapons on the suspect’s person,
   3. “Walk backwards to the sound of my voice.” Bring the suspect back to the officers while maintaining cover, secure them in handcuffs.

I. Controlling the suspect

   If more than 2 officers are present, one additional officer will assist the primary officer, while the secondary officer will maintain target acquisition on the suspect vehicle and occupant(s).

   Once the primary officer gets the suspect near for handcuffing, he/she should place the suspect in the most disadvantageous position for handcuffing and searching. (kneeling or prone).

   After handcuffing and thoroughly searching the suspect, the primary officer will secure the suspect in the rear seat of their patrol vehicle and prepare to challenge the next occupant(s).

J. Clearing

   After all known suspects have been extracted, challenge any other possible occupant(s) of the vehicle again by saying, “You in the vehicle, we know you are in there. Sit up and show yourself.”

   The primary officer should continue to challenge the suspect’s vehicle as a distracter and to mask the sounds of an approaching officer(s).

   The secondary officer should clear the vehicle keeping sound tactics, judgment and cover in mind.

13. Pacing
   Officers may utilize their Department issued vehicle to pace a violator vehicle suspected of exceeding the posted speed limit. The officer will maintain a constant speed with the violator for at least 1/10th of a mile neither gaining or losing distance between the police vehicle and the violator’s vehicle.
A. Only certified, calibrated speedometers will be used for “pacing” of vehicles.

B. Officers operating any police vehicle with a certified, calibrated speedometer, with suspected inaccuracy, will indicate the problem on the vehicle inspection form and have the deficiency corrected as soon as practicable.

C. The Department is responsible for periodic testing and reporting of police vehicle speedometer accuracy. Testing shall be conducted at least semi-annually, by patrol officers in radar equipped police vehicles.

D. Testing shall be conducted as follows:
   a. The police vehicle shall be driven on a roadway where it is possible for the vehicle speed to be measured by a known accurate radar unit.
   b. The speed of the police vehicle will be indicated in two ways:
      1. The officer operating the police vehicle will drive the vehicle at a steady predetermined speed, for example 30 mph.
      2. The officer operating the radar unit will measure the police vehicle speed and note the actual speed of the vehicle.
      3. The test shall be repeated in a similar manner at two other different speeds.
      4. Where the radar has indicated a speedometer to be inaccurate more than plus or minus one mile per hour at tested speeds, a vehicle inspection form will be completed and the deficiency will be documented. Police vehicles which have been deemed to have speedometer inaccuracies will not be utilized to pace suspected violators until such time as the inaccuracies are corrected. All deficiencies will be corrected as soon as possible.
   c. Records of testing results will be maintained by the Traffic Supervisor and will be available for court presentation if necessary.


Speed measuring devices will be utilized by those officers that have successfully completed Speed Measuring Device Operator training. The Traffic Services Supervisor will ensure that operators can demonstrate their competence with each device before they are authorized to use such devices. The training will include:

   o Equipment specifications,
   o Operational procedure,
   o Proper care and upkeep,
   o Programmed maintenance,
- Maintenance and calibration records,
- Operator training and certification.
PURPOSE: To establish guidelines for the issuance of courtesy summons or arrests/non-arrests of individuals for traffic related offenses based on teletype information.

POLICY: It is the policy of the Mount Pleasant Police Department to ensure all arrests are made with support of probable cause and that information provided on individuals for traffic related offenses is verified and in compliance with state mandated use of teletype information prior to any arrests being made.

1. Courtesy Summons - Non-arrest

   Records that indicate a license suspension for violation Codes 17 (uninsured vehicle) or 15 (failure to pay taxes) will be issued a courtesy summons.

   Any teletype that has a beginning suspension date but ending suspension is not stipulated, will be issued a courtesy summons, i.e., indefinite period of suspension.

2. Officers Discretion to Incarcerate.

   Officers may use their own judgment to arrest a traffic violator on information received from a records check (teletype) if the following requirements are met:

   1. The suspension date has a specific beginning and ending date.

   2. Other probable cause or information can be obtained to support the teletype information.
PURPOSE: To standardize Department procedure with regard to enforcement of Driving Under the Influence (DUI) Statutes.

POLICY: It is the policy of the Mount Pleasant Police Department to vigorously and fairly enforce statutes prohibiting the driving of a motor vehicle while under the influence of alcohol or drugs.

1. Field Sobriety Testing

A. All officers of the Department will be trained and become proficient in administration of four (4) Field Sobriety Tests:
   - Reciting the Alphabet
   - One Leg Stand
   - Walk and Turn

B. Horizontal Gaze Nystagmus may be utilized by any officer who is certified in its standardized instruction, performance, and clues..

C. Barring extenuating circumstances, all officers will demonstrate and utilize a combination of these tests in the field, when making a determination of the impairment of a driver suspected of being under the influence. Extenuating circumstances which prevent the use of field sobriety tests must be fully documented by the arresting officer.

D. The safety of the driver and the officer will be maintained at all times.
E. A determination of the driver’s educational level and physical impairments, which might affect the driver’s ability to perform, must be made.

F. Detailed notes of the test, procedures, and results, will be made in the incident report.

2. Physical Arrest:

A. The exception to officer discretion of physical arrest is Driving Under the Influence (DUI). The following procedure will be adhered to by all employees of the department:

1. Sworn personnel will affect the arrest of any person found to be in violation of those laws pertaining to Driving Under the Influence of alcohol and/or drugs:

2. The physical arrest will be based on the driver's observed vehicle operation, involvement in an accident, and/or a field sobriety test. When an officer makes the determination that probable cause exists for a DUI arrest, that subject will be placed under physical arrest.

B. All persons arrested for DUI will be afforded the opportunity to submit to chemical testing as outlined in Section 56-5-2950 (Implied Consent) of the Code of Laws of South Carolina, 1976, as amended.

1. Additional testing (blood and/or urine) may be requested by the person under arrest for DUI in accordance with Section 56-5-2950, and the officer will assist the person in obtaining such tests if so requested.

2. Such tests will be in addition to the datamaster, and at the arrested person’s own expense.

3. Blood or urine tests may be requested by the arresting Officer in accordance with Section 56-5-2950 and will be paid for by the Department.

4. The arresting officer will obtain, from the testing facility, the requirements of that facility for release of the results of such tests and will comply with those requirements to obtain the results at the earliest opportunity.

C. Subjects in custody for DUI will only be allowed to telephone an attorney (parent, if arrestee is a juvenile) prior to the completion of the testing procedure. Request from the arrestee to speak to any employee of the Town of Mount Pleasant, to include the Staff of the Department, will not be permitted until all testing and paperwork is completed and then only if deemed appropriate by the arresting officer.
D. A copy of the booking report will be provided to the Records Bureau prior to transporting a prisoner to the holding facility or as soon as practicable.

3. Prosecution

A. All DUI cases made by officers of the Department, will be prosecuted.

B. No employee of the Department shall take part in the negotiation of a DUI charge to a lesser offense.

C. Officers who make a DUI arrest shall appear in court prepared to try the case as charged.

D. Officers will not discuss the merits of any DUI case with defense attorneys unless instructed to do so by the Town Attorney.

E. Officers are to provide the Town Attorney with a prosecutive summary on all DUI arrests.

F. Personnel are instructed to make full disclosure of the merits of their particular case so as to assist the Town Attorney in making the best prosecution decision.

G. Only the Town's Attorney is authorized to negotiate or recommend a plea to a lesser charge.

H. The court has the right and authority to determine the disposition of each case and the Mount Pleasant Police Department will respect all decisions of the court.
PURPOSE: To establish guidelines for selective traffic enforcement.

POLICY: To direct enforcement resources to violations which frequently contribute to vehicle accidents at times and locations where the most frequent number of vehicle accidents occur.

1. Procedure.

A. Selective Traffic Enforcement

Selective traffic enforcement is an activity of the Field Operations Bureau. Traffic analysis and selections of locations for selective enforcement is the responsibility of the Traffic Services Supervisor. Selective traffic enforcement functions include the following procedures:

- Analysis of traffic accidents to include geographic, temporal, causative factors such as:
  - Month, day, hour
  - Location and directions, weather and road conditions
  - Intended driver action

- Analysis of traffic enforcement activities by the Traffic Services Supervisor on a monthly basis. The traffic complaints received during the month will be reviewed as well as the citations written to determine if adequate enforcement is being applied to identified high accident rate locations. Selective enforcement shall be undertaken in those areas where
analysis of traffic accidents and violations indicates that special attention is needed. Patterns of causes and/or sudden increases in the number and severity of accidents or violations are reasons for extra enforcement activity at a given location.

o The Traffic Services Supervisor will assign traffic units to selective enforcement activities based on analysis of traffic accident experience and traffic-related calls for service covering the most recent three year period. Locations determined to need additional selective enforcement will be documented on a selective enforcement bulletin outlining the location and violations needing attention and disseminated to all patrol units by the Traffic Services Supervisor.

o The Traffic Services Supervisor will select the equipment that will be most effective in the reduction of accidents, i.e., Laser, radar, motor, unmarked vehicle.

2. Program Evaluation.

The Traffic Services Supervisor will prepare an annual report to include an evaluation of the Selective Enforcement Program. The evaluation should attempt to ascertain the effectiveness of selective traffic enforcement.
PURPOSE: To establish accountability for traffic summonses used by the Department.

1. The following procedures will be followed to ensure the accountability of all traffic summonses utilized by officers of the Department to include:
   
o State of South Carolina Uniform Traffic Citations

   o Town Of Mount Pleasant Municipal Citations

   o Town of Mount Pleasant Parking Citations

2. Summons Book Issuance

   All summonses books are issued to officers of the Department by the Town of Mount Pleasant Clerk of Court or the Clerk of Court's designee.

   Upon receipt of a citation book from the Clerk of Court, the officer will sign the citation log book indicating the citation numbers of the book received.

   The Clerk of Court will complete and file a ticket inventory form to include:

   o Officer's name,

   o Ticket book numbers,

   o Date issued.
Officers are accountable for all summonses issued to them and are responsible for documentation of all citation transmittals ensuring that all citations released from their custody to other personnel are signed for.

3. Citation Transmittal

Officers will maintain a citation log with each citation book. All citations removed from the book will be documented on the citation log. Each officer will turn completed citations in to the appropriate authority within twenty four hours of writing the citation. During normal business hours all copies of completed citations will be turned directly into the Clerk of Court’s Office. The clerk receiving the citation will initial the citation log in order to provide a receipt to the officer.

Officers who are unable to take completed citations to the Clerk of Court, i.e., night shift etc. will document the citations on a ticket transmittal form, sign and date it and have a witness sign the form. The officer will maintain a copy and will deposit the citations and ticket transmittal into the ticket lock box maintained in the squad room.

All copies of the citation will be turned in with the transmittal form.

Responsibility for lost citations rests with the individual who cannot show documented proof of transmittal. Reimbursement to the Town of Mount Pleasant of two-hundred and fifty dollars per lost citation may be required.

All personnel are urged to keep all citation logs and transmittal forms until the annual ticket audit is completed each January.

4. Lost Citations

In the event a citation or citation book is lost the officer who has signed for that citation book will immediately notify the Clerk of Court and his/her Supervisor. The Supervisor will notify the Office of Professional Standards which will conduct an investigation and will report the findings to The Chief of Police. A copy of the findings of the investigation will be forwarded to the Clerk of Court.

5. Voided Citations

A citation void form will be completed and attached to all copies of a voided citation and transmitted to the Clerk of Court.

6. Audit Procedures

A. Clerk of Court

Officers who have received citation books from the Clerk of Court are required to account for those citations at any time the Clerk of Court requests a citation audit.
B. Supervisors

Supervisors will conduct audits comparing the officer's citation books to their citation log monthly, ensuring all completed citations are turned in and all citations are accounted for.

The audit will be documented on the citation log.

C. Annual Audit

The Clerk of Court will conduct an annual citation audit with the assistance of a Police Department representative designated by the Chief of Police. The audit will reconcile citations issued by the South Carolina Highway Department to:

- Citations maintained by the Clerk of Court,
- Citations issued to and maintained by officers,
- Clerk of Court citation records.

7. Storing Citation Books

The Clerk of Court's Office will maintain all citation books that have not been issued. Once citation books have been issued by the Clerk of Court, secure storage and safekeeping is the responsibility of the receiving officer.

8. Cross Referencing

Completed citations will be entered into the data base and retrieved by one of the following:

- Citation number,
- Officer's name,
- Defendant's name.

9. Court Appearances

Officers are required to meet all court dates scheduled.

Officers who desire to continue a court case must have the approval of a Watch Commander prior to making the request to the Clerk of Court.
Officers who continue a court case for any reason MUST make timely notification to all witnesses, and, if necessary, the defendant as well.

10. Public Contact Warning Tickets

The Public Contact Warning tickets are mandated by the South Carolina Department of Public Safety. These warnings pertain to instances when law enforcement officers stop a motor vehicle and do not issue a citation or make an arrest. The information documented on these warnings will be reported to the Department of Public Safety on a monthly basis.

A. Issuance

All Public Contact Warning books will be issued to officers of the Department by the Administrative Assistant of Career Development.

This office will complete and file a ticket inventory form to include:
- Officer’s name,
- Ticket book numbers,
- Date issued.

Officers are accountable for all Public Contact Warnings issued to them and are responsible for documentation of all citation transmittals ensuring that all citations released from their custody to other personnel are signed for.

B. Transmittals

Officers will maintain a Public Contact Warning log with each book. All Public Contact Warnings removed from the book will be documented on the log. Each officer will turn completed warnings in to the Administrative Assistant in Career Development within twenty four hours of writing the Public Contact Warning. During normal business hours all copies of completed warnings will be turned directly into the Career Development Administrative Assistant, who will initial the citation log in order to provide a receipt to the officer.

Officers who are unable to take completed Public Contact Warnings to the office of Career Development, i.e. night shift etc. will complete a transmittal form and with a witness deposit the warning (s) and the transmittal into the Public Contact Warning ticket lock box located in the squad room.

The Agency copy of the Public Contact Warning ticket will be turned in with the transmittal form.

All personnel are urged to keep all Public Contact Warning logs and transmittal forms until the annual audit is completed each January.

C. Audit Procedures
1. Officers who have received a Public Contact Warning book from the office of Career Development are required to account for those warnings at any time an audit is requested. Supervisors will conduct audits comparing the officer’s Public Contact Warning books to their log on a monthly basis, ensuring all completed warnings are turned in and accounted for. The audit will be documented on the officer’s log.

2. An annual audit will be conducted by the Career Development Administrative Assistant and the Captain of Administrative Services. The audit will reconcile warnings issued by the South Carolina Department of Public Safety to:
   o Public Contact Warnings maintained by the Career Development Office,
   o Public Contact Warnings issued to and maintained by officers,
   o Career Development Public Contact Warning records.

These statistics will be collected by the office of Professional Standards who will include them in the Early Warning System report submitted annually.

D. Lost Public Contact Warnings

   In the event a Public Contact Warning or Warning Book is lost, the officer will immediately notify the office of Career Development and his/her supervisor. Upon direction by the Chief of Police, the Office of Professional Standards will conduct an investigation and will report the findings to the Chief of Police.

E. Voided Public Contact Warnings

   A Public Contact Warning void form will be completed and attached to all copies of a voided Public Contact Warning, and transmitted to the office of Career Development.

F. Storing Public Contact Warning Books

   The office of Career Development will maintain all Public Contact Warning books that have not been issued. Once citation books have been issued, secure storage and safekeeping is the responsibility of the receiving officer.

G. Required Reporting

   Information required by South Carolina Code of Laws: Section 56-5-6560 will be gathered and transmitted electronically by the office of Career Development and reported to the Department of Public Safety on a monthly basis via the Internet.
PURPOSE: To establish guidelines for the physical construction and operation of a sobriety checkpoint.

POLICY: The use of sobriety checkpoints by The Mount Pleasant Police Department will maximize the deterrent effect and increase the perception of "risk of apprehension" of motorists who would operate a vehicle while impaired by alcohol or drugs and will cause the apprehension of impaired drivers at the physical location of the checkpoint. It is the policy of this Department that all sobriety checkpoint operations are used legally, effectively, and safely, upholding the constitutionality of checkpoints based on Supreme Court rulings.

1. Site Selection.

Selection of sobriety checkpoint sites will be an objective selection process based on relevant data to include the following:

- The safety of the officers and general public involved must be assured.
- Site will allow officers to pull vehicles out of the traffic stream without causing significant subjective intrusion (fright) to the drivers.
- Site will not cause a safety hazard by creating a traffic back-up.
- Site will permit the safe flow of traffic through the checkpoint.
- Consideration is given to traffic volume, visibility and posted speed limits.
- Sufficient illumination for the safety of motorists and officers.
2. Warning Devices.

Special care will be taken to warn approaching motorists of a sobriety checkpoint. Advanced warning to motorists will be accomplished by placing a "Sobriety Checkpoint Ahead" sign approximately 300 feet prior to the checkpoint location. Traffic cones will be used for marking and/or closing lanes of the roadway. Marked patrol vehicles will have rear light-bars flashing and permanent or portable lighting will be used to illuminate the checkpoint area.

3. Visible Police Authority.

To reassure motorists of the legitimate nature of the checkpoint all officers assigned to the operation will wear uniforms and traffic vests. All vehicles used for traffic control at the site will be marked patrol vehicles.


If possible, the South Carolina Highway Patrol Mobile Datamaster vehicle will be on site with a certified datamaster operator to provide datamaster tests. If the Mobile Datamaster Vehicle is not available, the transport van will be assigned to the checkpoint site and a datamaster operator will remain at headquarters to provide datamaster testing.

5. Contingency Planning.

Any deviation from the predetermined interview sequence plan approved by the Chief of Police for stopping vehicles will be documented by the traffic services supervisor and the reason for the deviation given (e.g., traffic backing up, intermittent inclement weather).


Officers should look for the following indicators of impairment during initial contact with a driver at a checkpoint: odor of alcoholic beverages or other drugs (marijuana, hashish); bloodshot eyes; alcohol containers or drug paraphernalia; fumbling fingers; slurred speech; admission of drinking or drug use; inconsistent responses.

Officers will explain the purpose of the checkpoint to the motorists as they approach the vehicle by making the following statement: "Good Evening. You have been stopped at a Mount Pleasant Police Department sobriety checkpoint. We use checkpoints in an effort to detect and deter the impaired driver. Have you consumed any alcohol or controlled substance today?" If the driver's answer is no and there is no other compelling reason to detain the vehicle, the officer should permit the motorist to proceed. If the driver's
answer is yes, ask how much and when. Depending on the answer or if the officer detects other indicators of impaired driving and further investigation is warranted, direct the driver to safely exit the vehicle and escort him or her to the designated field sobriety test area. If an officer believes it is necessary to move a suspect's car after he or she has reasonable suspicion of impairment, it should be moved by someone other than the suspect.

The officer should then continue the investigation using non-incriminating divided-attention questions (e.g., by the officer simultaneously asking for driver’s license and vehicle registration requiring the subject to do two things at once) and the administration of the NHTSA Standardized Field Sobriety Tests, to include Horizontal Gaze Nystagmus, the Walk and Turn, and the One Leg Stand. If the situation warrants alternative field sobriety testing the following can be utilized: the reciting of the alphabet, the hand slap coordination drill, manual dexterity demonstration, and the Romberg. If it is determined that the subject is driving impaired he/she will be transported to the datamaster location.

During the detection phase, if occupants are observed not using safety restraints they will be issued a uniform traffic citation or public contact warning. A motorist who wishes to avoid the checkpoint by legally turning before entering the checkpoint area should be allowed to do so unless a traffic violation is observed or probable cause exists to take other action. The act of avoiding a sobriety checkpoint does not constitute grounds for a stop.

7. Sobriety Checkpoint Authorization.

When it is determined that a sobriety checkpoint will deter impaired driving and increase the perception of "risk of apprehension" in a given area, the traffic services supervisor will prepare a checkpoint operational plan which will outline all aspects of the checkpoint, location, date, times, manpower and will include documentation complying with section one (1) of this policy. The operational plan will be submitted to the Chief of Police through the chain of command for final approval.

8. Operational Briefing.

Upon approval of the operational plan the traffic services supervisor will hold a mandatory operational briefing to ensure that each officer assigned has a clear understanding as to his/her duties and responsibilities.


The traffic services supervisor will provide the Chief of Police with a written evaluation of the checkpoint operation addressing the following items:
- Number of vehicles passing through the checkpoint
- Average time delay to motorists
- Number of motorists detained for field sobriety testing
- Number and types of arrest
- Identification of unusual incidents such as safety problems or other concerns
PURPOSE: To establish procedures for the investigation of vehicle traffic accidents.

POLICY: It is the policy of the Mount Pleasant Police Department to respond to vehicle traffic crashes and conduct thorough investigations of those scenes where law enforcement assistance is required, as well as to provide assistance to the victims involved.

1. Reporting/Investigation

Uniformed officers dispatched to handle a traffic accident are to report and/or investigate the accident in a thorough and professional manner.

Minor, non-injury accidents generally require only the reporting of basic information. A more thorough investigation is required on the following types of accidents:

- Death or serious injury,
- Property damage,
- Hit and run accidents,
- Impairment due to alcohol and/or drugs,
- Hazardous materials.

It is important that accident reports be submitted promptly. Should a report be incomplete or need additional investigation, a supplemental report will be turned in prior to the investigating officer going off-duty. The supplemental report will advise as to the date that the report will be completed.

Hit and run accidents will be followed up by original officer, where possible. Hit and run accidents handled by CSOs will be followed-up by an officer of the Traffic Services Unit. A copy of the original accident report will be forwarded to traffic services by records management.
2. Law Enforcement Response

An officer will be dispatched to all reported accidents, unless specifically exempted by existing policy, to include, but not limited to:

- Injury or fatality,
- Hit and run,
- Impairment of an operator due to alcohol and/or drugs of abuse,
- Damage to public vehicles or property,
- Hazardous materials,
- Disturbances between participants,
- Major traffic congestion as a result of an accident,
- Damage to vehicles to the extent towing is required,
- Private property accidents involving:
  - Injury or fatality,
  - Hit and run,
  - Intoxicated driver,
  - Reckless operation,
  - Unlicensed driver,
  - Extenuating circumstances.

A South Carolina Highway Department Form 309 can be provided to the drivers in vehicle accidents that occur on private property, when property damage is less than $500 and none of the above categories apply.

When directed to respond to a traffic accident, the officer will be informed of the exact location, the severity of the accident, whether traffic is blocked, and other units assigned (including ambulance and fire apparatus), to the extent that this information is available to the telecommunicator.

Officers directed to respond to an accident scene should choose the best possible approach route, considering traffic flow and congestion problems, based on their knowledge of conditions normally existing in the vicinity. Officers should drive safely to the scene, consistent with the need for prompt response.

While en route to the scene, officers should be alert for vehicles which give an indication of involvement in the accident.

3. Approach to an Accident Scene

While approaching traffic accident scenes, officers should be alert for and avoid obliterating or destroying evidence such as tire marks, debris, etc.
During the approach to the scene, and upon arrival, officers should be alert for specific conditions or factors that may have contributed to the accident (such as visibility/view obstruction, inoperative traffic control devices, hazards, etc.).

Officers also will assess the scene to determine if additional investigative skill or assistance with traffic control is required.

4. First-Officer-at-Scene Responsibilities

Immediately upon arrival, the first officer at the scene of an accident will check for injuries, fire hazards, hazardous materials and/or electrical wires down, and will summon appropriate fire, medical, or utility assistance. The officer will provide emergency medical aid and fire suppression services until fire/medical personnel arrive. Injured persons will not be transported in Department vehicles unless authorized by a supervisor. In the case of hazardous material incidents, the officer will isolate the hazard area, evacuate non-essential personnel, identify the vehicle and container placards, and will notify responding Fire Department units of this information.

The officer will park his/her patrol vehicle in such a manner as to protect the scene, preserve evidence and protect the public, but not in such a manner that would create an additional hazard. Overhead emergency lights will be activated while the police vehicle is on the roadway.

In the event that additional equipment is needed to protect the scene or assist with traffic direction and control, i.e., traffic cones and/or barricades, Communications will be advised and Public Works will be notified as to what is needed and the location.

If damage to the vehicles will require the vehicle to be towed, a tow truck should be summoned as quickly as possible so normal traffic can be resumed.

5. Investigative Responsibility

Unless otherwise directed, the officer originally dispatched to the scene by Communications is in charge at the scene and will investigate the accident.

A traffic accident reconstructionist will be notified to respond and investigate the following types of accidents:

- Fatalities,
- Personal injury which could become a fatality,
- Accidents which carry a high potential for Town liability.

The investigating officer will complete a South Carolina Uniform Traffic Accident Report Form TR-310 on all vehicle accidents investigated. Recording the particulars and making a determination in every accident as to the violation detected.
The investigating officer will complete the officer’s portion of the South Carolina Department of Highways and Public Transportation Notice of Requirement Form FR10 and provide each driver involved in the accident with the FR10 form. The driver(s) will be advised to have their respective insurance agent(s) complete the remainder of the form and return the form to the Highway Department.

The investigating officer is responsible for obtaining all information required to complete form TR-310 and FR-10 to include:

- Interviewing principals and witnesses,
- Examining/recording vehicle damage,
- Examining/recording effects of accident on the roadway,
- Taking measurements, as appropriate,
- Taking photographs, as appropriate,
- Collecting/preserving evidence,
- Exchanging information among principals (FR-10).

Violations determined through investigation will be documented on the accident report.

Enforcement action for violations resulting in traffic accidents will be at the discretion of the investigating officer.

6. Follow-Up Accident Investigations

It is the responsibility of the on-scene investigating officer to conduct all follow-up investigations unless otherwise directed by a supervisor.

In certain cases such as fatalities, serious injury, etc., the follow-up investigation may be assigned to an accident reconstructionist. The officer conducting a follow-up investigation is responsible for ensuring the following follow-up investigation procedures are completed:

- Collecting off-scene data,
- Obtaining/recording formal statements from witnesses,
- Reconstructing accidents,
- Preparing formal reports to support any criminal charges arising from the accident.

In the case of a serious accident, or when other reasons necessitate, the investigating officer is to consult with the on-duty supervisor to request specialized manpower (evidence technicians, detectives, etc.).

A command officer must authorize the use of any expert or technical assistance in accident investigations such as surveyors, engineers, or mechanics that will require a fee for services.
7. Property Control Safeguards

An officer at the scene of an accident will ensure that property belonging to an accident victim is protected from theft or pilferage and is removed to a place of safekeeping if the owner is unable to care for it.

Where practical, property found inside a vehicle at the scene of an accident should be secured with the vehicle and itemized on a Departmental tow sheet prior to the vehicle being removed from the scene by a wrecker.

Items of great value, items readily accessible to theft, money, and firearms, shall not be left with the vehicle. However, they will be tagged and subsequently submitted to the Department's Property Room for safekeeping or directly given to the owner or his designate.

8. Accident Scene Injuries and hazards

An important responsibility of officers responding to any accident scene is to keep the situation from becoming worse. This responsibility may become more important and complex when injuries, actual or potential fire hazards or hazardous materials are present at the scene. Officers may be called upon to perform certain special activities and to coordinate their activities with those of other agencies.

Priorities for action are likely to be affected by the extent and nature of the hazards.

The Department will continue to be aware of the responsibilities, practices and procedures of other agencies that respond to and/or provide technical assistance relating to injuries, fire hazards and hazardous material incidents. Officers will be kept informed of these responsibilities, practices and procedures to ensure the best possible coordination and service delivery at traffic accident scenes involving such hazards.

A. Injuries

Officers sent to the scene of accidents involving injury will immediately call for Emergency Medical Services (E.M.S.), Fire Department First Responders (if they have not already been dispatched), and for another officer for assistance with traffic control. Immediate first aid should be given to any victim with serious bleeding. Victims complaining of back or neck injury should only be moved by rescue personnel unless conditions at the scene become life threatening to the victim, such as a fire.

Once rescue personnel have arrived, officers will provide whatever assistance the rescue personnel request while controlling traffic and conducting the accident investigation.

B. Fire Hazards
If a fire exists or there is a great potential for fire (spilled gasoline or live sparking wires), the Fire Department will be immediately summoned.

Any injured victim who cannot leave the immediate hazardous area should be assisted. All other persons in the immediate area will be evacuated.

Officers will isolate the area to prevent unauthorized subjects from entering.

C. Hazardous Materials

Officers should be aware that any traffic accident involving a cargo vehicle is a potential hazardous material incident and should be observant for any evidence of hazardous material or hazardous material placards before approaching cargo vehicles involved in accidents.

When there is a question whether spilled material at an accident scene may be hazardous, officers will avoid contact with the material and will keep others from contact with the material.

Upon arrival at the scene of a traffic accident involving a cargo vehicle, officers will immediately contact the Fire Department and attempt to make a preliminary identification of the cargo on the basis of placards visible from a safe distance.

Officers will follow the procedures specified in the Hazardous Materials Training Guide to complete the identification of hazardous materials and take appropriate emergency action until the situation is remedied.
PURPOSE: To establish procedures for activities involving the movement and control of vehicles and pedestrians.

POLICY: The Mount Pleasant Police Department will take the necessary precautions to ensure the safe and efficient movement of vehicles and pedestrians, in those situations where intervention is required, such as vehicular accidents, fires, natural disasters and special events.

1. Procedure.

   A. Function

   Traffic direction and control is necessary to ensure the safe and efficient movement of vehicles and pedestrians. Police officers shall be assigned to carry out identified traffic direction and control functions only at those times and places where law enforcement authority and/or human intervention is required to ensure safety and efficiency, and until such time that the problem is resolved or traffic control apparatus can be repaired or installed.

   B. Manual Control of Traffic Signals

   Upon approval from the Traffic Services Supervisor or Duty Supervisor, officers may request the SC Department of Transportation or City of Charleston Department of Transportation, as appropriate, to manually bypass a traffic signal. Approval to request manual bypass of a traffic signal is restricted to the following criteria:

   • A malfunction of the traffic signal that has created congestion at the intersection and the congestion can be reduced by manual traffic control,
• Approval from the Chief of Police for a special function (i.e., motorcade, major disaster).

C. Temporary Traffic Control Devices

Temporary traffic control devices will be used only in pre-scheduled special events as outlined in the special event operation procedures or in emergency situations to include natural or manmade disasters and accidents.

The traffic devices will be delivered to, placed at, and removed from, the required site by members of the Traffic Unit or the Department of Public Works upon request. The request will be approved by the on-duty supervisor.

D. Fire Scene Traffic Control

Officers on the scene of fires will assess the hazards present and take action to minimize further damage to property or life. These may include directing traffic and/or evacuating the immediate area.

Officers will assist the Fire Department in making sure the scene is clear for emergency vehicles to enter but restrict entry to unauthorized vehicular or pedestrian traffic.

Supervisors will ensure that adequate staffing is allocated to secure the area and divert traffic away from the fire scene.

E. Adverse Weather and Road Condition Traffic Control

Adverse road conditions may arise out of many situations. These include accidental hazards such as downed power lines and debris or natural causes such as fog, ice, and snow.

Officers will be cognizant of changing weather conditions so emergency measures can be taken if warranted. When temperatures are expected to be below thirty-five (35) degrees the Duty Supervisor will monitor the condition of the area bridges to ensure they are not frozen over and require sanding. When sanded down the Supervisor will direct an officer to travel all bridges at least once each hour.

Officers will increase the patrol of all low lying streets during periods of excessive rain or extreme high tides to discover areas of flooding. Areas that are determined as impassable will require the officer to notify Communications and the Duty Supervisor. The Field Operations Commander will approve the call-out of additional manpower if required to ensure the safe diversion of vehicular traffic.

F. Traffic Control - Lane Blockage
In instances where it is necessary to block a lane of traffic for such situations as
accidents, disabled vehicles, debris removal, construction, electrical or telephone
line installation, or similar activity, the officer will assume specific
responsibilities with regard to the safety of the activity.

The Officer will:

- Discuss the operation to be performed with personnel responsible for the work
  and ensure an understanding of the methods to be utilized to provide for the
  safest, most effective movement of vehicle and/or pedestrian traffic,

- Immediately notify supervisor when the officer has any concern about the
  safety of the methods to be employed or the number of personnel required,

- Assume such a position as to maintain constant communications with the
  individual(s) responsible for the activity. Where distance is a factor, ensure
  that additional units are requested as needed.

- Stop the activity and notify Supervisor, if practices are being utilized which
  threaten pedestrian and/or vehicle traffic, and the officer is unable to directly
  resolve the situation.

G. Special Events

Special events, such as parades, movie filming, road construction, bridge closures,
and other such events, which allow for prior planning will be assigned to the
Traffic Supervisor, who will develop an Operations Plan for the event. The
Operations Plan will include, but not be limited to:

- Use of Special Operations personnel, if any,

- Designation of a single person or position as supervisor and coordinator,

- Written estimate of traffic, crowd-control, and crime problems expected,

- Contingency plan for traffic direction and control,

- Logistics requirements,

- Coordination inside and outside the Department,

- After-Action report.

H. Critical Incidents

The need for emergency planning for unusual occurrences and critical incidents
such as natural disasters or civil disturbances is imperative to reduce disaster
potential and minimize loses. Therefore, traffic direction and control procedures in these incidents will be followed according the nature of the incident as outlined in the Mount Pleasant Unusual Occurrence and Critical Incident Manual.
PURPOSE: To establish a uniform procedure for all officers to use while performing manual traffic direction and control.

POLICY: All department personnel assigned to direct traffic will use the following uniform signals and gestures to perform manual traffic direction.

   
   A. The criteria to be used to identify the need for manual traffic control will include, but is not limited to:

   o Traffic volume and speed
   o Number of pedestrians present
   o Duration of the congestion period
   o Presence and types of traffic control devices

2. Hand Gestures.

   A. To stop traffic by hand:

   To stop traffic the officer should first extend his arm and index finger toward, and look directly at, the person to be stopped until the person is aware, or it can reasonably be assumed that they are aware, of the officer's gesture.

   Second, the pointing hand is raised at the wrist so that it's palm is toward the person to be stopped and the palm is held in this position until the person is observed to stop.
Third, while performing the second motion the officer will sound one (1) long burst from his/her whistle. To stop traffic from both directions on a two-way street the procedure is then repeated for traffic coming from the other direction, while continuing to maintain the raised arm and palm toward the traffic previously stopped.

B. To start traffic by hand:

To start traffic, the officer should first stand with shoulder and side toward the traffic to be started, extend his arm and index finger toward, and look directly at, the person to be started until that person is aware, or it can be reasonably assumed that he/she is aware, of the officer's gesture.

Secondly, with the palm up, the pointing arm is swung from the elbow only, through a vertical semi-circle, until the hand is adjacent to the chin.

Third, while performing the second motion, the officer will sound two (2) short bursts from his/her whistle. If necessary, this procedure is repeated until traffic begins to move. To start traffic from both directions on a two-way street, the procedure is then repeated for traffic coming from the other direction.

C. Right-Turning:

Right-turning drivers usually effect their turns without the necessity of being directed by the officer. When directing a right turn becomes necessary the officer should proceed as follows: If the driver is approaching from the officer's right side, his extended right arm, index finger and gaze are first directed toward the driver, followed by swinging the extended arm and index finger in the direction of the driver's intended turn, along with two (2) short bursts from the whistle; if the driver is approaching from the officer's left side, the same procedure may be followed utilizing the left arm.

D. Left-Turning:

Left-turning drivers should not be directed to effect their movement while the officer is also directing oncoming traffic to proceed. Therefore, the officer should either direct opposing vehicles to start, while avoiding left turn gestures directed at turning drivers which will lead them to complete their turn only when there is a gap in the oncoming traffic, or to stop or hold oncoming drivers, after which the left turning driver can be directed into his turn. The officer's right side and arm should be toward the oncoming traffic and the left side and arm should be toward the left turning driver. After stopping oncoming traffic by using the right arm, hand and whistle, the right hand should remain in the halt gesture, then the extended left arm and index finger and officer's gaze is directed toward the driver who intends to effect a left turn. When the left-turning driver's attention has been
gained, the extended left arm and index finger are swung to point in the direction the driver intends to go while sounding two (2) short bursts from the whistle.

F. Illustrations

Examples of the procedures identified in A through E above are illustrated on Attachment A of this directive.

4. Use of Flashlight and Traffic Wand.

After the driver has stopped, arm signals may be given utilizing the flashlight, wand and whistle, the vehicle's headlight providing illumination.

During periods of poor visibility, a flashlight and traffic wand will be utilized. To stop traffic, holding the flashlight and wand vertically, slowly swing the beam across the path of oncoming traffic and sound one (1) long burst from the whistle.

5. High Visibility Clothing.

A. The department issues high visibility traffic vests to all sworn personnel.

(1) Personnel will wear traffic vests, in addition to the full prescribed uniform, whenever performing traffic direction functions.

(2) In the event of rain or damp conditions, officers will wear their issued rainsuits without the traffic vests. Although the wearing of the rainpants is sometimes optional, all officers on an assignment will be uniform in their dress.
PURPOSE: To establish procedures for liaison and data-sharing with traffic engineering authorities of Mount Pleasant and the State of South Carolina.

POLICY: The Mount Pleasant Police Department fully recognizes its unique opportunity and responsibility to contribute to improving traffic engineering in the community.

1. Procedure.

A. The department will continue to work in concert with other authorities to devote adequate personnel and other resources to:

   o collect and compile traffic-related data relevant to identifying specific engineering problems and solutions

   o conduct special traffic surveys and studies, as appropriate, to investigate potential problems

   o analyze accident and enforcement data to discern trends and relationships symptomatic of engineering problems

   o prepare special reports and make recommendations concerning efficient use of traffic control devices, new or revised laws or ordinances, or other engineering solutions/improvements

B. All complaints or suggestions concerning traffic engineering deficiencies will be reported to the supervisor of traffic services, who will:
verify the caller’s information concerning the actual or potential condition being reported

evaluate the caller’s suggestions for possible improvement, to the extent possible, with respect to utility and feasibility

document and refer the information to the appropriate department for evaluation and action (i.e., Planning and Engineering, Highway Department, Department of Transportation)

C. In order to receive accurate traffic analysis and reporting from the South Carolina Department of Transportation, the records management section will forward all accident reports to the Department of Transportation in Columbia on a weekly basis.
PURPOSE: To establish procedures to handle situations that have an indirect effect on traffic flow and providing assistance to highway users.

POLICY: All officers of the Department will be constantly alert for highway users who appear to need assistance, directions or information, and will provide needed assistance.

1. Stranded or Disabled Motorist Assistance.

Stranded or disabled motorists will not be abandoned. Officers, on-duty or off-duty, have a responsibility to provide protection and a communications link for the motorist to obtain needed services to a disabled or stranded motorist.

Request for mechanical assistance will be made via communications. In situations where the motorist may only need fuel the officer will assist by transporting the motorist to the nearest service station. The officer will assist in restoring traffic flow if possible by moving the vehicle from the roadway.

If the disabled motorist requires his vehicle to be towed, the officer will determine if the motorist has a special request for a towing company. If not, the officer will request the next wrecker on rotation and complete an incident report and towing report. The motorist will not be abandoned but will be transported to a safe location or the officer will notify a family member of the motorist to meet the motorist at a specified location.

2. Emergency Assistance.

Upon discovery of a medical emergency, the officer shall obtain as much information as possible and request the response of emergency medical services to the scene. Officers will render as much medical assistance as possible based on the officer’s medical training.
Officers will immediately notify communications upon the discovery of a vehicle fire. The telecommunicator will notify the Fire Department. Officers will secure the scene to safeguard lives and property. Officers may attempt to extinguish fires using their Department issued fire extinguisher until the Fire Department arrives on the scene.

Officers are to be extremely cautious in reacting to hazardous material incidents. Toxic, radioactive, hazardous materials, etc. can be fatal or severely damaging for a long distance. When officers suspect that these types of materials are involved, identification of the material should be made from a distance by obtaining information from the container placards and giving this information to the telecommunicator who will provide the officer with information on the chemical or material. The Fire Department's Hazardous Material Team will be notified and will respond to all possible hazardous material spills. Upon the arrival of the Fire Department, officers will be responsible for outer perimeter security and traffic control. The Fire Department will coordinate the removal of spills. (refer to Unusual Occurrence Manual)

3. Abandoned Vehicles.

Officers have the authority and responsibility to ensure the safe and efficient flow of vehicular traffic on the streets and highways. This sometimes requires that vehicles be removed/towed to a place of safety. An officer who finds that a vehicle is left unattended upon a street/highway, in violation of any of the provisions regulating stopping, standing or parking, and constitutes a definite hazard or obstruction to normal movement of traffic, is authorized to move the vehicle, or require the driver or person in charge of the vehicle to move it to a position off the roadway or otherwise legally park the vehicle.

Officers will notify the registered owner in the event the vehicle is towed when the owner or person responsible for the vehicle is not present when the vehicle is towed.

Officers observing vehicles abandoned/unattended that are out of the flow of traffic and not presenting a danger to the public, will place an unattended vehicle tag on the vehicle documenting the date and time on the tag. After forty-eight (48) hours the vehicle will be towed to a safe location. Officers will notify Communications to send the next wrecker on rotation to the vehicle to be towed. The officer will complete a tow sheet and incident report and will notify the registered owner of the vehicle as to the location where the vehicle has been towed. All attempts to contact a registered owner will be documented on a supplemental report.

4. Illegally Parked Vehicles (Private Property).

An officer who discovers a vehicle parked illegally on private property shall make all reasonable attempts to contact the vehicle owner to remove such vehicle. If owner cannot be located, the property owner will be notified and advised that it shall be the property owner's responsibility to have the vehicle towed.

5. Towed Vehicle Log.
Telecommunicators will enter all pertinent information in the vehicle towing log on all vehicles removed or towed at the direction of an officer.
### PURPOSE:
To establish guidelines for the transportation of persons in custody.

### POLICY:
In every instance of transporting persons in custody, the transporting officer(s) assumes the responsibility for the prisoner's safety and rights while making sure that they do not escape, that they are not injured or injure others, and that the officer's safety is not endangered.

### DEFINITIONS:

- **Handcuffs**: a restraining device consisting of a pair of strong, connected hoops that can be tightened and double locked about the wrists of a detainee or prisoner in custody.

- **Disposable flex cuffs**: plastic handcuffs constructed of two interconnected plastic straps which have a one way locking mechanism.

- **Belly chains**: physical restraint worn by prisoners, consisting of a chain around the waist, to which the prisoner's hands may be chained or cuffed.

- **Leg irons**: a restraining device consisting of a pair of strong, connected hoops of a size designed to be placed around the ankles of a detainee or a prisoner in custody.

### PROCEDURES:

1. **Prisoner Searches.**

   The authority to search following a full custody arrest is an exception to the warrant requirement and allows a full and complete search for weapons, implements of escape or evidence of the arrestee’s crime. The search should be made at the time and place of arrest or as soon thereafter as practicable, and includes the person of the arrestee, portable
personal property in the arrestee's possession, and the immediate surrounding area from which the person could seize a weapon or destroy evidence.

All prisoners will be thoroughly searched for weapons and contraband by the transporting officer prior to being placed in a vehicle for transportation.

Prisoners may only be searched by an officer of the opposite sex in a cursory manner except in the emergency situations below:

A. When there is good reason to believe that the prisoner has in his/her possession a weapon, poison, drugs, contraband or other substances or means of causing death or injury to themselves or to another.

B. When there is good reason to believe that the prisoner has evidence on his/her person and there is imminent danger that it may be disposed of or destroyed.

C. Searches of prisoners as in the above section shall be made with all possible regard for decency and by the direction and under the supervision of superior officers, if available.

D. A witness, other than the searching officer, shall be present whenever a prisoner is searched by an officer of the opposite sex. A report of the circumstances shall be given, in writing, to the officer's commanding officer no later than the end of the shift.

E. Officers shall not under any circumstances search the natural body openings, other than the mouth, ears or nose of a prisoner.

F. Only sworn police officers will be allowed to search or escort prisoners. Civilian personnel of our Department shall never be made responsible for the search or the escort of a prisoner.

Officers of this Department WILL NOT conduct strip searches. In the event that there is a legitimate need for strip search of an arrestee, for contraband, such search will be conducted within the confines of the Charleston County Jail, and ONLY by employees of the jail.

2. Vehicle Inspection/Search.

A. Vehicle Inspection

Each officer shall be responsible for an exterior and interior inspection of his/her assigned vehicle on a daily basis at the beginning of the shift to ensure the vehicle is in proper working order and is properly equipped. If the vehicle to be used to transport a prisoner is not assigned to the transporting officer (such as a prisoner transport van) the transporting officer shall be responsible for an interior and
exterior inspection of the vehicle at the beginning of the shift, so as to ensure the vehicle is in proper working order and is properly equipped.

B. Vehicle Search

Each officer shall search his/her vehicle prior to and after a prisoner has been transported to ensure no contraband or similar items are present. If the vehicle to be used to transport a prisoner is not assigned to the transporting officer (such as a prisoner transport van) the transporting officer shall be responsible for searching the vehicle for weapons, drugs and contraband before use. The transporting officer will also search the vehicle before each prisoner transport. Then after reaching the destination, the transport officer will search the vehicle again to ensure that the prisoner did not hide weapons, contraband, or other evidence.

3. Prisoner Transport.

A. Restraints

Whenever prisoners are placed under physical arrest and are being transported for whatever reason, or prisoners are being transported for the purpose of trial, preliminary hearing, or incarceration, then those prisoners shall be handcuffed/flex cuffed with their hands behind their backs, double locked, palms facing out and seatbelts utilized. Exceptions are stated in Section B.

In normal situations prisoners will be transported in a marked vehicle. The prisoner will be seated on the back seat and seat belts utilized. Seat belts must also be utilized in the transport van. No more than three prisoners will be transported at one time unless the transport van is utilized whereby up to ten prisoners may be transported. Prisoners must be transported to the detention center in a reasonable amount of time not normally to exceed one (1) hour unless special events or circumstances exist. Transporting three or more prisoners will require one additional officer in the transporting vehicle unless the transport van is used, then only one officer is required.

In the event a prisoner is transported in an unmarked vehicle the prisoner will be seated on the front seat with seat belts utilized. If two officers are in the vehicle the prisoner will be seated on the back seat, passenger side, and the second officer will be seated on the back seat behind the driver. No more than one prisoner per officer will be transported in a vehicle without a safety screen.

B. Handicapped, Sick or Injured Prisoners

Physically or mentally handicapped persons require conditions for their transport that dictate special care and attention. Officers will use their own discretion in
determining whether or not a patrol vehicle is appropriate for transporting purposes.

Physically handicapped prisoners present conditions for their transport that dictate special care and attention. The situation and the nature of the handicap will dictate what actions are necessary to ensure the prisoner's and the officer's safety. Officers will use their own discretion in determining what, if any restraining devices will be used on handicapped prisoners.

Mentally disturbed persons/prisoners may pose a significant threat to themselves and/or the transporting officer. It is the decision of the officer as to what restraining device is used. The device chosen should restrain the individual securely with a minimal chance of causing injury. Every attempt should be made to have two officers present during transit.

At the officer's discretion and with consideration as to the safety and well being of both the officer and prisoner, certain persons may be exempted from handcuffing. These may include the sick, injured, disabled, handicapped, elderly, very young or other persons whose physical condition may be aggravated by handcuffing. Sound professional judgment should be used when exceptions are made and alternative safety precautions should be taken.

C. Prisoner Control

(1) Prisoners, when escorted, will be grasped firmly by the arm and walked with the officer's weapon away from the prisoner. Prisoners shall remain under observation of the transporting officer at all times. Under no circumstances will a prisoner be left unattended while at headquarters, except in the event of a prisoner of the opposite sex who must use toilet facilities; the officer will then position himself outside the rest-room to prevent escape. Officers will not secure detainees/prisoners to immovable objects.

(2) The transporting officers will not permit prisoners to communicate with any person other than officers involved in the transport.

(3) When transporting prisoners of the opposite sex, the officer will inform the telecommunicator of the fact that a person of the opposite sex is being transported, the location, destination, odometer reading and reason for the transport. The odometer reading will be given upon completion of the transport. The telecommunicator will record this information, as well as the time of each transmission, in CAD. In the event the transport is of such a distance to require rest stops and lunch breaks, an officer of the same sex as the prisoner will accompany the transport officer.
(4) In the event a prisoner is in need of medical attention that does not require
the response of Emergency Medical Services (EMS), the officer will
transport the prisoner to a medical facility as soon as possible and will
remain with the prisoner at all times unless directed by a physician to
leave the room while medical attention is given. The officer will then
position himself in an area to prevent escape.

(5) Meals shall be provided to prisoners who must be transported over long
distances requiring several hours of travel. Restaurants will be selected at
random by transporting officers.

(6) Arrestees shall be transported directly to the jail for further processing. In
no instance shall transporting officers grant any request from the arrestee
to stop at any location for any reason.

(7) Transporting officers en route with prisoners will only deter from their en
route status to render aid and assistance in life-threatening situations, and
then only with prior approval of the on-duty supervisor.

(8) If a prisoner escapes in transit, the transporting officer will notify the
telecommunicator and shift supervisor, providing information on the
location of escape, the direction of travel and description of escapee. If
recapture is not immediate, all law enforcement agencies in the immediate
area will be notified as soon as possible. The transporting officer will
write a complete incident report and it will be furnished to the Bureau
Commander as soon as possible.

(9) Under no circumstances will any member of the Department become
involved in the transporting of prisoners for the purposes of attending a
funeral, the reading of a will, to visit a critically ill person or for any other
unusual reason.

(10) Juvenile prisoners will not be transported in the same vehicle with adult
prisoners.

4. Documentation.

   A. Identification - When transporting a prisoner from a detention facility to court or
   for other reasons, it is the responsibility of the transporting officer to positively
   identify each prisoner as the person to be moved, especially if the transporting
   officer is not the arresting officer. Booking records and numbers assigned to the
   prisoner in the detention facility must be compared and verified with the records
   of the arresting officer to ensure that the person concerned is the prisoner
described in the records.
B. Documentation - All required documentation must accompany a prisoner being transported between facilities.

If the prisoner is to be transported to court, such information would include the prisoner's name, facility prisoner number, if any, and the court to which the prisoner is to be delivered. Court officials (Judges) shall also be made aware of any security risks involved with the prisoner.

In instances when we are involved in transporting a prisoner to another facility, the documentation would include commitment papers and the prisoner's medical records and personal property, along with information on any potential security problems that the prisoner may present during transport. This information would include escape or suicidal tendencies as well as any unusual illnesses.

5. At-Destination Procedures.

When transporting prisoners, officers shall be required to perform the following activities upon arrival at a holding facility.

A. Secure your duty weapon in a secure location prior to entering the facility.

B. Remove restraints when necessary for prisoner processing and prior to placing prisoner in cell.

C. Deliver all pertinent documents to the receiving officer.

D. Obtain a receipt signature on the department arresting and booking report.

E. Ensure that the prisoner's property is properly transferred.


Vehicles used for transporting prisoners are modified to minimize opportunities for the prisoner to exit from the rear compartment of the vehicle without the aid of the transporting officer. Department vehicles used to transport prisoners will have the following modifications:

- Rear doors cannot be opened by an occupant seated in the rear compartment of the vehicle.

- Rear windows cannot be lowered by an occupant seated in the rear compartment of the vehicle.

7. Violent Prisoners:
The Department maintains a prisoner transport van specially equipped for transportation of particularly violent or unruly prisoners, or prisoners with a high potential for escape. These vehicles are located at Headquarters, with keys maintained in the supervisor’s locker.

The Field Operations Commander shall bear responsibility for the maintenance and use of this vehicle.

It may also be necessary to utilize leg irons and/or belly chains for additional restraint on particularly violent or unruly prisoners, prisoners with a high potential for escape, when transporting prisoners in vehicles not specifically equipped with prisoner partitions, and in those circumstances of extended transport.
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<tr>
<th>DIRECTIVE TYPE</th>
<th>EFFECTIVE DATE</th>
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**SUBJECT**

PRISONER PROCESSING AND/OR TESTING

**CALEA REFERENCE**

CHAPTER 71

**AMENDS/SUPERSEDES**

Amended: 01/26/2009, 06/21/2017

**DISTRIBUTION**

SWORN PERSONNEL

**RE-EVALUATION DATE**

ANNUAL

**NO. PAGES**

7

PURPOSE: To establish procedures for the operation and security of the prisoner processing area for suspects.

POLICY: It is the policy of the Mount Pleasant Police Department to provide a prisoner processing area for suspects awaiting transport, interviews, or testing. Procedures and guidelines are established to ensure the proper administration and/or operation of the area to include the processing, control, and supervision of suspects, area maintenance, sanitation, and emergency medical and fire procedures.

A. Administration

The Mount Pleasant Police Department Prisoner Processing Area is located at police headquarters and is attached to the sally port. This area is utilized for those persons who are in custody and brought in for testing, interviewing, and/or processing. The operation of the prisoner processing area is under the command of the Support Services Bureau.

All suspects within the prisoner processing area shall remain under the direct supervision of a sworn officer at all times. A ratio of one officer for every suspect will be maintained. The supervision and accountability of all subjects is the sole responsibility of the transporting officer which includes the proper processing, searching, and monitoring of the suspect. Suspects should be transported in a reasonable amount of time to the appropriate facility. No suspect will be held in the prisoner processing area longer than four (4) hours unless approved by a supervisor. The reason for the prolonged stay will be documented within an incident report.

Sworn personnel are required to complete an initial prisoner processing training program and receive refresher training once every three years.
B. Physical Building

The area is secured by electronic access cards. The intake is properly labeled and must be under the direct supervision of a sworn officer any time a detainee is present.

The prisoner processing area will provide the following physical conditions for personnel and suspects:

1. Adequate lighting as required by local code
2. Circulation of fresh air in accordance with applicable public health conditions
3. An operable sink and toilet within the prisoner processing area

C. Access to Prisoner Processing Area

In the interest of the security of suspects, only sworn personnel are allowed access to the prisoner processing area with the following exceptions:

1. Law Enforcement personnel from other agencies while on official business
2. Town Attorney when escorted by sworn personnel
3. Maintenance personnel as required when escorted by sworn personnel
4. Other personnel are allowed access to the prisoner processing area on a case-by-case basis for official business only

The use of electronic access cards will be operated by authorized personnel exclusively. All prisoner processing doors shall remain secured at all times with the following exceptions:

1. Suspect Ingress/Egress
2. Maintenance
3. Other departmentally sanctioned uses

Any other prolonged opening of the prisoner processing door will require supervisory approval.

D. Security of Prisoner Processing Area

1. All sworn personnel will ensure that the area and persons entering the rooms are free from possession of contraband items and instruments of escape. The following procedures will be followed to prevent the introduction of contraband into the area:
a. Officers will remove and secure all weapons before entering the prisoner processing area. The only exception would be in the event of an emergency requiring an immediate response to preserve life.

b. A search of all incoming suspects and their property shall be conducted.

c. All materials approved for use or storage within the prisoner processing area must be searched for contraband prior to entry.

d. A check for contraband will be conducted by the transporting officer before and after any occupation of a room within the prisoner processing area. Documentation of this check, including the room number, will be included in the incident report.

e. A weekly check for contraband in the prisoner processing area will be performed and recorded on the prisoner processing log by the Inspectional Services Bureau.

2. Each room is equipped with a panic button that can be activated to signal assistance for officers in duress. Alternatively, officers can summon assistance by activating their emergency assistance button located on their portable radio.

3. Access key cards to the facilities will only be issued to sworn officers. In the event of a lost or stolen card, notification to the Administrative Services Sergeant must be made immediately so the card may be deactivated.

4. Detainees will be handcuffed and/or shackled when entering the prisoner processing area. No suspect will be handcuffed or secured by any means to an immovable object. Suspects must be handcuffed/flex-cuffed behind their back with the following exceptions which allow suspects to be handcuffed/flex-cuffed in front:

   a. Datamaster testing
   b. Drug recognition evaluations
   c. Restroom use
   d. Interviews/interrogations

At the conclusion of the above-mentioned exceptions, it is mandatory that all detainees be restrained behind their back as soon as practical.
E. Contingency for Combative and Uncooperative Detainees

In the event a suspect is required to submit to a Datamaster, the suspect will be permitted into the prisoner processing area where two officers must be present until testing is complete. All other combative or uncooperative suspects will be immediately transported to the Charleston County Detention Center.

F. Emergency Equipment

The prisoner processing area is equipped with an automatic fire detection and alarm system. This includes a water based fire suppression system. The Chief Fire Inspector for the Town of Mount Pleasant Fire Department approves the automated fire detection and suppression system. The alarm system will notify the Charleston County Consolidated Dispatch Center who will dispatch the fire department. The prisoner processing area will be equipped with fire extinguishers that are easily accessible to personnel. Sworn personnel will be trained in the proper use of fire extinguishers and alarm pulls.

G. Emergency Evacuation Plan

An emergency evacuation plan will be posted in the facility and all emergency exits will be marked. In the event of an emergency within the prisoner processing area such as a fire, combative suspects, etc., area personnel will immediately make notification to the Charleston County Consolidated Dispatch Center and other support units through the use of a radio or telephone. The nature of the emergency will be made known in the notification. In emergency situations, the on-duty Watch Commander and/or the on-duty supervisor will respond and assume command of the scene at the prisoner processing area. Additional units will be summoned as appropriate to address the emergency.

In the event of an emergency where the evacuation of the prisoner processing area is necessary, the following procedures will be followed:

1. The Charleston County Consolidated Dispatch Center will be immediately notified of the reason for the evacuation. Charleston County Emergency Medical Services and the Town of Mount Pleasant Fire Department will be dispatched to the scene as needed

2. If suspects are present at the prisoner processing area, they will be moved to a safe location as quickly as possible.

3. If the prisoner processing area is considered unsafe at the conclusion of an emergency, suspects will be transported to the appropriate detention facility

4. Evacuation of any suspects should only be conducted in situations where the safety of a suspect is at risk. If time permits, suspects will be placed in restraint devices when being evacuated.
H. Sanitation and Inspection of Prisoner Processing Area

In order to guarantee an adequate level of sanitation, the following procedures must be followed:

1. Each weekday Town Hall Public Services will:
   a. Sweep all rooms and other areas
   b. Scrub and disinfect any room that contained a suspect who was known or was suspected of carrying any diseases and/or vermin inspection
   c. Dump all trash receptacles
   d. Clean the restroom facilities

2. Officers who utilize the prisoner processing area during weekend or holiday hours are responsible for the overall cleanliness of the facilities. If a suspect contaminates or soils any part of the prisoner processing area, it is the responsibility of the arresting officer to clean and sanitize the area.

3. Each week Town Hall Public Services will:
   a. Inspect all areas to locate or eliminate any condition that might lead to the breeding of insects, vermin, or rodents. In addition, they will perform a general sanitation inspection of the area.
   b. Scrub and disinfect all rooms located in the area.

On a weekly basis, the Administrative Services Sergeant will inspect the facility for cleanliness and report the results on the prisoner processing log.

I. Alarm and Equipment Inspection

The Administrative Services Sergeant will conduct a monthly inspection to ensure proper operation and function of equipment in the prisoner processing area. The inspection will include the following:

1. Datamaster rooms
2. Fire extinguishers
3. Fire suppression systems
4. Panic alarms
5. Camera systems
6. Access doors
The results will be documented on the prisoner processing log.

J. Prisoner Processing Area Administrative Staff Inspection

The prisoner processing area is subject to administrative inspections that can be performed unannounced. This inspection will be conducted annually by the Chief of Police, or their designee. This inspection will cover, at a minimum:

1. Cleanliness
2. Safety
3. Adherence to policy
4. Operational status of security systems, fire systems, and equipment

K. Escape from Prisoner Processing Area

Any time an escape is in progress or one is suspected; the following measures will be taken:

1. The panic button will be activated
2. The transporting officer will ensure that any other detainees and the facility are secured
3. A notification will be made to the Charleston County Consolidated Dispatch Center and provide a description and identity of the escapee to include their direction of travel and the charges they were in custody for
4. The on-duty supervisor will ensure dispatch notifies surrounding law enforcement agencies of the escape
5. The on-duty supervisor will coordinate the search for the escapee
6. On call Command Staff will be notified
7. An incident report will be completed and forwarded to transporting officer’s Bureau Commander

L. Juvenile Intake

Juvenile suspects will not be placed in the prisoner processing area. To maintain sight and sound separation from adult suspects, the interview rooms located inside Patrol or Investigations should be utilized. When bringing a juvenile suspect to the Mount Pleasant Police Department, the following procedure must be adhered to:

1. Transport the juvenile into the sally port and secure the doors
2. Ensure the prisoner processing area is clear of adult suspects

3. Escort the juvenile through the prisoner processing area into the appropriate interview room

4. If the prisoner processing area is occupied by an adult suspect, juveniles will be escorted into the police department via stairwell door 3 which is adjacent to the sally port.

M. Detainee Intake, Monitoring, and Release

Transporting officers will notify Charleston County Consolidated Dispatch of the following:

1. Upon arrival to;

2. The reason for the use of; and

3. The departure from the prisoner processing area.

When accessing the prisoner processing area, officers will utilize the sally port. Officers will open the sally port door using their supplied access card and drive forward into the secure area. Officers will ensure that both sally port doors are closed before removing the suspect from their vehicle. Officers will record the suspect’s name, reason for using the prisoner processing area, date/time in, date/time out, and if any meals were provided on the prisoner processing log.

When accessing the courtroom waiting area that is adjacent to municipal court, officers will park in one of the designated spots just outside the access door.

A sworn officer must be present in the prisoner processing area at all times when it is occupied by a suspect. A ratio of one officer for every suspect will be maintained.

N. Handling of Opposite Sex Suspects

Suspects of different sexes will be placed in separate rooms.

Prisoners may only be searched by an officer of the opposite sex in a cursory manner except in the emergency situations below:

1. When there is good reason to believe that the prisoner has in his/her possession a weapon, poison, drugs, contraband or other substances or means of causing death or injury to themselves or to another.

2. When there is good reason to believe that the prisoner has evidence on his/her person and there is imminent danger that it may be disposed of or destroyed.
3. Searches of prisoners as in the above section shall be made with all possible regard for decency and by the direction and under the supervision of superior officers, if available.

4. A witness, other than the searching officer, shall be present whenever a prisoner is searched by an officer of the opposite sex. A report of the circumstances shall be given, in writing, to the officer's commanding officer no later than the end of the shift.

5. Officers shall not under any circumstances search the natural body openings, other than the mouth, ears or nose of a prisoner.

6. Only sworn police officers will be allowed to search or escort prisoners. Civilian personnel of our Department shall never be made responsible for the search or the escort of a prisoner.
PURPOSE: To establish a procedure for the control and service of Arrest Warrants, Bench Warrants and Search Warrants.

POLICY: The Mount Pleasant Police Department will serve all Warrants without delay. The agency realizes that quick action on the service of Warrants increases the likelihood of apprehension and the recovery of property.

1. Arrest/Bench Warrants Received.

To provide for 24-hour access to all Warrants, the Records Bureau will receive and maintain a Warrant Log and File.

Upon receiving warrants, Records personnel will:

- Ensure that the warrant affidavit is consistent with all legal requirements for service.
- Seek a remedy, through the issuing authority, for any problems discovered prior to accepting the warrant for service.

Once warrants are determined to be valid, Records personnel will record or ensure the recording of the following information:

- Date and time received
- Type of legal process (Arrest/Bench Warrant)
- Nature of document (charge)
- Source of document (issuing judge)
2. Warrant Service.

When workload permits, Team Supervisors will obtain Warrants from the Records Bureau prior to roll call each day, Monday through Friday.

Assignment of warrants to patrol officers will be made by the Team Supervisors during roll call.

At the end of the shift the team sergeant is responsible for collecting all un-served Warrants and Warrant Disposition Sheets. Officers will document the service or attempted service of all Warrants utilizing the Warrant Disposition Sheet.

Upon the service of a Warrant the Warrant Disposition Sheet will be completed, removed from the Warrant, and turned over to the Records Bureau.

After service of a Bench Warrant or Arrest Warrant issued by the Clerk of Court of the Town of Mount Pleasant, a Ticket Transmittal Form will be completed and will be attached to the form. The officer will then place the warrant and transmittal in the ticket drop box.

Records Bureau personnel will ensure that Warrants served are reflected as served on NCIC, State Wide Warrants System and the department computer.
In cases where it is determined that an individual is wanted and the officer does not have the Warrant, information must be verified before an arrest is made. If the Warrant is verified from another local jurisdiction, the telecommunicator will advise the agency of jurisdiction and the individual will be arrested and transported to Mount Pleasant Main Police Headquarters for release to the issuing agency. In the event the jurisdiction is not in the immediate area, the telecommunicator will request a teletype confirmation of the existing warrant before the arrest is made. Once the arrest is made, the arrestee will be placed in the Charleston County Jail with a hold for the jurisdiction providing the teletype, and confirmation of the arrest will be sent via teletype to the issuing agency.

An Incident Report and Booking Report will be completed, including the following information.

- Date and time served
- Name of arresting officer
- Name of defendant served
- Method of service
- Location of service

Only sworn officers or warrant service officers of the Mount Pleasant Police Department will execute Arrest Warrants.

Arrest warrants that are deemed high risk in nature (ie Armed Robbery, Murder) or the suspect’s known history would elevate the risks associated with the service, will only be served by the Departmental Warrant Service Team. A threat matrix will be completed on all incidents to determine the proper service being either the Warrant Service Team or SWAT Team. If questions exist the on-call SWAT Team Leader will be notified and assist with the decision.

3. Search Warrants

Officers seeking search warrants must appear before a judge and state why (probable cause) they believe evidence might be found at a certain location. Generally, search warrants may be issued if: the property was stolen or embezzled, possession of the property is a crime, the property is in the possession of someone with intent to use it to commit a crime, the property was used in committing a crime, or the items tend to show that a crime was committed or that a specific person committed the crime. A search conducted under the authority of a search warrant must be limited to the area specified in the warrant and for items described in the warrant. Additionally, the executing officer is responsible for not only executing the search warrant within 10 days from date of issue, but also completing the search warrant return and delivering a copy to the property owner as soon as practical after execution. Additionally, the issuing judge must have the search warrant returned within (10) days.

Warrants requiring the arrest of individuals charged with threatening a life, any violent crime or failure to appear in court will receive priority attention. However, all warrants received will be served, or a documented attempt of service will be accomplished within 25 days of our receiving the Warrant.

The Field Operations Commander, when determined appropriate, may designate double day(s) for assignment of manpower specifically to warrant service, to reduce the number of warrants on file, amending schedules where necessary to serve the purpose.

Investigators assigned to the Investigations Bureau or Narcotics Bureau should make a diligent effort to serve their warrants prior to placing them on file in the Records Bureau.

In the event an investigator seeks assistance from the Field Operations Bureau to locate an individual, the investigator will have the Warrant placed in the Warrant File. If the investigator arrests the individual or concludes the case, it will be the responsibility of the investigator who filed the Warrant to remove the Warrant from the Warrant File and ensure that all information is removed from the computer systems.

5. Warrant Retention.

A. Bench Warrants

Bench Warrants that, for some reason, could not be served will be retained in the agency warrant file for a period of six (6) months, the Warrant Services Officer will then remove the Bench Warrant from the Warrant File and provide the Terminal Agency Coordinator or the Assistant Terminal Agency Coordinator with the warrant information to be removed from the computer system. The Warrant Log will reflect that the Warrant has been returned to the Clerk of Court. The Warrant Services Officer will then deliver the Warrant(s) to the Clerk of Court.

B. Arrest Warrant

Arrest Warrants that, for some reason, could not be served, will be retained in the agency Warrant File for a period of one (1) year, unless circumstances exist that preclude Warrant Service. The Warrant Services Officer will then remove the Warrant from the Warrant File and provide the Terminal Agency Coordinator or the Assistant Terminal Agency Coordinator with the warrant information to be removed from the computer system. The Warrant Log will reflect that the Warrant has been returned to the issuing authority. The Support Services Commander will then ensure the Warrants are returned to the issuing authority.

C. Audit of Warrant File
The Support Services Commander will designate the Warrant Services Officer to audit the warrant file semi-annually to ensure proper retention periods are met.

6. Other Jurisdiction Warrants.

If the Department receives a request for warrant service from an out-of-town Agency the Records Bureau will immediately conduct a search in NCIC to ensure the warrant is entered and active. The Records Bureau will then request the Agency fax or email a signed copy of the warrant for verification. Once it is determined the warrant meets all necessary requirements for service the records’ personnel will notify the duty supervisor and/or warrants service officer of the pending service. The warrant service will be attempted in accordance with proper procedure. If served the requesting Agency will be notified immediately.

Upon determination that an out-of-town Warrant cannot be served, the Warrant will be returned to the Records Bureau, documented in the Warrant Log and returned to the issuing agency with an explanation of non-service.

In cases where an officer from the Mount Pleasant Police Department goes to another jurisdiction to serve an Arrest Warrant, the officer will have the Warrant countersigned by a magistrate of that jurisdiction and have a sworn law enforcement officer of that jurisdiction accompany him/her to serve the Warrant.

7. Accountability.

A. Warrant Service
   The Support Services Commander is responsible for ensuring compliance with Warrant procedures.

B. Warrant Control and Documentation
   The Support Services Commander is responsible for ensuring that the Records Bureau complies with the control and documentation of all Warrants received by the Mount Pleasant Police Department.

8. Civil Process

A. All civil process will be served by deputies from the Charleston County Sheriff’s Office as directed by the South Carolina Code of Laws 23-15-40. If the Mount Pleasant Police Department is so requested, an officer may accompany the sheriff’s deputy to serve a civil process or to provide back up to a deputy making a civil arrest.

B. The Narcotic Bureau Supervisor (or designee) will execute all writs requiring the seizure of real or personal property initiated by the Mount Pleasant Police Department. This civil process will included the following:

   o Date and time received
C. All property obtained through the legal process function is accounted for in agency records and is disposed of by the agency pursuant to the South Carolina code of laws.
DIRECTIVE TYPE
GENERAL ORDER

EFFECTIVE DATE
Oct 5,1990

NUMBER
90-1005

SUBJECT
HEADQUARTERS SECURITY

CALEA REFERENCE
81.3.1, 82.1.1, 84.12

AMENDS/SUPERSEDES
Amended: 05/1/2000, 07/01/07, 07/08/08, 12/24/14, 06/29/17

DISTRIBUTION
ALL PERSONNEL

RE-EVALUATION DATE
ANNUAL

NO. PAGES
4

PURPOSE: To establish a headquarters security plan.

POLICY: The Mount Pleasant Police Department will adhere to a headquarters security plan that ensures the safety of its employees, departmental property, records, and items of evidentiary value.

1. Entrances.

A. Main Entrance

During normal business hours, all visitors must enter through the main entrance doors to town hall which will be open from 7 a.m. to 5 p.m. Afterhours access for the public will be through the secondary entrance located at the front of town hall.

Additionally, all persons are required to pass through a checkpoint and be screened by private security. Sworn law enforcement officers from outside agencies who are on official business are exempt from this policy.

B. Prisoner Processing Entrance

Prisoners who are brought to the town hall complex shall only be brought into or out of the building through the doors attached to the prisoner processing area or through the rear door that leads to the courtroom waiting area. The only exception are juveniles when the prisoner processing area is occupied by an adult. Juveniles must then be brought into the doors located at stairwell 3. No prisoner will be escorted through any other entrance at any time.
C. Sally Port Door and Prisoner Processing Area

These doors are opened and closed by an access control system. They may only be accessed by sworn officers with the following exemptions:

1. Law Enforcement personnel from other agencies while on official business
2. Town Attorney when escorted by sworn personnel
3. Maintenance personnel as required when escorted by sworn personnel
4. All other personnel are allowed access to the prisoner processing area on a case-by-case basis for official business only

2. Restricted Access

A. Central Records

Access to the Central Records Center is restricted at all times to the following: records management personnel, sworn officers who hold the rank of Sergeant or above, the crime analyst, and staff support personnel.

Equipment service and repair personnel are admitted by the records management staff as needed and must be escorted.

B. Evidence Storage Areas

Access to the evidence storage and processing area is restricted to Evidence Custodians and authorized personnel for inspecting or auditing evidence. All personnel who enter this area must sign in on the entry log and be escorted.

In the event the evidence room alarm is activated, the Duty Officer and/or Records Custodian will ensure the response of an officer to the area. During normal working hours, an officer within the building may be assigned.

Activation of the alarm will require the Commander of the Criminal Investigations Bureau to provide the Chief of Police with a written report as to the circumstances of the activation.
C. Property Management Room

The Property Management Room is the storage area for departmental equipment and supplies. The room is a secured area with restricted access. Responsibility for the issue of property from this area will be limited to authorized personnel only.

1. Within the Property Management Room, a weapons locker for surplus department weapons is separately secured.

2. Access to the weapons locker is limited to the Property Manager, Administrative Services Sergeant, and Support Services Bureau Commander.

D. Prisoner Processing and Waiting

Unauthorized persons will not be allowed in the prisoner processing or courtroom waiting area.

Activation of the panic alarm will require the Charleston County Consolidated Dispatch to broadcast that an officer needs assistance (unless Communications was previously notified that an alarm test was about to take place).

The on-duty supervisor will provide the Chief of Police with a written report on any activation of this alarm except for activation for testing the alarm.

F. Secured Parking Lot

The secured parking lot is designated as the area for sworn officers, municipal judges, and town attorneys to park and are the only permitted individuals who may utilize or have access to the parking area. This secure parking is located at the rear of the town hall complex. The parking lot is secured by a fence and is locked by an access control system equipped with automatic gates.

In the event of an emergency evacuation or an immediate response to a call for service, a switch will be located in the patrol room which will enable the on-duty supervisor, or their designee, to hold open the gates to the secured parking lot for an extended period of time. Once that interval of time is over, the gates will automatically close.

3. Visitors
Employees scheduling appointments with visitors to town hall should follow the following procedure:

1. Inform visitors to go to the 1st or 2nd floor lobby entrance.

2. The receptionist will notify the requested employee of the visitor’s arrival and issue the visitor a temporary badge.

3. The employee will meet the visitor at the appropriate entrance and escort them for the duration of their visit.

4. Visitors without a scheduled appointment requesting to see an employee will wait in the 1st or 2nd floor lobby area until the officer arrives. The receptionist will issue the visitor a temporary badge.

5. No visitor shall be allowed to pass through the police department without an official escort.

4. Information Security

Personnel come into contact with a great deal of sensitive information daily. Under no circumstances will any employee discuss anything relative to the performance of their responsibilities or any facts, circumstances or conclusions coming to their attention, through their official duties, with anyone outside the Mount Pleasant Police Department except as required for the prosecution of cases. Any and all exceptions must have the express, prior, written approval of the Chief of Police or their designee.

Information contained in reports/records maintained within records management will be released within the guidelines set forth by The Freedom of Information Act and the Privacy and Security Act.
PURPOSE: To provide a brief synopsis of the governing regulations of the Federal Communications Commission for Telecommunicators.

POLICY: It is the policy of the Mount Pleasant Police Department that all governing rules and regulations of the Federal Communications Commission will be adhered to in the operations of the communications system.

1. Federal Communications Commission.

   A. The Federal Communications Commission (FCC) was established under the provisions of Title 1 of the Federal Communications Act of 1934. The Commission is composed of seven members, appointed by the President and confirmed by the Senate. The President appoints one of the members as Chairman.

   B. The Commission’s offices are headquartered in Washington, D. C., but it has many field offices throughout the states and it is through these offices that the Commission functions at the local level. These offices are largely concerned with inspection, and each is headed by an Engineer-in-Charge. Officials of these offices monitor and inspect licensed operations within their respective areas. They also have responsibilities with respect to the detection and elimination of unauthorized operations and interference to radio communications.

   C. A better understanding of how and why the rules are formulated affords a better understanding of the necessity for conforming to their requirements. The following items in this section list the most important operating rules in the Public Safety Radio Services. It is not intended here to cover all the rules nor to quote them verbatim. The rules treated in this section are subject to continuous review and modification.
2. Station License.

A. A Public Safety Radio Station shall not be operated unless it is properly licensed by the FCC and the station license is posted or kept available as specified by the rules governing the particular service and/or class of station. Station licenses must be renewed prior to the expiration of such license as provided in the Rules and Regulations.

B. The current authorization for each mobile station and each base or fixed station authorized to be operated at temporary locations shall be retained as a permanent part of the stations' records, and need not be posted. In addition, an executed Transmitter Identification Card (FCC Form 452-C) or a plate of metal or other durable substance, legibly indicating the call sign and the licensee's name and address, shall be affixed readily visible for inspection, to each of such transmitters; provided that, if the transmitter is not in view of the operating position or is not readily accessible for inspection, then such card or plate shall be affixed to the control equipment at the transmitter operating position or posted adjacent thereto.

C. The current authorization for each base or fixed station at a fixed location shall be posted at the principal control point of the station, and a photocopy of such authorization shall be posted at all other control points listed on the authorization. In addition, an executed Transmitter Identification Card (FCC Form 452-C) or a plate of metal or other durable substance, legibly indicating the call sign and the licensee's name and address, shall be affixed, readily visible for inspection, to each transmitter operated at a fixed location, when such transmitter is not in view of, or is not readily accessible to, the operator at the principal control point.

3. Operator Requirements.

A. A properly licensed Public Safety Radio Station, during the course of normal rendition of service, on frequencies above 25 MHz, may be operated by an unlicensed person, if authorized to do so by the station licensee.

B. All transmitter adjustments or tests during or coincident with the installation, servicing, or maintenance of radio telephone station, which may affect the proper operation of such station, shall be made by or under the immediate supervision and responsibility of a person holding a first or second class commercial radio operator's license. The maintenance operator is responsible for the proper functioning of the station equipment, along with the licensee.

C. The provisions of the FCC Rules and Regulations, authorizing certain unlicensed persons to operate certain stations, shall not be construed to change, or diminish in any respect the responsibility of station licensees. The licensees must maintain control over the stations licensed to them, and be responsible for the proper functioning and operation of those stations.

A. Only such calls as are specifically authorized by the rules governing stations in the Public Safety Services may be transmitted.

B. False calls, false or fraudulent distress signals, superfluous and unidentified communications and obscene, indecent, and profane language, and the transmission of unassigned call signals are specifically prohibited.

C. Stations in the Public Safety Services are primarily authorized to transmit communications directly relating to public safety and the protection of life and property and communications essential to official public safety activities.

5. Secrecy of Radio Communications.

The contents of a radio communication shall not be divulged to any person or party other than to whom it is addressed, except as specifically provided in Section 605 of the Communications Act.

6. Content of Station Record (FCC Log).

A. Each licensee shall maintain station records that include the following:

   (1) Results, dates, and names of persons making any transmitter measurements.

   (2) Service and maintenance records for all equipment.

B. At a station whose antenna or antenna supporting structure is required to be illuminated, a record in accordance with the following is required:

   (1) The time the tower lights are turned on and off each day if manually controlled.

   (2) The time and daily check of proper operation of the tower lights was made, if an automatic alarm system is not provided.

   (3) In the event of any observed or otherwise known failure of a tower light:

      a. Nature of such a failure.

      b. Date and time failure was observed, or otherwise noted.

      c. Date, time, and nature of the adjustments, repairs or replacements that were made.
d. Identification of the Flight Service Station (FAA) notified of the failure of any code or rotating beacon light or top light not corrected within thirty (30) minutes, and date and time that such notice was given.

e. Date and time notice was given to the Flight Service Station (FAA) that the required illumination was resumed.

(4) Upon the completion of the periodic inspection required at least once each three months:

a. Date of inspection and condition of lights and lighting systems.

b. Date and listing of adjustments, replacements or repairs made.

7. Form of Station Record.

A. The records shall be kept in an orderly manner and in such detail that the data are readily available. Key letters or abbreviations may be used if proper meaning or explanation is set forth in the record.

B. Each entry in the records shall be signed by a person qualified to do so, having actual knowledge of the facts to be recorded. No record or portion thereof shall be erased, obliterated, or willfully destroyed within the required retention period. Any necessary correction may be made only by the person originating the entry, who shall strike out the erroneous portion, initial the correction made, and indicate the date of correction.

8. Retention of Station Records.

Records required to be kept by this part shall be retained by the licensee for a period of at least one (1) year.

9. Inspection of Stations.

All stations and records of stations in these services shall be made available for inspection to a commission representative at any time while the station is in operation or shall be made available for inspection upon reasonable request of an authorized representative of the commission.


Each station, unless otherwise indicated, shall transmit the assigned call sign at the end of each transmission or exchange of transmissions, or once each thirty (30) minutes of the operating period as the licensee may prefer.
11. Transmitter Control Requirements.

A. Each transmitter shall be so installed and protected that it is not accessible to or capable of operation by persons other than those duly authorized by the licensee.

B. A control point is an operating position which meets all of the following conditions:

   (1) The position must be under the control and supervision of the licensee.

   (2) It is a position at which the monitoring facilities are installed, AND

   (3) It is a position at which a person immediately responsible for the operation of the transmitter is stationed.

C. A dispatch point is any position from which messages may be transmitted under the supervision of the person at a control point who is responsible for the operation of the transmitter. Dispatch points may be installed at an existing authorized station without added authorization.

D. At each control point, the following facilities shall be installed:

   (1) A carrier-operated device which will provide continuous visual indication when the transmitter is radiating; or in lieu thereof, a pilot lamp or meter which will provide continuous visual indication when the transmitter/control circuits have been placed in a condition to produce radiation: provided, however, that the provision of this sub-paragraph shall not apply to hand carried or pack carried transmitters or to transmitters installed on motorcycles.

   (2) Equipment to permit the person responsible for the operation of the transmitter to aurally monitor all transmissions originating at the dispatch points under his/her supervision.

   (3) Facilities which will permit the person responsible for the operation of the transmitter either to disconnect the dispatch point circuits from the transmitter or to render the transmitter inoperative from any dispatch point under his/her supervision.

   (4) Facilities which will permit the person responsible for the operation of the transmitter to turn the transmitter carrier on and off at will.

12. Do Not Allow A Station To:
A. Be operated by persons not holding a valid radio operator license or permit the class prescribed in the Rules and Regulations of the Commission for the operation of such station.

B. Fail to identify itself at the times and in the manner prescribed in the Rules and Regulations of the Commission.

C. Transmit any false or superfluous call contrary to regulations of the Commission.

D. Operate on a frequency not authorized by the commission for use by such station.

E. Interfere with any distress call or distress communication contrary to the regulations of the Commission.

F. Render a communications service not authorized by the Commission.

G. Operate with a type of emission not authorized by the Commission.

H. Operate with transmitting equipment other than that authorized by the Commission.

I. Fail to respond to official communications from the Commission.

J. Operate a control point that fails to indicate when the transmitter is on or one that does not have means to monitor and disable an associated dispatch point.

K. Fail to keep proper log.

L. Deny access to properly identified representatives of the FCC.

M. Permit profane, indecent or obscene language.

N. Willfully permit damage to radio equipment.

O. Allow the interception, use or publication of the content of a radio message without permission of the proper authority.

P. Fail to exhibit a properly executed FCC Form 452-C (Transmitter Identification Card) as required.

Section 510 of the Federal Communications Act of 1934 provides forfeiture for violation of most of the above regulations.
PURPOSE: To ensure uniformity among telecommunicators with regard to information obtained, and passed on to officers or fire fighters, relative to any calls received for response.

POLICY: All calls for service of either the Fire or Police Department will be handled in a professional, business like manner. All necessary information will be obtained from the caller and passed along to responding units. Of necessity, calls for service will be prioritized based on seriousness and urgency in accordance with established guidelines.

1. Prioritization of Calls.

A. Priority One (1)

A priority one (1) call is a call that is currently in progress. For example: Armed Robbery, Breaking and Entering, Assault, Prowler. **ANY TYPE OF CALL THAT IS HAPPENING NOW IS A PRIORITY ONE.**

B. Priority Two (2)

A priority two (2) call is a call of serious nature that has just occurred, **BUT WARRANTS IMMEDIATE ATTENTION.** For example: Accident with personal injury, Rape, Assault just occurred.

C. Priority Three (3)

A priority three (3) call is a call of serious nature that has already occurred AND there is no bodily injury or danger to anyone. For example: Housebreaking with no suspects around, Property Damage, Stolen Auto taken previously.
D. Priority Four (4)

All other calls that are not of emergency nature, but warrant attention. For example: Vandalism, General information calls.

E. The listed types of calls and priorities are not considered to be all inclusive. Some matters must necessarily be left to the discretion and sound judgment of the individual employee, using the guidelines of established policy and practice.

2 Vehicle Description.

A. The following format and order should be used when taking a description of a vehicle from a complainant and also when dispatching the information.

B. Remember the word CYMBALS as the order for vehicle descriptions.

C  COLOR: (two tone should be listed as red over white, blue over green, etc.)

Y  YEAR: You need not say "1979, 1991". All vehicles at this point in time are in the 1900's, therefore, "'79, '91" will suffice.

M  MAKE: This means the manufacturer, i.e. Ford, Chevrolet, Dodge, Nissan, etc.

B  BODY: This means more than just two door or four door. This also means specific models such as Pinto, Maverick, Mustang, LTD, 300 ZX, etc.

A  ANY OTHER INFORMATION: This includes any damage to the vehicle, mag wheels, specific bumper stickers, whip antennas. Also includes occupants (number, sex, race).

L  LICENSE: This includes state and tag number. Always repeat tag numbers TWICE.

S  SERIAL NUMBER VIN NUMBER: Needed particularly for stolen vehicles. Give to the officer if he asks for it. This information can be obtained by running the license number.
3 Person Description.

The following format and order should be used for gaining a description of a person from a complainant and also in dispatching it to the units.

NAME and any aliases (nicknames)

RACE Black, White, or national origin

SEX Male or Female

AGE approximate

HEIGHT in feet and inches. You may have to be approximate.

WEIGHT in pounds. You may have to be approximate

BUILD Fat, Stocky, Slender, Etc.

HAIR Color and style

EYES Color or unusual characteristics

Any physical characteristics - Scars, Tattoos, Marks, Limps

Clothing Description - starting at the top of the head and get color and style from hat down to shoes

Any articles carried - Clothes, Books, WEAPONS

4 General Call Information.

A. All calls for service will require, at a minimum, the following information be entered into the CAD system:

  o Date and time of request

  o Name and address of complainant (if possible)

  o Type of incident

  o Location of incident

  o Time of dispatch
B. The following pages contain guidelines for the types of relevant information to be obtained on specific types of calls and any appropriate special actions to be taken by the telecommunicator. These are listed in 10 code order and are not intended to be all inclusive, but merely as a solid guide.
ARMED ROBBERY SIGNAL (CODE) 4

Whenever an Armed Robbery or Armed Robbery in progress is reported, obtain the required information, alert the Supervisor so that he is aware, and clear the air for dissemination of the information to the officers in the field. The telecommunicator will then follow the procedures outlined in obtaining as much information as possible.

A. Location  (business name, street, cross street, EXACT LOCATION)

B. Any injuries? Ambulance needed?

C. Number of suspects?

D. Travel?
   1. Mode of travel?  (Car, Foot, etc.)
   2. Direction of travel?  (East, West, etc.)

E. Description of suspect
   1. Name (if known)
   2. Race, Sex, Age
   3. Height, Weight, Hair, Eyes
   4. Clothing (as exact as possible)

F. Description of Vehicle *
   1. C - Color
   2. Y - Year
   3. M - Make
   4. B - Body Style includes Model
   5. A - Additional Information )damaged areas, etc.)
   6. L - License Number

* NOTE:  E & F should be reversed if suspect left in a vehicle.

G. Make sure all information is disseminated to all units as soon as complete information is available.

H. Instruct the victim to secure the building. Tell the victim to return to the telephone after locking up.

I. Instruct the caller to ask customers and/or employees to stand in one place and not touch or handle anything.

J. Disconnect the call when the officer arrives at the scene, not before.
DECEASED PERSON
10 - 7

NOTE: You will probably encounter three predominate sources of information in reference to this type of call. Following is a listing of these.

AT HOME
A. Name and call-back number for complainant?
B. What relationship is the deceased to the person calling?
C. Has the deceased been ill or does there seem to be an indication of foul play?
D. Has an ambulance or coroner been called?

AT HOSPITAL
A. Name and call back number of the complainant (Usually hospital attendant).
B. Brought in by ambulance or citizen? - If citizen, who?
C. Attending doctor?
D. Who is the officer to see upon arrival at the hospital?

REPORT OF DECEASED PERSON IN VEHICLE, FIELD, ETC.
A. Name and call back number for complainant?
B. Who found the deceased?
C. Where was the deceased found?
D. Has an ambulance or coroner been called?
E. Was anyone seen leaving the area? If so, description of that person.
F. Advise the caller to stay away from the area and not touch anything.
FIGHT IN PROGRESS
10 - 10

A. Name and call-back number for complainant?

B. Incident location?

C. Fight involving weapons? If so, What kind? (Bottles, knives, guns, etc.)

D. Is anyone injured?

PROWLER
10 - 14

A. Name and call-back number for complainant?

B. Address of complainant? Incident location?
   1. Include further information to assist officers in locating the house, such as "red house, third house on right, gas light on front lawn."

C. Where is the prowler now? (side, front, rear of house)
   1. Was a person actually seen?
   2. General description of the person if seen?

D. Determine if the COMPLAINANT/VICTIM IS ARMED, and if so, advise them to put the weapon away PRIOR TO the officers' arrival. Keep complainant/victim on the line. BE SURE RESPONDING OFFICER(s) ARE ADVISED THAT THE COMPLAINANT/VICTIM IS ARMED!!

F. Advise complainant on the phone that the officer(s) will check their house and will THEN knock on their door to speak with them.

NOTE: If the prowler was, in fact, seen and is still in the area, this is a PRIORITY ONE (1) CALL.
CIVIL DISTURBANCE / RIOT  
10 - 15 / 10 - 78

A. Name and call-back number for the complainant?
B. Location of the incident?
C. How many persons are involved?
D. What exactly are they doing?
E. Are the persons armed? If so, What type of weapon(s)?
F. Are the persons adults or juveniles?
G. Are there any apparent injuries?

DOMESTIC DISTURBANCE  
10 - 16

A. Name and call back number for complainant?
B. Incident location?
C. Does the complainant wish to see an officer? (if complainant's location and incident location differ)
D. Is disturbance still occurring?
E. Names of parties involved, if complainant knows.
F. Obtain any information pertinent to weapons being used during the domestic disturbance or availability of weapons if caller is a party to the domestic.
G. Obtain locations of all parties involved in the disturbance, if possible.
ABDUCTION / HOSTAGE SITUATION
10 - 26

A. Name and call-back number for complainant?

B. Where did the abduction take place?

C. Why?
   1. Family Fight
   2. Ex-Boyfriend/Spouse
   3. Mental Subject
   4. Armed Robbery
   5. Ransom

D. Number of suspects?

E. Suspect(s) Description(s)?
   1. Name
   2. Race, Sex, Age
   3. Height, Weight, Hair, Eyes
   4. Clothing

F. Number of victims?

G. Victim(s) Description(s)
   1. Name
   2. Race, Sex, Age
   3. Height, Weight, Hair, Eyes
   4. Clothing

H. Type of weapons subject has? (Pistol, shotgun, rifle, knife, etc.)

I. Are there any injuries?

J. Method and direction of travel if they left the scene?

K. Description of vehicle? "CYMBAL"

NOTE: The telecommunicator will immediately notify the duty supervisor of this type incident. The telecommunicator will further immediately notify the Command Staff immediately after officers have confirmed that an abduction or hostage situation is taking place.
MAN WITH A GUN
10 - 32

A. Name and call-back number for the complainant?
B. Incident location?
C. Name of person with the weapon, if known.
D. What type of weapon is it? (Pistol, shotgun, rifle, etc.)
E. Is the person threatening anyone, if so, who?
F. Exact location of the person at the incident location. Is he/she inside the building, in front door, at a window, on the lawn, in a vehicle? "CYMBAL"
G. Description of the person with the weapon.
   1. Name
   2. Race, Sex, Age
   3. Height, Weight, Hair, Eyes
   4. Clothing

BURGLARY IN PROGRESS
10 - 34 / 10 - 31

A. Name and call-back number for complainant?
B. Location of the incident?
C. How many suspects, if known?
D. Where are the suspects now?
   1. If inside the building, where was their point of entry?
   2. What part of the building are the suspects in now?
   3. Are any suspects acting as look-out? Where are they?
   4. Description of the suspect(s).
      a. Name
b. Race, Sex, Age  
c. Height, Weight, Hair, Eyes  
d. Clothing  

D. Any unusual vehicles near the scene? Description? "CYMBAL"

E. Keep the caller on the phone until the first officer arrives, in order to obtain any changes in the situation.

NOTE: In Progress calls are PRIORITY ONE CALLS.

AUTO BREAK IN  
10 - 35  

IN PROGRESS  
A. Name and call-back number for the complainant?

B. Incident location? (Exact location of vehicle if in a parking lot.)

C. Description of the Vehicle? "CYMBAL"

D. Number of suspects?

E. Description of suspect(s)?

1. Name  
2. Race, Sex, Age  
3. Height, Weight, Hair, Eyes  
4. Clothing

REPORTED AFTER THE OCCURRENCE  
A. Name and call-back number for the complainant?

B. Address for the officer to respond to in order to speak with the complainant?

C. When did the incident occur?

D. Where did the incident take place?

E. Has the vehicle been moved from where the incident took place?
SUSPICIOUS PERSON
10 - 40

A. Name and call-back number for complainant?

B. Where is the person?

C. What is suspicious about the person?
   1. Loitering in the area, or near a business, near residence?
   2. Approaching unoccupied homes or businesses?
   3. Repeatedly entering businesses without making a purchase?
   4. Asking unusual questions pertaining to persons or businesses?

D. Description of the person?
   1. Name
   2. Race, Sex, Age
   3. Height, Weight, Hair, Eyes
   4. Clothing

E. Any Vehicles? If so, description? "CYMBAL"

F. Does the complainant wish to see an officer at their address?

SUSPICIOUS VEHICLE
10 - 44

A. Name and call-back number for the complainant?

B. Where is the vehicle now?

C. What is suspicious about the vehicle?
   1. Parked with the motor running?
   2. Continuously making rounds in the neighborhood?
   3. Parked with occupant(s) watching house or business?

D. Description of the vehicle? "CYMBAL"

E. Number of occupants?

F. Description of occupants?
   1. Name
2. Race, Sex, Age
3. Height, Weight, Hair, Eyes
4. Clothing

G. Does the complainant wish to see an officer at their address?

ASSAULT
10 - 48

A. Name and call-back number for the complainant?

B. Incident location?

C. Is the assault in progress?

D. Are there any injuries? Is Ambulance needed?

E. Number of victims?

F. Victim(s) description?
   1. Name
   2. Race, Sex, Age
   3. Height, Weight, Hair, Eyes
   4. Clothing

G. Number of suspects?

H. Suspect(s) description?
   1. Name
   2. Race, Sex, Age
   3. Height, Weight, Hair, Eyes
   4. Clothing

I. Type of weapon used, if any?

J. Are the suspect(s) still on the scene?

K. If the suspect(s) have left the scene
   1. Mode of travel
   2. Direction of travel
   3. Vehicle description "CYMBAL"

NOTE: Priority Two unless the assault is in progress or there are serious injuries reported.
AUTOMOBILE ACCIDENT
10 - 50

AUTOMOBILE ACCIDENT WITH INJURIES
10 - 52

HIT AND RUN AUTO ACCIDENT
10 - 57

AUTO PEDESTRIAN ACCIDENT
CODE (SIGNAL) 40

A. Name and call-back number for the complainant?

B. Are there any injuries?
   1. Number of injuries?
   2. Ambulance needed?

C. Incident location?

D. Number of vehicles involved?

E. Is the road blocked? Is any special equipment needed?

F. If hit and run, description of suspect vehicle? "CYMBAL"

G. Direction of travel?

H. Are witnesses still on the scene?

INTOXICATED DRIVER
10 - 55

A. Name and call-back number for the complainant?

B. Where was the vehicle last seen? (NOTE: With car telephones, occasionally the complainant will be in a vehicle following the intoxicated driver.)

C. Direction of travel?

D. Description of the vehicle? "CYMBAL"
G.O. 91-1202/O-37

E. When was the vehicle last seen? (See note at B)

F. Number of Occupants?

G. If the vehicle is being followed, description of the vehicle complainant is in?

H. Description of driver, if available?

1. Name
2. Race, Sex, Age
3. Height, Weight, Hair, Eyes
4. Clothing

INTOXICATED PEDESTRIAN
10 - 56

A. Name and call back number for complainant?

B. Where was the person last seen?

C. When was the person last seen?

D. Direction of travel?

E. Description of suspect?

1. Name
2. Race, Sex, Age
3. Height, Weight, Hair, Eyes
4. Clothing

MISSING PERSON / LOST CHILD
10 - 62

NOTE: On all missing persons under ten (10) years of age, extremely senile, or has intellectual disabilities, an immediate search should be conducted. These are considered emergency type situations.

A. Name and call-back number of complainant?

B. Relationship of the complainant to the missing person?

C. How long has the person been missing? Have any attempts been made by family to find the person?
D. Does the complainant know where the person might possibly be and why? For example: Juvenile disappears after family fight.

E. Description of missing person?

1. Name
2. Race, Sex, Age
3. Height, Weight, Hair, Eyes
4. Clothing
5. Any items which the person might be carrying? (School books, purse, clothes)

F. When was the person last seen?

G. Where was the person last seen?

**INDECENT EXPOSURE**

10 - 75

A. Name and call-back number for the complainant?

B. Incident location?

C. Is the suspect still at the incident location? If not, method of leaving the scene and direction of travel?

D. Description of suspect?

1. Name
2. Race, Sex, Age
3. Height, Weight, Hair, Eyes
4. Clothing

E. When did incident occur?

F. Description of vehicle? "CYMBAL"
RAPE / CRIMINAL SEXUAL CONDUCT
10 - 82

A. Name and call-back number of complainant?

B. Name and location of victim, if not the same?

C. Is an ambulance needed?

D. Is the suspect still at the scene or in the area?

E. Description of the suspect?
   1. Name
   2. Race, Sex, Age
   3. Height, Weight, Hair, Eyes
   4. Clothing

F. Direction and mode of travel?

G. Vehicle description? "CYMBAL"

H. Try to keep victim on the phone until the officer arrives. Advise the victim NOT to bathe or change clothes.

MENTAL SUBJECT
10 - 96

A. Name and call-back number for the complainant?

B. Incident location?

C. Is the subject armed? With what? (gun, knife, stick, etc.)

D. Is the subject violent?
   1. Homicidal?
   2. Suicidal?

E. Is the subject still at the scene?

F. Description of the subject?
   1. Name
   2. Race, Sex, Age
3. Height, Weight, Hair, Eyes
4. Clothing

G. If the subject left the scene, how and which direction?

H. Vehicle description? "CYMBAL"

I. Has the subject been previously committed?
   1. When?
   2. Why?
   3. Released?
   4. Walked away?
   5. Escaped?
   6. Is Subject on any Medication?

J. What acts is the mental subject involved in at this time?

**STOLEN VEHICLE**

10 - 99

**IF JUST OCCURRED IN THE LAST FEW MINUTES**

A. Name and call-back number for the complainant?

B. Where was vehicle taken from?

C. When was the vehicle taken?

D. Determine if the caller knows WHO took his/her vehicle?
   1. Could someone have used the vehicle without the owner's permission?
   2. Who has keys to the vehicle?
   3. Are there any overdue payments on the vehicle? (Vehicle could have been repossessed)
   4. Was anyone seen in or around the vehicle at the time of the theft?

E. Description of the vehicle? "CYMBAL"

F. Vehicle will be entered into NCIC and the information immediately broadcast to field officers. A BOLO teletype will be sent to all other law enforcement agencies within the state. The printed teletype will be placed on the Administrative Log for dissemination to each team at the beginning of subsequent shifts.

G. All BOLO Transmissions received from other agencies will be immediately broadcast to field officers. The printed teletype will be placed on the Administrative Log for dissemination to each team at the beginning of subsequent shifts.
PURPOSE: To establish the Department's reporting system.

POLICY: Official records will be prepared and maintained to document every reported police activity, whether originated by a citizen or a Department member.

1. Written Incident Reports.

Incident reports will be required on the following:

A. Citizen reports of crimes,

B. Citizen complaints, (with exceptions listed in Section Two (2) documentation shall be made by Telecommunications when a report is not written),

C. Citizen requests for service when:

(1) An officer is dispatched (with exceptions listed in Section Two; exceptions shall be documented by Telecommunications),

(2) An employee is assigned to investigate,

(3) An employee is assigned to take action at a later time.

D. Criminal and non-criminal cases initiated by law enforcement officers,

E. Incidents involving arrests, citations (citations other than traffic), or summonses.
F. Incidents where an officer searches a vehicle or person, whether an arrest is made or not.

2. Written Report Exceptions.

A. Incident reports shall be written on all responses except those listed below. A written report may be required for those incidents listed below should a supervisor deem it to be appropriate.

(1) Disturbance in which no information can be provided from the scene,

(2) Suspicious person and/or vehicle in which no identifiable characteristics can be provided to the responding officer from the complainant or witness,

(3) Animal control calls, except those including personal injury or property damage,

(4) Assists to disabled motorists and/or providing general information such as directions,

(5) Traffic control,

(6) Domestic-related escorts in which no officer-initiated enforcement action is taken.

(7) False alarms,

(8) Emergency messages.

B. The following information will be documented on written reports by officers and on all requests for service by Telecommunications on CAD:

(1) Date and time of the initial reporting,

(2) Name (if available) of the citizen requesting the service, or victim's or complainant's name,

(3) Nature of the incident,

(4) Nature, date, and time, of action taken (if any) by law enforcement personnel.

3. Case Numbering System.
The Department employs a case numbering system which requires the assignment of a date sequential number to every reported incident, and the assignment of a different number to each incident. Assignment of sequential case numbers is automatically accomplished through computer aided dispatch (CAD).

4. Reporting Forms.

Employees of the Department will use the appropriate report form(s) as indicated by the nature of the incident being reported. The importance of having a well written and complete report cannot be overemphasized. The police record system depends on the work product of the officer in the field. Forms to be used in field reporting consist of:

- Incident Reports
- Supplemental Reports
- Accident Reports
- Field Interview Cards
- Property Forms
- Juvenile Packets

Procedures to be followed in completing field reports are outlined in the Field Report Manuals, i.e., uniform Traffic Accident Report Manual and the Department's Field Report Manual.


Prior to the end of any shift, the duty supervisor will generate a listing of all calls requiring reports from CAD. The supervisor will receive reports written by all personnel working the shift, compare those reports to the listing, and review each report individually to ensure that all necessary reports have been submitted and properly completed. The supervisor will sign and annotate his/her badge number in the appropriate blank on both hardcopy and electronic versions. The supervisor will forward/submit all reports to the Records Office, prior to ending the tour of duty.

Records personnel, at the beginning of each day, will make copies of all paper incident reports, which will then be forwarded to the Commander of the Support Services Bureau, the Commander of Field Operations, the Commander of Criminal Investigations, Deputy Chief, and Chief of Police.

Records personnel will electronically validate all reports for distribution to SLED as required, file the original copy of each paper report according to the case number assigned, with the exception of juvenile reports.

All reports involving juveniles will be stamped at the top of the report with a JUVENILE stamp and forwarded to Records. The reports will then be filed in the juvenile section of the Records Filing System, according to the case number assigned.
6. Report Audit System,

The Support Services Bureau Commander will conduct an annual audit/evaluation of the complaint control recording and field reporting process. This audit/evaluation will consist of a review of all phases of the report system.

7. Form Approval Process.

The Support Services Bureau shall be responsible for the development and modification of all forms used by the Department.

The review process for new or modified forms shall include personnel in the components that will use and process the forms. All forms will be reviewed and evaluated annually by the Support Services Bureau.

The Chief of Police or his designee will have final approval for all new or modified forms.
PURPOSE: To establish procedures for the initial reporting, investigation, and prevention of identity crimes.

POLICY: It shall be the policy of the Mount Pleasant Police Department to document and investigate reported instances of identity crime. The Department will utilize proven crime prevention methods to increase public awareness in an attempt to reduce the likelihood of victimization.

A. Initial Incident Reports

1. The Mount Pleasant Police Department will respond to and assist with the reporting of instances from all persons who know or reasonably suspect that his or her personal information has been unlawfully used by another. This information could include, but not limited to, name, address, date of birth, social security number, or mother’s maiden name.

2. The reporting officer will attempt to determine where the actual crime occurred and if a question exists as to the jurisdiction the victim’s residential address will be utilized to identify the agency to which the victim is to report. If it is determined the crime occurred outside of our jurisdiction the victim will be referred to the law enforcement agency where the suspected crime was committed. At this point assistance will be provided to attempt to mitigate the necessity of the referral and reduce the feelings of re-victimization.

3. The reporting officer will provide the victim with the case number and procedures on how to obtain a copy of the report.
4. All identity theft reports will be forwarded to the Criminal Investigation Bureau for review.

B. Follow-up Investigation

1. Follow-up investigations of identity theft reports will follow the policy and procedures identified in G.O. I-01, Criminal Investigations.

2. The assigned investigator will coordinate the investigation with other applicable agencies as necessary.

3. The victim will be provided information on how to minimize future identity crime victimization and how to mitigate the damage from the current incident.
PURPOSE: To establish the Records Management function.

POLICY: The Mount Pleasant Police Department will ensure the records management system functions in manner consistent with federal, state, and municipal regulations while meeting the departments managerial, operational and information needs.

1. Records Management Component.

Records Management is a component of the Support Services Bureau. Records Management personnel report to the Office of Administrative Services.

2. Records Management Function.

Records Management shall be the central repository for original copies of all offense and incident reports, arrest reports, field reports and other official records.

The functional responsibilities assigned to Records Management include report review, report control, records maintenance and records retrieval.

A. Report Review

Report review is delegated to the first-line supervisor of the operational components. This review is made to ensure completeness and accuracy of all reports submitted. Records Management will conduct a secondary review of reports to ensure any attachments to the reports are submitted and all other errors have been corrected.

B. Report Control
Records Management will control the availability and confidentiality of all reports and records, and is responsible for all filing and records data entry.

C. Records Maintenance

All hard copies of original reports and records, to include all Offense Reports, Traffic Accident Reports, on-view Arrest and Booking Reports, will be secured and maintained in the Records Management Office. Electronic versions of the reports are maintained on the Records Management Server (RMS). Officers have limited (read rights only) access to the RMS. Officers may view and print copies of reports stored on the RMS server with the exception of records containing Juvenile information and/or Narcotic/Vice Reports. Hardcopies of reports will be distributed to authorized persons/agencies.

D. Records Retrieval

Records Management will file and retrieve all reports sequentially using original case numbers, with juvenile files separate from adult files.

E. Report Copy Funds

Records Management personnel are authorized to receive checks or cash as payment for copies of police reports.

A Department receipt will be completed for each transaction. The person receiving the report will be provided with the original of the receipt.

The transaction will be documented on the Daily Cash Receipt, to include:

- transaction number
- receipt number
- name of person receiving the copy
- amount collected

All moneys collected will be maintained in the cash box and secured within Records Management until transferred to the Finance Department.

The Daily Receipt Form and moneys collected will be turned over to the Town Finance Office daily. Records Management personnel will retain a signed receipt from the Finance Office.

When receipts are voided a second representative must sign the voided receipt and an explanation must be written on the receipt explaining the reason for the void.
The Commander of Support Services will conduct quarterly audits on the copy procedure and funds. The Finance Department will conduct an annual audit.

F. Uniform Crime Reporting

Records Management Personnel will validate the officer generated coding of incident reports and prepare a monthly report for the department, based on UCR guidelines.

Records Management Personnel will forward an electronic report that reflects crime or arrest data to the State Law Enforcement Division monthly. This information will be forwarded to the Federal Bureau of Investigation's National Incident Based Reporting Division by S.L.E.D. monthly.

G. Arrest Information

Officers making a custodial arrest of any individual over the age of seventeen shall complete an Incident Report and Arrest and Booking Report as outlined in the Department's Field Report Manual. The arrestee will be processed, to include fingerprinting and photographing. Prisoners transported to the County Jail will be processed, to include fingerprinting and photographing by County personnel.

Existing file information is updated at the time of each subsequent arrest by Records Management.

H. Master Index file

The computer master index name file shall include the following persons:

- persons arrested
- the victim, complainant, or witnesses
- any subjects associated with the incident identified in the report

3. Operational Components Records.

The Office of Chief of Police shall maintain all records pertaining to internal affairs.

The Criminal Investigations Commander will maintain all intelligence and informant records.

The Office of Career Development will maintain all training records.

The Office of Administrative Services will maintain all property management records.
PURPOSE: To establish a procedure for the collection and preservation of evidence at crime scenes.

POLICY: The investigation of crime and the prosecution of offenders require that information be obtained through the application of scientific knowledge and methods. In order to effectively use laboratory support services, physical evidence must be identified, collected, properly preserved, and transmitted, to the laboratory. The Mount Pleasant Police Department will follow forensic methods for the collection and preservation of evidence to ensure the Department is effective in the investigation of a crime and the prosecution of the offender.


   A. First Officer

      Protection of a crime scene is the responsibility of the first officer to arrive on the scene and remains with that officer until properly relieved of that responsibility by a superior officer or investigator.

      What an officer does or fails to do in protecting and preserving a crime scene may determine whether the perpetrator is identified and apprehended or goes undetected.

      PRESERVING THE CRIME SCENE MEANS TO KEEP THE SITE OF THE CRIME IN THE SAME PHYSICAL CONDITION AS IT WAS LEFT BY THE PERPETRATOR.
Do not rush into a crime scene, not only for safety reasons, but approach in a manner least destructive to potential evidence or contamination of evidence. Upon entering a crime scene:

- observe and record,
- determine nature and extent of the crime scene,
- document action taken at scene.

If crime scene processing is required, secure the scene and set up a crime scene perimeter.

Document all persons entering the scene and allow only authorized personnel into the scene.

Determine if a crime scene technician is required.

If the scene of the crime has no critical on-scene processing required, the responding officer or CSO may handle the scene, take photographs, perform latent fingerprint searches, and collect any items of evidence, (small items) that may require processing at headquarters, i.e. chemical treatment, etc.

When the responding officer or CSO makes a determination that crime scene processing beyond his/her basic skill is necessary, the on-duty supervisor will be notified, and will determine if the duty investigator or primary evidence technician will respond to the scene. The decision to process the scene, the selection as to who will process (officer/CSO, duty investigator, primary technician, or computer technician) and notification will be accomplished within thirty (30) minutes from the time the first officer arrives on the scene. Technicians will respond to scene processing requests promptly. The crime scene will be secured and not disturbed until the technician arrives. Any witnesses, suspects, or victims not injured, will be moved away from the scene and separated until statements have been taken.

All physical evidence collected at the scene of a crime will be scaled, marked, or labeled. The collecting officer/technician should choose a container suitable for the type of evidence to be packaged, i.e., size and weight of the item. Avoid contamination of evidence by packaging all items separately. The package will be labeled to identify the item contained in the package.

An evidence property form will be completed on all evidence collected, to include a description of the item (make, model number, and serial number, if any), source (from whom or location where obtained), and the name of the person collecting the evidence.

Unless otherwise specified, all evidence and property will be transported to Headquarters and turned over to the evidence custodian or, if unavailable, will be
placed in the temporary evidence lockers or refrigerator before the officer ends his/her tour of duty. All evidence and property will be logged into Department records as soon as possible.

Each time a transfer of custody or evidence takes place; documentation will be required on the evidence-property receipt form. (Section 18)

An employee receiving evidence must maintain that evidence in his/her immediate control until properly relinquished to evidence, the court, or other competent, authorized authority.

Crime scenes on major cases such as death, violent assault, sexual assaults, robberies, or other incidents deemed appropriate by the supervisor, will require the call-out of the primary evidence technician.

Crime scenes on cases such a burglary, vandalism, or recovered stolen vehicles, may be processed by the responding officer/CSO or duty investigator.

Crime scenes where it is necessary to seize computer equipment or any type of electronic storage media that is in an operational state and information is suspected to be contained in such equipment, are extremely sensitive to electrostatic discharge. Improper handling may cause damage to the device, causing potential evidence to be lost. Therefore, the officer shall contact the Department’s System’s Administrator and the duty investigator prior to energizing or de-energizing the equipment, or removing any disks or peripheral equipment.

The person processing a scene will complete a supplemental report on all crime and accident scenes processed. An evidence/property report will be completed if evidence or property is collected.

B. Evidence Technician

All major scenes will be thoroughly processed to include photographs, latent fingerprint search, crime scene sketch, videotaping, and collection and preservation of evidence. Perishable evidence will be kept refrigerated until submitted to the laboratory.

The evidence technician is responsible for submitting evidence to the laboratory for examination within 5 working days after receiving the request from the case agent.
The evidence technician will document the following information to ensure maintenance of the chain of custody of physical evidence:

- Names of all persons having prior custody of the evidence,
- Name of the officer last having custody of the item,
- Date and time of submission or mailing, and method used for transmission,
- Date and time of receipt in the laboratory,
- Name and signature of the person in the laboratory receiving the evidence.

The evidence technician's vehicle will be equipped with ample supplies to conduct the following crime scene task:

- Plaster cast impressions,
- Recovery of latent fingerprints,
- Photograph scenes in color, and/or black & white,
- Sketch crime scenes,
- Containers, paper bags, plastic bag, and glass jars to collect and preserve evidence.

C. Case Agent

The case agent is the person responsible for the preliminary and follow-up investigation of an incident. The first officer on the scene of an incident is the case agent until properly relieved of that responsibility by a supervisor, who may reassign the case to another patrol officer or investigator based on expertise and/or staffing.

The case agent is accountable for the investigation of a case to include the responsibility that a crime scene is properly and thoroughly processed. The case agent will brief the evidence technician and will coordinate the technician's processing of a crime scene.

Once the processing of a crime scene has been completed, the case agent has forty-eight (48) hours to submit a request for laboratory analysis of the evidence gathered.

The case agent will provide the evidence technician with a written request for laboratory analysis that will list all evidence and what analysis is to be conducted on each item of evidence. This request will include the name of the case agent, and will be transmitted to the laboratory examiner with the evidence. The agent will request a written report of the results of the examination be sent to the Department to the attention of the case agent.
The case agent is responsible for ensuring that whenever available, material and substances from known sources is collected for submission to an accredited laboratory for comparison with physical evidence collected.

2. Crime Scene Processing.

A. Preliminary Scene Survey

To ensure the processing of a crime scene is properly executed the following preliminary crime scene survey will be utilized:

- Determine nature and extent of crime scene,
- Determine location of evidence,
- Determine order of collection,
- Establish best working route,
- Duplicate movement of perpetrator, if possible, plan search accordingly,
- Note all existing conditions,
- Note items out of place or damaged,
- Note relationship between items.

B. Photographing the Scene

After a preliminary scene survey has been accomplished, the technician/officer will determine if photographs are required. If required, digital and/or conventional photos will be taken from several different locations to show the crime scene, and possible evidence as it was when officers first arrived on the scene and to provide an overview of what occurred.

Videography of the Scene

Videography is a valuable tool for providing an easily understandable viewing medium that shows the layout of a crime scene and the location of evidence.

If the technician determines videography is required, or the request is made by the case agent, the video will start with a photo board of the date, time, location, type of crime scene, and any other important introductory information. Audio will not be utilized during the recording. The technician will tape the crime scene with a general overview of the scene and surrounding area and will continue throughout the scene using wide angle and close up views to show the layout of the scene, location of evidence, and the relevance of evidence within the crime scene.

The technician/officer will document on an incident or supplemental report whether or not photos/video were taken. The first photograph or introductory portion of a video will depict the case number, date, incident type, address, and the name of the technician/officer taking the photograph or video.
An officer/technician shall not use their personally-owned equipment to take pictures, record video, or record audio at a crime scene.

C. Latent Fingerprint Search

A police officer must concentrate his efforts on physical evidence that may connect a suspect to a crime. Of these, none is more damaging to alibis and denials than fingerprints. Fingerprints are positive and specific and establish beyond a doubt the presence of a suspect at the scene of a crime or of his/her handling or touching of a weapon or other object related to a crime.

The point of entry is usually the most productive area to locate latent prints. If entry is gained through a window the glass pane, window casing, window sill, and window frame, should be carefully examined. Broken glass or small fragments may contain identifiable fingerprint patterns.

The master bedroom will generally be the second most productive source of fingerprint evidence. This area is usually well ransacked, and many objects may have been touched by the perpetrator.

Latent impressions developed with fingerprint powder will be lifted and placed on a latent print card. The print card will be completed and a sketch made to show the location where the latent print was lifted.

When processing for latent prints, consideration must be made for the size of the item to be dusted, the type of surface, and potential for destruction if moved. If movement or transporting the object will destroy latent prints, the object should be processed at the scene. Small items that can be carefully placed in a bag may be transported to a lab for processing if there is no danger of destroying latent prints.

D. DNA Evidence Collection

As with fingerprints, the effective use of DNA may require the collection and analysis of “elimination samples.” These samples are necessary to determine whether the evidence came from the suspect or from someone else.

Every officer, from the first responding patrol officer to the experienced detective and crime scene technician, should be aware of important issues involved in the identification, collection, transportation, and storage, of DNA evidence. Because extremely small samples of DNA can be used as evidence, greater attention to contamination issues is necessary. Evidence can be contaminated when DNA from another source gets mixed with DNA relevant to the case.

To avoid contamination of evidence that may contain DNA, always take the following precautions:
• Wear gloves. Change them before and after obtaining a sample,
• Use disposable instruments or clean them thoroughly before and after handling each sample,
• Avoid touching the area of the evidence where you believe DNA may exist,
• Avoid talking, sneezing and scratching
• Ensure proper identification of where it was found
• Ensure proper case identification number
• Ensure chain of custody

Direct sunlight and hot conditions also may be harmful to DNA. Avoid keeping evidence in places that may get hot, such as a room or police cruiser without air conditioning. When transporting and storing DNA evidence, it is necessary to keep the evidence dry and at room temperature. DNA evidence will only be secured in paper bags, envelopes, or containers. The evidence must be sealed, labeled, and transported, in a way that does not compromise the sample.

DNA evidence will be transported as soon as possible to the appropriate testing facility (SLED, Charleston Police Department Lab) for processing.

Members of the Crime Scene Unit will solely be responsible for the collection and preservation of DNA evidence. Each member will receive training in collecting and preserving DNA samples for analysis.

E. Identification and seizure of computer equipment and other devices capable of storing data in an electronic format

Images, audio, text, and other data which could be evidence of a crime can be easily altered or destroyed. Devices capable of storing such data are extremely sensitive to electrostatic discharge and improper handling, may cause damage to the device, causing potential evidence to be lost. Therefore, it is imperative that officers, CSOs, investigators, and evidence technicians can recognize, protect, seize, and search, such devices in accordance with applicable statutes, policies, and practices, in order to preserve this evidence.

Definition of Electronic Evidence:

Anything of an evidentiary nature that is stored on an electronic device or a device which has the potential to store magnetic media. Examples of which may include but may not be limited to:
• External Hard Drives
• Software
• Routers, Hubs and Switches
• Peripheral Devices
• Video games
Compact Discs
• DVDs
• MP 3 Players
• Digital Video Recorders (DVR)
• Copiers
• Printers
• Cell phones
• Digital Cameras
• PDAs
• Pagers
• Facsimile Machines
• Caller Id Devices
• Removable Media (flash drives)
• Hand Held Computers
• Storage Media

To determine the role of a computer in a crime, the officer should try to determine the following:

a. Is the computer contraband or fruits of a crime,
b. Is the computer system a tool of the offense,
c. Is the computer system incidental to the offense, i.e., being used to store evidence,
d. Is the computer system both instrumental to the offense and a storage device for evidence.

Once the computer’s role is understood, the following questions should be answered:

a. Is there probable cause to seize hardware or software,
b. Is there probable cause to seize data,
c. Do I have the skills necessary to safely process/seize this equipment,
d. Where will this search be conducted.

Once it is determined that any computer equipment or device will be secured as evidence, the officer, crime scene technician, or computer technician, will secure that scene and evidence as outlined in the United States Secret Service pocket guide for Seizing Electronic Evidence.

F. Other Items Collected as Evidence

(1) Wet clothing collected as evidence will be dried in drying cabinets located in the secure evidence drying room at police headquarters. As soon as the evidence is dried, it will be marked, sealed, and tagged.
(2) Documents that are wet for any reason will be handled in the same manner as wet clothing.

(3) All firearms must be submitted on a separate property tag and unloaded. Ammunition will be packaged separately. All firearms will be checked for stolen by the submitting officer and an N.C.I.C. printout will be attached to the property tag. All firearms test-fired should include the target used as evidence and marked as appropriate.

(4) The property tag will list all dangerous drugs, including number of containers and count. All dangerous drugs submitted to the property room will be weighed by the impounding officer and sealed in a plastic bag, except for actively growing plants which will be secured in paper bags. If drugs are in the form of pills or capsules, the officer will list the count on the bag. All dangerous drugs submitted to the property room will be placed in a property locker by the submitting officer until the property room clerk takes custody of the property.

(5) All money submitted will be counted by both the submitting officers and their supervisors. All money will be sealed in tamper proof bags and tagged separately upon submission to the property room. The property tag must identify the amount of money, who submitted it, and who verified the count.

(6) Volatile fluid of evidential value will be stored in the property room in metal containers. A maximum of one gallon will be stored. Excess volatile fluid will be disposed of in accordance with EPA and Fire Department procedures for hazardous waste materials.

(7) No explosives, dangerous chemicals, nuclear material, or ammunition greater than .50 caliber, will be submitted to the property room. The supervisor of the evidence technicians or the investigating officer will contact the Environmental Protection Agency, Explosive Ordinance Disposal Team, or other specialized agency when such material is recovered. Handling of the items will be accomplished by the specialized agency requested at the scene.

(8) Perishable evidence is defined as fresh blood, blood stained objects, other physiological stains and tissue, and biological materials. When collecting perishable evidence from the crime scene, the following procedures will be used:

- Fresh Blood (wet specimen)
  Fresh (wet) blood will be collected using a syringe and a sterile, stoppered, vacuum tube, marked, tagged, and refrigerated, in the property refrigerator.
Dry Blood

a. Whenever possible the entire object that has the blood stain on it should be submitted.
b. When the blood stain is located on a wall, floor or other object that cannot be submitted, one of the following procedures should be utilized:
c. When a large amount of stained material is present, the easiest technique is to scrape several large flakes into clean paper with pharmacist fold and seal in an envelope.
d. When the stain is small, the swab technique should be used. Using small cotton swab, moisten the swab with distilled water. Swab the blood stains, concentrating the stain on the fibers as much as possible. The swabs should be air dried, before sealing in appropriate container. Mark and tag the container. The dried fiber samples do not require refrigeration.

Blood Stained Materials

These items will be air dried prior to packaging in drying cabinets located in the secure evidence drying room at police headquarters. After thoroughly drying, the item will be packaged in brown wrapping paper or paper bags, marked, sealed and tagged. Multiple items must be packaged individually to avoid contamination.

Other Stains, Tissues or Biological Material

a. Other types of stains can be collected using the same procedures as previously described for wet and dry blood.
b. Body tissue must be collected and placed in a sterile glass bottle in saline solution, capped or stopped, sealed, marked, tagged and refrigerated in the property room refrigerator.
c. Other biological material, if not air dried, must be refrigerated after being marked, sealed and tagged.

Crime Scene Sketch

Normally, detailed crime scene sketches are only prepared on major crime scenes. Minimum detail to be contained in the sketch should include:

- time and date of preparation
- location of offense
- location of evidence in the crime scene
- location and names of victims, witnesses and suspects
- relationship of the crime scene to other rooms, buildings.
- name of person preparing the sketch
H. Stolen Vehicles

Vehicles reported stolen to our department and recovered by our department will be processed by the Evidence Technician, officer or duty investigator.

Vehicles reported stolen to our department and recovered by another jurisdiction will be processed by our department unless the recovery is such a distance (25 miles from city limits) that it would not be practical to send a technician. Then the agency recovering the vehicle will be requested to process the vehicle. The mile limits may change depending upon the seriousness of the case.

Vehicles recovered by our department that were reported stolen to another agency will require notification be made to the originating agency and if possible, to the owner of the vehicle. Processing by our department will be accomplished if requested by the originating agency.

It is the responsibility of the officer recovering a stolen vehicle to complete an incident report, a vehicle towing report and to notify the Communication Center to remove the vehicle from N.C.I.C. if our department was the originating agency. The officer will document on the incident report who was notified as to the recovery, such as the owner, the reporting agency, the location the vehicle was found and the towing company name and address.

Under normal conditions recovered stolen vehicles will be processed by the officer.

Common latent print locations on vehicles are:

- outside mirror
- rear view mirror
- door and window handles
- dashboard area and steering wheel
- trunk lid
o trunk lid
PURPOSE: To establish procedures for controlling, recording, processing, releasing, and disposing of evidence, found property, prescription drugs for disposal, and property held for safekeeping.

POLICY: The Mount Pleasant Police Department is committed to integrity and shall control all evidentiary, found, and secured property in a manner that does not compromise investigations/prosecutions, ownership rights, or the safety of the public and Departmental employees.

1. Responsibilities

A. Criminal Investigations Bureau Commander

The Criminal Investigations Bureau Commander shall be accountable for all property management activities.

B. Evidence Custodian

- The Evidence Custodians shall be responsible and accountable for control of all property received and accepted as evidence, found property, or property held for safekeeping, and stored in the property rooms and storage areas.

- They will log all received property daily, maintaining accurate records of all property submitted to the Property Room.

- They will process evidence in a timely manner (within five days of receiving the request).
They are responsible for the final disposition of all property received by destruction, returned to owner, auctioned, or converted to Department use.

2. Evidence Handling Procedures

A. Officers involved in the evidence collection process will use discretion in collecting evidence items. Evidence storage space is critical; therefore, only items of sound evidentiary value will be collected.

B. The evidence will not be accepted if the proper guidelines are not followed and the evidence will be returned to the Officer and/or Supervisor for correction.

C. After the collection of any property, the Officer is required to complete and submit an incident report detailing the circumstances by which the property came into the Department’s possession. Additionally, the Officer will list in the report each item of property and provide any available identifying marks, numbers, and/or description.

3. Members of this department shall only seize items under the following conditions:

- Officer has probable cause to believe that an item is contraband. (Contraband is an item(s) that by their very nature are illegal to possess. E.g. illegal narcotics.)

- Officer has probable cause, at the moment of seizure, that the item to be seized is stolen.

- Officer has probable cause, at the moment of seizure, to believe that the item is evidence of a crime.

- The personal property of an arrestee, that has no evidentiary value, for the purpose of safekeeping the property, until their release from jail. A safekeeping form must be completed and signed by the arrestee and a copy given explaining how to retrieve their property.

- Found Property is any property of no evidentiary value whatsoever, which comes into the custody of an employee of this Department, and whose rightful owner may, or may not, be known to the finder or the Department. Due diligence must be exercised with respect to determining the rightful owner. Upon failing to do so, the Department shall dispose of the property in a manner prescribed by law (usually after 90 days of receipt).

4. The police department utilizes Evidence Management System (EMS) software for all items seized by officers of the department. All items must be entered into the EMS for submission and a barcode label will be printed out and placed on all items entered by an officer as soon as possible. Specific training for use of this system is provided by the Evidence Unit for all employees.
5. When any item of property/evidence is seized from an individual, the seizing officer shall complete a Field Property Receipt form explaining the reason the item was seized; (i.e. Evidence, Safekeeping, or Found Property, to the finder) and how to retrieve the property.

6. It is the seizing officer’s responsibility to notify the owner of any property that may be returned to them upon disposition of any court case.

7. The following policy will be followed for evidence handling:

**Liquids**
- No flammable liquids will be brought into the police department. If there is a flammable liquid for evidence, a temporary storage locker for flammables is located at the Six Mile Evidence Facility. Once received, the Evidence Technician will store these items in the Flammable Storage Cabinet. All liquids that are not sealed will be placed in a plastic bag with the evidence tag on the outside of the bag.
- Evidence tags will not be wrapped around a can, bottle, etc., as the container cannot be properly identified as to the type or brand. The evidence tag can be attached to the outside of the packaging.
- All evidence will be sealed by the collecting officer and marked with his/her name or initials.
- Each piece of evidence will be packaged in a separate container to prevent any form of contamination of the evidence.
- If more than one container is tagged as evidence, show ownership to each container in the property voucher and on the evidence itself. Each item will have a separate evidence label and separate bag.

**Drugs**
- Officers will take caution when handling drugs, as narcotics may be absorbed through the skin.
- Drug evidence will be packaged separate from all other evidence and will be listed as a separate item in the Evidence Management System. A barcode label will be completed and attached to the drug item. Narcotics are sent to the Forensic Laboratory for testing and a completed lab request sheet must be attached to any drug item for testing.
- Different types of drugs must be placed in different bags to prevent cross contamination.
- Drug evidence will be marked with the initials of the collecting officer on the drug containment bag across the seal.
If a large quantity of narcotics are seized, the Narcotics Division will be notified immediately.

**Tools**
- Tools should be marked with the officer’s initials, in a place that will not interfere with other markings that might be important as evidence.
- If there are markings on the tools that need to be preserved as evidence, the tool will be wrapped in paper and noted on in the Evidence Management System that the item should be routed to a laboratory for examination.

**Weapons**
- Firearms will not be handled more than necessary in order to render it safe and packaged properly. Confine contact to the checkered or grooved parts of the weapon, gloves must be worn, the weapon unloaded, and if the gun is jammed or it cannot be unloaded for some other reason, the supervisor must be notified immediately.
- All firearms will be unloaded before being placed in the temporary storage lockers. The slide will be locked back on all pistols, the cylinder will be opened on all revolvers and the breach or bolt will be locked open on all long guns. This will ensure that it is unloaded before an evidence technician handles a firearm. Ammunition will be placed in a separate evidence package and entered as a separate item in the EMS.
- If the firearm needs to be processed for fingerprints or DNA, place in a paper bag in the same aforementioned way showing that the firearm is unloaded. Attach a Forensic Laboratory Request sheet with the firearm explaining what testing needs to be completed. This ensures that the Evidence Technician is aware that the firearm needs to be processed.
- An evidence tag with the barcode label will be attached to the firearm through the trigger guard. Never place any item into the bore of any firearm.
- Officers must run an NCIC check on the firearm and place it with the firearm in the temporary storage locker.

**Bloody Clothing/Fabrics**
- Wet items will not be placed in a plastic bag, as this causes rapid decomposition and destroys the evidence.
- Place all wet items in paper bags to avoid any rapid decomposition. If needed, notify the Evidence Unit. If not on duty, the supervisor will be notified and will contact the on-duty Evidence Technician for assistance or response. The officer who recovered the evidence is responsible for marking, packaging, and sealing the evidence and completing the appropriate paperwork. Bloody clothing should be marked as “BIOHAZARD”. Initials, date, and time can be placed on the clothing tag inside the clothes, or in another spot that will not interfere with the evidence.
Do not staple or tape the evidence tag to any type of cloth.

**Sexual Assault**
- Officers will place one piece of evidence per bag.
- Each piece of evidence will have an evidence barcode label or tag.
- Notify Crime Scene or Evidence Custodian at once of any sexual assault evidence.

**Documents (checks, notes, etc.)**
- Wear gloves and handle evidentiary documents at the edges.
- Make a copy of the item prior to submission and attach to the incident report for investigative purposes. This is to ensure unnecessary handling of the document.
- The document is to be placed in an appropriately sized heat sealable bag or paper envelope.
- Place only one (1) document per bag.
- Do not staple or tape the document to anything.

**Jewelry**
- Jewelry will be tagged separate from all other evidence; for each piece of jewelry a separate property barcode label will be generated. All jewelry will be stored in a secured container within the secured area of the evidence room.

**Perishable Evidence**
- Perishable evidence such as meats, live plants, etc., will not be retained as evidence. Photograph the item and return it to the owner. The photo will be placed in evidence and noted on the property voucher.
- Biological materials such as blood or sexual assault evidence will be turned over to Crime Scene or Evidence Custodian immediately for refrigeration.
- In the event an officer has obtained perishable evidence after normal Crime Scene Unit working hours, it does not meet the requirements stated above, and the item(s) requires retention by the Department; it must be determined if the item can be safely stored at Department Headquarters or if the Crime Scene Officer should be notified to respond for collection. If there is any question as to the safety of the evidence while stored in the temporary evidence refrigerator located in the Evidence Processing Area, the Crime Scene Officer will be required to respond. If the item can be safely stored at headquarters, the Officer will place it in the evidence refrigerator. Once deposited, it is the responsibility of the Officer to complete all necessary paperwork and note on the property voucher that the item is located in the evidence refrigerator.

**Money**
Money will be enumerated into denominations. For Example: two (2) twenty dollar bills = $40.00; five (5) one dollar bills = $5.00; ten (10) dimes - $1.00. Total $46.00.

Money will be tagged separately from all other evidence.

Any unusual markings on the money will be noted. All seizures of money will be counted by two officers and then sealed. The officers counting the funds will verify the amount by placing their initials on the sealed evidence bag. All seizures of money will be released to the evidence custodian or placed in a temporary storage.

C. Field Transfer of Evidence

1. Under most circumstances, evidence remains in the custody and control of the person who collected it until it is submitted to the MPPD Evidence Unit. Evidence should not be transferred from the custody of one person to another until an evidence voucher created in the evidence computer has been created and accepted. The Evidence Management System (EMS) now begins to record the chain of custody for all subsequent transfers. Every effort should be made to avoid transferring evidence from one person to another prior to creating an evidence voucher.

2. The Mount Pleasant Police Department recognizes that there are exigent circumstances that may justify the transfer of evidence in the field. These cases require prior supervisory approval and thorough documentation of the exchange. Specific procedures are outlined below for both parties involved in the process.

3. The person who collected the evidence (collector) and would like to transfer it to the custody of another person in the field, must first get the approval of an officer of the rank of Sergeant, or above, or the Forensic Services Unit Supervisor. Approval will be granted only if transferring the evidence in the field is required to preserve its integrity or make it available for immediate examination. The collector must document the date, time, location, and reason for the transfer in a supplemental report. The name of the supervisor who authorized the transfer and the name of the person the evidence was transferred to must also be included in the report.

4. The person who the evidence is transferred to (receiver) should confirm that approval for the transfer has been granted. The receiver will be responsible for creating the evidence voucher in the Evidence Management System and recording the date, time, location, and reason for the transfer in the Notes field on the voucher. The name of the supervisor who authorized the transfer and the name of the person who collected the evidence must also be included in the notes on the voucher. The receiver should also document the transfer in a supplemental report. If the evidence was transferred for examination, the lab report will take the place of a supplemental report.

5. Clear communication must take place between the two people involved in the field transfer to ensure that the date, time, location, reason and supervisor approving the transfer is shared and recorded. It is essential that this information is complete, accurate and identical. Both the collector and the receiver must conduct a complete inventory of the evidence prior to a
field transfer. If it is impossible or impractical to conduct an inventory, a field transfer is prohibited. The evidence does not need to be packaged or sealed prior to transfer. It should be transported securely and submitted into evidence as soon as possible and on the same shift that it was received.

C. Packaging and Marking of Evidence

1. **Different Packaging Materials**: There are several different types of packaging materials that can be used such as heat sealable plastic sleeves, paper bags, envelopes and boxes. All of these come in different sizes. The packaging materials should come as close to fitting the object as possible. This makes the evidence look professional when it is taken to court, it can be stored easier, provide protection and prevent cross contamination. All the packaging materials are in the evidence processing room (Room 1106). If there is some type of problem in packaging the evidence, notify the on-duty Crime Scene Technician who can assist the officer in packaging the items. Additional information concerning guidelines for packaging and labeling of evidence/property may be located in the specialized Evidence Procedures and Packaging Manual within the processing room.

2. **Electronic Evidence Submissions**: The first person that obtains the evidence is placed on the line "seized by". The lines “accepted by” and submitted by” will also be completed. If this is not done the court can rule the "chain of custody" was broken and the evidence thrown out.

3. Do not sign or assign anyone’s name to an evidence tag other than your own. The Evidence Management System, officer input module screen will be completely filled out to include owner and/or possessor’s information.

4. All electronic evidence submissions will have the case number of the incident report notated appropriately. The electronic evidence submission will be submitted prior to acceptance by the Evidence Unit.

D. Storage

1. All evidence, found property, or property held for safe keeping, will be secured in the Property Room or Storage Facility (vehicles/bicycles).

2. Items that require extra security such as weapons, money, precious metals, jewelry, gemstones, narcotics, and dangerous drugs, will be placed in segregated high security areas of the property room.

3. All vehicles seized will be placed in the vehicle impound area. A property tag will be attached to the vehicle keys with the appropriate barcode tag and logged in separately of the vehicle. The vehicle information will be listed in the Evidence Management System to include the make, model, color, VIN number, and license number of the vehicle. The keys will be delivered to the evidence custodian. If the evidence custodian is unavailable the keys will be placed in a temporary evidence storage locker drop box.

4. Temporary Storage
When an Evidence Technician is unavailable, officers will place all incoming evidence, found property, and property held for safe keeping, in the temporary secured evidence lockers located in the Evidence Processing Area (Room 1106) outside the Evidence Unit.

The following guidelines will be used concerning the placement of evidence in the temporary storage units:

- No perishable items (perishables must be refrigerated or returned);
- Each item will be properly packaged;
- The item will be placed in the storage locker by the officer entering the evidence;
- The storage unit will be locked;
- Items will not be accepted without the proper packaging and entry into the Evidence Management System.

5. Refrigerated Storage

- Evidence Technicians will be responsible for items of evidence that are perishable and being stored in the refrigerator located within the Evidence Processing Room and within the Property Room.

- When an Evidence Technician is unavailable officers will place items of evidence which are perishable in the refrigerator located in the Evidence Processing Room and will secure the refrigerator door. The evidence/property barcode label will be attached to the evidence.

   In the event that other evidence which needs to be refrigerated is collected and the temporary storage is unavailable, then the duty supervisor will contact the on-call Evidence Technician who will respond to Headquarters and secure the evidence in the Property Room.

E. Submission of Evidence to Laboratory

When a number of personnel are involved in the investigation of a crime, a false assumption may be made that someone else has taken action to get evidence to the lab for examination. It will be the responsibility of the assigned investigator to ensure that a written or electronic request for the examination is submitted to the Forensic Services Unit, who will insure that the examination is conducted. The request should identify the type exam requested. (i.e.: Blood, Semen, Glass Fragments, Latent Examination, Digital Media, etc.) Requests should be submitted with all pertinent information, (i.e. complaint, victim, subject, and material to be tested). Certain types of evidence should always be submitted for laboratory analysis. All drugs should be submitted for identification of controlled substances. All latent prints should be submitted for examination and
comparison. All firearms, unless they were collected for safekeeping, will be submitted for entry into the Integrated Ballistic Identification System (IBIS). All sexual assault kits will be submitted for laboratory analysis unless the case is unfounded. Sexual assault kits can and should be submitted even if a suspect has not been identified. If there is a suspect, a buccal swab should be collected and submitted along with the kit. Evidence should be submitted to the laboratory in a timely manner and with the appropriate comparison samples when available.

Procedures for the submission of evidence to a laboratory will be as follows:

- Requests for laboratory analysis are submitted by officers or investigators to the Forensic Services Unit. Forensic Services Unit personnel will conduct the examination if the request is for analysis in one of the unit’s accredited disciplines. If not, the Forensic Services Unit will be responsible for submitting the evidence to an outside laboratory.

- Officers submit request by completing an Evidence Examination Request form located in the Evidence Processing Room or under the forms file on the P drive.

- These forms can be placed in the temporary storage locker with the item of evidence, delivered to the Forensic Services Unit or emailed to the Forensic Services Unit.

- Forensic Services Unit personnel are responsible for transporting evidence to the appropriate laboratory and returning it to the Evidence Unit when the examination is completed.

- All laboratory results will be returned in writing. If a laboratory refuses to accept evidence that does not include known samples, that evidence will remain in the custody of the Evidence Unit until known samples are collected or until there is an authorized destruction. In any case, a supplemental report will be made to note the refusal of the laboratory to accept evidence.

- Any destruction of evidence is noted in the Evidence Management System to note the authorization of the destruction by an officer and the date/time the item was destroyed by an evidence technician.

F. Temporary Removal of Property/Evidence

1. To obtain evidence from the Property Section, the requesting officer must meet with an Evidence Technician and provide a reason for the transfer (court, lab, inv. review). The Evidence Technician will complete the transfer in the Evidence Management System and the officer will sign and date the transfer in the Barcode Computer.

2. It is the sole responsibility of the person checking out an item of evidence to maintain the chain of custody and ensure its integrity. Evidence shall be returned to the Property Room in a timely manner.
3. If the item checked out is not returned, the officer who signed out the item must provide the Evidence Unit with written documentation of where the item is located and a transfer of that item with Relinquishing Officer and Accepting Person signatures.

G. PROPERTY ROOM SECURITY

1. Keys
   
   A. The Property Room door is locked at all times when not immediately in use. Evidence Custodian/Technicians are the only keyholders to the Property Room.

2. Alarm

   The Property Rooms are equipped with internal alarm sensors. The alarms are "on" at all times that an Evidence Custodian/Technician is not present on the grounds of the main Police Headquarters. Entry into either room requires a "code in" on the alarm control pad located adjacent to the Property Room door.

   Only Evidence Technicians have entry codes. Each time the alarm is set or disabled, the code used is documented. Unauthorized entry will cause an alarm to sound in the Police Facility and will be activated in the Communications Center.

   In the event the Property Room alarm is activated the Criminal Investigations Bureau Commander will provide the Chief of Police with a written explanation as to the cause of the alarm activation.

3. Access

   Normally, access to the Property Rooms will be restricted to the Evidence Technicians; however, under unique circumstances the Evidence personnel can give authorization for other individuals to enter, provided they are accompanied by an Evidence Technician at all times and they sign their name and annotate time in and time out on the Evidence Entry Log, located outside the evidence room door.

H. Inspections, Audits, and Inventories

1. Semi-Annual inspections of the Property Room will be conducted by the Evidence Supervisor responsible for the property and evidence control function or his/her designee to ensure compliance with the following:

   - Property Room maintenance,
To ensure all policies and procedures concerning the property management system and its control are being complied with,

- Property is protected from deterioration or damage,
- Property having no further evidentiary value is being disposed of.

2. Audits

On an annual basis an inspection and audit of the property and evidence held by the Agency is conducted by a supervisor not routinely or directly connected with control of property and evidence.

On an annual basis an unannounced inspection and audit of the Property Room will be conducted by a civilian accounting firm as directed by the Chief of Police. The accountants will reconcile the property and property log and provide a written report to the Chief of Police as to their findings.

An audit of high value items, in accordance with CALEA Appendix I, will jointly be conducted by the newly designated Evidence Custodian and a designee of the Chief of Police to ensure a continuity of custody of all property being held by the Agency and that records are correct and properly annotated.

I. Property/Evidence Management System

Evidence Custodians are responsible for the Property/Evidence Management System ensuring that the records accurately reflect the status of all property whether currently held or held in the past by our Department.

Each item impounded will require the following:

- OCA number,
- Item number,
- Date and time when the property was received or released,
- Submitting officer's name,
- Receiving officer’s name,
- Description of evidence/property,
- Quantity of evidence/property,
• Location of evidence/property (Bin #),
• Disposition/Status,
• Chain of custody.

J. Final Disposition of Property/Evidence

At the end of each Evidence/Property review date, Property Room Personnel are responsible for notifying the appropriate Officer/Detective or Unit Supervisor that the review date has passed.

The Evidence Technician will distribute the Evidence Review Forms generated by the Evidence Management System at the first of each week.

The impounding officer will complete the evidence review form and return it to the evidence custodian within 5 working days.

Final disposition of evidence, found property, or property held for safe keeping, will be accomplished within six months after legal requirements and Department policy have been satisfied.

K. Authorized Disposal

1. Return to lawful owner

Evidence being held by the Department with the exception of contraband or illegal weapons may be returned to the lawful owner under the following conditions:

o All legal requirements have been satisfied,

o The impounding officer grants approval for the release of the items (if held as evidence),

o The owner provides proof of ownership, if requested,

o The owner has proper identification and signs for the items.

Found property, except for weapons and contraband, may be returned to the finder under the following conditions:

o 90 day waiting period has lapsed,
Attempts to locate the owner of the property have been exhausted,

Documentation is made on attempts to locate the owner,

The finder is not an employee of this Department,

The request for ownership by the finder is in writing and approved by the Chief of Police.

The impounding officer will notify the owner of the property to contact the Evidence Custodians for an appointment to claim the property. This information will be documented in the Evidence Management System.

In the event the owner cannot be located, or fails to claim the property when notified, impounding officers will notify the owner by certified mail. This notification should be sent to the last known address of the owner with a return receipt requested and will give the owner of the property 15 days to claim the property.

2. Property not claimed will be disposed of by the following methods:

   **Auction**  
   Items that are not returned to the owner, converted for Department use, and have a value, will be sold at public auction with the exception of contraband and weapons.

   To avoid a conflict of interest, employees of the Department and their immediate family will not be allowed to purchase items at the auction.

   Items not sold at auction will be changed in status from auction to property for destruction.

   **Conversion To Department Property**  
   Items that cannot be returned to the owner and can be utilized by the Department, may be converted to property owned by the Department.

   **Destruction**  
   Items that cannot be returned to the lawful owner, sold at auction, or converted to Department owned property, will be destroyed.
PURPOSE: To establish a system for the management of agency owned property.

POLICY: The Mount Pleasant Police Department recognizes their responsibilities to be good stewards of the community resources. Therefore the Department will maintain inventory control over agency owned property and ensure its proper maintenance and use.

1. Procedure.

A. Property Requisition

Under the supervision of the Office of Administrative Services, Property Management Officer is responsible for the agency owned property management function of the department.

All requests for the purchase of property will be submitted to the Office of Administrative Services through the chain of command. The Office of Administrative Services will ensure that the request is for an approved item and funding is available. A purchase order will be prepared and submitted to the Chief of Police or the Deputy Chief for approval.

After the purchase order has been approved by the Chief of Police or the Deputy Chief, the request will be forwarded to the Town of Mount Pleasant’s Finance Department.

All property received will be delivered to the Property Management Officer and will be checked for good repair and proper working condition.
The Property Management Officer will place an inventory label on all property received that has a value of one hundred fifty dollars or more or a life expectancy of five years.

B. Departmental Forms

The Administrative Assistant in charge of Budget Management is responsible for maintaining an adequate supply of departmental forms on hand.

Prior to reordering forms, the Administrative Assistant will check with departmental personnel to ascertain if a change needs to be made to a particular form. The Office of Administrative Services will review and approve any changes to be made or the development of new forms.

2. Issuance and Accountability.

Accountability for department-owned property is a responsibility of the property management function, inclusive of expendable items, installed property, un-installed property, equipment, vehicles, munitions, and personal wear items.

Distribution and issuance of department-owned property to authorized users is the responsibility of the property management function.

The goal of property management is to provide for the safekeeping and accountability of department issued, seized and found property.

The Property Management Officer is responsible for the accomplishment of the following objectives in order that the property management goal is reached:

- To establish an inventory of all Town-owned property under department control.
- To conduct semi-annual inventories of all Town-owned property under department control.
- To review the insurance coverage of all property under department control.

Each employee is responsible for the proper care and control of all equipment issued to them or used during the performance of their duties.

The Property Management Officer will complete and keep current an equipment inventory card for all personnel who have been issued department owned equipment. Each employee will sign for any equipment that is received with the exception of expendable items, e.g., forms, pens, paper clips.

3. Operational Readiness.
A. Department-owned property stored in the property management office, or storage areas will be kept in a condition of operational readiness. This includes proper care and cleaning, preventive maintenance, repair, workability and responsiveness. It is the responsibility of the Property Management Officer to maintain and inspect such property at regular intervals.

B. Department-owned property which has been issued to individual(s) and/or Units of the department will be maintained in a condition of operational readiness. This includes proper care and cleaning, preventive maintenance, repair, workability and responsiveness. It is the responsibility of the individual or unit supervisor, in the case of unit assigned equipment, to maintain and inspect such property at regular intervals.

C. Concerns regarding the condition or maintenance of department-owned equipment and property will be directed to the Property Management Officer.
PURPOSE: To establish guidelines for vehicle towing and impounding.

POLICY: The Mount Pleasant Police Department will tow vehicles in accordance with the applicable laws and ordinances in order to ensure the protection of property.

1. Authority.

   A. Section 72-18 of the Code of Ordinances of Mount Pleasant, South Carolina provides:

   "Whenever any police officer finds a vehicle standing on a street in violation of any of the provision of this code or any other ordinance or traffic regulation, such officer is authorized to remove such vehicle or require the driver or other person in charge of the vehicle to move it to a position off the paved or main traveled part of such street. Whenever any police officer finds a vehicle apparently abandoned on a public street or finds a vehicle unattended on any public street where such vehicle constitutes an obstruction to traffic, such officer is authorized to provide for the removal of such vehicle to the nearest garage or other place of safety, and the owner of such vehicle shall pay all charges incidental to the removal and storage of such vehicle prior to the surrender of the vehicle to the owner."

   B. Members of the Mount Pleasant Police Department are authorized to have a vehicle towed under the following conditions:

   (1) When any vehicle is left unattended in any roadway where it constitutes a hazard or an obstruction to traffic.
(2) When a vehicle is disabled and constitutes a hazard or obstruction to traffic, or the person in charge of the vehicle is physically incapacitated and unable to provide for the vehicle's custody and/or removal.

(3) When a vehicle is left unattended and is illegally parked in such a manner as to constitute a definite hazard or obstruction to normal traffic movement.

(4) When any vehicle is left unattended in any right-of-way for a period of more than forty-eight (48) hours, continuously, and is presumed to be abandoned. Time frames will be established through the use of the unattended vehicle tag, which will be placed on the vehicle when first observed.

(5) When the driver of the vehicle is taken into custody by the police department and the vehicle would be left unattended.

(6) When removal is necessary in the interest of public safety because of fire, flood, storm or other emergency.

(7) When, in the judgment of the duty supervisor, it is necessary to tow a vehicle in the interest of protection against acts of vandalism, theft, etc. Supervisor will document the events or circumstances validating such decision.

2. Officer Responsibilities.

A. An incident report will be completed on every towed vehicle, with the exception of those towed as a result of an automobile accident or as covered in Section 2-B of this policy. The incident report will contain at a minimum:

- Identification of the vehicle by make, model, tag and VIN.

- Specific reason for towing the vehicle (i.e. abandoned, recovered stolen, arrest, etc.)

- Owner information and whether or not the owner was present at the time of the tow.

- Attempts to contact the owner, if not on the scene at the time of the tow, and the results of those attempts.

- Results of NCIC searches for wants or reports in the case of abandoned vehicles.

- Reasons for placing a "hold" on the vehicle, if placed on "hold".
o Removal of any firearms, small jewelry or cash from a towed vehicle for security.

o Any property removed from the vehicle, reason for removal, and person to whom released or current disposition of that property.

B. A Mount Pleasant Police Department Towed Vehicle Protective Custody form will be completed on ALL vehicles towed, with the exception of disabled vehicles, towed at the owner's request, where the owner accompanies the vehicle to the garage or towing service.

C. A full inventory of the contents, including closed containers, of any vehicle towed will be made and annotated on the Towed Vehicle Protective Custody form, attaching additional sheets as appropriate.

o Both the officer and the wrecker driver will sign the completed form.

o The vehicle driver will be asked to sign the form, when appropriate. Driver's refusal to sign the form will be noted.

D. The officer will be responsible for notifying Communications of any special requirements of the tow, such as heavy duty, flat bed, dollies, etc.

E. Persons who are placed under arrest and, in the opinion of the arresting officer and/or supervisor, are in sufficient control of their faculties to make a rational decision, may be allowed to turn their vehicle over to another licensed, capable driver on the scene. Another person may be called to the scene for that purpose, if it would take no longer to accomplish this than to get a contract towing service to the scene. Otherwise, the vehicle will be towed.

F. In such instances, any passengers or occupants who are unable to drive the automobile will be provided transportation to a place of safety, where transportation can be arranged.

G. A reasonable amount of time will be allowed for a person to respond to take custody of any animal contained in a vehicle being towed. In the event this cannot be accomplished in a reasonable amount of time, Animal Control officers will respond and take custody of the animal.

H. When a vehicle contains perishables valued in excess of ten dollars ($10.00), (i.e. groceries, fresh meats, etc.), a reasonable amount of time will be allowed to have someone respond to remove the items.

3. Inventory Procedures.
A. Inspection of the exterior of the vehicle being towed with annotation of any exterior damage.

B. All compartments and containers within the vehicle will be inventoried. When recording inventoried items, annotations must be specific, including make, model, serial number, distinguishing marks, etc.

C. Closed, unlocked containers will be opened and contents documented on the inventory. Care must be exercised where there are implications that a container may contain items of a toxic, flammable or explosive nature. In such cases, the duty supervisor will respond and make determination as to how to proceed.

D. Locked containers will be shown on the vehicle inventory form, but will be left undisturbed unless probable cause exists for a search of the container. If probable cause does exist, the locked container may be searched in the least damaging manner possible, in accordance with existing law and court rulings.


A. Officers may place a hold status on any vehicle towed when, in the best judgment of the duty supervisor, it is necessary to maintain custody of the vehicle for a specific purpose. Such purposes may include:

   o Vehicles abandoned after a chase and there is no stolen report on the vehicle.

   o The driver and/or owner flee during an arrest situation.

   o The vehicle is involved in an accident where the driver has left the scene.

   o The vehicle is subject to seizure.

   o The vehicle may be a crime scene or directly related to a crime scene and requires evidentiary processing.

B. Every effort must be made, and documented, to notify the owner of the vehicle's status.

C. In all cases, the incident report will specifically state the reason for placing the vehicle on hold, the terms of release as related to the contract towing company, and a minimum target date for release of the vehicle.

D. The officer placing a vehicle on hold will be required to monitor the situation daily in order to ensure that the vehicle hold is released as soon as possible.

5. Requests for Towing Services.
A. The owner/operator of any vehicle towed from an accident or disabled vehicle scene, if he/she is able, will have the right to choose his/her own towing service. This choice will be honored in all cases unless the selected towing service will cause excessive delay or cannot make the tow. In these cases or if the owner/operator is incapacitated, the rotational wrecker service will be summoned to tow the vehicle.

B. All requests for towing service will be made through the Communications Section. The officer will provide information on description, tag and VIN, location, and special request, if any.

C. Once notified, the towing service will have twenty minutes to respond to the scene. After twenty minutes the towing service will be canceled, then the next Company on rotation will be notified.

6. Telecommunicator Responsibilities.

A. All requests for towing services will be logged in the appropriate section of the towing log.

B. Upon request for a specified towing service, the telecommunicator will contact the service requested and ascertain:
   - If they are willing to respond to the call.
   - If they are capable of handling the call.
   - Length of time it will take to respond.

C. Upon request for rotational towing service, the telecommunicator will ascertain which service is next on the list and contact that service. In the event that the contractor is unable or unwilling to respond, that contractor will be moved to the bottom of the list and the next contractor contacted.

D. Any anticipated lengthy delay will be reported to the Duty Supervisor for a decision.

E. Consistent refusal on the part of a specific contractor or other consistent problems with a contractor will be reported to the Commander of the Administrative Services Bureau for action.

7. Records Responsibilities.

When an incident report is received indicating that a vehicle was towed without owner notification, for whatever reason, records personnel will prepare a letter of towing
notification and ensure that it is sent, registered mail, to the last address on the vehicle registration.

8. Prohibitions

   A. At no time will any officer of the Mount Pleasant Police Department recommend, advise, hint, or in any way show preference to any towing company or service.

   B. Police personnel will not take direct punitive action against towing contractors for violations of the Town Ordinance for towing. Personnel will, however, make a report to the Administrative Services Bureau Commander, through the chain of command, detailing any observed or suspected violations of the Towing Ordinance by any towing contractor or driver.

   C. Police personnel will not temporarily remove or bump a towing contractor from their rotation turn. If the contractor is unable or unwilling to respond within the guidelines of the contract, this information will be detailed to the Administrative Services Bureau Commander, through the chain of command.
PURPOSE: To establish guidelines that will ensure a safe work environment for the employees of the Mount Pleasant Police Department.

POLICY: Employees of the Mount Pleasant Police Department will take every precaution to ensure their safety as well as the public, recognizing the dangers of the work environment. Employees will utilize safety equipment provided and report any unsafe condition, equipment deficiency, or any other information that may enhance or compromise their safety and that of the work environment.

1. Occupational Safety.

All employees of the Mount Pleasant Police Department share in the responsibility of identifying and reporting to a supervisor any unsafe equipment, conditions or hazards that could cause injury to themselves or others.

2. Written Hazard Communication.

In order to comply with the South Carolina Occupational Safety and Health Standards on Hazard Communication sub-article 6, section 1910.120, the following procedures will be followed by all personnel:

A. The Office of Administrative Services will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning, ensure a copy of the Material Safety Data Sheet is included in the M.S.D.S. manuals and verify the manufacturer's address is included.
Secondary containers will not be used without the approval and labeling by the Office of Administrative Services.

Secondary containers are labeled with either an extra copy of the original manufacturer's label or labeled to identify the contents and list hazards warning.

B. Material Safety Data Sheets for all hazardous chemicals to which employees of the Department may be exposed are located in the Field Operation room (patrol room) Precinct offices, and property room. Offices who have equipment which requires the use of chemicals, such as copiers and printers, will maintain Material Safety Data Sheets on those specific chemicals. Employees will ensure that the Material Safety Data Sheets are kept current.

Prior to a new hazardous chemical being introduced into any section of the Department, each employee of the Department will be provided safety information on the chemical as outlined in this policy.

C. During orientation, new employees will receive safety and health training on the following:

- Overview of the requirements contained in the Hazard Communication Standard, Section 1910.120.
- Chemicals present in workplace.
- Locations and availability of the written Hazard Communication Manuals.
- Physical and health effects of the hazardous chemicals.
- Method and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.
- Steps the Department has taken to lessen or prevent exposure to these chemicals.
- Emergency safety procedures to follow if exposed to these chemicals.
- How to read labels and review material safety data sheets to obtain appropriate hazard information.

In order to eliminate or minimize employee exposure to blood or other potentially infectious materials, the Department has developed an Exposure Control Plan for blood-borne pathogens. This plan is in manual form, and all new employees will receive the eight-hour training on the exposure control during orientation. All employees with anticipated exposure will follow the guidelines set forth in this manual.

Exposure Control Plan Manuals are located in the following designated areas:

- Office of Chief of Police
- Field Operations Room
- Career Development Room
- Precinct Offices

A. Personal Protective Equipment (PPE).

All sworn employees, animal control employees and community service officers are provided with the following appropriately sized personal protective equipment (PPE):

- face masks
- gowns
- biohazard bags
- sharps containers
- ventilation devices (CPR equipment)
- eye protection
- Disposable single use gloves

When an employee has the potential for exposure to wet or dry blood or body fluid, the employee will wear at a minimum the following personal protective equipment (PPE):

- face mask
- gloves
- eye protection

There is ONLY ONE EXCEPTION for the use of personal protective equipment by an employee. In situations that require immediate action by an employee due to life-threatening circumstances, the employee may make the decision not to use valuable time in donning personal protective equipment. As soon as the situation changes, the employee will implement the use of required equipment.

Employees who make the decision not to utilize protective equipment when the exposure to blood or body fluids exists, will complete a separate supplement report outlining the circumstances and justifying why protective equipment was
not utilized. The report will be forwarded to the Deputy Chief's office for review and/or investigation.

Supervisors observing a violation of this policy are ordered to document the incident and notify the Deputy Chief and/or the Chief of Police prior to the Supervisor going off duty.

4. Post Exposure Follow-up.

The following procedure will be implemented if an employee has come in contact with potentially harmful body fluids resulting in exposure from needle sticks, cuts, and/or splashes to mucous membranes of the eyes, ears, nose, mouth, or any other open membrane of the body.

A. After an exposure incident the employee will fill out an Exposure Incident Investigation Report (see appendix) to document the source of exposure. A copy of the report will go to the Chief of Police, Training Unit and appropriate medical staff for evaluation and follow-up.

B. The source of exposure will then be evaluated to determine risk and infectivity. This evaluation will be based on the source's past and present medical history and available lab data. These reports are HIPAA protected and should only be seen by the employee and the Department’s designated Exposure Control Officer, who will assist the employee with the appropriate medical evaluation and follow ups.

(1) The source will be informed of the incident and tested for evidence of potentially infectious diseases.

C. If the source is positive for an infectious disease, the following will be done:

(1) The employee is counseled regarding the risk of infection and will be asked to consent to baseline and/or follow-up testing. Documentation of employee's refusal is required.

(2) If the test is negative the employee will submit to re-testing at 6 weeks, 12 weeks, and 6 months after exposure.

(3) If illness occurs within 12 weeks following exposure and is accompanied by fever, rash, or swelling of lymph glands, it should be reported for further medical evaluation.

(4) During the test period and follow up the employee will follow precautions for prevention of transmission of communicable diseases.

(5) All test results will be maintained confidentially in the employee's file as well as the medical office. All employees will report to the medical office
to receive test results. Reports will not be given over the telephone or to anyone other than the employee.

D. If the source is unknown, high risk, or known to be positive to Hepatitis B, the following will be done.

(1) Hepatitis B Immune Globulin will be given within 7 days.
(2) Hepatitis vaccine will be offered if the employee has not been previously vaccinated. Refusal must be documented on appropriate waiver form.
(3) Hepatitis Booster Vaccine will be given.

E. All employees with a post-exposure event will have an opportunity to discuss their medical condition with a physician, as well as necessary counseling provided by this department at no cost to the employee.

5. Hepatitis B Vaccination.

Upon completion of blood borne pathogens training, employees will be offered hepatitis B vaccines at no cost. The vaccine consists of a series of three (3) shots administered over a 6-month period followed by an effectiveness evaluation. All vaccines will be administered on work time by a licensed physician or under the direct supervision of a licensed health care professional. All laboratory tests will be performed by an accredited lab. Booster shots will be administered as needed, based on lab results. The vaccine may be accepted at that time or at any time thereafter. All covered employees who reject the offer will document their decision on appropriate waiver form to the department.


*The term "sharps" includes IV needles, drug needles, blood lances, broken blood tubes, contaminated metal from accident scenes, knives at a crime scene, paraphernalia found on the body or in the clothing of victims, or any other "sharp" instruments, parts, edges, etc.

This agency will provide bio-hazards labeled trash containers for contaminated needles and other contaminated sharps.

A. This agency will have biohazard labeled trash containers readily available.

B. Each employee will have two (2) biohazard labeled trash containers available as part of their PPE in their work vehicles.

Approved Biohazard Containers will be:

(1) closable
(2) puncture resistant
(3) leak proof
(4) approved biohazard labeling

When Biohazard Containers are in use, they will:

(1) be easily accessible to personnel
(2) maintained in an upright position
(3) disposed of when full

When moving Biohazard Containers, they will:

(1) be closed immediately prior to removal
(2) placed in a secondary container if leakage is possible

Secondary container will be:

(1) closable
(2) properly labeled
(3) made of material to prevent leakage

Reusable containers will not be opened, emptied or cleaned manually or in any other manner which would expose employees to the risk of puncturing intact skin.

Handling of needles, syringes and sharps

Treat all used needles, syringes and sharps as if they are contaminated and use EXTREME CARE to prevent needle and/or sharps sticks to yourself and others.

(1) Needles are not to be recapped, bent or broken, and are not to be removed from ANY syringe or otherwise be manipulated by hand.

(2) Carefully place all used needles, syringes and sharps into a sharps container, needle end first. To avoid injury, do not force needles and/or syringes and/or other objects into the container.

(3) Do not throw used needles, syringes or sharps into any trash can at any location. Dispose of such objects in containers designed only for that purpose.

(4) Do not leave needles, syringes or sharps at any site.

(5) Wash hands with soap and water as soon as possible following the handling of needles, syringes and/or sharps.

(6) Treat and report all injuries from needles and/or sharps according to the department's post-exposure follow-up procedures.
Procedures for cleaning and methods of decontamination of blood/body fluid spills.

Procedures for decontamination of blood/body fluids spills are:

A. Use disposable single use gloves during all clean-up procedures.

B. A foamaseptic aerosol disinfectant will be available for decontaminating any contaminated area, vehicle or equipment.

C. Spray the contaminated area with the foamaseptic disinfectant and allow to set for 20 minutes before wiping up the blood/body fluids.

D. Dispose of all cleaning items through appropriate biohazard waste protocol.

E. All non-disposable items used during clean-up procedures will be decontaminated immediately with the bleach solution.

Work Vehicle Decontamination

Any spills that are made in a departmental vehicle which does not have protective plastic covering, including vomit and feces, should be thoroughly cleaned with soapy water and then wiped down with the foamaseptic disinfectant.

Remember to always wear disposable gloves when you are cleaning and decontaminating the vehicle. Thoroughly wash hands in hot, soapy water after you have completed the decontamination process. It is necessary that the vehicle be decontaminated prior to being put back into service.

Non-Disposable Law Enforcement Equipment Decontamination

Law enforcement weapons, handcuffs, ASP, crime scene equipment (e.g., cameras, mirrors, tape measures, etc.) will be decontaminated with disinfectant wipes and then the recommended cleaning procedure for that equipment should be used. (Do not use latex gloves with bore cleaner.) Leather gear should be wiped clean and sprayed with a good disinfectant spray. Due to leathers porous nature, saturated leather gear will be disposed of in accordance with biohazard waste protocol.

Crime Scene Processing

The officer will remember that the crime scene will first be cleared of all threat areas and then protected for evidentiary purposes. An officer would then follow established guidelines concerning searches and protection of evidence. Listed below are some suggested guidelines for the handling and processing of the crime scene and evidence.
A. Do not eat, smoke, drink or apply makeup at crime scene. An officer could transfer contaminated fluids to the mucous membranes.

B. If there is blood and/or body fluids at the crime scene, the officer will wear a minimum of disposable single use gloves, goggles and face mask as protective clothing.

C. Because body fluids can leak through paper products, it is required that evidence be secured in glass, metal or plastic containers. Remember that air tightness prevents drying and could cause deterioration of biological specimens. Therefore, put damp items in plastic at the scene and transport quickly to the lab or drying chamber.

D. Seal evidence bags with tape, not staples, to cut down on the chance of injury. Make sure all evidence bags and storage containers are clearly marked as contaminated or biohazard materials.

E. Under certain circumstances, latent fingerprints can be transferred through thin rubber gloves; therefore, if fingerprint evidence is important, cotton gloves should be placed either over or under the disposable single use gloves.

F. After an officer has processed the crime scene and removed all contaminated items, they will wash their hands thoroughly.

G. Once the crime scene is processed, disposal of contaminated items will then be done according to suggested guidelines.

H. Before leaving the scene, arrangements should be made to notify those who will clean the scene of possible contamination. If the scene is left in a contaminated condition it will be posted with a biohazard warning.

**General Law Enforcement Guidelines**

All law enforcement personnel will promptly cover and bandage all cuts, wounds and abrasions prior to performing work-related duties.

When performing a search of a person, exercise caution to avoid accidental needle stick injury. If a needle stick occurs, wash site thoroughly and immediately with soap and water or antiseptic towelette. Report injury immediately using appropriate forms.

Wear disposable gloves when handling evidence contaminated with blood, body fluids and discharges.

Consider all biologic specimens as contaminated and handle with caution.

Do not eat, drink or smoke when handling evidence.
In the courtroom, whenever possible, refer to biologically contaminated evidence by photographs or in sealed, clear plastic bags.

Use disposable breathalyzer mouthpiece on drunk driver suspects.

8. Uniforms Decontamination.

The department will be responsible for the decontamination of uniforms or clothing worn on the job. Uniforms and/or parts of the uniform which become contaminated will be treated as such. Officers should maintain a change of clothing in assigned vehicles in the event of contamination. Put on gloves when removing any or all uniform parts so as to avoid contamination of other areas of the body and/or uniform. The standard requires that contaminated laundry will be handled as little as possible and only by employees who are wearing appropriate PPE; be containerized at the location of use and in appropriately labeled, leak proof bags or containers; and be transported to Fire Station #3 for decontamination.
PURPOSE: To establish guidelines for communicating with personnel who, by the nature of their work, are subject to call or contact while on and off duty and to establish procedures and guidelines for the issuance, maintenance, and operation of Departmental pagers and cellular telephones as an alternative method of communication.

POLICY: All sworn officers and animal control personnel, shall be required to have a telephone where the Police Department can reach them while off duty.

1. Procedure.

A. Cell Phones

Department issued cell phones provide an alternative method for employees to communicate with citizens and other Departmental members. Limited personal use of the cell phones is allowed; however all long distance toll calls by the user from the Mount Pleasant area are prohibited except in the event of an extreme emergency. Personnel issued cell phones will be subject to auditing. If abuse occurs, reimbursement of charges will be assessed and disciplinary action may be imposed.

The Police Department may provide cell phones which includes, but may not be limited to the following positions:

a. Command staff
b. Lieutenants
c. Sergeants
d. Detectives
e. Employees who are required to be on-call
f. Other key positions designated by the Chief of Police
Upon issuance of Departmental cell phones, the employee will sign acknowledging they received the phone and acknowledgement that they have read and understand the policy regarding use of the telephone.

Personnel assigned a Departmental cell phone are required to maintain the equipment and report any problems and/or defects to the office of Property Management.

Cellular telephones are an enhancement of our Agency’s overall communications system, but they are not meant to be a replacement of the radio. All communications related to a police call for service will be relayed over the police radio. Officers will not use their personal or Departmental issued cell phones to call dispatchers to receive additional information or clarification on calls for service which should be broadcast over the police radio.

B. Land Line Telephones

All personnel are required to maintain either a land line telephone at their home or have a cell phone as a primary number to be reached.

All personnel will notify the office of the Chief of Police within twenty-four hours of any change in phone number and/or address.

C. Pagers/Cellular Phones

Those personnel who are issued pagers and cellular phones will be expected to use them while they are on and off duty and respond to a page within 10 minutes.
PURPOSE: To establish a procedure for the handling of incidents involving the consumption or possession of alcoholic beverages by minors.

PROCEDURE: In the event an officer responds to a disturbance and it is learned that the consumption or possession of alcoholic beverages are present, the following procedures will be strictly adhered to:

1. **Adults:** Where probable cause exists to charge an individual with minor in possession, and the subject is between the ages of seventeen (17) and twenty (20), a citation will be issued.
   
   A. Under certain circumstances cases may be made for "constructive possession". These cases will be limited to those individuals identified as repeat offenders by the Field Operations Bureau Commander.
   
   B. A citation will only be issued when the officer observes the alcoholic beverage in the physical possession of the violator, unless the violator is a repeat offender as described in Section A.

2. **Juveniles:** Juveniles will be released to a parent or legal guardian upon the completion of a juvenile packet and the signing of a custodial promise.
   
   A. Under certain circumstances cases may be made for "constructive possession". These cases will be limited to those individuals identified as repeat offenders by the Field Operations Bureau Commander.
   
   B. Appropriate juvenile package will be prepared and forwarded to Family Court on charges made when the officer observes the alcoholic beverage in the physical possession of the violator, unless the violator is a repeat offender as described in Section A.
possession of the violator, or the violator is a repeat offender as described in Section 1-A.

3. **Incident Reports:** A detailed report will be required of all alcohol related incidents. Officers should conduct a thorough investigation into the source of the alcohol and indicate all actions taken. However, should the subjects refuse to provide this information, the refusal will likewise be documented in the incident report.

   A. Officer observations, such as smell, suspect mannerisms, etc., will be well documented.

   B. Under no circumstances will anyone who is suspected of being intoxicated be allowed to operate a motor vehicle from the incident locations, or leave the incident location unsupervised.

4. A follow-up investigation will be conducted by the responding officer and each suspect will be mirandized, and a written statement obtained if possible. If probable cause exists, a citation will be issued.

   A. The reporting officer will provide the parents of any high school student with written notice of the incident and charges made, if any.

   B. When it is not feasible for the reporting officer to conduct a follow-up investigation, the Youth Services Officer will be assigned the case for follow-up purposes.
Purpose: To establish the authority, responsibilities, limitations and requirements of the position of civilian Community Service Officer (CSO).

Policy: It shall be the policy of the Mount Pleasant Police Department to employ specially selected and trained civilian personnel for the purpose of enhancing the department's response to the community by responding to specific types of calls for service.

1. Position.

Community Service Officers (CSOs) are civilian, non-sworn employees of the Police Department who provide response to non-emergency, non-enforcement calls for service in order to allow sworn police officers more time for enforcement, problem solving, and crime prevention activities.

2. Authority.

A. CSOs are not law enforcement officers, are not assigned to duties requiring sworn officer status and, therefore, are prohibited from making any form of physical arrest, carrying any weapon, or responding to any call in an emergency status.

B. CSOs are empowered to perform parking enforcement duties and issue parking citations for violations observed.

C. CSOs are authorized to respond to calls for service as specified under Call Responses, and to perform follow-up investigations concerning those calls to the point of identification of a probable suspect.
D. CSOs are authorized to perform traffic accident investigations. Traffic citations will not be issued by CSO’s for any reason.

3. Limitations.

A. Under no circumstances will a CSO be assigned to any in-progress or emergency response call.

B. CSOs will not be assigned to any disturbance or assault call where there is any reason to believe that the perpetrator or suspect may be present or likely to return to the scene.

   (1) Should a CSO arrive at the scene of an incident and determine that the suspect is present, he/she will immediately notify the supervisor and request a sworn officer be sent to the scene.

   (2) Should a CSO arrive at the scene of an incident where there is the likelihood of any physical confrontation between any parties, he/she will immediately notify the supervisor and request a sworn officer be sent to the scene.

   (3) In any event occurring where the CSO reasonably believes that he/she is in danger of becoming involved in a physical confrontation, the CSO is required to leave the scene immediately and notify the supervisor of the situation.

C. CSOs will not respond to any call for service involving the use, or threatened use, of any weapon, or where the complainant, victim or suspect is believed to have armed himself/herself during the situation.

4. Call Responses.

A. CSOs will not respond to any in-progress call, any call where a suspect is present and/or any call where enforcement action is likely to be required.

B. CSO duties include responding as primary on the following types of calls, when the incident has already occurred:

- Illegally Parked Vehicle
- Abandoned Automobile
- Automobile Break-in
- Stolen/Recovered Vehicle
- Traffic Control
- Debris in Roadway
- Auto Accident-No Injuries
- Vehicle Mishap
- Breach of Trust
- Vehicle Lock-Out
- Vehicle Vandalism
- Disabled Vehicles
- School Crossing Duty
- Hit & Run Accident
- Vehicle in a Ditch
- Theft of Bicycle
Lost/Found Property  Forgery
Emergency Messages  Break-in/Burglary
General Thefts  Residence Checks
Special Events  Parking Enforcement
Obscene/Harassing Phone Calls

5. Supervision.

CSOs will be assigned under the command of the Office of Traffic Services, but will respond to the Duty Team Supervisor for the shift of assignment. The Duty Supervisor may alter call assignments to the CSO, as deemed appropriate for the particular situation.

6. Use of Force.

Under no circumstances will CSO's use physical force in the performance of their duties, except as a last resort in self defense.

7. Other Duties.

CSOs may be assigned to other duties as deemed appropriate by the Chief of Police.

8. CSOs shall not exceed a code (1) response.
Purpose: To establish the Animal Protective Services Function of the Mount Pleasant Police Department.

Policy: It is the policy of the Mount Pleasant Police Department to provide for an Animal Protective Services Function to enforce all elements of the Town of Mount Pleasant Animal Control Ordinance, and to ensure the welfare and humane treatment of all animals under the jurisdiction of the Town of Mount Pleasant.

1. Animal Protective Services Function.


2. Responsibilities.

   A. Telecommunicators will receive calls for animal control service and dispatch to animal control officers in the same manner as police calls are handled.

   B. During non-duty hours, telecommunicators will notify the on-call animal control officers for response to the following types of calls:

      o Injured Animals

      o All Animal Bites

      o Animals suspected to be ill or rabid
C. Employees of this department will not advise complainants to attempt to restrain or control animals believed to be vicious, ill or non-domestic animals (i.e., raccoon, opossum, fox, etc.)

D. The Animal Protective Services Function will bear primary responsibility for duties including, but not limited to:
   - Responding to all animal bite calls and providing follow up
   - Coordination with the Charleston County Rabies Control Officer and the Charleston County Health Department as relates to animal bites and rabies control
   - Removal and/or relocation of nuisance alligators in accordance with permit of the South Carolina Marine Resources Department
   - Coordination with the Charleston County Animal Control Function and the Animal Shelter run by the Society for the Prevention of Cruelty to Animals (SPCA)
   - Removal of dead animals from the streets of the Town of Mount Pleasant
   - Enforcement of the provisions of the Mount Pleasant Animal Control Ordinance
   - Ensure care is provided for injured domestic animals in emergency situations
   - Investigate complaints of mistreatment or neglect of animals within the Town of Mount Pleasant

E. Animal Protective Services Officers will not be responsible for providing specialized services, but will refer citizens to proper specialized services in cases such as:
   - Bees: a professional Beekeeper or exterminator must be utilized
   - Animals in attics, walls or crawl spaces of buildings
   - Rats or other vermin
   - Animals not normally considered to be "domesticated"

3. Procedures.
A. As a matter of employee protection, each Animal Protective Services Officer will have the option to receive the series of Rabies Protection shots offered by the Charleston County Health Department, at no cost to the employee.

B. Animal Protective Services officers will utilize proper equipment provided for the capture of stray animals and at-large domestic animals such as:
   - Nets
   - Capture/Control Sticks
   - Traps
   - Cat Catcher
   - Snake Sticks (4 and 6 foot)

C. Each Animal Protective Services Officer is provided with traps for the purpose of trapping nuisance animals, which cannot be caught in some other manner.
   1. Traps will be set at locations requested by the public within two (2) working days of the request.
   2. Normally, a trap will be left in place for a period not to exceed forty-eight (48) hours, unless especially productive.
   3. Animal Protective Services Officers 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.).
   4. Traps set will be checked at least twice during a shift to ensure any animals captured are removed in a timely manner.

D. Injured Animals

Animal Protective Services Officers will respond to the scene of injured domestic animals where emergency treatment may be required.

(1) Every reasonable effort will be made to locate the owner of the animal.

(2) Failing to locate the owner of the animal, Animal Protective Services Officers will ensure that the animal is transported to a Veterinary Office for treatment.
a. If the animal wears a tag, that veterinary service will be contacted for service.

b. If the animal wears no tag, the closest veterinary service will be utilized.

c. After normal business hours, un-tagged animals will be transported to the Animal Hospital on Remount Road.

E. Captured/Relinquished Animals

(1) Animals captured by or relinquished to Animal Protective Services Officers will be transported to the SPCA Animal Shelter and delivered to that service.

a. Domestic animals captured as strays or in traps will be logged as stray animals and will be retained by the Animal Shelter for a period of five (5) days.

b. Domestic animals relinquished to Animal Protective Services by the owner will be logged as owner relinquished at the Animal Shelter and may not be retained for any specific period by the shelter.

c. The SPCA upon being turned over to that facility will destroy non-domestic animals, such as raccoon, opossum, etc..

(2) Domestic animals in custody will be delivered to the Animal Shelter no less than once during each shift subject to the following:

a. In inclement weather, Animal Protective Services Officers will make as many trips to the shelter as considered necessary to protect animals from over-exposure to inclement weather.

b. 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.

c. When the temperature falls below 50F, the cage on the truck will be covered to divert wind away from the animal.

d. 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.
F. Animal Bite Cases

(1) Animal Protective Services Officers will respond to all animal bite complaints and file a report of the situation, including the identification of the responsible animal, if possible.

(2) Animal Protective Services Officers 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.

(3) Animal Protective Services Officers will be responsible for notifying the Charleston County Health Department/Charleston County Rabies Control Officer of all bite cases reported and coordination with that department with regard to the quarantine of the animal as appropriate.

G. Animal Control Ordinance

(1) Animal Protective Services Officers will take complaints of barking dogs, animals at large, nuisance animals or other violations of the Town Animal Control Ordinance, and will contact the owners of offending animals, attempting to gain voluntary compliance through personal contact and interaction with the citizens.

(2) In the event these contacts are unsuccessful, the Animal Protective Services Officer will assist the complainant in obtaining action from the Municipal Court. Where necessary, the Animal Protective Services Officer will issue a Town Citation for violations and offer testimony in court.

H. Miscellaneous

When, in the judgment of the Animal Protective Services Officer, it is in the best interest of the community, the Animal Protective Services Officer may assist citizens in relinquishing unwanted domestic animals, burial of dead pets, or other areas of service appropriate for the situation, including requesting assistance from other agencies in order to accomplish the service.

I. Reporting

1. SPCA Forms for animals delivered will be turned in to the Traffic Services Management Supervisor at the end of each month.
2. Trap agreement forms will be completed and turned in to the Traffic Services Management Supervisor at the end of each shift for each trap set during the shift.

3. Animal Protective Services officers will complete incident reports and turn them in to the Traffic Services Management Supervisor for approval on cases including, but not limited to:
   - Animal Bites
   - Reports of Rabid Animals
   - Cruelty Cases
   - Alligator relocations
   - Prohibited or endangered animals
   - Repeat offenders

4. Training.
   A. Each Animal Protective Services Officer will successfully complete the course of instruction offered by the South Carolina Wildlife and Marine Resources Department for the movement of nuisance alligators.
   B. Animal Protective Services Officers may be required such other training as may become available and/or be advantageous at any time.
PURPOSE: To establish a procedure to ensure documentation and enforcement of trespass notification in accordance with the provisions of Section 16-11-620 of the South Carolina Code of Laws, 1976, as amended.

POLICY: It is the policy of the Mount Pleasant Police Department to enforce the Trespass Notice in all cases where proper notice can be documented, subject to the following provisions.

1. Legal Aspects.

   Section 16-11-620 of the Code of Laws of South Carolina, 1976, as amended, Entering Premises After Warning or Refusing to Leave on Request, involves the following elements:

   o Entering upon any property or building of another person after having been warned not to so enter.

   OR

   o Refusing to leave the property or building of another upon the request of the person in charge at the time.

2. Responsibilities.

   A. Officer:

   o Prepare a detailed incident report of all situations in which a person is given trespass notice.
o Complete a Trespass Notification Form.

o Deliver the copy of the completed Trespass Notification Form to the subject of the notice and advise the subject of the consequences of returning to the location.

- Deliver completed Original Trespass Notification Form to Complainant and ensure an understanding that the Original Trespass Notice Form must be kept and produced in any future incidents where the complainant desires charges to be brought.

o Require complainant to produce Original Trespass Notice Form prior to making any charges.

o Assist the victim in obtaining the appropriate warrant in situations where the suspect has left the scene prior to the officer's arrival.
### Purpose
To improve communication with the administrations of the various Public Schools within the Town of Mount Pleasant regarding incidents occurring on school property.

### Policy
It is the policy of the Mount Pleasant Police Department to assist and coordinate with public school officials in maintaining communication and coordination with regard to incidents which occur on school property.

1. **Law Enforcement Visitation Log.**

   Each public school maintains, in the Administration Office, a Visitor Log. Any member of this Department visiting a public school on official business will sign-in on the Visitor.

2. **Internal Incident Report.**

   An Internal Incident Report form has been developed by the Charleston County School District for use by school officials when police intervention is not required and incidents are handled internally. School officials will complete the Internal Incident Report and forward to the School District Security Division.

3. **Monthly School Incident Report.**

   The School Resource Officer Supervisor will ensure that a Monthly report is prepared and forwarded to the Office of the Chief not later than the seventh (7th) of the month, which reflects the number and types of responses as well as the number of adult and juvenile arrests made by the Mount Pleasant Police at each public school in the Town of Mount Pleasant for the previous month.
PURPOSE: To provide guidelines for the use of bullet-resistant vests.

POLICY: The Mount Pleasant Police Department believes that the safety of its officers is a priority. Therefore, the department will provide bullet-resistant vests to all sworn personnel. Officers will be required to wear their bullet-resistant vests within the guidelines of this policy.

1. Use of Bullet-Resistant Vests/Ballistic Panels with Carrier

   A. Uniform Requirements

   An officer in uniform is required to wear a bullet-resistant vest at a threat-level equal to the type of firearm issued to the officer by the department.

   B. Plain Clothes Requirements

   An officer assigned to a plain-clothes assignment will wear a bullet-resistant vest under the following circumstances:

   (1) When the officer intends to serve a warrant at a location other than at headquarters.

   (2) During any raid or enforcement action.

   (3) When the officer anticipates becoming involved in a potentially confrontational situation.

   (4) During any surveillance.
(5) When wearing clothing which clearly identifies the individual as a police officer.

C. Supervisor Requirements

(1) A supervisor may require an officer to wear a vest or Level III ballistic panels and carrier in situations not addressed in this policy.

(2) Any deviation from required wearing of a bullet-resistant vest, other than those listed, must have the approval of the Chief of Police or his designee.

(3) Supervisors will ensure that officers under their control notify the Office of Administrative Services six months prior to the expiration of the vest certification, or in the event the vest requires replacement due to normal wear.

D. Requirements for Level III Ballistic Panels with Carrier

(1) Sworn officers, while on or off duty and operating a Mount Pleasant Police Department issued vehicle, will have their Level III ballistic panels and carrier within easy access inside of the passenger compartment to allow for rapid deployment.

(2) The Level III ballistic panels and carrier will be secured when the vehicle is not in use.

(3) Officers are allowed to affix the issued trauma kits and approved rifle magazine pouches to the carrier.

2. Exceptions to Wearing of Bullet-Resistant Vests.

An officer may be excused from wearing a bullet-resistant vest under the following circumstances:

(1) With supervisory approval, an officer may be excused from wearing a bullet-resistant vest when in a non-enforcement role, such as traffic control, or when heat conditions are a detriment to performance.

(2) When a physical condition prevents the comfortable wearing of the vest. It may be required that a doctor’s excuse be provided at the supervisor’s discretion.

(3) Assignments where the wearing of a protective vest is not practical or creates a safety problem, such as a boat patrol.
PURPOSE: To provide the Mount Pleasant Police Department with guidelines for search and seizure without a warrant.

POLICY: The Constitution of the United States, Supreme Court Rulings, South Carolina State Statutes, and other case law, dictates when a police officer must obtain a warrant to search a person, place, or thing. There are limited exceptions to these rules as outlined in this policy and the key to the successful, legal discovery of evidence and/or contraband is the reasonableness of any officer’s actions.

1. Procedures.

A. Search by Consent. A search which is made with the voluntary consent of one authorized to give it is a lawful exception to the warrant requirement. The critical issue is whether the consent is voluntary; that is, whether it is the result of a free and unconstrained choice. The number of officers, time of day, manner of request, display of weapons, physical or mental condition of the consentor at the time of consent, and whether they are in custody, are all things that will be considered.

A second consideration is that only a person in lawful possession may give consent.

Consent to search should be obtained in writing using an approved Consent to Search form. This form advises individuals that they have the right to withhold consent and is the only warning required. All officers conducting a search will also complete a written incident report documenting the circumstances surrounding the search.

The consenter controls the conditions, scope, and time of search, and may revoke his consent.
B. Stop and Frisk. A limited search for weapons using a pat-down of the outer clothing when officers have articulable reasons to fear for their safety. Objects which are felt and believed to be weapons may be retrieved and subsequently used as grounds for arrest if the object’s possession is unlawful.

C. Search of a Vehicle. A search of a vehicle found on the open road or other public place may be made without warrant, consent, or arrest, where officers have probable cause to believe that the vehicle contains contraband or evidence of a crime and it is impractical to obtain a search warrant. This search is based on the Carroll Rule because of a reduced expectation of privacy in a vehicle and its mobility.

The scope of this type search is the same as that with a warrant and may therefore extend to any part of the vehicle where the evidence sought could be located. The search may extend into any container found within the vehicle wherein the evidence sought could be secreted. Officers who search a vehicle for any reason will complete a written incident report documenting the circumstances surrounding the search.

D. Crime Scene Searches. A crime scene may not present exigent circumstances that will permit a warrantless search of the entire premises or area. Officers may respond to an emergency and seize evidence that is in plain view. Any extended search of a premises directed against a person possessing Fourth Amendment protection in that premises, must be done with a search warrant or with that person’s consent.

E. Exigent Circumstances. The law recognizes that under certain emergency circumstances, the requirement of a search warrant is waived and an officer may properly make warrantless entry. This immediate warrantless entry is justified to protect life and safety, to arrest a fugitive in hot pursuit, and to preserve evidence from being destroyed or removed.

Officers should be prepared to justify their conduct by facts supporting a reasonable belief that an emergency existed.

F. Inventory of vehicles or other property. The concept of inventory is based on the idea that police officers frequently come into possession of property belonging to other people and is based on three primary interests:

(1) Protecting the owner’s property,

(2) Protecting officers against claims of theft or damage,

(3) Protecting the police and public against dangerous instrumentalities.
An officer must have lawful custody of the vehicle or property to conduct an inventory. All vehicle and property taken into police custody shall be inventoried to insure the safety of the public and their interests. A written report (tow, evidence, incident, supplemental, etc.) will be made on all property in police custody that is inventoried and shall be maintained in police records.

G. Search Incidental to Arrest. The authority to search following a full custody arrest is an exception to the warrant requirement and allows a full and complete search for weapons, implements of escape, or evidence of the arrestee’s crime. The search should be made at the time and place of arrest or as soon thereafter as practicable, and includes the person of the arrestee, portable personal property in the arrestee's possession, and the immediate surrounding area from which the person could seize a weapon or destroy evidence.

Officers of this Department WILL NOT conduct strip searches. In the event that there is a legitimate need for strip search of an arrestee, for contraband, such search will be conducted within the confines of the Charleston County Jail, and ONLY by employees of the jail.

A protective sweep of a premises where an arrest is made may be conducted if the officer has a reasonable suspicion that confederates, accomplices, or others are present and could jeopardize the safety of the officer(s) or arrestee. It is limited to a brief inspection of only those places where a person could be concealed. Evidence or contraband that is discovered in a protective sweep may be seized or the observation used to obtain a search warrant.

Any time an officer is in a place he has the lawful right to be and observes evidence or contraband in plain view, he may seize it.
PURPOSE: To establish a standard procedure for responding to a report of a missing person.

POLICY: It is the policy of the Mount Pleasant Police Department to diligently investigate all reports of missing persons to include missing children, runaways, abandonment, abducted or unidentified persons/children.

1. Procedures.

A. Responding Officers

(1) Officers arriving on the scene will obtain all necessary information, to include:

- physical description
- age
- clothing
- vehicular information
- destination
- circumstances of disappearance
- detailed information as to the specific disability and/or medical concern

(2) In the event the missing person is a young child or an adult who is mentally or physically disabled, the on-duty supervisor will be summoned to the scene.

(3) Responding officer will provide Communications with necessary information to allow immediate statewide broadcast of the missing person
and Records with the necessary information of the missing person to allow for NCIC entry, prior to leaving the scene.

(4) Responding officer should remind the reporting person that if the missing person is located, the Police Department should be notified immediately.

(5) Upon receiving information that a missing person has been located, notify Records requesting the person be removed from NCIC.

(6) Include the NIC number for entry or removal in the report filed for the incident.

B. Records Personnel

(1) Upon receiving information from the reporting officer, an NCIC entry shall be made, in accordance with NCIC regulations for Missing Persons File. If there is any question as to meeting the appropriate criteria, the Supervisor will be notified and will make the appropriate decision.

(2) Upon being notified to cancel a missing person report, the statewide broadcast will be canceled and the entry removed from NCIC.

C. Supervisor Responsibilities

(1) In the event the missing person is a young child or an adult who is mentally or physically disabled, the on-duty supervisor shall respond to the scene and make a determination of the value of an immediate search of the area.

(2) Direct additional units, as needed, in searching the area.

(3) Make notifications.

(4) Ensure that a BOLO is broadcast immediately and provided to adjacent agencies, detailing all available information.

(5) Upon approval of the Chief of Police, coordinate the use of desirable agencies such as the news media for assistance.

(6) Coordinate the primary search. Determine the length of time needed for the preliminary search and decide when a call-out of additional personnel will be warranted. The supervisor will consider the following facts in making such determinations:
D. Amber Alert

(1) Background

The South Carolina Amber Alert system is an effort to enhance law enforcement’s ability to respond to child abductions, to quickly enlist assistance from communities, and to hopefully result in the safe and quick recovery of abducted children. The Alert mechanism is a cooperative effort between South Carolina Law Enforcement personnel and South Carolina broadcasters, and allows for the quick dissemination of an urgent bulletin in child abduction cases. Radio and television stations, under the South Carolina Amber Alert system will immediately interrupt their regular programming to broadcast information about a child’s abduction. The quick dissemination of this information is critical in the effort to save lives of abducted children.

(2) Criteria for activation

- The Mount Pleasant Police Department can articulate that the child has been abducted (taken from their environment unlawfully, without authority of law, and without permission from the child’s parent or legal guardian).

- The child is 16 years old or younger, and the Mount Pleasant Police Department can articulate the child is in immediate danger of serious bodily harm or death; or if the individual is 17 years old or older, and the law enforcement agency believes the individual is at greater risk for immediate danger of serious bodily harm or death because the individual possesses a proven physical or mental disability.

- All other possibilities for the victim’s disappearance have been reasonably excluded.

- There is sufficient information available to disseminate to the public that could assist in locating the victim, suspect, or vehicle used in the abduction.

- The duty supervisor will have the sole authority to evaluate the investigating officer’s report regarding the abduction.

- When the chief or designee determines that the case meets the criteria for activation of the South Carolina AMBER Alert plan, they then call SLED Headquarters at the South Carolina Clearinghouse at (800) 322-4453 and report the abduction (only AMBER Alert designated officers may activate the plan).
• The chief or designee then must fax the completed South Carolina AMBER Alert Notification Form and a photograph of the victim to (803) 896-7041.

E. Investigative Follow-up

(1) All instances of a reported missing person will be assigned to an investigator.

(2) The investigator assigned to the case shall verify the victim’s missing status.

(3) The complainant shall be kept updated on the status of the investigation.

(4) Coordinate any search that may be conducted beyond the exigent searches that may be done at the time the person is reported missing.

(5) Upon receiving information that a missing person has been located, notify telecommunications requesting the person be removed from NCIC.

(6) Include the NIC number for entry or removal in the report filed for the incident.

(7) A South Carolina Law Enforcement Division Missing Child/Juvenile Data Collection Form will be completed on a weekly basis and forwarded to the South Carolina Law Enforcement Division’s Missing Persons Information Center at the conclusion of each month.

(8) The Investigative Sergeant shall maintain a log on all missing persons to ensure that these cases remain active until the person is located.
PURPOSE: To establish guidelines for the use of the Department’s Marine Patrol.

POLICY: The Mount Pleasant Police Department’s Marine Patrol is dedicated to providing police services to those citizens who utilize the waterways within the jurisdiction of the Town of Mount Pleasant.

1. Organization.

The Mount Pleasant Police Marine Unit is a part-time component of the Traffic Services Unit and will be in operation only during those times when manpower is available and minimum staffing is not affected. Deployment of the vessel requires the approval of the Supervisor of Traffic Services.

2. Objective.

The Marine Patrol will:

- Patrol and protect the waterfront property within the Town’s jurisdiction.
- Enforce State marine laws when applicable.
- Provide access to the harbor, rivers and areas only accessible by boat.
- Provide assistance to citizens using the waterways.
- Identify, mark, and document abandoned vessels and their locations.
- Maintain a log of the abandoned vessels and document any change in their status.

3. Duties and Responsibilities.

The Supervisor of Traffic Services is responsible for the overall operation of the Marine Patrol, with duties to include:

- Scheduling marine patrols.
• Maintenance and care of vessel.
• Staffing vessel with authorized personnel.
• Ensuring vessel is equipped with required Coast Guard approved equipment.
• Identify, mark, and document abandoned vessels.
• Notification of owners of vessels identified as abandoned via certified mail.
• Maintain a log of the abandoned vessels and document any change in their status.

4. Authorized Personnel.

In order to participate in the Marine Patrol, officers must make a written request to the Deputy Chief when the announcement for training is advertised. All personnel assigned must meet the following requirements:

• Employed with the department for at least one year.
• Pass a swimming test.
• Successfully complete the South Carolina Wildlife Law Enforcement Boaters course.

5. Deployment.

A. Instructions

Prior to deployment the crew shall ensure all equipment is present and in working condition, attach the flushing boot and warm-up engine, ensure the water pump is functioning and install drain plug.

While underway, all on board will wear a Coast Guard approved personal flotation device, the officer not at the helm shall secure and unsecure the line, install remove bumpers, and ensure the vessel does not strike any objects or other vessels. Unless the vessel is anchored or tied to a fixed object, one officer shall remain at the helm and in control of the vessel.

After returning, the crew shall secure all equipment, flush the engine, remove drain plug and clean the vessel and trailer.

B. Conditions

The Marine Patrol will not deploy during hazardous weather conditions or any time or under any condition that would jeopardize the safety of the officers.

C. Limitations

The Marine Patrol will only tow another vessel if failure to tow the vessel would likely result in:

• Harm to the occupants
• Harm to others
• Harm to other’s property
• Risk the vessel may sink
• Risk the vessel may be washed out to sea

Officers may board other vessels for law enforcement purposes, i.e. to inspect or search. If the need arises for boarding a vessel that is beyond the capabilities of the Marine Patrol the Chief or his designee may authorize the assistance of other local or state agencies and/or the Coast Guard to conduct the boarding.

D. Documentation of Abandoned Vessels

The Marine Patrol will have the primary responsibility for abandoned vessels. With each regularly scheduled patrol the Marine Patrol will document and note the conditions of any previously identified and tagged vessels, tag any new vessels identified as abandoned, and note the conditions of the same. The Marine Patrol will document all of this information in an incident report and will take photographs which will be placed into evidence. Once a month the Marine Patrol will compile a report detailing all the current abandoned vessels within our jurisdiction and provide the report to the Traffic Supervisor. Additionally, the Marine Patrol will:

• Identify, document, photograph and placard boats meeting the Abandoned Watercraft criteria.
• Make every effort to identify and contact the last known owner of record to inform them of their vessel’s whereabouts, condition and seek to gain voluntary compliance.
• Notify via certified mail, the last known owner of record as to the whereabouts and condition of their boat and the fact they are out of compliance with Town Ordinance 140.
• Monitor the condition of each tagged vessel throughout the 45 day voluntary compliance period.
• Issue Town Citations to vessel owners if they are out of compliance.
• Monitor the status of any boats that fail within the 30 day compliance period immediately following the 45 day voluntary compliance period.
• Placard, secure, and disable any boats whose owners have failed to comply with the ordinance or could otherwise not be identified or located. Secure the vessel(s) in place or, at the direction of the Town, tow or have towed the vessel to an area designated by the Town.
Mount Pleasant Police Department

The Mount Pleasant Police Department has observed this vessel/watercraft and determined it to be unattended.

Vessel:______________________ Registration/Hull Number:______________

Location:________________________________________________________________

Time:_______________________ Date:_______________________________

Officer:______________________ Badge Number:______________________

This vessel has been inspected and tagged, by the Mount Pleasant Police Department, as a service to the owner for your protection.

Abandoned and unattended vessels/watercraft in many cases cause a hazard to navigation, other boaters, and to the environment.

If your vessel/watercraft has been tagged, you must contact the Mount Pleasant Police Department at (843)884-4176 to avoid having your vessel/watercraft seized and towed.

The owner of any vessel left unattended in the waterways of this state that is not legally docked or moored, for a period of longer than 45 days will be fined. Should the vessel not be removed within 30 days from that point it will then be seized and either destroyed or sold at public auction. In either event, the owner of record is responsible for all costs associated with the vessel’s removal.

This notice serves as the vessel/watercraft owner’s only notification.

If you have any questions, please contact the officer above at the Mount Pleasant Police Department. (843)884-4176

This placard is the property of the Mount Pleasant Police Department and should not be removed. Additional placards, stickers and numbers may be applied by the Mount Pleasant Police Department.

Town of Mount Pleasant Ordinance 06068, Code of Laws Title XIII, Chapter 140.

South Carolina Code of Laws, as amended: Section 50-21-110 (Definition of Abandoned), Section 50-21-30 (Held for Use in This State), Section 50-21-190 (Unlawful to Abandon), Section 50-21-205 (Seizure).
PURPOSE: To establish a standard procedure for robbery alarm responses.

POLICY: It is the policy of the Mount Pleasant Police Department to respond to all robbery alarms in a manner consistent with in progress emergency calls for services.

1. Procedure.

A. Telecommunicator

Telecommunicators receiving an in-progress robbery alarm or telephone notification of a robbery in progress will immediately assign the call for service to an Officer using the following procedure:

- One two-second alert tone.
- Announce type of call (i.e., Code 4 Alarm).
- Announce location followed by business name.
- Assign two nearest units based upon neighborhood, calls and status.
- Give additional information as appropriate and wait for further requests from officers on scene.
- Announce 10-33 (emergency radio use only) when the first officer arrives on scene or at the direction of the duty supervisor.

The Telecommunicator who makes the initial broadcast will handle only that call, and will handle the call through the duration of the incident.
B. Responding Officers

- Officers will request Code response as appropriate.

- If Code response is used, discontinue use of siren far enough away so that it cannot be heard at the location, and lights far enough away so as not to be seen from the location. This constitutes a return to Priority 2 Response.

  - First officer to arrive on the scene will become the primary officer and will take up a position to observe the entrances and parking area, in such a manner as to be as inconspicuous as possible, allowing for any type response required as changes in the situation may dictate, and ensuring that any pedestrians, traffic, etc. are not endangered.

  - Second and subsequent officers will do likewise on the opposite side of the business so that all entrances/exits are covered. Officers must remain cognizant of officer and citizen safety issues at all times. Care must be utilized to ensure that citizens and/or other officers will not be caught in a "cross fire" situation should use of force become necessary.

  - When officers have secured positions, the primary officer will direct the telecommunicator to contact the location by telephone, determine the situation, and request the person in charge of the location to step outside and speak to the officers. A description will be obtained, race, sex, clothing type and color, etc., and relayed to the officers.

  - If the manager or person in charge advises the primary officer that the alarm is false, then the primary officer will accompany the manager back into the place of business. The back-up officer should move to a position that will allow him to observe the manager and the primary officer as they enter the building.

  - Once it has been determined that the alarm is indeed false, the primary officer will notify Communications and request cancellation of 10-33.

  - If the manager or person in charge fails or refuses to come outside when requested to do so, or if no one answers the telephone, the police officers should consider the situation to be an actual robbery-in-progress-call and the supervisor will be notified. Under no circumstances will anyone enter the building.

C. Supervisor Responsibilities

  - Approve/disapprove code response as necessary.

  - Respond to the scene and assume command if the call is determined to be treated as an in-progress robbery.
o Direct additional units, as needed, in securing the area.
o Attempt to ascertain what activities are taking place inside the building.

If it is determined that a robbery is probably in progress:

o Ensure that no attempt is made to apprehend the suspects while they are in the building.
o Allow no one to enter the building.
o Cordon off the area and stop all pedestrian and/or vehicular traffic that could be endangered.
o Whenever possible, effect the arrest only when the suspects are outside the building.

If it is determined that a robbery has already occurred:

o The primary officer will be assigned to obtain a description of the offender(s), the direction and means of travel, and immediately have this information dispatched.
o Ensure that the crime scene is secured.
o Ensure notification of appropriate personnel, i.e., F.B.I., investigators, command officers, etc.
PURPOSE: To define the department's response to intrusion alarms.

POLICY: Officers shall treat each alarm as if it were a call for service from a complainant. Officers should not become complacent on alarms, or assume that they are false until specific circumstances dictate otherwise.

1. Procedure.

   A. Response

   When an intrusion alarm is received, by any source, Communications will dispatch two (2) units in response.

   **Commercial Establishment**

   When arriving at the scene of an intrusion alarm, the officers will coordinate to make a cursory check at the exterior of the business and secure both the front and rear of the structure. Once it is determined that there are no signs of forced entry or attempted forced entry, the owner or manager will be contacted and given the opportunity to check the interior of the building.

   **Residence**

   When responding to a residential alarm, the first officer should park as near as possible to the residence without being conspicuous and attempt to get a view of the most logical escape route.

   Upon arrival of the second officer, both officers should approach the residence simultaneously to check the house.
B. False Alarms

All alarms which are determined to be false alarms will be tracked on a continual basis by the Supervisor responsible for that area of accountability. A location establishing a pattern of false alarms will be contacted and advised to correct the situation causing the false alarms to avoid future conflict. Once a location has experienced 10 false alarms in one calendar year they will be issued a Town Ticket for violation of the Mount Pleasant False Alarm Ordinance.

C. Substantiated Alarms

In the event that there appears to have been an entry to the location, the following procedure will be followed:

- The supervisor will be notified and will respond to the scene.
- The suspected entry location will be secured, along with any possible area of escape.
- Owner or key holder will be summoned to the scene.
- A thorough search of the premises will be conducted when it can be done as safely as possible.
- It will be determined if a successful entry was made and, if so, what, if anything was taken.
- Responsibility for determining the necessity of summoning the Evidence Technician or on call investigator will rest with the Supervisor.
PURPOSE: To establish guidelines for the use of Bicycle Patrol by the Mount Pleasant Police Department.

POLICY: The Mount Pleasant Police Department’s Bicycle patrol is dedicated to providing an enhanced police service in those areas within the jurisdiction of the Town of Mount Pleasant where use of such vehicle will be beneficial to the Town and the Citizens.

1. Organization

The Mount Pleasant Police Bicycle Patrol Unit is a voluntary, part-time component of the Department and will be in operation only during those times when additional manpower is available and minimum staffing is not affected. Deployment of the Bicycle Patrol requires the approval of the Field Operations Bureau Commander.

2. Objective

The Bicycle Patrol will:

- Patrol parking lots, business centers, shopping centers and apartment complexes within the Town’s jurisdiction.
- Patrol bicycle trails and paths and other recreation facilities as required.
- Provide assistance to citizens using these facilities.
- Provide better access to areas not normally accessible to automobiles.

3. Duties and Responsibilities

A. Bicycle Patrol is a function of the Field Operations Bureau.
B. The Field Operations Bureau Commander is responsible for the overall operation of the Bicycle Patrol, including:

- Scheduling bicycle patrols
- Ensuring proper maintenance and care of equipment
- Staffing with authorized personnel
- Ensure that all safety equipment needed is present and serviceable
- Ensure that Bicycle Safety Helmets and other safety equipment are worn at all times

4. Authorized Personnel

Only sworn police officers will participate in the bicycle patrol. All personnel assigned must meet the following requirements:

- Employed with the department for more than six (6) months
- Must have successfully completed Field Training and Evaluation
- Must have successfully completed the Initial Probationary Period
- Must attend such training as may be required or directed

5. Deployment

A. The Field Operations Bureau Commander is responsible for scheduling the deployment of the bicycle patrol.

B. The Bicycle Patrol will be utilized to best advantage during such special events, such as parades, bridge run, etc.

C. Deployment of Bicycle Patrol during hours of darkness or inclement weather, must have the prior approval of the Field Operations Bureau Commander.

D. Bicycles utilized for the Bicycle Patrol must meet all requirements of South Carolina Law for Bicycle Safety Equipment and operation on highways.
### PURPOSE:  To establish procedures for the use and protection of mobile video and audio equipment utilized in traffic and other uniform enforcement activities.

### POLICY:  Mobile video and audio recording (MVR) equipment has been demonstrated to be of value in the prosecution of traffic violations and related offenses, in evaluation of officer performance as well as in training. In order to maximize the utility of this equipment in these and related areas, officers shall follow the procedures for MVR Equipment use as set forth in this policy.

1. **Definitions**

   **MVR** - refers to both the mobile video and audio recording equipment as a unit.

   **Enforcement Activity** - refers to the time involved between initiating a traffic stop or other action and the time that the citizen departs the scene of the stop.

   **MVR Monitor** - Officer appointed by the Chief of Police to monitor the use, care and proper documentation of mobile video and audio recording equipment, and equipment associated with the Watch Guard or L3 digital video system, used in traffic and other uniformed patrol functions.

2. **Procedures**

   A. **Program Objectives**

   The Mount Pleasant Police have adopted the use of in-car video/audio recording systems in order to accomplish several objectives, including, but not limited to:
Accurate documentation of events, actions, conditions and statements made during arrests and critical incidents, so as to enhance officer reports, collection of evidence and testimony in court.

Enhance the supervisors’ ability to evaluate probable cause for arrest, arrest procedures, officer and suspect interaction and evidence for investigative purposes, as well as for officer evaluation and training.

• Enhance the Field Training and Evaluation Program by providing the trainee the opportunity to review his/her performance on a given situation.

B. Operating Procedures

Officers will adhere to the following procedures when utilizing MVR equipment:

1. MVR equipment installed in vehicles will be documented on the Vehicle Issue form, just as radio and other installed equipment, and will be signed for by the officer assigned that vehicle.

2. The equipment is the responsibility of the officer assigned to that vehicle and will be maintained in accordance with the manufacturers’ recommendations.

3. Prior to each shift, officers will determine whether their MVR equipment is working satisfactorily and will bring any problems at this or other times to the attention of their immediate supervisor immediately.

4. MVR will automatically activate when the blue lights are activated, however, officers may activate MVR equipment at any time prior to initiating a traffic stop for purposes of recording driver actions. In all cases, the officer will ensure that both video and audio are activated and operating prior to performing a traffic stop. Other instances where officers may want to use their MVR equipment:

• Record the reason for their current or planned enforcement action, such as DUI observations;
• Record the actions and/or statements of suspects if the recording would prove useful in later judicial proceedings.
• Record the circumstances at crime and accident scenes or other events such as the confiscation and documentation of evidence or contraband.
• Record the audio portion of a conversation with a citizen; and
• Training Critiques of trainees in the actual performance of field situations.
5. Officers will ensure the video recorder is positioned and adjusted to record events, and that the MVR is not deactivated until the enforcement action is completed, and the offender is leaving the scene.

6. Officers will not erase, record over or in any manner alter MVR recordings or tamper with the digital recording system.

7. Only video equipment approved by the Department will be utilized for viewing recorded information.

8. Officers using MVR equipment will be properly trained by designated personnel in its use and maintenance prior to operation. This training shall be documented and maintained by the Training Division.

C. Digital Media Control and Management

1. The Chief of Police will appoint officers as MVR Monitors and who will ensure that proper accounting and storage procedures are followed in accordance with this policy.

2. The MVR Monitor will ensure the proper working order of all equipment associated with the Watch Guard or L3 digital recording system. When a certified hard-copy of a particular incident is required a request will be submitted to the Crime Scene Bureau who is responsible for its production.

3. Employees should only view their own videos and videos associated with an incident in which they are the case agent. If an employee would like to review a video for training purposes, they should gain approval from their supervisor. The following roles will be adhered to within the Watch Guard or L3 Media Server:
   - System Administrators- the MVR Monitors are assigned this level and has unlimited access.
   - Supervisor – allows Sergeants and above the ability to view all videos, manage cases, utilize the Supervisor Dashboard.
   - Crime Scene – allows Crime Scene Technicians to view all videos, manage cases, cloud-share videos, and export videos.
   - Records - allows administrative clerks to view all videos, manage cases, cloud-share videos, and export videos.
   - Patrol - allows the assigned officer to view all videos and manage cases.
   - Prosecutor – allows the Town Prosecutor to view all videos, view cases, cloud-share videos, and export videos.

4. All audio/video recordings will be saved by the officer assigned the MVR to a server at Headquarters for review as needed before the end of their shift. The officer should mark the recordings in accordance with the following categories and associated retention:
Will be retained on the server for 90 days
a) Public Contact
b) Citation
c) Arrest
d) Report
e) Collision
f) Search
g) Use of Force
h) Pursuit
i) Test Recording
j) Other

D. Supervisor Responsibilities

Supervisory Personnel will ensure that:

1. All statistical reporting requirements are completed as required to ensure adequate program evaluation

2. A review of at least 1 video should be conducted monthly of each officer to:

   o assist in periodic assessment of officer performance
   o determine whether MVR equipment is being fully and properly used
   o identify material that may be appropriate for training

3. The MVR Monitor will ensure that:

   • All officers follow established procedures for the use and maintenance of MVR equipment and the completion of MVR documentation;
   • Repairs and replacement of damaged or nonfunctional MVR equipment are performed;

E. CITIZEN COMPLAINTS: Any time a formal complaint alleging misconduct is received which involves an officer who is assigned an in-car-recording device; the following procedures shall be followed:

1. The officer’s supervisor shall review the video associated with the complaint.
2. If the matter needs further investigation, it will then be forwarded to the Office of Professional Standards.
PURPOSE: To establish procedures for the use and protection of body worn video and audio equipment utilized in law enforcement activities.

POLICY: Body worn video and audio recording (MVR) equipment has been demonstrated to be of value in the prosecution of criminal offenses, law enforcement investigations, in evaluation of officer performance, as well as in training. In order to maximize the utility of this equipment in these and related areas, officers shall follow the procedures for Body Worn Video and Audio Recording (BWVAR) equipment use as set forth in this policy.

1. Definitions

Body worn video and audio recording equipment (BWVAR)-refers to a body worn camera capable of recording in a digital media format

BWVAR Monitor - Officer appointed by the Chief of Police to monitor the use, care and proper documentation of body worn video and audio recording equipment utilized in Department operations.

2. Procedures

A. Program Objectives

The Mount Pleasant Police have adopted the use of body worn video/audio recording systems, for all officers, in order to accomplish several objectives, including, but not limited to:
Accurate documentation of events, actions, conditions, and statements, made during arrests and critical incidents, so as to enhance officer reports, collection of evidence, and testimony in court.

Enhance the supervisors’ ability to evaluate probable cause for arrest, arrest procedures, officer and suspect interaction and evidence for investigative purposes, as well as for officer evaluation and training.

Enhance the Field Training and Evaluation Program by providing the trainee the opportunity to actually review his/her performance in a given situation.

B. Equipment

Department issued BWVAR are intended for official Departmental use only and are not to be used for unofficial, personal, or frivolous activities. Intentional misuse or abuse of the devices can result in disciplinary action.

1. Officers will only use those BWVAR issued by the Department while on duty. The wearing or use of personal video/audio recorders while on duty is prohibited.

2. All recording media, images, and audio, are confidential and property of the Mount Pleasant Police Department and will not be copied, released, or disseminated, in any form or manner outside the parameters of this policy, or for unofficial purposes, without the expressed written consent of the Chief of Police. Under no circumstances will any member of the Department make a personal copy of any recorded event without prior written permission of the Chief of Police.

3. The BWVAR Monitor will be responsible for overseeing the issuance of the BWVARs by the Supply Officer. The issuance will be documented by the Supply officer on the officer’s inventory card.

4. The BWVAR will not be rotated to another officer without the written permission of the BWVAR Monitor. THE BWVAR is the responsibility of the officer to which it is issued.

5. Officers issued BWVAR will ensure the security of the equipment by controlling access by maintaining possession of their assigned equipment unless directed by a higher authority to relinquish control.

6. Police personnel who are assigned BWVARs must complete an agency approved and/or provided training program to ensure proper use and operations. Additional training may be required at periodic intervals to ensure the continued effective use
and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy and equipment.

C. Officer Responsibility

1. Prior to the start of their shift, officers assigned a BWVAR will ensure its readiness by conducting an operational readiness inspection. Officers should check the BWVAR battery at the beginning of their shift. Any problems preventing the use of the equipment during the shift will be immediately reported to the shift supervisor and the supervisor will sign out a spare to the officer and the problem camera will be turned into the Supply Officer for repair. Problems that cannot be remedied will be reported via email to the BWVAR monitor and removed from service until such time as the problem is corrected.

2. BWVAR will be used to record and document officer contacts with the public whenever an officer takes law enforcement action. This will include but not be limited to the following circumstances:
   - All crime investigation (CDV, Robbery, Aggravated Assaults, etc.)
   - Motor vehicle stops
   - Motor vehicle collision investigations
   - Field interviews
   - Search of persons/vehicles/residences
   - K-9 activity
   - Suspicious persons, public intoxication, etc.
   - Emotionally disturbed persons
   - Weapons are present or alleged to be present
   - Any time an interaction with a citizen becomes confrontational and or argumentative and the facts of the interaction could come into question.
   - Response to any incident which would normally require the preparation of an incident report in accordance with O-38 Reporting System.

3. If an officer fails to activate the BWVAR, fails to record the entire contact, or interrupts the recording, the officer shall document why a recording was not made, was interrupted, or was terminated.

4. Officers are to obtain consent from victims and witnesses prior to the utilization of the BWVAR during interviews. Both permission and denial of consent should be documented in the Incident Report and neither should affect the handling of the call for service. Furthermore, officers should use discretion in the utilization of the BWVAR where there is a victim of rape or sexual assault. Additionally, to respect the dignity of others, unless articulable exigent circumstances exist, officers will try to avoid recording person who are nude or when sensitive human areas are exposed.
5. Officers should provide preparatory narration with each video activation or usage, if time and situations allow. Narration should provide date, time and nature of interaction. Officer safety should never be compromised to provide this narration.

6. Once an officer has activated his BWVAR the recording will remain activated until the incident has been resolved. The recording should begin when the officer reports to Consolidated Dispatch the officer is on-scene.

7. Officers will ensure their BWVAR is turned off once a traffic stop has been completed or an incident is resolved.

8. Officers are prohibited from covertly recording conversations or activity with other officers or Departmental personnel without permission of the Chief of Police or designee. This does not prohibit more than one officer responding to a location initiated by a call for service to record on-scene activity simultaneously. Nor does it prohibit officers from routine use as required by this policy to inadvertently record other officers or Departmental personnel during the course of activities outlined in this policy. And officers are prohibited from recording communication with undercover officers or confidential informants unless for a direct law enforcement purpose such as a crime in progress or the recording of the location is material to a criminal investigation.

9. All audio/video recordings will be saved by the officer assigned the BWVAR to a server at Headquarters for review as needed before the end of their shift. The officer should mark the recordings in accordance with the following categories and associated retention:

   Will be retained on the server for 90 days
   a) Public Contact
   b) Citation
   c) Arrest
   d) Report
   e) Collision
   f) Search
   g) Use of Force
   h) Pursuit
   i) Test Recording
   j) Other

   Recordings of any arrests or violations of offenses listed in the South
Carolina Preservation of Evidence Act, SC Code 17-28-320, the expungement statute of SC Code 17-1-40, or any statute, regulation, or case law will follow the retention requirements outlined therein.

10. Data recorded by a BWVAR 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 BWVAR 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 BWVAR at its discretion;

c. A law enforcement agency may request and must receive data recorded by a BWVAR 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 date recorded by a BWVAR provided in item (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 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 sub-item (1) or (2);
6. an attorney for a person described in sub-items (1) through (5)

D. Supervisor Responsibilities

1. It is incumbent on supervisors to ensure officers utilize BWVAR according to policy guidelines.
2. The supervisors of the officers assigned BWVAR equipment, and/or the watch commanders will conduct monthly reviews of at least 1 video from each officer in order to ensure policy compliance and to identify officers who perform their duties at the highest level of professionalism. Supervisors should flag videos which may be appropriate for training purposes.

3. If a complaint is associated with a recorded event, or an officer believes an incident may generate a complaint, the supervisor will flag the video for indefinite retention by making a case on the server containing the event.

E. Video Evidence

1. Videos which are to be copied for evidence are to be copied by the BWVAR monitor or designee.

2. Evidence Technicians may send a cloud-share link to attorneys who request videos on behalf of their clients.

3. Once a criminal incident has been recorded, officers should immediately create a case and add all recordings from other officers involved in the incident. The recording(s) will be saved on the server for the length of time needed for court proceedings. Once court has been adjudicated and there are no appeals, the officer will delete the case from the server to allow video to purge. When a recording is needed for court, the incident recording may be written to a DVD for evidentiary purposes or, in municipal court, the officer may access the information stored on the server remotely. Involved officers are responsible for obtaining their DVDs for court and ensuring access to information stored on the server is accessible. The officer should be prepared to testify to the content of the video.

4. If a DVD or recording is used as evidence, it should be held for 10 days to allow for an appeal after which time it may be processed for destruction or if identified transferred to the Training Unit for use as possible training tools.

5. BWVAR recordings associated with a Use of Force incident requiring a Defensive Action Report will be flagged by the supervisor accordingly and downloaded for review and included in the Report. The completed Defensive Action Reports including videos will be maintained in the Executive Office.

6. Recordings identified by supervisors as appropriate for training tools and are not evidentiary are to be copied and forwarded to the Training Unit for consideration.

7. Recorded DVDs and recordings will be held for a minimum of 30 days provided they are not necessary for prosecutorial purposes.
F. Video Purge

Video (s) will be automatically purged from the server in accordance with the previously identified schedule. However, the BWVAR monitor has the authority to flag a recording for indefinite retention as required.
**PURPOSE:** To identify the auxiliaries component and define its function.

**POLICY:** The Mount Pleasant Police Department is committed to establishing close ties with and responding to the needs of the Community, and the development and perpetuation of community relations. In keeping with the Department’s Mission Statement and its Goal and Objectives, the Mount Pleasant Police Department realizes that an auxiliary program will ultimately provide great rewards for our Department and the citizens of Mount Pleasant. Our effort will not only foster an improved public attitude towards our Department through this collaborative effort, but, will lead to a greater awareness of the Community’s needs.

1. **Auxiliary Services.**

Auxiliaries affiliated with the Mount Pleasant Police Department shall be citizens in a part-time, unsalaried, non-sworn capacity who are interested in contributing in a support capacity. All auxiliaries shall be required to wear an identification badge to distinguish them from sworn and paid civilian personnel. They shall not wear a uniform.

   A. Auxiliaries shall not be assigned to duties requiring sworn officer status and will instead be used in a resource capacity rather than in the day-to-day delivery of services. Their duties will include areas of victim/witness assistance, fingerprinting, and other community services as needs arise.

   B. Auxiliaries shall receive training specific to the duties to which they will be assigned.
PURPOSE: To establish operational guidelines for an Incident Command System.

POLICY: The primary objective of the Mount Pleasant Police Department is to act quickly to stabilize and control an emergency situation using the Incident Command System.

1. Operations Management (Incident Command System)
   A. Responsibility and Planning:

      The Incident Command System (I.C.S) is a management tool that provides continuity of command from the arrival of the first responding personnel through the termination of the incident. Additionally, it permits a clear point of control and can be expanded or contracted with ease to escalating or diminishing situations. The intent is to standardize the command structure so employees will know what to expect from other employees. Operational Plans will be accessible to all command personnel. The Department maintains separate procedures and Operational Procedures for all Unusual Occurrences in the Department’s Unusual Occurrence Manual. The Deputy Chief shall be responsible for coordinating the planning functions for response to unusual occurrences. Any changes or updating to the unusual occurrence plans will require the approval of the Chief of Police.

2. Incident Command System:
   A. Activation of the Incident Command System is incident specific and detailed criteria for system activation is contained in the Department’s Unusual Occurrence Manual.

   B. Command Protocol:
1. The Incident Commander directs the command function. The incident commander is the person in charge of the incident. The incident commander will:

   a.) Assess the incident and activate the ICS.
   b.) Identify contingencies.
   c.) Determine response objectives.
   d.) Identify needed resources.
   e.) Build a plan and organizational structure.
   f.) Take appropriate action.

2. The Incident Commander must address the following major responsibilities of the incident command:

   a.) Performing command tasks, such as establishing command posts (ICP), which is an area in proximity to the incident, and staging area(s).
   b.) Protecting life and property.
   c.) Controlling personnel and equipment resources, to include the notification and mobilization of additional personnel as required.
   d.) Maintaining accountability for responders and public safety, as well as task accomplishment.
   e.) Establish and maintaining an effective liaison with outside agencies and organizations in order to obtain their support when requested. This will include but not be limited to the emergency operations center (EOC), when it is activated.

3. The I.C.S organization is built around five functional areas:

   a.) Command

      The Incident Commander is responsible for the overall management of all incident activities including the development and implementation of strategy. As the incident becomes more complex and/or progresses, the Incident Commander should begin to delegate some of the responsibilities of the incident to other personnel. When a response involves a multi-agency or multi-jurisdictional approach, the response effort should then expand into a Unified Command. In all cases, the primary responsibility of the Incident Commander is the safety of all persons involved in the incident.

      Depending on the complexity or size of the incident, it may be necessary for the IC to delegate responsibilities for the following positions: Safety, Liaison, and Information Officers.

      **Safety Officer:** The Safety Officer must monitor and assess the safety hazards of all personnel and suggest solutions to minimize risks. They will also keep the IC informed of present problems and potential hazards.
Information Officer: The Information Officer is responsible for interface with the EOC, the media, and other agencies, to provide accurate and consistent information.

Liaison Officer: The Liaison Officer is the point of contact for assisting or coordinating agencies.

b.) Operations
The Operations Commander is responsible for the development of tactics necessary to implement the Incident Commander’s strategic plan. The Operations Commander supervises the tactical operations of the incident which include but are not limited to the following:

1. Establishing perimeters
2. Conducting evacuations
3. Maintaining the command post and scene security
4. Providing for detainee transportation, processing, and confinement
5. Directing and controlling traffic
6. Conducting post-incident investigation

c.) Logistics/Support Services
The Support Services Commander is responsible for providing all support for an emergency incident from Departmental resources and supplies, which will include the Incident Command Post, staging, communications, transportation, medical supplies, specialized team and equipment needs, and food. The Support Services will also serve as the liaison for EMS, Fire, and personnel from other agencies.

d.) Planning/Incident Coordinator
The Incident Commander will select a Planning/Incident Coordinator who will be responsible for the collection, evaluation, and dissemination of information regarding the development of the incident through a documented incident action plan. The Planning/Incident Coordinator gathers information in order to understand the current situation and to develop alternative strategies for control of the incident and to plan post-incident demobilization. These plans are developed in conjunction with the Incident Commander.

e.) Finance/Administration
This function is responsible for monitoring expenses related to the incident and cost recovery. They will record personnel time and injury and liability issues, and procuring additional resources as needed.
4. In small-scale incidents, all of the components may be managed by one person, the Incident Commander. Large-scale incidents usually require that each component or section be set up separately.

5. The ICS organization has the capability to expand or reduce to meet the needs of the incident, but all incidents, regardless of size or complexity, will have an incident commander. A basic ICS operating guideline is that the Incident Commander is responsible for the on-scene management until command authority is transferred to another person, who then becomes the Incident Commander.

6. The Chief of Police or in his absence the Deputy Chief, or the Chief's designee will be the final authority for all plans, operational responses, or emergency mobilizations to any Unusual Occurrences.

C. Special Operations Plans:

Written plans and procedures for specific incidents are provided in the Department’s Unusual Occurrence Manual and Department Policy. Both manuals are provided to all Departmental personnel via computer and hard copies are provided to all supervisory personnel. Additionally hard copies are available at headquarters and all precinct offices.

D. Training:

All agency personnel will receive documented annual training on the Incident Command System.

E. After Action Reports:

Following any unusual occurrence, the Incident Commander will hold a staff meeting to discuss the Department’s operational response to an unusual occurrence and compile a documented after action report.

F. Annual Training Exercise:

Annually the Department will conduct a documented exercise requiring the Incident Command System to be activated and utilized, so when the crisis arises all personnel are familiar with the ICS structure and can function effectively within it. This exercise will include involvement with other agencies and may be in the form of field and/or table-top exercises.

G. Analysis of Incidents and Training Effectiveness:

The Deputy Chief will perform an annual evaluation of any and all incidents occurring during the year. This analysis will evaluate the actual performance and training effectiveness.
PURPOSE: To establish the canine services component and define its function.

POLICY: It is the policy of the Mount Pleasant Police Department to budget, staff, train, and maintain a Canine Unit within the Department to serve as a support unit to enhance Departmental operations. Canine Teams will be used for searches, tracking, apprehensions, public relation demonstrations, and other duties as assigned.

1. Definitions

   A. Canine Unit (K-9 Unit)-A component of the Mount Pleasant Police Department encompassing canines, handlers and their immediate supervisor.

   B. Canine Team-One officer and one canine assigned together as part of the Mount Pleasant Police Department Canine Unit.

   C. Canine Handler-A sworn officer assigned and trained to work with a canine as part of a canine team.

   D. Canine (K-9)-A trained police dog owned and utilized by the Mount Pleasant Police Department and assigned to a handler as part of a canine team.

2. Procedure

   A. Canine Handler Qualifications
1. A canine handler must be a sworn officer below the rank of Lieutenant who has met all the qualifications to Policy A-13 Specialized Assignments (Chief’s Discretion).

2. A willingness to remain with the unit for at least the service life of the assigned canine.

3. A willingness and family support to care for and house the canine in the officer’s residence.

4. A strong desire to work with, care for, and train the canine.

5. The ability to perform the routine handling of the canine.

B. Canine Handler Responsibilities

1. Canine handlers will be assigned a Department vehicle which has been modified for use as a canine vehicle. The canine handler will be responsible for ensuring the vehicle is properly serviced and maintained in accordance with Departmental policies.

2. Canine handlers are responsible for ensuring the canine is examined regularly and receives the appropriate vaccinations each year by the Department approved veterinarian. All veterinarian expenses will be provided by the Department.

3. Canine handlers will be issued all necessary items and equipment for the proper care, feeding, handling, training, and inside housing of the assigned canine.

4. Canine handlers will maintain their equipment in good condition, ensuring equipment is serviceable at all times.

5. Canine handlers will be responsible for providing daily care (i.e. food, water, and exercise for the canine both on and off duty.

6. Canine handlers will be compensated thirty (30) minutes per day for at home care and transport of their canine.

7. Whenever a canine handler is unable to perform daily care or related duties due to illness, injury, vacation, or special leave, another pre-selected canine handler may be assigned to temporary care for the canine.

8. Canine handlers will be issued Departmental cell phones due to their on-call status.
C. Duties

1. Canine handlers will be assigned in accordance with Specialized Assignment procedures.

2. The primary focus of the K-9 Unit is to support other units and functions within the Department. Whenever possible, canine handlers should respond to the following types of calls:
   a) Robbery, assaults, or other violent crimes in progress or freshly committed
   b) Burglary, breaking and entering a motor vehicle, or motor vehicle theft in progress or freshly committed
   c) Other crimes where the suspect has fled on foot and K-9 tracking is possible
   d) Armed robbery alarms
   e) Alarms or open door/window calls
   f) Locating discarded evidence or contraband
   g) Searching for narcotics
   h) Any other call where, in a supervisor’s opinion, a K-9 team would be an asset as a back-up unit
   i) Any SWAT call outs

3. Canine handlers, when not responding to priority calls or handling other assigned duties, will conduct focused patrols in selected areas of the Town. The following types of areas should be considered for focused patrols:
   a) Areas identified through the daily and weekly crime analysis bulletin, crime reports, or other sources of criminal intelligence, which have increased criminal activity in them
   b) Special patrol request locations
   c) Commercial and industrial areas
   d) Schools and parks
   e) Construction sites (residential and business)

4. Canine handlers, when patrolling these locations, should patrol the area on foot with their canine. When deployed on foot, the canine handler will notify Consolidated Dispatch of their status.

5. K-9 teams will not be used to transport prisoners. A handler who makes an arrest will request a second unit to transport the prisoner; however, canine handlers will be responsible for completing all the required reports to include the booking paperwork.

6. K-9 teams will not give escorts to citizens. The only exception to escorts
would be law enforcement officers and authorized civilian observers.

7. Canine handlers will not be assigned animal complaints based solely on the fact they are a canine handler.

8. Canine handlers will activate the in-car camera (audio and video) on all scenes in accordance with Departmental policy and anytime there is a possibility the K-9 may be deployed.

9. Canine handlers will complete all reports prior to the end of their assigned shift unless approved by the supervisor on duty at which time the reports will be completed prior to the end of their next shift. All reports will likewise be entered into the K-9 Activity Tracking System.

D. Operational Methods

1. Building Searches: A primary use of the departmental K-9 teams is for locating suspects in buildings or other structures where a search by other officers would create an unnecessary risk.

   a) When a K-9 building search is anticipated, based on the totality of the circumstances; the perimeter of the building will be secured by personnel. When it is known that a K-9 team is enroute, 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. No officer will enter a search area except with the permission of the canine handler.

   b) 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 anyone in the building and to ascertain the building’s layout.
      4) If practical, request the person in charge of the building shut off all air conditioning, heating, or other air-blowing systems which could possibly interfere with the K-9’s scenting ability.

   c) The canine handler will be briefed before conducting the search as to the positioning of perimeter officers.

   d) The canine handler or appropriate personnel will loudly announce the following statement:

      MOUNT PLEASANT POLICE SURRENDER OR I WILL RELEASE MY DOG WHICH WILL BITE.
The announcement will be repeated at least three times and a reasonable amount of time will be allowed for the suspect to respond. In multi-level or larger structures, this warning will be repeated on each level or in each section.

e) An exception to this warning requirement would be if the issuance of the warning would place the K-9 team or others in jeopardy. An example of this would be where there is information there is a known armed person inside the building.

2. Tracking/Area Searches: Police canines are available to track criminal suspects or missing persons. Canines can also be used effectively to search areas for hidden suspects that may be detected by smell and/or sound:

a) When a K-9 is requested to track a suspect, officers pursuing the suspect(s) will:
   1) Stop and pinpoint the location where the suspect was last seen.
   2) Shut off the engines of all police vehicles in the area, if possible.
   3) Avoid vehicle or foot movement in the area where the suspect was last seen.

b) Officers will secure the perimeter of the area to be searched. The area should be large enough to contain the suspect.

c) Maintain the integrity of the area to be searched by keeping all officers and other persons out.

d) Canines 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.

   When searching an area for a suspect, the canine handler or appropriate personnel will loudly announce MOUNT PLEASANT POLICE! SURRENDER OR I WILL RELEASE MY DOG WHICH WILL BITE. A reasonable amount of time will be allowed for the suspect to respond.

e) An exception to this warning requirement would be if the issuance of the warning would place the K-9 team or others in jeopardy. An example of this would be when there is information that there is a known armed person inside the area.

3. Article Searches: Canines 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.

a) When evidence is believed to be in an open area, officers will secure the perimeter and should not enter the area.
b) If the area is fenced or otherwise secured, officers will secure the perimeter and should not enter the area.

4. Narcotics Detection: Because of their superior sense of smell, police canines have been trained to detect and indicate the location of hidden narcotics to their handler. Canine handlers will comply with Constitutional standards governing Search and Seizure and in accordance with the Mount Pleasant Police Department Policy O-55 (Search and Seizure).

a) Narcotics detection canines will be trained in locating, indicating, and detecting the following controlled substances:
   1) Marijuana
   2) Cocaine
   3) Heroin
   4) Methamphetamine
   5) Derivatives of the above

b) Use of canines to conduct a drug search requires a search warrant, consent, or a recognized exception to the warrant requirement.

c) The requesting officer will secure the area to be searched until the K-9 team’s arrival and will take the following actions:
   1) Remove all persons from the area to be searched prior to the deployment of the K-9.
   2) Brief the canine handler of information pertaining to the incident prior to the 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) Canine handlers will use care to avoid unnecessary damage to the premises being searched.
   5) If the K-9 indicates on an area, the handler will identify the area to the requesting officer. The canine handler will not conduct the primary search of the area. After the investigating officer searches the area and no narcotics are located, the handler may conduct a secondary search of the area.

5. K-9 Unit Involvement in Vehicle Pursuits: When available, canine handlers will respond to vehicle pursuits which are in close proximity to them in the event the suspect flees the vehicle on foot or are required to extract the suspect from the vehicle. The following procedure will be followed:

a) Anytime a canine handler is involved in a pursuit, they will notify all units of the potential for a K-9 release at the end of the pursuit, depending upon the actions of the suspect.
b) The Consolidated Dispatch Center will repeat the canine handler’s transmission and will advise all units in the pursuit a K-9 unit is involved in the pursuit.

6. SWAT Operations: K-9 teams may assist in SWAT operations at the discretion of the Tactical Commander or the SWAT Team supervisor.

7. Criminal Apprehension: Canines are a locating tool and upon locating the suspect a Use of Force by either the canine handler or the K-9 may be necessary. Although the suspect’s actions determine the type of response available to the K-9 Team, it is the canine handler’s responsibility to control the actions of their canine.

a) If a canine handler deploys a K-9 as a Use of force tool, the handler’s actions are governed by the Mount Pleasant Police Department Policy A-04 (Use of Force) and Graham v. Connor (1989). The following factors should be considered before deploying a K-9:
   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 attempting to evade arrest by flight.

b) Although Graham v. Connor entitles canine handlers the discretion to deploy their canines for apprehension in situations where suspects are attempting to evade arrest by flight, the following apprehensions will not be permitted:
   1) Where the canine handler cannot maintain cover over his K-9,
   2) Where citizens are between the canine handler and the suspect,
   3) Where the suspect has clearly surrendered.
   4) Where the suspect is obviously mentally disturbed or grossly intoxicated and is not an immediate threat to officers or the safety of citizens is not present; and
   5) Where the suspect is an obvious juvenile or very elderly and the seriousness of the crime committed is not a felony.

c) In applicable situations before deploying the K-9, the handler or other appropriate personnel will loudly announce MOUNT PLEASANT POLICE! SURRENDER OR I WILL RELEASE MY DOG WHICH WILL BITE. The announcement will be repeated at least three times and a reasonable amount of time will be allowed for the suspect to respond.

d) An exception to this warning requirement would be if the issuance would place the K-9 team or others in jeopardy. An example of
this would be when there is information that there is a known armed person inside the area.

e) When apprehending suspects, canines will be commanded to disengage as soon as the suspect is subdued and/or readily complies with the handler’s direction.

f) The K-9 will not be used in a bite situation for suspects refusing to cooperate after the suspect has been secured in restraints.

8. Canine Post Apprehension Procedures

a) Apprehension procedures will be observed whenever a canine apprehends a person regardless of whether or not the apprehension took place on or off duty, either intentionally or accidentally.

b) The canine handler will administer first aid and summon necessary medical assistance, if needed. If the person apprehended is in police custody, the person will be transported to a medical facility. If a person is not in custody, EMS will be called to the scene for medical treatment. Any refusal of medical treatment will be noted in the incident report.

c) Any injuries as a result of a K-9 apprehension will be photographed.

d) The canine handler will immediately notify the on-duty supervisor and the K-9 Unit supervisor of any K-9 apprehension.

e) The K-9 Unit supervisor or the on-duty supervisor will respond to the scene and conduct a preliminary investigation of the incident to determine compliance with Departmental policy and will ensure the officer has properly documented the incident. The investigating supervisor will ensure photographs have been taken at the conclusion of the incident and a copy of the Incident Report and the Defensive Action Report will be forwarded to the K-9 Unit Supervisor if he or she did not conduct the investigation.

f) The canine handler will provide any individual apprehended with a copy of the canine’s rabies vaccination card.

g) As soon as possible following the apprehension, the handler will have the canine examined by the Department approved veterinarian.

h) Canine handlers will complete all necessary reports and forward them to the K-9 Unit Supervisor.

9. Rules of Conduct Pertaining to Canines:
The following rules will apply to officer interactions with canines:

a) Do not pet the K-9 without the handler’s permission.

b) If an officer is accidentally bitten by a K-9, they should attempt to remain calm and still.

c) Avoid sudden movements in the presence of the K-9.
d) Do not tease or purposely agitate the K-9.
e) Do not use any command the handler uses.
f) Do not intentionally come in between the K-9 and the fleeing suspect.
g) Do not engage in violent or simulated violent behavior with the handler in the canine’s presence.
h) Do not try to take custody of a subject who is being apprehended by the K-9 until advised that it is safe to do so by the handler.
i) Do not enter any vehicle the K-9 is in without the permission of the handler.
j) Do not feed the K-9 without the handler’s permission.

10. Mutual Aid:

a) All mutual aid requests for narcotics detection will be coordinated and approved through the on-duty shift supervisor.
b) Any mutual aid request for the use of canines outside of the Town limits for any situation other than narcotics detection will be coordinated and approved by the Watch Commander or the K-9 Unit Supervisor.
c) Mutual aid requests outside of the Town limits for any situation other than narcotics detection will require the response of the canine handler and a second Mount Pleasant Police Officer trained in providing cover for the K-9 team. Ideally, the second officer would be a canine handler if available.
d) Canine handlers will follow Mount Pleasant Police Department Policies and Procedures when responding to mutual aid requests outside of the Town of Mount Pleasant.

11. On-Call:
The following procedures will regulate the on-call status of the K-9 teams:

a) K-9 team assistance may be requested by any officer through their immediate supervisor. The supervisor will assess the situation and decide whether or not to call out a K-9 team. Once a decision is reached to call out the K-9 team, the supervisor will contact the Duty Officer and advise them to call the on-call K-9 team. The K-9 Unit Supervisor will be notified of any off-duty K-9 team call-outs.
b) An on-call schedule will be distributed for informational purposes to the Duty Officer and the K-9 unit Chain of Command.
c) When not on-duty and called out by the Department, the canine handler will respond to the scene as soon as possible. If the canine handler expects a delay in his or her response, they will notify the duty supervisor.
12. Injury to Canine Handler:
   
   a) In cases where a canine handler becomes injured and is unable to control the K-9, another handler, whether on or off-duty, must be contacted immediately.
   
   b) If time permits, officers may contact an animal control officer to respond and they may attempt to secure the K-9 if an immediate need exists to control the K-9.
   
   c) Should the situation deteriorate to the point where the K-9 is threatening the life of a citizen or an officer, the officers at the scene may use deadly force to eliminate the threat posed by the K-9.

13. K-9 Injury/Illness:
   
   a) In the event of injury or illness to the K-9, the handler will immediately transport the K-9 to the Department approved veterinarian for treatment. The K-9 Unit Supervisor will be notified while the K-9 is being transported.
   
   b) If the illness or injury occurs after normal business hours, the K-9 will be transported to an approved veterinary clinic that provides twenty-four (24) hour emergency care.

14. Limitations of Usage:
   
   a) The canines assigned to the K-9 Unit are the property of the Mount Pleasant Police Department.
   
   b) The use of the K-9 Unit is for law enforcement purposes only. Any other use of the canine is prohibited.
   
   c) No K-9 will be used for intentional breeding purposes without prior approval of the Chief of Police.
   
   d) Canine handlers will not engage in horseplay in the presence of a K-9.
   
   e) Canines will never be used to search a person.

15. In Service Training
   
   a) It will be the responsibility of the canine handler to immediately notify the K-9 Unit Supervisor of any concerns or needed areas of improvement related to the canine’s development.
b) K-9 training is ongoing and will be documented in the K-9 training tracking program.
c) The canine handler will train a minimum of fifteen (15) minutes each shift.
d) The K-9 team will train a minimum of sixteen (16) hours a month.
e) The K-9 Unit Supervisor will evaluate each K-9 team for deficiencies or areas that need improvement on a biannual basis.

16. Training with Narcotics:

   a) The canine handlers will have the responsibility for the security of all narcotics used for training. Upon receipt of narcotics used for the training of the K-9 unit, the canine handlers will weigh and log the narcotics. The training narcotics will be stored in the Property/Evidence Room and will be clearly marked as to be used for training purposes.
b) The canine unit will maintain a pharmaceutical license for the Department, which will be renewed annually through the South Carolina Department of Health and Environmental Control as well as a license to possess controlled substances for training from the Drug Enforcement Administration.
c) Training narcotics will be signed out of the Property/Evidence Room by the canine handlers and then signed back in at the completion of training.
d) If during training the integrity of the packaging of the narcotics is compromised, by a K-9 or canine handler, the canine handler will document such action in an incident report, notify the K-9 Unit Supervisor, and the narcotics will be weighed and repackaged.
e) The K-9 Unit Supervisor will witness and acknowledge in writing the weighing of any damaged package. The amended weight will be documented on the inventory sheet and a copy of the incident report will be attached.
f) If over the course of time the narcotics expire, the canine handlers will document such action on an incident report and it will be attached to the inventory sheet.
g) Any loss of training narcotics or discrepancy in weights of training narcotics will be reported immediately through the chain of command. A detailed incident report will be completed by the officer discovering the loss or discrepancy and a copy of the report will be maintained in the inventory log book.
h) The K-9 Unit Supervisor will conduct an audit on the training narcotics in January and July of each year. This audit will verify the inventory, weights, and reports generated as a result of the training narcotics. A written report of this audit will be forwarded through the chain of command to the Office of Professional Standards.
17. Community Relations and Demonstrations

a) Public demonstrations are encouraged as an avenue for community relations and community education.
b) At least one week’s notice is needed for public demonstrations to prepare for the event.
c) K-9 team demonstrations or appearances will not be publicized for the purpose of selling admission to the event.
d) Demonstrations and/or appearances will be documented on a K-9 use report.

18. K-9 Equipment and Supplies
All Department K-9 vehicles will contain, at a minimum, the following equipment:

a) K-9 vehicle care
b) Bail out system
c) Temperature monitoring device
d) Collars (Agitation, Choke or Tracking Harness)
e) A six (6) and fifteen (15) foot leash
f) K-9 toy
g) Grooming equipment
h) Water bowl
i) A ½ gallon water container for the K-9

19. K-9 Retirement

a) A recommendation that a K-9 be removed from duty may be initiated by the Department approved veterinarian. This recommendation should be forwarded by the K-9 unit supervisor through the chain of command to the Chief of Police. The Chief of Police will make the ultimate decision as to the retirement of the K-9.
b) When a K-9 is deemed unfit for duty and retired, ownership of the K-9 may be transferred to the canine handler assigned the K-9 with the approval of the Mount Pleasant Town Council.
PURPOSE: To define and establish guidelines regarding the interaction of agency personnel with persons suspected of suffering from mental illness.

POLICY: Emotionally Disturbed Persons and the mentally ill can pose a significant challenge to police officers. Persons in these conditions can behave in an erratic and unpredictable manner and can often pose a serious safety hazard. The Mount Pleasant Police Department will strive to deal with these types of persons in a compassionate yet safe manner to protect the individual, the public, family members and officers. When dealing with mentally ill agency personnel should:

- Maintain personal safety at all times;
- Protect the public and family members from harm from the person;
- Protect the person from harm which he/she or others may cause;
- Attempt to stabilize the situation by calming the person, removing the person from the situation, and/or restraining the person as needed;
- Aid in acquiring proper medical attention for the person.

A. DEFINITIONS

Anxiety-Feelings are intense such as a state of panic or fight.

Crisis Intervention Team-A group of officers who have received specialized training with regards to mental disturbance type events.
Delusions—These are false beliefs that are not based in reality. The individual will often focus on persecution or grandeur (he/she is God).

Depression—A mood disorder that causes a persistent feeling of sadness and loss of interest.

Emergency Protective Custody (EPC): The process of a law enforcement officer taking a person into custody for protection when there exists a likelihood of serious harm to the person or others.

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 illness related to the emotional state.

Emotionally Ill: Interchangeable with “mentally ill” for the purpose of this policy, usually a temporary or situational condition.

Hallucination—A perception in the absence of external stimulus that has qualities of real perception.

Incoherence—Difficulty expressing oneself, disconnected ideas and/or thoughts

Involuntary Commitment: The process of detaining a person who is endangering him/herself or others for medical treatment. Only a medical doctor can determine if commitment is necessary.

Likelihood of Serious Harm: Due to mental or emotional illness or excessive alcohol or drug use there is:

- 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;
- 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;
- 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.

Manic behavior—Accelerated thinking and speaking or hyperactivity with no or little need for sleep—may also be delusional.

Mental Illness: 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.

Mentally Ill: A person suffering from mental illness. For purposes of this policy the term “mentally ill” will also refer to Emotionally Disturbed Persons and those suffering from chemical abuse or influence.
Order of Detention: An order issued by a Probate Court judge requiring detainment of a person for mental health evaluation. The order is based on the affidavit of someone who feels commitment is necessary. This is handled by the Charleston County Sheriff’s Office.

Voluntary Commitment: The process when a person voluntarily enters a mental health treatment center on his/her own accord.

B. RECOGNIZING ABNORMAL BEHAVIOR

Mental illness is often difficult for even the trained professional to define in a given individual. Agency personnel are not expected to make judgments of mental or emotional illness but rather to recognize behavior that is potentially destructive and/or dangerous to the individual or others. The following are general signs and symptoms of behavior that may suggest mental illness or emotional disturbance. Agency personnel should not rule out other potential causes such as reactions to narcotics or alcohol, reactions to medication, or temporary emotional disturbances that are situationally motivated. Agency 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.

1. **Degree of Reactions**: Mentally ill 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.

2. **Appropriateness of Behavior**: An individual who demonstrates extremely inappropriate behavior for a given context may be emotionally or mentally ill.

3. **Extreme Rigidity or Inflexibility**: Mentally or emotionally ill persons 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, a mentally ill person may exhibit one or more of the following characteristics:

   - 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.)
   - 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.”
   - 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.
   - The belief that one suffers from extraordinary physical maladies that are not possible, such as persons who believe their heart has stopped beating for an extended period of time.
• Extreme fright or depression.

C. DETERMINING DANGER

Not all mentally or emotionally ill persons are dangerous while some may represent danger only under certain circumstances or conditions. The following indicators may indicate that the mentally or emotionally ill person represents an immediate or potential danger to him/herself or others:

1. Availability of weapons to the subject;

2. Statements by the subject that suggest that the person is prepared to commit a violent or dangerous act. Such comments may range from subtle innuendoes to direct threats that, when taken in conjunction with other information, paint a more complete picture of the potential for violence.

3. A personal history that reflects prior violence under similar or related circumstances.

4. 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 all right may also suggest that the individual is close to losing control.

5. 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.

D. DEALING WITH THE MENTALLY ILL

Should a non-sworn agency member suspect that an individual is mentally or emotionally ill and a potential threat to him/herself or others the non-sworn agency member will remove themselves from the location of the individual and notify telecommunications who will dispatch officers to respond. Should an officer determine that an individual is mentally or emotionally ill and a potential threat to him/herself or others, or may otherwise require police intervention for humanitarian purposes, the following responses should be taken:

1. If not already present or in route, a backup officer must be requested, with the best practice being to have four officers on scene with at least one being a Crisis Intervention Team officer if available. Unless circumstances require the direct interaction of more than two officers the direct contact with the subject will be limited to two officers (one being a CIT officer if available) so the subject does not feel overwhelmed. If a CIT officer responds to a scene they assume the duty and responsibility of that scene/event, and if necessary, should advise other officers of request(s) that supports a team effort for a safe and appropriate disposition. The CIT officer will maintain scene responsibility unless otherwise directed by a supervisor. The CIT officer will likewise have the responsibility of completing the required reports.

2. 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.
3. Move and speak slowly and do not excite the person. Do not allow others to interact simultaneously while you are attempting to talk to the subject and stabilize the situation. Provide reassurance that the police are there to help and that appropriate care will be provided.

4. Introduce yourself and attempt to obtain the person’s name. Communicate with the person in a low tone, using short sentences and constantly repeat yourself in an effort 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.

5. Do not threaten the person with arrest or in any other manner, as this may cause additional fright, stress and potential aggression. Do not attempt to gain compliance based on the assumption that the person is as reasonable about things as you are.

6. Avoid topics that may agitate the person and guide the conversation toward subjects that help bring the person back to reality.

7. Always attempt to be truthful with a mentally ill person. If the subject becomes aware of deception he/she may withdraw from the contact in distrust and may become hypersensitive or retaliate in anger.

8. Care should be taken when dealing with mentally ill persons during interviews and in-custody interviews. Mentally ill persons 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. The person should be restrained as necessary and searched for weapons.

E. TAKING CUSTODY OF THE MENTALLY ILL/ TRANSPORTING MENTALLY ILL PERSONS

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. Officers may take mentally or emotionally ill persons or persons suffering from excessive alcohol or drug use into custody to prevent harm to the individual and/or others.

1. Emergency Protective Custody: Officers may take a person into Emergency Protective Custody when the officer believes the person is an imminent danger to himself and/or others and there is a likelihood of serious harm presented by the person to him/herself or others.

2. When it is decided to take an Emotionally Disturbed or Mentally Ill person into Emergency Protective Custody and the situation allows, it is recommended to have four officers on scene to affect the custody as safely as possible.

3. Reasons for taking a person into Emergency Protective Custody include, but are not limited to:
   - Statements by the subject indicating suicidal intentions or death threats;
   - Past history of mental illness or treatment;
   - Past history of threats to self or others;
• Observations indicating suicidal or homicidal intentions such as suicide note, 911 calls, and comments to officers or others;

• Evidence of excessive alcohol or drug use;

• Statements by family members.

4. Officers must immediately notify Adult Protective Services and fully document their reasons for believing that Emergency Protective Custody was necessary.

5. Emergency Protective Custody During Business Hours: The subject should be taken to the appropriate hospital.

6. Emergency Protective Custody After Business Hours: The subject should be taken to the appropriate Hospital Emergency Room. The Emergency Room physician will determine what action is appropriate.

7. Emergency Protective Custody Transport: Charleston County EMS is available to transport the subject. However, when circumstances dictate, an officer may transport the subject. One or more officers may be needed to go to the Emergency Room and/or ride in the ambulance if the subject is combative or uncooperative. The transporting officers should consult with a supervisor to determine if two transport officers are needed based on the person’s behavior and history. If the person is, or has, demonstrated unpredictable and potentially dangerous behavior two transport officers and appropriate restraining devices should be used.

F. COMMUNITY RESOURCES

1. The Medical University of South Carolina is the primary mental health care provider and facility for Charleston County. Phone numbers for the various mental health centers in the area are:

   • MUSC Institute of Psychiatry: (843)792-9888

   • Charleston/Dorchester Mental Health Center: (843) 852-4100 (843)414-2350 (Emergency/Intake)
     o Charleston Center/New Life/Sojourner: (843) 958-3428
     o Charleston County Mobile Crisis (843) 414-2350
     o Dorchester Clinic (843) 873-5063

   • Charleston County Probate Court-Commitment Division: (843) 958-5180

   • South Carolina Department of Mental Health: (803) 898-8581

   • National Crime Victims Research and Treatment Center: (843) 792-2945

2. Additional resources and procedures for access can be found at: www.state.sc.us/dmh/
G. TRAINING

1. All agency personnel will receive training regarding the Mentally Ill and Emotionally Disturbed Persons as part of their initial training. Training will include recognition of persons suffering from mental illness, guidelines for dealing with these persons, procedures for Emergency Protective Custody and serving commitment process, and community mental health resources. This training will be documented by the Training Bureau.

2. All agency personnel will receive refresher training annually regarding dealing with mentally ill persons. This training will be documented by the Training Bureau.
PURPOSE: This directive establishes procedures for the use, maintenance, and training of the automatic external defibrillator (AED) by first responders of the Department.

POLICY: It is the policy of the Mount Pleasant Police Department to train all first responders in the proper use of AEDs and to deploy them to trained personnel. When available, AEDs will be at special events and high stress law enforcement training classes.

1. DEFINITIONS

Automated External Defibrillator (AED): A portable fully automated device that is designed to analyze heart rhythm and advises when to push a button on the unit to deliver a potentially lifesaving shock (defibrillation) to the victim of sudden cardiac arrest.

First Responder: An employee who has successfully completed the curriculum for the American Heart Association or the American Red Cross for cardiopulmonary resuscitation and emergency cardiac care. First responder also refers to those officers that have been trained in the use of the AED.

2. TRAINING

In addition to biennial CPR training, all first responders shall successfully complete a training course in the operation of an AED. The Training Unit will be responsible for ensuring all first responders receive appropriate training. No member of this agency will employ the use of an AED prior to meeting the training criteria set forth in this policy.

3. PROCEDURES

The following section outlines procedures for inspection, location, utilization, and maintenance of all automatic external defibrillators.
3.1 EQUIPMENT AND INSPECTION

The AED program coordinator’s responsibilities will include:

- Maintaining AED equipment and supplies
- Maintaining AED training records of school personnel
- Annually assessing the AED system

3.2 LOCATION OF AED

In addition to vehicles equipped with an AED, an AED will be located in the main entrance of the building near main hall intersection. There will be a sign or sticker indicating that an AED is located within. Staff shall easily see the sign or sticker indicating location of the device. The specific location of the AED in a building will be communicated to all staff members.

3.3 UTILIZATION OF AED

Immediately Upon Arrival, Check The Scene For Safety, and Then Verify Sudden Cardiac Arrest:

- Ensure responders adhere to Body Substance Isolation protocols
- Verify unconsciousness
- If no response, call or have someone CALL 911
- Open airway (if neck or back injuries are suspected utilize jaw thrust technique)
- Verify no breathing
- Deliver two (2) rescue breaths with barrier device
- Verify no carotid pulse

After Verification of Sudden Cardiac Arrest

- Perform CPR if there is a delay in obtaining or using the AED
- Move patient of lying on or near metal or in standing water
- Turn on the AED per manufacturers directions
- Bare and prepare chest (cut or tear away clothing, if excessive chest hair, shave or clip: dry the chest if wet. Never use alcohol pads
- Ensure you remove any Trans-dermal Patches (i.e. nitro patches) and wipe off area
- Apply defibrillation pads as per diagram on pads or machine

Allow AED to Analyze. If shock advised:

- Ensure rescue personnel are not in contact with the patient by stating “Clear patient” verbally and visually checking no personnel are in contact with the patient prior to shock delivery
- Deliver a shock when prompted by pushing the “shock” button
- Defibrillate up to three (3) times
- Check pulse—if absent, perform CPR for 1 minute: Continue sequence of three (3) shocks and 1 minute of CPR until a “no shock” prompt or EMS arrives

If No Shock Advised:

- Check pulse—if no pulse, perform CPR until the AED reanalyzes: if pulse is present, assess vital signs, support airway and breathing until EMS arrives
- Continue until AED prompts, “do not touch the patient…” following instructions, or until EMS arrives
Post-Use Procedure:
- Notify the AED Coordinator
- Complete incident report
- Transmission of data recorded is to be retrieved from AED unit by department personnel.
- Copy of incident report and data card maintained by the department.
- Department personnel will restock electrode pads, batteries, razors, gloves. Inspect all supplies for any damage, expiration dates and required replacement
- Clean the AED. Inspect the exterior and connector for dirt or contamination
- Notify staff AED is back in service

3.4 EQUIPMENT MAINTENANCE

Each AED will have one set of defibrillation electrodes connected to the device and one spare set of electrodes with the AED. Other equipment available should include latex-free gloves, a razor, scissors, towel or gauze, and a facemask barrier device.

The AED will perform a self-diagnostic test every 24 hours that includes a check of battery strength and an evaluation of the internal components. Additional routine checks of the AED will be performed every month.

4. DOCUMENTATION

Any officer that attaches an AED to a victim, regardless of whether a shock is delivered, shall document usage in an incident report, which shall be forwarded to the AED Coordinator.

After each use, the old defibrillation pads will be discarded and a new set will be placed inside the case. Replacement pads will be obtained through the AED Coordinator.
Purposes: To establish guidelines for a Respiratory Protection Program.

Policy: It is the policy of the Mount Pleasant Police Department to provide employees with a safe and healthful work environment. The guidelines in this program are designed to help reduce employee exposure to occupational air contaminants and oxygen deficiency. The primary objective is to prevent excessive exposure to these contaminants. This is accomplished as far as feasible by accepted engineering and work practice control measures. When effective engineering controls are not feasible, or while they are being implemented or evaluated, respiratory protection may be required to achieve this goal. In these situations, the department provides respiratory protection.

Definitions:
Hazardous Atmosphere – An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual’s ability to escape from a dangerous atmosphere.

Respiratory Protection Program - A program which will both contribute to and preserve the health and safety of employees.

I. Responsibilities:

A. Chief of Police
   2. Provide the necessary resources to carry out the RPP.
   3. Have overall responsibility of developing, implementing and monitoring the RPP.

B. RPP Administrator
1. Assist the Chief in developing, implementing, and monitoring the RPP.
2. Determine the areas and tasks, which require mandatory use of RPP.
3. Maintain and periodically review the RPP.

C. Training Sergeant
   1. Provide qualitative fit testing and maintain records of all officers.
   2. Provide training for all employees in proper use, inspection and maintenance of respirators.

D. Supervisors
   1. Ensuring that all personnel under their control are completely knowledgeable of the respiratory protection requirements.
   2. Ensuring that their subordinates comply with all facets of this respiratory protection program, including respirator inspection and maintenance.
   3. Implement disciplinary action for employees who do not comply with respirator requirements.

E. Employees
   1. Have an awareness of the respiratory protection program and work areas assigned to them during incidents.
   2. For wearing the appropriate respiratory protective equipment according to proper instructions.
   3. Maintaining the equipment in a clean and operable condition.

II. PROCEDURES:

A. Medical Evaluations
   Every employee must participate in a medical evaluation prior to being issued a negative pressure respirator. A determination of the employee’s ability to wear a respirator while working is made initially before fit testing. Future evaluations are made when information determines a need for re-evaluation. This evaluation is provided to the employee free of charge.

   1. All employees, prior to receiving a negative pressure respirator, will answer a mandatory medical evaluation questionnaire in compliance with 29 CFR 1910.134, which will be reviewed by the designated department physician to determine if further examination is required.
   2. If deemed necessary, a designated Department physician will examine any personnel prior to being issued a negative pressure respirator to determine that they are physically able to perform all work.
   3. If denied approval, the employee will not be able to participate in the Respiratory Protection Program.
   4. A copy of the medical evaluation and questionnaire will be kept in the employee’s personnel file in accordance with 29 CFR 1910.134.
B. Respirator Selection

Officers may use negative pressure respirators in environments that are determined to contain contaminants, in incidents of terrorist events (WMD) or industrial accidents. As a first responder, the scope of work performed by employees of the Mount Pleasant Police Department in regards to potentially hazardous environment is to establish a perimeter, control access, attempt to identify the contaminant, and to report potential hazards to Mount Pleasant Fire Department. Officers of the department assigned to perimeter security will not enter the perimeter for any reason. Negative Pressure respirators will not be used in an environment known or suspected to be an IDLH (Immediately Dangerous to Life and Health) atmosphere.

The Department issues the 3M 8233 N100 Particulate Respirator, which is designed to help protect against airborne particles or gases and vapors only. This respirator is NIOSH approved.

The Department also issues the 3M FR-M40 Negative Pressure Full Face Piece Respirators which are designed for Emergency Response using the 3M FR-64 air purifying cartridge. This cartridge is NIOSH approved for industrial chemicals and chemical warfare agents. The RPP Administrator will make a respirator available immediately to each employee who is assigned to a job that requires respiratory protection. Replacement respirators/cartridges and filters will be made available as required.

Exposure assessment will be done to ensure proper respirator selection. For incidents of WMD or industrial accidents, the incident commander will determine the type of contaminant and exposure times prior to officers being deployed.

C. Use of Respirators

All tight fitting respirators shall not be used with beards or other facial hair or any other condition that prevents direct contact between the face and the edge of the respirator or interferes with value function.

Employees will be required to leave the contaminated area:
1. Upon malfunction of the respirator.
2. Upon detection of leakage of contaminant into the respirator.
3. If increased breathing resistance of the respirator is noted.
4. If severe discomfort in wearing the respirator is detected.
5. Upon illness of the respirator wearer, including: sensation of dizziness, nausea, weakness, breathing difficulty, coughing, sneezing, vomiting, fevers and chills.
6. To wash face to prevent skin irritation
7. To change filter/cartridge elements or replace respirators whenever they detect the warning properties of the contaminant or increased breathing resistance.

III. RESPRIRATOR TRAINING AND FITTING
A. Training

Employees, prior to being issued a negative pressure respirator, will be instructed in their responsibilities in the respiratory protection program. A certified respiratory training instructor will conduct this training. This training will include: the need, use, limitations and care of their respirator.

B. Fit Testing

1. Employees will be properly fitted and tested for a face seal prior to use of the respirator in a contaminated area. Qualitative fit testing will be the preferred method of testing. The department uses the 3M FT-30 Fit Test Kit.

2. Fit testing will be done initially upon employee receiving a negative pressure respirator and at least annually thereafter. All tight-fitting respirators will be fit tested.

3. Fit testing will not be done on employees with facial hair that passes between the respirator seal and the face or interferes with valve function. Such facial hair includes stubble, beards and long sideburns.

IV. RESPIRATOR INSPECTION, MAINTENANCE AND STORAGE

Respirators must be properly maintained to retain their original effectiveness. The maintenance program will consist of periodic inspection, repair, cleaning and proper storage.

A. Inspection

The wearer of a respirator will inspect it daily whenever it is in use and periodically spot check for fit usage and condition when stored. A certified respiratory training instructor will inspect all employees’ respirators at least annually for proper fit, usage and overall condition. The use of defective respirators is not permitted. If a defective respirator is found during inspection, it must be returned to the Training Sergeant for replacement.

B. Repair

During cleaning and maintenance, respirators that do not pass inspection will be removed from service and will be discarded or repaired. Repair of the respirator must be done with parts designed for the respirator in accordance with the manufacturer’s instructions before reuse. No attempt will be made to replace components or make adjustments, modifications or repairs beyond the manufacturer’s recommendation.

C. Cleaning

Respirators not discarded after one shift use, except filtering face piece type, will be cleaned on a daily basis (or after each use if not daily), according to the manufacturer’s instructions, by the assigned employee or
other designated by the RPP Administrator. Facilities and supplies for cleaning these respirators will be made available.

D. Storage
Respirators not discarded after one shift use will be stored in a location where they are protected from sunlight, dust, heat, cold, moisture, and damaging chemicals. They shall be stored in a manner to prevent deformation of the face piece and exhalation valve. Whenever feasible, respirators will be marked and stored in such a manner to assure that they will be worn only by the assigned employee.
The purpose of this policy is to define and outline the objectives for operation and usage of the Mount Pleasant Police Departments’ special purpose vehicles. This policy shall provide guidelines for authorization of use, including conditions and limitations. Additionally, this policy will outline the qualifications, training and equipment for special purpose vehicles.

It is the policy of the Mount Pleasant Police Department to provide and maintain special purpose vehicles for use in the provision of special services to the community. Currently, the Department maintains the following specialty vehicles as outlined in definitions.

Special Use Vehicle-A vehicle used because of considerations of weather, terrain, or the need for inconspicuous appearance, quietness, storage requirements, special operational needs, etc.

Canine Unit: A marked police car used by the Department Canine Handler (G.O. 04-0226, O-65).

Police Bicycles: Bicycles used by specially trained officers for deployment at special events and general patrol (G.O. 97-0301, O-60).

Marine Patrol Boat: A marine vessel used by trained officers to provide police services on the water (G.O. 95-0509, O-57).

Animal Care Vehicle(s): A specially equipped truck used by the Department’s Animal Care Officers (G.O. 93-099081, O-51).

Prisoner Transport Vehicle(s): Vehicles used for the transportation of violent or unruly prisoners (G.O. 89-0725/O-29).
Armored SWAT Vehicle(s): A specially equipped van designed to be used in tactical or special event operations (G.O. 00-0104/O-15a).

High Water Rescue Vehicle(s): Are vehicles typically used in unusual occurrences where debris or high water obstruct the passage of a normal vehicle.

Crime Scene Utility Vehicles: Vehicles used for transporting equipment/personnel as needed by crime scene personnel.

Negotiator Van: Vehicle used by officers in specialized assignments as needed by CIRT personnel.

Undercover/Unmarked Vehicles: Vehicles used by the officers in specialized assignments for enforcement and surveillance.

Gator, Golf Cart: Vehicles used for efficient and expeditious patrol and travel capability and for working in congested areas and special events.

PROCEDURE

1. Objectives for Operation of Specialty Vehicles:
   - Transportation of Departmental personnel and equipment for duty assignment or training
   - Provide demonstrations to further public relations
   - To educate the public
   - To facilitate general patrol, targeting specific areas of concern
   - To provide transportation for personnel and equipment assigned during specialized duties
   - To provide transportation for prisoners
   - To provide coordination, assistance, and equipment, to personnel in tactical situations, crime scenes, special events, and disasters
   - To provide assistance to other law enforcement agencies
   - Facilitate covert operations

2. Authorization, instructions, conditions and limitations of Use.

   A. Personnel authorized to operate special purpose vehicles are designated by assignment from the Chief of Police or his designee.

   B. Primary authorization for the use of the Department's special purpose vehicles are:
      - Canine Unit -- Designated Canine Officer with a valid South Carolina driver’s license.
      - Police Bicycles -- Members of the Department who have received training.
Marine Patrol Boat--Members of the Department who have received training
Animal Care Vehicle -- Animal Care Officers with a valid South Carolina
driver’s license.
Prisoner Transport Vehicles--Officers with a valid South Carolina driver’s
license.
SWAT Van--Officers with a valid South Carolina driver’s license.
Armored SWAT Vehicles--Officers who have received training and having a
valid South Carolina driver’s license.
Crime Scene Utility Vehicles –Officers assigned to crime scene/evidence with a
valid South Carolina driver’s license.
Undercover/Unmarked Vehicles-Officers assigned to a specialized
assignment with a valid South Carolina driver’s license.
Gator, Segway, Golfcart-Members of the Department who have received
training and who have a valid South Carolina drivers license.

C. Specialty vehicles may be used for special events including, but not limited to:

Parade detail
Public demonstrations
Crime prevention/community relations functions
Crime scenes
Tactical exercises and incidents
Special events
Specialized duty assignments
Covert/Overt investigations

D. Special training for operation of Special Purpose Vehicles.

1. Specialized bicycle officer training (bicycles only).
2. Specialized marine boat training (boat only).

3. Maintenance of Special Use Vehicles.

A. Special Purpose Vehicle shall be maintained by the officers assigned to their use.

B. Unit Supervisors are responsible for the vehicle maintenance of any vehicle not
specifically assigned to an employee.

4. Equipment of Special Use Vehicles.

A. Canine Unit
   Police Radio
   Flashlight Charger
   Spare Tire
   Jack
First Aid Kit
Fire Extinguisher
100' Tape
Lock Jock
PPE kit
Special Cage
Fan System

B. Marine Patrol Boat
First Aid Kit
Fire Extinguishers
Flotation Device(s)

C. Animal Care Vehicle
First Aid Kit
Fire Extinguishers
PPE Kit
Dog Cage
Tommy Lift
Bite Stick

D. Prisoner Transport Vehicle
First Aid Kit
PPE Kit
Fire Extinguisher
Leg Iron(s)

E. SWAT Van
Fire Extinguisher
First Aid Kit
PPE Kit
Breaching Equipment (Ram, Haligan, Sledgehammer, Maul, Bolt Cutters)
Ballistic Shield

F. Armored SWAT Vehicles
First Aid Kit
Fire Extinguisher
PPE Kit

G. Crime Scene Vehicles
First Aid Kit
Fire Extinguisher
PPE Kit
Camera/Video Equipment
Fingerprint Equipment
Disposable coverall/footies/latex gloves
Evidence Position Markers
Fuming Sticks
GSR/Blood Detection Equipment
Collection Bags/Evidence labels

H. Undercover/Unmarked Vehicles
   First Aid Kit
   Fire Extinguisher
   PPE Kit

H. Gator/Golf Cart
   First Aid Kit
   Fire Extinguisher
   Modified PPE Kit
PURPOSE: The purpose of this policy is to define and outline the objectives for operation and usage of the Mount Pleasant Police Department Unmanned Aircraft System (UAS). This policy shall provide guidelines for authorization of use, including conditions and limitations. Additionally, this policy will outline the qualifications, training and equipment for the Mount Pleasant Police Department Unmanned Aircraft System.

POLICY: It is the policy of the Mount Pleasant Police Department to provide and maintain an Unmanned Aircraft System for use in the provision of special services to the community. The use of the Unmanned Aircraft System will be coordination with law enforcement officers conducting specific missions as guided by the Certificate of Authorizations (COA) issued by the Federal Aviation Administration. This policy is designed to minimize risk to persons, property, and aircraft during the operation of the UAS while safeguarding constitutional protections and privacy interests of all persons.

DEFINITIONS:

UAS: Unmanned Aircraft Systems

Pilot in Charge (PIC): The individual responsible for the overall flight operations of a specific mission.

Visual Observer: Monitor the flight characteristics of the aircraft while in communication with the operator to ensure proper flight and that the aircraft remains clear of obstacles and low flying air traffic.

COA: For public operation, the FAA issues a Certificate of Authorization or waiver that permits public agencies and organizations to operate a particular UAS for a particular purpose, in a particular area. The COA allows an operator to secure a defined block of airspace and includes special safety provisions unique to the proposed operation. COAs usually are issued for a specific period—up to two years in many cases.
PERSONNEL

1. The Chief of Police shall be or will designate the UAS Unit Commander. The UAS Unit Commander shall report directly to the Deputy Chief of Police or their designee. The UAS Commander shall be responsible for the overall direction and performance of the UAS unit.

2. UAS Unit Commander responsibilities:
   
   A. Selection of UAS personnel
   
   B. Maintaining all training, flight and maintenance records for each operator and observer as well as individual airframes.
   
   C. Maintain contact with the FAA and remain up to date on regulations as they change and recommending policy and procedure modification as necessary.
   
   D. Evaluate airframes based on mission needs.
   
   E. Prepare a written “after Action-Mission Report” and brief the Deputy Chief of Police or their designee.

3. Pilot in Charge
   
   A. The Pilot in Charge’s primary duty is the safe and effective operation of the UAS in accordance with the manufacturers approved flight manual, FAA regulations and agency policy and procedures. Operators must remain knowledgeable of all FAA regulations, COA, UAS manufacturers flight manual and bulletins, along with agency policy and procedure.
   
   B. The Pilot in Charge may be temporarily removed from flight status at any time by the Chief of Police, Deputy Chief of Police or the UAS Commander for reasons including but not limited to performance, proficiency, physical condition, etc. Should this become necessary, the operator will be notified verbally and in writing of the reason, further action to be taken and expected duration of such removal.

4. Visual Observers
   
   Observers must have been provided with sufficient training to communicate clearly to the operator any turning instructions required to stay clear of conflicting traffic. An observer’s primary duty is to communicate to the PIC any information required to remain clear of conflicting traffic, terrain, obstructions, and provide navigational awareness.

PROCEDURE
1. When the UAS is being flown the onboard cameras will be turned so as to be facing away from occupied dwellings, buildings, structures, etc. to minimize inadvertent video or still images of uninvolved persons.

2. All video and still images will be maintained in the strict compliance with the agency policies, procedures and records retention.

3. The UAS unit will not conduct random surveillance activities. The use of the UAS will be tightly controlled and regulated by the Chief of Police or designee.

4. The authorized missions for the UAS are:
   
   A. Video/photographs for investigative support
   
   B. HAZMAT response
   
   C. Area searches for missing persons/runaways
   
   D. Barricaded persons/Hostage situations/Active shooters
   
   E. Traffic collisions
   
   F. Disaster response (floods, tornado/hurricane damage, etc.)
   
   G. Bomb threats
   
   H. If the UAS is going to be used over a residential property subject to an investigation a warrant shall be obtained unless the UAS Commander can articulate probable cause that exigent circumstances exist. The warrant should be obtained as soon as practical.

5. The UAS program will operate strictly with the law and regulations. If in doubt, prior to operating the UAS the Chief of Police or their designee will ensure that warrants are applied for and obtained. The agency will balance all operations with the need to accomplish the mission while maintaining public privacy and the freedom from intrusion.

6. **Outside Jurisdiction**

   Requests for support from other government agencies within, or outside the jurisdiction of this agency will be forwarded to the UAS Commander who after consideration will either deny the request outright because the request is clearly outside the policy of the agency or forward the request to the Chief of Police or their designee for approval for use of the UAS. Proper policy and procedure, as well as FAA regulations shall be followed when accepting mutual aid support for
7. Safety

It is the duty of every member within the UAS unit to contribute to the goal of continued safe operations. This contribution may come in many forms and includes always operating in the safest manner practicable and never taking unnecessary risks. Any safety hazard, whether procedural, operational, or maintenance related should be identified as soon as possible after, if not before, an incident occurs. Any suggestions in the interest of safety should be made to the UAS Commander. If any member observes, or has knowledge, of an unsafe or dangerous act committed by another member, the UAS Commander is to be notified immediately so that corrective action may be taken. A monthly report will be filed by the UAS Commander which includes information on all flights and/or maintenance issues.

All members of the UAS unit are responsible for the following:

A. Understand applicable regulatory requirements, standards, and organizational safety policies and procedures.

B. Observe and control safety systems by monitoring all operations.

C. Review standards and the practices of agency personnel as they impact operational safety.

D. Communicate all reported safety related problems and the corrective action taken. If there were any in-flight problems of learned experiences.

E. Read and understand all pertinent safety information and emergency bulletins.

8. Medical Factors

A. Operators and Observers shall only deploy the UAS when rested and emotionally prepared for the tasks at hand.

B. Physical illness, exhaustion, emotional problems, etc., can seriously impair judgment, memory and alertness. The safest rule is not to act as an operator or observer when suffering from, any of the above. Members are expected to "stand down" when these problems could reasonably be expected to affect their ability to perform flight duties.

C. A self-assessment of physical condition shall be made by all members during pre-flight activities.

D. Performance can be seriously hampered by prescription and over the counter
drugs. Many medications cause drowsiness and hamper sound decision making abilities and reaction. The UAS commander will be advised anytime such drugs are being taken. If it is determined that the medication being taken could hamper an operator or observer, that member shall be prohibited from the deployment or exercise.

E. No member shall act as an operator or observer within eight hours after consumption of any alcoholic beverage, or while under the influence of alcohol.

9. Operational Hazard and Occurrence Report (OHOR) and Investigations

A. Occurrences are unplanned safety related events, including accidents and incidents that could impact safety.

B. A hazard is something that has the potential to cause harm. The systematic identification and control of all major hazards is foundational to safety.

C. The OHOR concept provides a mechanism to report hazards and occurrences, real and perceived, to those responsible for UAS operations.

D. There is no specific OHOR form. The information provided is what is important. Incidents should be documented without hesitation to report any anticipated, current, or experienced safety hazard, or occurrence. Further, the OHOR can be submitted anonymously, and to whatever level in the chain of command of this agency to get the matter proper attention, without fear of reprisal.

E. Every hazard and/or occurrence will be investigated, with the results and corrective action taken communicated to all members. The investigation will be conducted by the UAS Commander and a designee of the Chief of Police. Due to the technical aspects of the UAS operations an independent subject matter expert may be necessary in some cases to assure a thorough and complete investigation.

F. ALL UAS MEMBERS ARE AUTHORIZED TO TAKE ACTION TO CORRECT A HAZARD if in that member's opinion delay will result in accident or injury. The UAS Unit Commander will be notified immediately in such situations.

10. Training

A. The key to continued safe operations is by maintaining a professional level of competency. The first step in this process is establishing minimum qualifications for selecting members, and the second step involves training
those personnel.

B. In conjunction with fulfilling all FAA requirements for operator/observer duties, the new member will also become familiar with the agency UAS operations, and its related equipment.

C. Before a member can fly as an operator, they must complete at least 8 hours of flight training with the UAS Commander to show proficiency of the flight training exercises and the airframe. This must be accomplished to show their ability and knowledge of the UAS in compliance with the manufacturer’s manual and instructions.

11. Call Out Procedures/Use of UAS

A. When feasible a supervisor will screen all initial requests to use a UAS from patrol or investigation units. All reasonable requests will be forwarded to the UAS Commander for consideration. In the absence of the supervisor the dispatcher will forward the request to the UAS Commander.

B. UAS Commander will screen the request using the following factors:

   a. Is the proposed use of UAS within the capabilities of the UAS equipment and personnel to perform?
   b. Does the proposed use of the UAS fall within the FAA and department policies and regulations for UAS usage?
   c. Can the UAS be deployed safely given current weather conditions?
   d. If the UAS deployment requires a warrant has one been requested and approved?
   e. Are sufficient trained and qualified personnel available to safely operate the UAS?

C. The UAS Commander will either accept or decline the request for UAS support. If the request is denied the UAS commander will provide a reason for declining the support request to the requestor. If the UAS Unit Commander accepts the support request he/she will contact the Deputy Chief of Police or their designee for final authorization or denial.

D. If the Deputy Chief of Police or their designee accepts the support request the UAS Commander will contact a UAS operator and observer who will be provided all available mission information.

E. The UAS operator is responsible for transporting the UAS and all required equipment to the scene. Upon arriving at the requested location the UAS operator will contact the on scene Incident Commander and will check in and receive a briefing on the mission requested. The UAS operator will make an
on scene determination of the ability of the UAS to perform the requested mission safely and within department and FAA policies and procedures.

F. If the UAS operator determines that the use of the UAS would violate department policy or directives then the UAS operator will inform the Incident Commander of the potential conflict along with recommendations for modifying the requested mission to conform to the department policies and procedures. As this is a change from the original approved mission the UAS operator will contact the UAS Commander for direction on how to proceed. As soon as possible after the completion of the mission, the UAS operator will make a full report of the circumstances and their concerns to the UAS Commander.

G. UAS operators will have sole discretion for declaring safety or violation of FAA rules. If the UAS operator determines that a requested mission would violate FAA rules or endanger civilians, then the UAS operator will respectfully inform the Incident Commander of the reasons for refusing to operate the UAS and contact the UAS Commander immediately. The UAS will not be flown in this circumstance and the authority of the UAS operator is absolute.

H. If the UAS operator determines that the requested mission will potentially damage the UAS or its associated equipment the UAS operator will inform the Incident Commander of their concerns. The UAS operator will contact the UAS Commander as this is a deviation of the originally, approved mission, The UAS operator will fully document and send a report to the UAS Commander.

I. If several separate requests for UAS support are received simultaneously, they shall be prioritized. In general terms, requests for UAS support are prioritized as:
   
   a. Life Safety  
   b. Evidence / Documentation

12. Flight Boundaries

A. Although there may be requests for UAS support outside the jurisdiction of this agency the FAA Certificate of Authorization (COA) for the UAS restricts deployment to certain areas.

B. Maximum altitude shall not be set more than 400 feet per the FAA COA unless near a structure and then the maximum altitude shall not be more than 400 feet above that structure.

C. Line of Sight: All UAS operations shall be conducted within line of sight of
the Operator or observer such that the Operator or Observer may detect and avoid hazards such as aircraft or property.

13. Minimum Personnel Requirements

A. Due to the nature of the law enforcement mission, the minimum personnel required on ALL missions will be an operator and observer. Under no circumstances will an operator attempt to complete a deployment alone.

B. Although training is not considered a mission, an observer shall be used.

14. Personal Equipment

A. Operators/Observers shall wear eye protection at all times while the UAS is in flight.

B. Although there is no specific uniform for the UAS unit or required for proper operation of the UAS, the operator/observer should take necessary measures to deploy in a professional manner. Operators and observers shall wear clothing that easily identifies them as members of this agency.

C. Operators/Observers will take into consideration the current weather conditions when planning to deploy, and wear appropriate clothing to deploy comfortably.

D. Use of the radio, cell phone or other device is strictly prohibited by the PIC during flight per the COA.

15. Pre-Flight/Post-Flight Actions

A. Operators/Observers are both responsible for a thorough preflight inspection of the UAS.

B. Before and after each deployment (whether an incident or training), the operator and observer shall conduct a thorough inspection of the UAS in accordance with the instructions contained in the manufactures user's manual.

C. Any issues found that will put in jeopardy the safe operation of the UAS shall be documented and resolved immediately prior to flight.

D. It has been recognized that the use of a checklist is a significant method to combat UAS accidents. A pre-flight and post-flight checklist will be conducted in accord with the manufactures instruction and will be utilized
prior to each flight.

E. Any physical equipment that cannot be resolved on-site, and which have an impact on safety or the mission, will override the deployment. These issues will be resolved before flight.

16. Weather

A. Before each deployment the operator/observer will ensure that he/she gathers enough information to make themselves familiar with the weather situation existing throughout the area of deployment. The operator shall utilize FAA approved weather resources (NOAA) to obtain the latest and most current weather conditions.

B. Operators/Observers should use the Beaufort Scale when making deployment decisions in regards to wind conditions. This scale can be located in the manufacturer's user's manual.

C. The weather conditions reported for the operation shall be recorded in the flight log.

D. The operator shall ensure that the flight will occur within FAA VFR (Visual Flight Rules) weather requirements.

E. Inspection and weather will be documented prior to flight within the log book.

17. Planning

A. The operator/observer shall familiarize themselves with all available information concerning the deployment including, but not limited to, the
weather conditions, hazards, description of the incident, deployment goals, etc.

B. Operators will ensure that the location for take-off and emergency landing is adequate for a safe deployment and return to home functioning.

C. The take-off/landing location should be clearly marked and identifiable with electric flares and/or short cones.

D. At least one emergency landing area should be identified per deployment.

E. Operators will ensure that they are aware of their surroundings in the event that an emergency landing is necessary. This includes the ability to recover the UAS.

18. Documentation

A. After each flight, the operator will complete a statement documenting the UAS operations.

B. After each deployment, all video obtained by the UAS Operation will be submitted to evidence in accordance with Agency policy and Mount Pleasant Police Department Records Retention Schedule.

C. Aerial photography (still or video) shall be stored in accordance with Agency policy and procedure and Mount Pleasant Police Department Records Retention Schedule. State of South Carolina Records Retention Act.

D. The operator of the UAS is responsible for evidence handling as well as writing any supporting documentation for the incident.

19. Maintenance

A. Although there are few parts on the UAS that need servicing, it is necessary that the manufacturer's maintenance schedule is followed and properly documented.

B. Any issues that arise during maintenance that cannot be resolved by routine methods shall be forwarded to the manufacturer for further technical support.

C. Maintenance and service records associated with the UAS shall be maintained by the UAV Commander for UAV of the agency.

D. Operators and or Supervisors of Unmanned Aircraft Systems (UAS) shall maintain manufacturer’s software updates and or operating requirements.
PURPOSE: To establish guidelines to be followed when dealing with individuals who may require special processes or regulations when they have violated traffic or criminal law.

POLICY: The delivery of police services shall be applied in a consistent and courteous manner to foster a positive public attitude and acceptance of enforcement and control as is necessary to achieve the Department's goals. However, it is essential that due process be carried out according to individual requirements when dealing with: non residents of our jurisdiction, juveniles, legislators, foreign diplomats, and or consular officials, foreign nationals, and military personnel.

1. Special Processing Requirements.

A. Non-Residents

Traffic violators who are not residents of Mount Pleasant will be afforded the same rights and courtesies as are residents of this community.

B. Juveniles

Section 20-7-410 of the Code of Laws of South Carolina states "Magistrate Courts, Municipal Courts, and Circuit Courts of the State shall have concurrent jurisdiction with Family Court" in handling juvenile traffic offenders.
Juvenile traffic offenders will be issued a courtesy summons in lieu of taking the juvenile into custody. Juveniles charged with DUI will receive datamaster testing and will be released to a parent or guardian.

C. Legislators

Members of the United States Congress will, in all cases except treason, felony, and breach of the peace, be immune from arrest during their attendance at the session of their respective houses, and in going to and returning from the same, and for any speech or debate in either house.

Members of state legislatures in some cases have the same immunity granted to members of Congress. The common law prevails which privileges them from arrest while attending, going to or returning from a session of respective houses.

D. Foreign Diplomats/Consular Officials

Diplomatic immunity, a principle of international law, is broadly defined as the freedom from local jurisdiction accorded to duly accredited diplomatic officers, their families, official staff, and servants, who are not nationals or nor permanently resident in the receiving state. They are protected by unlimited immunity from arrest, detention, or prosecution, with respect to any civil or criminal offense under current U.S. Law (22 U.S.C. 252).

Ambassadors and ministers are the highest ranking diplomatic representatives of a foreign government.

Other diplomatic titles are Minister Counselor, Counselor, First Secretary, Second Secretary, Third Secretary, and Attaché.

E. Consular Notification-Vienna Convention on Consular Relations (VCCR)

1. When a foreign national is arrested or detained, they must be advised of the right to have their consular officials notified. For the purposes of this policy, detentions such as a traffic stop, is not considered detention.

2. Officers must determine the foreign national’s country. In the absence of other information, assume this is in the country on whose passport or other travel document the foreign national travels.

3. If the foreign national’s country is not on the mandatory notification list (appendix B):
   a. Officer, without delay, to notify the foreign national’s consular officials of the arrest/detention.
   b. If the foreign national asks that consular notification be given,
notify the nearest consular officials of the foreign national’s country without delay (appendix C).

4. If the foreign national’s country is on the list of mandatory notification countries:
   a. Notify that country’s nearest consular officials, without delay, of the arrest/detention, **regardless of the national’s wishes**.
   b. Tell the foreign national that you are making this notification.
   c. Notification and actions taken must be documented on (Appendix A) and attached to the incident report.

F. Military Personnel

As a general rule, no physical arrest will be made on any military person going to, remaining at, or returning from his duty station. However, on occasion it will be necessary to issue a traffic citation, affect a physical arrest, or investigate a traffic accident involving a member of the armed forces.
Appendix A
Fax Sheet for Notifying Consular Officers of Arrests or Detentions

Date: ________________  Time: ________________

To: Embassy/Consulate of ______________ in ______________, ________________ (Country) (City) (State)

Fax: (___) ___________________ (see http://www.travel.state.gov/law/consular/consular_745.html for phone/fax nos.)

Subject: NOTIFICATION OF ARREST/DETENTION OF A NATIONAL OF YOUR COUNTRY

From:

Name: ____________________________________________________________
Office: ____________________________________________________________
Street Address: ______________________________________________________
City: ___________________________ State: _______________ ZIP: ____________
Telephone: (___) ___________________ Fax: (___) ___________________

We arrested/detained the following foreign national, whom we understand to be a national of your country, on ______________, ________________.

Mr./Mrs./Ms: _______________________________________________________
Date of Birth: _____________________________________________________
Place of Birth: _____________________________________________________
Passport Number: __________________________________________________
Date of Passport Issuance: __________________________________________
Place of Passport Issuance: __________________________________________

To arrange for consular access, please call (___)________________________ between the hours of __________ and __________. Please refer to case number ______________________when you call.

Comments/Charges (optional):
Appendix B
### Mandatory Notification Countries and Jurisdictions

<table>
<thead>
<tr>
<th>Country</th>
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<tbody>
<tr>
<td>Algeria</td>
<td>Malta</td>
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<tr>
<td>Antigua and Barbuda</td>
<td>Mauritius</td>
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<tr>
<td>Armenia</td>
<td>Moldova</td>
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<td>Azerbaijan</td>
<td>Mongolia</td>
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<td>Bahamas, The</td>
<td>Nigeria</td>
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<tr>
<td>Barbados</td>
<td>Philippines</td>
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<tr>
<td>Belarus</td>
<td>Poland (non-permanent residents only)</td>
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<td>Belize</td>
<td>Romania</td>
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<tr>
<td>Brunei</td>
<td>Russia</td>
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<td>Bulgaria</td>
<td>Saint Kitts and Nevis</td>
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<td>China ¹</td>
<td>Saint Lucia</td>
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<tr>
<td>Costa Rica</td>
<td>Saint Vincent and the Grenadines</td>
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<td>Cyprus</td>
<td>Seychelles</td>
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<td>Czech Republic</td>
<td>Sierra Leone</td>
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<td>Dominica</td>
<td>Singapore</td>
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<td>Fiji</td>
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<td>Gambia, The</td>
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<td>Georgia</td>
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<td>Ghana</td>
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<td>Grenada</td>
<td>Trinidad and Tobago</td>
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<tr>
<td>Guyana</td>
<td>Tunisia</td>
</tr>
<tr>
<td>Hong Kong ²</td>
<td>Turkmenistan</td>
</tr>
<tr>
<td>Hungary</td>
<td>Tuvalu</td>
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<tr>
<td>Jamaica</td>
<td>Ukraine</td>
</tr>
<tr>
<td>Kazakhstan</td>
<td>United Kingdom ³</td>
</tr>
<tr>
<td>Kiribati</td>
<td>U.S.S.R. ⁴</td>
</tr>
<tr>
<td>Kuwait</td>
<td>Uzbekistan</td>
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<tr>
<td>Kyrgyzstan</td>
<td>Zambia</td>
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<tr>
<td>Malaysia</td>
<td>Zimbabwe</td>
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</tbody>
</table>

¹ Notification is not mandatory in the case of persons who carry "Republic of China" passports issued by Taiwan. Such persons should be informed without delay that the nearest office of the Taipei Economic and Cultural Representative Office ("TECRO"), the unofficial entity representing Taiwan's interests in the United States, can be notified at their request.
Hong Kong reverted to Chinese sovereignty on July 1, 1997, and is now officially referred to as the Hong Kong Special Administrative Region, or "SAR." Under paragraph 3(f)(2) of the March 25, 1997, U.S.-China Agreement on the Maintenance of the U.S. Consulate General in the Hong Kong Special Administrative Region, U.S. officials are required to notify Chinese officials of the arrest or detention of the bearers of Hong Kong passports in the same manner as is required for bearers of Chinese passports—i.e., immediately, and in any event within four days of the arrest or detention.

United Kingdom includes England, Scotland, Wales, Northern Ireland and Islands and the British dependencies of Anguilla, British Virgin Islands, Bermuda, Montserrat, and the Turks and Caicos Islands. Their residents carry British passports.

Although the U.S.S.R. no longer exists, some nationals of its successor states may still be traveling on its passports. Mandatory notification should be given to consular officers for all nationals of such states, including those traveling on old U.S.S.R. passports. The successor states are listed separately above.
Part Six: Foreign Embassies and Consulates in the United States

The following information provides the short-form name of the country, followed by telephone and fax numbers as currently available to the Department of State. Consular notification should be made to the listed location nearest to the place of arrest or detention. Washington, DC information is generally for embassies to the United States; numbers for other locations are for consular offices outside of Washington or, in the case of some countries without embassies or consular offices in the United States, for the country's mission to the United Nations in New York. Corrections to the listed numbers may be provided to the Department of State's Office of Public Affairs and Policy Coordination for Consular Affairs, telephone 202-647-4415; facsimile 202-736-7559.

In a few instances an entity that is not recognized as a country is listed because aliens may be traveling in the United States on travel documents issued by that entity. In addition, some aliens may still be traveling in the United States on documents issued by the former Union of Soviet Socialist Republics (U.S.S.R.), the former Socialist Federal Republic of Yugoslavia, and the former Socialist Federal Republic of Czechoslovakia. The successor states or entities of these three former countries are as follows:

Former U.S.S.R:

Armenia
Azerbaijan
Belarus
Georgia
Kazakhstan
Kyrgyzstan
Moldova
Russia
Tajikistan
Turkmenistan
Ukraine
Uzbekistan

Former Yugoslavia:

Bosnia and Herzegovina
Croatia
Macedonia
Serbia and Montenegro (Passports may indicate "Federal Republic of Yugoslavia.")
Slovenia

Former Czechoslovakia:

Czech Republic
Slovakia

Phone and Fax Numbers for Foreign Embassies and Consulates in the U.S.
Afghanistan
Washington, DC (202) 298-9125; fax (202) 298-9126
New York, NY (212) 972-2277; fax (212) 972-9046

Albania
Washington, DC (202) 223-4942; fax (202) 628-7342

Algeria
Washington, DC (202) 265-2800; fax (202) 213-5134

Andorra
New York, NY (212) 750-8064; fax (212) 750-6630

Angola
Washington, DC (202) 785-1156; fax (202) 822-9049 / 785-1258
New York, NY (212) 223-3588; fax (212) 980-6006
Houston, TX (713) 212-3840; fax (713) 212-3841

Antigua and Barbuda
Washington, DC (202) 362-5211; fax (202) 362-5225

Argentina
Washington, DC, (202) 238-6460; fax (202) 332-3171
Atlanta, GA (404) 880-0805; fax (404) 880-0806
Chicago, IL (312) 819-2620; fax (312) 819-2626
Houston, TX (713) 871-8935; fax (713) 871-0639
Los Angeles, CA (323) 954-9155; fax (323) 934-9076
Miami, FL (305) 373-1889; (305) 371-7108
New York, NY (212) 603-0400; fax (212) 541-7746

Armenia
Washington, DC (202) 319-1976; fax (202) 319-2982
Beverly Hills, CA (310) 657-6102; fax (310) 657-7419

Australia
Washington, DC (202) 797-3000; fax (202) 797-3331
Atlanta, GA (404) 760-3410; fax (404) 760-3401
Chicago, IL (312) 419-1480; fax (312) 419-1499
Honolulu, HI (808) 524-5050; fax (808) 531-5142
Los Angeles, CA (310) 229-4800; fax (310) 277-5746
New York, NY (212) 351-6500; fax (212) 351-6501
San Francisco, CA (415) 536-1970; fax (415) 536-1982

Austria
Washington, DC (202) 895-6767; fax (202) 895-6750
Chicago, IL (312) 222-1515; fax (312) 222-4113
Los Angeles, CA (310) 444-9310; fax (310) 477-9897
New York, NY (212) 737-6400; fax (212) 772-8926
Azerbaijan
Washington, DC (202) 337-5912; fax (202) 337-5913

Bahamas
Washington, DC (202) 342-0741; fax (202) 362-2192
Miami, FL (305) 373-6295; fax (305) 373-6312
New York, NY (212) 223-6200; fax (212) 319-0687

Bahrain
Washington, DC (202) 342-111; fax (202) 362-2192
New York, NY (212) 223-6200; fax (212) 319-0687
Washington, DC (202) 342-0741; fax (202) 362-2192

Bangladesh
Washington, DC (202) 244-0183; fax (202) 244-5366
Los Angeles, CA (310) 441-9399; fax (310) 441-4458
New York, NY (212) 599-6767; fax (212) 682-9211

Barbados
Washington, DC (202) 939-9200; fax (202) 332-7467
Los Angeles, CA (213) 380-2198; fax (213) 384-2763
Barbados: Miami, FL (305) 442-1994; fax (305) 567-2844
New York, NY (212) 867-8435; fax (212) 986-1030

Belarus
Washington, DC 202-986-1606; fax (202) 986-1805
New York, NY (212) 682-5392

Belgium
Washington, DC (202) 333-6900; fax (202) 338-4960
Atlanta, GA (404) 659-2150; fax (404) 659-8474
Houston, TX (713) 426-3933; fax (713) 224-1120
Los Angeles, CA (323) 857-1244; fax (323) 936-2564
New York, NY (212) 586-5110; fax (212) 582-9657

Belize
Washington, DC (202) 332-9636; fax (202) 332-6888
Los Angeles, CA (323) 469-7343; fax (323) 469-7346

Benin
Washington, DC (202) 232-6656; fax (202) 265-1996

Bhutan
New York, NY (212) 826-1919; fax (826-2998

Bolivia
Washington, DC (202) 332-9636; fax (202) 332-6888
Aspen, CO (970) 923-2668; fax (970) 923-6716
Atlanta, GA (404) 522-0777; fax (404) 873-3355
Boston, MA (617) 742-1500; fax (617) 742-9130
Chicago, IL (708) 343-1234; fax (708) 343-4290
Cincinnati, OH (513) 271-5381; fax (513) 271-8189
Houston, TX (218) 497-4068; fax (218) 589-1458
Miami, FL (305) 358-3450; fax (305) 374-8636
New Orleans, LA (504) 596-2720; fax (504) 596-2800
New York, NY (212) 687-0530; fax (212) 687-0532
Phoenix, AZ (602) 231-9000; fax (602) 275-8593
San Francisco, CA (415) 495-5173; fax (415) 399-8958
Seattle, WA (206) 244-6696; fax (206) 243-3795
St. Louis, MO (314) 725-9466; fax (314) 725-9103

Bosnia and Herzegovina
Washington, DC (202) 337-1500; fax (202) 337-1502
Chicago, IL (312) 951-1245; fax (312) 951-1043

Botswana
Washington, DC (202) 244-4990; fax (202) 244-4164

Brazil
Washington, DC (202) 238-2839/2823/2828/8002; fax (202) 238-2818
Beverly Hills, CA (323) 651-2664; (213) 453-1084; fax (323) 651-1274
Boston, MA (617) 542-4000; (617) 816-6315; fax; (617) 542-4318
Chicago, IL (312) 464-0244/213-0293; fax (312) 464-0299
Houston, TX (713) 961-3063/64/65; (713) 961-3070 or (281) 384-4966; fax (713) 961-3070
Miami, FL (305) 285-6200/02; fax (305) 285-6229; fax (305) 285-6259
New York, NY (917) 777-7777; (917) 417-8097; (917) 417-8662; fax (212) 827-0225
San Francisco, CA (415) 981-8170/6258; fax (415) 981-4931

Brunei
Washington, DC (202) 237-1838; fax (202) 885-0560
New York, NY (212) 697-3465; fax (212) 697-9889

Bulgaria
Washington, DC (202) 387-7969; fax (202) 234-7973
Chicago, IL (312) 867-1904/1905; fax (312) 867-1906
Los Angeles, CA (310) 478-6700; fax (310) 478-6277
New York, NY (212) 935-4646; fax (212) 319-5955

Burkina Faso
Washington, DC (202) 332-5577; fax (202) 667-1882
New York, NY (212) 288-7515

Burma (also known as Myanmar)
Washington, DC (202) 332-3044; fax (202) 332-4352
New York, NY (212) 734-1311; fax (212) 737-2421
Burundi
WASHINGTON, DC (202) 332-3344/4350/4352; fax (202) 332-4351

Cambodia
WASHINGTON, DC (202) 726-7742; fax (202) 726-8381

Cameroon
WASHINGTON, DC (202) 265-8790; fax (202) 387-3826

Canada
Anchorage, AK (907) 264-6734; fax (907) 264-6713
Atlanta, GA (404) 532-2000; fax (404) 532-2050
Boston, MA (617) 262-3760; fax (617) 262-3415
Buffalo, NY (716) 858-9500; fax (716) 852-4340
Chicago, IL (312) 616-1860; fax (312) 616-1878
Dallas, TX (214) 922-9806; fax (214) 922-9815
Detroit, MI (313) 567-2340; fax (313) 567-2164
Houston, TX (713) 821-1440; fax (713) 821-1611
Los Angeles, CA (213) 346-2700; fax (213) 620-8827
Miami, FL (305) 579-1600; fax (305) 374-6774
Minneapolis, MN (612) 332-7486; fax (612) 332-4061
New York, NY (212) 596-1628; fax (212) 596-1790
Philadelphia, PA (267) 207-2721; F(267) 207-2722
Phoenix, AZ (602) 508-3572; fax (602) 508-3574
Raleigh, NC (919) 573-1808; fax (919) 573-1809
San Diego, CA (619) 615-4286; fax (619) 615-4287
San Francisco, CA (415) 834-3180; fax (415) 834-3189
Seattle, WA (206) 443-1777; fax (206) 443-9662

Cape Verde
WASHINGTON, DC (202) 965-6820; fax (202) 965-1207
Boston, MA (617) 353-0014; fax (617) 859-9798

Central African Republic
WASHINGTON, D. C. (202) 483-7800; fax: (202)332-9893

Chad
WASHINGTON, DC (202) 462-4009; fax (202) 265-1937

Chile
WASHINGTON, DC (202) 785-1746; fax (202) 887-5579
Chicago, IL (312) 654-8780; fax (312) 654-8948
Houston, TX (713) 621-5853; fax (713) 621-8672
Los Angeles, CA (310) 785-0047; fax (310) 785-0132
Miami, FL (305) 373-8623; fax (305) 379-6613
New York, NY (212) 355-0612; fax (212) 888-5288
Philadelphia, PA (215) 829-9520; fax (215) 829-0594
San Francisco, CA (415) 982-7662; fax (415) 982-2384
San Juan, PR (787) 725-6365; (787) 721-5650

China
Washington, DC (202) 328-2500/02; fax (202) 328-2582
Chicago, IL (312) 803-0095; fax (312) 803-0110
Houston, TX (713) 524-4311/2304; fax (713) 524-8466
Los Angeles, CA (213) 807-8088; fax (213) 380-1961
New York, NY (212) 244-9392; fax (212) 564-9389
San Francisco, CA (415) 674-2917; fax (415) 456-0494

Colombia
Washington, DC (202) 387-8338; fax (202) 232-8643
Atlanta, GA (404) 237-1045; fax (404) 237-7957
Beverly Hills, CA (323) 653-4299; fax (323) 653-2964
Boston, MA (617) 536-6222; fax (617) 536-9372
Chicago, IL (312) 923-1196; fax (312) 923-1197
Houston, TX (713) 527-8919; fax (713) 529-3395
Los Angeles, CA (213) 282-1137; fax (213) 383-2785
Miami, FL (305) 448-5558; fax (305) 441-9537
New Orleans, LA (504) 525-5580; fax (504) 525-4903
New York, NY (212) 949-9898; fax (212) 972-1725
San Francisco, CA (415) 495-7195; fax (415) 777-3731
San Juan, PR (809) 754-6885; fax (809) 754-1675

Comoros
New York, NY (212) 972-8010; fax (212) 983-4712

Congo, Republic of (Brazzaville)
Washington, D. C. (202) 726-5500; fax (202) 726-1860

Congo, Democratic Republic of (Kinshasa)
Washington, DC (202) 234-7690; fax (202) 234-2609

Costa Rica
Washington, DC (202) 328-6628; fax (202) 265-4795
Atlanta, GA (770) 951-7025; fax (770) 951-7073
Chicago, IL (312) 263-2772; fax (312) 263-5807
Houston, TX (713) 266-0484; fax (713) 266-1527
Los Angeles, CA (213) 380-7915; fax (213) 380-5639
Miami, FL (305) 871-7485/87; fax (305) 871-0860
New York, NY (212) 509-3066; fax (212) 509-3068
San Francisco, CA (510) 790-0785; fax (510) 792-5249
San Juan, PR (787) 723-6227; fax (787) 723-6226

Cote D'Ivoire (Ivory Coast)
Washington, DC (202) 797-0300; fax (202) 462-9444
Croatia
Washington, DC (202) 588-5899; fax (202) 588-8936
Chicago, IL (312) 482-9902; fax (312) 482-9987
Los Angeles, CA (310) 477-1009; fax (310) 477-1866
New York, NY (212) 599-3066; fax (212) 599-3106

Cuba
Washington, DC (202) 797-8518; fax (202) 797-8521

Cyprus
Washington, DC (202) 462-5772; fax (202) 483-6710
New York, NY (212) 686-6016

Czech Republic
Washington, DC (202) 274-9100; (202) 363-6319; fax (202) 363-6308
Chicago, IL (312) 861-1037; (312) 730-5179; fax (312) 861-1944
Los Angeles, CA (310) 473-0889; (310) 226-1539; fax (310) 473-9813
New York, NY (646) 981-4040; (917) 251-5649; fax (212) 717-5064

Denmark
Washington, DC (202) 234-4300; fax (202) 328-1470
Chicago, IL (312) 787-8780; fax (312) 787-8744
New York, NY (212) 223-4545; fax (212) 754-1904

Djibouti
Washington, DC (202) 331-0270; fax (202) 331-0302

Dominica
Washington, DC (202) 364-6781; fax (202) 364-6791
New York, NY (212) 599-8478; fax (212) 661-0979

Dominican Republic
Washington, DC (202) 332-6280; fax (202) 265-8057
Boston, MA (617) 482-8121; fax (617) 482-8133
Chicago, IL (847) 441-1831; fax (847) 441-1833
Jacksonville, FL (904) 346-0909; fax (904) 346-0919
Miami, FL (305) 358-3220/21; fax (305) 358-2318
Mobile, AL (334) 433-8894
New Orleans, LA (504) 522-1843; fax (504) 522-1007
New York, NY (212) 768-2480; fax (212) 768-2677
Philadelphia, PA (215) 923-3006; fax (215) 923-3007
San Francisco, CA (415) 982-5144; fax (415) 982-0237
San Juan, PR (809) 725-9550; fax (809) 721-7820

Timor-Leste
Washington, DC (202) 721-1555; fax (301) 608-3567
New York, NY (212) 759-3675; fax (212) 759-4196
Ecuador
Washington, DC (202) 234-7166/3497; fax (202) 667-3482
Beverly Hills, CA (323) 658-5146/1068; fax (323) 658-1198
Chicago, IL (312) 338-1002/03; fax (312) 338-1004
Houston, TX (713) 572-8731; fax (713) 572-8732
Jersey City (201) 985-1300/1700/2960; fax (201) 985-2959
Los Angeles, CA (323) 658-5146; fax (305) 539-8313
Miami, FL (305) 373-8520/8536; fax (305) 539-8313
New Orleans, LA (504) 523-3229; fax (504) 522-9675
New York, NY (212) 808-0211/0214/0170; (212) 867-2552 fax. (212) 808-0188
Newark, NJ (973) 344-6900/8837; (973) 344-0008
Philadelphia, PA (215) 925-9060; fax (215) 867-0894
San Francisco, CA (415) 982-1819/1821; fax (415) 982-1833

Egypt
Washington, DC (202) 966-6342; fax (202) 244-4319
Chicago, IL (312) 828-9162; fax (312) 828-9167
Houston, TX (713) 961-4915; fax (713) 961-3868
New York, NY (212) 759-7120; fax (212) 308-7643
San Francisco, CA (415) 346-3422; fax (415) 346-9480

El Salvador
Washington, DC (202) 331-4032; fax (202) 331-4036
Chicago, IL (312) 332-1393/578-5390; fax (312) 332-4446
Dallas, TX (214) 637-1018/0732; fax (214) 637-1106
Houston, TX (713) 270-6239/6270; fax (713) 270-9683
Los Angeles, CA (213) 383-8580; fax (213) 383-8599
Miami, FL (305) 371-8850; fax (305) 371-7820
New York, NY (212) 889-3608; (212) 679-2835
San Francisco, CA (415) 781-7924; fax (415) 781-1136
Woodstock, GA (770) 591-4140; fax (770) 591-4160

Equatorial Guinea
Washington, DC (202) 518-5700; fax (202) 518-5252

Eritrea
Washington, DC (202) 319-1991; fax (202) 319-1304
Oakland, CA (510) 986-1991; fax (510) 986-1904

Estonia
Washington, DC (202) 588-0101; fax (202) 588-0108
New York, NY (212) 883-0636; fax (212) 883-0648

Ethiopia
Washington, D.C (202) 587-1683/1684/1685/1686; Fax (202) 587-0195
Fiji
Washington, DC (202) 337-8320; fax (202) 337-1996
New York, NY (212) 687-4130; fax (212) 687-3963

Finland
Washington, DC (202) 298-5800; fax (202) 298-6030
Los Angeles, CA (310) 203-9903; fax (310) 203-9186
New York, NY (212) 750-4400; fax (212) 750-4418

France
Washington, DC (202) 944-6000; fax (202) 944-6166
Atlanta, GA (404) 522-4226; fax (404) 495-1661
Boston, MA (617) 542-7376; fax (617) 542-8054
Chicago, IL (312) 787-5359; fax (312) 664-4196
Houston, TX (713) 528-2181; fax (713) 528-1933
Los Angeles CA, (310) 235-3200; fax (310) 479-4813
Miami, FL (305) 372-9799; fax (305) 372-9549
New Orleans, LA (504) 523-5772; fax (504) 523-5725
New York, NY (212) 606-3689; fax (212) 606-3620/606-3614
San Francisco, CA (415) 397-4330; fax (415) 433-8357

Gabon
Washington, DC (202) 797-1000; fax (202) 332-0668

Gambia, The
Washington, DC (202) 785-1399; fax (202) 785-1430

Georgia
Washington, DC (202) 387-9153; fax (202) 387-0864
New York, NY (212) 867-3617/3272; fax (212) 867-3654

Germany
Washington, DC (202) 298-8140; fax (202) 298-4249
Atlanta, GA (404) 659-4760-62; fax (404) 659-1280
Boston, MA (617) 536-4414; fax (617) 536-8573
Chicago, IL (312) 580-1199; fax (312) 580-0099
Detroit, MI (313) 962-6526; fax (313) 962-7345
Houston, TX (713) 627-7770; fax (713) 627-0506
Los Angeles, CA (323) 930-2703; fax (323) 930-2805
Miami, FL (305) 358-0290/91; fax (305) 358-0307
New York, NY (212) 988-5500; fax (212) 610-9702
San Francisco, CA (415) 775-1061; fax (415) 775-0187
Seattle, WA (206) 682-4312; fax (206) 682-3724

Ghana
New York, NY (212) 832-1300; fax (212) 751-6743
Washington, DC (202) 686-4520; fax (202) 686-4527
Greece
Washington, DC (202) 939-1300; fax (202) 939-1324
Atlanta, GA (404) 261-3391/3313; fax (404) 262-2798
Boston, MA (617) 523-0100; fax (617) 523-0511
Chicago, IL (312) 335-3915; fax (312) 335-3958
Houston, TX (713) 840-7522; fax (713) 840-0614
Los Angeles, CA (310) 826-5555; fax (310) 826-8670
New Orleans, LA (813) 865-0200; fax (813) 865-0206
New York, NY (212) 988-5500; fax (212) 734-8492
San Francisco, CA (415) 775-2102; (415) 776-6815

Grenada
Washington, DC (202) 265-2561; fax (202) 265-2468
New York, NY (212) 599-0301; fax (212) 599-1540

Guatemala
Washington, DC (202) 745-4952; fax (202) 745-1908
Chicago, IL (312) 332-1587/3170; fax (312) 332-4256
Miami, FL (305) 679-9945; fax (305) 679-9983
Houston, TX (713) 953-9531; fax (713) 953-9383
Los Angeles, CA (213) 365-9251/52; fax (213) 365-9245
New York, NY (212) 686-3837; fax (212) 447-6947
San Francisco, CA (415) 788-5651; fax (415) 788-5653

Guinea
Washington, DC (202) 986-4300; fax (202) 986-4800
New York, NY (212) 687-8115

Guinea-Bissau
Washington, DC (301) 947-3958; fax (301) 947-3958
New York, NY (212) 338-9380 or 94; fax (212) 573-6094

Guyana
Washington, DC (202) 265-6900; fax (202) 232-1297
New York, NY (212) 527-3215; fax (212) 527-3229

Haiti
Washington, DC (202) 332-4090/92; fax (202) 745-7215
Boston, MA (617) 266-3660; fax (617) 266-4060
Chicago, IL (312) 922-4004; fax (312) 922-7122
Miami, FL (305) 859-2003/2006; fax (305) 223-1641
New York, NY (212) 697-9767; fax (212) 949-7966
San Juan, PR (809) 764-1392; fax (809) 764-3109

Holy See
Washington, D. C. (202) 333-7121; fax (202) 337-4036

Honduras
Washington, DC (202) 737-2972; fax (202) 737-2907
Chicago, IL (773) 342-8289; fax (773) 342-8293
Houston, TX  (713)667-4693; fax (713) 667-4284
Los Angeles, CA (213) 383-9244/383-9317; fax (213) 383-9306
Miami, FL (305) 269-9399; fax (305) 269-9445
New Orleans, LA (504) 522-3118; fax (504) 523-0544
New York, NY (212) 714-1466; fax (212)714-9453
San Francisco, CA fax (415) 392-6726

**Hong Kong (See China)**

**Hungary**
*Washington, DC (202) 362-6730; fax (202) 966-8135/686-6412*
Los Angeles, CA (310) 473-9344; fax (310) 479-6443
New York, NY (212) 752-0669; fax (212) 755-5986

**Iceland***
*Washington, DC (202) 265-6653; fax (202) 265-6656*
New York, NY (212) 593-2700; fax (646) 282-9369

*Note: Call the New York number for foreign nationals that are arrested/detained in New York, New Jersey, Connecticut, and Rhode Island; all others call the Washington, DC number.

**India**
*Washington, DC (202) 939-7000; fax (202) 483-3972*
Chicago, IL (312) 595-0405/1410; fax (312) 595-0416/17
Houston, TX (713) 626-2148/49; fax (713) 626-2450
New York, NY (212) 774-0600; fax (212) 988-6423
San Francisco, CA (415) 668-0682/83; fax (415) 668-2073/7968

**Indonesia**
*Washington, DC (202) 775-5200; fax (202) 775-5365*
Chicago, IL (312) 595-1777; fax (312) 595-9952
Houston, TX (713) 785-1691; fax (713) 708-9644
Los Angeles, CA (213) 383-5126; fax (213) 487-3971
New York, NY (212) 879-0600; fax (212) 570-6206
San Francisco, CA (415) 474-9571; fax (415) 441-4320

**Iran**
*Washington, DC (202) 965-4990; Fax (202)965-1073*

**Iraq**
*Washington,D.C (202) 483-7500; F (202) 462-8815*

**Ireland**
*Washington, DC (202) 462-3939; fax (202) 232-5993*
Boston, MA (617) 267-9330; fax (617) 267-6375
Chicago, IL (312) 337-1868; (fax) (312) 337-1954
New York, NY (212) 319-2555; fax (212) 980-9475
San Francisco, CA (415) 392-4214; fax (415) 392-0885
Israel
Washington, D.C. (202) 364-5500; fax (202) 364-5607
Atlanta, GA (404) 487-6500; fax (404) 874-5364
Boston, MA (617) 542-0041; fax (617) 338-4995
Chicago, IL (312) 565-3300; fax (312) 565-3871
Houston, TX (713) 627-3780; fax (713) 627-0149
Los Angeles, CA (213) 852-5500; fax (213) 852-5555
Miami, FL (305) 925-9400; fax (305) 925-9451
New York, NY (212) 499-5301; fax (212) 499-5355
Philadelphia, PA (215) 546-5556; fax (215) 545-3986
San Francisco, CA (415) 398-8885; fax (415) 398-8589

Italy
Washington, DC (202) 612-4450; fax (202) 518-2151
Boston, MA (617) 772-9201; fax (617) 722-9407
Chicago, IL (312) 467-1550/01/02; fax (312) 467-1335
Detroit, MI (313) 963-8560, fax (313) 963-8180
Houston, TX (713) 850-7520/1; fax (713) 850-9113
Los Angeles, CA (310) 820-0622/826-6207; fax (310) 820-0727
Miami, FL (305) 374-6322; fax (305) 374-7945
New York, NY (212) 737-9100; fax (212) 249-4945
Newark, NJ (973) 643-1448; fax (973) 643-3043
Philadelphia, PA (215) 592-7329; fax (215) 592-9808
San Francisco, CA (415) 931-4924/292-9210; fax (415) 931-7205

Jamaica
Washington, DC (202) 452-0660; fax (202) 452-0036
Miami, FL (305) 374-8431/32; fax (305) 577-4970
New York, NY (212) 935-9000; fax (212) 935-7507

Japan
Washington, DC (202) 238-6700; fax (202) 328-2187
Agana, Guam (671) 646-1290; fax (671) 649-2620
Anchorage, Alaska (907) 279-8428; fax (907) 279-9271
Atlanta, GA (404) 240-4300; fax (404) 240-4311
Boston, MA (617) 973-9772; fax (617) 542-1329
Chicago, IL (312) 280-0400; fax (312) 280-9568
Denver, CO (303) 534-1151; fax (303) 534-3393
Detroit, MI (313) 567-0120; fax (313) 567-0274
Honolulu, HI (808) 536-2226; fax (808) 537-3276
Houston, TX (713) 652-2977; fax (713) 651-7822
Kansas City, MO (816) 471-0111; fax (816) 472-4248
Los Angeles, CA (213) 617-6700; fax (213) 617-6727
Miami, FL (305) 530-9090; fax (305) 530-0950
New Orleans, LA (504) 529-2101; fax (504) 568-9847
New York, NY (212) 371-8222; fax (212) 319-6357
Portland, OR (503) 221-1811; fax (503) 224-8936
Saipan  (670) 234-7201; fax (670) 234-8764  
San Francisco, CA (415) 777-3533; fax (415) 974-3660  
Seattle, WA (206) 682-9107; fax (206) 624-9097  

**Jordan**  
*Washington, DC (202) 966-2664; fax (202) 686-4491*

**Kazakhstan**  
*Washington, DC (202) 232-5488; fax (202) 232-5845  
New York, NY (212) 888-3024; fax (212) 888-3025*

**Kenya**  
*Washington, DC (202) 387-6101; fax (202) 462-3829  
Los Angeles, CA (310) 274-6635  
New York, NY (212) 486-1300; fax (212) 688-0911*

**Kiribati**  
*Honolulu, HI (808) 521-7703; fax (808) 542-5159 (honorary consul)*

**Korea, Democratic People's Republic Of (North Korea)**  
*New York, NY (646) 674-6000; fax (212) 972-3154 (U.N. Mission)*

**Korea, Republic of (South Korea)**  
*Washington, DC (202) 939-5634; fax (202) 342-1597  
Agana, Guam (671) 647-6488; fax (671) 649-1336  
Anchorage, Alaska (907) 561-5488; fax (907) 563-0313  
Atlanta, GA (404) 522-1611; fax (404) 521-3169  
Boston, MA (617) 641-2830; fax (617) 641-2831  
Chicago, IL (312) 822-9485; fax (312) 822-9849  
Honolulu, HI (808) 595-6109; fax (808) 595-3046  
Houston, TX (713) 961-0186; fax (713) 961-3340  
Los Angeles, CA (213) 385-9300; fax (213) 385-1849  
New York, NY (646) 674-6001; fax (646) 674-6023  
San Francisco, CA (415) 921-2251; fax (415) 921-5946  
Seattle, WA (206) 441-1011; fax (206) 441-7912*

**Kuwait**  
*Washington, DC (202) 966-0702; fax (202) 966-8468  
Los Angeles, CA (310) 556-0300; fax (310) 556-0400*

**Kyrgyzstan**  
*Washington, DC (202) 449-9822; fax (202) 386-7550*

**Laos**  
*Washington, DC (202) 332-6416/17; fax (202) 332-4923*

**Latvia**  
*Washington, DC (202) 328-2840; fax (202) 328-2860*
Lebanon
*Washington, DC (202) 939-6300; fax (202) 939-6324*
Detroit, MI (313) 758-0753; fax (313) 758-0756
Los Angeles, CA (213) 243-0990/0999; F (213) 612-5070
New York, NY (212) 744-7905; fax (212) 794-1510

Lesotho
*Washington, DC (202) 797-5533; fax (202) 234-6815*

Liberia
*Washington, DC (202) 723-0437; fax (202) 723-0436*
New York, NY (212) 687-1025

Libya
*Washington, DC (202) 994-9601; fax (202) 944-9603*
New York, NY (212) 752-5775; fax (212) 593-4787

Liechtenstein
*Washington, DC (202) 331-0590; fax (202) 331-3221*
New York, NY (212) 599-0220; fax (212) 599-0064

Lithuania
*Washington, DC (202) 234-5860; fax (202) 328-0466*
Chicago, IL (312) 397-0382; fax (312) 397-0885
New York, NY (212) 354-7849; fax (212) 354-7911

Luxembourg
*Washington, DC (202) 265-4171; fax (202) 328-8270*
New York, NY (212) 888-6664; fax (212) 888-6116
San Francisco, CA (415) 788-0816; fax (415) 788-0985

Macedonia
*Washington, DC (202) 667-0501; fax (202) 667-2131*
New York, NY (212) 317-1727; fax (212) 317-1484

Madagascar
*Washington, DC (202) 265-5525; fax (202) 265-3034*
New York, NY (212) 986-9491

Malawi
*Washington, DC (202) 721-0270/2; fax (202) 721-0288*
New York, NY (212) 317-8738/8718; fax (212) 317-8729

Malaysia
*Washington, DC (202) 572-9755; fax (202) 572-9786*
Los Angeles, CA (213) 892-1238; fax (213) 892-9031
New York, NY (212) 682-0232; fax (212) 983-1987
Maldives
New York, NY (212) 599-6195; fax (212) 972-3970 (UN Mission)

Mali
Washington, DC (202) 332-2249; fax (202) 332-6603

Malta
Washington, DC (202) 462-3611/12; fax (202) 387-5470
New York, NY (212) 725-2345; fax (212) 779-7097

Marshall Islands
Washington, DC (202) 234-5414; fax (202) 232-3236

Mauritania
Washington, DC (202) 232-5700; fax (202) 319-2623

Mauritius
Washington, DC (202) 244-1491/92; fax (202) 966-0983

Mexico
Washington, DC (202) 728-1600; fax (202) 728-1698
Albuquerque, NM (505)247-2147/39/4177; fax (505) 842-9490
Atlanta, GA (404) 266-2233; fax (404)266-2309/2302
Austin, TX (512) 478-2866; fax (512) 478-8008
Boston, MA (617) 426-4181/4942/8782 (617) 350-5263/64/66; fax (617) 695-1957
Brownsville, TX (956) 542-4431/2051/5182; fax (956) 542-7267
Calexico, CA (760) 357-4132/3862/4931; fax (760) 357-6284
Chicago, IL (312)738-2383 (312) 855-1380; Fax (312) 491-9072
Dallas, TX (214) 252-9250/25/53; fax (214) 630-3511
Del Rio, TX (830) 775-2352; (830) 774-5031; (830) 703-8821; fax (830) 774-6497
Denver, CO (303) 331-1100/1112; fax (303) 3311872/0169
Detroit, MI (313) 964-4515/34/34; fax (313) 964-4522
Douglas, AZ (520) 364-3107/3142; fax (520) 364-1379
Eagle Pass, TX (830) 773-9255/56; fax (830) 773-9397
El Paso, TX (915) 533-3644; (915) 544-9299; fax (915) 532-7163
Fresno, CA (559) 233-3065/9770; fax (559) 233-6156
Houston, TX (713) 995-1227/0218; fax (713) 271-3201; (713) 772-1229
Indianapolis, IN (317) 951-0005; fax (317) 951-4176
Kansas City, MO (816) 556-0800/0801/0802/0803; fax (816) 556-0900
Laredo, TX (956) 723-0990/6360/6369; fax (956) 723-1741
Las Vegas, NV (702) 383-0623; (702) 382-6892; fax (702) 383-0683
Little Rock, AR (501) 372-6933; fax (501) 372-6109
Los Angeles, CA (213) 351-6800/0001/0007; fax (213) 351-2114
McAllen, TX (956) 686-0243/0244/0554/; (956) 630-1777; fax (956) 686-4901
Miami, FL (786) 268-4900; fax (786)268-4895
New York, NY (212) 217-6400; fax (212)217-6493
Nogales, AZ (520) 287-2521/3381/3386; fax (602) 287-3175
Omaha, NE (402) 595-1841/1844; fax (402)595-1845
Orlando, FL (407) 422-0514; fax (407) 422-9633
Oxnard, CA (805) 984-8738/2162/2673; fax (805) 984-8747
Philadelphia, PA (215) 922-4262/3834; fax (215) 923-7281
Phoenix, AZ (602) 242-7398; (602) 249-2363; (602) 433-2294; fax (602) 242-2957
Portland, OR (503) 274-1442/1450; fax (503) 274-1540
Presidio, (432) 229-2788; fax (432) 229-2792
Raleigh, NC (919) 754-0046; fax (919) 754-1726/29
Sacramento, CA (916) 441-3287/3065; fax (916) 441-3147
Saint Paul, MN (651) 771-5494; fax (651) 772-4419
Salt Lake City, UT (801) 521-8502 fax (801) 521-0534
San Antonio, TX (210) 227-9145; fax (210) 227-1817
San Bernardino, (909) 889-9836/9808/9837; fax (909) 889-8285
San Diego, CA (619) 231-8414/8410, fax (619) 231-4802
San Francisco, CA (415) 354-1700/1701; fax (415) 495-3971
San Jose, CA (408) 294-3414/3415 EXT.120, fax (408) 294-4506
Santa Ana, CA (714) 835-3069/3749/0403; fax (714) 835-3472/4930
Seattle, WA (206) 448-3526/6819/8435/8971; fax (206) 448-4771
Tucson, AZ (520) 882-5596; (520) 623-0146; (520) 884-9104; fax (520) 882-8959
Yuma, AZ (928) 343-0066/9600/9699; fax (928) 343-0077

Micronesia, Federated States of
Washington, DC (202) 223-4383; fax 202-223-4391

Moldova
Washington, DC (202) 667-1130; fax (202) 667-1204

Monaco
New York, NY (212) 286-0500; fax (212) 286-1574

Mongolia
Washington, DC (202) 333-7117; fax (202) 298-9227

Morocco
Washington, DC (202) 462-7982; fax (202) 265-0161
New York, NY (212) 758-2625

Mozambique
Washington, DC (202) 293-7146; fax (202) 835-0245

Namibia
Washington, DC (202) 986-0540; fax (202) 986-0443

Nauru
Honolulu, HI (808) 532-7821
New York, NY (212) 937-0074; fax (212) 937-0079

Nepal
Washington, DC (202) 667-4550; fax (202) 667-5534
New York, NY (212) 370-4188; fax (212) 953-2038
Netherlands
Washington, DC (202) 244-5300; fax (202) 364-2410
Chicago, IL (312) 856-0110; fax (312) 856-9218
Houston, TX (713) 622-8000; fax (713) 622-3581
Los Angeles, CA (310) 268-1598; fax (310) 312-0989
Miami, FL (305) 350-5650; fax (786) 866-0497
New York, NY (212) 246-1429; fax (212) 586-7222

New Zealand
Washington, D. C. (202) 328-4800; fax (202) 667-5227
Los Angeles, CA (310) 566-6555; fax (310) 566-6556
New York, NY (212) 832-4038; fax (212) 832-7602

Nicaragua
Washington, DC (202) 939-6570; fax (202) 939-6545
Houston, TX (713) 789-2762; fax (713) 789-3164
Los Angeles, CA (213) 252-1170; fax (213) 252-1177
Miami, FL (305) 220-6900; fax (305) 220-8794
New Orleans, LA (504) 523-1507; fax (504) 523-2359
New York, NY (212) 983-1981; fax (212) 983-2646

Niger
Washington, DC (202) 483-4224-27; fax (202) 483-3169
New York, NY (212) 421-3260; fax (212) 483-3169

Nigeria
Washington, DC (202) 986-8400; (202)822-1557; fax (202) 362-5684
Atlanta, GA Fax (770)394-4671
New York, NY Fax (212)687-9303

Norway
Washington, DC (202) 944-8939; fax (202) 337-0870
Houston, TX (713) 521-2900; fax (713) 521-9648
Minneapolis, MN (612) 332-3338; fax (612) 332-1386
New York, NY (212) 421-7333; fax (212) 754-0583
San Francisco, CA (415) 986-0766; fax (415) 986-3318

Oman
Washington, DC (202) 387-1980; fax (202) 745-4933

Pakistan
Washington, DC (202) 243-6500; fax (202)686-1534
Chicago, IL (312)-781-1831/1833 fax; (312)-781-1839
Houston, TX (281) 894-6605; F (281) 890-1433
Los Angeles, CA (310) 441-5114; fax (310) 441-9256
New York, NY (212) 879-5800; fax (212) 744-7348

Palau
Washington, DC (202) 452-6814; fax (202) 452-6281
Panama
Washington, DC (202) 483-1407; fax (202) 387-6141
Houston, TX (713) 622-4451, fax (713) 622-4468
Miami, FL (305) 447-3700; fax (305) 447-4142
New Orleans, LA (504) 525-3458; fax (504) 424-8960
New York, NY (212) 840-2450; fax (212) 840-2469
Philadelphia, PA (215) 574-2994; fax (215) 574-4225
San Diego, CA (619) 235-4441
San Juan, PR (787) 792-1050; fax (787) 793-0200
Tampa, FL (813) 251-0316; fax (813) 831-6685

Papua New Guinea
Washington, DC (202) 745-3680; fax (202) 745-3679

Paraguay
Washington, DC (202) 483-6960-62; fax (202) 234-4508
Los Angeles, CA (310) 417-9500; fax (310) 417-9520
Miami, FL (305) 374-9090; fax (305) 374-5522
New Orleans, LA (504) 522-7424
New York, NY (212) 682-9441; fax (212) 682-9443

Peru
Washington, DC (202) 230-9992; fax (202) 462-1088
Atlanta, GA (678) 336-7010; fax (678) 990-1920
Boston, MA (617) 338-2190; Fax (617) 338-2742
Chicago, IL (312) 853-6173; fax (312) 704-6969
Denver, CO (303) 355-8555; fax (303) 355-8003
Hartford, CT (860) 548-0305; fax (860) 548-0094
Houston, TX (713) 850-8846; fax (713) 355-9377
Los Angeles, CA (213) 252-8111; fax (213) 252-8130
Miami, FL (305) 371-4836; fax (305) 381-6027
New York, NY (914) 447-1781; fax (646) 735-3866
Patterson, NJ (973) 800-4252; fax (973) 278-0254
San Francisco, CA (415) 362-5647; fax (415) 362-2836
San Juan, PR (787) 250-0391; fax (787) 250-0319

Philippines
Washington, DC (202) 467-9319/9312, fax (202) 467-9417
Chicago, IL (312) 332-6458/6459, fax (312) 332-3657
Honolulu, HI (808) 595-6316/6319, fax (808) 595-2581
Los Angeles, CA (213) 639-0980/0981/0982/0983/0985, fax (213) 639-0990
New York, NY (212) 764-1330, fax (212) 382-1146
San Francisco, CA (415) 433-6666/6667/6668, fax (415) 421-2641
Tamuning, Guam (671) 646-4620/4630, fax (671) 649-1868

Poland
Washington, DC (202) 232-4517; fax (202) 328-2152
Chicago, IL (312) 337-8166; fax (312) 337-7841
Los Angeles, CA (310) 442-8500; fax (310) 442-8515
New York, NY (646) 237-2100; fax (646) 237-2105

**Portugal**
*Washington, DC (202) 232-7632; fax (202) 462-3726*
Boston, MA (617) 536-8740
New York, NY (212) 246-4580; fax (212) 459-0190
Newark, NJ (973) 643-4200
San Francisco, CA (415) 346-3400

**Qatar**
*Washington, DC (202) 274-1600; fax (202) 237-0061*
Houston, TX (713) 355-8221; fax (713) 355-818

**Romania**
*Washington, DC (202) 232-4747; fax (202) 387-6902*
Los Angeles, CA (310) 444-0043; fax (310) 445-0043
New York, NY (212) 682-9120; fax (212) 972-8463

**Russia**
*Washington, DC (202) 939-8907; fax (202) 939-8919*
Houston, TX (713) 337-3300; fax (713) 337-3305
New York, NY (212) 348-1515; fax (212) 831-9162
San Francisco, CA (415) 928-6878, fax (415) 929-0306
Seattle, WA (206) 728-1910; fax (206) 728-1871

**Rwanda**
*Washington, DC (202) 232-2882; fax (202) 232-4544*

**Saint Kitts and Nevis**
*Washington, DC (202) 686-2636; fax (202) 686-5740*

**Saint Lucia**
*Washington, DC (202) 232-4747; fax (202) 232-4748*
New York, NY (212) 697-9360

**Saint Vincent and the Grenadines**
*Washington, DC (202) 364-6730; fax (202) 364-6736*
New York, NY (212) 687-4490

**Samoa**
New York, NY (212) 599-6196; fax (212) 599-0797

**San Marino**
New York, NY (212) 465-1012 (UN Mission)

**Sao Tome and Principe**
New York, NY (212) 697-4211; fax (212) 687-8389 (UN Mission)
Saudi Arabia
Washington, DC (202) 342-3800; fax (202) 944-3113
Houston, TX (713) 785-5577; fax (713) 785-1163
Los Angeles, CA (310) 479-6000; fax (310) 479-2752
New York, NY (212) 752-2740; fax (212) 688-2719

Senegal
Washington, DC (202) 234-0540; fax (202) 332-6315
Houston, TX (713) 706-0300; fax (713) 706-3304
New York, NY (917) 493-8950/51/52; fax (917) 493-8953

Serbia and Montenegro
Washington, DC (202) 332-0333; fax (202) 332-5974
Chicago, IL (312) 670-6707; fax (312) 670 6787

Seychelles
New York, NY (212) 972-1785; fax (212) 972-1786

Sierra Leone
Washington, DC (202) 939-9261 fax (202) 483-1793

Singapore
Washington, DC (202) 537-3100; fax (202) 537-0876
San Francisco, CA (415) 543-4775; fax (415) 543-4788

Slovakia
Washington, DC (202) 237-1054; fax (202) 237-6438

Slovenia
Washington, DC (202) 667-5363; fax (202) 667-4563
Cleveland, OH (216) 589-9220; fax (216) 589-9210
New York, NY (212) 370-3006; fax (212) 370-3581

Solomon Islands
New York, NY (212) 599-6192; fax (212) 661-8925 (UN Mission)

Somalia
New York, NY (212) 688-9410 or 688-5046 (UN Mission); fax (212) 759-0651

South Africa
Washington, DC (202) 232-4400; fax (202)265-1607
Chicago, IL (312) 939-7929; fax (312) 939-2588
Los Angeles, CA (323)651-0902; fax (323) 651-5969
New York, NY (212) 213-4880; fax (212 ) 213-0102

Spain
Washington, DC (202)452-0100; (202) 728-2330; fax (202) 728-2302
Boston, MA (617) 536-2506; fax (617) 536-8512
Chicago, IL (312) 782-4588; fax (312) 782-1635
Houston, TX (713) 783-6200; fax (713) 783-6166
Los Angeles, CA (213) 938-0158; fax (213) 938-2502
Miami, FL (305) 446-5511; fax (305) 446-0585
New Orleans, LA (504) 525-4951; fax (504) 525-4955
New York, NY (212) 355-4080; fax (212) 644-3751
San Francisco, CA (415) 922-2995; fax (415) 931-9706
San Juan, PR (787) 758-6090; fax (787) 763-0190

**Sri Lanka**
*Washington, DC* (202) 483-4025/4028; *fax* (202) 232-7181
Los Angeles, CA (213) 387-0210; fax (213) 387-0216

**Sudan**
*Washington, DC* (202) 338-8565; *fax* (202) 667-2406
New York, NY (212) 421-2680

**Suriname**
*Washington, D. C.* (202) 244-7488; *fax* (202) 244-5878
Miami, FL (305) 265-4655; fax (305) 265-4599

**Swaziland**
*Washington, DC* (202) 234-5002; *fax* (202) 234-8254

**Sweden**
*Washington, DC* (202) 467-2600; *fax* (202) 467-2699
Los Angeles, CA (310) 445-4008; fax (310) 473-2229
New York, NY (212) 583-2550; fax (212) 755-2732

**Switzerland**
*Washington, DC* (202) 745-7900; *fax* (202) 387-2564
Atlanta, GA (404) 870-2000; fax (404) 870-2011
Chicago, IL (312) 915-0061; fax (312) 915-0388
Los Angeles, CA (310) 575-1145; fax (310) 575-1982
New York, NY (212) 599-5700; fax (212) 599-4266
San Francisco, CA (415) 788-2272; fax (415) 788-1402

**Syria**
*Washington, DC* (202) 232-6313; *fax* (202) 234-9548

**Taiwan — Taipei Economic and Cultural Representative Office (TECRO)**
*Washington, DC* (202) 895-1800; *fax* (202) 363-0999
Agana, Guam (671) 472-5865; fax (671) 472-5869
Atlanta, GA (404) 872-1234; fax (404) 873-3474
Boston, MA (617) 737-2050; fax (617) 737-1684
Chicago, IL (312) 616-0100; fax (312) 616-1490
Honolulu, HI (808) 595-6347; fax (808) 595-6542
Houston, TX (713) 626-7445; fax (713) 626-1202
Kansas City, MO (816) 531-1298; fax (816) 531-3066
Los Angeles, CA (213) 389-1215; fax (212) 383-3245
Miami, FL (305) 443-8917; fax (305) 444-4796
New York, NY (212) 317-7300; fax (212) 754-1549
San Francisco, CA (415) 362-7680; fax (415) 362-5382
Seattle, WA (206) 441-4586; fax (206) 441-4320

**Tajikistan**
Washington, DC (202) 223-6090; fax (202) 223-6091

**Tanzania**
Washington, DC (202) 939-6125; fax (202) 797-7408

**Thailand**
Washington, DC (202) 944-3600; fax (202) 944-3611
Chicago, IL (312) 664-3129; fax (312) 664-3230
Los Angeles, CA (323) 962-9574; fax (323) 962-2128
New York, NY (212) 745-1770; fax (212) 754-1907

**Togo**
Washington, DC (202) 234-4212; fax (202) 232-3190

**Tonga**
San Francisco, CA (415) 781-0365; fax (415) 781-3964
New York, NY (917) 369-1025; fax (917) 369-1024

**Trinidad and Tobago**
Washington, DC (202) 467-6490; fax (202) 785-3130
Miami, FL (305) 374-2199; fax (305) 374-3199
New York, NY (212) 682-7272; fax (212) 986-2146

**Tunisia**
Washington, DC (202) 862-1850; fax (202) 862-1858

**Turkey**
Washington, DC (202) 612-6700; fax (202) 612-6744
Chicago, IL (312) 263-0644/1295; fax (312) 263-1449
Houston, TX (713) 622-5849/0324/3205/3276; fax (713) 623-6639
Los Angeles, CA (323) 655-8832/8039/8056/8329; fax (323) 655-8681
New York, NY (212) 949-0159/60; fax (212) 983-1293

**Turkmenistan**
Washington, DC (202) 588-1500; fax (202) 588-0697

**Tuvalu**
(See Listing for United Kingdom)

**Uganda**
Washington, DC (202) 726-7100/02

**Ukraine**
Washington, DC (202) 333-0606; fax (202) 333-0817
Chicago, IL (312) 642-4388; fax (312) 642-4385
New York, NY (212) 371-5690; fax (212) 371-5547

United Arab Emirates
Washington, DC (202) 243-2400; fax (202) 243-2432

United Kingdom
Washington, DC (202) 588-6500; fax (202) 588-7850
Atlanta, GA (404) 954-7700; fax (404) 954-7702
Boston, MA (617) 245-4524; fax (617) 621-0220
Chicago, IL (312) 970-3800; fax (312) 970-3852
Houston, TX (713) 659-6270; fax (713) 659-7094
Los Angeles, CA (310) 481-0031; fax (310) 481-2960
New York, NY (202) 745-0310/0206; fax (212) 754-3062
Orlando, FL (407) 254-3300; fax (407) 254-3333
San Francisco, CA (415) 617-1300; fax (415) 434-2018

Uruguay
Washington, DC (202) 331-4219/1313; fax (202) 331-8142
Chicago, IL (312) 642-3430; fax (312) 642-3470
Coral Gables, FL (305) 443-9764; fax (305) 443-7802
New York, NY (212) 753-8191/92; fax (212) 753-1603
Santa Monica, CA (310) 394-5777; fax (310) 394-5140

Uzbekistan
Washington, DC (202) 230-7291/7286; (202) 887-5300; fax (202) 293-6804/9633
New York, NY (212) 754-7403; fax (212) 838-9812

Vanuatu
New York, NY (212) 593-0144; fax (212) 593-0219 (UN Mission)

Venezuela
Washington, DC (202) 342-2214; fax (202) 342-6820
Boston, MA (617) 266-9355
Chicago, IL (312) 236-9658
Houston, TX (713) 974-0027/0028; fax (713) 974-1413
Miami, FL (305) 577-4301; fax (305) 372-5167
New Orleans, LA (504) 522-3284
New York, NY (212) 826-1660
San Francisco, CA (415) 955-1982
San Juan, PR (787) 766-4250

Vietnam
Washington, DC (202) 861-0737; fax (202) 861-0917
San Francisco, CA (415) 922-1577; fax (415) 922-1848
Yemen
San Francisco, CA (415) 989-3636

Zambia
Washington, DC (202) 265-9717/19; fax (202) 332-0826
New York, NY (212)888-5770; fax (212)888-5213

Zimbabwe
Washington, DC (202) 332-7100; fax (202) 483-9326
PURPOSE: To ensure the security of the controlled substances and weapons utilized for training and/or investigative purposes.

POLICY: It is the policy of the Mount Pleasant Police Department to utilize controlled substance standards, obtained from the Drug Enforcement Administration, as training aids to enhance the qualifications and proficiency of the Police Canine. The Department will also utilize controlled substances from adjudicated cases for investigative purposes. Finally, the Department will make available surplus, converted, and/or purchased firearms to the Training Unit to enhance scenario-based training programs. Any use of controlled substances and/or firearms will require authorization and strict adherence to the following procedures.

PROCEDURE:

1. Maintenance of Controlled Substances and Controlled Substance Standards

   All controlled substance standards will be obtained from the Drug Enforcement Administration at the direction of the Chief of Police or his designee. These standards will be obtained through the appropriate licenses and the licenses will be displayed in the appropriate manner and location. Controlled Substances, from adjudicated cases, may be used to conduct further drug enforcement activities/investigations as authorized by the Chief of Police.

   A. Controlled Substance Standards

      1. All controlled substance standards obtained and utilized for canine training will remain sealed in their original containers.
      2. Controlled substance standards will be stored within the designated container and secured in the drug locker/cabinet in the Evidence/Property Room.
3. The Evidence Technician will maintain a separate log for the removal and return of said standards to the Evidence/Property Room.

4. The log will fully describe the controlled substance standard being utilized. The description will include, at a minimum:
   a. Type of container
   b. Controlled substance and its form, i.e. powder, pill, or plant material
   c. Gross weight of the evidence container and the substance
   d. A separate count if in pill or tablet form

5. The description and mass/weight will be verified by the Evidence Technician and the Canine Officer utilizing the drug standard. The weight will be obtained utilizing the certified digital scales located in the evidence packaging area off of the patrol room.

6. Once weighed and verified, by the Evidence Technician and the Canine Officer, the controlled substance standards will be issued for training, upon signature on the custody log of both parties.

7. The Canine Officer will maintain the integrity and security of the controlled substance standards. Once training is complete the Canine Officer will return the controlled substance standards to the Evidence Technician. If the items are returned after hours, the Canine Officer will annotate the weight of the controlled substance standards on the custody log and they will be placed in the temporary evidence lockers until it can be recovered and returned to the custody of the Evidence Technician. Once received by the Evidence Technician they will again be weighed to ensure the integrity has not been violated.

B. Controlled Substances for Investigative Purposes

1. Once a case has been adjudicated and it is determined that the controlled substance evidence may have value for further investigations/reverse buys, the Case Agent will submit a memorandum to the Chief of Police requesting the controlled substances be held and maintained for further investigation. Once approved the controlled substances will be considered converted to department use for further investigative purposes.

2. All controlled substances used for “reverse buys” will be maintained in the Evidence/Property room.

3. All “reverse buy” controlled substances will be sealed in appropriate evidence containers and stored within the designated drug locker/cabinet in the Evidence/Property Room under the original case number.

4. Once it is determined that the controlled substances are to be used for “reverse buys” the Evidence Technician and Case Agent will document the description and mass/weight, obtained utilizing the certified digital scales located in the evidence packaging area off of the patrol room, on the evidence-property receipt and affix their signatures.

5. The Case Agent will maintain the integrity and security of the controlled substances. Once used for a “reverse buy” a new case number will be issued and the controlled substances will be placed into evidence under the new number. If after hours the controlled substance will be placed in the temporary evidence lockers until it can be recovered and returned to the custody of the Evidence Technician.
C. Firearms

1. Only those firearms that are considered surplus, are converted to department use, or purchased for the specific purpose of training will be utilized for the departmental training.

2. For a surplus firearm to be utilized for training it must have no further duty-use as an issue firearm (revolvers, 9mm). The surplus firearm must be readily identified as a training firearm and be utilized specifically in the training environment.

3. A firearm can only be converted to departmental use, upon adjudication of the relevant case and approval via submitted memorandum of the Chief of Police. Once converted the firearm is placed on the departmental inventory for accountability.

4. Firearms purchased for training purposes will be limited to those specifically manufactured for utilization in the training environment.

5. All firearms to be used for training purposes will be under the control and responsibility of the Training Supervisor and inventoried accordingly.

6. IT IS PROHIBITED to utilize functioning firearms for investigative purposes.

D. Discrepancies

Any discrepancies found in the controlled substance standards utilized for canine training, the controlled substances utilized for “reverse buys”, or the utilization of training firearms, shall be immediately reported to the Chief of Police through the chain of command on formal memorandum. The memorandum shall include the discrepancy found and the likely cause.
PURPOSE: The purpose of the Mobile Field Force is to protect the rights of all people to exercise their constitutional rights to free speech and assembly, as well as to address and quell any disorder from unlawful protests.

POLICY: The Mount Pleasant Police Department will respond in a rapid, organized and disciplined manner to protests, civil disorder, crowd control, or other situations in order to minimize property damage, personal injury, or loss of life.

PROCEDURE:

A. Organization

1. The Mobile Field Force will consist of a Sergeant and thirty (30) officers selected by the Chief of Police.
2. All personnel selected for the Mobile Field Force will maintain their current assignments within the organization.

B. Activation

1. The Chief of Police or his designee will make the determination to activate the Mobile Field Force based on the seriousness of the incident and available intelligence.
2. Once activated the Mobile Field Force will function as a unit of the Field Operations Bureau.
3. A full compliment response of the Mobile Field Force will be thirty (30) officers and a Sergeant.
4. Once activated officers will respond to the headquarters training room for a formal briefing.
5. The response of additional police units and/or the SWAT team may be required to assist the Mobile Field Force.
6. If the situation requires the activation of the SWAT team their responsibilities will include but not be limited to the deployment of less-lethal devices, chemical agents, and special weapons.

7. In the event of mass arrests the additional police units will function as arrest teams and will be provided the necessary equipment by the supply officer.

C. Equipment

1. Response to a civil disturbance will require the utilization of departmental issued riot helmets, riot batons, and riot shields.

2. Vehicles utilized for civil disturbance response will be at the discretion of the Chief of Police, or his designee. Members of the Mobile Field Force should respond to any activation in their assigned police vehicle prepared for deployment.

3. The uniform of the Mobile Field Force will consist of:
   a. BDU pants
   b. Special Event shirt
   c. Bullet resistant body armor
   d. Boots
   e. Duty belt with equipment
   f. Duty issued firearm
   g. Gloves
   h. Gas mask

D. Training

1. Training will be conducted for the entire team at least quarterly.

2. All training will be considered a mandatory duty assignment with the only exceptions to attendance being those persons on sick leave, injured in service, pre-approved annual leave, or those persons excused by the Mobile Field Force Sergeant.

3. Additional team training and/or special training for particular team members will be conducted as deemed necessary by the Mobile Field Force Sergeant.

4. Personnel participating in Mobile Field Force training during their off-duty time will be entitled to overtime compensation.

5. The Mobile Field Force Sergeant will provide a record of all training to the training office. The documentation should include but not be limited to the date and location of the training, the instructor and topic, and a list of those attending the training.

E. Removal from Mobile Field Force

Nothing herein contained will prevent the removal of any member from the Mobile Field Force, who, in the opinion of the Sergeant, is no longer suitable for service in the unit.
PURPOSE: The purpose of this policy is to provide officers with guidelines on the proper use of automated license plate recognition (ALPR) systems, also commonly known as automated license plate readers systems.

POLICY: The Mount Pleasant Police Department has available for use ALPR systems which will enhance the productivity, effectiveness, and officer safety of our Agency. Officers will use the information obtained through the ALPR system in a manner consistent with professional policing and only for official investigative purposes.

DEFINITIONS:

FOUO: For Official Use Only

ALPR: Automated License Plate Recognition/Automated License Plate Reader

OCR: Optical Character Recognition

Read: Digital images of license plates and vehicles along with associated metadata (e.g., date, time, and geographic coordinates associated with the vehicle image capture) that are captured by the LPR system.

Alert: A visual and/or auditory notice that is triggered when the LPR system receives a potential “hit” on a license plate.

Hit: A read matched to a plate that has previously been registered on an agency’s “hot list” of vehicle plates related to stolen vehicles, wanted vehicles, or other factors supporting investigation, or which has been manually registered by a user for further investigation.
Hot list: License plate numbers of stolen cars, vehicles owned by persons of interest, and vehicles associated with AMBER Alerts which are regularly added to “hot lists” circulated among law enforcement agencies. Hot list information can come from a variety of sources, including stolen vehicle information from the National Insurance Crime Bureau and the National Crime Information Center (NCIC), as well as national AMBER Alerts and Department of Homeland Security watch lists. The South Carolina Department of Motor Vehicles provides a list of suspended registration tags, and law enforcement agencies can interface their own, locally compiled hot lists to the Mobile ALPR system. These lists serve an officer safety function as well as an investigatory purpose. In addition to agency supported hot lists, users may also manually add license plate numbers to hot lists in order to be alerted if and when a vehicle’s license plate of interest is “read” by the ALPR system.

Fixed ALPR: A system of ALPR cameras permanently affixed to a structure, such as a pole, a traffic barrier, or a bridge.

Mobile ALPR: A system of ALPR cameras affixed, either permanently (hardwired) or temporarily (e.g., magnet mounted), to a law enforcement vehicle for mobile deployment.

Portable ALPR: A system of ALPR cameras which are transportable and can be moved and deployed in a variety of venues as needed, such as a traffic barrel or speed radar sign.

PROCEDURE:

A. General

1. The use of ALPR systems is restricted to public safety related missions of this Agency.
2. ALPR systems, associated equipment, and databases are authorized for official public safety purposes. Misuse of this equipment and associated databases, or data, may be subject to sanctions and/or disciplinary actions.
3. ALPR systems, ALPR data, and associated media are the property of this Agency and intended for use in conducting official business with limited exceptions noted elsewhere in this policy.

B. Administration

1. The Agency shall designate an employee (s) with administrative oversight for the ALPR system deployment and operations, who is responsible for the following:
   a. Establishing protocols for access, collection, storage, and retention of ALPR data and associated media files
b. Adhere to SLED established protocols for the preservation and documentation of ALPR reads and “alerts” or “hits” which are acted on in the field or associated with investigations or prosecutions

c. Establishing protocols to establish and ensure the security and integrity of data captured, stored, and/or retained by the LPR system

d. Ensuring the proper selection of the personnel approved to operate the LPR system and maintaining an adequate number or trainees

e. Maintaining records identifying approved LPR deployments and documenting their results, including appropriate documentation of significant incidents and arrests related to LPR usage

f. Authoring any requests for LPR systems use or data access according to the policies and guidelines of this agency

2. Designated, trained personnel shall check equipment on a regular basis to ensure functionality and camera alignment. Any equipment that falls outside expected functionality shall be removed from service until deficiencies have been corrected.

3. LPR systems repairs, hardware or software, shall be made by agency authorized sources.

C. License Plate Reader System Usage

1. ALPR operation and access to ALPR collected data shall be for official Agency purposes only.

2. Only officers who have been properly trained in the use and operational protocols of the ALPR systems shall be permitted to use it.

3. At the start of each shift Mobile ALPR users must ensure the ALPR system has been updated with the most current hot lists available.

4. ALPR Alerts/Hits: Prior to initiation of the stop:
   a. Visually verify the vehicle plate number matches the plate number run by the ALPR system, including both alphanumeric characters of the license plate and the state of issuance.
   b. Verify the current status of the plate through dispatch or MDT query when circumstances allow.

5. In each case in which an alert or a hit is triggered, the user should record the disposition of the alert and the hit into the ALPR system

6. Hot lists may be updated manually if the user enters a specific plate into the ALPR system and wants to be alerted when that plate is located. Whenever a plate is manually entered into the ALPR system, the officer should document the reason.

7. Special Details: ALPR use during nontraditional deployments (e.g., special operations or during a criminal investigation) must be approved by the system administrator.

8. Searches of historical data within the ALPR system should be done in accordance with established Departmental Policies and Procedures.

D. ALPR Data Sharing and Dissemination

LPR data should be considered FOUO and can be shared for legitimate law enforcement purposes:
1. When LPR data are disseminated outside the Agency, it should be documented in a secondary dissemination log maintained by the Criminal Investigative Bureau Supervisor.

2. Information sharing among agencies should be dictated in accordance with MOUs (memoranda of understanding) or established Departmental Policies.

E. Retention
Information obtained through the use of the LPR systems shall be retained in accordance with the Departmental Records Retention Schedule.
PURPOSE: To establish guidelines and regulations governing utilization of naloxone (Narcan) used by the Mount Pleasant Police Department. The objective is to treat and reduce the injury and fatality from opiate overdoses.

POLICY: It is the policy of the Mount Pleasant Police Department to provide assistance to any person(s) who may be suffering from an opioid overdose. Agency members trained in accordance with the policy shall make every reasonable effort to revive the victim of any apparent drug overdose and may administer an opioid antidote (Naxalone) in accordance with departmental training and South Carolina Code of Laws Section 44-130-60.

1. Definitions:

A. Drug Intoxication-Impaired mental or physical functioning as a result of the use of physiological and/or psychoactive substances, i.e.: euphoria, dysphoria, apathy, sedation, attention impairment.

B. EMS-Emergency Medical Services that provide pre-hospital emergency medical care; such practitioners provide out of hospital care for those with an illness or injury.

C. NARCAN 4mg Nasal Spray Device-Intranasal mucosal atomization device used to deliver a mist of atomized medication that is absorbed directly into a person’s blood stream and directly into the brain and cerebrospinal fluid via the nose to brain pathway. This method of medication administration achieves medication levels comparable to injections.

D. Naloxone—an opioid receptor antagonist and antidote for opioid overdose produced in intramuscular, intranasal or intravenous forms.

E. NARCAN-4mg nasal spray device for nasal rescue.
F. Opioids-heroin, fentanyl, morphine, buprenorphine, codeine, hydromorphone, hydrocodone, oxymorphone, methadone, oxycodone.

G. Opioid overdose-An acute condition including but not limited to extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death resulting from the consumption or use of an opioid, or another substance with which an opioid was combined, or that a layperson would reasonably believe to be an opioid-related drug overdose that requires medical assistance.

H. Universal precautions-is an approach to infection control to treat all human blood and certain human body fluids as if they were known to be infectious for HIV, HBV and other blood borne pathogens.

2. Procedures:

A. Training

1. Prior to issue, officers shall be trained in the use of Naloxone by an Agency Certified Trainer;

2. Refresher training will be conducted annually during the annual block sessions.

B. Issue of Naloxone

1. Naloxone will be provided in a clearly marked kit for intranasal use.
   
   a. Each intranasal Naloxone kit shall include: Instructions for administering intranasal Naloxone; Two NARCAN Nasal Spray 4mg devices, and

   b. Officers issued Naloxone kits shall have a CPR face mask/barrier device available for mouth-to-mouth resuscitation.

   c. Officers issued Naloxone kits shall have protective gloves to be donned prior to administering the drug.

2. Officers are required to maintain the intranasal Naloxone kit and CPR face mask within their assigned cruiser at all times while on duty.

3. Other agency employees not required by this policy to carry an intranasal Naloxone kit may elect to carry the intranasal Naloxone kit, provided they have been properly trained and have a CPR face mask available.

4. A Naloxone kit and CPR face mask will be maintained in the prisoner
processing area, but will only be used by officers who have received prior training in the proper use of Naloxone.

C. Use of Naloxone

If an officer/employee encounters the victim of what appears to be a drug overdose, the officer/employee shall:

1. Maintain universal precautions throughout overdose incident;

2. Contact Consolidated Dispatch Center via police radio, advise of possible opioid overdose and request EMS response.

3. Perform assessment:
   a. Indications for Naloxone Administration:
      1. Unresponsive to stimuli
      2. Respiratory arrest or depression (less than 8 breaths per minute)
      3. Evidence of opiate/opioid abuse:
         i. Bystander statements
         ii. Known patient history of opiate/opioid abuse
         iii. Drug paraphernalia
         iv. Opioid prescription bottles/patches
         v. Needle “track marks”
         vi. Pinpoint pupils along with respiratory arrest or depression
   b. Contraindications for Naloxone Administration:
      1. Conscious or semi-conscious and responding to stimuli
      2. Breathing adequately (at least 8 breaths per minute)
      3. Trauma patient with unknown cause for unconsciousness
      4. Known allergy to Naloxone (check for medical alert bracelet)

4. Prior to the administration of Naloxone, the officer/employee on scene shall ensure the subject is in a safe location and remove any sharp or heavy objects from the subject’s immediate reach. The sudden onset of immediate opioid withdrawal may result in physical symptoms such as agitation, rapid heart rate, nausea, seizures, difficulty breathing.

5. Administer Naloxone using the approved device;

6. Start rescue breaths using CPR face mask/barrier protection device and continue until victim is revived or EMS responds.
7. If after five (5) minutes of administering Naloxone, there is no improvement (victim remains unconscious, no breathing or pulse) and if available, one (1) additional dose of Naloxone may be administered using the other nostril if possible. Continue rescue breaths using CPR face mask/barrier protection device until victim is revived or EMS responds.

8. Seize all illegal and/or non-prescribed narcotics found on the victim, or around the area of the overdose, and process in accordance with agency policy for collection and preservation of evidence.

9. Once used, the intranasal Naloxone device is considered bio-hazardous material and shall be wrapped in the administering officer’s disposable protective gloves and turned over to EMS or hospital personnel for proper disposal immediately following administration.

D. Reporting:

After utilization of Naloxone members will:

A. Prepare a “Naloxone Administration,” incident report for documentation purposes to include a description of the individual’s condition, behavior, the fact that Naloxone was deployed, medical response, hospital of transport, any narcotics seized and final-outcome, and medical personnel response.

B. The report should be completed and submitted during the officer/employee’s shift with a copy being forwarded to the Agency Naloxone Coordinator.

C. The reporting officer should complete the mandatory online reporting on the South Carolina Emergency Medical Services portal at: www.scemsportal.com.

E. Storage and Replacement:

A. Inspection of the intranasal Naloxone kit shall be the responsibility the officer/employee and shall be conducted on each scheduled shift.

1. Check the expiration date found on packages;

B. Naloxone will be stored in accordance with manufacturer’s instructions and in Division approved and provided storage container to avoid extreme cold (<39°F), heat and direct sunlight.

C. Missing, damaged or expired Naloxone kit(s) will be reported through the
chain of command to the Field Operations Commander.

D. Requests for replacement Naloxone shall be made directly to the authorized issuing pharmacy with the receipt generated through the reporting site (www.scemsportal.com)