

Greer Police Department

General Order 510.1 Operation of Police Vehicles

This order consists of the following numbered sections:

- I. ROUTINE VEHICLE OPERATION
- II. APPLICABLE LAWS
- III. EMERGENCY VEHICLE OPERATION
- IV. VEHICULAR PURSUITS
- V. VEHICLE MAINTENANCE AND INSPECTIONS
- VI. TAKE HOME VEHICLES

October 1, 2007

I. Routine Vehicle Operation

- A. Under normal, non-emergency situations and when responding to routine calls for service, operators of Police Department vehicles will adhere to all traffic laws and will drive in a safe and courteous manner.
- B. Only authorized persons shall be permitted to operate Police Department vehicles.
 - 1. Authorized persons are defined as sworn personnel, mechanics for the purpose of diagnosing repairs, and other City employees as authorized by the Chief of Police, or by a police supervisor in emergency situations.
 - 2. All operators must possess a valid South Carolina driver's license and must notify their supervisor at any time their driving status changes.
- C. Seat belts and shoulder harnesses shall be used by both the driver and all passengers whenever police vehicles are in motion. A child restraint seat is available at the Police Department and with the on duty Victim Advocate for transport of children as applicable under state law.
- D. Vehicles, whether marked or unmarked, shall be used only for official business or for commuting to and from work when authorized by the Chief of Police.
- E. Police vehicle operators will ensure that the police radio is on at all times while the vehicle is in operation. It is the responsibility of all officers to monitor the radio and respond when called.

II. APPLICABLE LAWS

The South Carolina Code of Laws, Section 56-5-30, provides municipal corporations with the authority to enforce local and state laws on all roads and highways within the municipality relating to the use and operation of vehicles on highways.

- A. The South Carolina Code of Laws, Section 56-5-170, emergency vehicle defined.
- B. Greer City Code, Section 17-33 (b) (2) and South Carolina Code of Laws, Section 56-5-760 (b) (2), emergency vehicles must slow down at red lights as may be necessary for safe operation.
- C. Greer City Code, Section 17-33 (b) (3) and South Carolina Code of Laws, Section 56-5-760 (b) (3), emergency vehicle may exceed the speed limit.
- D. Greer City Code, Section 17-36 and South Carolina Code of Laws, Section, 56-5-2360, right-of-way of emergency vehicles.
- E. South Carolina Code of Laws, Section 56-5-3260 (a). Pedestrians to yield right-of-way to emergency vehicles.
- F. South Carolina Code of Laws, Section 56-5-4700, audible signal devices and signal lamps for emergency vehicles.

The sections of laws enumerated on the previous page place two requirements on the operator of an emergency vehicle:

1. The operator **must** drive with due regard for the safety of all persons using the streets and highways.
2. An emergency vehicle only gains the right-of-way when using **both emergency lights and siren.**

III. EMERGENCY VEHICLE OPERATION

- A. Officers dispatched to incidents requiring a routine (Code 1) response shall immediately respond to the scene while obeying all traffic laws. If, however, in the officer's opinion, mitigating circumstances known to the officer dictate an emergency response, he/she is authorized to respond in emergency mode (Code 3) upon notifying the dispatcher.
- B. The Patrol Supervisor is the final authority on the response code.
- C. Police Department vehicles may engage in emergency operations when responding to an existing emergency or when in pursuit of an actual or suspected violator of the law.
 1. An emergency is deemed to exist when a request for assistance is characterized by a need for immediate response to alleviate an impending threat to the safety of persons.
 2. The provisions of this section do not relieve the operator of an emergency vehicle from the duty to drive with due regard for the safety of all persons and property upon the highway.
- D. An operator involved in an emergency response shall utilize both the emergency lights and siren to warn vehicular and pedestrian traffic along the emergency route.
- E. A police vehicle in emergency operations may:
 1. Exceed the posted speed limit as long as life and property are not endangered. Speed shall be governed by road and weather conditions, vehicular and pedestrian traffic and the exercise of good judgment.
 2. Proceed through a red light or stop sign, but only after slowing or stopping as may be necessary for safe operation. In no event shall a controlled intersection be entered against the flow of traffic at a speed greater than that which would allow an operator moving with the flow of traffic to see and/or hear the emergency vehicle and safely come to a stop or yield right-of-way.
 3. Disregard regulations governing direction of movement or turning in specific directions as long as life or property are not endangered.
 4. Park irrespective of the laws governing the parking of vehicles, except a police vehicle shall not block access to a fire hydrant at a fire scene.

- F. An emergency escort is one of the most dangerous acts in which an officer can be called upon to participate. As a result of many serious accidents stemming from such escorts, this practice is prohibited.
1. When an officer is requested to escort a private vehicle which is carrying an ill or injured person, the officer will determine the severity of the illness or injury. The officer should offer to call an ambulance and administer the appropriate first aid.
 2. If the situation is not of a life-threatening nature, the officer should suggest that the driver proceed carefully and obey all traffic regulations and, if it is appropriate, suggest the safest and quickest route to the hospital.
 3. If the situation is of a life-threatening nature, the officer will administer what proper aid he is trained and able to perform and request appropriate assistance. The officer will inform the dispatcher of the nature of the problem as best he can with the information available. The dispatcher will then send the appropriate assistance. In no case will the ill or injured person be transported for treatment in a police vehicle.

IV. VEHICULAR PURSUITS

Definition: Pursuit shall mean an active attempt by an officer operating a police vehicle to apprehend an operator of a motor vehicle who, having been given a visual and audible signal by the officer directing such operator to bring the vehicle to a stop, fails to obey such direction and either increases the vehicle's speed, extinguishes the vehicle's lights or makes some other overt action designed to avoid apprehension.

- A. No step-by-step procedure can be formulated in advance for such occasions because each pursuit has different factors involved. The officer must weigh all factors such as location, traffic conditions, roadway characteristics such as intersections, hills and curves, visibility, vehicle limitations such as known brake and tire conditions, the officer's familiarity with the area, whether the violator's identity is known, type violations, etc. The decision to pursue shall be made accordingly. However, the foremost thought in an officer's mind must be safety. The pursuing officer must balance the competing concerns of immediate apprehension versus the safety of the public. He must *continuously* evaluate the need to apprehend the subject versus the danger of the pursuit to the public.
- B. The paramount responsibility of this Department is the protection of life and property. If a motor vehicle pursuit exposes any officer, suspect, or member of the general public to unnecessary risk of injury, then the pursuit is not consistent with this responsibility and must be terminated. The fact that the officer is engaged in the lawful performance of his duties does not relieve him of his obligation to exercise due regard. Excessive or negligent operation of a vehicle may render the officer and the department liable to criminal and/or civil action.
- C. In situations involving a speeding, fleeing violator, the safety of persons can never be compromised to apprehend the violator. The foremost thought in the officer's mind must always be safety.
- D. A motor vehicle pursuit is justified only when the necessity of immediate apprehension outweighs the level of danger created by the pursuit. Pursuits are, therefore, limited to the following situations:

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1. The officer has knowledge that the violator has committed or is attempting to commit a violent felony.
 2. Other serious crimes with supervisor approval.
 3. Instances in which the officer initially observes the violator driving in such an erratic manner so as to present a threat to life and property. This may include suspicion of DUI based on articulable facts. Pursuits are not permitted when the only violation known to the officer is a traffic offense.
- E. Because of circumstances which may be present in any pursuit, the following sections are guidelines and considerations which are designed to aid officers in decision making.
- F. The goal of this policy is not to deter pursuits but to promote safety.
- G. Initiating/Primary Unit Responsibilities
1. The responsibility for the decision to initiate pursuits rests with the individual officer. All pursuits must be carried out safely and legally. When deciding to initiate a pursuit the pursuing officer and supervisor, in a short period of time, will have to:
 - a. Use their best judgment.
 - b. Collect their total resources, including training and experience while bearing in mind statutory mandates, procedures and directives outlined in policy and apply them collectively to existing circumstances.
 2. The officer initiating a pursuit shall, in all cases, immediately notify the dispatcher that a pursuit is under way and provide the following:
 - a. Police unit identification.
 - b. Location and direction of travel.
 - c. Vehicle description, including tag number, if known.
 - d. Specific reason for the pursuit, including known laws violated.
 3. Failure to provide the above information may be cause for the supervisor to order termination of the pursuit.
 4. The initiating or primary unit bears operational responsibility for the pursuit, unless relieved by a supervisor.
 5. The primary unit may maintain pursuit, as long as it is safe to do so, until directed to terminate the pursuit by a supervisor, the suspect is stopped or until the pursuit extends three miles beyond the city limits with the following exception: When the driver or passenger in the pursued vehicle is wanted for a violent felony or police assault, the pursuit may continue beyond the three mile limit with the authorization of the highest ranking on-duty squad supervisor. Such pursuits will only be authorized when justified by the nature of the offense and will be undertaken with

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caution. Such pursuits will be terminated at any time that the pursuing officer is unable to communicate by radio.

6. The decision to abandon pursuit may be the most intelligent course of action. Officers must continually question whether the seriousness of the crime justifies continuing the pursuit. A pursuit shall be terminated under any of the following circumstances:
 - a. In all instances, regardless of the initial reason for the pursuit, when it becomes clearly apparent that the suspect is not going to stop or will take extreme measures to evade capture. Certain indicators that the violator will not stop under any circumstance may include but are not limited to the following:
 1. The violator continually increases speed regardless of road or traffic conditions.
 2. The violator makes ever increasing dangerous maneuvers attempting to elude pursuing units.
 3. The violator attempts to ram or otherwise strike pursuing units or civilian vehicles.
 - b. The pursuing officer has been advised by dispatch that a supervisor has not been contacted and is not monitoring the pursuit.
 - c. If, in the opinion of the pursuing officer or the supervisor, there is a clear and unreasonable danger to the officer or other users of the highway created by the pursuit that outweighs the necessity for immediate apprehension.
 - d. The suspect's identity has been established to the point that later apprehension can be accomplished and there is no longer any need for immediate apprehension.
 - e. The prevailing traffic, roadway and environmental conditions indicate the futility of continued pursuit.
 - f. The pursued vehicle's location is no longer known.
 - g. The pursuing officer knows, or is reasonably certain, that the fleeing vehicle is operated by a juvenile and the offense constitutes a misdemeanor or a non-serious felony and the safety factors involved are obviously greater than that with which the juvenile can cope.
7. The termination of the pursuit within the City limits does not prohibit the following of a vehicle or remaining in the area to re-initiate pursuit if the opportunity and the conditions permit. The following of a vehicle after a pursuit has been terminated is to be done in a routine, Code One, condition.

8. Police vehicles having prisoners, witnesses, civilian riders, complainants or other non-sworn personnel aboard will not become involved in vehicular pursuit situations.

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H. Assisting Unit Responsibility

1. Assistance will be coordinated by the dispatcher under the direction of the shift supervisor. The supervisor and primary unit will be advised of the identity and location of back-up units who can assist.
2. The active pursuit will normally involve not more than two units. If more assistance is specifically requested or needed, the amount will be determined by:
 - a. Nature of the offense.
 - b. Number of suspects.
 - c. Whether the participating units have more than one officer.
 - d. Other clear and articulated facts that would warrant the increased hazard.
3. Only the supervisor may authorize more than two units to be in active pursuit. All other units will remain aware of the direction and progress of the pursuit but shall not actively participate and shall not respond or parallel the pursuit on adjacent streets unless specifically authorized to do so.
4. The assisting unit, upon joining the pursuit, shall immediately notify the dispatcher of its identity. If the primary unit is a one-officer unit, the assisting unit may assume radio communications responsibility, allowing the primary unit to devote full attention to driving.
5. The assisting unit will maintain a safe distance behind the primary unit, but close enough to render back-up and assistance if and when required.
6. Assisting units will, at all costs, avoid intersecting the path of an on-coming high speed vehicle.
7. If the primary unit becomes disabled, the assisting unit will become the primary unit. The dispatcher will advise the supervisor and the other units that a new back-up unit is needed and the next unit to join the pursuit will become the back-up unit.

I. Communications Section Responsibilities

1. Receive and record all incoming information on the pursuit and the pursued vehicle and suspects and alert adjacent jurisdictions.
2. Immediately notify the patrol supervisor when a pursuit is initiated.
3. Clear the radio channel of any non-emergency traffic and advise all other units that a pursuit is in progress and provide all relevant information.
4. Perform relevant record and motor vehicle checks.
5. Coordinate all radio communication during the pursuit.

6. Coordinate assistance under the direction of the pursuing officer or the supervisor.
7. Continue to monitor the pursuit until it is terminated.

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J. Supervisory Responsibilities

1. The supervisor is responsible for evaluating the pursuit and determining the need for immediate apprehension of the violator.
2. The supervisor has the immediate responsibility to provide an independent assessment while continually monitoring and directing the following:
 - a. The pursuit.
 - b. Authorize use of pursuit tactics.
 - c. Supervise police response until the pursuit is terminated.
 - d. Ensure completion of necessary reports to document the incident or pursuit.
3. In the absence of adequate information from the primary or back-up unit, or if the supervisor determines that the risk of further pursuit outweighs the benefit of continuing, the supervisor must order the termination of the pursuit.
4. As with any tactical field problem, it is not necessary that the supervisor be physically present in order to begin coordination and assert control over the pursuit, however, the supervisor should proceed to the termination point to provide guidance and necessary supervision, if appropriate.
5. Should a supervisor initiate a pursuit, he/she should relinquish the pursuit to another officer as soon as possible and assume a supervisory role.

K. Vehicle Pursuit Tactics and Prohibited Conduct

1. **Forcible Stopping Techniques:** In the course of pursuit, deliberate contact between vehicles or forcing the pursued vehicle into parked cars, ditches or any other obstacle, boxing in, heading off, ramming or driving alongside the pursued vehicle while it is in motion is prohibited. Reckless or hazardous driving maneuvers shall not be duplicated by any pursuing vehicle.
2. **Caravanning-** There shall be no caravanning by field units not directly involved in the immediate pursuit.
3. **Passing-** There shall be no attempt by officers to pass other field units involved in the pursuit unless the passing officer receives specific permission from the primary unit or the supervisor.
4. **Spacing-** All units in pursuit shall space themselves at a distance that will ensure proper braking and reaction time in the event the lead vehicle stops, slows or turns.
5. **Unmarked Police Vehicles-** Officers operating unmarked vehicles equipped with emergency lights and siren may engage in pursuit only when the fleeing vehicle

presents an immediate and direct threat to life or property and then only after supervisory authority has been obtained. Whenever a marked unit becomes available to take over the pursuit, the unmarked vehicle will withdraw and serve in a support role.

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6. **Roadblocks-** The use of roadblocks must be authorized by the Supervisor and only under conditions in which a pursuit is warranted. Generally, a roadblock will be directly employed only as a **last resort**. The use of a roadblock must be directly associated with the seriousness of the crime for which the suspect is wanted. The roadblock must be clearly visible and provide adequate warning to allow vehicles to come to a safe stop. An **unoccupied** police vehicle with emergency lights operating will be used. The roadway shall not be completely blocked unless the use of deadly force would be authorized. In no event will privately owned or other non-police vehicles be used to establish a roadblock. Moving roadblocks are strictly prohibited. For information pertaining to traffic checkpoints, refer to General Order 720.1. Training on the use of roadblocks is part of the annual Emergency Vehicle Operation course. The use of a roadblock will be included in the Pursuit Form and reviewed by the Patrol Command and Chief

7. **Deployment of Stop Sticks-** Stop Sticks are for use by personnel trained in their use and are designed to cause a controlled deflation of vehicle tires and should be deployed for vehicles having four or more tires. They may only be deployed on paved surfaces and only under conditions in which a pursuit is warranted. The Shift Supervisor must approve the deployment of Stop Sticks.

Conditions such as time of day, lighting, traffic, type of roadway, i.e. curve, hill, oncoming lanes of traffic must be taken into consideration prior to the deployment of Stop Sticks.

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- a. Whenever possible, oncoming traffic should be stopped at a distance will reduce the possibility of a lane shift by the vehicle on which the Stop Sticks have been utilized possibly creating a traffic collision.
 - b. Nighttime use of the Stop Sticks can decrease officer safety during the use of Stop Sticks. Traffic vests must be worn by all officers at the scene of a Stop Stick deployment.
 - c. Officers are not to enter the roadway to position or retrieve Stop Sticks. If the cord cannot be used to position or retrieve the Stop Sticks, a police vehicle should be positioned to prevent traffic from striking the Sticks until the Shift Supervisor advises the incident to be over and the roadway clear to retrieve the Stop Sticks.

The following procedures apply when utilizing Stop Sticks:

- a. With Supervisory authority, park patrol vehicle, emergency lights on, on the side of the road on which the target vehicle is approaching. The patrol vehicle will not be placed in a position that does not allow an avenue of escape for the target vehicle.

- b. Connect three Stop Sticks end-to-end and place them across the avenue of escape, or: attach the cord reel, place the Stop Sticks lengthwise to the side of the road, dispense sufficient amount of cord reel (up to 30' or 100') and as the target vehicle approaches, pull the sticks into the projected path of the target vehicle. Do not wrap the cord reel around any portion of your body and do not wait until the last second to deploy

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the Stop Sticks. Officers will not enter the roadway to position or re-position the Stop Sticks.

- c. After deploying the Stop Sticks, the deploying officer will position him/herself in a safe location away from the point of contact between the target vehicle and the Stop Sticks. Officers will not enter the roadway to retrieve the Stop Sticks.
- d. The officers involved in the pursuit will be informed of the location of the Stop Sticks in sufficient time to allow them to stop or detour around them.
- e. Once Stop Sticks have been struck by a target vehicle, they are no longer fully functional and must be replaced.
- f. The use of Stop Sticks will be included in the Pursuit Form and reviewed by the Patrol Command and Chief

Officers trained in the use of Stop Sticks will receive annual review of their use.

- 8. **Pursuit of Motorcycles-** Officers shall not engage in pursuits involving motorcycles unless there exists probable cause to believe that the operator has committed a violent felony and that the pursuit is necessary to prevent death or serious injury to others. Officers and supervisors permitting or participating in such pursuits shall be prepared to articulate the facts and circumstances justifying the pursuit.
- 9. **Traffic Control Devices-** Extreme caution shall be used whenever officers disregard traffic signs or signals, even though statutes specifically permit such conduct. Officers shall make use of all available warning devices to alert motorists and pedestrians.
- 10. **Deadly Control Techniques -** Department policy on the use of deadly control techniques shall be strictly followed.
 - a. Officers shall not discharge a firearm at or from a moving vehicle except as the ultimate measure of self-defense or defense of another when the suspect is using deadly techniques by any means. The decision to use firearms on or from a moving vehicle shall take into account the location, vehicular and pedestrian traffic and hazard to innocent persons.
 - b. There may be situations where a higher degree of risk inherent in the pursuit is necessary to apprehend the suspect. Such situations would involve a serious felony crime(s) against persons where the use of deadly control is justified in the apprehension and the escape of the suspect would create a clear and imminent danger to the general public. In these situations, when authorized by a Supervisory/Command level officer, extraordinary means may be used to bring the pursuit to a conclusion as quickly as possible.

- c. It is recognized that exigent circumstances may exist which require an officer to act independently in terminating the pursuit through the use of potentially deadly control without supervisory approval. In such cases, the

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officer shall be expected to articulate his/her justifications for any actions taken to the appropriate authority.

L. Inter-jurisdictional pursuits

1. The dispatcher, with the approval of the Patrol Supervisor, will notify outside agencies to request their assistance if Greer's pursuit is or is about to enter into their jurisdiction.
2. In instances in which a pursuit initiated by Greer enters another jurisdiction, and that jurisdiction has assumed the primary position in the pursuit, all Greer Police units will immediately terminate the pursuit and return to the City. Communications will advise the outside jurisdiction that we will proceed to the termination of the pursuit to assist with identification and level all appropriate charges.
3. The Supervisor may approve Greer units remaining in the pursuit up to the three mile limit when it is evident that the outside jurisdiction does not have sufficient backup and is specifically requesting our assistance. Greer units involved in such a pursuit must keep the Supervisor advised of the number of outside jurisdiction units involved. The Supervisor in charge of the pursuit must consider all aspects of the Department's pursuit policy when approving Greer units to remain involved in the pursuit.
4. Officers shall not become involved in outside agency pursuits entering the City unless specifically authorized by the Patrol Supervisor. The Supervisor will base the decision to assist the pursuit on the emergency nature of the situation and whether the outside agency unit has assistance from his/her agency. In these instances, all Department pursuit policies are in effect. If a pursuit involving a Greer unit as the assisting unit leaves the City, the Greer unit may continue until such time as an officer having jurisdiction can assume the assisting officer's role or until the three mile limit has been reached. The Greer unit will then return to the City.

M. Overtaking/Pursuit of Violators

The responsibility for the decision to overtake a violator rests with the individual officer. In arriving at this decision, he must carefully consider all factors involved, including the seriousness of the offense, the possible consequences and, most important, the safety of the general public. In order to diminish the likelihood of a pursuit, officers should, when practical, be within close proximity to the vehicle prior to activating the emergency lights and siren. During the course of enforcement activities, specific incidents may escalate from routine overtaking situations if the suspect attempts to evade apprehension. If this occurs, applicable pursuit policies and procedures apply.

N. Pursuit Reporting

All police pursuits in which Greer officers are participants shall be reported in writing. An incident report and Pursuit Statement will be completed by the primary officer prior to

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securing from his/her shift. Assisting officers will complete a supplemental report to the initial report detailing their involvement and actions. All reports involving vehicular pursuits shall be reviewed by the supervisor involved for compliance with Departmental policy and forwarded through the chain of command to the Chief of Police. In the event the officer(s) is unable to complete the report, the immediate supervisor shall complete the report on the officer's behalf, noting same on the report. The Patrol Commander shall complete an analysis of all pursuit reports annually and submit it to the Chief of

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O. Accountability

This procedure recognizes the need for pursuit under certain circumstances, but it also recognizes that high speed pursuits must be exercised with caution. Great reliance is placed on the individual officer and the shift supervisor in the application of their experience, common sense and training. All officers involved in pursuits will be held accountable for continuing a pursuit when circumstances call for termination of the pursuit.

P. Pursuit Training

SCCJA

Every Class I law enforcement officer and any other law enforcement officer who drives a police vehicle in pursuit of an actual or suspected violator of the law, as defined in regulation R. 38-610(c), shall successfully complete a course of instruction approved by the SCCJA relating to pursuit operation of the police emergency vehicle.

V. VEHICLE MAINTENANCE AND INSPECTIONS

A. Maintenance Responsibility

Officers or employees who utilize a police vehicle shall be responsible for the care and custody of the vehicle and for its immediate serviceability. Officers will inspect the vehicle at the beginning of their shift for damage, defects, maintenance problems, and to ensure it is properly equipped. The vehicle will be searched for unauthorized items at the beginning of the shift and immediately following the departure of any non-police personnel who occupied the vehicle, whether in custody or not. Vehicles that do not contain the required bloodborne pathogen protective gear will not be used. Any deficiencies will be called to the attention of the officer's supervisor and documented on the appropriate form. Any damage or malfunction will be noted on a work order and the vehicle will be taken to the maintenance shop.

B. Specialized Equipment Operation

Video cameras and mobile data terminal systems cannot be operated without training on their use and maintenance.

1. Officers must receive instruction on the operation and maintenance of video cameras by a certified Traffic Officer prior to using the camera. This training is normally accomplished during the FTO process.
2. Video cameras are programmed to operate upon activation of the emergency lights and will be used to record all traffic stops. In addition, the cameras may be

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manually activated to record field interviews and/or other police actions. With the exception of specific authorization by the on duty Supervisor, the audio recording device must remain on whenever the video portion

is operating.

- a. Video tapes are numerically issued to individual officers.
- b. Officers will inspect their video tape at the beginning of each shift and will exchange a tape that does not appear to have sufficient space to record the activities of that shift.
- b. While in operation, tapes are to remain secured in the locked trunk vault's VCR.

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- c. Used tapes that are not evidentiary will be turned into the Supervisor for exchange. The Supervisor will turn the used tape into the Patrol Commander.
- d. Used tapes will be stored for 30 days. The tapes will then be erased by the Patrol Commander and recycled. With the exception of tapes given to the Training Officer for training purposes, no tape will be copied or by an officer without the approval of the Chief of Police.
- e. The Supervisor will review a current tape from each officer on his/her Team on a monthly basis. The tape will then be reviewed with the officer

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for training purposes with the Supervisor pointing out both potential issues and to commend the officer when he/she has handled a situation in a safe, courteous manner.

- f. A video tape that has recorded criminal activity and will be used as evidence is to be handled in accordance with General Orders 930.1 and 930.2. When a tape has been released from evidence, the Evidence Technician will turn the tape over to the Patrol Commander who will erase and recycled it.

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- 3. Mobile data terminals will be used for receiving calls for service; completion of incident reports; gathering of information on the status of vehicles via NCIC; and other forms of information transfer. Officers must be NCIC certified before accessing NCIC files on the mobile data terminals. Officers will receive on the mobile data terminal during FTO training. NCIC certification for

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access of NCIC files via the mobile data terminals will be conducted by an NCIC certified Instructor. Password and other security inspections and audits are the responsibility of Greenville County's E-911 Department. The unauthorized introduction of software programs or other files or the manipulation or alteration current software running on agency owned mobile, desktop or handheld computers is prohibited.

C. Required Equipment

The following equipment should be available in the vehicle at all times and shall be contained within the container provided for that purpose or glove box.

1. Emergency response guidebook
2. Alcohol hand scrub
3. Eye wash
4. Fire Extinguisher
5. Bloodborne Pathogen Protective Clothing Kit
6. Biohazard bags
7. Sharps containers
8. N95 Mask

C. Cleanliness of Vehicles

Prior to securing the vehicle, the interior will be checked and all trash and personal items removed. Unsightly vehicles will be washed prior to being placed in service.

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D. Towing/Pushing/Use of Jumper Cables

Police vehicles shall not be used for the purpose of towing or pushing another vehicle. Additionally, police vehicles will not be pushed or towed except by an authorized tow service. Use of jumper cables to start vehicles not owned by the City is prohibited unless exigent circumstances require the immediate starting of the vehicle. Jumper cables may be used to start police vehicles. Police vehicles must have all electronic equipment shut off when ever jumper cables are used.

E. Accidents involving Police Vehicles

1. Officers and employees involved in a motor vehicle accident while operating a police vehicle shall immediately notify their immediate supervisor who shall cause the appropriate police and supervisory investigation to be completed. Such reports shall be forwarded to the Chief of Police for review.
2. Employees involved in a motor vehicle collision will be required to take a drug screening test immediately. If the employee has been injured, a blood drug screening test will be requested as part of the medical treatment. Employees testing may uninjured will submit to a urine drug screen. Blood or breath alcohol also be required.
 - a. If the City's medical provider is open at the time of the collision, the employee should go there. The current provider is Spartanburg Regional Hospital's Occupational Health facility at Village of Pelham.
 - b. If the collision occurs when the City medical provider is closed, that is after their regular business hours or on the weekend or holidays, the test will be collected at Spartanburg Regional Hospital.
 - c. If the employee has been transported to a hospital, the test should be completed at that location.
3. Employees found at fault in a collision may be held responsible for payment of part or all of the City's insurance deductible based on circumstances surrounding the collision. Decision on payment of deductible is at the discretion of the Chief.

VI. TAKE HOME VEHICLES

A. Participation in the take home vehicle program is a privilege, not a right. Officers must meet and maintain eligibility requirements in order to participate in the program. The privilege of participating in the take home vehicle program may be revoked by the Chief of Police for disciplinary reasons. In order to be eligible for a take home vehicle an officer must:

1. Have two years continuous service with the Greer Police Department or two years service with another law enforcement agency and have completed the probationary period with the Greer Police Department;

2. Have no disciplinary actions which would preclude participation in the
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take home vehicle program. As a general guide, disciplinary actions which result in suspension may constitute grounds for revocation of take home vehicle privileges;

3. Must reside within Greenville or Spartanburg Counties, unless otherwise authorized by the Chief of Police and City Administrator. The Chief and City Administrator may waive this requirement on a case by case basis based on compelling needs of the department and assignment; i.e., on call status.

4. Have a safe and approved area for parking the vehicle at their residence or at a parking area approved by the Chief of Police;

5. Issuing take home vehicles is contingent upon availability of vehicles. The Chief of Police may either refrain from issuing an officer a vehicle, or may revoke a vehicle, if the availability of vehicles diminishes to the point where this is necessary.

B. Limitations and General Responsibilities:

1. Use of the take home vehicle is generally limited to transportation to and from the Department and the officer's primary residence. Take home vehicles may also be used for the transportation to work related functions and activities such as training, work related classes, court attendance, community functions, workout facilities, charitable functions in which the employee is representing the Police Department, and so forth.

2. Officers may not drive take home vehicles outside of Greenville/ Spartanburg County unless approved by a Supervisor or the Chief of Police. Supervisors may give approval for an officer to drive a take home vehicle out of Greenville/Spartanburg County to attend police related training or events.

3. A Division Commander must approve driving a take home vehicle out of the State of South Carolina to attend police related training or events. Officer are required to submit the form "Authorization to Travel" to

receive approval to take the vehicle outside of Greenville/Spartanburg County.

4. While operating a take home vehicle officers are required to monitor the appropriate Department radio frequency at all times
5. Officers are required to respond to any life threatening call for service in their immediate vicinity and to stay on the scene until properly relieved. When civilians are present in the vehicles officers are to follow guidelines established in General Order 640.3, Ride-Along Program.
6. Officers operating take home vehicles while off duty are expected to provide assistance to all persons in need, including assisting motorists. Officers are to use their own discretion regarding safety concerns while rendering roadside assistance.

General Order 510.1
Operation of Police Vehicles

8. Officers are responsible for the vehicle at all times. This includes the security of the vehicle while unattended. Officers are to remove portable computers and weapons from vehicles when left overnight. Officers are responsible for storage of the vehicle as well as ensuring that unauthorized persons do not have access to the vehicle.

C. Prohibited Acts:

The following activities are prohibited while operating a take home vehicle:

1. Visiting a bar, purchasing consumable alcoholic beverages, or having alcoholic beverage in the vehicle unless for evidentiary or police related purposes, or operating a vehicle while taking medication that may cause drowsiness or impair driving ability;
2. Consuming any type of alcoholic beverage prior to, or while, operating the vehicle;
3. Assuming special privileges, such as violation of traffic or parking laws;
4. Allowing the vehicle to become unsightly;
5. Allow use of the vehicle by any unauthorized person;
6. Operating vehicle in a careless or reckless manner;
7. Altering the vehicle in any manner without the approval of the Chief of Police, this includes, but not limited to: mechanical alterations, interior modifications, applications to the exterior of vehicle such as bumper stickers, lighting equipment, and so forth.

D. Passengers

1. Generally, citizens are not permitted to ride in a take home vehicle unless for justified and approved police business.
2. Family members are permitted to ride in a take home vehicle in accordance with General Order 640.1 Ride Along Program if approved by the Chief of Police. Such approval may be given for transporting family

members to school or community functions if such transportation is made during the travel between work and the officer's primary residence.

Family members may ride to and from a restaurant during designated meal breaks.

3. If an occasion arises where an officer must pick up a family member for an unexpected reason, such as an illness, an officer may receive permission from his/her supervisor or Division Commander to transport the family member to a residence or medical facility in the take home vehicle for that specific purpose.

E. Attire and Equipment

Officers are required to either wear an approved uniform while operating a take home vehicle or to dress in civilian attire which is appropriate to meet and deal with the public. Officers are to at all time use good judgment regarding appearance while operating a marked take home vehicle. Officers are allowed to wear appropriate athletic attire while operating a take home vehicle to and from a training or exercise activity. This shall not include short-shorts, tank tops or any clothing that would not be in good taste.

Officers are required to either wear an approved uniform while operating a take home vehicle or to dress in civilian attire which is appropriate to meet and deal with the public. Officers are to at all time use good judgment regarding appearance while operating a marked take home vehicle. Officers are allowed to wear appropriate athletic attire while operating a take home vehicle to and from a training or exercise activity. This shall not include short-shorts, tank tops or any clothing that would not be in good taste.

1. While operating a take home vehicle officers shall have the following equipment readily available.
 - a. A Department issued or approved service pistol;
 - b. Department issued identification;
 - c. Portable radio (Walkie-Talkie);
 - d. Handcuffs;
 - e. Department issued body armor;
 - f. Badge and/or clothing with visible police markings;
 - g. A Department issued reflective vest;

F. Maintenance and Care of the Vehicle

1. It is the responsibility of each officer assigned a take home vehicle to maintain the vehicle. Officers are responsible for regularly checking all fluid levels, keeping the vehicles interior and exterior clean, maintaining the Preventive Maintenance (PM) schedule as prescribed by the City Shop, and having any malfunctioning components of the vehicle repaired by the City Shop.
2. Officers are responsible for preparing the vehicle for inclement weather. Officers are responsible, for instance, for having snow tires installed by the City Shop as directed by the Department. If inclement weather is anticipated officers are responsible for making contact with the Department to determine if snow tires are available. Officers are expected to exercise due caution when operating a take home vehicle during inclement weather. Under extreme weather conditions, the Division Commander or Chief of Police can order any or all vehicles to remain at the Police Department.

3. Any officer who fails to properly maintain a take home vehicle will be subject to disciplinary action by the Chief of Police and may have the privilege of a take home vehicle revoked either temporarily or permanently.
4. Officers are not to modify the vehicle in any manner without the approval of the Chief of Police. This includes, but not limited to: mechanical alterations, interior modifications, applications to the exterior of the vehicle such as bumper stickers, lighting equipment and so forth.

G. Parking/ Storage of the Vehicle:

1. Officers must be able to provide a safe place to park the vehicle at their primary residence. Vehicles are to be parked in a driveway if at all possible. Vehicles are not to be parked on a public street, unless no other parking space is available.

General Order 510.1
Operation of Police Vehicles

2. If an officer is to be on leave or absent from work for a period to exceed seven days the vehicle is to be parked at the Police Department unless authorized by the Chief of Police to park the vehicle at their residence.

H. Off Duty Enforcement

Officers operating marked patrol vehicles are required to stop and render aid if they encounter an incident such as a traffic collision or stranded motorist. Officers are expected to exercise their own judgment concerning safety issues while rendering aid. If an officer determines that rendering aid would not be the best course of action, for example, the poor visibility of an unmarked vehicle, they are to notify Communications, or the appropriate agency, to ensure that appropriate assistance will be sent to the situation. Officers will be compensated in accordance with City policy for any time spent rendering such assistance.

1. Officers are required to render aid whenever they encounter a citizen needing assistance in the City limits as outlined above.
2. Officers are encouraged to take appropriate enforcement action when encountering flagrant traffic violations inside the City limits. Officers are to use their own discretion when operating an unmarked vehicle or if inappropriately dressed to stop a vehicle. Under these circumstances, the officer is to request an on duty patrol vehicle to respond if necessary.
3. Officers are encouraged to render aid to any citizen they encounter needing assistance outside of Department jurisdiction. Officers are reminded that they have no enforcement powers outside of Greer City limits with exception to approved state laws. Officers are required to call the incident in to Dispatch to ensure that the appropriate agency has been notified of the incident.
4. Officers are not to initiate traffic stops outside of the Greer City limits except under extreme circumstances. Such circumstances would include situations which pose a direct and dire threat to the public safety, such as a case of an extremely erratic and/ or possibly impaired driver. Only under the most dire life or death situation may an officer initiate, or take part in, a vehicle pursuit outside of the City limits of Greer. Any vehicle pursuit in a take home vehicle will follow the same guidelines outlined in the General Order 510.1 "Emergency Vehicle Operations."

I. Documenting and Reporting:

In the event an officer is involved in a traffic collision involving a take home vehicle the procedure outlined in General Order 510.1 Emergency Vehicle Operation will be followed.

J. Light Duty:

1. Officers on light duty may have their take home vehicle privileges temporarily revoked during the period of light duty if the officers Division Commander determines that operation of the vehicle by the officer would constitute a hazard to either the officer, the public, or other officers. Such considerations will be made based upon the officer's ability to operate a vehicle in an incapacitated condition or the possibility that the officer, if operating a marked patrol vehicle, could become involved in a situation that he or she could not physically handle in the impaired condition.

General Order 510.1
Operation of Police Vehicles

2. If the determination is made to revoke an officer's take home vehicle privileges, and the period of light duty will exceed seven days, the officer is responsible for having the vehicle delivered to the Department.

Greer Police Department

General Order 510.2

Patrol Organization And Administration

This order consists of the following numbered sections:

- I. PATROL FUNCTION
- II. STAFFING
- III. ROLL CALL
- IV. RADIO COMMUNICATIONS
- V. SPECIAL PURPOSE VEHICLES
- VI. COLLATERAL PROCEDURES

October 1, 2007

I. PATROL FUNCTION

A. Patrol Objectives

Specific goals and objectives for the Patrol Division are formulated in accordance with General Order 110.1. Objectives shall be reasonably attainable, quantifiable and measurable and should be restated and reviewed at least annually.

B. Coordination with Other Components

The Patrol Division will encourage and support the exchange of information with other Department components for the purpose of coordinating performance.

Intra-departmental coordination by the Patrol Division is manifested through encouraging support and exchanging information with other Divisions, Sections and units of the Police Department by the following methods and procedures:

1. Supervisory Staff Meetings
2. Department meetings attended by all personnel.
3. Attendance of investigators at patrol roll call meetings.
4. Posting of directives and other information on roll call clipboards.
5. Communication by formal and informal memoranda.

D. Twenty-Four Hour Law Enforcement Response and Coverage

The City of Greer Police Department provides 24 hour, seven days a week police service to its citizens.

II. STAFFING

A. To provide for continuous 24 hour coverage, patrol officers will remain available for calls until relieved by officers assigned to the next shift. Minimum manpower requirements are established by the Chief of Police.

B. Squad and Beat Assignments

1. Assignments to squads will be determined by the Chief of Police in conjunction with the Patrol Division Commander based on the needs and effective operation of the Department.
2. The patrol squad supervisor will assign patrol officers to a specific sector.
 - a. The squad supervisor may make sector assignments for segments of a shift; e.g., changing assignments during the shift or allowing for a change in sectors due to manpower changes during the shift.

- b. The squad supervisor may include volume of activity, familiarity with the area, continuing investigative work, etc., as criteria for assignment of an officer to a sector.
- c. Squad supervisors will normally assign personnel to permanent patrol sector assignments to enhance their knowledge of the sector and to allow them to become acquainted with persons, businesses, organizations and hazards within the sector.
- d. Officers and supervisors assigned to patrol will work permanent 12 hour shifts as designated by the Patrol Commander. Normal shift hours are: First shift - 0700 hours to 1900 hours; Second Shift -1900 hours to 0700 hours. Patrol shifts work a rotation of two days on, three days off, three days on, two days off with all shift officers having the same days off.
- e. Shift trades between officers for a specified period of time are permissible. Such trades shall be submitted and reviewed for approval the Patrol Division Commander.
- f. Supervisor's Span of Control

by

In order to ensure adequate supervision, guidance and coordination of patrol officers, the span of control for the first line supervisor generally shall not exceed ten (10) officers. This requirement may be waived in the event of an emergency or during special events.

III. ROLL CALL

- A. Roll Call will be held daily in the first 15 minutes of each shift.
- B. The Patrol Squad Supervisor will brief on-coming officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles and major investigations. The Squad Supervisor will notify officers of schedules and assignments and any changes therein. Officers will be notified of any new directives or changes in directives and will be evaluated by their supervisor regarding their readiness to assume patrol. Such evaluation may include a personnel inspection. It is the duty of each officer to write down any BOLOs for wanted persons or vehicles.
- C. If roll call is delayed for some or all officers for any reason, the squad supervisor will contact each officer and conduct an informal roll call to ensure the officer has the information necessary to properly perform his/her duties.
- D. Officers will be familiar with notices posted on bulletin boards and roll call clipboards as well as any mail placed in their mailbox and email account.

IV. RADIO COMMUNICATIONS

A. Intra-Agency

Officers will use their unit number for identification in all radio transmissions and will exercise appropriate radio protocol as defined in General Order 510.3.

B. Inter-Agency

All routine, non-emergency communication with a unit from another agency will be relayed through the dispatcher who will contact the dispatcher from the other agency. Direct radio communications with another agency should only occur during emergencies, joint operations or when authorized by a supervisor.

C. Incident Response

1. A single unit will generally be dispatched to handle routine calls for service. However, the nature of some calls may require additional units be dispatched for purposes of safety as well as more effective handling of a situation. Any additional units dispatched on a call are expected to clear the scene as soon as it has been determined that their presence is no longer needed to deal with the situation.
2. Two units will normally be dispatched on the following types of calls:
 - a. Officer needs immediate assistance.
 - b. On-scene arrest for a felony or violent misdemeanor.
 - c. Any crime in progress.
 - d. Any crime having just occurred where there exists a need to check the area for suspects. One unit should respond directly to the scene while the other unit checks the area for suspects.
 - e. Calls involving weapons, other than simple calls for hunters.
 - f. Domestic disputes.
 - g. Neighbor troubles.
 - h. Disturbances involving intoxicated or disorderly persons.
 - i. Mental investigations.
 - j. Alarms.
 - k. Open door or window calls.
 - l. Warrant service
 - m. Any other call with a known or suspected potential for violence.

- n. Upon request of the responding unit if, based on the officer's judgment, a need exists for additional units to respond either because of the known serious nature of the call or insufficient information exists about the call and additional units may be needed for the purpose of safety or more effective handling of the situation.

V. SPECIAL PURPOSE VEHICLES

A. Bicycles

1. Bicycles shall only be utilized by those officers designated as Bike Officers who are responsible for their condition and maintenance.
2. Designated officers shall utilize the bicycles to augment their normal daily patrol duties and during special events. The bicycle may be taken on vehicular patrol utilizing the bicycle racks available at Police Headquarters.
3. Officers on bicycle patrol will be equipped with a portable radio and will remain in service and available for calls.
4. Officers on bicycle patrol will not attempt to stop moving motor vehicles for traffic violations or any other offense by any means other than verbal commands and hand signals.
5. The designated bicycle uniform and safety equipment will be utilized at all times while engaging in bicycle patrol.
6. Bicycle patrol officers are encouraged to interact with community members and merchants in an effort to establish a relationship with the community they serve.

B. Emergency Response Team Vehicle

The ERT vehicle is utilized solely to transport members of ERT and store emergency equipment that may be needed in association with an ERT callout. Use of the vehicle is restricted to the Emergency Response Team. The ERT Coordinator is responsible for maintaining the equipment and keeping an accurate inventory.

VI. COMMUNITY-ORIENTED POLICING

The Greer Police Department adheres to the philosophy of Community-Oriented Policing (Community Outreach). It is the policy of the Department to not only utilize the proven, traditional styles of policing, but to join with the Community and our City government in focusing on the root causes of crime.

A. Empowerment

Empowerment includes the delegation of authority and responsibility necessary to identify and resolve those public safety-related issues confronting our employees, thus enabling them to analyze problems and design effective solutions.

B. Problem-Solving

The primary concentration of the Department will be to find long-term solutions to the problem of crime. In furtherance of this goal, officers are encouraged to try new, innovative solutions. Successful problem-solving is the key to improving the quality of life within our communities.

1. Problem solving requires that officers be allowed to try not only the safe and proven traditional solutions, but also new, imaginative and even unorthodox solutions. Officers should recognize that not all solutions will be successful. There is always the risk of failure.
 - a. The Department not only accepts the risk taking but encourages it.
 - b. Employees will be commended for their successes but not chastised for their failures.
 - c. The resources of the Department will be focused on assisting officers in problem resolution.
 - d. Patrol Based Initiatives is an approach to policing which is designed to increase effectiveness by attacking underlying problems that give rise to incidents that consume patrol and detective time. To be effective, it relies on the expertise and creativity of officers to study problems carefully and develop creative solutions. It also requires closer involvement with the public to make sure that the police are addressing the needs of the citizens.

C. Accountability

The Police Department, Community and City government are all accountable for the success or failure of the Community Outreach concept. The Greer Police Department lives up to that accountability by inviting it's employees, the Community and the City government to assist in defining community problems and suggesting and implementing the proper solutions.

D. Responsibility

The responsibility for management oversight of the Community Outreach concept is vested with the Administrative Lieutenant. It is the responsibility of all sworn officers to adopt the Community Outreach philosophy and to utilize problem solving techniques during the course of their duties throughout the City.

VII. COLLATERAL PROCEDURES

A. Documentation for Court Proceedings

1. Whenever an officer makes an arrest, it shall be the officer's responsibility to ensure that all incident reports, warrant applications, statements of fact, witness statements, record checks and computer printouts are properly completed and routed to ensure the case will be properly prosecuted. The officer shall also be responsible for future liaison with the court and prosecutor in regards to potential problems in the case.

Police Share

2. If an officer is not going to be available for General Sessions Court in Greenville County for reasons such as sick leave, FMLA, vacation, training they are to send a Notice of Unavailability form to the Court. This form will place them on a do not call list for the time they are unavailable. The form is located on the N Drive on the City Network.

B. Complaint by Mail, Email, or Telephone

When unusual circumstances preclude personal contact by or with a victim, complainant or witness and at the direction of a supervisor, a criminal or non-criminal incident report may be taken based upon information received by means other than personal interview, including receipt of information by mail, email or telephone.

C. Supervisor Presence / Command Staff Notification Required

1. Incidents of a serious nature normally require the presence of a squad supervisor for the purpose of providing supervision at the scene.
2. Ordinarily, supervisors may use discretion on when to respond to a scene. There are, however, critical incidents that require the immediate presence of a supervisor. Such critical incidents include:
 - a. Homicide and other major crime scenes.
 - b. Natural or man-made disasters; i.e., tornado, plane crash, etc.
 - c. Hostage/Barricaded gunman.
 - d. Accidents involving Police Department vehicles.
 - e. Injured officer(s) or other police employees.
 - f. Officer(s) calling for help.
 - g. All use of force incidents
 - h. Traffic collisions with life threatening injury or fatalities
 - i. Any other incident as directed, dispatched or requested.
3. The squad supervisor periodically responds to calls for service assigned to subordinate personnel in order to properly evaluate the performance of those personnel.
4. When a critical incident such as listed above, or an incident with circumstances where there may be a questions as to the agency's liability or those which may result in heightened community interest occur, the Shift Supervisor will respond the scene, immediately contact the Patrol Commander or the Lieutenant on Duty (LOD) and advise him of the situation. The Patrol Commander or LOD will

to

assess the situation, respond as necessary and advise the Chief of Police and Captain. Examples include, but are not limited to:

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Patrol Organization and Administration
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- a. Incident or arrest involving persons that may be of significant interest to the public or the media.
- b. Serious damage to city property, with or without an arrest.
- c. Any conflicting situation with another law enforcement jurisdiction.
- d. Incidents in which the actions of a Department employee have allegedly performed in a manner that created an increased likeliness of death or serious injury to persons or significant loss of property.
- e. If the media has contacted the Department in reference to the incident, or if in the opinion of the LOD the media will be alerted, the P.I.O. is to be contacted immediately as well.

been

D. Officers shall complete all incident reports, accident reports, Use of Control Techniques statements and Pursuit statements prior to being relieved at the end of the shift.

E. Officers shall return phone calls from the public in a timely fashion. Communications will send the names and phone numbers of people calling Dispatch to contact an Officer to the Officer's City email account. They will also send the message to the Supervisor's email account. On duty Officers will receive a radio message from Communications advising that they have a 10-18E and should check the email and respond to the call as soon as possible. Officers who are off duty are to check their email accounts upon returning to duty.

send

It is the responsibility of each Officer to insure he/she can open their accounts and respond to the public's call promptly. It is the responsibility of the Supervisor to follow up with his Officers to insure this is being done. If an Officer is having trouble with email account, they are to advise their Supervisor who will do what they can to fix problem. If the Supervisor cannot fix the problem, they are to notify their Lt. who contact the City's IT personnel. The Officer should contact Communications if they cannot open an email message from a citizen in order to pull it up computer and respond to it without delay.

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will
they find
from Dispatch's

Individual email accounts will be reviewed by the respective Lt. on a random basis to insure messages are read and handled. The City provided email accounts are not and are subject to inspection.

private

Greer Police Department

General Order 510.3 Operations

This order consists of the following numbered sections:

- I. INVESTIGATIONS
- II. FIELD ACTIVITIES
- III. NOTIFICATIONS
- IV. EMPLOYEE MEAL BREAKS

October 1, 2007

I. INVESTIGATIONS

A. Preliminary Investigations by Patrol Officers

1. Often, the most important factor in solving a crime is the information supplied by a victim or witness to the first responding patrol officer. In general, patrol officers will conduct the preliminary investigation of most cases. In unusually serious or complex crimes, the preliminary investigation may be conducted or assisted by specialists; i.e., County Crime Scene Technicians, Coroners investigators, SLED, etc. As a general rule, the patrol officer will conduct a preliminary investigation of any matter coming to his/her attention.
2. The patrol supervisor shall determine if specialists or investigators will be called out to assist in the investigation. The patrol supervisor should consider the total amount of loss, the severity of injury, the extent of damage, the severity of the crime, the requirements of General Order 530.1, Criminal Investigations, and situations where the special expertise of specialists or investigators could lead to a more efficient or quicker conclusion to the investigation.
3. Preliminary investigations begin when the officer arrives at the scene of an incident, first makes contact with the complainant or becomes aware that a crime has been or is being committed. This preliminary investigation continues until such time as the postponement of the investigation or transfer of responsibility. The preliminary investigation usually includes some or all of the following:
 - a. Providing for medical attention to injured persons.
 - b. Protecting the scene to prevent evidence from being lost or contaminated.
 - c. Determining whether a crime has been committed and, if so, the exact nature of the offense. Notification of on-duty supervisor or other needed resources on serious offenses.
 - d. Determining the identity of the suspect(s) and arresting them when appropriate.
 - f. Identifying all witnesses.
 - g. Interviewing victims, witnesses and suspects to determine in detail the exact circumstance of the offense.
 - h. Arranging for evidence collection and preservation.
 - i. Taking written statements, when possible and appropriate, from victims, witnesses and suspects.
 - j. Accurately and completely recording all pertinent information in proper format.
 - k. Referring the complainant to the appropriate prosecutor or magistrate for review of the case when charges will be sought and responsibility for pursuing prosecution rests with the complainant.

- I. Any other action which may aid in resolving the situation, solving the crime or as directed by supervision.

4. The following procedures should be followed at significant crime scenes such as suspected homicides; rape; arson; violent assaults; armed robbery. The first responding officer will begin the process and assist until the scene is taken over by the called out investigator who will complete the procedures.

- a. The purpose of the crime scene is to keep the site of the crime in the same physical condition as it was when left by the offender. The physical evidence is the only evidence that will stand on its own at trial.

- b. The first responding officer will initiate the investigation. The investigator, however, will ultimately control and complete the investigation.

Evidence
spontaneous
Take detailed notes of
investigation. If possible, take photos
found upon arrival. This may include
personnel as they are working.

can consist of physical evidence as well as the words or
utterances of suspects, witnesses or victims.
everything that may be useful to the
of the initial scene as it was
photos
of Fire or EMS

- c. Establish the crime scene. It can never be too big, only too small. Look for evidence (blood or other evidence trails) that may expand the crime scene.

- d. Set up a double perimeter. The inner perimeter can serve as the crime scene with the outer perimeter serving to keep the media and any other non-essential personnel out of the way.

officer

- e. Establish one port of entry into and out of the crime scene. Post an
at this position with the crime scene log.

- f. The crime scene log must be accurate with regard to the dates and times but also as to who was present. Media outlets may be used by the defense to prove or disprove who was on-scene.

supplemental
most major cases do not
later.

- g. No unauthorized persons should be allowed into the crime scene. Any officer that does enter the crime scene must be prepared to explain why. The officer must also operate under the assumption that they will be required to testify in General Sessions Court. All officers who were a part of the scene and participated in any way should submit a report detailing their involvement. Remember, go to court until several months or years

- h. Record the names of all police, fire, EMS or other personnel that enter.

- i. In cases involving death, EMS and Fire personnel should be removed from the scene once death is established. If death is obvious, entry by these personnel should be extremely limited.

- j. Move any by-standers out of the crime-scene. The evidence should be protected from fellow officers, supervisors, family members and any others. Before removing any person note on the crime scene log their name and agency, if applicable. They should be noted at Entry: "Found crime scene," and at Exit: list the time
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in

be
separately.

- k. Move any witnesses out of the crime scene. Identify them completely including address, full name, DOB and physical description. They may be detained for investigative purposes and should be interviewed separately.
- l. If a suspect is identified do not conduct an interrogation. Record in your notes and supplemental any statements made or other actions this person may take. Make sure the investigator is made aware of whom the suspect may be.
- m. Nothing related to the crime scene should be moved or touched by anyone. This may include EMS or other personnel moving items or searching the scene for the purpose of locating identification or medications. This will be the job of the coroner and investigators once on-scene.
- n. No person inside the crime scene should eat, drink, chew tobacco or discard any materials. They should also refrain from using the sinks or toilets.
- o. Canvass the area and speak to neighbors. Document their input as well as their physical information (name, DOB, address). Completely document everyone that you speak with, even those who have nothing to offer.

B. Follow-up Investigations by Patrol

1. Patrol officers will routinely conduct follow-up investigations in order to increase their effectiveness, to enhance their role and to provide specialized investigators more time to concentrate on complex investigations. All criminal investigations will receive a second contact with the victim/complainant.
2. All reports that have been forwarded to the Criminal Investigation Division are screened by the CID supervisor. Some may be returned to the Patrol Division for follow-up investigation. Those investigations which are returned to the Patrol Division generally fall into the following categories:
 - a. Those requested by Patrol Division supervision to be returned.
 - b. Those wherein the original reporting officer has requested to conduct the follow-up investigation.
 - c. Any others at the discretion of the CID Commander.
3. These investigations are generally assigned to the original reporting officer, but may

be assigned to other officers for reasons of expediency or efficiency at the discretion of the CID supervisor.

4. Having completed an investigation, the patrol officer will submit the case file to his/her supervisor for review. The supervisor will either return the investigation to the officer for further work or indicate his approval. If approved, the case file is then sent

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to the Records Section with a copy of the supplementals to CID.

II. FIELD ACTIVITIES

A. Field Interviews

1. During the course of their duties, officers often encounter persons in suspicious or unusual circumstances. Recording these persons' identities, descriptions, vehicles, times and locations found and circumstances of the situations may be beneficial to other officers for various reasons, including follow-up investigations and other patrol activities. This information may also be useful to criminal investigators working current or future cases. This information on persons is recorded on the Field Interview (FI) card along with details of the suspicious situation. These FI cards are submitted for review by patrol supervisors and then forwarded to the Criminal Investigation Division. This file will be available to all members of the Department.
2. An officer may not stop a person for the sole purpose of completing an FI card. That person may be stopped when the officer has a reasonable suspicion of possible criminal activity. The standard of reasonable suspicion is substantially lower than the requirement of reasonable grounds or probable cause. The reasonable suspicion must be based on objective circumstances which led the officer to suspect possible criminal activity and possible involvement of the person being FI'd. This standard of reasonable suspicion complies with the fourth amendment to the U.S. Constitution which prohibits unreasonable seizures.
3. Since the requirements of reasonable suspicion to stop must be based upon objective grounds, officers should specifically record these objective grounds on the FI card. Phrases such as, "He was acting suspicious", are not sufficient. Only the specific conduct of the person which contributed to the officer's reasonable suspicion should be noted.

B. Informants Used by Patrol Officers

1. Although criminal investigators generally make use of informants more frequently, patrol officers may also use informants, particularly in light of their investigative responsibilities.
2. An informant is a person who provides information to the law enforcement community. Patrol officers are likely to develop a number of informants through routine day-to-day activities. Generally, these informants are not paid, do not require or desire anonymity and, therefore, do not come under special procedures requirements.
3. A confidential informant is a person who cannot or does not desire to have his identity known. Should a patrol officer develop a confidential informant or make use

of a paid informant, coordination through the Criminal Investigation Division Commander must be accomplished to satisfy requirements in accordance with the procedures set forth in General Order 530.2, dealing with confidential informants.

C. Police Hazards

1. A police hazard is any situation, person, property, or place that may create or contribute to an incident calling for some police or law enforcement action.
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Operations
2. Information regarding current or ongoing hazards may be received by the Police Department from various sources. Should the information be considered of interest or value to patrol units in the field, it will generally be passed on to them over the police radio or by telephone contact as appropriate. This information may also be posted on the roll call board and relayed to officers at roll call.
3. Any member of this Department having knowledge of any hazard which would affect an officer responding to a particular location within the City will be responsible for completing a memorandum detailing the hazard and placing the memorandum in Communications and on the roll call board. It shall be the officer's responsibility to ensure the hazard is entered into the hazard file within CAD.
4. When a dispatcher, sworn or civilian, is alerted to a hazard through personal knowledge or danger indicator on the CAD screen, they will immediately advise the responding officers of this fact along with the hazard indicated.
5. Severe weather bulletins are periodically received by the Communications Section and will be relayed to on-duty personnel when appropriate.

E. Radio Communications

1. Every officer engaged in a field assignment will have constant access to radio communication. Each officer assigned to road patrol shall be equipped with a portable radio as part of his/her uniform equipment. While away from the patrol car, the portable radio will be operational at all times unless exceptional circumstances preclude use of the radio. Officers who have access to a telephone may advise the number where they can be reached in lieu of radio contact.
2. Each patrol car is equipped with a multi-channel UHF programmable transceiver.
3. Radio Procedures
 - a. Operations are more efficient and officer safety is enhanced when dispatchers, supervisors and fellow officers know the status of officers, their locations, the nature of incidents and the development of their investigation. Officers will communicate with the Communications Section upon arrival at the scene of an incident, when clearing a scene, when making vehicle or pedestrian stops, reporting incidents or at any other time an officer is leaving the patrol car. When appropriate, a system of 10 Codes will be used to transmit information.
 - b. Members of the Department will utilize the police radio system only for the proper transmission of police-related messages and will strive to keep all messages as professional, concise and complete as possible. At no time

will members of the Department misuse or disrupt the radio system by transmitting unauthorized or personal messages.

- c. Cell phones may be used for brief messages. They may not be used to dispatch calls for service or to send or receive information regarding a call for service with the exception of extremely sensitive information that could jeopardize officer safety or the success of a police action if broadcasted over the radio. Officers must call the recorded lines in Communications, not the Communicator's private cell phone when communicating about police related activity.

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- c. Officers assigned to patrol will be responsible for maintaining contact at all times during their tour of duty. Officers will reply promptly when called by the dispatcher over the radio system, according to established practices and procedures. Names of officers should not be transmitted over the police radio system.
- d. Dispatching a Call
 - (1) When Communications calls for an officer, they will give the officer's unit number and wait for the officer's response by giving their unit number. When an officer calls Communications, they will give their unit number and then wait until acknowledged by Communications before continuing to talk.
 - (2) When an officer is dispatched on a call, the exact location, nature of the call, and any other pertinent information will be transmitted to that officer who, when clear on the information, will acknowledge the dispatch by stating their unit number and "10-4".
 - (3) Upon arrival at the scene, the responding officer will transmit their unit number and "10-6". Officers will not get out of the car until an acknowledgment is received from the dispatcher.
 - (4) When clearing the scene, the officer will advise the dispatcher by utilizing the appropriate clearance code.
- e. When making a vehicle or pedestrian stop, the officer will follow proper radio procedure and inform the dispatcher of the location and any other pertinent information, such as tag number and description of vehicle. Upon clearing the stop, the officer will inform the dispatcher by stating, "10-8" and the appropriate code.
- f. It must be remembered that every broadcast is being monitored by citizens with receivers, other agencies and the media. Adherence to the following guidelines by all personnel will support the professional image of our

Department:

- (1) Listen before transmitting. "Walking" on another unit causes needless repeats, sounds unprofessional and is discourteous.
- (2) Do not display emotion by words or voice inflection that reflects irritation, disgust or sarcasm.

- (3) Appropriate language will be used at all times.
- (4) Clear and distinct speech will enable the message to be understood.
- (5) Simple phrases and short, direct answers to questions are best for radio use. Long explanations are best saved for face-to-face situations unless absolutely necessary for accomplishment of the mission.

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F. Emergency Forcible Entry

1. If, after all options have been exhausted, forced entry is necessary to protect life and/or property, a supervisor shall be notified, in advance, if possible or as soon as possible thereafter.
2. It will be the responsibility of both the supervisor and the members responding to the call to secure the damaged area entered. If it is felt that a maintenance crew from the City is needed, the supervisor on the scene will make arrangements for such a crew to be called out.
3. In all incidents of this nature, the responding officer will submit an incident report through the chain of command to the Chief of Police prior to the end of the shift. This report should contain all pertinent information which caused them to believe forcible entry was necessary and how the damage was repaired.

III. NOTIFICATIONS

A. Emergency Notifications, Next of Kin of Deceased, Seriously Ill or Injured Persons

1. Within the City
 - a. Notification will be in person and by a uniformed officer.
 - b. The notifying officer shall remain and offer his/her services in notifying other family members, waiting for other family members to arrive, obtaining clerical assistance or seeking medical help if needed.
2. Outside the City
 - a. Notification of the law enforcement agency having jurisdiction over the residence of the next of kin will be made by telephone.
 - b. The agency will be requested to contact the next of kin in person. If they are reluctant or unable to do so, the squad supervisor should be notified. A teletype confirming the request will be sent to the agency.
 - c. The agency will be asked to contact this Department when notification has been made and to relay the name of the person contacted and any special instructions.

- d. The name of the Greer police officer and the telephone number of the Police Department will be provided to the next of kin for any additional information requests.
 - e. No explicit details of the death are to be given over the telephone.
3. Notification requests initiated by other agencies should include a teletype message or some other form of confirmation.

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B. Injury to Department Employees

a local

- 1. If a member of the Police Department is killed or seriously injured, the Chief of Police, Captain and the appropriate Division Commander will be immediately notified of the incident.
- 2. If an officer is killed or seriously injured while on duty and it becomes the responsibility of the Police Department to notify the next of kin, the Chief of Police and the Captain will personally go to the victim officer's home and make personal notification. If the victim officer is seriously injured and receiving treatment at a local hospital, the Police Department will make arrangements for the officer's spouse or next of kin to be brought safely to the hospital.
- 3. If injuries sustained by an officer are minor in nature, the officer will immediately notify the supervisor. The supervisor will determine if the officer will be required to report to the hospital for treatment. Supervisors will bear in mind that all injuries should be treated at a medical facility unless injuries are very obviously superficial in nature.
- 4. If the officer is seriously injured and unable to submit a report of the incident, the officer's immediate supervisor will complete a detailed report of the incident and submit it to the Chief of Police via the chain of command prior to the end of his tour of duty.
- 5. Officers will submit a detailed worker's compensation report if they sustain any injury while on duty, even if medical treatment is not required. This report will be submitted prior to the end of shift. The supervisor involved shall investigate the incident and sign the injury report. This report shall be submitted through the chain of command to the Chief of Police prior to the end of the shift. All forms required by the City Personnel Department shall be completed and submitted without delay.
- 6. Police and Detention Officers who retire or are separated from service as a direct or proximate result of a personal injury sustained in the line of duty during the response to an emergency situation or a code three vehicle pursuit, as defined by state law, will be provided the same or better level of health insurance benefits as received while on duty at no cost to them. The City's Safety Committee reviews all cases of injuries suffered in the line of duty.

C. Other Notifications

- 1. Coroner's Office

coroner

- a. Whenever any person dies as a result of criminal or other violent means, or by suicide, or suddenly when in apparent health, or in any suspicious or unusual manner, the initial investigating officer or the officer in charge of the scene will be responsible to see that the Office of the Coroner is immediately notified of the facts concerning the time, place, manner and circumstances of such death, and any other information which the or his representative may request.
- b. It will be the responsibility of the initial responding officer to notify the appropriate Coroner's office of any death that has been brought to his attention.

2. Public Services Personnel

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will

Officers who discover potential or actual threats on the roadway should immediately notify the Communications Section. Information such as location, type of problem, and urgency of response should be reported. The dispatcher then notify the appropriate, City, County or State department. If the situation is reported when the appropriate agency is closed, and is not an emergency, the dispatcher will complete and send an email work order for city problems to the appropriate City Department.

For non city problems, the dispatcher will leave a message for the week day dispatcher to contact the appropriate County or State agency during normal business hours. After-hours situations which are of an emergency nature will be immediately brought to the attention of the Squad Supervisor who shall determine if the situation requires emergency notification of the appropriate agency.

3. Public Utilities

Officers should immediately notify the Communications Section when a situation is brought to their attention that presents a potential or actual hazard to persons or property that is the responsibility of a public utility company. The dispatcher will then notify the appropriate public utility company from the phone numbers available in the Communications Section.

4. New Media

a. When an accident or any other event occurs which causes traffic congestion, detours or need for public notification of a disruption lasting for an extended length of time, it will be the investigating officer's responsibility to inform the squad supervisor of the situation.

b. It will be the responsibility of the supervisor to evaluate the incident and, if necessary, have the news media notified so that the public may be informed.

(1) If the incident will be cleared within a few hours, only television and radio need to be contacted.

(2) If the situation could remain for an extended period of time,

newspapers will also be notified.

- (3) Release of specifics of any incident will be governed by General Order 640.1.

IV. EMPLOYEE MEAL BREAKS

- A. The intent of this regulation is to afford officers a reasonable opportunity to eat meals while providing maximum patrol visibility within the City of Greer
- B. On-duty Patrol personnel shall take their meal breaks within the City limits.
- C. Personnel who reside within one (1) mile of the city limits may eat at their residence.
- D. Non-uniformed personnel in unmarked vehicles are encouraged to eat within city limits whenever possible.

Greer Police Department

General Order 510.4 Uniforms and Issued Equipment

This order consists of the following numbered sections:

- I. RESPONSIBILITIES
- II. ISSUED EQUIPMENT
- III. INSIGNIA-PLACEMENT AND DESCRIPTION
- IV. UNIFORM CLASSES
- V. ISSUED SERIALIZED EQUIPMENT
- VI. INVENTORY

October 1, 2007

I. RESPONSIBILITIES

- A. The Department will provide uniforms and equipment necessary for the performance of duties. Each employee is responsible for maintaining all issued equipment in good working condition and for having that equipment ready for service. Further, employees will have available the equipment necessary for the proper performance of their duties and utilize said equipment to its fullest advantage.
- B. The procurement, accountability, distribution and issuance of Department owned or assigned uniforms and equipment, with the exception of vehicular equipment and specialized items utilized or issued by such Units as Emergency Response Team, K-9, Narcotics and the Department Armorer, is the responsibility of the Administrative Lieutenant. Stored Department owned property will be kept in a state of readiness by the Unit Supervisor to which it is assigned. The following lists the Unit in which specified equipment or assigned property is maintained:
 - 1. Vehicles. The various Division Commanders are hereby designated Fleet Manager for the vehicles assigned to their respective Divisions.
 - a. Officers utilizing fleet vehicles are responsible for ensuring they are in proper working condition and for reporting any defects or deficiencies.
 - b. Officers with assigned vehicles are responsible for ensuring they are properly maintained.
 - 2. Serialized equipment, personal wear items, expendable items, general report forms and miscellaneous items are the responsibility of the Administrative Lieutenant. Items and forms specialized to specific Division, such as evidence, judicial services, criminal investigations; Special Response Team, etc. are the responsibility of the individual Unit Supervisor.
 - 3. Maintenance and inspection of munitions and weaponry are the responsibility of the Department Armorer.
 - a. All non-issued weaponry will be cleaned periodically and inspected to ensure operational readiness.
 - b. All issued weapons will be kept clean and in good working order by the assigned officer. Any malfunctions will be promptly reported to the Department Armorer.
- B. Division Commanders
 - 1. Ensure that all personnel in their respective units have the required issued equipment.
 - 2. Establish periodic inspections procedure to ensure equipment is properly maintained.

C. Supervisors

1. Conduct regular inspections of issued equipment and uniforms to ensure they are properly maintained and serviceable.
2. Ensure that subordinates with damaged, defective or worn equipment and/or uniforms have them repaired or replaced.

D. Employees

1. Maintain all issued equipment and uniforms in good working condition so that they are ready for service and available for inspection.
2. Promptly report any damage, wear, or defect which renders any equipment or uniforms unserviceable to their Supervisor and take the proper action to have the equipment or uniforms replaced or repaired.
3. Initiate the appropriate report if any issued equipment or item of uniform is lost or stolen. See Section VI, C for the procedure on lost/stolen serialized items.
4. If any issued equipment or uniform is damaged in the performance of duties, the officer is to report the damage to his/her Supervisor. If the damage occurred during an arrest or attempted arrest, the officer should petition the judge for restitution to the City when the suspect appears in court.
5. If the officer's personal property, i.e. glasses, watch, etc, is damaged while making or attempting to make an arrest, the officer should petition the judge for personal restitution when the suspect appears in court.
6. If the equipment or uniform was damaged or lost due to neglect or carelessness on the part of the officer, the item must be replaced at the cost of the officer. The officer must report the loss or damage to his/her Supervisor who will contact the Administrative Lieutenant, or in the case of specialized equipment, the issuing Supervisor. The cost to the officer will be the current replacement cost, including tax and shipping.
7. At the time of retirement, resignation or dismissal, officers shall turn in all issued equipment, except badge and service weapon prior to the last day of City service. The badge and service weapon shall be turned in on the last day of service. If equipment or uniforms are not turned in, the employee's final pay check may have the cost of that equipment or uniforms deducted.

II. ISSUED EQUIPMENT

- A. Equipment is issued to department personnel depending upon assignment. Special equipment used by specialized units will be authorized, issued and inventoried by the appropriate Division Commander. The quantity of issued items will depend upon both assignment and budget constraints.
- B. Personnel assigned to CID and certain command-level assignments may receive a clothing allowance to purchase appropriate non-uniform clothing for duty wear.

C. Uniform Regulations

1. All uniforms are issued by the Department. Non-issued uniform items are prohibited.
2. Wearing of Departmental head gear (service hat) shall be optional for all uniform officers. The issued baseball hat may be worn at the discretion of the officer and is encouraged for wear while directing traffic or while amidst a large crowd.
3. All nylon gear (belt, holster and accessories) is issued by the Department. Personal nylon gear is prohibited unless specifically authorized by the Chief of Police.
4. Armored vests are issued by the Department to all sworn personnel.
 - a. Armored vests will be worn at all times by any personnel performing patrol duties.
 - b. Line personnel assigned to administrative duties such as detention or dispatch are not required to wear the vest during that assignment.
 - c. All other sworn personnel shall have the armored vest readily available in their vehicle.
5. The Utility uniform is for restricted use only, such as ERT, K-9, and Training Officer and will not be worn unless specifically authorized.
6. Uniforms will be neatly pressed, metal objects shined and shoes polished.
7. Only black socks, belts and shoes will be worn with all uniforms.
8. At minimum, one additional loaded magazine for the sidearm being carried must be worn by Patrol Officers.
9. Personnel requiring replacement uniforms shall notify their Supervisor. The Supervisor will receive approval from their Division Commander to purchase the uniforms and send the employee to the designated uniform provider. When replacing defective equipment or uniforms items with patches, officers must turn the worn or defective items into the Administrative Lieutenant.

D. Authorized Accessories

Only the following uniform accessories are authorized for wear on the department uniform:

1. The department-issued name plate will be worn centered over the right shirt pocket with the keeper pins touching the top seam of the pocket. If the sweater is worn over the shirt, the name plate will be placed in a similar position on the sweater.

2. Personal award ribbons authorized by the Department will be centered 1/4" above the name plate. A maximum of four award ribbons may be worn at one time.
3. Ornaments, jewelry, civic pins, fraternity pins, etc, will not be worn on the uniform. The only exceptions are those pins awarded or issued by the Department or approved by the Chief of Police. Authorized pins may be worn centered on the flap of the right pocket of the uniform shirt.

III. INSIGNIA-PLACEMENT AND DESCRIPTION

A. Collar Rank Insignia

1. Only Department issued collar insignia are authorized.
2. Collar Insignia Description
 - a. Chief of Police - Eagle
 - b. Captain - Double Gold Bars
 - c. Lieutenant - Single Gold Bar
 - d. Sergeant - Gold GPD
 - e. Corporal - Gold GPD
 - f. FTO - Silver GPD
 - g. Patrol Officer - Silver GPD

Specialized positions such as K-9 may wear the collar insignia for their specialty on Utility or specialized uniforms. However, in Class A, B or C uniforms, the GPD in gold or silver, depending on rank will be worn.

B. Sleeve Insignia

1. Lieutenant and above will wear no insignia on the sleeves
2. Sergeant will wear three stripes in gold on the sleeves
3. Corporal will wear two stripes in gold on the sleeves
4. FTO will wear one stripe in blue and silver on the sleeves
5. Longevity bars will be in gold and worn on the left sleeve at the cuff. One bar for every five years of law enforcement service regardless of rank.

IV. UNIFORM CLASSES

- A. Class "A" Uniform: long sleeve shirt with necktie and nylon gear.
- B. Class "B" Uniform: long sleeve shirt and nylon gear
- C. Class "C" Uniform: short sleeve shirt, crew neck T-shirt, and nylon gear
- D. Class "D" Uniform: Utility Fatigues, crew neck T-shirt, nylon gear
- E. Class "E" Uniform: Cargo pants, polo shirt

V. ISSUED SERIALIZED EQUIPMENT

- A. A record of each item of serialized equipment will be maintained by the Administrative Lieutenant indicating to whom the item was issued.
- B. All transfer/reassignment of serialized equipment items must be done in person with the Administrative Lieutenant. No transfers are to be made at the officer's unit level.
- C. Loss/Theft
 - 1. If a serialized piece of equipment is lost or stolen, the appropriate report will be written with an NCIC entry initiated.
 - 2. The report will be forwarded to the Chief of Police along with a supervisory investigation of the incident.
 - 3. The Administrative Lieutenant will issue a replacement for the missing item upon receipt of a copy of the incident report.
- D. Damage

Any damage to serialized equipment will be reported promptly to the officer's supervisor who will investigate the circumstances surrounding the damage and forward a memorandum including the circumstances to the Chief of Police.
- E. It is the responsibility of each and every sworn officer to secure their service weapon at their residence in a manner that it is not accessible to children or other unauthorized persons. Gun locks may be obtained at the Police Department.

VI. INVENTORY

For inventory control and accountability, the Administrative Lieutenant will track issued items (clothing and equipment) by an itemized listing. With the exception of serialized equipment,

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replacements for worn or defective uniforms and equipment will not require designation on the itemized list. Items turned in by officers will be compared against their current inventory of issued items.

Greer Police Department

General Order 510.5 Grooming Standards

This order consists of the following numbered sections:

- I. POLICY
- II. GENERAL STANDARDS / ALL EMPLOYEES
- III. STANDARDS FOR MALE EMPLOYEES
- IV. STANDARDS FOR FEMALE EMPLOYEES
- V. EXCEPTIONS

October 1, 2007

I. POLICY

It is the policy of the Greer Police Department that its employees be well groomed, exercise good personal hygiene and present a professional appearance to maintain the public's trust and respect. Both the self-esteem generated in the individual and the respect commanded from the public they serve promote the excellent reputation of the Department. In addition, some standards are imposed for officer safety. For the purpose of this directive, uniformed officer includes any employee, sworn or non-sworn, who is issued a department uniform and is required to wear it on duty. This includes sworn police officers, reserve officers, detention officers, communicators and any other personnel that have been issued uniforms.

II. GENERAL STANDARDS / ALL EMPLOYEES

- A. Tattoos visible while on duty that are in poor taste or inflammatory to the public are not permitted
- B. Sunglasses worn on duty will be restricted to those with black, brown, silver, gold or tortoise shell frames and must have non-reflective lenses. When not being worn, sunglasses will not be carried suspended from the uniform shirt or jacket. Black or dark blue sunglass straps may be worn.
- C. Sworn employees in plain clothes may wear their side arm in an exposed manner provided they also wear their badge in a conspicuous fashion and have their Departmental ID available for inspection on request of the public. The side arm must be in an approved holster at the waist, or in a pouch designed for the carry of the sidearm. No shoulder holsters are permitted.
- D. All Department employees will carry a City or Departmental identification badge/card while on duty and will present it to any person requesting further identification of the employee.
- E. Employees attending training classes, staff or committee meetings, or other official meetings are considered to be on duty and will wear uniforms or clothing consistent with the image of the law enforcement professional and follow the standards set out in this policy. No firearms are to be worn while attending training classes, either at the Department's Training Center or at classes offered at other facilities. Any question pertaining to the proper attire, carrying of firearm for specialized training, for example, ERT or Range work may be answered by the Training Officer.
- F. Court appearances by any employee will be in professional business attire or uniform. Class E style clothing, i.e. polo shirts and casual pants are not permitted during a court appearance. Employees are prohibited from wearing Greer police uniforms or identifiers such as issued uniforms; polo shirts with police emblem or name; ID badges or Police badges while attending any Court as defendant or victim, or supporter of defendants or victims in an incident that occurred outside the jurisdiction of Greer or while off duty, unless authorized by the Chief of Police.
- G. The use of tobacco products is dictated by the City of Greer's Tobacco Use Policy

III. STANDARDS FOR MALE EMPLOYEES

All male employees will conform to the following standards of appearance

A. Hair Styles.

1. Hair will be kept clean and neatly groomed. No unnatural hair color is permitted.
2. The length/bulk of the hair will not be excessive or present a ragged or extreme appearance. When combed, the hair may extend 1/4" below the top of the ears and may not touch the shirt collar in the back. An Afro hairstyle will be worn no more than 1½ inches thick at any point on the head.
3. In all cases, the bulk or length of hair shall not interfere with the normal wearing of Departmental headgear.
4. Sideburns will not extend below mid ear and will at no point be more than 1½ inches wide. Sideburns will not exceed ½ inch in bulk, will not flare, and will be trimmed horizontally across the bottom
5. Wigs or hairpieces may be worn as long as they conform to II, A.
6. Facial Hair
 - a. Beards are prohibited unless the employee is certified by a physician as being treated for a facial skin disorder. At no time is a beard permitted while wearing a Class A, B, C, or D uniform.
 - b. Mustaches are permissible provided they are neatly trimmed and do not extend more than 1/4 inch below or beyond the line of the individual's upper lip.

B. Jewelry

Employees are expected to realize that any jewelry worn while on duty may be damaged, lost or could cause injury to the officer. In order to maintain the professional image of the Department, jewelry must be worn in moderation so as not to draw undue attention to the officer and is subject to the following guidelines.

1. Earrings are prohibited for male employees.
2. Only one ring per hand is permitted. A wedding set is considered one ring. No toe rings are permitted.
3. No visible body piercing is permitted.

4. Wristwatches and medical alert or police memorial bracelets are permitted. Uniformed personnel are not permitted to wear other type bracelets for safety reasons. No ankle bracelets are permitted.

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5. Male employees will wear no visible neck chains or necklaces.
- C. Male employees are prohibited from wearing cosmetics and fingernail polish. Length of nails shall not extend beyond 1/4" from tip of finger
- D. Clothing such as blue jeans, shorts, overalls, open shirts, and T-shirts are not permitted. Flip flops, tennis shoes and sandals are not permitted. Exceptions may be granted for wear while performing duties requiring more relaxed clothing and must be pre-approved by the Division Commander or the Chief of Police. Skin tight clothing is unacceptable.

IV. STANDARDS FOR FEMALE EMPLOYEES

All female employees will conform to the following standards of appearance

A. Hair Style

1. Hair will be kept clean and neatly groomed. No unnatural hair color is permitted.
2. Uniformed employee's hair shall be arranged in a style to prevent any hair from extending below the shirt collar. Hair that extends below the bottom of the collar must be worn pinned up in a neat manner. For safety reasons, no pony tails or hanging braids are permitted. The style shall not interfere with the normal wearing of Departmental headgear.
3. Wigs or hairpieces may be worn as long as they conform to II, A.

B. Jewelry

Employees are expected to realize that any jewelry worn while on duty may be damaged, lost or could cause injury to the officer. In order to maintain the professional image of the Department, jewelry must be worn in moderation so as not to draw undue attention to the officer and is subject to the following guidelines.

1. A single pair of earrings, centered on the earlobe, may be worn. Plain clothes and civilian employees may wear earrings that hang no more than two inches below the ear lobes.
2. Uniformed employees must not wear earrings that hang below the ear lobes. Pierced earrings must have a small post. Hoop or pendant style earrings may not be worn. Earrings must be ball, disc or solitaire with the following restrictions.
 - a. Ball earrings may be gold, silver or white (pearl) in color and no larger than 6 mm.
 - b. Disc earrings may be gold or silver in color and no larger than 12 mm.

- c. Solitaire earrings may be any gemstone or their facsimile and no larger than one half carat.

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- 3. Only one ring per hand is permitted, a wedding set is considered as one ring. No toe rings are permitted.
 - 4. No visible body piercing, besides ear lobes, is permitted.
 - 5. Wristwatches and medical alert and police memorial bracelets are permitted. Uniformed personnel are not permitted to wear other bracelets for safety reasons. No ankle bracelets are permitted.
 - 6. Female employees in uniform may not wear visible neck chains or necklaces. Plainclothes female employees may wear neck chains or necklaces that are consistent with professional business attire.
- C. Cosmetics shall be applied in good taste so that colors blend with natural skin tone and enhance natural features. Daytime cosmetics suited for a professional atmosphere are acceptable. Exaggerated cosmetic styles are to be avoided. Lipstick colors shall be natural, conservative and designed to complement, not exaggerate the lips. Fingernail polish color shall be subdued and natural. Length of nails shall not extend beyond 1/4" from tip of finger.
- D. Clothing
- 1. Hem lines of skirts or dresses can be no shorter than two inches above the knees.
 - 2. Clothing such as overalls, mini-skirts, high slit skirts, sundresses, tank tops, low cut blouses or sweaters, blue jeans, shorts and T-shirts are not permitted. Exceptions may be granted for blue jeans, shorts, and T-shirts while performing duties requiring more relaxed clothing and must be pre-approved by the Division Commander or the Chief of Police. Skin tight clothing is unacceptable.
 - 3. Flip flop, tennis shoes, platform shoes and casual sandals are not acceptable. Heel on shoes should not exceed three inches in height. Stockings or socks are to be worn at all times. Knee high stockings can be worn with pants or pants suits.

V. EXCEPTIONS

- 1. Personnel assigned to investigative duties and other specialized assignments which require an inconspicuous or more relaxed appearance may be exempted from the provisions of this directive for the duration of their assignment upon approval of their Division Commander or the Chief of Police.
- 2. Police recruits will wear issued khaki uniforms prior to attending the Academy. While at the Academy, they are governed by the SC Criminal Justice Academy's Rules and Regulations regarding personal appearance.

3. Division Commander and Criminal Investigations employees are to maintain a professional business appearance. On certain days and occasions, as designated by the Chief of Police, Class E style clothing may be worn by employees not required to be in uniform.

Greer Police Department

General Order 510.6 Foot Pursuits

This order consists of the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. PROCEDURE

July, 2008

- I. **Policy:** Whenever an officer decides to engage, or continue a foot pursuit a quick and continuous risk assessment must take place. The officer must evaluate the risk involved to themselves, the suspect and the community versus the benefit of continuing the foot pursuit.
- II. **Definitions:**
 - A. **Foot Pursuit:** A situation in which an officer, on foot chases a suspect in an effort to detain or arrest that individual who he has a reasonable suspicion to believe is about to commit, is committing, or has committed a crime and who is resisting apprehension by fleeing from the officer.
 - B. **Suspect:** Includes any individual who a police officer reasonably believes is about to commit, is committing or has committed an offense or poses an imminent threat to the safety of the public, other officers or themselves.
 - C. **Contact/Cover:** A tactical practice of having two or more officers working together during a foot pursuit. The officers work as a team utilizing direct or indirect communication methods to coordinate their efforts, remain aware of the locations of officers and suspects, and keep abreast of the status of the pursuit.
- III. **Procedure:**
 - A. **Alternatives to Foot Pursuit:** To the extent that resources are available, officers should consider the following alternatives to a foot pursuit:
 - a. Area Containment
 - b. Additional officers
 - c. Surveillance until additional resources become available
 - B. **Factors to Consider in Conducting the Risk Assessment:**
 - a. Whether the suspect is armed;
 - b. How serious is the suspect's offense i.e. does he or she pose a serious threat to the community if allowed to escape;
 - c. Officer acting alone
 - d. Backup is not available in a timely manner
 - e. Officer pursuing more than one suspect
 - f. Officer not in physical condition to pursue a subject on foot
 - g. Location:
 - i. Nature of area- (i.e. residential, commercial, freeway) which impacts the safety of all those who may be affected by the foot pursuit.
 - ii. Conditions of structures: abandoned and condemned.
 - iii. Environmental factors: weather conditions or darkness.
 - iv. Area of pursuit is hostile to law enforcement personnel
 - h. Ability to apprehend the subject at a later time. i.e. identity is known
 - i. Communications Issues:
 - i. Officer familiarity with location-able to identify subject's location with accuracy during pursuit.
 - ii. Radio frequency and coverage- Is officer in area where radio coverage may fail.

C. Pursuing Officer Responsibilities:

- a. The decision to initiate or continue a foot pursuit requires weighing the need to apprehend the suspect against the degree of risk to which the officer and others are exposed to as a result of the pursuit.
- b. Once an officer decides to engage in a foot pursuit, the officer must immediately relay the following information to communications:
 - i. Officer Unit Number
 - ii. Location (continuing responsibility)
 - iii. Direction of travel
 - iv. Description of suspect
 - v. Whether suspect is armed
 - vi. Reason for foot pursuit
 - vii. Coordinating with other officers to establish perimeter for containment.
- c. The primary officer should maintain sufficient tactical gap between him or herself and the suspect to allow time for maintaining cover and allow for the arrival of backup officers before engagement.
- d. An officer should not enter a building, structure or area of limited or no cover without a backup officer present.
- e. An officer should not continue a foot pursuit if the officer has lost their firearm.
- f. Officers should note that residents may mistake pursuing officers as prowlers; to the extent possible efforts should be made to notify area residents of the police presence. Officers or supervisors might consider notification to area residents
 - i. Reverse 911
 - ii. Backup officers' use of vehicle's P.A.
 - iii. Use of vehicle siren

D. Supervisor's responsibility:

- a. Monitor the pursuit and direct available resources to provide for the swift and safe apprehension of the suspect.
- b. Terminate any foot pursuit where the risk to the officer, the public, or the suspect outweighs the need for the foot pursuit.
- c. Consider the use of specialized units/personnel to aid in the apprehension i.e. canine, ERT following containment etc.

E. Communications Responsibility:

- a. Maintain open communications with involved officer.
- b. Notify a supervisor and provide relevant information (without compromising ability of involved officer in communicating ongoing information)

F. Termination of Foot Pursuits: Officers shall terminate a foot pursuit:

- a. If ordered by a Supervisor
- b. If the officer believe the danger to the pursuing officers or the public outweighs the necessity for the immediate apprehension of the suspect.

- c.** If the suspect's identity is known and he or she is not an imminent threat to the safety of the public or other officers, consider terminating the pursuit and apprehend at a later date.
- d.** After termination of a foot pursuit, the involved officers will notify communications of the last known location of the suspect or in cases of apprehension, the location of apprehension.

Greer Police Department

General Order 510.7 Identification of Suspects

This order consists of the following numbered sections:

- I. PURPOSE
- II. POLICY
- II. DEFINITIONS
- III. PROCEDURE

- I. **Purpose:** The purpose of this policy is to outline the manner in which criminal suspects will be subjected to identification proceedings.
- II. **Policy:** The policy of this agency is to respect the rights of all persons who officers come into contact with during any law enforcement operation in which witness identification will be conducted.
- III. **Definitions:**
 - A. **Show-Up/Drive-by:** The process by which a complainant or witness is driven to a suspect who has been stopped in the area of the crime for purposes of excluding or verifying the suspect as the person responsible for the crime through recognition by the complainant or the witness.
 - B. **Photo-Array:** The process by which a complainant or witness is shown a series of photographs which may contain a suspect in the crime for purposes of excluding or verifying the suspect as the person responsible for the crime through recognition by the complainant or the witness.
 - C. **Single Photo Verification:** The process by which a complainant or witness is shown a single photograph due to the fact that they have thorough familiarity with the person who is suspected in the criminal activity and law enforcement is simply verifying that the suspect identified by the law enforcement is the same subject known to the witness.
 - D. **Line-up:** The process by which a complainant or witness is allowed to view a group of individuals, in person, for purposes of excluding or verifying the suspect as the person responsible for the crime through recognition by the complainant or the witness.
- IV. **Procedure:** In all identification procedures officers should take steps to ensure that the procedure is not suggestive by the manner in which it is carried out. Thus, officers should use caution as to the manner in which suspects are presented such that a suspect may later claim that the officer influenced the witness' identification of the suspect.
 - A. **The Validity of identification procedures rests on the following considerations:**
 - a. Witness' opportunity to view suspect at the time of the crime.
 - b. Witness' focus of attention at time of crime.
 - c. Accuracy of witness' description of suspect prior to identification procedure.
 - d. Level of certainty exhibited by the witness in making the identification.
 - e. The length of time that has passed between the crime and the identification.
 - f. Note-Officers should document the existence/lack of existence of these points when compiling reports on identification procedures.
 - B. **Show-Up/Drive-by identification-** Although the United States Supreme Court has not affixed a duration of time within which these procedures are to be conducted, generally this type of identification occurs within a short period of the crime and within a reasonable proximity (geographically) from the crime.

General Order 510.7
Identification of Suspects

- a. Unless an extreme emergency exists, the complainant or witness shall be taken to the location where the suspect has been stopped. The movement of the suspect to the witness' location may constitute an arrest for which probable cause is required. To the extent that probable cause is lacking without identification, movement may be determined to have been an unlawful arrest.
- b. To the extent that an officer may safely do so, the officer should take steps to minimize the suggestiveness of the identification. The following should be considered:
 - i. Have suspect standing outside of any law enforcement vehicle rather than in the vehicle.
 - ii. Have the suspect standing without handcuffs or with handcuffs not visible to the witness.
 - iii. Any steps taken which give the appearance that the suspect is free to leave will undercut suggestiveness.
 - iv. If items taken or used in the crime have been recovered, do not allow the witness to view or become aware of the recovery until after the identification proceeding is complete.
 - v. The witness' failure to recognize the subject stopped must be documented and included in any materials forwarded to the prosecutor who ultimately handles the case. Such evidence may be exculpatory to the suspect who is charged with the crime. As such it must be forwarded to the prosecutor. Additionally, if the witness identifies a suspect in the future, this failure to identify the first subject presented to them may add credibility to their identification.

C. Photo-Array/Photo-Pack:

- a. The array must contain six or more photos and include at least some persons who are similar in appearance i.e. facial hair, glasses, age etc.
- b. All photos must include persons of the same race and sex as the suspect.
- c. Photos should be presented in a way that does not suggest that the subjects in the photos are criminals i.e. mug-shot with numbers (Mug shots may be used, but portions of photo that would indicate that photo is mug-shot should be cropped or hidden from the witness.)
- d. During the process officers shall not, in any way, prompt the witness toward a particular photo.
- e. The presentation/order of presentation must be documented. The witness who selects a photo as the suspect should sign and date the photo they have selected with a full signature and initial and date the other photos presented to them.
- f. The witness' selection of a photo that is not the suspect must be documented and included in any materials forwarded to the prosecutor who ultimately handles the case. Such evidence may be exculpatory to the suspect who is charged with the crime. As such it must be forwarded to the prosecutor.

- g. When feasible, the photo array shall be presented by an officer who is not involved in the investigation and who is unaware of who the investigators believe to be the suspect (blind).

D. Single-Photo Verification: This process shall only be used where the witness is thoroughly familiar with the suspect and the officer/deputy is merely attempting to ensure that the witness and the officer/deputy are both referring to the same person.

E. Line-Ups:

- a. A line-up must be conducted with at least six persons and include at least some persons who are similar in appearance to the suspect i.e. facial hair, glasses, general age etc.
- b. All persons in the line-up must be of the same race and sex of the suspect.
- c. During the process officers shall not, in any way, prompt the witness toward a particular subject in the line-up.
- d. Although suspects do not have a right to refuse to stand in a line-up, a line-up should not be conducted where the suspect's resistant conduct will set him or her apart from the other participants in the line-up.
- e. Suspects may be required to speak during a line-up for comparison purposes only. If officers are going to require a suspect to speak, they must require all persons participating to speak the same words in turn.
- f. Suspects may be required to put on clothing recovered from the crime for identification purposes. If officers are going to require the suspect to put on the recovered clothing they must require all persons participating in the line-up to put on the clothing in turn.
- g. All line-ups must be documented by photographing or video-taping the line-up as presented to the witness. The photo will document positions of the participants as well as the inclusion of the participants.
- h. Attorneys:
 - i. A suspect does not have a right to counsel at a line-up which is conducted before the suspect has reached a "critical stage" in the justice process. A critical stage is reached when the suspect is arraigned, indicted or otherwise formally charged with a crime.
 - ii. A suspect has the right to counsel at a line-up if the suspect has reached a critical stage in the justice process.
 - iii. If the suspect has an attorney but has not yet reached a critical stage, officers should consider allowing the attorney's presence at the identification proceeding. The presence of an attorney undercuts later claims that the process was somehow suggestive with respect to the suspect.
 - iv. In any case where an attorney is present they serve only as a witness to ensure the fairness of the procedure.

Greer Police Department

General Order 510.8 Filming Of Officers

This order consists of the following numbered sections:

- I. PURPOSE
- II. POLICY
- III. DEFINITIONS
- IV. PROCEDURE

August 7, 2012

- I. **Purpose:** The purpose of this policy is to direct members of this agency with respect to the proper law enforcement response to citizens who are filming officers.
- II. **Policy:** It is the policy of this agency to uphold the Constitutional Rights of all persons. This policy includes ensuring the First, Fourth, and Fifth Amendment rights of individuals to document the conduct of members of this agency through video and audio recording are facilitated.
- III. **Definitions:**
 - A. **Legal Presence/Lawful Presence:** Any area where a person has the legal right to be thus, private property owned or occupied with permission of the property owner; public buildings such as stores, malls etc. and public areas such as streets, sidewalks etc.
 - B. **Recording Device:** Any device capable of recording audio or video to include but not limited to cameras (still and video); recorders; cellular devices, PDAs, tablets, or any other device capable of such recording.
 - C. **Enforcement Action:** includes but is not limited to arrest; detention; seizure of recording equipment; deletion of video/audio; damaging the equipment; threatening, intimidating, discouraging, or coercive conduct aimed at ending the recording; blocking or otherwise obstructing the ability to record without a proper law enforcement objective such as an open air crime scene where it is necessary to block the view for the integrity of the investigation;
 - D. **Designated First Amendment/Safety Zone:** A geographic area designated for demonstrations/protests balancing the right to protest with the right of citizens not involved in the protest to safely travel through the area. Such areas are sometimes designated for purposes of controlling the safety of all persons during large scale demonstrations/protests.
- IV. **Procedure:**
 - A. Members of this agency shall not prohibit the recording of law enforcement activity or take enforcement action under circumstances where the person making the recording has legal presence in the area where they are standing.
 - B. Recording law enforcement action from an area where the subject is lawfully present does not constitute an offense.

General Order 510.8
Filming Officers

- C.** Officers shall not take enforcement action by way of intimidation or coercion to end the recording; by obstructing the ability to record from an area of lawful presence; or by discouraging the person from continuing the recording.
- D.** Every person has a First Amendment right to observe and record law enforcement officers in the discharge of their public duties.
- E.** Recording law enforcement officers engaged in public duties is a form of speech through which private individuals may gather and disseminate information of public concern, including the conduct of law enforcement officers.
- F.** Members of this agency should be aware that the First Amendment gives no heightened protection to members of the press, thus, members of the public have the same rights to recording as would a member of the press.
- G.** If someone at a demonstration is filming officer conduct no enforcement action will be taken irrespective of pre-established demonstration/safety zones unless it can be established that they are a threat to security.
- H.** All persons also have a First Amendment right to verbally challenge and criticize an officer who is making an arrest. Such a challenge includes the right to document the officer's actions through audio and visual recording.
- I.** Obstruction/Hindering/Interference type charges against a person recording are generally inappropriate except:
 - a.** When the person, through their actions puts the officers' safety, the suspect's safety, or the public's safety at risk. Some court decisions have indicated that without physical action or a threat toward an officer no arrest will be justified.
 - b.** The recorder enters a clearly marked crime scene without authorization.
 - c.** The recorder enters an area which is closed to the public and clearly marked due to an ongoing emergency i.e. SWAT scene; fire scene etc.
 - d.** The recorder enters private property which is not open to the public without the authorization of the owner/occupier of said property. In such a case, the officer should determine the wishes of the owner/occupier before taking significant enforcement action such as an arrest. Where an arrest is indicated, the officer must follow the legal mandates of arrest, for example a required warning in a trespass case.

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Filming Officers

- J.** When confronted with a person who the officer perceives as bordering on a lawful obstruction or hindering charge, the officer shall, where practical and feasible, inform the subject that their actions are interfering with the officer's duties and ask them to move to a less-intrusive position where they can continue to record but will not interfere.
- K.** When an officer is considering taking enforcement action such as an arrest or the seizure of a recording device, the officer shall call a supervisor for direction. If no supervisor is on-duty, the officer shall make contact with the on-call off-duty supervisor.
- L.** Seizing, Manipulating, Erasing, Deleting or Inspecting Devices or Recordings:

 - a.** Officers and supervisors are advised that there is a heightened reasonableness requirement when officers seek to seize items protected by the First Amendment as is the case when dealing with recordings under this policy. Thus, more facts and circumstances and a greater government interest must be present before officers and supervisors should consider such a seizure.
 - b.** Officers shall not erase, delete, or otherwise corrupt a recording held by an individual.
 - c.** The seizure of a recording device or the recording itself constitutes a seizure under the Fourth Amendment and unless one of the warrant exceptions i.e. consent or exigency apply, the seizure must be supported by a warrant.
 - d.** If the officer has reason to believe that the person intends to publicly broadcast the recording, the seizure of the equipment and the tape even with a warrant may violate the Privacy Protection Act. 18 U.S.C. 2000a which provides: 42 U.S.C. sec. 2000 (aa):..."Notwithstanding any other law, it shall be unlawful for a government officer or employee, in connection with the investigation or prosecution of a criminal offense, to search for or seize any work product materials possessed by a person reasonably believed to have a purpose to disseminate to the public a newspaper, book, broadcast, or other similar form of public communication, in or affecting interstate or foreign commerce..."
 - e.** In all cases prior to a lawful seizure, officers should consider seeking the consensual cooperation of the individual in possession of the recording and where possible record the consent.

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Filming Officers

- e. If the person holding a recording indicates an intent to publicly broadcast the recording, the supervisor, in consultation with the prosecutor should consider the impact of the Privacy Protection Act upon any seizure of the recording.
- N. Where a seizure of the device or recording is authorized by law the agency shall:
- a. Only maintain custody of the device as long as necessary to seize the necessary recording from the device by a person who has the technical certifications to support the admissibility of the recording into evidence.
 - b. The items shall be returned to its lawful possessor within 72 hours, unless otherwise ordered by the prosecutor's office and authorized by the court.
 - c. Upon return of the device to its rightful possessor, the recording itself shall be left intact.
- O. **Crimes Unrelated to Filming a Law Enforcement Event:** This policy does not impact the ability of officers to seize recordings of evidentiary value when conducting investigations of criminal activities. For example: A subject is arrested for rape where the victim indicates the crime was filmed and when arrested the suspect has a video camera in his backpack. The rules of search incident to arrest or warrant related searches of this camera are unaffected by this policy.

Greer Police Department

General Order 520.1 Use of Control Techniques

This order consists of the following numbered sections:

- I. POLICY
- II. PROGRESSIVE USE OF CONTROL TECHNIQUES
- III. USE OF DEADLY CONTROL TECHNIQUES IN DEFENSE OF HUMAN LIFE
- IV. USE OF DEADLY CONTROL TECHNIQUES TO APPREHEND A FLEEING FELON
- V. TRAINING
- VI. RESTRICTIONS ON THE USE OF FIREARMS/ DEADLY CONTROL TECHNIQUES
- VII. OFF-DUTY WEAPONS
- VIII. LESS LETHAL WEAPONS
- IX. AUTHORIZED WEAPONS AND AMMUNITION
- X. DISCHARGING FIREARMS REPORT AND INVESTIGATION
- XI. SPECIAL WEAPONS
- XII. USE OF CONTROL TECHNIQUES REPORT
- XIII. ADMINISTRATIVE REVIEW OF SHOOTING INCIDENTS
- XIV. CHIEF'S REVIEW OF INCIDENT
- XV. RELIEF FROM DUTY
- XVI. RENDERING FIRST AID AFTER USE OF CONTROL TECHNIQUES

October 1, 2007

2007

Page Revision: August 18, 2010

I. POLICY

It is the policy of the Greer Police Department to use only control techniques which are necessary to attain lawful objectives. Employees of the Greer Police Department will use only reasonable control techniques.

objectively

- A. The value of human life is immeasurable in our society. Law enforcement officers have been delegated the responsibility to protect life and property and apprehend criminal offenders. The apprehension of criminal offenders and the protection of property must at all times be subservient to the protection of life. The officer's responsibility for protecting life includes his/her own.
- B. This order is for Greer Police Department use only and does not apply in any criminal or civil proceeding. This order should not be considered as establishment of a higher standard of conduct for employees in case of third party claims. Violations of this policy will only form the basis for Police Department administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.
- C. All uses of control techniques in arrest and seizure of a free citizen are judged by 4th Amendment's objective reasonableness standard. (Graham v. Conner. 490 U.S. 386 (1989)). This objective reasonableness analysis considers:
 - 1. The severity of the suspected offense
 - 2. Did suspect pose an immediate threat to the officers or others
 - 3. Is the suspect actively resisting or attempting to evade arrest by flight
 - 4. The situation is judged by totality of circumstances known to officer at the time the control technique was used, in other words, step into the shoes of the officer(s)
 - 5. 20/20 hindsight is not considered in reasonableness inquiry.
- D. When the use of a control technique is necessary, the degree of control that is employed should be in direct relationship to the amount of resistance employed by the person or the imminent threat the person poses to the employee or others.
- E. Employees must weigh the circumstances of each individual case and employ only that amount of control which is objectively reasonable and necessary to control the situation or persons. No employee will use unreasonable or excessive control toward any person.
- F. The use of control technique may be in the form of advice, warnings, persuasion, verbal encounters, physical contact, less lethal weapons, or the use of deadly control techniques.

II. PROGRESSIVE USE OF CONTROL TECHNIQUES

A. Definitions

1. **Control-** Conduct on the part of a police employee that is designed to assist the employee in controlling a situation or the actions or behavior of a person or persons.
2. **Progressive Control Techniques-** The escalation of control used by an employee in order to control a situation or the actions of persons, from minimum to maximum: i.e., verbal control, intermediate control, deadly.
3. **Deadly Control-**Any control technique which creates a substantially likelihood of causing serious bodily harm or death.
4. **Supervisor-** Supervisor shall mean any officer holding the rank of Corporal or higher and officers serving in the capacity of acting shift supervisor.
5. **Less Lethal Weapons-** Any weapon other than a firearm which is used to control persons or defend an employee from harm. Examples of less lethal weapons are the ASP expandable baton, pepper mace, Conducted Electrical Weapon, bean bag rounds, PepperBall Projectiles and flashlights.

B. Levels of Resistance

Suspects will demonstrate various levels of noncompliance and/or resistance to police commands.

1. **Psychological Intimidation.** Nonverbal cues indicating the subject's attitude, appearance, and physical readiness. Examples: Karate stance, hand gestures, or the 1,000 yard stare.
2. **Verbal Noncompliance.** Verbal responses indicating unwillingness or threats from the subject. Example: Telling the officer "I'm not going with you" or "I'm going to kill you".
3. **Passive Resistance.** Physical actions that do not prevent the officer's attempt to control. Example: Passive demonstrator sitting on the ground.
4. **Defensive Resistance.** Physical actions that attempt to prevent an officer's control, never attempts to harm the officer. Example: Suspect pulls away from the officer, wrestles with the officer, or runs away.
5. **Active Aggression.** Physical actions of assault against the officer. Example: Suspect punching or kicking the officer.
6. **Deadly Assaults.** Deadly assault encounter with the subject. Example: Suspect trying to stab the officer with a knife or shoot the officer with a firearm.

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C. Officer Control Options

1. Officer Presence. Identification of authority
2. Verbal Direction
 - a. In dealing with people, each employee must attempt to inspire respect and generate cooperation and approval from the public. Employees will be courteous and civil in their relationships with the public.
 - b. The manner in which an employee speaks can be an effective means of exerting verbal control in order to control a situation.
 - c. Verbal control may be in the form of warnings, advice and persuasion. Volume and tone control may in and of itself be progressive in nature, depending upon the circumstances.
 - d. By using reasonable and necessary verbal control, employees may not have to resort to the use of other forms of control.
3. Empty Hand Control
 - a. Empty Hand Control involves actual bodily contact with a person, forcibly subduing that individual until resistance is overcome. Empty Hand does not include the use of weapons or objects which could be used as weapons such as batons, flashlights, etc.
 1. Soft Empty Hand Control techniques are designed for low levels of resistance, have a minimal chance of injury and include touch pressure and joint locks.
 2. Hard Empty Hand Control techniques are designed for high levels of resistance, have a probability of injury and include hand and leg strikes. Neck restraints will not be used as a control technique with the exception of incident where the use of deadly control is justified.
 - b. In no instance will employees use empty hand control techniques in excess of that which is reasonable and necessary to lawfully and properly neutralize an unlawful assault or overcome resistance by a person being taken into custody.
4. Intermediate Weapon Control Techniques
 - a. Intermediate control techniques involves the use of Departmentally issued lethal weapons against a person and subduing that individual with the assistance of these weapons until resistance is overcome.
 - b. Where necessary, an officer may take action or use any implement to defend the officer's life or safety, or the life or safety of another, with implements or devices not normally intended to be weapons or issued as police equipment.
 - c. The use of intermediate control will be restricted to quelling physical confrontations where lesser verbal or empty hand control would be or has

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been ineffective.

5. Deadly Control Techniques

Deadly control techniques may be invoked as outlined in Sections I and III of this General Order.

III. USE OF DEADLY CONTROL TECHNIQUES IN DEFENSE OF HUMAN LIFE

Deadly control techniques may be used by officers only when they reasonably believe that the action is in defense of human life, including the officer's own life, or in the defense of any person in imminent danger of serious physical injury. All uses of deadly control techniques must be objectively reasonable based upon the totality of circumstances surrounding its use.

A. Objective Reasonableness is satisfied where:

1. Suspect poses imminent threat of serious bodily harm or death to the officer or some other person who is present. OR;
2. Officer has probable cause to believe that the suspect has committed a violent felony involving the infliction or threatened infliction of serious bodily harm or death and by his or her escape poses a danger of serious bodily harm or death to others.
3. Warning prior to the use of deadly control techniques should be given whenever possible.

B. Reasonable belief is defined as when facts or circumstances that the officer knows, or should know, are such as to cause an ordinary and prudent police officer to act or think in a similar way under similar circumstances.

C. Serious physical Injury is defined as bodily injury that creates a substantial risk of death, causes serious, permanent disfigurement or results in long-term loss or impairment of the function of any bodily member or organ.

IV. USE OF DEADLY CONTROL TECHNIQUES TO APPREHEND A FLEEING FELON

The use of deadly control techniques when apprehending a fleeing felon must meet the same conditions as stated in Section III. Officer has probable cause to believe that the suspect has committed a violent felony involving the infliction of serious bodily harm or death and by his or her escape poses a danger of serious bodily harm or death to others. Warning prior to the use of deadly control techniques should be given whenever possible.

V. POLICY TRAINING

All officers shall be issued a copy of this General Order, receive instruction on its contents prior to being authorized to carry a firearm or less than lethal weapon, and receive annual in-service training.

VI. RESTRICTIONS ON THE USE OF FIREARMS/DEADLY FORCE

A. Restrictions

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1. **Warning**-When officers are about to invoke deadly force, they will, when possible or practical, issue a verbal warning to the suspect. In this warning, officers will identify themselves as police officers and instruct the suspect to stop whatever action the suspect is doing to cause the officer to consider the use of deadly control techniques.
 2. **Shoot to Stop**- Officers will fire their weapons not to kill, but rather to stop and incapacitate an assailant from completing a potentially deadly act as described in this order. For maximum stopping effectiveness and minimal danger to bystanders, officers should shoot at center body mass.
 3. Officers should not discharge a firearm at or from a moving motor vehicle except when it is necessary for the defense of the life of the officer or another person or the officer has reasonable cause to believe that the suspect poses a significant threat of death or serious bodily injury to the officer or others.
 4. **Risk to Innocent Bystanders**- When officers are about to discharge their firearms, they will be cognizant of their field of fire and will not unnecessarily create a substantial risk of harm to innocent persons.
 5. **Warning Shots**- Officers may not discharge their firearm for the purpose of a warning shot.
 6. Officers may not use or carry any firearm or dangerous ordnance while under the influence of alcohol or drugs.
 7. To Destroy Animals
 - a. The killing of an animal is justified **as a last resort** for (1) self defense, (2) prevention of substantial harm to the officer or others, (3) humane purposes, to relieve the animal from further suffering due to severe injury.
 - b. A seriously wounded, sick or injured animal may be destroyed only upon the direction of the Patrol Commander or LOD. In the case of a domestic animal, all attempts to obtain the services of a Veterinarian must be exhausted prior to destroying the animal. During business hours, Animal Control should be contacted to transport domestic animals to Blue Ridge Animal Hospital or Dr. Patch. After business hours; when Animal Control is not available; or when the animal cannot be moved due to severity of injuries, the Veterinarian should be requested to respond to the scene. If the owner of the animal can be located, they must be advised of the incident as soon as possible. In the case of a non-domesticated animal, Wildlife Officers should be contacted to respond to the scene to destroy the animal. If circumstances do not allow for the response of either a Veterinarian or Wildlife Officers, the area around the animal must be made as secure as possible and all necessary steps taken to insure the safety of persons in the vicinity, prior to the discharge of a firearm.

- c. An officer using a firearm to destroy an animal will, before going off-duty, prepare an incident report detailing the circumstances. A Use of Control
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Techniques Form will accompany the Incident Report so that each discharge of a firearm in the line of duty may be recorded.

B. Safe Handling of Firearms

Officers of the Greer Police Department are expected to use good judgment while carrying, handling, storing or using a firearm, while on or off duty. Gun locks are available at the police department.

C. Review, Inspection and Approval of Weapons

- 1. No firearm, whether Department-owned or personally owned, shall be carried until it has been inspected and approved by the Department Armorer. Only firearms listed in this General Order will be approved for on-duty or off-duty use.
- 2. Officers will not perform maintenance upon or make modifications to any firearm approved for use. Disassembly is restricted to field stripping for cleaning purposes.
- 3. Supervisors shall conduct frequent inspections to ensure that firearms are clean and in good operating condition. All firearms carried by Department employees, both Department and personally owned, will be inspected annually by the Department Armorer. Any weapon found to be unsafe or defective during supervisory or Armorer inspections will be immediately removed from service until restored to proper operating condition.

VII. OFF-DUTY / SECONDARY WEAPONS

- 1. Officers may carry an approved sidearm from .22 caliber to .45 caliber while off-duty provided they are acting in conformity with applicable directives of the Police Department, state and federal laws and city ordinances. Off-duty officers in secondary employment in uniform shall carry their issued, on-duty engaged weapon.
- 2. Off-duty officers who elect to carry a sidearm shall also have their police badge and credentials on their person. Off-duty weapons shall be carried in a concealed and safe manner and shall not be unnecessarily displayed to the public. Off-duty weapons and ammunition must be registered with the Department Training Officer and the officer must have successfully passed a qualification course as established by the South Carolina Criminal Justice Academy and/or the Chief of Police.
- 3. Off duty officers or officers in undercover/street clothing who are carrying a concealed weapon will, when ever prudent, identify themselves as a police officer prior to drawing they will their weapon. If the officer is challenged by another law enforcement officer, immediately follow all directions of the law enforcement officer and will identify themselves as a police officer.
- 4. Officers may carry one secondary weapon while on duty or on off duty employment in uniform. The following weapons are authorized as secondary weapons:

- a. All 9mm, 40 and 45 caliber semi-automatic pistols.
- b. .380 auto
- c. .38 or .357 caliber double-action revolver.

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Secondary and off duty weapons and ammunition must be registered with the Department Training Officer and the officer must have successfully passed a qualification course as established by the South Carolina Criminal Justice Academy and/or the Chief of Police.

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- 5. Officers assigned to Administration, Criminal Investigations, or undercover/plain Clothes assignments may carry their secondary weapon as a primary duty weapon with the approval of the Chief of Police. These officers must have their issued weapon available during on duty times should they need to report for assignments.

VIII. LESS LETHAL WEAPONS

- A. The ASP expandable baton, pepper mace, PepperBall Projectiles, Conducted Electrical Weapon (M26 and X26 Taser), bean bag rounds and flashlight are less lethal weapons which are available to officers of this Department to use in conformity with this policy, provided the officer is trained in the proper use of the less lethal weapon.
 - 1. The ASP expandable baton may be used by officers trained, at minimum, biennially in its application by a certified weapons instructor.
 - 2. Pepper mace issued by the Department may be used by officers trained, at minimum biennially in its application by a certified weapons instructor.
 - a. Pepper mace should not be used, except in exigent circumstances, in a building with closed ventilation systems such as hospitals and schools.
 - b. Pepper mace should not be used on persons with known disabilities except in exigent circumstances.
 - c. As pepper mace could cause severe eye injury if sprayed directly into the eye at close range, pepper spray should not be sprayed toward the face and eyes of a subject at a distance of three feet or less, unless deadly control techniques are objectively reasonable.
 - 3. Conducted Electrical Weapon (CEW) such as the M26 and X26 Taser are deployed as an additional police tool and are not intended to replace firearms or self defense techniques.
 - a. CEWs shall be issued and used only by officers who have been trained in their application by a certified Instructor and have successfully completed the Department's CEW Training Program annually.
 - b. CEWs will only be used against persons who are actively resisting arrest or exhibiting active aggression, or to prevent individuals from harming themselves or others. A warning should be given to the person and other

officers on the scene prior to activating the CEW unless to do so would place any other person at risk. CEWs are not to be used against a passive suspect.

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- c. Due to risk of injury from a fall, the CEW should not be used in the probe mode on fleeing suspects unless the suspect is an imminent threat to him/herself or others. The drive stun mode may be used on fleeing suspects who are fleeing a lawful arrest. Reasons for use of an CEW on a fleeing suspect must be articulated in the Use of Control Technique Form.
- d. Generally, the CEW should not be used when the officer is aware that a female subject is pregnant, on elderly persons, young children and/or visibly frail persons or on a subject that the officer is aware has a disability such as a heart condition, unless exigent circumstances exist.
- e. The preferred target zone is the center mass of the subject's back, however, it is not always possible to get behind the subject. When back targeting is not possible, frontal targeting should be lower center mass, intentional deployments to the chest shall be avoided where possible. Officers shall make all reasonable efforts to avoid striking persons in the head, neck, or genitals.
- f. CEWs should not be used on handcuffed persons unless they are actively resisting or exhibiting active aggression and/or to prevent individuals from harming themselves or others.
- g. CEWs should not be used against suspects in physical control of a vehicle in motion to include automobiles, trucks, motorcycles, ATVs, bicycles and Mopeds unless exigent circumstances exist.
- h. CEWs may be used on dogs who are exhibiting active aggressive behavior toward people or other animals.
- i. No more than one officer should activate a CEW against a person at a time. Officers should make all efforts to warn other officers that a deployment is about to occur.
- j. When activating a CEW, officers should use it for one standard cycle and stop to evaluate the situation (a standard cycle is five seconds). If subsequent cycles are necessary, only the minimum number of cycles necessary to place the subject in custody is to be used. Multiple CEW applications are not justified solely on the grounds that a suspect fails to comply with a command, absent other indications that the subject is an immediate threat or about to flee. Any decision to apply multiple CEW applications must take into consideration whether a suspect is capable of complying with officer' commands. Following CEW activation, officers should

use a restraint technique that does not impair respiration.

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- k. CEWs should not be used in the known presence of combustible vapors and liquids or other flammable substances such as, but not limited to, alcohol based Oleoresin Capsicum Spray carriers, and natural gas or gasoline fumes.
- l. Upon encountering a situation which may require the use of a CEW, the responding officer shall request the response of a back up unit and a Supervisor. Whenever possible, the CEW will not be used prior to the arrival of the back up and Supervisor.
- m. CEWs will be inspected for operational readiness at the beginning of each shift. CEWs not functioning will be turned into a certified CEW Instructor for inspection and/or repair. CEWs are sensitive electronic devices which should be encased in its protective holster when not in use. The CEW holster is to be worn on the opposite side of the duty belt from the firearm.
- n. Each discharge, including accidental, of a CEW shall be investigated by the Shift Supervisor and a Use of Control form will be forwarded through the Chain of Command to the Chief. Occasions in which the CEW was pointed but not discharged will be documented in a Use of Control Form.

Officers should consider the location and environment of the subject, i.e. is the subject at the top of a stairwell such that when incapacitated by the CEW they fall down the stairs causing a collateral injury. Officers shall avoid using an CEW in cases where the subject is elevated i.e. roof, fire escape, tree, bridge, stairwell, etc such that the secondary impact may cause serious injury.

- 4. Bean bag rounds may be used by officers trained, at minimum biennially in their application by a certified weapons instructor.
- 5. PepperBall Projectiles are plastic sphere that are filled with PAVA (Capsaicin II) powder. A high-pressure air launcher delivers the projectiles with enough force to burst the projectiles on impact releasing the PAVA powder.
 - a. Only qualified, Department personnel trained at minimum, biennially, shall be allowed to deploy and use the PepperBall Projectiles.
 - b. Each deployment of a PepperBall Projectile shall be documented on the PepperBall Projectile Evaluation Form as well as a Use of Control Techniques Form which will be forwarded through the Chain of Command to the Chief.
 - c. A potential exists for the projectiles to inflict injury when they strike the face, eyes, neck and groin. Therefore, personnel deploying PepperBall

Projectiles shall avoid intentionally striking those body areas unless the use of deadly control is objectively reasonable. The projectiles are delivered with enough kinetic energy to produce temporary abrasions, bruises and /or welts and cause a psychological impression of being shot.

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d. Response to inhaling the PAVA powder in a PepperBall Projectile varies among individuals. When inhaled, the PAVA powder within the Projectile produces an irritation of the suspect's nose and lungs and leads to coughing, shortness of breath, and in some instances, vomiting. Some individuals experience eye irritation as well. In most cases the symptoms last between five and ten minutes

6. The flashlight is not an offensive weapon. It is to be used only as a defensive weapon with applications and, at minimum, biennial training, similar to a baton.

B. Prohibited Weapons

1. Brass knuckles, slappers, sap gloves, billies and blackjacks are prohibited less lethal weapons and will not be carried or used by Greer officers.
2. Any other weapon not specified which could be considered a less lethal weapon is prohibited.

IX. AUTHORIZED FIREARMS AND AMMUNITION

Only weapons and ammunition meeting department-authorized specifications as determined by the Chief of Police shall be used in the performance of duty. The current issued ammunition approved by the Chief of Police for routine duty is Speer Gold Dot 230 45.caliber.

A. The on duty weapon is currently the Glock, Model 21 SF and 30SF 45. caliber semi-automatic pistol with dark finish. All officers must first successfully qualify in accordance with the provisions of General Order 520.3.

B. Officers will use only the ammunition issued, or in the case of the secondary weapon, approved by the Department. Any alterations to ammunition are strictly prohibited.

C. Care and Maintenance

All weapons and ammunition will be issued by the Training Officer who shall establish and maintain a record on all weapons approved for official use. All maintenance requests and problems encountered with Department-owned weapons should be directed to the Training Officer in writing, giving as much detail as possible about the problem or request. All such requests shall be made part of the record for the weapon.

D. Each officer is responsible to keep any firearm carried in the line of duty clean and in good working order.

1. Should a Department-issued weapon become lost, stolen, damaged, or in any way rendered inoperable, it shall be reported through the chain of command to the Chief of Police immediately and in writing.

2. All servicing of Department-issued weapons will be provided for by the Training Officer by either the Department Armorer or through authorized service centers and a record of such servicing shall be maintained by the Training Officer.

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X. DISCHARGING FIREARMS REPORT AND INVESTIGATION

- time
- A. Officers shall report, in writing, any deliberate, unintentional or accidental discharge of firearms, including less lethal bean bag rounds. Training or recreational shooting are exempt unless injury results from the discharge.
 1. The officer will report the incident orally to the on-duty supervisor as soon as it is practical after the incident in which the weapon was fired.
 2. Due to the stress involved there may exist some critical incident amnesia at the time of the incident. No written reports will be completed by the involved officer for the first 24 hours following the incident. The written reports to be completed include a Use of Control Techniques Form and an Incident Report. Names of Officers involved in firearm discharge will only be released to media through the Chief's Office.
 3. If the officer involved is injured or otherwise unable to complete the reports, the officer's supervisor will complete the reports.
 4. The reports will be submitted via the chain of command to the Chief of Police and will include a detailed account of the circumstances surrounding the incident.
 - B. The Police Department will conduct a complete internal investigation of any deliberate, unintentional or accidental discharge of a firearm, including a less lethal bean bag round, by an officer, on or off-duty, unless the discharge was the result of training or the destruction of a sick or injured animal. When deemed appropriate, a criminal investigation will also be conducted.
 1. Officer-Involved Shooting Causing Injury or Death
 - a. All officer-involved shootings causing injury or death will be subject to both an internal and criminal investigation.
 - b. The shift supervisor will immediately notify the Captain, Patrol Division Commander and Criminal Investigation Division Commander to respond to the scene.
 - c. The Patrol Division Commander or, in his absence, a supervisor designated by the Chief of Police will be in charge of the initial investigation and shooting scene until such time as the scene and investigation is turned over to the CID Commander.
 - d. Once the scene is turned over to the Criminal Investigation Division, responsibility for the scene will rest with the Criminal Investigation

Division.

- e. The Criminal Investigation Division Commander will notify the State Law Enforcement Division (SLED) of the incident and request investigation by that agency.

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firearm,
however,

- f. The Captain or a supervisor designated by the Chief of Police, will initiate and conduct a thorough and complete internal investigation of the incident. This investigation will be independent of any criminal investigation and will be conducted to determine if the conduct of the officer involved in the shooting incident conformed to the rules, regulations and General Orders of the Police Department concerning the use of firearms and deadly control techniques. Due to the seriousness of the potential consequences of discharging a firearm, however, a complete and thorough investigation is imperative. It will not, however, inhibit any criminal investigation which might be under way.
- h. All Department personnel having any knowledge of the shooting incident will cooperate fully with the internal investigation. This is not a criminal investigation and the results will not be used in any criminal prosecution. Failure to answer questions or cooperate with this investigation will result in disciplinary action.

2. Officer-Involved Shootings Resulting in No Injury

The Captain, Patrol and CID Commanders will respond as in paragraph one (1) on the previous page. After reviewing the facts and circumstances surrounding the shooting incident, the Commanders will brief the Chief of Police. If a determination is made that a criminal investigation is not called for, the Captain will proceed with an internal investigation as previously described. If, however, it is determined that a criminal investigation is called for, the CID Commander will also proceed as in paragraph one (1).

3. Post-Investigation Responsibilities

under

- a. The Criminal Investigation Division will be responsible to pursue prosecution of suspects involved in the shooting incident.
- b. If Department personnel are to be charged with a crime as a result of the shooting incident, the Criminal Investigation Division Commander, under the direction of the Chief of Police, will pursue such prosecution unless that prosecution is initiated by SLED in which event the CID Commander will cooperate fully with that agency.
- c. Copies of all investigative reports, sketches, photographs, etc., from the investigation of the officer-involved shooting will be forwarded to the Chief of Police as soon as possible.
- d. After the criminal investigation is complete, the Chief of Police or his designee will meet with the City Attorney, City Administrator and the

appropriate county solicitor. The solicitor's office will determine if the matter is to be referred to the Grand Jury for its consideration. All cases involving deadly force wherein the use of a firearm resulted in the death or injury of another shall be submitted to the appropriate Solicitor's Office for review and possible Grand Jury presentation.

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XI. SPECIAL WEAPONS

Only officers demonstrating a proficiency in the use of Department specialized firearms, in addition to authorized sidearms, are permitted to carry or use such firearms. Demonstrated proficiency will include minimum scores on a prescribed qualification course(s), attaining and demonstrating knowledge of the laws concerning the use of firearms, and being familiar with the recognized safe handling procedures for the use of these weapons. The proficiency course will be determined by the range officer, the Chief of Police and the South Carolina Criminal Justice Academy as outlined in General Order 520.3.

A. Shotguns

1. The **routine** carrying of shotguns as a lethal weapon is prohibited. Shotguns, specifically designated and visibly marked as such, may be used for the delivery of less lethal bean bag rounds by officers trained in their use by certified weapons instructors, in accordance with the Department Use of Force continuum. Shotguns that are authorized for use as lethal weapons must be 12 gauge and the standard ammunition will be .00 buckshot, both approved and provided by the Department.
2. Shotguns designated for the delivery of bean bag rounds will be clearly distinguishable as such by visible markings on the stock and may be carried on routine patrol, mounted on racks in the trunks of patrol vehicles by officers currently certified in the use of the bean bag rounds.
3. No shotguns will be routinely carried in the passenger compartment of any vehicle.
Shotguns not assigned will be maintained in good working order in the Department weapons storage facility by the Training Officer.
4. Only trained personnel will be permitted to carry and/or operate either lethal or less lethal designated shotguns. Shotgun familiarization and qualification training in lethal and/or less lethal usage will be conducted at least annually. Course content and qualification requirements will be established by the range officer, Chief of Police and the requirements of the South Carolina Criminal Justice Academy.
5. Shotguns assigned for the delivery of lethal ammunition will only be removed from the storage facility in the following circumstances:
 - a. Inspection and cleaning by the Department Armorer.
 - b. Temporary assignment to new recruits attending SCCJA Basic Training.

The shotguns will be turned into the Department Training Officer immediately upon return from the Academy.

- c. With authorization of a member of the Command Staff for use in raids emergency situations.
- d. These restrictions do not apply to the Emergency Response Team.

B. Sniper Rifle

The Emergency Response Team sniper rifles are a .308 caliber Styer Mannlicher and a .308 caliber Remington 700. Their use is restricted to ERT certified snipers in deadly force

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situations. The responsibility for cleanliness and maintenance lies with the SRT coordinator. Approved ammunition is Federal .308 Match Gold Medal GM 308M.

C. MP5

The MP5 is a 9mm submachine gun. Its use is restricted to members of ERT trained in its use. The responsibility for cleanliness and maintenance lies with the ERT coordinator. Approved ammunition is Winchester Ranger RA9T.

D. Patrol Rifles

The Greer Police Department issues semi-automatic rifles to specifically selected patrol officers for unconventional situations where the police may face heavily armed and/or ballistically protected criminal suspects or armed mentally unstable subjects. These rifles are a tool to allow the potential resolution of these incidents by allowing a tactical advantage not available with more conventional police firearms. Patrol rifles are only to be deployed under guidelines established by this order.

1. Definitions

- a. SEMI-AUTOMATIC RIFLES The Greer Police Department issue rifle is the Bushmaster semi-automatic rifle in .223 caliber with 16 inch barrel and 30 round capacity box magazine.
- b. PATROL RIFLE OPERATOR (PRO) Specially selected and trained officers currently issued one of the above rifles. Operators are selected based on guidelines established by the Chief of Police through the Training Officer.

2. Deployment of Patrol Rifles

- a.. The patrol rifle is issued to individual officers specially trained in their use. The rifles are issued in protective cases with 60 rounds of department approved and issued ammunition.
- b.. Patrol Rifles shall be deployed only in situations that the officer may reasonably believe that the tactical advantage afforded by the rifle would

be necessary. They are not to be used for routine calls where the deployment of a shoulder arm might not otherwise be appropriate, or for calls where the information dispatched is not matched by a clear threat to public safety in actuality. This order does not seek to articulate the only situations where rifle deployment is appropriate.

Officer/supervisor judgment is the first indicator of appropriate deployment.

c. The patrol rifle may be deployed in situations:

1. Where the officer believes a suspect he/she may encounter is wearing protective body armor or

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2. Is believed to be armed with or has immediate access to high powered or shoulder fired weapons or
3. Is believed to be armed and situated in a distant or fortified location which affords the suspect a tactically superior position or
4. In situations where there are multiple armed suspects and
5. Other situations where approval for deployment of patrol rifles is authorized by the Patrol or CID Lieutenant.

3. Storage and Carry of Rifles

- a. Officers are responsible for the safe and secure storage of their issued rifles at all times.
- b. While on duty, the rifles are to be stored in the Department issued mounted rifle rack in the Officer's assigned vehicle. In the event the Officer's assigned vehicle is not in service, the rifle will be stored in the trunk of the replacement vehicle. Rifles will not be stored in any vehicle when the Officer is off duty. The rifle must be stored in the case in a secure area in the Officer's residence. Rifles are not to be taken on training assignments or other out of jurisdiction on duty missions without the preapproval of the Division Commander.

4. Physical readiness of the rifle.

- a. The rifle shall be stored with magazine inserted in rifle, chamber empty, and safety engaged,
- b. Rifle magazines will be fully loaded to capacity of 20 or 30 rounds for duty use.
- c. The rifle should be inspected frequently and properly maintained by the Officer. All rifles will receive an inspection by the

Department's Armorer annually.

5 Qualification

- a. PRO's shall qualify with the rifle semi-annually in accordance with standards established by the Department's Certified Patrol Rifle Instructors.
- b. Failure to fire a passing score on the first attempt will result in a second attempt approximately one month later. Failure to fire a passing score at that time will result in the officer being suspended from the rifle program for a period of not less than three months.

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XII. USE OF CONTROL TECHNIQUES REPORT

- A. Officers will complete a Use of Control Techniques Form anytime a suspect uses defensive resistance to avoid control or the officer(s) utilize physical, i.e. hard control or higher on the Progressive Use of Control Techniques, whether or not results from such use and without regard for whether the use of control was unintentional or accidental.
empty hand injury intentional,
- B. All departmental personnel involved in an incident in which they used control against another person will complete a separate Use of Control Techniques Report.
- C. Any use of a firearm or a CEW to control a person's behavior shall be documented on a Use of Control Technique Report. Drawing of a firearm or CEW to clear a building or area does not require a Use of Control Technique Report unless and until a suspect is located and controlled by the pointing or use of a firearm or CEW.
other
- D. The shift supervisor will respond to all use of control techniques incidents and report his/her findings, as well as documenting the presence of any visible injuries and of non visible injuries, in the Supervisory Comment section of the Use of Control Techniques Form. The Supervisor will take pictures of the area of the body on use of control technique(s) were used. The pictures will be taken injuries and forward them with the Form through the chain of Police for review. This report will be completed prior to the end of the tour duty.
complaints which the regardless of any visible command to the Chief of the end of the tour duty.
- E. The Use of Control Techniques Forms will be reviewed annually by the Chief of Police or his designee, in an effort to identify patterns or trends which may indicate a need for policy adjustment or training.

XIV. ADMINISTRATIVE REVIEW OF SHOOTING INCIDENTS

Upon the completion of the internal investigation by either the Captain or other supervisor designated by the Chief of Police, the investigating supervisor will review the facts and circumstances surrounding the shooting and present a report of his findings to the Chief of Police along with a recommendation as to whether the shooting incident was in compliance with Department policy regarding the use of deadly force and firearms.

XV. CHIEF'S REVIEW OF INCIDENT

If it is determined by the Chief of Police that a shooting incident is not within policy and disciplinary action is warranted, the case will be remanded to the Patrol Division Commander for initial action.

XVI. RELIEF FROM DUTY

- A. When death or serious physical injury has resulted from the use of control techniques in an official capacity by a firearm or other means by an officer or other police employee, that officer or employee will, as soon as practical, be released from line duty by the supervisor pending a full investigation into the incident by the Police Department.
1. This is administrative leave with pay.
 2. This leave will continue until terminated by the Chief of Police following an
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administrative review of the incident.
- B. As soon as possible the officer(s) or employee(s) will attend at least one professional counseling session to address the personal and emotional needs arising from such an incident. The professional counselor will be named by the Chief of Police and the counseling will be conducted at no personal expense to the officer or employee. Additional counseling may be required based on the recommendations of the counselor and as deemed necessary for the good of the officer or employee. In addition to one on one counseling, all officers and employees involved in the incident will attend a group peer counseling session. This counseling will follow any critical incident.
- C. Such relief from duty will not be considered a suspension or disciplinary action taken against an employee, but rather an administrative course of action for the purpose of relieving the person from further performance of duties while participating in stress counseling and permitting the Department time to conduct an objective investigation into the matter.
- D. The period of time spent on administrative leave will be determined by the Chief of Police, based on the counselor's recommendations.

XVII. RENDERING AID AFTER USE OF A CONTROL TECHNIQUE

It is the duty of each officer to render, or arrange for, the immediate, appropriate and necessary medical aid for any person upon whom control has been used. Such aid shall be rendered without delay and will be documented in the incident report and Use of Control Techniques Form. The officer utilizing the control technique shall notify his immediate supervisor that the use of control resulted in injury or a complaint of injury. All persons on whom control greater than an empty hand technique has been used, or any person who is complaining of any injury, regardless of the level of control used, will be evaluated by First Responders prior to the Booking Process.

- A. A person sprayed with pepper mace will, as soon as possible, be provided cool, flowing water with which to flush the eyes and face. The use of pepper mace does not result in permanent injury to eyes or mucus membranes. However, in certain persons with pre-existing medical respiratory problems, difficulty in breathing can result. If a person exhibits or complains of difficulty breathing, emergency medical assistance will be sought on the scene or as soon as possible. All persons sprayed with pepper spray will be

evaluated by First Responders prior to the Booking Process.

- B. The CEWs will cause a person to lose the ability to stand or to break a fall. This could result in injury from striking an object as they drop to the ground. The officer administering the CEW or another officer at the scene, should, whenever possible, observe the conditions of the person's fall and note whether or not they strike any object. Persons who strike their head on any object should receive medical attention at the scene, unless exigent circumstances prohibit EMS contact at the scene. In these cases, the subject should be transported to the Emergency Room for evaluation prior to transportation to Detention. Any person complaining of an injury to any other part of their body due to the administration of a CEW cycle will be seen by First Responders or EMS at the scene or as soon as possible. All persons to whom a cycle from a CEW has been administered, whether they complain of injury or not, must be evaluated by First Responders or EMS personnel prior to the Booking process.

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- C. The removal of the CEW barbs can be accomplished only by personnel trained in their removal, or by medical personnel. If the barbs are imbedded in the face, neck or groin, the barbs must be removed by medical personnel only. Blood borne pathogen precautions must be taken during the removal of the barbs.
- D. The administration of a bean bag round, regardless of where on the person's body the bean bag round strikes, requires medical evaluation as soon as possible. A person will not be transported to the Detention Facility until such time as this medical evaluation has been accomplished. First Responders and/or EMS may be called to the scene for an evaluation, or the person should be transported to the emergency room as soon as possible after the arrest has been made.

Greer Police Department

General Order 520.2 Firearms Safety

This order consists of the following numbered sections:

- I. GENERAL SAFETY RULES
- II. USE OF FIRING RANGE
- III. FIREARMS TRAINING SAFETY RULES
- IV. CHARGING SEMI-AUTOMATIC WEAPONS
- V. PROVISO

October 1, 2007

I. GENERAL SAFETY RULES

- A. Treat every firearm as if it were loaded until proven otherwise.
- B. To prevent injury to officers and damage to property in the event of an accidental discharge of a weapon, a weapon clearing chamber has been placed in Roll Call. The chamber is to be used any time an officer needs to unload a weapon, such as during monthly weapons inspections; ERT callouts; and before placing a weapon into Evidence. The following procedure should be used when using the weapon clearing chamber:
 - 1. Point the muzzle of the weapon directly down into the chamber
 - 2. Remove the magazine from the weapon
 - 3. Clear the round from the firearm chamber
 - 4. Keep the muzzle pointed directly into the chamber when reinserting the magazine and charging the firearm chamber
- C. Before permitting a firearm to be handled or inspected by another, the following will be performed:
 - 1. **Auto-pistol-** Utilizing a Weapon Clearing Chamber, remove the magazine from the weapon. Open and lock the slide back, catching the chambered round as instructed in training. Visually inspect the magazine well and chamber. In addition, perform a finger check in the chamber to ensure the chamber is clear of all rounds.
 - 2. **Shotgun-** Utilizing a Weapon Clearing Chamber, with the slide back, action opened and the safety on, visually check the chamber and the loading port for the presence of ammunition.
- D. The following procedures will be strictly followed when handing a weapon to another person:
 - 1. **Auto-pistol-** With the magazine removed and the slide locked open, the weapon will be presented grip first to the other person. The person receiving the weapon will visually check the magazine well and chamber to ensure the weapon is unloaded.
 - 2. **Shotgun-** With the slide back, action open and safety on, the weapon will be presented to the other person in port-arms position with the open action facing the receiving person. The receiving person will visually check the weapon to ensure it is unloaded.
- E. Unless at an authorized and supervised training session, an officer should never point a firearm (loaded or unloaded) at anyone without justifiable cause to display such force, or in the direction where an unintentional discharge could result in an injury to any person

or damage to any property. This rule is especially important in connection with dry firing.

- F. Develop a habit of not placing the finger on the trigger or inside the trigger guard until ready to fire a weapon.
- G. Officers shall handle and maintain their firearm in a safe manner. Improper handling and/or care of a firearm depicts a poor level of professionalism and is likely to result in adverse consequences.
- H. Officers shall secure and store their weapons both on and off duty in such a way as to ensure that no unauthorized person will have access to or gain control over the weapon. Firearm locks are available at the Police Department.

II. USE OF GREER POLICE FIRING RANGE

The safety of any person while on the Greer Firing Range is the first concern. All use of the Greer Firing Range must be conducted under the instruction of a Firearm's Instructor who is currently certified by the South Carolina Criminal Justice Academy. The Range will be primarily used for the training and firearms qualifications of Greer police officers.

- A. Off Duty Certified Firearms Instructors may use the range for instructing or overseeing the use of firearms for the civilians and sworn police officers from other agencies only when the following criteria has been met:
 - 1. Completing a Secondary Employment Form if the Instructor is a Greer Police Department Firearms Instructor.
 - 2. All participants have filled out a Release from Liability form and read and signed the Greer Police Firing Range Rules form.
 - 3. A copy of the lesson plan for the firearms instruction is on file with the Training Officer
 - 4. The Instructor has received pre-approval from the Training Officer and the Chief of Police. This requires the Instructor to request use of the Range at least 10 working days prior to the planned use to insure all criteria has been met.
- B. The Range may be used between the hours of 0830-1700, Monday through Saturday. Use of the range is prohibited on Sundays. Exceptions require pre-approval by the Chief of Police.
- C. The Training Officer will maintain the keys to the Range and will only issue them to Firearms Instructors. Keys must be returned to the Training Officer upon completion of a course of instruction. Keys may not be duplicated except by the Training Officer. The Training Officer will also maintain records of the use of the Range.

III. GREER POLICE FIRING RANGE RULES

All personnel, sworn or civilian, on range property will comply with the following rules:

- A. Use of the range is limited to persons 18 years of age and older. Due to the discharge of lead from ammunition, pregnant females are not allowed on the Range during any firing of weapons without written permission from their Doctor.
- B. Rifles, shotguns, fully automatic weapons, and any weapon that fires more than once with one trigger pull and release is limited to law enforcement training approved by the Training Officer.
- C. No ammunition greater than a .45 caliber can be used unless approved by the Training Officer.
- D. Tracer or any ammunition considered to be incendiary or explosive is prohibited.
- E. All persons must wear adequate hearing and eye protection while on the firing line.
- F. No smoking is permitted on or near the firing line at any time.
- G. No alcoholic beverages may be possessed at the firing range.
- H. No person under the influence of alcohol or drugs is permitted on the firing range.
- I. Non-Shooters must remain at least six feet behind the firing line whenever any shooter is at the firing line.
- J. All objects, trash, targets and spent cartridge shells must be removed by firing range users before leaving the range.
- K. Firearms must be pointed in a safe direction at all times. Treat all firearms as if they were loaded.
- L. Keep your finger off the trigger until you are ready to shoot.
- M. Know your target and what is beyond.
- N. Shooters shall fire only at their designated target(s).
- O. No loaded weapons are allowed outside of the range area directly behind the firing line unless the person is under the direct supervision of the range officer.
- P. Unholstered weapons will have the actions opened at all times when a person is outside the range area directly behind the firing line.
- Q. No shooting at flying or thrown objects is allowed.

- R. Ammunition or brass dropped in front of the firing line will not be retrieved until the Firearms Instructor has declared the line safe

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- S. No person shall move forward of the firing line until instructed to do so by the Firearms Instructor and only after all weapons have been secured.
- T. Except as required for training, there will be no running on the ranges or in concurrent training areas. Horseplay is prohibited at all times.
- U. Anyone that observes an unsafe act that endangers anyone has the responsibility to shout "Cease Fire". Upon hearing the command "Cease Fire" all firing on the range will immediately cease until the Firearms Instructor gives the command to fire again.
- V. Any injury sustained on the range will be reported immediately to the Firearms Instructor who will then notify the Training Officer immediately.
- W. Instructions from the Firearms Instructor are final.

IV. CHARGING SEMI-AUTOMATIC WEAPONS

Charging weapons will be done in a safe manner at all times.

- A. **On the range-** When charging a weapon with duty ammunition prior to leaving the range, the officer will walk onto the range with no one else down range. With the muzzle pointing down range, the officer will insert a loaded magazine into and charge the weapon. The weapon will then be returned to the holster. Next, the magazine will be removed and an extra round placed in the magazine. The magazine will then be re-inserted in the holstered weapon.
- B. **All other locations-** While charging weapons at any other location, officers will use extreme caution in not pointing the muzzle of the weapon in any direction that could cause injury to any person in the event of an unintentional discharge of the weapon. When in Roll Call, Training or the C.A.T. office, the Weapon Clearing Barrel will be utilized.

V. PROVISIO

This order is not intended to restrict officers from drawing their weapons pursuant to their official duties when circumstances indicate the use of deadly force is warranted.

Greer Police Department
Release from Liability/Authorization for
Use of Greer Police Firing Range

I, _____, do hereby release Dan Reynolds, Chief of Police, Greer, South Carolina, and any police officer of the City of Greer, or any employee of the Police Department from any and all liability of any nature for any damages or injury suffered by me while utilizing the Greer Police Firing Range

Such release from liability shall include, but not be limited to, damage or injury caused by the discharging, transporting, carrying, cleaning or maintaining of any firearm of any type while entering, occupying or departing range property.

I do further release the City of Greer and all employees of the City of Greer from any liability for damages or injuries suffered by me while utilizing the Police Firing Range.

Any use of the police firing range by me is done freely and voluntarily, at my own risk and at my request. I agree to abide by all Greer Police Firing Range rules established by the Chief of Police at all times while on range property.

Signature of User

Date

Address

Telephone Number

Signature of Witness

Date

Authorization for Use of Police Firing Range

The person whose signature appears above as used is hereby authorized to utilize the Greer Police Firing Range on: _____
Date

Dan Reynolds
Chief of Police

Greer Police Department

General Order 520.3

Firearms Training and Qualifications

This order consists of the following numbered sections:

- I. ANNUAL FIREARMS QUALIFICATIONS
- II. FIRING SESSIONS
- III. EXEMPTIONS
- IV. WEAPON MAINTENANCE

October 1, 2007

I. ANNUAL FIREARMS QUALIFICATIONS

- A. Firearms qualification requirements are met by attending and successfully completing regularly scheduled range sessions conducted as part of the Police Department's annual in-service training program. This training will maintain familiarization and proficiency with firearms under a variety of conditions. Firearms maintenance, cleaning and inspection are the responsibility of the officer.
- B. Only officers demonstrating proficiency in the use of authorized weapons will be permitted to carry such firearms. Officers are required to pass, at least annually, a multi-phase qualification course with any firearm they are authorized to carry or use. This includes duty firearms, specialized firearms, shotguns, off-duty and non-issued personal firearms.
- C. Failure to qualify on the first run of any qualification course will result in re-firing the course during that session. A second failure to qualify will result in repeating the entire training phase on another date. A third failure to meet the minimum firearms qualification will result in the officer not being authorized to carry a firearm until in-depth training is completed.
- D. If after five attempts an officer is unable to attain a qualifying score on a qualification course, he/she will be referred to his/her Division Commander for administrative action through the chain of command, which may include disciplinary action up to and including dismissal.

II. FIRING SESSIONS

- A. All officers of the Greer Police Department are required by South Carolina Criminal Justice Academy standards to qualify with their authorized sidearms a minimum of once per year.
- B. Qualification courses will normally be conducted at the Greenville County Advance Training Center firing range and will be conducted by certified instructors from the Greenville County Sheriff's Office. The Greer Police Department range may also be used under the supervision of the Department firearms instructor.
- C. The exact nature of the qualification course will be determined by the range officers and will vary from quarter to quarter.
- D. The type training and proficiency levels attained by each officer will be documented and a permanent record maintained in the Department training records as well as the records maintained by the South Carolina Criminal Justice Academy.

III. EXEMPTIONS

- A. Exemptions or waivers for firing one or more phases may permit an officer to forego compliance with participation in the firearms program. However, it will not permit an officer to continue to carry a weapon they did not qualify with during the previous twelve month period.
- B. Exemptions or waivers will be submitted through the chain of command to the Chief of Police for approval.

IV. WEAPON MAINTENANCE

Officer's duty, secondary and off-duty firearms are expected to be in an operational working condition and a state of cleanliness. Weapons will be inspected for cleanliness and operational conditions by a certified firearm's instructor annually.