Alamance County Sheriff's Office

POLICY & PROCEDURE MANUAL



Terry S. Johnson
Sheriff

Alamance County Sheriff's Office

April 1, 2005

The Office of the Sheriff of Alamance County is a diverse, multifaceted agency which provides many law enforcement and detention service functions to the citizens of Alamance County. The goal of this Office is to serve these citizens by enforcing the laws of this state and nation with honor and fairness while providing all of its deputies and employees with training, equipment, and all other means necessary to perform their many difficult duties to the best of their abilities. The Alamance County Sheriff's Office takes great pride in fulfilling its mission, committing a full-time effort to the delivery of quality service to the citizens of Alamance County.

The policies and procedures contained in this manual have been written so as to assist and guide all of the members of this office in achieving these goals in order to better serve our community. As Sheriff, I would like to thank everyone whose hard work and dedication went into the planning, research, writing, and organization of this manual.

Terry S. Johnson
Sheriff, Alamance County



MISSION STATEMENT

The mission of the Alamance County Sheriff's Office is to serve, protect, and defend the citizens of Alamance County against all unlawful activities that may arise. We will operate within the laws of the State of North Carolina and the United States of America. We will ensure that justice will be our guide and the well-being of our citizens will be our goal. We will serve with compassion and dignity and will exhibit the best qualities of public service. We will ever be vigilant, ensuring that law enforcement will not be about race, status, or power, but about protecting our families and serving without discrimination.

Table of Contents

Section 1: Administrative Matters

1. Organizational Structure
2. Residency Requirements
3. Secondary Employment
4. Grievance Procedures
5. Volunteer Program
6. Civilian Ride-Along Program
7. Alamance County Personnel Policy
8. Intern Program
9. Polygraph
10. Post-Conditional Offer Testing
11. Chaplaincy Program
12. Armed Detention Officers
13. Temporary Light Duty
14. Recruitment Plan
15. Language Access Policy
16. PREA Regulations

Section 2: Personal Conduct

1. Disciplinary Procedures and Rules of Conduct
2. Internal Affairs and Citizen Complaints
3. Harassment in the Workplace
4. Use of Force
5. Personal Web Pages and Sites
6. Bias-Free Policing Policy

Section 3: Communications and Correspondence

1. Written Communications
2. Central Emergency Communications Center (CCOM)
3. NCIC/DCI Entries and Clearances
4. News Media Relations
5. Victim Notification Requirements
6. Mobile Communication Terminals (MCT)
7. Death Notifications

Section 4: Training and Career Development

1. Training
2. Promotional Process
3. Detention Matriculation
4. Peer Support Team
5. Early Warning System

Section 5: Support Operations

1. Special Response Team
2. Computer and Other Electronic Communication
3. Service Dogs
4. Animal Control Services
5. Honor Guard, Funeral Services, and Color Guard
6. sUAS (Drone)
7. Negotiations Response Team
8. Emergency Management
9. Crowd Management

Section 6: Evidence and Property

Section 7: Vehicle Operations

1. Vehicle Pursuits
2. Emergency Vehicle Operation
3. Vehicle Lock-Outs
4. Towing, Storage, and Disposition of Vehicles
5. Vehicle Collisions
6. In Car Camera Systems
7. Vehicle Operation

Section 8: Operational Procedures

1. Hostage and Barricaded Persons
2. Handling, Searching, and Transport of Persons
3. Missing Child Investigations
4. Checkpoints
5. Suspect Identification
6. Domestic Violence
7. Naloxone
8. Pretrial Release

Section 9: Uniforms, Equipment, and Personal Appearance

1. Equipment, Uniforms, Supplies and Reports
2. Uniform Policy and Dress Code
3. Personal Appearance
4. Deputy Identification
5. Military Courtesy
6. Court Protocol
7. Body Worn Cameras

Section 10: Legal Process

1. Civil Process
2. Criminal Process
3. Return of Service Criminal Process

Section 11: Administrative Orders

Section 1: Administrative Matters

1. Organizational Structure
2. Residency Requirements
3. Secondary Employment
4. Grievance Procedures
5. Volunteer Program
6. Civilian Ride-Along Program
7. Alamance County Personnel Policy
8. Intern Program
9. Polygraph
10. Post-Conditional Offer Testing
11. Chaplaincy Program
12. Armed Detention Officers
13. Temporary Light Duty
14. Recruitment Plan
15. Language Access Policy
16. PREA Regulations

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: ORGANIZATIONAL STRUCTURE

POLICY#: I-I **EFFECTIVE DATE: 04/01/2005**

REVISED DATE: 4/12/2023

PURPOSE: The purpose of this policy is to establish the organizational structure and components of the Alamance County Sheriff's Office.

POLICY: It shall be the policy of the Alamance County Sheriff's Office to establish an organizational structure for the agency which demonstrates the relationships and a chain-of-command of its various components and divisions.

I. ORGANIZATION

A. The Alamance County Sheriff's Office is organized into the following principle functional areas:

- Operations Division
- Investigations Division
- Detention Services
- Administrative Division

B. Each division Captain will report directly to his/her respective Major, who will report to the Chief Deputy.

II. OPERATIONS DIVISION

This division has the primary responsibility of safeguarding Alamance County. The division will concentrate on the prevention and suppression of criminal activity, traffic enforcement, apprehension of offenders, preservation of peace, and protection of life and property. Patrol platoons will provide seven-day, twenty-four coverage throughout the County. This division is also responsible for various administrative and support functions. This division consists of the following subdivisions:

A. Patrol
B. Court Security
C. Civil Process
D. Animal Control
E. Mobile Field Force
F. Hostage Negotiations
G. Emergency Management
H. Drone Program

III. INVESTIGATIONS DIVISION

This division is responsible for the investigation of crimes, recovery of property, and

the apprehension of offenders. This division includes the following subdivisions:

A. Criminal Investigations (CID)
B. Street Crimes/Vice/ANET
C. Special Operations/Strike Team
D. Task Force Officers
E. Special Victims Unit (SVU, Mental Health, Sex Offenders)
F. Crime Scene Investigations
G. Evidence/Property Control
H. School Resource/Dare
I. Special Response Team
J. K-9s
K. Public Information Office/Grants
L. Intelligence Unit

IV. DETENTION SERVICES

This division has the responsibility for the supervision and operation of the Alamance County Detention Center. This Detention Center is the only holding area for inmates in Alamance County and is utilized by all law enforcement agencies in Alamance County, as well as state and federal agencies. It shall consist of the following subdivisions:

A. Operations
B. Records
C. Programs
D. Transportation
E. Support Services
F. Maintenance
G. Honor Guard

V. ADMINISTRATIVE DIVISION

This division shall be responsible primarily with

A. Personnel / Training
B. Records
C. Public Information Requests
D. Peer Support
E. IT Support

VI. ORGANIZATIONAL CHARTS

Organizational charts will be established which reflect the organizational structure, relationships, and chain-of-command of the various divisions and components of this Office. When changes are made in the structure and/or relationships of these divisions or components, organizational charts or memoranda will be published and

distributed to members of this Office reflecting such changes, at the discretion of the Sheriff.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: RESIDENCY REQUIREMENTS

POLICY #: I-II **EFFECTIVE DATE: 04/01/2005**

REVISED DATE: 03/31/2022

PURPOSE: To establish residency guidelines for Alamance County Sheriff's Office employees.

POLICY: By the nature of the job, employees of the Alamance County Sheriff's Office are subject to be recalled to duty during unusual or exigent circumstances. In the event of a recall, agency personnel must be able to respond in a timely manner; therefore, all Sheriff's Office employees must live within 40 driving miles of Sheriff's Office headquarters or in an adjoining county.

PROCEDURE:

I. RESIDENCE REQUIREMENTS

All personnel are strongly encouraged to live in Alamance County.

All personnel shall live within 45 minutes driving time of the Alamance County Sheriff's Office headquarters in order to be hired, employed, and/or maintain certification, if applicable, unless otherwise approved by the Sheriff. Driving time shall be measured "door-to-door" from the employee's residence to headquarters using the most direct route of travel. The Sheriff shall make the final determination of residency in the event of disputed or marginal mileage measurements.

II. CHANGE OF ADDRESS NOTIFICATION

All employees are responsible to immediately notify the Captain of Personnel, and his/her immediate supervisor upon any change of his/her name, address, telephone number, marital status, and/or any other such personal information.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: SECONDARY EMPLOYMENT

POLICY#: I-III **EFFECTIVE DATE: 04/01/2005**

REVISED DATE: 02/09/2021, 4/30/2026

PURPOSE: To provide guidelines to employees of the Alamance County Sheriff's Office for engaging in secondary employment.

POLICY: No employee is authorized to solicit, accept, or perform any secondary employment except with the approval of the Sheriff in accordance with the procedures established in this policy.

PROCEDURES:

I. GENERAL PROVISIONS FOR SECONDARY EMPLOYMENT

A. Employment with, and the performance of, assigned duties for the Alamance County Sheriff's Office shall take precedence over any and all other occupational interests.

B. Participation in secondary employment is a privilege, not a right. While reasonable efforts will be made to accommodate such employment, the Sheriff may prohibit any and all employees from participation in all secondary employment, especially if the employment interferes with an employee's regular assignments.

C. Employees are subject to all rules and regulations of the Sheriff's Office and must conduct themselves according to agency standards while engaged in outside employment. Employees shall comply with all state laws and city/county ordinances when performing secondary employment.

D. Sworn deputy sheriffs and detention officers, as members of an emergency services organization, are subject to immediate recall to duty from any secondary employment.

II. SECONDARY EMPLOYMENT DEFINED

A. **Employment:**

The provision of a service in exchange for a fee or other service. Employment does not include volunteer charity work.

B. **Off-Duty Employment:**

Any employment that will not require the use, or potential use, of law enforcement powers by the off-duty employee.

C. **Extra-Duty Employment:**

Any employment outside of the Alamance County Sheriff's Office that is conditioned on the actual or potential use of law enforcement powers by a sworn deputy sheriff.

III. CRITERIA FOR SECONDARY EMPLOYMENT

Secondary employment must meet the following criteria:

A. Employment of a non-sworn law enforcement nature in which vested law enforcement powers are not a condition of employment; the work provides no real or implied law enforcement service to the employer and is not performed during assigned hours on duty.

B. Employment that presents no conflict of interest between an employee's duties with another employer and his/her duties as a deputy sheriff or other position within the Sheriff's Office.

C. Employment that does not constitute a threat to the status or dignity of the Sheriff's Office or law enforcement. Examples of employment presenting a threat to the status or dignity of the Sheriff's Office are:

1. Establishments which sell pornographic books, magazines, sexual services, or videos, or that otherwise provide entertainment or services of a sexual nature.

2. Any employment involving the sale, manufacturing or transport of alcoholic beverages as the principle business.

3. Any employment that would require working for an employer or under the direction or supervision of any person who has been convicted of a felony or who openly associates with convicted felons or a criminal element known to the Sheriff's Office.

D. Employment that does not adversely affect an employee's mental or physical ability to perform the duties or functions of his/her regular position.

E. Employment that does not compromise or violate the confidentiality of an employee's regular position and that does not compromise the objectivity of services rendered to the public.

IV. ELIGIBILITY TO PERFORM EXTRA-DUTY EMPLOYMENT

A. In order to be eligible to perform extra-duty employment, the employee must meet the following criteria:

1. Employees who are on sick leave, restricted duty, or light duty are not eligible to work extra-duty employment.

2. Employees who are suspended from duty are not eligible to work extra-duty employment.

3. Sworn deputy sheriffs are not eligible to work extra-duty employment until satisfactorily completing their field training.

V. EXTRA-DUTY SUPERVISION

Sworn deputies working extra-duty employment shall be under the supervision of the on-duty patrol supervisor.

VI. EXTRA-DUTY REGULATIONS

A. Report for Duty

1. Employees shall report at the scheduled time for any extra duty assignment.
2. Employees shall be properly equipped and prepared to perform their duties.
3. Employees who are unable to report on the day of an extra duty assignment or are unable to find someone to take the assignment, shall personally notify the on-duty supervisor and contact the vendor. Additionally, the Extra Duty Captain shall be notified via email.
4. The Extra Duty Captain, upon notification from an employee, should determine if the absence is excused or unexcused and make the appropriate documentation and notify the Major of Administration.
5. Reporting to extra duty is governed by the same guidelines and definitions as regular duty in Policy II-I Rule 8 Reporting for Duty and Rule 9 Absence from Duty.
6. Failure to Report for Extra Duty
    - First Offense: 30 days suspension
    - Second Offense: 90 days suspension
    - Third Offense: 1 year suspension
    - Fourth Offense: indefinite suspension

7. Absence from Duty for Extra Duty
    - First Offense: 120 days suspension
    - Second Offense: 1 year suspension
    - Third Offense: indefinite suspension
8. Duty to Disclose
    - Employees shall disclose and self-report any extra duty violation for Failing to Report or Absence from Duty to the Extra Duty Captain
    - Failure to disclose or self-report these violations shall result in an indefinite suspension from extra duty

B. Extra-Duty Hours

1. Employees shall not exceed working more than eighteen (18) hours daily in combination of extra duty hours and actual duty hours within a twenty-four (24) hour period.
2. Employees must have a minimum of eight (8) consecutive hours off in which the employee is not working on-duty or extra duty within a twenty-four hour (24) period before returning to duty.

VII. SECONDARY EMPLOYMENT APPROVAL

All requests for off duty secondary employment must be approved by the Sheriff prior to any such work being performed. Personnel shall submit a request on letterhead to the Sheriff for approval.

VIII. AUTHORIZATION TO WORK

A. Secondary employment is a privilege granted by the Sheriff. As such, any agency personnel found to be in violation of this policy or who violates agency policy while working off-duty or extra-duty is subject to having that privilege rescinded.

B. Authorization to work secondary employment may be rescinded by the Sheriff or the Chief Deputy.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: GRIEVANCE PROCEDURES

POLICY#: I-IV EFFECTIVE DATE: 04/01/2005, 03/01/2026

PURPOSE: The purpose of this order is to establish guidelines and responsibilities for this agency's grievance procedure.

POLICY: It shall be the policy of the Sheriff's Office to have a procedure for filing grievances, in attempts to reduce employee's dissatisfaction, improve morale and to increase the overall perception members have of the Office.

PROCEDURE:

I. COORDINATION OF GRIEVANCES:

A. The Chief Deputy will be responsible for coordinating all grievance procedures.

B. The Chief Deputy will be responsible for maintaining all files and records pertaining to grievance matters in a safe and secure environment.

C. The Chief Deputy will conduct an annual analysis of all grievances in an attempt to identify any addressable problems within the agency. The report shall follow the calendar year.

D. In the absence of the Chief Deputy, a person designated by the Sheriff shall carry out these duties.

II. GRIEVABLE MATTERS:

A. Concerns over the interpretation of personnel policies, rules or procedures.

B. Any disciplinary action, except termination, taken as a result of an interpretation of a violation of a policy, rule or procedure.

C. Discrimination against an employee (including newly appointed employees) in regards to race, color, sex, age, religion, creed or national origin, sexual orientation or any disability.

D. Discrimination against any employee for reporting improper or illegal activities.

E. Employee performance evaluations.

F. Promotions and any other administrative decisions.

III. TIME LIMITS FOR GRIEVANCES:

All grievances must be filed with the employee's immediate supervisor within five (5) business days from the time the matter occurred or became known to the employee.

IV. FILING A GRIEVANCE:

A. The grievance must be filed, in memo form, stating the grievance, the facts surrounding the grievance and any allegation of a specific wrongful act, harm done and remedy or adjustment sought.

B. The employee shall present the grievance to his/her immediate supervisor with a copy being forwarded to the Chief Deputy or the Sheriff's designee.

   i. The supervisor shall sign the memo, noting the date and time it was received.

   ii. The supervisor shall review the grievance and attempt to resolve the issue to the satisfaction of both the employee and the Office of Sheriff.

   iii. The supervisor shall review the grievance and attempt resolution, then in writing state the evidence and any other findings made about the allegations, note what methods were used to attempt to resolve the issue and indicate whether a resolution was reached or not.

   iv. If a resolution was reached, then the supervisor shall forward a summary of the resolution, signed by all parties, to the Chief Deputy or the Sheriff's designee.

   v. If a resolution was not reached, the supervisor shall forward the grievance to the next supervisor in the employee's chain of command, sending a copy to the Chief Deputy or the Sheriff's designee.

   vi. All supervisors within the employee's chain of command, will have five (5) working days to complete this process, sign the grievance and send it to the next level, whether resolved or not.

   vii. All grievable matters may be appealed through the chain of command up to the Sheriff who is the final authority.

   viii. All documentation, from all levels, will be sent to the Chief Deputy or the Sheriff's designee.

C. The exception to the five (5) days rule shall be when a performance evaluation is contested. Majors and above will have three (3) working days to respond in writing to the employee.|

V. EMPLOYEE REPRESENTATION:

As all grievance matters are internal, administrative matters, employees do not have the right to be represented by counsel. However, employees do have the right to request a fellow member of the Office of Sheriff to accompany them through all stages of the process. This can be any employee from the agency, providing they are not involved with the grievance in any way.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: VOLUNTEER PROGRAM

POLICY#: I-VI EFFECTIVE DATE: 3/15/23

PURPOSE: The Alamance County Sheriff's Office (ACSO) wishes to create and maintain a volunteer services program in order to provide a variety of support functions to the ACSO and the citizens of Alamance County. The purpose of this policy is to establish guidelines and responsibilities for this agency's volunteer program.

DEFINITIONS:

Citizen Volunteer: a member of the community who has applied, passed a background check, completed an interview, and has been selected as an ACSO volunteer. Volunteers are non-sworn and non-paid civilians.

Citizen Volunteer Coordinator: an employee of the ACSO that is appointed by the Sheriff to administer and oversee the volunteer program.

ACSO Volunteer Consent Agreement Form: a form given to volunteers to read and sign, indicating they understand and agree to all requirements relative to ACSO volunteer service.

PROCEDURE:

I. COORDINATION OF VOLUNTEERS

A. It will be the duty of the citizen volunteer coordinator to:

- Accept applications, screen applicants, and maintain records for the volunteer program.
- Make recommendations to the Sheriff regarding applicants to the program and handle dismissals of volunteers.
- Coordinate the orientation, training, scheduling, and assignment of volunteers.

B. The citizen volunteer coordinator will attempt to assign volunteers to areas as requested. However, assignment will ultimately be made based on agency needs and knowledge, experience, and skills of the volunteer. Once placed in an assignment, volunteers will be given a description of the duties of the position by their supervisor. On-the-job training will be provided to the volunteer by ACSO staff.

II. VOLUNTEER REQUIREMENTS

A. All applicants must submit a completed Volunteer Program Application form to the ACSO, including a proscribed liability waiver. It is recommended that all volunteers complete the ACSO Citizen's Academy.

B. All volunteers must submit to fingerprinting, a rigorous background check, and completion of a volunteer agreement.

C. Volunteers are required to work a minimum of 15 hours per month. Volunteers will track their time and submit it electronically to the citizen volunteer coordinator. Active volunteers that do not complete any volunteer hours within a three-month period will be placed on inactive status.

D. Volunteers must present a neat and clean appearance while representing the ACSO. Volunteer polo shirts, tan pants, along with a volunteer ID card will be provided. Items issued to volunteers are property of the ACSO. Volunteers will have to provide their own belt and shoes (black in color, only).

E. Volunteers are not employees of the ACSO or the County of Alamance and are not entitled to any benefits given to ACSO employees, including workers' compensation benefits. Volunteers will receive no compensation, monetary or otherwise, for their time in the volunteer program.

F. Volunteers are prohibited from representing themselves, in any way, as law enforcement officers or as an employee of the ACSO, either directly or by inference. Retired law enforcement officers volunteering in the volunteer program are prohibited from carrying out law enforcement duties and from representing themselves as active law enforcement officers while participating in this program.

G. The ACSO is a paramilitary organization with strict rules regarding rank, orders and directives, uniforms and the conduct of employees. Volunteers will be assigned to a division of the ACSO and an immediate supervisor. Volunteers must report directly to that assigned immediate supervisor or the citizen volunteer coordinator when the supervisor is unavailable.

H. Initial training and orientation are mandatory for all volunteers. Volunteers will be trained regarding pertinent policy and procedure during their orientation. Other subsequent training may be necessary depending on the assignment.

I. Volunteers duties and responsibilities are designed to be non-confrontational. The ACSO is concerned for the safety of all volunteers and does not want anyone to be uncomfortable in performing their duties. However, this type of work does carry with it, certain risks. Volunteers will be provided training on how to recognize and minimize risk in their assigned positions.

J. Volunteers are strictly prohibited from reporting for duty when their judgement or physical condition may be impaired by illness or injury, or the use of alcohol, medication or other substances.

K. When a volunteer is unable to work their scheduled date and time, they are required to contact their immediate supervisor and the citizen volunteer coordinator at least one hour prior to the beginning of their report time.

L. Volunteers must report to their immediate supervisor and citizen volunteer coordinator any changes in status that affect their ability to fulfill their duties, including but not limited to loss of driver's license, changes in medical conditions, arrest or subject in a criminal investigation.

M. Volunteers are prohibited from carrying a firearm, edged weapon, chemical weapon, or electronic control device and any object or substance which could be classified as a weapon while on duty or representing the ACSO.

N. Volunteers who are authorized to use an ACSO vehicle as part of their duties must have a valid driver's license and pass a driving background check.

III. CODE OF CONDUCT

A. All ACSO volunteers must be professional, courteous and tactful at all times while performing their duties.

B. ACSO volunteers are required to be knowledgeable of and abide by all regulations, policies and procedures of the ACSO which relate, in any way, to their duties. Although volunteers are not employees of the ACSO, they are expected to follow and abide by all ACSO directives, policies, and procedures.

C. ACSO volunteers are prohibited from releasing, presenting, or discussing information concerning the ACSO to individuals, groups, or agencies outside of the ACSO unless specific permission has been granted.

D. Volunteers must not use profane or insulting language while on duty.

E. Volunteers shall return all phone calls promptly.

IV. CONFIDENTIALITY

A volunteer may be given access to information while performing their duties which is and must remain confidential. Volunteers are prohibited from handling criminal evidence or discussing any criminal case with anyone including a victim, witness, complainant, or suspect under any circumstances. All ACSO actions, discussions, observations, and all visual, electronic or written documentation encountered by the volunteer will be considered confidential in nature.

V. POSITIONS

A. Administrative Support

This includes greeting the public, answering telephones, assisting with fingerprinting, assisting with records, support for the detective division, and other administrative functions. Orientation and training are mandatory for these positions.

B. Detention Center

Volunteers assist at the public entrance of the Detention Center to screen and process visitors. There is NO inmate contact while performing this function. Citizens associated with detention center programs may become volunteers and continue to serve in those capacities where there is limited contact with inmates.

C. Courthouse

Volunteers assist Courthouse Deputies in screening the public at the main entrance of the Historic Courthouse, the Courthouse Annex, and the JB Allen Criminal Courts building.

D. Community Outreach and Special Events

ACSO volunteers participate in numerous community and special events during the year, including, but not limited to:

- D.A.R.E programs and graduations
- Junior Police Academy
- ACSO Citizen Academy
- The Alamance County Balloon Festival
- Community Events sponsored by the ACSO
- Parades in Alamance County

VI. DISMISSAL/RESIGNATION

A. An ACSO volunteer may resign at any time. The ACSO requests at least a two (2) week notice of resignation if possible.

B. An ACSO volunteer may be removed from the program by the Sheriff or his designee at any time and for any reason.

C. Volunteers are not subject to due process and ACSO volunteers have no legal recourse for continued participation in the program.

D. Upon leaving the program for any reason, volunteers are required to return all ACSO issued uniforms, equipment, and supplies and to complete a confidential survey concerning the volunteer's experience at the ACSO.

E. Volunteers who resign or are dismissed from the program are legally and morally obligated to maintain the confidentiality of any and all ACSO information.

Alamance County Sheriff's Office Volunteer Program

I _____ have completed the Alamance County Sheriff's Office initial training and orientation to the volunteer program, and I also understand all the rules, regulations, and procedures to follow during my involvement with the ACSO volunteer program.

I have received a copy of the above policy governing the program.

I am aware that volunteers may not carry weapons while working with the ACSO including those persons possessing a concealed carry permit.

I agree to inform my supervisor immediately should I:

- be charged with a criminal or traffic violation
- or be involved in any domestic dispute
- or be the subject of any criminal investigation
- or have any official interaction with law enforcement as a result of my conduct
- or be involved in a 50-B domestic violence restraining order

Should I have any questions or doubts, I will contact the Citizen Volunteer Coordinator or my immediate supervisor for assistance.

_____
Signature

_____
Date

_____
Citizen Volunteer Coordinator Signature/Date

Alamance County Sheriff's Office

Volunteer Waiver

I, _____(Printed Name), for myself and on behalf of my heirs, executors, administrators and/or assigns, hereby covenant and agree (for consideration that is good, valuable, and hereby exchanged and acknowledged) as follows:

1. I hereby waive, for myself and all parties noted above, all claims, demands, actions, or causes of action against Alamance County, a political subdivision of the State of North Carolina, the Alamance County Sheriff, and the Alamance County Sheriff's Office ("ACSO"), and each of their agents, employees, elected officials, contractors, and representatives (all of the foregoing collectively referred to as "Releasee" or "Releasees"), of whatever kind or nature, including but not limited to those arising out of personal injury, death and property damage, which may arise from or relate in any way, directly or indirectly, to any of the following: (a) my application for and participation in an internship with the Alamance County Sheriff's Office; (b) my participation in any activities related to or the ACSO; (c) my presence at any location where activities related to the internship or the ACSO take place; (d) my presence at any location occupied or controlled by the ACSO; (e) my travel to or from activities related to the internship or the ACSO; and/or (f) any act or omission by any Releasee with respect to the control or operation of the internship program. I further agree to never initiate or file any suit or action against any Releasee on any claim described herein and to hold harmless all Releasees from all such claims, including indemnity for the costs of defense and attorney's fees.

2. If this Waiver and Release is later determined to be unenforceable in any way, I acknowledge that it is the intent of the parties that if be enforced to the fullest extent legally permissible and that any provisions deemed unenforceable shall be severed and all remaining provisions shall be enforced.

I have carefully read the foregoing Waiver and Release and understand that it constitutes a formal, binding legal document. By my signature I agree to abide by the conditions set forth above.

Signed: _____ Printed Name: _____ Date: _____

Witness: _____ Printed Name: _____ Date: _____

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: CIVILIAN RIDE-ALONG PROGRAM

POLICY #: I-VI **EFFECTIVE DATE: 04/01/2005**

REVISED DATE: 03/07/2019 02/08/2024

PURPOSE: The purpose of this policy is to establish guidelines for the Alamance County Sheriff's Office civilian ride-along program.

POLICY: It is the policy of the Alamance County Sheriff's Office that a deputy may have a civilian accompany them during his or her tour of duty, provided that proper advance clearance of the civilian and authorization of the ride-along assignment have been given.

ELIGBILITY: To be eligible to participate in the Alamance County Sheriff's Office civilian ride-along program, the civilian must be currently enrolled in the Alamance County Sheriff's Office Citizen Academy or currently participating as an intern at the Alamance County Sheriff's Office. Exceptions are at the discretion of the Sheriff.

PROCEDURE:

I. AUTHORIZATION:

The Chief Deputy or Majors, or their designee, may authorize a ride-along assignment after the following steps are completed:

A. Verifying that the civilian is eligible:
   1. Currently enrolled in the Citizen's Academy or
   2. Active intern at the Sheriff's Office or
   3. An approved exception by the Sheriff

B. Conducting or verifying a criminal background check of the interested party after being furnished with the individual's full name, date of birth, and any other information needed to conduct such.

C. Obtaining any other information requested by the authorizing Major to assist in evaluating the fitfulness of this individual to serve in this capacity.

D. Obtaining a signed Alamance County Sheriff's Office "Waiver, Release, and Hold Harmless Agreement" form signed and dated by the interested party and the authorizing party.

II. ASSIGNMENTS:

The Captain of Patrol will make civilian ride-along assignments, or will assign a designee in a supervisory position to do so. The supervisor in the division in which

the civilian is assigned will notify the individual and the deputy as to the time and date of the assignment.

III. DEPUTY RESPONSIBILITIES:

A. A deputy assigned to a civilian ride-along must fully acquaint the civilian with the range of a deputy's duties and responsibilities, and of the potential hazards and dangers involved.

B. The deputy shall notify Central Communications that he/she is being accompanied by a civilian ride-along.

C. The deputy shall attempt to expose the civilian to law enforcement activities without putting the individual into any hazardous situations. Deputies who are assigned any civilian, intern, or other ride-along will not engage in vehicular pursuits.

D. The deputy shall not allow the civilian to participate in the actual carrying out of any of his or her duties.

E. The deputy shall not allow the civilian to be privileged to any confidential or sensitive information or situations, nor shall the deputy converse with the ride-along about any personnel problems, opinions, or any matter which might place the Sheriff's Office or any of its officers or employees in a poor posture.

F. When assigned a ride-along individual, the deputy will immediately make known to the supervisor-in-charge any unusual assignment which could present a hazard beyond normal to the civilian, whereby the supervisor will reassign the civilian to another deputy or to another date and time of service.

IV. CIVILIAN RESPONSIBILITIES:

A. No civilian shall be permitted to carry a weapon of any type during a ride-along assignment with a deputy.

B. Civilian ride-alongs shall be under the direction and supervision of the deputy with whom they are assigned at all times.

V. SPECIAL CIRCUMSTANCES:

A. During the course of a ride-along assignment, if the deputy or civilian decides that danger is present to the civilian, the deputy will discontinue the ride. The deputy may also discontinue a ride if continuing it would threaten the deputy's safety or would substantially interfere with the discharge of his or her assigned duties. When discontinuing such a ride under these circumstances, the deputy shall attempt to provide a safe location or attempt to arrange transportation to a safe location, for the civilian as quickly and safely as possible.

B. North Carolina General Statue 15A-405 authorizes a civilian to assist law enforcement officers in making an arrest or preventing an escape from arrest when officers requested assistance. However, a civilian is not legally obligated to assist and is entitled to ignore their request. A person who assists a requesting officer has the same legal rights as does the officer – i.e., the civilian has the same authority to make an arrest or to prevent an escape and is entitled to the same benefits as the officer, such as death benefits and Worker's Compensation. Civilians are not subject to any civil or criminal liability if the arrest was unlawful, unless the civilian had reason to know that it was an unlawful arrest; malicious or negligent conduct, or the use of unreasonable to excessive force by the civilian, is not legally excused or justified while acting in this capacity.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: ALAMANCE COUNTY PERSONNEL POLICY
POLICY#: I-VII EFFECTIVE DATE: 04/01/2005

PURPOSE: The purpose of this policy is to recognize the Alamance County Personnel Policy as providing general information about policies, benefits, and other practices which pertain to individuals employed by Alamance County.

POLICY: It shall be the policy of the Alamance County Sheriff's Office for its employees to use the policies and procedures set out and established by Alamance County Personnel Policy as a guide for general practices that apply to Alamance County employees.

PROCEDURE:

SHERIFF'S OFFICE & ALAMANCE COUNTY PERSONNEL POLICIES

- Alamance County Personnel Policy provides general information about policies, benefits, rules, and various practices for employees during their employment with Alamance County.

- "This policy is not intended to create a contract, nor is it to be construed to constitute contractual obligations of any kind or a contract of employment between the Alamance County Sheriff's Office and any of its employees. The policies set forth in this policy are not binding on the Sheriff, and need not be followed by the Sheriff." (Alamance County Personnel Policy Manual, page 1).

- The Alamance County Sheriff's Office Policy and Procedure Manual applies to all employees of the Sheriff's Office and supersedes any policy of the Alamance County Personnel Policy. General issues involving employees which are not included in the Alamance County Sheriff's Policy and Procedure Manual will generally follow that set out by Alamance County Personnel Policy, unless and until otherwise directed by the Sheriff.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: INTERN PROGRAM

POLICY #: I-VIII **EFFECTIVE DATE: 10/01/2005**
REVISED DATE: 02/01/2021

PURPOSE: This purpose of this policy is to establish a procedure for application and assignment of interns within the Alamance County Sheriff's Office. An intern is defined as a student enrolled in a program that is required to perform a stipulated number of hours of service with a Criminal Justice Agency, for which they obtain course credits or otherwise satisfy a curriculum requirement.

POLICY: It is the policy of the Alamance County Sheriff's Office to accept interns under provisions set forth in the body of this procedure. The intern program will be administered by the Major of Administration or his designee.

PROCEDURE:

I. APPLICATION

a. Any person who wishes to participate in an intern program must personally contact the Training and Personnel Division for an interview.

b. An additional interview with the Sheriff may be required for all potential interns.

c. The Training and Personnel Division will furnish an application to all intern applicants which must be completed in its entirety. The application will include the following:

i. A completed Alamance County employment application
ii. A copy of the applicant's driver's license
iii. A copy of the applicant's social security card
iv. A signed, notarized authorization for release of information for a background investigation
v. A signed and notarized internship waiver of liability
vi. A fingerprint card for the applicant

II. INTERN APPROVAL

a. The Training and Personnel Division will perform a background investigation of all intern applicants prior to approval. This will include NCIC, AOC, and DMV records checks, as well as character references.

b. A reference from the program, school, or class requiring the internship will

be required. The reference letter should indicate the name of the course, a time frame for the internship, and the number of hours required.

c. The Sheriff or his designee shall have final approval of all interns.

III. SPECIAL CONDITIONS

a. An intern applicant, if accepted, must sign a notarized agency liability waiver prior to the reporting date of the internship. Should the applicant be under age 18, a parent or guardian shall also sign the aforementioned notarized waiver along with the applicant.

b. An intern applicant, if accepted, shall not date or socialize off-duty with any member of the agency during the course of the internship.

IV. IDENTIFICATION CARDS

Accepted interns shall be issued an agency identification card identifying them as an intern. This card will reflect an expiration date, and will be relinquished at the expiration of the internship.

V. REQUIREMENTS DURING INTERNSHIP

a. The Training and Personnel Division will establish a work schedule for the intern in coordination with the supervisor of the Division affected.

b. Unless otherwise specified and preapproved, the intern shall spend equal amounts of time in the Court, Civil, Detention, Crime Scene, Special Victims, and Criminal Investigation divisions.

c. The intern shall be required to comply with all prerequisites set forth by the sponsoring school/college where applicable.

d. While serving an internship, the student shall comply with all directives, policies, and procedures of the Alamance County Sheriff's Office where applicable. Special emphasis shall be placed on issues of conduct.

e. The Training and Personnel Division shall maintain an intern file during the program and for a period of time thereafter to be determined by that Division.

f. At the completion of an internship, the Training and Personnel Division shall ensure completion of any evaluation of the intern provided by the sponsoring school/college.

VI. RULES OF CONDUCT

a. Interns shall report to work on time.
b. Attire for all interns is business casual.
c. Interns shall be professional and courteous at all times.
d. Interns shall follow the direction of their assigned supervisor. They shall follow orders without question when dealing with matters of their safety.
e. Interns shall not photograph or video any activity at the ACSO without written permission.
f. Interns shall not post any information or media on social media regarding their internship without prior written permission.
g. Interns shall not be present at the ACSO or participate in activity outside of their approved schedule.
h. Interns will keep all sensitive information, activities, and tactics of the ACSO confidential.

VII. TERMINATION

a. The Major of Administration, or his designee, shall have the authority to terminate an internship at any time for violation of this policy.

b. The Sheriff or his designee may terminate an internship at any time deemed in the best interest of the agency.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: POLYGRAPH

POLICY #: I-IX EFFECTIVE DATE: 03/01/2016

PURPOSE:

The purpose of this directive is to establish the guidelines for use of technical aids for the detection of deception in criminal investigations, pre-employment evaluations and internal investigations.

POLICY:

It is the policy of the Alamance County Sheriff's Office to utilize the polygraph in conjunction with, but not as a substitute for, a thorough investigation. The polygraph may be used, consistent with this policy, to verify, corroborate or refute statements; obtain additional investigative leads; narrow or focus criminal investigations; serve to screen candidates for positions with this office and assist in administrative investigations.

DEFINITIONS:

Polygraph - An instrument that records continuously at minimum, changes in cardiovascular, respiratory and electrodermal patterns and is used to render a diagnostic opinion as to the honesty or dishonesty of an individual.

PROCEDURES:

A. REQUESTING / SCHEDULING POLYGRAPH EXAMINATIONS

1. Employees of this agency may request a polygraph examination by contacting the examiner directly via email.

2. The following situations are examples when a polygraph examination may be requested:

   (a) requests from the District Attorney's Office as part of an agreement with the defense attorney or for other investigative purposes;

   (b) requests from other authorized Criminal Justice Agencies;

(c) attempts to verify or reconcile statements of suspects/witnesses when alternative investigative means have been exhausted;

(d) efforts to confirm or refute an allegation that cannot be verified or disproved by other evidence;

(e) efforts to establish probable cause to seek a search warrant;

(f) information obtained during the course of an investigation imparts plausible reason to doubt the reliability and impartiality of a witness, victim or suspect.

3. Submission to a polygraph examination must be voluntary and requires the subject's written approval.

B. PREPARING POLYGRAPH EXAMINATIONS

1. The requesting Deputy is responsible for providing the examiner with all pertinent information concerning the case and for reviewing, clarifying or elaborating on that information as the examiner may deem necessary. This includes, but is not limited to:

(a) information obtained in the investigation that supports and justifies the use of the polygraph;

(b) copies of the investigative reports and supplements;

(c) evidence available and withheld from the subject;

(d) background information on the subject to be examined to include criminal record and possible motivation;

(e) any statements made by the subject, complainants and witnesses to include alibis;

(f) assist in formulating the questions to be asked during the polygraph examination.

2. If the subject is hearing impaired or does not speak English, the Deputy will help make arrangements for certified sign language interpreter or translator as determined by the polygraph examiner.

3. Deputies should not interrogate a subject immediately before he is to take a polygraph.

4. Deputies should not attempt to explain polygraph procedures that will be used in the examination but shall advise subjects that the process will be explained fully by an examiner. Deputies ***should*** advise the following:

   (a) the examination is voluntary and;

   (b) the polygraph examination may take up to three (3) hours

5. The requesting Deputy ***will*** report with the subject and other authorized persons such as attorneys, parents or legal guardians to the examination and ***will*** remain until completion of the test.

6. The examiner shall not assume any custodial responsibility for an individual who is incarcerated.

7. Should a conflict arise between the examiner and the requesting Deputy, the parties involved shall contact one another immediately to evaluate and resolve the situation.

8. Should the subject be late for, or cancel the appointment, the requesting Deputy will immediately notify the polygraph examiner.

9. Polygraph examinations shall be conducted at the most opportune time to obtain the most benefit. If an examiner is not available, the requestor should request another examiner or reschedule the examination.

C. LIMITATIONS

1. Polygraph examinations shall not be administered in the following conditions:

   (a) the examinee is a sworn Deputy, certified Detention Officer, or civilian employee unless the Alamance County Sheriff's Office has an open investigation on the person and the examiner and lead investigator agree that a polygraph would be useful to the investigation;

   (b) the examinee is a sworn Deputy, certified Detention Officer, or civilian employee and the investigation is being conducted by or for his/her employing agency, unless a written letter of request from the agency head is received and approved by the Director. The request must concern a criminal violation rather than an administrative inquiry. In

particularly egregious or if by exigent circumstances, the Director may waive this provision;

(c) the examinee is a sworn Deputy, certified Detention Officer, or civilian employee and is being criminally investigated by an outside agency unless the examiner is completely satisfied that the examination is appropriate;

(d) the examinee is less than fourteen (14) years of age and regardless if he or she is a suspect in the investigation;

(e) the examinee is less than eighteen (18) years of age, unless written consent is given by at least one parent or legal guardian or upon the order of a Superior Court Judge having jurisdiction in the matter or the examinee has been legally emancipated;

(f) if after the polygraph examiner makes inquiries of the subjects health, medical history and/or use of medications as necessary to determine his/her ability to take the examination and reasonably believes the subject to be physically or emotionally unsuitable for testing. This may include, but is not limited to, person with heart conditions, women who are pregnant and individuals taking certain types of medication that may interfere with the test results. When in doubt, the examiner may seek the guidance from medical or psychological professionals and/or request the examinee to obtain a medical certificate from an appropriate health care provider.

(h) the examiner is actively involved in the investigation;

(i) if the examiner has knowledge beforehand that the subject has been examined by another examiner concerning the same matter, unless both examiners have conferred with each other regarding the matter;

(j) the examinee has been tried, convicted, and sentenced in the matter;

(k) the examinee has been examined by a private examiner on the same matter, unless approved by the Director, or his designee;

(l) at least one (1) Deputy involved and/or familiar with the investigation is not immediately available during the examination;

(m) the examinee is a victim, unless there exists articulable circumstances that raise a reasonable concern as to his/her veracity in the matter at hand;

(n) the examinee has been examined on the same issue by a law enforcement examiner and a conclusive opinion was obtained.

(o) an examination will cease immediately if requested by the subject.

(p) No examination shall include questions of a participant's personal traits or habits without proper justification.

2. No examiner shall express an opinion as to the following:

(a) an examination conducted by another examiner, unless he/she was present during the examination or has been requested by the original examiner to give an opinion;

(b) an examination given by anyone other than an Alamance County Sheriff's Office examiner unless approved by the Director.

D. CONDUCTING POLYGRAPH EXAMINATIONS

1. Only polygraphists who have successfully completed a basic course in Forensic Psychophysiology and hold a certificate or an intern polygraphist under their direction are authorized to administer polygraph examinations;

2. For the purposes of criminal investigations, the Alamance County Sheriff's Office shall administer polygraph examinations only to those who volunteer to submit to such an examination;

3. For the purposes of administrative investigations, the Alamance County Sheriff's Office shall administer polygraph examinations only to those who are under investigation and volunteer to submit to such an examination. Refusal to submit to an examination will be considered insubordination and grounds for dismissal;

4. Results of the polygraph examination shall not be used as the sole purpose for an employee's termination

5. For the purposes of pre-employment evaluations, the Alamance County Sheriff's Office shall administer polygraph examinations only to those who have been approved for testing by a background investigator and after pre-screening is completed;

6. Prior to the test, the examiner will explain the polygraph procedure to the subject and prepare him/her for the examination;

7. After the test, the examiner shall give the examinee a reasonable opportunity to explain any reactions on the charts;

8. The examiner will be responsible for preparing all questions used in the examination. Prior to the examination, each test question will be reviewed with the subject being tested;

9. The examiner will independently interpret the chart tracings and render an opinion on findings during an examination that includes one of the following:

   (a) No Deception Indicated;

   (b) Deception Indicated; or

   (c) Inconclusive.

10. In criminal/administrative investigations, the examiner will supply a report to the requesting party indicating the results of the examination. The report will include:

    (a) the questions that were asked of the examinee;

    (b) the answers provided by the examinee;

11. The results of all administrative or pre-employment examinations will be turned over to the requestor or Director respectively.

E. POLYGRAPH EXAMINATION REQUIREMENTS

1. Polygraph examiners shall comply with the following:

   (a) Obtain written consent from the individual to be examined which shall be signed in the presence of both the examiner and examinee. The consent form shall include a statement

advising the examinee that he/she may terminate the examination at any time;

(b) The examiner shall not issue an examination report which is misleading, biased, or falsified;

(c) Each examination report shall be a factual, impartial, and an objective account of the pertinent information developed during the examination along with the examiner's professional conclusion, based on the analysis of the charts;

(d) An examiner shall not make a conclusive verbal or written examination report without having administered three (3) or more tests consisting of the same questions;

(e) An examiner shall not inquire into the sexual conduct or preferences of a person to whom a polygraph examination is being given unless pertinent to an alleged sex-related crime, nor shall an examiner inquire into the activities, affiliations or beliefs on religion, politics or race, except where there is specific relevancy to an investigation.

(f) All individuals in a custodial situation must be advised of their Constitutional rights regarding self-incrimination prior to questioning by a polygraph examiner.

F. RECORDING AND RETENTION OF POLYGRAPH RESULTS

1. Polygraph examinations may be audio and/or video recorded at the discretion of the examiner or at the direction of the Director.

2. Polygraph examinations shall not be observed or listened to by anyone unless:

(a) he/she is involved in the investigation;

(b) he/she has an investigative interest in the examination; and

(c) he/she is granted permission to do so by the examiner. Granting permission shall be at the discretion of the examiner and may be withdrawn at any time.

(d) No person other than the examiner and the examinee shall be allowed inside the examination room during any phase of the procedure unless deemed appropriate and necessary by the examiner.

(f) All aspects of the polygraph examination including interviews, charts, recordings, and reports shall be kept for a minimum of three (3) years and shall not be destroyed without the prior approval of the original examiner and the Director.

G. CALIBRATION OF THE POLYGRAPH INSTRUMENT

1. A polygraph examiner shall calibrate the instrument at least quarterly and keep a signed and dated record of the dates of calibration.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: POST-CONDITIONAL OFFER TESTING

POLICY #: I-X EFFECTIVE DATE: 03/01/2016

PURPOSE:

To establish procedures by which qualified applicants are selected for employment with this agency.

This order consists of the following numbered sections:

I. Achievement Strategy
II. Medical Evaluation
III. Polygraph Examination
IV. Drug Screening
V. Psychological Interview

I. ACHIEVEMENT STRATEGY

Applicants who are selected to receive a conditional offer of employment shall undergo additional tests to determine their suitability for Deputy Sheriff, Detention Officer, or civilian positions. The tests are designed to assess the applicant's psychological adjustment and integrity.

II. MEDICAL EXAMINATION

Per North Carolina Administrative Code (NCAC 09B.0104), prior to appointment to probationary status as a Deputy Sheriff or Detention Officer, a physician will examine each applicant to certify his/her general health and physical suitability for the position sought. Signed medical examination forms will be made available to the Polygraph Examiner along with the applicants file.

III. POLYGRAPH EXAMINATION

A. The applicant will take a polygraph examination which will serve as an investigative aid. The polygraph examination questions may be drawn from the following areas:

*** Truthfulness**
*** Drug Usage**
*** Alcohol Usage**
*** Criminal Activity**
*** Application Materials**
*** Outstanding Traffic/Criminal/Civil Processes**

B. Applicants are made aware, in writing, of the areas of concentration concerning the polygraph during their formal application.

C. The examiner will conduct a pre-test and post-test interview of the applicant. Results of the two interviews, the test and other information will be used in the event conflicting information is revealed during the polygraph examination.

D. The polygraph examiner will conduct a pre-test interview with each applicant in order to determine if the applicant has any additional undocumented information to divulge prior to the polygraph. If there are details revealed during this process that were not documented prior, dependent upon the information, it may be considered by the examiner as an automatic disqualifying factor. If the applicant divulges new information that could be cause for a discontinuation, the applicant will be notified. The polygraph examiner will forward the new information to the background investigator via memorandum with a request that the conditional offer be withdrawn. If the information is not such that it would cause the applicant to be disqualified, he/she will be given a polygraph examination.

E. In the event an applicant fails a polygraph, he/she will be re-interviewed by the polygraph examiner to determine if the applicant has any additional information to divulge. If the applicant divulges new information, it may be considered by the examiner as an automatic disqualifying factor. If the applicant divulges new information that could be cause for a discontinuation, the applicant will be notified. The polygraph examiner will forward the new information to the background investigator via memorandum with a request that the conditional offer be withdrawn. If the information is not such that it would cause the applicant to be disqualified, a second polygraph may be administered.

F. If an applicant fails a subsequent polygraph, he/she will be interviewed thoroughly concerning the specific area(s) of deception. If the applicant divulges new information that could be cause for discontinuation, the polygraph examiner will forward the new information to the background investigator with a request that the conditional offer be withdrawn. If the new information is such that it will disqualify the applicant, the applicant will be notified and no further polygraph attempts will be made. If no new information is divulged or any new information is not such that it would disqualify the applicant, the background investigator will be notified via memorandum of the subsequent polygraph failure. The memorandum will contain the results of the subsequent polygraph failure and the examiners recommendation based on information gained from the interviews with the applicant during the polygraph process.

G. **An employment decision will not be based solely on the polygraph examination.**

H. The polygraph examiner's report will be placed in the applicant's file for review.

I. The examination will be conducted by a qualified examiner.

IV. DRUG SCREENING

A. The applicant will be required to produce a negative result on a drug screening test administered in accordance with North Carolina Training and Standards.

B. Copies of the Medical Information Form and Drug Test Consent form will be made available to the Polygraph Examiner along with the applicants file.

V. PSYCHOLOGICAL INTERVIEW

The Deputy Sheriff or Detention Officer applicant will be interviewed by a licensed psychologist as a follow up to the preliminary screener. A report prepared by the interviewing psychologist will be made available to the Polygraph Examiner along with the applicants file.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: VOLUNTEER SHERIFF'S OFFICE CHAPLAINCY PROGRAM
POLICY #: I-XI EFFECTIVE DATE: 7/09/2013

PURPOSE: The purpose of this directive is to establish policies and procedures that clearly define the qualifications, duties, and areas of responsibility for the Sheriff's Office Chaplaincy program and provide guidelines for the call out of chaplains.

This directive reflects our value of *compassion, justice, faithfulness, spirituality, and peace*. We strive to remember that our officers, civilian employees, their families, and the citizens will often be going through trying times. We seek to use a variety of resources (including volunteer chaplains) to provide assistance and empathy for those in distress.

POLICY: The Alamance County Sheriff's Office Volunteer Chaplaincy program is designed to identify qualified members of the clergy who wish to volunteer as Sheriff's Office Chaplains, to guide the way they are recruited, and to establish the standards of them to perform their duties. The primary purpose of volunteer chaplains is to assist officers, civilian office employees, and their families to maximize their spiritual resources as they, in the course of their duties, encounter persons in crisis and other stressful situations; and to provide comfort, counsel, ministry and spiritual guidance as appropriate/requested.

Volunteer Sheriff's Office Chaplains are members of the clergy who:

* are recommended by current chaplains and/or members of this office.
* pass background investigation/screening that is deemed appropriate by this office.
* desire to serve and be available to respond to situations where a chaplain's response is indicated.
* are ecclesiastically certified and endorsed by a recognized religious body.
* have a minimum of three years of service in full-time public ministry.
* demonstrate strong communication skills.
* are willing to receive training that enhances their skills in dealing with people in crisis.
* have never been convicted of a felony or offenses involving moral turpitude.
* possess a valid North Carolina vehicle operator's license and be able to provide personal transportation.
* are appointed by the Sheriff (and continue to serve at the Sheriff's discretion).

I. DUTIES AND RESPONSIBILITIES

The chaplaincy program will consist of a diverse group of chaplains representing the different religious denominations of Alamance County. There will normally be several chaplains at any one time, depending on the needs of the office and the availability of chaplains.

A. **SCHEDULED** – Each chaplain will normally be on call for one (1) week at a time,beginning on Monday (8:00 am) and concluding on Monday (8:00 am). They will be responsible to cover all scheduled activities during their week, and

will be available for unscheduled call-ups as required. The Major of Administration will prepare a monthly schedule, and individual chaplains will be responsible for finding a substitute in a timely manner whenever they cannot meet the requirements of the published schedule. Schedules normally cover a two-month period.

B. **CALL-UP** – There are certain critical events that happen from time-to-time when Office supervisors will deem it appropriate for a chaplain to be called-up to support the sworn officers in the performance of their duties. Such critical events might include (but would not be limited to):

1. Line-of-duty death/serious physical injury of an employee;
2. A critical event where a deputy responds to the incident and a member of the community dies as a result of the event;
3. A critical event where the responding deputy requests the support of a chaplain;
4. A critical event where a supervisory deputy deems chaplaincy support appropriate;
5. The duty chaplain would also be expected to provide hospital visitation calls upon sick/injured office employees and their families;
6. Death notification assistance;
7. Group crisis intervention for employees and survivor-victims.

C. **OCCASIONAL** – There are times when other chaplaincy ministries may present themselves, to include:

1. Promoting of employee wellness;
2. Individual and family counseling;
3. Liaison to the religious community;
4. Community education to promote support for the office;
5. Participation in annual observances (i.e., Law Enforcement Week, Law Enforcement Memorial Day Ceremony);
6. Grief Ministry, (funeral home visitation, funeral, etc.);
7. Consulting or coordinating with other law enforcement agencies as directed by the Sheriff;
8. Referrals to other care option or service providers.

D. **RIDE ALONG** – Sheriff Chaplains are encouraged to ride along with officers at least once per month. Patrol officers and/or chaplains may request a "chaplain ride-along." Shift and hours are determined by availability of the chaplains and determined appropriateness. During a ride-along, the chaplain is considered "available for duty". Chaplains are encouraged to familiarize themselves with general Office operating instructions. Chaplains will follow the directions of the duty deputy at all times. The chaplain will remain in the Sheriff's office vehicle unless instructed otherwise by the deputy (or unless exigent circumstances exist). The chaplain shall ensure that the deputy knows the chaplain's location at all times. The chaplain must be available at all times to render assistance

if called upon. The chaplain **will not** handle any evidence at the scene of any incident or crime. All procedural questions will be directed to the Supervisor on scene.

II. **CREDENTIALS OF THE OFFICE** – Sheriff's office chaplains will be issued an identification card and essential issued equipment at the time of appointment. Loss of an identification card or any other issued equipment will be reported to the Major of Administration immediately.

A. **MEDIA** – Sheriff's office chaplains shall not release any information to news media, insurance companies, or any other non-involved individuals/agencies. All requests for information shall be referred to the Supervisor on scene or the PIO.

B. **ACCESS TO THE CHAPLAIN** – The chaplain may be contacted directly by any full-time, part-time, or reserve employee of the Office, or family member through C-COMM, or directly.

III. **LOGISTICAL SUPPORT** – Appropriate use of ministry tools (i.e., the Holy Bible, the Sacraments of the Church) is encouraged. Chaplains should only engage in acts of faith when such contact is initiated by office staff/employees or citizens.

IV. **CONFIDENTIALITY** – All individual requests for Chaplaincy assistance will be handled in strict confidence. When additional support and referrals are necessary, these arrangements are made with the consent of the individual. Sheriff Chaplains shall maintain all privileged communications to them as confidential (unless waived by the individual) or unless those communications affect life, personal injury, or the integrity of that individual or others. The chaplain, while respecting confidentiality, has direct access to the Major of Administration, Chief Deputy and Sheriff for discussion of matters relating to the spiritual welfare and morale of the Office.

V. **COMPLAINTS AGAINST/TERMINATION** – Complaints about a chaplain's performance shall be referred to the Major of Administration, Chief Deputy and the Sheriff. Termination of a Sheriff's Chaplain may occur due to failure to abide by the established policies and procedures, failure to honor an Officer's authority or privacy, or failure to practice good professional ethics.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: ARMED DETENTION OFFICERS (ADO)

POLICY#: I-XII **EFFECTIVE DATE 04/04/23**

PURPOSE: The purpose of this policy is to establish guidelines and responsibilities for Armed Detention Officers

POLICY: Armed Detention Officers (ADOs) are defined as those who are approved by the ACSO to carry an Agency firearm and have completed an Agency approved Armed Detention Officer class. ADOs are authorized and assigned to transport and supervise inmates outside the confines of the Alamance County Detention Center. Only authorized Detention Officers shall perform the assignments required of ADOs. The Detention Officer must successfully meet all qualifications to carry a firearm on duty and be certified annually on a course of fire approved the NC Sheriffs' Education and Training Standards Commission.

PROCEDURE:

I. Standards and Requirements

A. All ADOs must have successfully completed the Armed Detention Officer training course administered by Alamance County Sheriff's Office training staff.

B. All ADOs must have also successfully completed Basic Detention Officer training, the ACSO Detention Officer Field Training program, and be certified by the NC Sheriffs' Education and Training Standards Commission as a Detention Officer.

C. All ADOs shall qualify annually with a standard, issued ACSO handgun in accordance with the Alamance County Sheriff's Office qualification standards for ADOs found in ACSO Policy II-IV (Use of Force).

D. The ACSO Firearms Coordinator shall allow certified ADOs to participate at open range dates throughout the year for practice and to receive instruction. The Firearms Coordinator will provide weapons and ammunition at the range for ADOs on the designated dates.

E. ADOs do not have the powers of arrest under North Carolina law, but may use deadly force in all instances and under any circumstances under which a civilian might lawfully use such force. ADOs are also authorized to assist law enforcement officers, when requested, under G.S. § 15A-405.

F. All ADOs are to follow the current ACSO Use of Force Policy II-IV as outlined in the ACSO Policy and Procedure Manual.

II. Assignment and Storage of Weapons

A. Approved Weapons

While fulfilling official duties, ADOs shall carry only handguns and ammunition issued by the Alamance County Sheriff's Office. ADOs are not authorized to carry any personally-owned firearm on-duty.

B. Assignment of Weapons

1. Only ADOs whose primary job responsibilities are the transportation and supervision of inmates outside the confines of the ACSO Detention Center shall be issued a handgun.

2. All other ADOs will report to their respective supervisor for approval to check out a handgun for use in performing the duties of an ADO, as needed, or for use in authorized training.

3. The ADO shall be issued a handgun prior to any inmate movement, transport, or escort outside the confines of the Detention Center or Annex. The ADO should, upon receipt of the issued weapon, ensure that it appears functional and in good repair.

4. At the completion of the ADO's assignment, the previously issued and logged out handgun shall be returned to the on-duty supervisor, who will inspect the weapon, secure it in the designated area, and log the firearm as returned.

5. All unissued firearms will be kept in a secure area outside the confined areas of the Detention Center as directed by the Major of Detention.

6. All firearms will be accounted for at the beginning and end of each shift by on-duty supervisor or his/her designee before the ongoing or outgoing shift is relieved.

7. All firearms shall be logged in and out of the designated area. The log shall document the date, time, serial number of the firearm, and to whom the firearm was issued. The supervisor issuing the firearm and the ADO shall initial the log upon issuance and upon return of the weapon.

8. ADOs are not authorized to carry any issued firearm off-duty, even if the ADO has a lawfully-issued concealed carry handgun permit, unless the ADO is transporting the firearm to or from a duty assignment or Agency-authorized training activity.

III. Duties and Responsibilities

A. All Armed Detention Officers shall be knowledgeable and familiar with Section VIII-2 of the Alamance County Sheriff's Office Policy and Procedure Manual which pertains to the handling and transporting of persons and review this policy and any relevant training materials regularly for any updates or changes.

B. All Armed Detention Officers shall be knowledgeable and familiar with Section II-IV of the Alamance County Sheriff's Office Policy and Procedure Manual pertaining to the use of force and review regularly for an updates or changes.

C. ADOs are not authorized to use deadly force against an inmate or respondent merely to prevent that inmate or respondent from escaping from custody, unless the inmate, by his/her actions, presents an imminent deadly threat to a person in the course of that escape of attempted escape.

D. ADOs shall be armed with an issued handgun on all transports and escorts of inmates and IVC respondents.

E. All firearms and ammunition shall be checked for safety/defects by ADOs prior to the tour of duty for which the firearm is to be carried and again upon the completion of duty, if the issued firearm is to be returned.

F. Inmates with secured bonds of more than $100,000, violent felony charges, escape risk classification, extremely violent behavior, high profile cases or any federal inmate will be considered a maximum-security transport. Two officers, one of which shall be an ADO or Deputy, will be assigned to escort all inmates with the aforementioned type of classification when any movement occurs outside the confines of the detention facility. Employees should consult a supervisor in any instance in which the employee has reason to believe that more resources are needed to safely transport an inmate or respondent.

G. No employee, including an ADO, is allowed to enter the secure confines of the Detention Center or Annex while in possession of a firearm

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: TEMPORARY LIGHT DUTY

POLICY#: I-XIII EFFECTIVE DATE: 7/1/2023

PURPOSE:

It is the purpose of this policy to establish the authority for temporary light-duty assignments and procedures for granting temporary light duty to eligible deputies, detention officers, and civilian personnel within the Alamance County Sheriff's Office.

POLICY:

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

DEFINITIONS:

Eligible Personnel: For purposes of this policy, any full-time sworn or civilian member of the Alamance County Sheriff's Office suffering from a illness or injury requiring ongoing treatment by a licensed health-care provider and who, because of such injury or illness, is temporarily unable to perform the employee's regular assignment, but is deemed by a licensed health-care provider to be capable of performing alternative assignments before returning to a full, duty capacity.

Family and Medical Leave Act (FMLA): Federal law providing for up to 12 weeks of annual leave for workers due to illness, injury or certain other family conditions/situations**.**

PROCEDURE:

I. General Provisions

A. Temporary light-duty positions are limited in number and varied. Therefore,

1. personnel injured or otherwise disabled in the line of duty shall be given preference in initial assignment to light duty; and

2. assignments may be changed at any time, upon the approval of the treating licensed health-care provider , if deemed in the best interest of the employee or the agency.

B. This policy in no way diminishes the privileges of employees under provisions of the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other applicable federal or state laws.

C. Assignment to temporary light duty shall not affect an employee's pay classification, pay increases, eligibility for promotions, retirement benefits or other employee benefits. Bonus pay (such as for shift differential or for special assignments) may be temporarily discontinued if the employee's light duty assignment does not involve work of the type that would otherwise qualify for the bonus pay.

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

E. Light-duty assignments are strictly temporary and normally should not exceed six months in duration. After six months, personnel on temporary light duty who are not capable of returning to their original duty assignment shall:

1. present a request for extension of temporary light duty, with supporting documentation, to the Sheriff or his designate; or

2. pursue other options as provided by employment provisions of this agency or federal or state law.

F. Deputies on temporary light duty are prohibited from engaging in outside employment in which they may reasonably be expected to perform law enforcement functions for which they have been determined physically or mentally unable to perform on behalf of this agency and that form the basis for their temporary light-duty assignment.

G. Deputies or detention officers on temporary light duty are prohibited from wearing the departmental uniform, carrying a service weapon, operating a County-issued vehicle, or employing law enforcement powers.

H. Light-duty assignments shall not be made for disciplinary purposes.

I. Officers may not refuse temporary light-duty assignments that are supported by and consistent with the recommendations of an attending physician or other certified health-care provider, although officers may protest such assignments through established agency grievance procedures.

II. Temporary Light-Duty Assignments

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

1. administrative functions (e.g. report review, special projects),

2. clerical functions (e.g. filing),

3. desk assignments (e.g. booking officer, bookkeeping, control tower),

4. report taking (e.g. telephone reporting unit), or

5. communications (e.g. complaint taker).

B. This agency's personnel authority shall maintain an inventory of available job assignments that may be used for temporary light duty.

C. Decisions on temporary light-duty assignments shall be made based upon the availability of an appropriate assignment given the employee's knowledge, skills and abilities; availability of light-duty assignments; and the medical limitations of the employee.

D. Every effort shall be made to assign employees to positions consistent with their rank and pay classification. However, where deemed appropriate, personnel may be assigned to positions designated for personnel of lower rank or pay classification. Personnel thus assigned shall:

1. retain the privileges of their rank but shall answer to the supervisory officer of the unit to which they are assigned with regard to work responsibilities and performance; and

2. retain the pay classification and related benefits of the position held prior to their assignment to temporary light duty.

III. Request for and Assignment to Temporary Light Duty

A. Requests for temporary light-duty assignments shall be submitted to the employee's immediate supervisor. Requests must be accompanied by a statement of medical certification to support a requested reassignment, which must be signed by the employee's treating physician or other licensed health-care provider. The certificate must include an assessment of the nature and probable duration of the injury or illness, prognosis for recovery, specific nature of work restrictions, and an acknowledgment by the health-care provider of familiarity with the employee's regular job duties and functions.

B. The request for temporary light duty and the treating physician or other licensed

health-care provider shall be forwarded to this agency's designated personnel authority, who shall make a recommendation regarding the assignment to the Sheriff or his designee.

1. The ACSO may require the employee to submit to an independent medical examination by a licensed health-care provider of the agency's choosing. In the event the opinion of this second health provider differs from that of the employee's licensed health-care provider, the employee may request a third opinion from another licensed health-care provider at the employer's expense.

2. The employee and representatives of this agency shall cooperate and act in good faith in selecting any such third licensed health-care provider and both parties shall be bound by that provider's medical decision as to the employee's ability to perform his/her job functions.

C. An employee who has not requested temporary light duty may be recommended for such assignment by submission of a request from the employee's immediate supervisor or unit commander. Such a request must be accompanied by an evaluation of the employee's medical limitations conducted by a licensed health-care provider and expressing the need for temporary light duty or a request from the supervisor for the effected employee to undergo a medical or psychological fitness-for-duty examination. Employees ordered to submit to a fit-for-duty examination by the Sheriff's Office's personnel authority shall promptly comply with that order.

1. Notice shall be provided to the employee of the proposed temporary light-duty assignment along with justification for the recommendation.

2. The employee may challenge the proposed reassignment using established agency grievance procedures.

3. Pending results of the grievance procedure, an employee may be reassigned if, in the opinion of the Sheriff, failure to reassign may jeopardize the safety of the employee, other employees, or the public.

D. As a condition of continued assignment to temporary light duty, employees shall be required to regularly (no more than monthly) submit assessments of their medical condition for ongoing evaluation of the appropriateness of the light duty assignment by the personnel authority.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: RECRUITMENT PLAN

POLICY#: I-XIV **EFFECTIVE DATE: 07/01/2023**

POLICY: In order to maintain a consistent approach, it shall be the policy of the Alamance County Sheriff's Office to establish procedures to facilitate the recruitment of the most capable and committed individuals for the position of Deputy Sheriff and Detention Officer.

PROCEDURE:

I. RESPONSIBILITY

A. Captain of Personnel and Training

1. Ensure full ACSO support of the recruitment effort
2. Responsible for the ACSO's recruitment process
3. Ensures that recruiters work closely with Alamance County Human Resources on all phases of recruiting

B. Sergeant of Personnel and Recruitment

1. The Sergeant of Personnel will maintain an active recruitment campaign in order to have the most capable and committed candidates available to fill actual or foreseeable agency vacancies for the positions of Deputy Sheriff and Detention Officer
2. The Sergeant of Personnel is responsible for maintaining contact with applicants from initial application to final employment disposition.

II. EQUAL EMPLOYMENT OPPORTUNITY AND RECRUITMENT

A. The Personnel and Training Division will develop and maintain a Recruitment Plan for full-time sworn and detention personnel. The plan will outline agency steps to achieve the goal of a diverse workforce composition. The plan will include:

1. A statement of objectives.
2. A plan of action designed to achieve the objectives.

B. The Captain of Personnel and Training will prepare an annual analysis on the recruitment plan and shall include:

1. Progress toward stated objectives.

2. Revisions to the plan or a recommendation that based on the analysis and strategies in place no revisions are needed.

C. The Sergeant of Personnel will address recruitment and selection in the monthly report that is submitted to the Captain of Personnel and Training.

III. STRATEGIES

A. The ACSO recruiting strategy includes:

1. Recruiting at North Carolina colleges and universities that have Criminal Justice Programs

2. Involving the entire ACSO in the recruitment effort.

3. Utilizing media and social media to reach the most capable and committed applicants.

4. Utilizing the faith community to refer candidates.

5. Utilizing college and high school career days to promote the ACSO to future applicants.

B. Utilization of ACSO Personnel for Recruiting

1. The ACSO will utilize all employees as recruiters. Employees are in daily contact with many individuals from all parts of the community and are spokespersons for the ACSO's recruiting effort.

2. ACSO personnel wishing to recommend an individual for hire should provide the individual's name and contact information to Personnel and Training staff.

C. Cooperative Assistance

ACSO will seek assistance from the following included, but not limited to organizations to aid in the recruitment of sworn and detention applicants:

1. Alamance Community College

2. Other universities and community colleges that offer Criminal Justice or Basic Law Enforcement Training Curriculum

3. North Carolina Employment Security Commission

4. Internship opportunities with participating colleges and universities

D. Faith Based Assistance

1. The Sergeant of Personnel seeks recruitment assistance, referrals and advice from community and religious organizations and leaders.

2. All personnel requested to speak before public groups/events, particularly those involving young adults, are encourage to mention career opportunities with the ACSO.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: LANGUAGE ACCESS POLICY

POLICY#: I-XV **EFFECTIVE DATE: 4/16/24**

POLICY: It is the policy of this agency to provide timely meaningful access for Limited English Proficient (LEP) persons to all agency programs and activities. All personnel shall provide free language assistance services to LEP individuals whom they encounter or whenever an LEP person requests language assistance services. All personnel will inform members of the public that language assistance services are available free of charge to LEP persons and that the agency will provide these services to them.

PURPOSE: In accordance with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act, this policy establishes guidelines for providing language accessible services to individuals that are limited English Proficient and/or Deaf or Hard of Hearing.

DEFINITIONS:

Limited English Proficient: Any individual whose primary language is not English, and has limited or no ability to speak, understand, read, or write English.

Interpretation: The process of orally rendering a spoken or signed communication from one language into another language.

Primary Language: The language that an individual communicates most effectively in.

Translation: Converting written text from one language into written text in another language. "Translation" is often misused to mean interpretation, but it is a written medium.

Vital Documents: Any materials that are essential to an individual's ability to access services provided by the organization, or are required by law.

LANGUAGE DATA: The ACSO shall conduct a biennial review of language use for the service population utilizing Census and other data. At present, the predominant language used by LEP persons in Alamance County is believed to be Spanish.

PROCEDURE:

I. DETERMINING NEED FOR ASSISTANCE

A. Staff at the initial point of contact will conduct an assessment for the need for language assistance, and make reasonable attempts to notify the individual of the

right to an interpreter at no cost. Staff members who have subsequent contact will continue to assess the need for language assistance.

B. Request for language assistance may come from the LEP individual or from a companion.

II. IDENTIFYING LANGUAGE

A. Staff shall request the individual or companion identify the language of the LEP or Deaf individual.

B. Staff may request bilingual/multilingual staff or volunteers to identify the primary language. Whenever possible, staff should avoid using minors to interpret for LEP adults, especially when those minors are relatives of the LEP adult.

C. Use an "I speak" card or poster to identify the primary language.

III. PROCEDURES FOR LANGUAGE SERVICES

A. Contact bilingual staff

B. Access telephone language line via standard procedures

IV. TRANSLATION OF VITAL DOCUMENTS

A. Staff shall provide vital documents in frequently encountered languages when available

B. If not available, staff shall use a sight interpreter to sight translate vital documents into the individual's primary language

V. NOTICE OF LANGUAGE SERVICES

Signage will be placed in visible locations notifying individuals of the right to request an interpreter at no cost to the individual. Signage will be translated into the languages most frequently encountered by the organization. Staff at the initial point of contact, will make reasonable attempts to notify individuals of their right to an interpreter at no cost.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: PREA REGULATIONS

POLICY#: I-XVI EFFECTIVE DATE: 5/6/25
REVISED 6/17/25

POLICY: It is the policy of the Alamance County Sheriff's Office to maintain a zero-tolerance for inmate-on-inmate or detainee-on-detainee sexual assault, staff sexual abuse, sexual misconduct, and/or sexual harassment toward any inmate.

PURPOSE: In accordance with Prison Rape Elimination Act (PREA) of 2003, this policy establishes guidelines for hiring and promotional decisions, evidence collection, and investigations.

DEFINITIONS: For the purposes of this policy and to ensure compliance with the Prison Rape Elimination Act (PREA) and 28 C.F.R. Part 115, the following definitions shall apply:

- **Employee**:
  Any individual who works at the facility on a full-time, part-time, temporary, or contractual basis, including sworn officers, civilian staff, contractors, and volunteers. This includes anyone with routine or potential contact with inmates or detainees, including those engaged in service delivery, supervision, programming, or maintenance functions.
- **Sexual Abuse**:
  Includes any non-consensual sexual act or contact involving an inmate, detainee, or resident, perpetrated by another inmate or by staff, contractors, or volunteers. It also includes staff voyeurism and any sexual contact regardless of consent when initiated by staff. This definition mirrors 28 C.F.R. § 115.6 and 34 U.S.C. § 30309.
- **Sexual Harassment**:
  Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a sexual nature (including demeaning references to gender, sexually suggestive comments, or derogatory remarks about body or clothing) by staff or other inmates.
- **Sexual Misconduct**:
  A broad term encompassing sexual abuse, sexual harassment, or any other inappropriate sexual behavior that violates institutional policy, professional standards, or ethical boundaries, regardless of whether it is criminally prosecuted.
- **Administratively Adjudicated**:
  A formal determination made through an administrative or civil process (such as by an employer, licensing board, or agency) that an individual committed sexual misconduct, regardless of criminal conviction.
- **Convicted**:
  A finding of guilt in a criminal or civil court for conduct involving sexual abuse, harassment, or misconduct.

- **Confinement Setting**:
  Any facility where individuals are held in custody, including but not limited to jails, prisons, juvenile facilities, detention centers, and police lockups.
- **Substantiated Allegation**:
  An allegation of sexual abuse or sexual harassment that, upon investigation, has been determined to be true based on a preponderance of evidence or equivalent standard.
- **Institutional Employer**:
  A public or private agency or facility responsible for the custody, supervision, or care of incarcerated individuals, including local jails, prisons, juvenile detention centers, and similar institutions.
- **PREA**:
  The Prison Rape Elimination Act of 2003 (Public Law 108-79), a federal law aimed at preventing, detecting, and responding to sexual abuse and harassment in confinement settings. The law established binding national standards for correctional facilities under 28 C.F.R. Part 115.

PROCEDURE:

I. HIRING

A. The Alamance County Sheriff's Office will not hire anyone who: has engaged in sexual abuse in a confinement setting; has been convicted of engaging or attempting sexual activity by force, coercion, or if the victim did not consent or was unable to consent or refuse; or has been civilly or administratively adjudicated to have engaged in the above-mentioned misconduct.

B. During the hiring process on all new hires, the ACSO will perform a criminal background records check and make best efforts in determining information from prior employers related to sexual abuse history.

C. During the hiring process, the ACSO will screen prospective employees by asking a series of questions related to sexual abuse in a confinement setting and sexual misconduct.

D. Any candidate who omits information related to sexual misconduct, sexual harassment, or sexual abuse during the application process, or who falsifies documents pertaining to such conduct, shall be ineligible for hire.

II. EMPLOYMENT

A. The Alamance County Sheriff's Office will not promote anyone who: has engaged in sexual abuse in a confinement setting; has been convicted of engaging or attempting sexual activity by force, coercion, or if the victim did not consent or

was unable to consent or refuse; or has been civilly or administratively adjudicated to have engaged in the above-mentioned misconduct.

B. The ACSO will conduct and maintain records of criminal background checks at least every five years for all currently employed staff.

C. All ACSO employees, contractors, and volunteers have a duty to disclose any sexual misconduct. Employees shall disclose and self-report any previous or ongoing sexual misconduct to the ACSO in writing.

D. Upon hiring or promotion, employees shall sign an agreement (115.17 Continue Affirmative Duty attached below) that they will continue to abide by PREA personnel regulations and agree to an affirmative duty to disclose any such misconduct.

E. Any material omissions regarding the conduct described above or falsification of documents shall be grounds for termination. For current employees who are found to have omitted such information during their hiring process or to have falsified related documents, such actions shall constitute grounds for termination of employment and/or the conditional offer of employment.

III. EMPLOYMENT RECORDS

The ACSO shall, unless prohibited by law, provide information on substantiated allegations of sexual abuse or sexual harassment involving a former employee upon receiving a request from an institutional employer.

IV. PREA EVIDENCE AND INVESTIGATIVE PROTOCOLS

A. To the extent that the agency is responsible for investigating allegations of sexual abuse in its holding facilities, the agency shall follow a uniform evidence protocol that maximizes the potential for obtaining usable physical evidence for administrative proceedings and criminal prosecutions.

B. In developing the protocol referred to in paragraph (A) of this section, the agency shall consider how best to utilize available community resources and services to provide valuable expertise and support in the areas of crisis intervention and counseling to most appropriately address victims' needs.

C. Where evidentiary or medically appropriate, at no cost to the detainee, and only with the detainee's consent, the agency shall arrange for or refer the alleged victim

detainee to a medical facility to undergo a forensic medical examination, including a Sexual Assault Forensic Examiner (SAFE) or Sexual Assault Nurse Examiner (SANE) where practicable. If SAFEs or SANEs cannot be made available, the examination can be performed by other qualified health care personnel.

D. If, in connection with an allegation of sexual abuse, the detainee is transported for a forensic examination to an outside hospital that offers victim advocacy services, the detainee shall be permitted to use such services to the extent available, consistent with security needs.

E. The agency shall establish a protocol to ensure that each allegation of sexual abuse is investigated by the agency, or referred to an appropriate investigative authority.

F. The agency protocol shall be developed in coordination with DHS investigative entities; shall include a description of the responsibilities of both the agency and the investigative entities; and shall require the documentation and maintenance, for at least five (5) years, of all reports and referrals of allegations of sexual abuse. The agency shall post its protocol on its website, redacted if appropriate.

Office of Professional Responsibility

U.S. Department of Homeland Security
4050 Alpha Road, Suite 1200
Farmers Branch, TX 75244

U.S. Immigration and Customs Enforcement

Department of Homeland Security
6 Code of Federal Regulations Part 115
(Standards to Prevent, Detect, and Respond to Sexual Abuse and Assault in Confinement Facilities)

Your position has been designated as one which may require direct contact with ICE Detainees in the performance of your duties. As such, in accordance with 6 CFR Part 115.117 (a), you are required to answer the following questions.

1. Have you ever engaged in sexual abuse in a prison, jail, holding facility, community confinement facility, juvenile facility, or other institution as defined in 42 USC 1997[1]?
(Required) ☐ **Yes** ☐ **No**

2. Have you ever been convicted of engaging or attempting to engage in sexual activity facilitated by force, overt or implied threats of force, or coercion?
(Required) ☐ **Yes** ☐ **No**

3. Have you ever been convicted of engaging or attempting to engage in sexual activity where the victim did not consent or was unable to consent or refuse?
(Required) ☐ **Yes** ☐ **No**

4. Have you ever had a civil or administrative adjudication against you for engaging in activity described in questions 1 through 3 above?
(Required) ☐ **Yes** ☐ **No**

My responses to the above questions are true and correct to the best of my knowledge and are made in good faith. I understand that a knowing and willful false response may result in an unsuitable determination for ICE employment. Furthermore, should my answers change while employed by ICE, I understand I am responsible for immediately reporting the information to my Supervisor and (if required) to the Office of Professional Responsibility.

_____ _____

Printed name/Signature Date

[1] The term "institution" means any facility or institution which is owned, operated, or managed by, or provides services on behalf of any State or political subdivision of a State; and which is: for persons who are mentally ill, disabled, or retarded, or chronically ill or handicapped; a jail, prison, or other correctional facility; a pretrial detention facility; for juveniles held awaiting trial; residing in such facility or institution for purposes of receiving care or treatment; or residing for any State purpose in such facility or institution (other than a residential facility providing only elementary or secondary education that is not an institution in which reside juveniles who are adjudicated delinquent, in need of supervision, neglected, placed in State custody, mentally ill or disabled, mentally retarded, or chronically ill or handicapped); or providing skilled nursing, intermediate or long-term care, or custodial or residential care.

PREA Background Screening

Please review and complete the following screening form. Definitions have been provided below. If yes, please provide an explanation.

"Administratively adjudicated" - A formal determination made through an administrative or civil process (such as by an employer, licensing board, or agency) that an individual committed sexual misconduct, regardless of criminal conviction.

"Sexual misconduct" - A broad term encompassing sexual abuse, sexual harassment, or any other inappropriate sexual behavior that violates institutional policy, professional standards, or ethical boundaries, regardless of whether it is criminally prosecuted.

1. Have you ever been convicted criminally or found liable civilly of sexual misconduct within a confinement setting?

2. Have you ever been administratively adjudicated for sexual misconduct within a confinement setting?

3. Have you ever been accused of sexual misconduct within a confinement setting?

4. Have you ever been convicted criminally or found liable civilly of any sexual misconduct?

5. Have you ever been administratively adjudicated for any sexual misconduct?

6. Have you ever been accused of any sexual misconduct?

I, _____, certify that all the above responses are true and correct.
(Printed)

Background Investigator: _____ Date: _____

Prospective Employee Signature: _____ Date: _____

Section 2: Personal Conduct

1. Disciplinary Procedures and Rules of Conduct
2. Internal Affairs and Citizen Complaints
3. Harassment in the Workplace
4. Use of Force
5. Personal Web Pages and Sites
6. Bias-Free Policing Policy

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: DISCIPLINARY PROCEDURE/RULES OF CONDUCT
POLICY#: II-I EFFECTIVE DATE: 04/01/2005
Revised Date: 12/14/2023

PURPOSE: The purpose of this policy is to establish rules of conduct for members of the Alamance County Sheriff's Office.

POLICY: It shall be the policy of the Alamance County Sheriff's Office to establish rules of conduct that will govern the conduct of its employees, and to establish procedures which provide an explainable and consistent disciplinary practice regarding substantiated violations of these rules of conduct.

PROCEDURE:

I. RULES OF CONDUCT:

1. Knowledge of Regulations (Category C)

A. Employees shall familiarize themselves with and understand all rules, regulations, directives, and written procedures of the Sheriff's Office.

B. Employees who do not understand their duties or responsibilities shall read the relevant directives, rules, etc., and shall consult their immediate supervisor for clarification and explanation.

C. Employees shall maintain an updated manual of Sheriff's Office rules, procedures, and employees shall consult their immediate supervisor for direction.

D. When dealing with a situation for which there are no regulations or established procedures, employees shall consult their immediate supervisor for direction.

E. If a supervisor gives an order, the supervisor is responsible for that order. If the employee perceives an apparent conflict between the supervisor's order and the rules, regulations, direction, or written procedures of the Sheriff's Office, the employee shall seek clarification or confer with a higher authority.

2. Violations of Rules (Category A)

An employee shall not commit any acts or make any omissions which constitute a violation of any of the rules, policies, procedures, orders, or other directives of the Sheriff's Office.

3. Chain of Command (Category A)

Employees shall conduct Sheriff's Office business through accepted channels unless written procedures or orders from proper authority dictate otherwise.

4. Insubordination (Category A)

A. Employees shall promptly obey any lawful order or direction of a supervisor.

B. Employees shall not use profane or intentionally insulting language toward any supervisor.

5. Unsatisfactory Performance (Category A)

A. Employees shall maintain sufficient competence to properly perform their duties and assume the responsibility of their position.

B. Employees shall perform their duties in a manner which shall maintain the highest standards of efficiency in carrying out the functions and objectives of Sheriff's Office. Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws to be enforced; unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for an employee's rank, grade, or position; repeated neglect of duty; the display of cowardice, absence without leave, or the physical or mental inability to perform the essential functions of the position and required duties.

C. In addition to other indications of unsatisfactory performance: Repeated poor evaluations and records of repeated violations of orders, rules, procedures, or other directives of the Sheriff's Office.

6. Unbecoming Conduct (Category A)

A. Employees shall conduct themselves at all times, both on and off duty, in a manner which is in keeping with the highest standards of the law enforcement profession.

B. Conduct unbecoming an employee is prohibited and shall include that which brings the Sheriff's Office or any Sheriff's Office employee into disrepute, reflects unfavorably upon the employee as a member of the Sheriff's Office, or impairs the operation of efficiency of the Sheriff's Office or any of its personnel.

7. Residence and Telephone Requirements (Category C)

A. All sworn personnel shall reside in North Carolina within a 40-mile radius of the Central Jail within six months of their date of employment. During the period of their employment with the Sheriff's Office, all sworn employees shall continue residing within the 40-mile radius.

B. Each employee shall have a functioning telephone in his or her residence.

C. In the event of a change in permanent address or telephone number it is the responsibility of the employee to present their supervisor and the Personnel Section a properly completed Confidential Data Sheet before the end of the next business day after making such change.

8. Reporting for Duty (Category D)

A. Employees shall report at the scheduled time for any duty assignment, including court, Grand Jury appearances, and training.

B. Employees shall be properly equipped and prepared to perform their duties.

C. Employees who are unable to report to a duty assignment shall personally notify the appropriate supervisor prior to the beginning of that scheduled assignment. (Approved personal notification includes in person, by telephone or by radio.) In the event emergency circumstances preclude notification, the employee should have a third party make personal notification.

9. Absence from Duty (Category A)

A. Employees shall be considered absent without leave if they fail, within two hours after the beginning of their regularly scheduled tour of duty, to either report for duty or notify or cause notification of the appropriate supervisor of their inability to report for duty and be granted approved leave.

B. Employees shall not be absent from duty assignments such as court, Grand Jury or training without first obtaining permission from proper authority.

C. Employees shall not feign illness or injury, falsely report themselves sick, ill or as to the condition of injured, or otherwise deceive or attempt to deceive any official of the Sheriff's Office of their health or that of their families.

10. Neglect of Duty (Category B)

A. While on duty, employees shall not engage in any activities or personal business which would cause them to neglect or be inattentive to their assigned responsibilities.

B. Employees shall remain awake, alert, and attentive while on duty. If unable to do so they shall so report to their supervisor, who shall determine the proper course of action.

C. Deputies shall take any official action required by federal or state law, by county ordinance or by any directive of the Sheriff.

D. Employees shall not leave their assigned duty post during a tour of duty except as authorized by proper authority.

E. Employees shall take any action which is required or is responsible and appropriate in connection with their performance of their assigned duties.

F. Deputies shall take appropriate action in any emergency situation in which substantial and irreversible damage would result from the failure to take appropriate action, whether on or off duty.

G. Employees shall, whether requested or not, assist any employee involved in an emergency situation or any situation in which additional assistance would be critical to the successful performance of a Sheriff's Office function.

H. Employees shall respond to all radio communications directed to them.

11. Employment outside the Sheriff's Office (Category C)

Employees shall adhere to all regulations, procedures, and other directives governing off-duty employment established by the Sheriff's Office.

12. Labor Activity (Category A)

Employees shall not engage in a strike, work slowdown, unreasonable or selective enforcement of the law, or other concerted failure to report for duty for the purpose of inducing, influencing or coercing a change in conditions, compensations, rights, privileges, or obligations of employment.

13. Political Activity (Category A)

Employees shall not engage in political activity on duty or in uniform (other than

voting and registering to vote), and shall not engage in political activity while identifying themselves as representatives of the Sheriff's Office.

14. Conformance to Laws (Category A)

A. Employees shall obey all laws of the United States and of any state and local jurisdiction in which they may be present, and shall obey all administrative regulations enacted pursuant to local, state or federal law.

B. Employees shall not obey any order which they know or should know required them to commit an illegal act.

C. Any employee convicted of any crime must notify the Sheriff or his designee within 24 hours of the conviction. The term "conviction" includes guilty pleas and pleas of nol contendere. No notification is required on motor vehicle convictions except: Hit and Run, DWI, or Death by Motor Vehicle. In addition, any suspension or revocation of an employee's motor vehicle operator's license must be reported to the Sheriff or his designee within 24 hours of this action regardless of whether the suspension or revocation is the result of a conviction.

D. Sheriff's Standards requires this same notification, and the Deputy Sheriff, Detention Officer or telecommunicator shall make this notification within 96 hours.

E. An employee arrested or charged with any crime, or served with any civil process, shall notify the Sheriff immediately via his or her chain of command as soon as possible. Sheriffs' Standards requires this notification within 96 hours.

15. Associations (Category A)

Employees shall avoid associations or dealings with persons who they know, or should know, are under criminal investigations or indictment or who have a criminal record, except as necessary to the performance of official duties, or where unavoidable due to family relationships. Employees shall not associate with individuals known to engage in criminal activity.

16. Visiting Prohibited Establishments (Category B)

Employee shall not knowingly visit, enter, or frequent a house of prostitution, gambling house, or establishment wherein the laws of the Unites States, the State, or the local jurisdiction are regularly violated, except in the performance of duty.

17. Use of Alcohol on Duty or in Uniform (Category A)

A. Employees shall not consume intoxicating beverages while in uniform or on duty except in the performance of duty and while acting under orders.

B. Employees shall not appear for duty, or be on duty, while under the influence of alcohol, or with the odor of an alcoholic beverage on their breath.

C. Employees shall not transport intoxicating beverages for personal use in a county owned vehicle.

18. Possession and Use of Drugs (Category A)

A. Employees shall not possess or use any controlled substances, narcotics, hallucinogens, or prescription drugs except when prescribed by a physician or dentist.

B. When narcotics are prescribed to an employee, the employee shall notify his or her supervisor prior to reporting for duty under the influence of such medication. When medication other than a narcotic is prescribed and that medication could affect an employee's fitness for duty, the employee shall notify his or her supervisor prior to reporting for duty under the influence of such medication.

19. Personal Appearance (Category D)

A. Employees on duty shall wear uniforms and other clothing and equipment in accordance with established Sheriff's Office procedure.

B. Except when acting under orders from proper authority, employees on duty shall maintain a neat, well-groomed appearance and shall style their hair according to Sheriff's Office Procedures.

20. Use of Tobacco (Category C)

Employees shall not use tobacco products while engaged in any activity that causes them to be in direct contact with the public, while engaged in traffic direction and control, when they must leave their duty assignment or the sole purpose of doing so, when the use of tobacco is prohibited by law, or when the use of tobacco would violate any written County or Sheriff's Office policy.

21. Identification (Category D)

A. Deputies shall carry their official identification card on their persons at all times, except when impractical or dangerous or harmful to the progress of a criminal investigation.

B. Deputies shall furnish their name to any person requesting that information when they are on duty or presenting themselves as law enforcement officers, except when the withholding of such information is necessary to the performance of duties or is authorized by proper authority.

C. Employees shall display their identification cards while on duty as required by Sheriff's Office procedures.

22. Abuse of Position (Category A)

A. Employees shall not use their official position or identification for:

- Personal or financial gain.
- Obtaining privileges not otherwise available to them except in the performance of their duty.
- Avoiding the consequences of illegal acts.

B. Employees shall not lend to another person their official identification cards or badges, or permit them to be photographed or otherwise reproduced without the prior approval of the Sheriff.

C. Employees shall not permit the use of their name, photographs, or official titles which identify them as officers or employees of the Sheriff's Office in connection with testimonials or advertisements of any commodity or commercial enterprise without the prior approval of the Sheriff.

D. Employees shall take no part, either directly or indirectly, in sales promotions, solicitations, fund raising campaigns, or similar activities for personal gain or benefit of commercial enterprise while representing themselves as law enforcement officers or as employees of the Sheriff's Office or authorize others to conduct themselves in a manner as indicated above that would leave the impression they are representing the Alamance County Sheriff's Office, without the prior approval of the Sheriff.

E. Employees while on duty or acting in an official capacity shall not recommend or suggest in any manner except in the transaction of personal business with family and close friends the employment or procurement of a particular product, professional services or commercial services.

F. Employees shall not interfere with or attempt to influence the lawful business of any person.

G. Employees shall not knowingly make false accusations or false criminal charges.

23. Gifts and Gratuities (Category A)

A. Employees shall not use their position to solicit any form of gift, gratuity or service for gain.

B. Employees shall not accept from any person, business, or organization any gift if it may reasonably be inferred that the person, business or organization:

- Seeks to influence an official action or to affect the performance of an official function.
- Has an interest which may be substantially affected, either directly or indirectly, by the performance of an official function.

C. Employees may not accept any form of reward for the performance of an official function without the prior approval of the Sheriff.

24. Public Statements and Appearances (Category A)

A. Employees shall treat the official business of the Sheriff's Office as confidential and shall disseminate information regarding Sheriff's Office operations only in accordance with law and/or established Sheriff's Office procedures.

B. Employees shall not divulge the identity of persons promised anonymity in a criminal investigation, except as required by law or proper authority.

C. Employees shall not publicly criticize or ridicule the Sheriff's Office or its personnel when such statements may interfere with the maintenance of discipline or the effective operation of the Sheriff's Office, or when such statements are made with reckless disregard for truth.

D. Employees shall not disseminate any information that would violate North Carolina General Statue NCGS 153A-98 (which prohibits disclosure of personnel information).

25. Courtesy (Category C)

A. Employees shall be courteous and tactful in the performance of their duties or while representing themselves as members of the Sheriff's Office and shall promptly respond to all requests for assistance in accordance with Sheriff's Office procedures. Employees shall act in a

professional and courteous manner while on or off duty.

B. In performing their duties, employees shall not express any prejudice concerning race, religion, national origin, sex, or other personal characteristics.

C. Employees shall not use profane or intentionally insulting language toward any other employee of the Sheriff's Office or other person.

D. Employees shall promptly return phone calls from citizens and should keep a record of unsuccessful efforts to return phone calls.

26. Citizen Complaints (Category C)

A. Employees shall follow established procedures for processing complaints.

B. Employees may attempt to amicably resolve citizen complaints, but they shall not attempt to prevent any citizen from lodging a complaint against any individual employee or against the Sheriff's Office.

27. Use of Weapons (Category A)

Deputies shall carry and use firearms only in accordance with the law and established Sheriff's Office procedures.

28. Use of Force (Category A)

A. Employees shall use no more force that reasonably appears necessary in the performance of their duties and shall then do so only in accordance with Sheriff's Office procedures and the law.

B. Employees shall comply with Sheriff's Office procedures concerning the documentation and investigation of the use of physical force.

29. Arrest, Search, and Seizure (Category B)

Deputies shall not make any arrest, search or seizure which they know, or should know, is not in accordance with Sheriff's Office procedure.

30. Intervention (Category C)

A. Deputies shall not interfere with or take action in cases being handled by other deputies of the Sheriff's Office or by another governmental agency unless:

- Ordered to intervene by a superior deputy.
- The intervening deputy believes that a manifest injustice would result from failure to take immediate action.

B. Deputies shall not undertake any investigation or other official action which is not part of their regular duties without obtaining permission from their supervisor, unless the exigencies of the situation require immediate police action. Any deputy taking such action must notify his immediate supervisor as soon as possible after the incident occurs.

31. Improper Use of Property and Evidence (Category A)

Employees shall not convert to their own use, manufacture, conceal, destroy, remove, tamper with or withhold any property or evidence in connection with an investigation or other law enforcement action, except in accordance with established Sheriff's Office procedures.

32. Use of Sheriff's Office Equipment (Category D)

Employees shall utilize Sheriff's Office equipment, including vehicles, only for its intended purpose in accordance with all laws and Sheriff's Office procedures and shall not abuse, damage, or, through negligence, lose Sheriff's Office equipment. The following exceptions shall apply:

A. If the equipment lost or misplaced is a firearm, then the violation is a Category A.

B. If the equipment is something other than a vehicle or a firearm; and is assigned to an individual employee; and is lost or negligently damaged; and the cost is in excess of $1000, the violation is a Category A.

33. Radio Communications (Category D)

Employees shall keep available radio communications equipment turned on and operating at all times while on duty, unless ordered by proper authority to do otherwise.

34. Sheriff's Office Reports (Category D)

A. Employees shall submit all necessary reports on time and in accordance with established Sheriff's Office procedure.

B. Reports submitted by employees shall be accurate and complete.

35. Participation in Administrative Investigations (Category A)

A. All procedures carried out under this rule shall be specifically directed and narrowly related to a particular internal administrative investigation being conducted by the Sheriff's Office.

B. Employees who are involved in administrative investigations and who have been advised that no statement they make can be used against them in a criminal prosecution, shall upon being ordered to do so by the Sheriff or his designee, truthfully answer all questions which are specifically directed and narrowly related to their job performance and/or fitness for duty. Upon the order of the Sheriff or his designee, an employee must submit to a polygraph examination regarding any such question(s).

C. Upon the order of the Sheriff, the Sheriff's designee or a superior deputy, an employee shall:

- Submit to any medical, ballistics, chemical, or other test, photographs, or lineups required in a particular administrative investigation being conducted by the Sheriff's Office, and release the results of any such tests to the Sheriff's Office in connection with the administrative investigation.
- Submit financial disclosure statements in accordance with Sheriff Office procedures in connection with a complaint in which this information is material to the investigation. Financial statements are to be confidentially maintained and used by the Sheriff and and shall not be made available to the public.
- Submit medical records that are granted by the employee and/or the employee's physician, and that relates to a condition that the employee has raised as an issue, and the condition pertains to the employee's fitness for duty or job performance.

36. Legal Processes Brought By or Against Employees (Category C)

Employees shall immediately report in writing directly to the Sheriff or his designee any criminal charges(s) brought against them and any court action(s) brought against them as a result of the performance of duty or which involve the employee's fitness for duty. Employees shall also notify the Sheriff or his designee in writing before filling claims for damages or entering in any legal compromise or settlement regarding events which result from the performance of duty.

37. Supervision (Category B)

A. Supervisors are charged with insuring compliance with all applicable laws, the Sheriff's Office policies directives, Standard Operating Procedures, and General Orders by those employees under their supervision. Supervisors are responsible for investigating and reporting all known violations to their immediate supervisor.

B. All Sheriff's Office employees, sworn or civilian, who supervise any other Sheriff's Office employees shall perform their duties completely, diligently, promptly, professional, and satisfactorily.

C. Supervisors shall list any sustained allegations involving employees under their supervision on that employee's Performance Evaluation during the appropriate rating period.

38. Truthfulness (Category A)

A. Employees are prohibited from intentionally making any materially false statement(s) in connection with the performance of official duties by them or any other person.

B. Employees are prohibited from intentionally failing to disclose information in connection with the performance of official duties when the purpose of such nondisclosure is to conceal suitability for duty of themselves or another or to gain improper personal advantage.

C. Any material falsification of or any intentional failure to disclose information relevant to suitability or fitness for Sheriff's Office employment which is discovered after an individual is hired can result in the termination of the employee.

39. Harassment (Category A)

No employee shall intentionally subject any fellow employee to any verbal or physical harassment of a sexual, ethnic, racial, disability or religious nature.

II. DISCIPLINARY PROCEDURE

1. Each section herein is assigned a severity category from A-D. A category "A" violation is classified as the most serious, "B" is moderately severe, and "C" and "D" are for documented warnings. The range of disciplinary actions which may be imposed are as follows:

A. Category A - 3 days suspension without pay up to demotion or termination
B. Category B - 1-2 days suspension without pay
C. Category C - written reprimand/warning
D. Category D - documented performance notation and/or counseling

2. Employees who receive any disciplinary action may also be placed on probation for a period of time up to one year in length in addition to that action, at the discretion of the Sheriff. During this period of probation, the employee is not eligible for promotional consideration. Any additional substantiated complaints or rules of conduct infractions during this period of probation may result in more

severe disciplinary action than might be called for otherwise. Three substantiated complaints or rules infractions against an employee within a 12-month period will automatically elevate the category of the violation to the next higher level of disciplinary action.

3. Category "A" violations will be forwarded to the Chief Deputy for evaluation and will be assigned for investigation by a supervisor or by the Office of Professional Standards as is appropriate and necessary. Those violations in Category "B", "C", or "D", will be handled by the member's supervisor in consultation with the Chief Deputy. All completed investigations shall be forwarded to the Chief Deputy for review with the Office of Professional Standards. These procedures will be conducted in accordance with this department's" Internal Affairs/Citizen Complaint" policy and procedure.

4. Employees who receive any type of disciplinary action(s) have the right to appeal same in accordance with this department's "Grievance Procedures" policy within 5 standard business days. Employees serving the standard probationary period following initial appointment to the Sheriff's Office are not entitled to appeal termination. The Sheriff shall be consulted and shall concur with any and all disciplinary actions recommended against an employee, and may modify and/or suspend any disciplinary action(s) in view of mitigating circumstances or at his discretion.

Note: for the purpose of this policy, one work-day will be considered to be equal to eight hours regardless of an employee's assignment.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: INTERNAL AFFAIRS/CITIZENS COMPLAINTS

POLICY #: II-II **EFFECTIVE DATE 04/01/2005**

REVISED DATE: 04/27/2022

PURPOSE: The purpose of this standard is to establish guidelines and procedures for receiving, reporting, investigating, and adjudicating allegations and complaints against Alamance County Sheriff's Office personnel.

POLICY: The internal affairs function is important for the maintenance of professional conduct in a law enforcement agency. The integrity of the agency depends on the personal integrity and discipline of each employee. To a large degree, the public image of the agency is determined by the quality of the internal affairs function in responding to allegations of misconduct by the agency or its employees.

It is the policy of the Alamance County Sheriff's Office to investigate, where feasible, all allegations of employee misconduct, whether received from a citizen or an employee of this agency and whether the complainant is known or anonymous. In addition, the agency conducts administrative investigations into certain incidents due to the sensitivity and/or magnitude of the incident, even when a complaint is not received.

PROCEDURE:

I. INVESTIGATIONS

A. Supervisory Investigations

Supervisory employees (Captains/Lieutenants or a Sergeant acting in their absence) shall conduct investigations into the following:

1) Routine citizen complaints
2) Minor violations of policy and procedure (subject to the discretion of the Chief Deputy)
3) Insubordination
4) Employee misconduct of a less than serious nature.

B. Office of Professional Standards Investigations

The Office of Professional Standards shall conduct internal administrative investigations into the following:

1) Inmate deaths
2) Inmate escapees
3) Gross misconduct
4) Use of deadly force
5) Allegations of the use of excessive force or brutality

6) Allegations of domestic violence

7) Allegations of sexual harassment

8) Allegations of civil rights violations

9) Allegations of corruption

10) Incidents requiring investigations that are extremely lengthy, time consuming, involve multiple divisions/sections, or when other investigative resources are unavailable.

11) Any other investigations assigned by the Sheriff or Chief Deputy.

II. COMPLAINT PROCESSING

A. Complaints shall be accepted from any source, whether made in person, by mail, or over the telephone. Where feasible, an inquiry will be made of all complaints and where warranted a formal investigation will be conducted, whether the complainant is known or not. All complaints shall be documented on the "Alamance County Sheriff's Office Citizen Complaint" form.

B. All agency members are charged with the responsibility of courteously receiving all complaints which may be lodged against the agency or any member thereof, whether made in person, by mail, or telephone, regardless of nature.

C. All persons making complaints shall be interviewed and a complaint form shall be prepared and processed. Anonymous complaints shall be received and processed as any other complaint.

D. A parent or legal guardian must accompany minors that wish to file a complaint.

E. Any non-ranking or nonsupervisory member of the agency receiving a complaint about a Sheriff's Office employee from a citizen which may constitute misconduct or violation of agency orders, policy, or procedures, shall immediately notify his or her respective supervisor. In the absence of the employee's supervisor, the next ranking supervisor within the chain of command shall be notified.

F. The supervisor processing the complaint shall record pertinent information concerning the complaint on the Citizen Complaint form and make a preliminary determination as to responsibility for follow-up on the complaint. When appropriate, the supervisor shall conduct a preliminary investigation, including interviewing the complainant and any witnesses readily available. The Citizen Complaint form will be forwarded to the Chief Deputy within 24 working hours of the receipt of any complaint. When the seriousness or severity of the complaint justifies more immediate action in the judgment of supervisor receiving the complaint, the on-call administrator will be contacted to respond. Further notification of any other personnel will

be made as is deemed appropriate and necessary in each instance, but such additional notification(s) shall not be in written form.

G. Whenever practical, supervisors shall take corrective action to resolve minor complaints which result from a misunderstanding, or which need little or no investigation to resolve the issue. In this circumstance, the results and the findings will be documented and forwarded to the Chief Deputy using the Citizen Complaint form. If the supervisor does not satisfactorily resolve the complaint, or if the Chief Deputy does not concur with supervisor's findings, the Chief Deputy will direct the supervisor to conduct further investigation, will reassign the investigation to another supervisor, or will direct the investigation to the Office of Professional Standards, as is deemed appropriate.

H. In any event in which a call for service is received by this agency which involves an employee of this agency who is either a victim, suspect, and/or subject of that call, the on-duty patrol supervisor will be contacted and will respond to that call for service. This supervisor will contact the on-call administrator as to the nature of this call and what action has been taken regarding same, and the on-call administrator will respond as well, unless in their judgment no further action is needed.

I. In any event in which a call for service and/or a complaint is received by this agency which involves an officer of another agency as either the victim, suspect, and/or subject of that call, the on-duty patrol supervisor will be contacted and will respond to that call for service. This supervisor will contact the on-call administrator as to the nature of this call and what action has been taken regarding same. The on-duty supervisor for the other agency will also be contacted by the on-duty patrol supervisor.

III. PROFESSIONAL STANDARDS ADMINISTRATIVE INVESTIGATIONS

A. Investigative Process

1) An individual holding the rank of Captain or above will be responsible for the Office of Professional Standards; this individual will answer directly to the Chief Deputy and will be responsible for conducting investigations assigned to that division.

2) The chain of command will normally be utilized to inform the Sheriff of complaints against the agency or its employees. Nothing herein prevents employees with information about misconduct from going directly to the Sheriff, however.

3) The individual conducting the investigation should conduct as necessary the following investigatory steps: (a) interview the complainant (unless the complaint is filed anonymously) and any witnesses; (b) interview the deputy(s) involved; (c) gather and review any relevant evidence, including CAD reports, traffic stop reports, C-COM recordings, and video evidence; and (d) document the interviews and analysis of the evidence and explain the reasoning for the Complaint Finding (Exonerated, Sustained,

Unfounded, Unresolved)."

B. Employee Requirements

Employees who are interviewed about any matter under administrative investigation:

- Shall not refuse to answer questions related to the matter under investigation, shall not withhold any information, and must be truthful, as described in the Employees General Rules of Conduct and the Law Enforcement Code of Ethics.
- Are prohibited from discussing the matter in question with other personnel or persons other than their attorney, counselor, and/or immediate family, while the investigation is active, including showing any documentation in reference to the matter.
- Shall submit to all testing methods for the detection of illegal drugs and/ or alcohol, when directed, at the expense of the Sheriff's Office.
- May be required to be photographed, fingerprinted, or participate in a lineup.
- May be required to submit financial disclosure statements
- May be required to submit to a polygraph, voice stress, or other truth verification examination. Such examinations are only an investigative tool; questions shall relate specifically and narrowly to the investigation; the answers cannot be used against the employee in any subsequent criminal prosecution. (Current law does not allow for the termination of employees based on the results of these examinations alone).
- Do not have the right to have their attorneys, supervisors, or anyone else present during any interview or inquiry.
- Privacy rights regarding Sheriff's Office or Alamance County property do not extend to any employee. Real and personal property including but not limited to desk, lockers, storage spaces, rooms, offices, equipment, work areas and vehicles are the property of this agency or the county and are subject to inspection or search to retrieve agency property or to discover evidence of misconduct, if there is reason to suspect evidence is there. Only those employees acting in their official capacity shall be authorized to search or inspect areas and/or property assigned to other employees.
- Refusing to cooperate or submit to a procedure herein described may result in disciplinary action, including termination.

C. Employee Rights

- Employees shall be notified, in writing, by the Chief Deputy that they have become the subject of an internal administrative investigation, and

shall be advised of the allegations, complaint, and/or the nature of the investigation against them.

- Prior to interviewing an employee under investigation, the Professional Standards investigator must read and have the employee sign an "Alamance County Sheriff's Office employee Administrative Rights and Responsibilities" form.

- Employees who are being investigated administratively are entitled to know who file the complaint or initiated the investigation unless the investigator of the complaint believes that information will hinder the investigation, or will have a severe detrimental effect on the agency or any person; if so he may withhold that information from the accused employee, in which case the investigator must document in his investigative report that this information was requested by the accused employee and was denied, and why.

- If the employee is given a polygraph, voice stress, or other truth verification examination, the employee is entitled, upon request, to receive the results of such an examination after the agency receives same.

- Employees will be notified, in writing, of the findings of the investigation at the conclusion of the investigation by the Chief Deputy.

- During criminal investigations, employees have all the rights and privileges of the US Constitution and the NC Constitution, and any and all applicable laws, regulations, and/or ordinances.

IV. COMPLAINT/ADMINISTRATIVE INVESTIGATION RESOLUTION

A. Criminal investigations conducted against employees will not be conducted by the Office of Professional Standards; such investigations will be conducted either by this agency's Criminal Investigation Division, or by an outside agency such as the NC State Bureau of Investigation, as is appropriate and is determined by the Sheriff and/or District Attorney. Administrative investigations which are conducted into potential or alleged criminal activities of Sheriff's Office employees will be coordinated and conducted by the Office of Professional Standards in such a manner so as not to interfere with any ongoing criminal investigation into that same matter.

B. As a general rule, supervisory complaint investigations will be completed within 15 working days. Professional Standards investigations will generally be completed within 45 working days. These investigations will be submitted, in writing, through the chain of command to the Chief Deputy. If necessary an extension of time for completing an investigation may be granted by the Chief Deputy.

C. Upon conclusion of the investigation, the complainant, if known, shall receive written notification that the investigation has been completed. A copy of the letter to the complainant will be forwarded to the employee involved in the complaint.

D. Completed complaint reports and Professional Standards investigation reports will be submitted to the Chief Deputy. Upon receipt of the completed complaint or Professional Standards investigation report, the Chief Deputy will complete the "Citizen Complaint" and "Notice of Findings of Investigation" forms as needed.

E. Once the complaint/administrative investigation is completed and reviewed according to this procedure, the complaint and/or allegations will be classified as either:

- *Unfounded* – the investigation revealed sufficient facts to indicate that the incident did not occur.
- *Unresolved* – the investigation disclosed insufficient evidence to clearly prove or disprove the allegation.
- *Exonerated* – an incident occurred as described, but the employee was found not to be negligent or at fault.
- *Sustained* – the investigation revealed sufficient facts that the allegation(s) were found to be true.

F. Sustained complaints or allegations will be handled in accordance with the Sheriff's Office "Rules of Conduct/Disciplinary Procedures" policy, and documentation of same will be included in the employee's personnel file. If other violations of law or procedure are found during the course of any internal investigation other than the complaint being investigated, those violations will also be handled and investigated in accordance with this policy and procedure

G. When completed, all complaint and internal administrative investigation reports, forms and findings shall be maintained in the Office of Professional Standards. The Sheriff shall be apprised of all findings and conclusions, and shall be updated on the progress of all investigations by the Chief Deputy.

V. DISCIPLINARY ACTIONS

A. One or more of the following disciplinary actions may be imposed against an employee as the result of a sustained complaint, allegations, or internal administrative investigation:

- Counseling: Corrective training to ensure the employee understands proper procedure.
- Personal Performance Notification: Entry into the employee's performance appraisal record.
- Letter of Reprimand: A written form of censure.
- Suspension: The employee is suspended from duty without pay.
- Demotion: The employee is reduced in rank and/or pay.
- Dismissal: The employee is separated from departmental employment.

B. Employees who receive any type of disciplinary action(s) have the right to appeal same in accordance with this department's "Grievance Procedures" policy within 5 standard business days. Probationary employees are not entitled to appeal termination. The Sheriff shall be consulted and shall

concur with any and all disciplinary actions recommended against an employee, and may modify and/or suspend any disciplinary action(s) in view of mitigating circumstances or at his discretion.

VI. COMPLAINTS ARISING FROM OFF-DUTY EMPLOYMENT OR ACTIVITIES

Citizen complaints or inquiries resulting from off duty employment or activities of Sheriff's office personnel will be handled in accordance with this policy and procedure.

VII. ANNUAL STATISTICAL SUMMARIES

A. By calendar year, the Office of Professional Standards shall compile statistical information based on records of complaints and Professional Standards investigation issues. This report shall be restricted to the following information:

1) The total number of complaints received.
2) The total number of internal affairs investigations conducted.
3) The total number of issues resolved as:

a. Unfounded
b. Sustained
c. Exonerated
d. Unresolved

4) If applicable, the number of training hours held pursuant to internal affairs issues.
5) Any recurring issues recognized by the Office of Professional Standards brought forth by internal affairs issues, and how these issues were resolved.

Alamance County Sheriff's Office

Citizen Complaint Form

Date:	**Time:**		**Method**	☐ In-Person Phone	☐ Letter	☐ Email

Documenting Employee	Name:	Rank:	ID #:

Complaint Against	Name:	Rank:	ID #:
Incident Details	Date:	Time:	Location:

Complainant	Name:		Race:	Sex:	DOB:
Street Address:			City:		State:
Zip:	Phone #:	Employer:	Alternate Phone #:		

Witness (Optional)	Name:		Race:	Sex:	DOB:
Street Address:			City:		State:
Zip:	Phone #:	Employer:	Alternate Phone #:		

Witness 2 (Optional)	Name:		Race:	Sex:	DOB:
Street Address:			City:		State:
Zip:	Phone #:	Employer:	Alternate Phone #:		

Narrative (Attach associated incident report or continuation pages if applicable)

Alamance County Sheriff's Office
Citizen Complaint Form

Results of Initial Investigation
☐ Immediately resolved (detail in narrative) and forwarded to Chief Deputy for review.
☐ Forwarded to Chief Deputy for assignment.

Results of Chief Deputy's Review
☐ No further investigation needed.
☐ Assigned to employee's supervisor for further investigation.
☐ Assigned to another supervisor for further investigation.
☐ Assigned to Office of Professional Standards for investigation.

Investigator Assigned	Name:	Rank:	ID #:
Complaint Investigation #:	Date Assigned:	Date Completed:	
Date Complainant Notified of Conclusion of Investigation:			
Date Notice of Findings Served on Employee:			

Complaint Finding	Exonerated	☐ Sustained	☐ Unfounded	☐ Unresolved

Chief Deputy	Name:	Signature:	Date:

Alamance County Sheriff's Office
Employee Administrative Rights and Responsibilities

I wish to advise you that you are being questioned as part of an official administrative investigation for the Alamance County Sheriff's Office. You are being questioned regarding _____

_____

You will be asked questions specifically directed and narrowly related to the performance of your official duties.

Neither your statements nor any information gained by reason of such statements can be used against you in any subsequent criminal proceedings. In that regard, you are not being compelled to waive your Constitutional right against self-incrimination. Since no statement you make nor information resulting from it can be used as part of a criminal charge, you do not have the right to refuse to answer questions in this strictly administrative interview.

I advise you that if you refuse to answer questions relating to the performance of your official duties, you will be subject to Sheriff's Office disciplinary action, which could result in your dismissal from the agency.

I repeat that neither your statements nor any information gained by reason of such statements can be used against you in any subsequent criminal proceedings. These statements and resulting information can, however, be used against you in regard to any administrative violations.

I advise you that, as required by Sheriff's Office rules, all of your statements must be truthful. Any untruthful statement may result in a separate Sheriff's Office administrative violation being lodged against you.

I advise you that you are not to discuss this investigation with anyone other than your attorney, professional counselor, or member of your immediate family without the specific permission of the Internal Affairs Investigator assigned to investigate this investigation or the Chief Deputy until this investigation is closed.

I understand the above information and realize that my statement is being given pursuant to a Sheriff's Office administrative investigation.

Name: _____	_____	_____	
(Signature)	**(Print Name)**	**(Date)**	
Witness: _____	_____	_____	
(Signature)	**(Print Name)**	**(Date)**	

Alamance County Sheriff's Office

NOTICE OF FINDINGS OF COMPLAINT/INVESTIGATION

Employee: Professional Standards File #:

You were recently the subject of an investigation concerning an allegation(s) of misconduct and/or policy and procedure violation. This investigation has been completed and the findings from that investigation have been discussed with the Sheriff. This notice is to inform you of the conclusions of this investigation with regard to each of these issues, and what, if any, actions are being taken toward you as a result of these findings:

Issue #1:

☐ Unfounded ☐ Exonerated ☐ Sustained ☐ Unresolved

Issue #2:

☐ Unfounded ☐ Exonerated ☐ Sustained ☐ Unresolved

Issue #3:

☐ Unfounded ☐ Exonerated ☐ Sustained ☐ Unresolved

Action Taken:

_____ _____

Supervisor Signature Date

_____ _____

Chief Deputy Signature Date

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: HARASSMENT IN THE WORKPLACE

POLICY#: II-III **EFFECTIVE DATE: 04/01/2005**

REVISED DATE: 03/17/2022

PURPOSE: To establish the Alamance County Sheriff's Office policy on harassment in the work place.

POLICY: The Alamance County Sheriff's Office expects all employees to treat each other with dignity, respect, civility and fairness. The Alamance County Sheriff's Office will not condone or tolerate, in any way, harassment of any type in the workplace.

The Alamance County Sheriff's Office is committed to maintaining a work environment that is free of discrimination and harassment based on a person's race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, age, disability, or genetic information, consistent with applicable laws. Harassment becomes unlawful where enduring the offensive conduct becomes a condition of continued employment or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

All employees should understand what is accepted and what is not accepted in respect to this policy. Victims should understand how to protect their rights. Supervisors should understand how to enforce this policy. No one, regardless of rank position, seniority or friendship, is exempt from the duty to comply with this policy.

PROCEDURE:

I. SEXUAL HARASSMENT

A. Conduct and Language:

1. Touching of a sexual nature

a. All intentional touching of a sexual nature or sexual; connotation is prohibited at the workplace, welcomed or not, and regardless of consent.

b. Intentional physical contact of a sexual nature or connotation is inappropriate to the workplace under any circumstances.

c. All sexual contact, and all touching of legs, buttocks area, chest, breasts, hair, head, neck, or groin area, whether welcomed or not, at the workplace is prohibited.

d. Kissing, rubbing, massaging, grabbing, pinching, patting, brushing against body, stroking, or any physical assault,

whether welcomed or not, at the workplace is prohibited.

2. Unwelcomed Touching

a. Any intentional touching that is clearly not welcomed by the person touched is prohibited. Any action or words clearly communicating a desire not to be touched is sufficient notice that touching is not welcomed.

b. Illustrations of prohibited touching:

i. Employee Able reacts in an offended manner or tries to avoid being touched by Employee Baker. This is sufficient indication the touching is unwelcome.

ii. Employee Able asks Employee Baker not to touch. This is sufficient warning to prohibit future touching.

B. **Customary Social Greetings**

1. A customary social greeting between friends, like hugging or a pat on the back, is allowed if it is mutually welcomed. Hugging or a pat on the back is prohibited after an employee clearly indicated that it is not welcome.

2. Illustrations of permitted and prohibited greetings:

a. Employee Able customarily hugs Employee Baker as part of a normal greeting both consider welcome behavior. This is permitted.

b. Employee Able tried to avoid Employee Baker, or asks Employee Baker not to hug. Thereafter hugging of Employee Able is prohibited.

C. **Solicitation for Sexual Activity**

1. Any solicitation, express or implied, made at the work place, for any sexual contact or activity is prohibited, welcomed or not, and regardless of consent of the person solicited.

2. Illustrations of prohibited solicitations:

a. Any proposition clearly understood to be sexual in nature or connotation is prohibited.

b. Comments about sexual attractiveness, sexual body parts, revealing clothing is prohibited.

c. Any discussion about sexual activity is prohibited.

D. **Sexually Explicit Communications**

1. All communication, oral and written, including non-verbal communication, of explicit sexual activity, or nudity, or sexual body parts, and all sexually explicit slang or joking, is not allowed in the work place, welcomed or not, and regardless of consent of the recipient.

2. Photographs, drawings, or other representations showing nudity or explicit sexual activity are prohibited in the work place, in or out of the public view, welcomed or not, and regardless of consent of the viewer.

3. Stories about personal sexual activity, or questions about sexual activity of other employees, or practical jokes of a sexual nature, are prohibited.

E. **Voluntary Employee Relationships**

1. This policy does not prohibit an on-duty employee from asking another employee for a date nor does it prohibit a personal relationship with another employee if it is voluntary and welcomed by both parties.

2. If either employee decides to terminate the relationship, and tells the other of a desire to terminate the relationship, the other employee must refrain from any appearance of harassment or other attempts to renew the relationship, either by on-duty conduct or off-duty conduct.

3. An exception to the above is any intimate relationship with a supervisor. A supervisor cannot have a dating or sexual relationship with a subordinate employee, regardless of mutual agreement or consent. The supervisor must obtain a transfer to a new job assignment, thereby terminating supervisory responsibilities over the subordinate, before any such relationship begins.

II. OTHER FORMS OF HARASSMENT

A. All employees should respect the rights, opinions, and beliefs of others. Harassment of any person because of a person's race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, age, disability, or genetic information is strictly prohibited, whether directed at an employee, vendor or customer. Any such harassment is prohibited by this policy whether or not it also violates the equal employment opportunity laws. This policy applies to all employees of the Alamance County Sheriff's Office.

III. MAKING COMPLAINTS AND REPORTING VIOLATIONS

A. A complaint can be reported to any one of the following, at the option of the victim:

1. an immediate supervisor

2. any person in the chain-of-command above the immediate supervisor, if his/her immediate supervisor is unavailable or is the individual being complained against.

3. directly to the Sheriff without going through the chain-of-command.

B. Any employee can make a complaint about any type of harassment of another employee even though the complainant is not a victim of the harassment. As used in this policy, the work "victim" includes any person making a complaint of harassment of self or other, and includes a person who reasonably claims to be a victim even though the claim is not proven.

C. While a violation should be reported promptly, if possible. Anonymous complaints will be accepted. There is no time limit on when a complaint must be made for enforcement of this policy. The Sheriff strongly encourages anyone with notice of a violation to report the violation. Making a complaint may keep others from becoming a victim.

D. Confidentiality will be extended to all complaints to the extent that is reasonably possible and lawful. Documentation of the complaint, the investigation, andcorrective action taken will be forwarded to the Sheriff.

E. Any supervisor receiving a complaint of any type of harassment will follow this agency's Internal Affairs/Citizen Complaints" policy and procedures to process this complaint appropriately.

F. No retaliation will be taken against any employee who in good faith makes an internal complaint about harassment of any person, or cooperates in an investigation, or files a charge with the Equal Employment Commission, or files a lawsuit as allowed by law, regarding any type of discrimination.

G. No transfer, demotion, termination, or other disadvantage will be imposed on any employee in retaliation for any of their actions.

IV. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION ACTIONS

Victims should understand that a legal claim of sexual harassment under federal law requires that a charge must be filed with the Equal Employment Opportunity Commission within 180 days of the most recent act of discrimination. Victims who do not take advantage of this policy to seek corrective measures within the Sheriff's Office, may be restricted by federal law in recovering damages in a lawsuit.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: USE OF FORCE

POLICY#: II-IV **EFFECTIVE DATE 04/01/2005**

REVISED DATE: 02/22/2019, 06/19/2020, 3/17/2021, 08/06/2021, 3/15/23, 8/15/24, 1/23/26, 08/27/26

PURPOSE: The purpose of this policy is to establish guidelines and responsibilities for the use of force, and the reporting of the use of force.

POLICY: The Alamance County Sheriff's Office recognizes and respects the value and special integrity of each human life. Investing deputies with the lawful authority to use force to protect public welfare, a careful balancing of all human interest is required. Therefore, it is the policy of the Alamance County Sheriff's Office that deputies use only that force that is reasonably necessary to bring an incident under control, while protecting the lives of the deputy or others, deputies shall use physical force in arrest and custody situations only in strict conformance with the United States Constitution, the Constitution and laws of North Carolina, and this policy.

PROCEDURE:

I. WEAPONS

A. Approved Weapons

1. While fulfilling official duties, deputies shall carry firearms and use only ammunition issued by the Alamance County Sheriff's Office, except as follows:

    a. When governing authority prohibits wearing a weapon (e.g. prison, detention center).
    b. When in the personal judgment of the deputy working in an undercover or covert capacity, the wearing of a weapon may jeopardize his/her safety or the safety of others.

B. No deputy shall use or carry on his/her person or Sheriff's Office vehicle his/her own personal firearm while performing official duties, provided upon approval of the Chief Deputy, a deputy may use his/her personal firearm and ammunition while performing official duties, pursuant to Office policy. Holsters other than departmental issued must be approved.

C. Authorized rifles and other shoulder fired weapons are to be secured in the vehicle and are not to be removed except for use in the line of duty and for periodic training, inspection, cleaning and maintenance. When deputies are not fulfilling official duties, they may carry issued or approved firearms pursuant to this policy. Non- approved firearms may not be carried concealed by deputies on or off duty. Deputies are authorized to carry non-approved handguns pursuant to a concealed carry permit but are not covered as "acting in the discharge of their official duties" under G.S. § 14-269(b)(4).

D. Use of Weapon

Deputies shall not use or handle weapons at any time in a careless or imprudent manner. They shall use weapons in accordance with federal, state and local laws and with established Office policy.

II. USE OF DEADLY FORCE

A. General Guidelines

1. Deadly physical force can be defined as the application of any instrument which is likely to produce death or serious physical injury under the circumstances of its use. Such instruments include but are not limited to firearms, flashlights, riot batons, expandable batons, automobiles, and choke holds.

2. Deputies shall use deadly physical force only in conformance with the United States and North Carolina Constitutions and the laws of North Carolina, except that employees of the Alamance County Sheriff's Office are specifically NOT AUTHORIZED to use deadly force in an instance allowed by N.C.G.S. § 15A-401(d)(2)(c).

N.C.G.S. § 15A-401(d)(2) states that:

A law enforcement officer is justified in using deadly physical force upon another person only when it is or appears reasonably necessary thereby:

a. "To defend himself or a third person from what he reasonably believes to be the use or imminent use of deadly physical force;

b. To effect an arrest or to prevent the escape from custody of a person who he reasonably believes is attempting to escape by means of a deadly weapon, or who by his conduct or any other means indicates that he presents an imminent threat of death or serious physical injury to others unless apprehended without delay; or

c. To prevent the escape of a person from custody imposed upon him as a result of a conviction for a felony." **(NOTE – this section is not a basis for the authorized use of deadly force by an employee of the Alamance County Sheriff's Office.)**

Nothing in this subdivision constitutes justification for willful, malicious or criminally negligent conduct by any person which injures or endangers any person or property, nor shall it be construed to excuse or justify the use of unreasonable or excessive force.

B. Warning Required

Prior to using deadly force, deputies should give a verbal warning and allow the subject adequate time to comply with the warning before using deadly force, *whenever feasible.*

III. USE OF LESS-LETHAL FORCE

A. General Guidelines

1. Where deadly force is not authorized, a deputy should assess the situation in order to determine which less-lethal technique or weapon will de-escalate the incident and bring it under control in a safe manner.

2. A deputy is authorized to use approved less-lethal force techniques and issued equipment for resolution of incidents as follows:

a. To protect a deputy or another from physical harm;

b. To restrain or subdue a physically resistant or violent individual;

c. To bring an unlawful and dangerous situation safely and effectively under control, or;

d. To affect an arrest or prevent escape from custody of a person the deputy reasonably believes has committed a criminal offense unless the deputy knows the arrest is not authorized.

3. Deputies are not permitted to use a less-lethal weapon unless qualified in its proficient use as determined by Sheriff's Office- approved training procedures.

4. The following less-lethal weapons are authorized:
Collapsible batons, Oleoresin Capsicum (O.C.) spray, approved directed energy-weapons, less-lethal munitions, and any other weapon which is issued and approved by the Alamance County Sheriff's Office. Deputies may be authorized to carry other less-lethal weapons if appropriately trained and/ or certified in their use and approved by the Sheriff.

5. Chokeholds are considered **deadly force** and should not be utilized unless justified under Section II of this policy and applicable law.

6. Following any use of force, deputies shall render or request medical aid, if needed or requested by anyone, as soon as reasonably possible.

IV. DUTY TO INTERVENE

Any deputy present and observing another law enforcement officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, safely intercede to prevent the use of such excessive force. Deputies shall promptly report these observations to a supervisor.

V. FIREARMS

A. Authorized Firearms On and Off Duty

1. On Duty

a. Deputies shall carry only Alamance County Sheriff's Office issued and approved firearms and ammunition. An approved privately- owned firearm may be carried in compliance with this policy. Deputies are not required to carry non-issued back up or undercover firearms, but may do so at their discretion, provided they have prior authorization from the Chief Deputy for both the firearm and the ammunition.

b. The use of lead or cast bullets in firearms practice causes a build-up of lead in the feed ramp, which could result in a malfunction or failure to feed properly. Therefore, deputies shall fire only jacketed ammunition in their issued and personally owned carried firearms.

c. Patrol Rifles

1. The authorized Alamance County Sheriff's Office issued rifle is the AR – platform caliber .223 or 5.56. Rifles can be carried by deputies of the Alamance County Sheriff's Office who have completed the required Alamance County Sheriff's Office patrol rifle training class, or a North Carolina Justice Academy approved rifle training course. Exceptions to this requirement may be made by the Sheriff or the Lead Firearm Instructor, based on documented, adequate, substantially similar training received from another law enforcement agency.

2. Deputies desiring to carry an on-duty authorized but personally owned rifle must receive approval from the Lead Firearm Instructor, through written application and inspection of the rifle prior to the attempt to qualify with the rifle. Once approval is

received, the rifle may be carried on-duty subject to the following restrictions:

a. The firearm shall be in good working order.

b. The firearm shall be inspected by an Alamance County Sheriff's Office firearms instructor prior to being carried on-duty and shall be subject to inspection whenever deemed necessary.

c. Prior to carrying the rifle, the deputy shall qualify under the range supervision of an Alamance County Sheriff's Office firearms instructor in accordance with the North Carolina Sheriffs' Training and Standards Commission's approved rifle qualification course and any Alamance County Sheriff's Office approved rifle training course.

3. When the rifle is supplied by the deputy, the rifle must adhere to the following specifications and restrictions:

a. Only an AR platform rifle will be considered for approval.

b. Caliber shall be .223 or 5.56 only.

c. Barrel length shall be no less than 16 inches, but no more than 20 inches.

d. The rifle shall have front and rear sights attached.

e. Optics are optional; however, the magnification shall not exceed 1.5x.

f. The rifle shall have a sling attached.

g. Lighting shall be optional.

h. The rifle shall not be equipped with a suppressor.

i. No AR platform pistol-style firearms will be permitted.

j. Only ammunition issued by the Alamance County Sheriff's Office will be used.

k. Any modification to the rifle, other than that listed herein, shall be subject to prior approval by the Lead Firearm Instructor before qualification with the rifle.

4. Deputies shall store the rifle when not deployed by properly securing the rifle in the trunk of the patrol vehicle in a case with a loaded magazine inserted into the magazine well of the rifle. When storing the rifle in the trunk the chamber shall be empty and bolt forward. The rifle should be stored with the safety on.

d. Shotguns when carried, shall be kept secured in the Sheriff's Office vehicle except when removed in the line of duty. Shotguns shall be carried "cruiser safe" meaning the safety is on, bolt forward on an empty chamber, with the magazine loaded. Deputies shall use only issued duty ammunition in the shotgun: 00 buckshot and/or slugs. Deputies shall remain consistently aware of the type of ammunition loaded into their firearms. Shotguns shall be periodically checked for the type and variety of ammunition with which they are loaded. Deputies shall promptly replace any ammunition suspected to be faulty.

2. Back-Up, Undercover, and/or Off-Duty Firearms

a. Deputies, in strict conformance with N.C.G.S. § 14-269 and this policy, are authorized to possess and carry a concealed firearm within the State of North Carolina (either their issued service weapon or an authorized personal firearm) while off-duty.

b. Deputies who desire to carry a personal firearm either on or off- duty must submit a written request to the Chief Deputy. If the Chief Deputy approves the initial request, it will be forwarded to the Firearms Training Coordinator, who may approve or reject the use of the type and caliber of firearm requested. The Firearms Training Coordinator may approve the carrying of the personally-owned firearm only after the

deputy has successfully qualified with the firearm according to Sheriff's Office requirements.

c. A deputy who elects to carry his/her Office-issued or personally-owned firearm while off-duty will be required to have in his/her possession the official badge and issued identification identifying him/her as a sworn deputy of the Alamance County Sheriff's Office.

d. A deputy shall not register more than one personally-owned firearm for backup, undercover or off-duty use.

e. Only those firearms and ammunition of the type and caliber approved by the Firearms Training Coordinator or will be carried as an undercover, back-up or off-duty weapon.

- **i.** Firearms carried as backup, undercover, or off-duty shall be not smaller than a .380 caliber and no larger than a .45 caliber. These firearms shall be of good quality, produced by a recognized manufacturer, in good working order, and the mechanisms shall not be altered or tampered with except as provided in the manufacturer's owner's manual.
- **ii.** Ammunition used for qualifying or while carrying personally-owned backup, undercover, or off-duty firearms shall be provided by the individual deputy and must be from a commercial manufacturer, approved by the Firearms Training Coordinator.

f. A deputy shall not consume, have remaining in his/her body any alcohol previously consumed, or be under the influence of alcoholic beverages or other impairing substances (i.e. controlled prescription medications) while possessing any firearm away from his/her own premises.

g. Deputies shall not make a public display of a firearm or remove it from the holster while off-duty except for lawful purposes.

h. A deputy who is suspended pending investigation, is on disciplinary suspension, or is otherwise required to surrender his/her issued firearm, is not authorized to carry a concealed personally-owned backup, undercover, or off- duty firearm during the period of such suspension. This does not apply to personal firearms carried via a valid concealed carry permit.

3. Qualification Sworn Deputies

a. A deputy must qualify with any issued firearm, and with any approved personally-owned firearm, on at least an annual (once per calendar year) basis with an Alamance County Sheriff's Office firearms instructor on an approved course of fire. Qualification is defined as: 75% or higher with all weapons except Rifles, which is 90% or higher. The course of fire for qualifying will be the same (or as similar in nature as the type of firearm will allow) as required for the issued firearm.

b. Any deputy who fails to qualify during the annual handgun qualification session will immediately surrender his/her weapon to the on-site firearms instructor and will report to the Captain of Personnel/Training for reassignment. The Chief Deputy will be notified in writing. The deputy shall be reassigned to a non-sworn position until he/she completes remedial training and requalifies.

c. The deputy's immediate supervisor shall be notified of the failure to qualify. The supervisor shall add a performance evaluation deficiency to be indicated on said deputy's yearly evaluation. Furthermore, the deputy shall be required to attend at least one of the open range days each month for additional remedial training. Waivers may be granted if the range is not available during a specific month, or prior approval is given by the supervisor due to a scheduling conflict.

d. The deputy will be provided thereafter with up to 4 hours of remedial training with a firearms instructor, and up to 400 rounds of ammunition for practice purposes, before again attempting to qualify. Day fire and night fire are considered two separate qualification attempts. If a deputy fails day and goes to remedial and passes, but fails night, said deputy is given the same standard for remedial for that portion of fire.

e. The next qualification attempt must be completed within 30 days of the unsuccessful attempt to qualify. Once a qualification attempt begins, no further practice will be allowed. Practice scores may not be used for qualification scores. Three consecutive qualification attempts will be allowed during the requalification session.

f. Any deputy may purchase ammunition and/or participate in additional training and shooting on his/her own time, and at his/her own expense, with no limitations within the 30-day

remediation period. The Sheriff's Office is not required to provide a range or instructor if said deputy decides to do this.

g. Additionally, any deputy failing to qualify during the remedial period may be subject to summary suspension of certification by the Training and Standards Commission, and a reprimand for unsatisfactory performance.

h. The Sheriff has the option of sending a deputy who does not qualify to reattend the BLET firearms class. The deputy will be required to successfully complete the minimum scores on both classroom and practical.

i. Once a deputy has successfully completed the BLET course, there will be 3 opportunities to successfully qualify to Sheriff's Office standards (day and night fire). If the deputy fails to qualify, he/she will no longer be allowed to hold a sworn position.

j. Any exceptions to this order must be approved by the Sheriff.

k. The Decision-Making course of fire, or "Combat Course", shall be scored using a 100-point scale. Scoring will be based on accuracy, movement, decision making, and use of cover and/or concealment. The minimum passing score will be 75%. All attempts for the course of fire will be documented on a separate form. The forms will become part of the deputy's training record. The Deputy will have 3 attempts to pass per day.

4. Qualification Armed Detention Officers ("ADO")

a. All ADOs must qualify with a standard, issued handgun, on an annual basis with an Alamance County Sheriff's Office firearms instructor utilizing the standard NC BLET course of fire. Qualification is defined as scoring 70% or higher.

b. Any ADO who fails to qualify during the annual handgun qualification session will immediately surrender his/her weapon to the on-site firearms instructor and will cease all ADO activities.

c. The ADO's immediate supervisor shall be notified of the failure to qualify. Furthermore, the ADO shall be required to attend at least one of the open range days each month for additional remedial training if the officer wants to retain their ADO status.

Waivers may be granted if the range is not available during a specific month, or prior approval is given by the supervisor due to a scheduling conflict.

d. The ADO will be provided thereafter with up to 4 hours of remedial training with a firearms instructor, and up to 400 rounds of ammunition for practice purposes, before again attempting to qualify. Day fire and night fire are considered two separate qualification attempts. If an ADO fails day and goes to remedial and passes, but fails night, said deputy is given the same standard for remedial for that portion of fire.

e. The next qualification attempt must be completed within 30 days of the unsuccessful attempt to qualify. Once a qualification attempt begins, no further practice will be allowed. Practice scores may not be used for qualification scores. Three consecutive qualification attempts will be allowed during the requalification session.

f. The Decision-Making course of fire, or "Combat Course", shall be scored using a 100-point scale. Scoring will be based on accuracy, movement, decision making, and use of cover and/or concealment. The minimum passing score will be 70%. All attempts for the course of fire will be documented on a separate form. The forms will become part of the ADO's training record. The ADO will have 3 attempts to pass per day.

B. Firearms Procedures

1. Warning shots constitute the use of deadly force and are prohibited.

2. Shooting at or from a moving vehicle is prohibited, except where a deputy reasonably believes that there is an imminent threat of serious bodily injury or death to himself or to a third party without such action. Before shooting at or from a moving vehicle, the deputy must reasonably believe the only means of protecting him/herself and/or a third party is the use of deadly force. Before shooting at a moving vehicle, deputies must consider what the consequences might be to the safety of all persons if the driver is shot. Shooting at a moving vehicle in an attempt to disable it is prohibited.

3. A deputy or ADO shall not remove a handgun from its holster except for authorized use in accordance with this policy, for inspection by a supervisor, or for other authorized purposes.

4. A deputy or ADO shall not permit any person, other than another authorized deputy or ADO, to use Alamance County Sheriff's Office firearms.

5. The shooting of an animal is justified:
    a. For self-defense
    b. To prevent harm to the deputy, ADO, or another person
    c. To dispatch an injured animal

C. Investigation of Firearm Incidents

1. A deputy or ADO shall immediately report to his/her supervisor every use of a firearm in the performance of his/her duty, whether intentional or accidental, and which is not related to training. Use of any approved firearm shall be reported, and a use-of-force report shall be completed, whether on-duty or off-duty.

2. A deputy or ADO involved in an intentional shooting incident shall immediately be relieved from normal duty and assigned to administrative duties. The deputy or ADO shall also be ordered to submit to a drug test. The deputy's or ADO's supervisor shall immediately begin to collect pertinent information necessary for the preliminary investigation and shall contact the Chief Deputy, who shall assign the appropriate personnel to conduct an internal administrative investigation into the incident. The District Attorney and the NC State Bureau of Investigation (SBI) will be immediately contacted by the Chief and the SBI will be requested to conduct an independent investigation to submit to the District Attorney to determine whether any criminal charges are warranted against the deputy.

3. If the preliminary internal investigation discloses any irregularities regarding state or federal law or Alamance County Sheriff's Office policy, the deputy or ADO may be suspended pending completion of this investigation.

4. If the preliminary investigation does not disclose any irregularities, the deputy or ADO may be re-assigned to normal duty, or he/she may be re-assigned to other duties, at the discretion of the Sheriff.

CI. Maintenance and Care of Firearms and Other Weapons

1. All deputies/ADOs shall keep their issued and approved firearms and other weapons clean and in excellent working order.

2. Deputies/ADOs shall not in any manner alter or tamper with issued or approved firearms.

3. Any defects or malfunctions of any issued or approved firearm

or other weapons shall be reported to the deputy's or ADO's supervisor immediately. Defective weapons shall not be carried.

VI. OLEORESIN CAPSICUM (OC) SPRAY:

A. Application

Detention officers and sworn deputies issued OC spray shall be trained and certified in the use of OC. Depleted, outdated or damaged OC Spray dispensers will be exchanged by the personnel division quarter master. All applications of OC spray shall conform to the principles outlined in the training and certification program and this policy. OC spray should be used in compliance with training provided by approved instructors and not be used for punishment or to gain compliance from non-aggressive or non-violent subjects.

B. Decontamination

1. After spraying a subject, the deputy must monitor the subject's physical condition for up to 45 minutes or until the subject is turned over to detention personnel.

2. After handcuffing and searching the subject, the deputy should instruct the subject to stay still, not to rub his/her eyes, breathe normally, and relax as much as possible.

3. When circumstances permit, a deputy should wait a period of 15 minutes before transporting the subject to allow natural evaporation to reduce the effects of the OC spray in the vehicle.

4. A deputy must decontaminate the subject at the scene of the arrest when the deputy or subject's safety is not jeopardized.

5. Decontamination includes:

- **a.** Moving the subject into an uncontaminated area as soon as possible.
- **b.** Facing the subject into the wind.
- **c.** Spraying the subject's face with an available source of water.
- **d.** Patting the subject's face dry with paper towels.

6. The subject should be asked if he/she suffers from any medical problems.

7. While transporting the subject, the deputy shall provide ventilation to the subject by opening the window and/or directing the air conditioning vent toward the subject's face.

8. When transporting the subject, the deputy must ensure that the subject is not lying face-down on his/her stomach in the transport vehicle.

9. Upon arrival at the detention facility, the deputy shall allow the subject

to flush his/her face and eyes with cool water. A non-oil-based soap or detergent can be used and will help remove the resin from the skin.

10. A deputy should not use any commercial eyewash during the decontamination process.

11. Personnel at the jail must be informed that a prisoner has been sprayed with OC spray.

C. Medical Attention to Prisoners

1. A subject who has been sprayed with OC spray will be checked by the detention center medical personnel prior to booking.

2. Prisoners who meet any of the following criteria must be taken for immediate medical attention:

- **a.** Loses consciousness, sweats profusely without reason, appears very sick;
- **b.** Gagging or breathing difficulties persist beyond 2-4 minutes; or
- **c.** Suffers from the effects of OC spray for more than 45 minutes after use.

3. Prisoners who are known to meet the following criteria must be closely monitored for at least 45 minutes or until turned over to jail personnel. "Closely Monitored" means that the prisoner should be on "special watch" as defined in 10A NCAC 14J .0601(c) and the physical, and mental condition of the prisoner should be observed. Examples of such persons include, but are not limited to:

- **a.** Elderly, young, or frail persons;
- **b.** Diabetics and asthmatics;
- **c.** Persons who have a known history of heart or lung problems;
- **d.** Persons with seizure disorders;
- **e.** Persons who are substantially impaired by drugs and alcohol;
- **f.** Persons who have run or fought with the deputy/ADO or violently resisted arrest;
- **g.** Persons who are breathing very rapidly, sweating heavily or exhibiting pale skin;
- **h.** Persons who are engaging in deranged or irrational conduct or speech;
- **i.** Persons who are very obese;
- **j.** Persons who complain of dizziness or being light-headed.

VII. DIRECTED ENERGY WEAPONS (TASER):

The use of a directed-energy weapon, such as a Taser, is authorized to control violent, and/or combative subjects when an employee reasonably believes that deadly force does not appear to be necessary.

A. Definitions:

1. Taser – a handheld energy weapon used as less lethal alternative to control violent or potentially violent suspects.

2. Taser Cartridge – A one-time use item identified by a serial number

3. Neuro-Muscular Incapacitation (NMI) – Is the effect of the Taser on the Sensory and Motor Nervous System, causing involuntary muscle contractions of the target individual

4. Two-probe-connect energy weapon – The first trigger pull discharges a single probe without electrical output and the second trigger pull discharges a second probe to create neuromuscular incapacitation (NMI)

B. Description:

1. The Taser is capable of firing ten cartridges loaded in the Taser. Each cartridge contains one probe connected to the weapon by a thin insulated copper wire.

2. When the probes contact the suspect, the Taser will transmit an amount of electricity into the target causing possible NMI.

3. One trigger activation will fire the selected cartridge of the Taser and will deliver a single five second cycle. The safety switch can be pressed up for 5 seconds to deliver additional cycles, if warranted.

    a. When deploying the Taser with the cartridge attached the user will use a 5 second cycle to create a "window of opportunity" to attempt to control the target under the power of the Taser

    b. After each deployment of the Taser or subsequent activation, the employee will always assess the target's ability to comply with orders.

    c. Although not recommended unless exigent circumstances are present, the employee can shorten this automatic five-second cycle by simply engaging the safety, thereby turning off the weapon.

4. The Taser can record the information necessary to properly document the use of the Taser.

C. Application:

1. The Taser is not intended to be used in deadly force situations or as a replacement to try to control a non-violent suspect who poses no immediate threat and has not been given adequate warning.

2. Common sense, training, case law, and evaluation of a scenario should

dictate whether the use of a Taser is advisable and appropriate.

3. Situations appropriate for Taser deployment include, but are not limited to:

a. A subject threatening himself or others with physical violence and other means of controlling the subject are unreasonable or could cause injury to the public, the employee, or the subject.

b. May be used on a subject when reasonably necessary to overcome active resistance to lawful objectives when the employee perceives an immediate risk of harm to the employee, the subject, or others in performance of the lawful objective.

c. Other means of lesser or equal force have been ineffective, and the threat of physical violence still exists to the public, the employee, or the subject.

d. May be used on aggressive animals in the defense of employees or the public.

4. Improper handling or inappropriate uses of the Taser which may result in disciplinary action to include, but are not limited to:

a. Needless display or horseplay with the device.

b. Careless or haphazard muzzle control of the device.

c. Use against any person in a punitive manner.

d. Use or threat of use of the device during an interrogation.

e. Using the device to awaken a person.

f. Using the device on a helpless or severely disabled person.

g. Carelessness in its storage.

h. Abuse of the equipment.

i. Failure to report damage to the device.

5. The United States Federal 4th Circuit Court of Appeals in *Armstrong v Village of Pinehurst* has declared that "tasers are proportional force only when deployed in response to a situation in which a reasonable officer would perceive some immediate danger that could be mitigated by using the taser." The 4th Circuit added that physical resistance alone does not equate to immediate danger. "Our precedent leads to the conclusion that a police officer may only use serious injurious force, like a taser, when an objectively reasonable officer would conclude that the circumstances

present a risk of immediate danger that could be mitigated by the use of force." Therefore, employees should consider the following when deploying a Taser:

a. Deputies shall give suspects a chance to comply with commands, including enough time to "regain their wits" after a deployment, if the situation allows.
b. Evaluate if the individual can clearly understand, and can comply with, commands (deaf, language barrier, medical status).
c. Deputies must ensure each application/cycle of the device can be independently legally justified.
d. Deputies shall not deploy a Taser solely because an individual fails to comply with a command.
e. Deputies must articulate and document their observations and the circumstances which required the deployment of a Taser.
f. Deputies should utilize training and experience to create time and distance, when the tactical situation allows, to slow things down. This will allow the employee to collect more information, get additional help, make better decisions, and formulate effective plans.

D. Deployment:

1. All applications of the Taser shall conform to the principles outlined in the training and certification program, consistent with this policy.

2. The Taser should be aimed just like a firearm and is equipped with a laser.

3. Whenever possible, the employee deploying the Taser will aim for center mass of the subject, below the sternum on the front of the subject and below the tops of the shoulders on the back of the subject when practical.

4. Whenever practical, when the back of the subject is available, then the operator should target the back of the subject.

5. At no time will the Taser be intentionally used on a subject's head, face, or groin area.

6. Prior to deployment of the Taser, it is the responsibility of the operator to attempt to obtain a lethal cover employee, if needed.
   a. The cover employee will provide lethal cover if necessary.
   b. Deputies should consider cover and distance at all times.
   c. Deputies should consider bystanders at all times.
   d. Should a subject take control of an employee 's Taser, it may be

assumed that the subject could possibly discharge the Taser and render the employee defenseless.

7. The employee deploying the Taser will announce that the Taser is being used in a clear and loud voice so everyone in the immediate area knows less-lethal force is being used, when practicable.

a. By providing an advance warning, employees are better prepared and will stay clear of the probes and their intended target.

b. The operator should always consider the effects of an advance warning to the suspect and should consider all tactical advantages of using or not using an advanced warning verbally.

8. When practicable, an arrest team utilizing no less than two employees is recommended when deploying the Taser.

a. Weapons will be secured in their holsters prior to approaching and securing the suspect.
b. When determined to be feasible and during the active cycle of the intended target, the arrest team will immediately attempt to safely control the suspect.
c. During the incident the Taser operator will continually assess compliance levels.

9. The Taser should not be deployed under the following conditions, unless deadly force is justified:

a. When there are known to be flammable substances in the immediate area. The Taser will never be used on any subject who is known to have any type of flammable liquid/substance on his/her person or clothing.

b. When the subject is in physical control of a motor vehicle while the engine is running.

c. The intended target is an elevated position where a fall could result in serious injury.

d. Obviously pregnant subjects.

e. Small children (appearing to be less than 12 years old or weighing less than 100 pounds)

10. The employee deploying the Taser should be aware of the surroundings of the suspect to try and prevent any further injuries after the Taser has been deployed.

E. Post-Application Procedures:

1. When the Taser is deployed on an individual, the suspect should be placed in handcuffs to prevent any further injury.

2. Anytime a Taser deployment occurs during an incident that results in death or serious bodily injury to the employee or the subject, the on-call administrator shall be notified, and a critical incident report shall be generated.

3. Anytime a Taser is activated, other than during training, a supervisor will be notified, and a Use of Force report will be completed.

4. Photographs will be taken of the subject's injuries if visible and any other injuries caused by the use of the Taser or other force option.

5. When the probes are not deployed in the subject's face, neck, breasts for females, or groin region, a certified Taser operator should remove the probes from the individual and retain them for evidence. The probes are considered a biohazard and should be treated as such, with all safety precautions taken during removal.

   If the probes become lodged, break off, or are deployed in the face, neck, breasts of a female, or the groin region and remain in the subject, EMS will be called, and the individual will be transported to the nearest emergency room for probe removal.

6. If the subject is brought to the detention center after deployment the detention center staff shall be notified that the Taser has been used and that the subject should be monitored by medical staff, as appropriate. If the subject is being taken to a hospital or other medical facility for any reason, proper notification should be given that a Taser was used on the subject.

7. If there is a complaint that the Taser was used excessively in subduing a subject, a supervisor will immediately take possession of the Taser that was used and secure it. The Taser should not be fired again, and the date and time of the incident will be documented. The supervisor will maintain the Taser in a secure location until it can be turned over to the person assigned to conduct the internal investigation.

F. First Aid Procedures

1. Attention to the subject's actions after the utilization of the Taser is vital. Deputies need to be aware and look for obvious signs of head injury which may result from a fall as a result of the deployment. These include but are not limited to:
   - **a.** Scrapes on or around the head and face
   - **b.** Contusions or bruising on the head
   - **c.** Brusing behind the ears

d. Bruising around the eyes

2. If the suspect complains of, or shows signs of, any of the below conditions after deployment of the Taser, EMS shall be called to the scene to evaluate the subject and take appropriate medical action:

a. injury,

b. chest pain,

c. shortness of breath,

d. altered mental status,

e. heart conditions

f. pregnancy

G. Training

1. Personnel shall only utilize the Taser consistent with the training received.

2. Personnel are required to attend Agency approved Taser course before being issued and authorized to carry the device on duty.

3. Personnel will be required to attend lecture and hands-on use of the Taser as specified by the manufacturer.

4. Personnel must obtain a passing score on the written and practical examination before being authorized to carry the device on duty.

5. Personnel will be recertified annually as specified by the manufacturer.

H. Use of the Taser

1. The Taser is considered a use of force and should be treated as such, not to be displayed in a manner or during a situation where its use would be prohibited.

2. Authorized use will include both sworn deputies, in both uniformed and non-uniformed assignments, in both regular and extra duty assignments, as well as detention officers.

3. Employees who have been issued a Taser shall wear the device in an approved holster on their person. Armed employees shall carry the Taser on their duty belt in a holster on the side opposite the duty weapon or on the outer carrier. When carried on the duty belt, the Taser shall not be carried on the same side as the duty weapon UNLESS carried in a cross-draw holster intended to be drawn with the weak hand.

4. The Taser is not intended as a replacement of any other use of force option available to the employee.

5. The employee will conduct a spark test of the Taser prior to the beginning of any assignment or shift.

6. Accidental or unintentional discharges of the Taser require notification to the employee's supervisor.

7. The Taser may be used to de-escalate potentially violent situations by laser painting the subject with the device while displaying the warning alert and giving the verbal warning of application. This should only be done when the employee has an immediate lawful basis to use the Taser if compliance is not gained by this warning.

I. Equipment Issue

1. A Taser with holster and cartridge with ten probes will be issued to authorized personnel. The cartridge will be inserted into the Taser.
2. The serial number of the Taser will be documented at the time of issuance.
3. Cartridges will be stored in a manner that they are not accessible to unauthorized users.
4. Both the cartridges and the device are subject to both extreme cold and heat, therefore no Taser or cartridges will be stored in a vehicle for an extended period.
5. After deployment, employees shall notify their supervisor for a replacement cartridge.

VIII. BATONS

A. When using any type of baton or blunt weapon, the need to immediately control a suspect must be weighed against the risk of causing serious injury. All batons should be used in accordance with training received based on state and agency-mandated standards. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the deputy reasonably believes the suspect poses an imminent threat of serious bodily injury or death to him/herself or others.

B. Only agency-issued batons should be carried on duty. When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignments or at the direction of their supervisors.

IX. PEPPERBALL WEAPON SYSTEMS

A. Definition

PepperBall: PepperBall projectiles are plastic spheres that are filled with powdered or liquid Oleoresin Capsicum (OC) or another form of capsaicin. The projectiles, when delivered by an air-powered launching device, burst on impact and release the

active ingredient.

PepperBall Gun: air powered launching device use to deliver the PepperBall projectile. This system can deliver projectiles with enough kinetic energy to produce temporary abrasions, bruises, and/or welts.

B. Procedure

The Alamance County Sheriff's Office authorizes sworn members who are trained and certified in the use of the PepperBall to use this tool when a subject is violent or combative or to disperse disruptive or violent crowds threatening imminent property damage or physical violence.

C. Medical Aid

Deputies shall render appropriate medical aid consistent with the use of OC (as outlined in Section VI of this policy) as soon as feasible after use.

D. Reporting Procedures

The use of the PepperBall System is considered a reportable use-of-force and should be reported on the use-of-force form.

X. QUALIFICATION AND CERTIFICATION: Tasers and OC Spray Usage

A. Only sworn deputies who have successfully completed the Alamance County Sheriff's Office authorized training course from a certified OC/Taser instructor shall be authorized to carry or use Oleoresin Capsicum (OC) Spray or a Taser.

B. The Alamance County Sheriff's Office requires that all certified personnel using either of these less lethal weapons complete an approved training class, along with a written test, before carrying. Each student must spray an inert substance and must fire at least one Taser cartridge to demonstrate an understanding of the proper usage technique. Each student must also complete a practical exercise which requires the student to be exposed (minimally) to actual OC spray and to demonstrate proper decontamination techniques. Students may volunteer to receive a taser deployment.

C. This certification will be valid for the duration of employment, but significant changes to law, tactics, or equipment types will be addressed by certified instructors as deemed appropriate by training staff. All such additional training will be. The original written test, along with any additional training documentation, will be kept in the employee's training file.

D. Employees may only carry issued OC spray and Tasers, along with approved Taser cartridges.

XI. DOCUMENTATION:

A. Firearms

Any discharge or use of a firearm shall be reported on an Alamance County Sheriff's Office "Use of Force" report form by the deputy or ADO using the firearm.

B. Other Uses of Force

In any instance in which a deputy or detention officer uses some degree of overwhelming physical force to restrain or compel compliance by a person, uses any weapon described in this policy, or uses force against a person in such a way that the force results in physical injury, an Alamance County Sheriff's Office "Use of Force" report form will be completed.

C. Deputy Responsibility

Any "Use of Force" report form will be submitted by the deputy or detention officer to his/her immediate supervisor before the end of the tour of duty in which the incident occurred. It is the deputy's responsibility to ensure that the report is accurate and complete and includes all relevant details and circumstances leading to the use of force (i.e. whether the subject involved was a mental commitment, an arrestee, etc., the care provided to the subject involved, and any other significant information). The make, model, serial number, and any other descriptive data concerning a firearm, ammunition, Taser, and other weapon used must be included in this report.

D. Supervisor Responsibility

Any supervisor receiving a "Use of Force" report is responsible for ensuring that the form is complete and accurate, and shall then forward the report to the Major of Administration. This supervisor is also responsible for ensuring that any deputies / detention officers who were involved in, or witness to, the use of force incident timely complete the appropriate supplemental reports detailing any observations, before the witnessing employee's tour of duty ends.

E. Major of Administration Responsibility

All "Use of Force" reports will be reviewed by the Captain and Major of the division that originated the report. All "Use of Force" reports will be forwarded to the Major of Administration who will determine whether any further investigation is warranted. This review and determination will be conducted in accordance with any applicable "internal investigation/citizen complaint" policy and procedure of this Office.

XII. ANNUAL STATISTICAL SUMMARIES:

A. The Captain of Personnel shall compile annually, by calendar year, statistical

information based on use-of-force reports received, which shall be restricted to the following information:

1. The number of reports received,
2. The types of weapons/force used,
3. The number of resulting internal administrative investigations conducted.

B. These statistics will be shared with the Sheriff and the Chief Deputy for review and identification of any recurring issues that might exist regarding training needs, equipment needs, and personnel concerns and/or needs.

XIII. GENERAL DISCLAIMER

Nothing in this policy constitutes justification for willful, malicious or criminally negligent conduct by any person that injuries or endangers any person or property, nor shall it be construed to excuse or justify the use of unreasonable to excessive force

Alamance County Sheriff's Office

Use of Force Report (Version 1.2)

OCA	Date	Time	Location

Deputy Name		ID #	

Race		Sex		DOB		Height		Weight	

Status	☐ On Duty	☐ Off Duty	☐ Secondary Employment (not extra duty)

Uniform	☐ Uniformed	☐ Plainclothes	☐ SRT

Injuries	☐ Limb	☐ Torso	☐ Head	☐ Face	☐ Other	☐ None

Description	

Medical Treatment (Leave blank if none)	

Weapons Used	☐ Firearm	☐ Flashlight	☐ Baton	☐ CS/CN	☐ Pepper Spray	☐ Taser

Make		Model		Serial	

Suspect Name	

Race		Sex		DOB		Height		Weight	

Injuries	☐ Limb	☐ Torso	☐ Head	☐ Face	☐ Other	☐ None

Description	

Medical Treatment (Leave blank if none)	

Weapons Used	

Officer Name & Signature	Date Submitted

Narrative

Alamance County Sheriff's Office

Use of Force Report (Version 1.2)



Captain

Major

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: PERSONAL WEB PAGES AND SOCIAL MEDIA

POLICY#: II-V **EFFECTIVE DATE 05/29/2009**
REVISED DATE 10/04/2019

PURPOSE: The purpose is to establish policy concerning social media with reference to the Alamance County Sheriff's Office.

DISCUSSION

Social media promotes individuals to express themselves and seek communication with other individuals for personal relationships, friendships or correspondences. Policy is necessary to ensure that employees use appropriate discretion in their use of references to the Alamance County Sheriff's Office and no discredit themselves or the Sheriff's Office.

POLICY: This policy is intended to provide guidance for all employees of the Alamance County Sheriff's Office (ACSO) in the professional and personal use of social media. It is not intended to impose a wholesale restriction on the free exchange of information or opinions, but it does, in some cases, extend the ACSO's existing standards of conduct, ethics and professionalism to the domain of social media. The ACSO shall:

A. Recognize every employee's Constitutional right to freedom of speech;

B. Recognize the significant role that social media can play in the personal lives of employees;

C. Take those limited actions that may become necessary to preserve integrity as a fair and impartial law enforcement organization; and

D. Consider violations of this policy to be actions that may result in disciplinary action, up to and including termination.

DEFINITIONS

Departmental Spokesperson – Any member of the ACSO, who has been authorized by the Sheriff, his designee, to communicate with and/or deliver information to the general public and social/news media on behalf of the ACSO.

Employee – For the purposes of this policy, the term "employee" shall include all employees of the ACSO, whether sworn, civilian or contractual.

Post – For the purposes of this policy, the term "post" shall be defined, in context, as either: (1) the action of submitting information to the Internet or a social media site; or (2) a collective name for all or part of any information already displayed on the Internet or a social media site.

Social Media – A collective term referring to the various online platforms, applications or

technologies enabling the "sharing" of electronic, user-generated text, audio, photographic, video or multimedia files.

Social Media Site – A particular application or website that allows social networking, "blogging," photograph or video sharing, and similar online activities. (e.g., Facebook, LinkedIn, Twitter, Instagram, etc.)

PROCEDURE:

A. General

1. Do not assume any expectation of privacy when posting information to the internet or a social media site, regardless of user privacy settings for other access controls

2. Any information posted to a public page of a social media site may be accessed at any time, without prior warning, by ACSO personnel/investigators, members of the media, defense attorneys, etc.

3. Any social media activity, conducted in a manner that reveals your position as an employee of the ACSO, may be evaluated for compliance with existing ACSO policies and procedures.

B. Identification

1. Employees who have social media or other types of internet postings, shall not identify themselves directly or indirectly as an employee of the ACSO.

2. Employees are prohibited from posting or publishing to the internet or social media site photographs, cartoons, or other depictions of:
   - **a.** Any employee in any partial or complete ACSO uniform
   - **b.** Any employee displaying official identification
   - **c.** ACSO patches, badges, seals, logos, or insignia
   - **d.** ACSO canine dogs
   - **e.** ACSO marked or unmarked vehicles, aircraft, drones, watercraft, or any ACSO building or property

3. Employees wishing to use references to or photographs/depictions noted above must receive the approval of the Sheriff or his designee.

4. Any employee seeking approval to use references to the ACSO on social media shall:

   - **a.** In memo form submit a request for approval to the Sheriff via the chain of command
   - **b.** Describe the proposed reference to the Sheriff's Office and purpose
   - **c.** Provide a list and graphic of any photographs or artwork to be used

d. The employee will receive in memo form an approval or denial
e. Any changes to an approved post must be resubmitted for approval

C. Employee Personal Use of Social Media

1. All employees should expect any information created, transmitted, downloaded, exchanged or discussed in a public online forum may be access by the ACSO at any time without prior notice.

2. Employees are personally responsible for any content they "like" or publish, forward or post to the internet and/or social media site.

3. No employee may post, transmit or otherwise disseminate any information, videos or images, in any format that violates the ACSO policy on media releases and public information.

4. No employee may post or disseminate any internal memos, correspondence, emails, directives, operational procedures, or policy on social media or in any other manner

5. It is recommended that sworn personnel not disclose or allude to their status as ACSO employees. This is due to the likelihood that material posted to a social media site may be archived, the disclosure of any information that identifies an employee as a deputy can endanger officer safety and/or limit a deputy's ability to serve in certain undercover or highly sensitive assignments.

6. Do not reveal, in any manner or for any reason, that any other person is an employee of the ACSO without the express written consent of that person

7. Employees are prohibited from posting or publishing to the internet or a social media site, or "liking," any discriminatory, gratuitously violent or similarly inappropriate written content, audio files, photographs, or other depictions that are contrary to the mission and effectiveness of the ACSO, including but not limited to:

a. Any racist, sexist or other discriminatory content that expresses bias against race, religion, or other protected class of individuals;
b. Content that might lead a reasonable member of the public to question whether the employee is committed to constitutional, non-discriminatory policing;
c. Content that reasonably suggests the employee's approval of, or association with, an unlawful act of violence or other criminal behavior;
d. Content that reasonably could impair an employee's ability to carry out essential job functions, such as providing sworn testimony, or impair the ACSO's ability to carry out its law enforcement functions;

e. Sexual, violent, racial, ethnically derogatory material, comments, pictures, artwork or other reference alongside any ACSO approved reference;
f. Any material on the internet that brings discredit to or may adversely affect the efficiency or integrity of the ACSO.

8. No employee may create or maintain an ACSO social media site, or one that may reasonably be perceived as an ACSO social media site, unless directly authorized to do so by the Sheriff.

9. No employee should engage in any type of social media contact (i.e. "friending," "following," etc.) that would hamper, interfere with or otherwise prejudice an open or ongoing investigation, case, or court action.

10. No employee shall use an ACSO email address to register with or join a social media site.

11. Employees should consider the possible adverse consequences of internet postings, such as future employment, cross-examination in criminal cases and public as well as private embarrassment.

12. If an employee reveals (intentionally or otherwise) your employment/position with the ACSO, when posting personal comments or material on a social media site:

a. The employee shall not represent themselves as a ACSO spokesperson; and
b. The employee shall make clear that their opinions, material and/or comments are not an official statement form the ACSO.

13. Employees are reminded that everything you post on social media is strictly governed by the confidentiality requirements imposed by ACSO policy and state law.

14. Social media content, posted on any ACSO official social media platform and posted by the Public Information Officer or his designee, may be forwarded (i.e. "re posted," "shared," etc.) to a personal social media site(s).

15. Employees are encouraged to seek the guidance of supervisors regarding any posting that may adversely reflect upon either the ASCO or upon the integrity or professionalism of the employee.

D. Professional/Official Use of Social Media

1. Only the Sheriff, his/her designee, the Chief Deputy, the Public Information Officer, or a designated spokesperson may post, comment or reply on a social media site on behalf of the ACSO

2. Departmental spokespersons shall not comment on subject matters for which they are not authorized to represent the ACSO.
3. The Public Information Officer shall ensure that any social media posts adheres to the site's moderation policy, comments are monitored for inappropriate or offensive content, and comments deemed to be inappropriate or offensive, are removed/deleted from the site.
4. The Public Information Officer shall coordinate the release of suspect, witness, or person-of-interest information with the Chief Deputy, the Criminal Investigation Division, or their designee.

E. Complaints: Any complaint concerning the contents of a member's social media site, internet post(s), or similar online activity, shall be documented and investigated in the same fashion as any other complaint of misconduct or wrongdoing and in accordance with ACSO policy.

F. Exceptions: This policy does not apply to social media activities undertaken by employees of the ACSO in the course of a legitimate criminal investigation, or in the course of intelligence collection efforts, related to public safety or potential criminal activity. This exception shall include those occasions on which a member must create and/or use a fictitious social media account, user profile, avatar or similar form of online identification for legitimate law enforcement purposes.

Personnel who violate this policy and procedure shall be subject to disciplinary action up to and including termination of employment.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: BIAS-FREE POLICING POLICY
POLICY#: II-VI EFFECTIVE DATE 08/17/2016

I. PURPOSE

A. The purpose of this directive is to set forth the policies and procedures of the ACSO regarding the ACSO's prohibition against any form of discriminatory practices, particularly as it relates to all forms of bias-based policing.

II. POLICY

A. The ACSO is committed to protecting the constitutional and civil rights of all persons.

B. It is the policy of the ACSO to prohibit all police practices involving profiling or other biased-based decisions. No ACSO deputy or employee may take an enforcement action based upon any common trait shared by any group of people, which is not in itself indicative of criminal activity. Violations of this policy shall result in disciplinary action up to and including dismissal from the agency.

III. DEFINITIONS OF TERMS

A. Bias-Based Policing: The intentional selection of individuals for detention, interdiction or other disparate treatment based on a common trait of a group that includes, but is not limited to, race, ethnic background, gender, sexual orientation, religion, age, cultural group, or any other identifiable characteristic that is a prohibited basis for disparate treatment.

B. Bias-Based Profiling: The practice of detaining or stopping a suspect based on a broad set of criteria, which casts suspicion on an entire class of people without any individualized suspicion of the particular person being stopped.

C. Suspect Specific Incident: An incident in which an ACSO deputy is lawfully attempting to detain, apprehend, or otherwise be on the lookout for one or more specific suspects who have been identified or described in part by race, ethnic background, gender, sexual orientation, religion, age, cultural group, or any other identifiable characteristic.

IV. GENERAL CONSIDERATIONS AND GUIDELINES

A. The ACSO does not condone the use of any bias-based profiling in its enforcement programs as it may lead to allegations of violations of the constitutional rights of the citizens we serve, undermine legitimate law enforcement efforts, and may lead to

claims of civil rights violations. Additionally, bias-based profiling alienates citizens, fosters distrust of law enforcement by the community, invites media scrutiny, invites legislative action, and invites judicial intervention.

B. Bias-based policing creates an increased safety risk to ACSO deputies and citizens and is a misuse of valuable ACSO resources. Such practices may lead to increased exposure to liability.

C. Bias-based policing undermines the ability of the ACSO to realize its mission of protecting public safety and pursuing justice.

D. It is imperative that the ACSO clearly demonstrates a process for preventing such practices. Allegations of bias-based profiling or discriminatory practices, real or perceived, critically injure the relationship between the ACSO and the community it is entrusted to protect and serve.

E. This agency does not endorse, train, teach, support, or condone any type of bias, stereotyping, or racial, cultural/ethnic, and gender profiling by its members. While recognizing that most members of the agency perform their duties in a professional, ethical, and impartial manner, this agency has an obligation and is committed to identifying and eliminating any instances of bias-based policing in all areas.

V. OPERATIONAL PROCEDURES

A. The ACSO prohibits deputy use of proxies for demographic category, including language ability, geographic location, or manner of dress.

1. When officers are seeking one or more specific persons who have been identified or described by their demographic category, or any proxy thereto, officers may rely on these descriptions only when combined with other appropriate identifying factors, and may not give exclusive attention or undue weight to demographic category.

B. Preventing Perceptions of Bias-Based Policing

1. As a means of offsetting and preventing inappropriate perceptions of biased law enforcement, each deputy is expected to adhere to following protocols whenever engaging the general public.

a. Each stop shall conform to agency policy and procedures and comply with General Statutes.

b. Be courteous and act professionally at all times.

c. Introduce him or herself to the individual(s); providing the officer's title, name, and agency affiliation; and state the reason for the interaction, as soon

as practical and appropriate to do so, unless providing such information will compromise the officer's safety or public safety. During the course of motor vehicle stops, the deputy should provide this information before asking the driver for his or her license and registration.

d. Ensure that the detention is no longer than necessary to take appropriate action for the known or suspected offense, and ensure that the individual understands the purpose of any delays that might be encountered.

e. Answer any questions the individual(s) may have, including explaining options for traffic citation disposition, if relevant.

f. Provide your name and badge number when requested, in writing or orally.

g. Explain the reasons why an individual may have been stopped or detained, especially if no other official action is being taken (e.g., the deputy determines that the person being detained is not the party being sought, if there was an investigative detention that did not yield any evidence of criminality or offense, etc.).

C. Identification of Possible Profiling.

1. To guard against and protect members of the agency from allegations of bias-based policing, and to demonstrate for those who may make such allegations, supervisory personnel of the ACSO will take the following steps.

a. It is the responsibility of supervisory personnel to continually assess and monitor the performance of those members of the agency who are under their direction and supervision to always be alert for any forms of behavior or patterns of behavior that an employee may be engaged in and intercede when appropriate.

b. Often times, it is the direct supervisor who first becomes aware of a potential problem either by way of his or her observations of an officer's performance, enforcement actions, or when there appears to be a pattern of complaints that seem to be emerging.

c. At times it might even be triggered just in conversation when an employee speaks disparaging of persons of any particular race, ethnic group or cultural background, gender, sexual orientation, religion, economic status, age, or any other identifiable group (in which case, such type of behavior should be corrected).

d. Whenever a concern does arise, it is the duty and obligation of that supervisor to, at the very least, discuss such concerns with that employee. Often speaking with an employee in the form of informal counseling may be what is needed to rectify or clarify any concerns.

e. Any confirmed or suspected acts leading a supervisor to believe that an employee may be engaging in some form of bias-based policing or discriminatory practices must be forwarded to the Internal Affairs Officer (IAO).

f. All complaints of alleged bias-based policing or discriminatory practices against a member of this office are to be fully investigated (no matter the source) by the Internal Affairs Officer.

D. Response to Incidents Indicating Bias-Based Policing.

1. Generally speaking, when bias-based policing does take place, it is the result of one of three causative factors that include the following:

a. Intentional Acts: In any instance in which a member of this agency is found by the IAO to have engaged in some form of bias-based policing or discriminatory practice, such behavior will result in the appropriate form of disciplinary action by the Sheriff.

b. Unintentional Acts: In such cases, the employee may receive additional training, guidance, supervisory review, additional monitoring for a specified period of time, as may be directed by a commanding officer in consultation with the Sheriff.

c. Institutional Practices: In the event that the agency practices are discovered to promote or allow bias-based policing, the Sheriff shall address such practices through policy review and training.

VI. DATA COLLECTION

A. Deputy Reporting Requirements

1. Deputies shall complete the traffic stop form immediately following every traffic stop. The traffic stop data will be completed and submitted electronically, if feasible. In the case where the data cannot be submitted electronically, a paper form will be submitted.

2. Officers also shall complete an incident report following a traffic stop whenever:

a. A person is handcuffed or taken into custody.

b. There is a use of force by any deputy.

c. There is any property seized.

B. Responsibilities of the Supervisors

1. It is the responsibility of all supervisory personnel to ensure that officers under their direct supervision, regardless of their assignment, are familiar with this directive and are adhering to the requirements of this directive. Supervisory personnel are also responsible for the following:

   a. Ensure that all citations and summons are completed (particularly as it relates to whether or not a search was performed during the course of the motor vehicle stop).

   b. Any incomplete citations or traffic stop data forms should be returned to the submitting deputy for completion prior to their submission to the Records Division.

   c. Ensure that officers complete any missing traffic stop data.

C. Processing by the Records Division

1. The Records Division shall maintain a database for all submitted citations. The Records Division serves as the repository for motor vehicle citations/summons and the traffic stop data. In addition to these functions, the Records Management Unit also shall be responsible for the following:

   a. Maintain a database of all Traffic Stop Data.

   b. Record the data obtained on the form in a computerized database.

   c. Review all submitted motor vehicle citations and traffic stop data for accuracy and completeness.

      1) Any forms found to be incomplete, inaccurate, or illegible will first be copied prior to returning the copied form back through appropriate chain of command to the deputy to make the necessary corrections.

      2) The original copy of the returned forms will remain in the Records Division.

VII. AGENCY-WIDE REVIEW AND CONTINUOUS IMPROVEMENT

The ACSO will continue to improve its practices in all aspects of preventing bias-based policing as we learn from regular data collection, analysis, and evaluation and by:

1. Monitoring any legislative changes or court rulings that might impact the scope and procedural guidelines within this directive.

2. Identifying any updates on the evolution of interpreting bias-based policing data collection methods and procedures.

3. Identifying any training opportunities that might be useful in further educating officers on the implications of bias-based policing.

4. Coordinating with the Training Officer in determining the appropriate frequency of review of this policy, legal updates, and other associated training opportunities.

Section 3: Communications and Correspondence

1. Written Communications
2. Central Emergency Communications Center (CCOM)
3. NCIC/DCI Entries and Clearances
4. News Media Relations
5. Victim Notification Requirements
6. Mobile Communication Terminals (MCT)
7. Death Notifications

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: WRITTEN COMMUNICATIONS

POLICY#: III-I **EFFECTIVE DATE: 04/01/2005**

REVISED DATE: 10/15/19 12/15/2021 4/12/23

PURPOSE: To facilitate the orderly flow of written communication within the Alamance County Sheriff's Office and standardize the methods of disseminating information.

POLICY: Written communication within the Alamance County Sheriff's Office will adhere to an outlined directive system in order to provide employees with a clear understanding of constraints and expectations relating to the performance of their assigned duties and the overall mission of this agency.

PROCEDURE:

I. WRITTEN COMMUNICATION FORMATS

Sheriff's Office written communications shall utilize the following formats:

A. **Sheriff's Office Policy Directives**. Policy directives are broad statements of agency principles issued by the Sheriff to announce the adoption or revision of policy and establish procedure on an agency-wide level intended as a guiding document for a long period of time and is binding until formally rescinded.

B. **Administrative Orders**. Administrative orders are issued by the Sheriff to announce the adoption or revision of policy and establish procedure on an agency, division, section, or platoon level. An administrative order which is found by the Sheriff to be necessary to address an ongoing agency-wide issue will normally be converted into a policy directive.

C. **Personnel Orders.** Personnel orders are issued by the Sheriff or Chief Deputy, Major, or Captain of Personnel to indicate personnel actions such appointments, assignments, transfers, promotions, and disciplinary measures.

D. **Standard Operating Procedures.** Captains and Lieutenants are responsible for establishing operating procedures that address the standards for employees to carry out routine, daily functions and activities of their division or section. Each Captain and Lieutenant shall maintain an up-to-date manual of standard procedures for the operation of sections within their division.

E. **Memorandum, Bulletins, Electronic Mail.** These types of written communication may be issued by any member of the Sheriff's Office. They may take varied forms and are issued for informational purposes as is appropriate and necessary.

II. DISSEMINATION OF WRITTEN COMMUNICATION

A. Statements of agency policy, rules, and regulations are contained in the Sheriff's Office Policy and Procedure Manual and are issued by the Sheriff. Generally, recommended changes, deletions, or additions to policy will be reviewed by the Chief Deputy and Major prior to adoption.

B. Each member of the Sheriff's Office will have access to the Sheriff's Office Policy and Procedure Manual on the Alamance County Intranet on the Sheriff's Office intranet page. The directives contained in this manual are intended for internal use only, and do not enlarge an officer's civil or criminal liability in any way. Previous versions of the Policy and Procedure Manual will be archived and stored digitally.

C. Standard Operating Procedures are maintained and stored digitally and are available to all employees.

D. Existing, new, or newly revised directives and administrative orders will be disseminated to all employees via email. Employees will be notified regarding changes to the policy manual, which will be updated on the Alamance County Intranet page.

E. Supervisors will ensure that all employees understand where the policy manual is located, how to access the policy, and how to download the policy to their desktops or MCTs.

III. FORMAT

A. Sheriff's Office Policy Directives will contain a block header that contains a title, policy number and effective date. The body of the policy will contain a "Purpose" which describes what the policy is for, followed by a "Policy" statement, followed by a "Procedure" section outlining the standards for implementation and carrying out of the policy.

B. Policy directives and standard operating procedures should generally follow a standard outline format.

C. Administrative orders and memorandums should generally adhere to a standard office format. Other forms of correspondence do not require a formal format but should remain business-like in nature.

D. The use of Sheriff's Office letterhead stationary shall be limited to Administrative staff only unless authorized by a supervisor.

IV. SIGNATURES

Employees should only use their own signature, initials, name, or electronic signature on documents. The use of any name, signature, initials, or electronic signature of another employee or individual on any form, log, letter, or any other document concerning any official business or work product of the Alamance County Sheriff's Office is strictly prohibited.

ALAMANCE COUNTY SHERIFF'S OFICE

TITLE: CENTRAL EMERGENCY COMMUNICATIONS CENTER (C-COM)

POLICY#: III-II **EFFECTIVE DATE: 04/20/2005**

REVISED DATE: 2/21/2019

PURPOSE: The purpose of this policy is to establish guidelines and responsibilities for the Alamance County Sheriff's Office radio communication system with the Alamance County Central Emergency Communications Center (C-COM).

POLICY: It shall be the policy of the Alamance County Sheriff's Office for its members to receive and process emergency and non-emergency calls for service from emergency communications tele-communicators provided to this agency by the Alamance County Central Emergency Communications Center (C-Com).

PROCEDURE:

I. BASIC RELATIONSHIP BETWEEN AGENCIES

A. The Alamance County Central Emergency Communications Center (C-Com") provides all radio dispatch communication services for the Alamance County Sheriff's Office, as well as certain other municipal law enforcement agencies in Alamance County. C-Com provides a 24 hour communications system for immediate response to on-duty officers via radios or portable transceivers issued to Sheriff's Office personnel.

B. C-Com has a 24 hour, toll-free emergency number ("9-1-1") for emergency needs and provides an "enhances 911" capability to aid in its receiving and processing of emergency calls.

C. Designated tele-communicators will be assigned to handle all Sheriff's Office radio traffic by the Director of C-Com, or his designee; other tele-communicators will assist with Sheriff's Office radio traffic when and if needed.

D. Routine, non-emergency calls for various Sheriff's Office Personnel or divisions are received by C-Com on the Sheriff's Office primary telephone number (336-570-6300) when the Sheriff's Office desk officers are unavailable or off duty; these calls will be handled by C-Com tele-communicators, or transferred to the proper telephone extension at the Sheriff's Office.

E. The Sheriff's Office will abide by all regulations established by C-Com in accordance with Federal Communications Commission (FCC) policy and procedure requirements.

II. CONTACT WITH SHERIFF'S OFFICE EMPLOYEES

A. Central Communications tele-communicators will be provided with information so as to have contact with Alamance County Sheriff's Office employees by radio (call number), cellular telephone, pager, and home telephone. This information will be provided by personnel staff at the Sheriff's Office to the Director of C- Com, or his designee, on a timely basis whenever changes or additions occur.

B. C-Com will also be provided with duty rosters of on-call personnel (CSI, CID, transportation, etc.) and of routine on-duty status of the patrol divisions, by the appropriate personnel in those divisions.

III. DAILY REPORTS

A. Information pertaining to all calls received and dispatched by C-Com will be recorded by C-Com. The Sheriff's Office will be provided, on a daily basis, with a daily activity call log report and a Computer Aided Dispatch (CAD) operations report. These reports will not be provided to the general public by central communications personnel.

B. These reports will include the following information:

1. Central Communications sequential call number
2. Date and time of request
3. Name, address, and phone number of the caller
4. Type of incident
5. Locations of incident
6. Identification of the primary, secondary, and any other deputies assigned or dispatched
7. Type of dispatch
8. Time of deputy arrival
9. Time of deputy clearance

C. A brief narrative of the incident, and its disposition, may also be included in the CAD report.

IV. RADIO OPERATIONS

Central Communications maintains two (2) radio channels with the Sheriff's Office, which are continuously monitored and recorded:

A. ACSO DISP (1): this is the primary dispatch channel; all calls, trips and primary call information is transmitted over this channel.

B. ACSO DISP (2): this channel, is used as a back-up to channel one. It may be used for special operations, car-to-car communications by the Sheriff's Office, or when ACSO DISP (1) is secured via signal 30; the channel does go through a repeater and is monitored by C-Com.

C. Use of "Signal 30"

1. "Signal 30" should be utilized when there is a need to hold radio traffic.
2. It is impossible to list every type of incident that would initiate the use of "Signal 30", however below are some incidents where it may be required:
    a. Major incidents (vehicle pursuits, shootings, etc.)
    b. Clearing of a structure
3. "Signal 30" should not be used when the channel will be tied up for an extended period of time. If "Signal 30" was announced and it becomes apparent that ACSO DISP (1) will be tied up for an extended time, C-Com will have the Deputies involved in the incident switch to a designated ACSO TAC channel and will clear "Signal 30" on ACSO DISP (1).

D. "Signal 30" Requests can be made by any Deputy or personnel in C-Com

E. Activation/Deactivation

1. Initiation of "Signal 30".
    a. C-Com will set off the alert tone and announce on ACSO DISP channel, "C-Com to county units, Signal 30" and activate channel marker.
    b. After announcing "Signal 30" all deputies not involved in the incident should switch to ACSO DISP2 channel for normal traffic
    c. Deputies responding to the incident should NOT check en route over the radio, rather they should silent dispatch via MCT or hold traffic until the situation is stabilized.
    d. Deputies involved in the incident should only communicate on the radio, pertinent and urgent information.
    e. Deputies checking on duty should monitor the main channel for ten seconds for the channel marker to ensure the channel is open before transmitting. When the channel is secure deputies should check on duty on ACSO DISP 2
2. Clearing "Signal 30"
    a. After Deputies notify C-Com to clear "Signal 30", C-Com will set off alert tone and announce "C-Com to county units, clear Signal 30" on ACSO DISP (1) and ACSO DISP (2) channels.
    b. C-Com will deactivate the channel marker.

V. RECORDED COMMUNICATIONS

All radio communications by Central Communication is recorded. C-Com shall maintain the capability of immediate playback of recorded telephone and radio conversations while maintaining the capability of continuously recording radio transmissions and emergency telephone lines.

VI. ALARMS

The communications center monitors county building, private business, medical fire, and residential alarms. When an alarm is received by C-Com, a Sheriff's Office deputy is advised of the alarm and its location. After recording the type of alarm, location of alarm, person reporting the alarm (if applicable), and contact number, the tele-communicator will dispatch a Sheriff's Office vehicle to that location. The tele-communicator will also attempt to make contact at the alarm location and/or contact any individual who is on-call for the alarm location, and will advise the deputy, while en route, whether or not such contact was made.

VII. FACILITIES AND EQUIPMENT

A. The nature and function of the Communications Center mandates that all facilities and associated equipment be kept secure and in proper working order. Security measures for the Communications Center are in place to:

1. Limit access to authorized personnel only
2. Protect equipment
3. Provide back-up resources
4. Provide security for transmission lines, antennas, and power sources

B. The communication center entrance door is secured by an electronic keypad lock mechanism for controlled access. Only authorized personnel shall be admitted to the communications room.

VIII. NCIC/DCI ENTRY/CLEARANCE

A. Entry

The TAC shall be responsible for all entries from 8 a.m.-5 p.m, Monday-Friday. The ATAC shall be responsible for all entries from 5 p.m.–11p.m., Monday-Friday. After 11 p.m., weekends, holidays, and in the absence of the TAC and/or ATAC, qualified personnel at C-COMM shall make entries.

B. Records

C-Com will maintain all records of entries (white copy) into NCIC/DCI for property, missing persons, and wanted persons for the purpose of being able to confirm same when a "hit request" is made by any agency; a copy of any entry made by C-Com (yellow copy) will be forwarded to the records division at the Sheriff's Office to be filed with the original report there.

C. Warrants

Warrants for wanted persons, and letter of extradition, if applicable, will be placed in a "hot file" which will be located in a secured office at the Alamance County Jail.

C-Com is responsible for handling "hit confirmations." When confirmation needs to be made on a wanted person, C-Com will contact the Jail and have staff there check the "hot file" to confirm that the Sheriff's Office still has the warrants and letter of extradition (if applicable) and what the conditions of extradition are. When a "hit" is confirmed, C-Com will immediately notify the shift supervisor of same.

D. Clearances

Upon any confirmed clearance, the original entry form (white copy) will be forwarded to the record's division at the Sheriff's Office by C-Com to be filed with the original report.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: NCIC/DCI ENTRIES AND CLEARANCES
POLICY #: III-III EFFECTIVE DATE: 04/01/2005
REVISED DATE: 12/20/2017 05/13/2021

PURPOSE: The purpose of this policy is to set standards for entries and clearances of files entered into NCIC/DCI, and where those files and warrants will be maintained by members of the Alamance County Sheriff's Office.

POLICY: It shall be the policy of the Alamance County Sheriff's Office to maintain files and records of entries that have been entered and cleared in NCIC/DCI per North Carolina State Bureau of Investigation standards. These entries and clearances will be coordinated with the agency's Terminal Agency Coordinator (henceforth referred to as TAC), or Assistant Terminal Agency Coordinator (henceforth referred to as ATAC), and qualified personnel employed by Alamance County Central Communications, (henceforth referred to as C-COM).

I. CLASSIFICATION OF PEOPLE

There are three types of entries involving people.

A. **Missing persons –** A person who has been reported missing and is endangered, involuntary, a catastrophe victim, or other (person under the age of 18 not meeting the criteria for entry into any other category who is missing and for whom there is a reasonable concern for his\her safety), or is a juvenile (person who is under the age of 18 who is missing, declared not emancipated as defined by the laws of N.C., and does not meet the criteria for disabled, endangered, involuntary, or catastrophe victim). (Note: Indicate in the miscellaneous field the time/date that the juvenile was determined to be a runaway from home. This will assist law enforcement officials regarding taking custody of a runaway between (16) and (17) years off based on statutory requirements of being a runaway for more than 24 hours.)

B. **State Wanted persons** – A person who is wanted on a criminal offense and for whom a warrant has been issued. (Note: After unsuccessful attempts to serve the warrant the person can be entered into DCI. This enters the person into the State Files and if said person is found in the State of North Carolina he/she can be held for pick-up and service of said warrant.)

C. **NCIC Wanted persons –** A person who is wanted on a criminal offense and for whom a warrant has been issued. (Note: After unsuccessful attempts to serve the warrant the person can be entered into NCIC. This enters the person into the National Files and if said person is found in the United States he/she can be held for extradition back to North Carolina for service. <u>This requires a letter from the District Attorney's office giving the terms of extradition.</u>

II. NCIC/DCI ENTRIES

Entry into NCIC/DCI: All entries of any type must meet the criteria of NCIC/DCI standards. This standard can obtained from any NCIC/DCI certified operator.

A. **Entry Classifications:**

i. The TAC shall be responsible for all entries from 8 a.m.-5 p.m, Monday-Friday. The ATAC shall be responsible for all entries from 5 p.m.–11p.m., Monday-Friday. After 11 p.m., weekends, holidays, and in the absence of the TAC and/or ATAC, qualified personnel at C-COMM shall make entries.

ii. **People** – Missing Persons, Wanted Persons

iii. **Property –** Any and all items that meet the criteria for entry other than people.

NOTE: *If the obtaining deputy wishes to enter an unserved felony warrant, they should contact the TAC, ATAC, or C-COMM, for DCI/NCIC entry within 72 hours.*

B. **Entry of Missing Person**

i. Reporting – before any person can be entered into NCIC/DCI, a missing person report must be completed detailing circumstances of the case. It should be noted in the initial or supplemental report, the date and time of DCI/NCIC entry. A copy of this report will be placed in the Hot Files for any officer to gain access. In the event additional information is obtained, and a supplemental report shall be initiated.

ii. Entry Form – a completed NCIC/DCI Entry form will be completed with all information pertaining to the person. (*Forms will be reviewed by a supervisor and initialed by same before entered.) See attachment #1.*

iii. Entry – the completed entry form shall be taken to TAC, ATAC, or C-COM, for immediate entry.

iv. Records – C-Com will maintain all master records (white entry form) of entries of missing persons for the purpose of confirmation when a hit request is made.

v. Copy of Records – once the entry has been completed, a copy of the entry form (yellow copy), and confirmed entry, will be forwarded by C-Com to

the Sheriff's Office records division to be filed with the original report.

C. **Entry of State Wanted Persons**

i. Reporting – when any person is entered into DCI/NCIC as a wanted person, an incident report shall be completed detailing the case circumstances.

ii. Entry Form – a completed NCIC/DCI Entry form will be completed with all information pertaining to the person. *(Forms will be reviewed by a supervisor and initialed by same before entered.)*See attachment #1.

iii. Entry – a completed entry form, along with warrants, shall be taken to the TAC, ATAC, or C-COM, where information shall be immediately entered. The TAC, ATAC, or C-COM, will insure the agency's Warrant Clerk is notified to make the appropriate NC AWARE entry that these warrants are assigned to the Hot File and entered into DCI/NCIC. *This action shall be documented in a supplemental report.*

iv. Warrants – warrants shall be placed in the Hot File, located in a secured office in the Detention Center booking area.

v. Records – C-Com will maintain all master records (white entry form) for entries of state wanted persons in a file for the purpose of confirmation when a hit request is made.

vi. Copy of Records – Once the entry has been completed a copy of the entry form (yellow copy) and confirmation shall be forwarded by the TAC, ATAC of C-COMM, to the Sheriff's Office records division, to be filed with the original report.

D. **Entry of NCIC Wanted Persons**

i. Reporting – before persons can be entered into NCIC as a wanted, an incident report shall be completed detailing circumstances of the case.

ii. Entry Form – a completed NCIC/DCI entry form will be completed with all information pertaining to the person. Forms will be reviewed by a supervisor and initialed for approval before entry. *See attachment #1.*

iii. Entry – the completed entry form, along with warrants and letter of extradition, will be taken to the TAC, ATAC, or C-COMM for immediate entry. The TAC, ATAC, or C-COMM shall insure the agency's Warrant Clerk is notified to indicate warrants have been assigned to the Hot File and NC AWARE.

iv. Warrants – the warrants and letter of extradition will be placed in the Hot File, located in a secured office in the Detention Center booking area.

v. Records – C-Com will maintain all master records (white entry form) of entries into the NCIC for the purpose of confirmation when a hit request is made.

vi. Copy of Records – Once an entry is completed, a copy of the form (yellow), and confirmation, shall be forwarded by the TAC, ATAC, and C-COMM, to the Sheriff's Office records division, to be filed with the original report.

E. Entry of Property

i. Reporting – before any property can be entered into NCIC/DCI, an incident report must be completed, detailing circumstances for the entry. The entry shall be denoted in the initial or supplemental reports.

ii. Entry Form – NCIC/DCI entry form shall be completed with all information pertaining to the property. Forms will be reviewed by a supervisor and initialed for approval before entry. See attachment #1.

iii. Entry – the completed/initialed entry form will be delivered to the TAC, ATAC, or C-COMM, to be entered immediately.

iv. Records – C-COMM shall maintain a master record (white entry form) property entries for the purpose of confirmation when a hit request is made.

v. Copy of Records –a copy of the entry form (yellow copy), and confirmed entry, will be forwarded by C-COMM to the Sheriff's Office records division to be filed with the original report.

III. NCIC/DCI CLEARANCES

A. Clearing of Missing Persons

i. Reporting – when a person is cleared from NCIC/DCI, a supplemental report must be completed detailing circumstances of the clearance before the end of the duty shift. (*Note: Once the person is cleared from NCIC/DCI, the officer initiating clearance is responsible for pulling the report from the Hot File and taking same to the TAC, ATAC, or C-COMM.)*

ii. Entry Form – a completed NCIC/DCI entry form shall be taken to the TAC, ATAC or C-COMM.

iii. Clearing – upon receipt, the TAC, ATAC, or C-COM shall initiate the clearance process.

iv. Records – the TAC shall maintain all master records (entry form) of clearances for the purpose of meeting SBI standards.

v. Copy of Records – Once the clearance has been completed a copy of the entry form (yellow copy) and confirmed clearance will be forwarded by C-COMM to the Sheriff's Office records division and filed with the original report.

B. Clearing of Wanted Persons (State or NCIC)

i. Reporting – before any person can be cleared from NCIC/DCI a supplement report must be completed explaining the circumstances of the clearance.

ii. Entry Form – a completed NCIC/DCI entry form shall be taken to the TAC, ATAC or C-COMM.

iii. Clearing – upon receipt, the TAC, ATAC, or C-COM shall initiate the clearance process.

iv. Records – the TAC shall be responsible for retrieval of master records (white entry form) of wanted persons, and will maintain the records of clearances for the purpose of meeting SBI standards.

v. Copy of Records – Once a clearance is completed, a copy of the entry form (yellow copy) and confirmation shall be forwarded by the TAC to the Sheriff's Office records division and filed with the original report.

C. **Clearing of Entered Property**

i. Reporting – before any property can be cleared from NCIC/DCI a supplement report must be completed explaining the circumstances of the clearance.

ii. Entry Form – a completed NCIC/DCI entry form will be completed explaining the clearance.

iii. Clearing – upon receipt, the TAC, ATAC, or C-COM shall initiate an immediate clearance.

iv. Records – the TAC shall maintain all master records (white entry form) of clearances for the purpose of meeting SBI standards.

v. Copy of Records – once a clearance is complete, a copy of the entry form (yellow copy) and confirmation, shall be forwarded by C- COMM to the Sheriff's Office records division to be filed with the original report.

IV. DIVISION/PERSONNEL RESPONSIBILITES

A. **Deputy**

It shall be the reporting/arresting officer's responsibility to insure the DCI/NCIC entry form is completed. Once approved by a supervisor, the form will be delivered to the TAC, ATAC, or C-COMM, for immediate entry.

B. **TAC, ATAC, C-COMM**

The TAC, ATAC, and C-COMM shall insure timely entries and clearances of all aforementioned categories. C-COMM shall be the primary agency responsible for handling **Hit Confirmations.** However, any designated ACSO personnel may also handle. In the event of confirmation on a wanted person, either entity, shall immediately contact the Detention Center booking. Detention staff shall check the Hot File for confirmation of active warrants and/or letter of extradition (if applicable). If a hit is confirmed, the appropriate personnel shall immediately notify the shift supervisor. The TAC shall also be responsible for monthly validation of all DCI reporting requirements, testing for certifications and renewals, and other related entities.

NOTE: There are two types of Hit Confirmation – *1)* ***URGENT*** *–10 minutes to respond, 2)* ***ROUTINE*** *– One hour to respond.*

B. **Detention Staff**
Detention staff's is responsible for keeping hot files secured, and verify outstanding warrants as part of the confirmation process. If confirmed, the on duty patrol supervisor shall be contacted immediately.

C. **Shift Supervisor**
The shift supervisor, when notified of a hit confirmation, will insure proper procedures for supplemental reports and NCIC/DCI clearance is completed.

D. **TAC Officer**
The TAC officer will be responsible for the monthly validation of all NCIC/DCI entries and criminal histories.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: NEWS MEDIA RELATIONS

POLICY #: III-IV EFFECTIVE DATE: 04/01/2005

PURPOSE: The purpose of this policy is to establish guidelines for interaction between representatives of the news media and the Alamance County Sheriff's Office, and for the preparation and dissemination of news releases.

POLICY: It shall be the policy of the Alamance County Sheriff's Office to work in conjunction with representatives of the news media for the accurate reporting and dissemination of newsworthy information to the public.

PROCEDURE:

I. NEWS RELEASES

A. Incident New Releases

Information may be released concerning arrests and investigations to news media personnel, provided such information will not jeopardize a continuing investigation, the apprehension of suspects, or the prosecution of the case. Press releases will be prepared as soon as practical. At events requiring an immediate agency spokesperson, it shall be the responsibility of the ranking n-duty supervisor, or his designee, to provide media information.

The Sheriff's Office Public Information Officer (PIO) may be called upon to assist in the evaluation, preparation, and dissemination of news releases.

B. Events Requiring On-Call Response to the News Media

In the event of an incident requiring on-call response to the news media, the Sheriff shall be notified. In addition, the agency PIO shall be notified to assist. The PIO shall arrange and help facilitate appropriate news conferences and/or releases. The on-duty supervisor may be requested to activate notification of news media representatives.

C. Normal/Daily News Releases

The Public Information Officer shall be responsible for the evaluation, preparation, and review of daily or routine news releases to be disseminated by the agency. The discretion of the on-duty supervisor and/or the agency PIO shall determine whether or not a release is prepared, based on whether an event is unique out of the ordinary or newsworthy.

The following categories shall be considered as generally warranting a news

release:

i. Homicides
ii. Accidents where death or critical injury occurs
iii. Any unusually violent crime
iv. Drug roundup/significant drug arrest
v. Multiple offense arrests
vi. Anything deemed unusually newsworthy

D. **News Conferences**
In lieu of or in addition to a printed news release, the agency may notify the news media and arrange a news conference. These should be used as a means to benefit the agency and media representatives in the dissemination of information regarding major crimes or incidents. It shall be the responsibility of the PIO to consult with the Sheriff, and to arrange and assist at such events as deemed necessary by the Sheriff or his designee. In this capacity the PIO will obtain information designed to provide the media with appropriate resource material.

II. RELEASE OF INFORMATION TO THE PUBLIC

A. **Information Which May Be Released**
The following information shall be made public, if available, in criminal cases:

i. The name, age, place of residence, employment, marital status or similar background information of a person charged with a crime as well as the offense charged, any resistance given during the arrest, and the time and place of arrest.

ii. Whatever weapons were found or used, and description of any evidence or contraband seized if not prejudicial to the outcome of the case.

iii. The name of the victim, place of offense, type of offense, items stolen or damaged and their value, or any other general information that would not be prejudicial to the outcome of the case.

iv. The identity of investigators and arresting officers.

Note*: In cases involving sexual assaults, or any cases involving juvenile victims or suspects, no information shall be released that could serve as an identifier of the sexual assault victim or of the juvenile victim or suspect (name, address, etc.). General information such as age, gender, and race may be released. The agency PIO shall be consulted if a question arises regarding this issue.*

B. Information Not to Be Released

The following information shall not be made public.

i. Opinions or other statements as to the character, reputation, guilt, or innocence of any person connected with an investigation.

ii. Admissions, confessions, statements, or alibis attributed to a person charged with an offense.

iii. The result of any investigative procedure, polygraph examination, or laboratory test involving a person charged with an offense.

iv. The refusal of a person charged to submit to any test, except that information concerning refusal to submit to a chemical test for alcohol impairment may be released.

v. Opinions or other statements concerning the plea of a person charged or of possible dispositions of a charge or case.

vi. Opinions or other statements concerning evidence in a case or concerning points of argument to be presented in court.

vii. Statements concerning physical evidence.

viii. Names of juveniles who are under investigation or who have been taken into custody.

ix. The identity, testimony or credibility of any prospective witness.

x. Name of other personal information which will identify a witness.

xi. Information received from other law enforcement agencies without the concurrence to release this information from that agency.

xii. Names of victims of sexual assaults.

xiii. The names of deceased persons prior to notification of that person's next of kin.

III. COORDINATION OF INFORMATION RELEASE

The PIO will coordinate the release of information concerning confidential agency investigations and/or operations at a time deemed appropriate by the Sheriff or his designee. When more than one agency is involved in an activity, the agency having primary jurisdiction will be responsible for releasing or coordinating any release to the

media

IV. POLICY INPUT

Selected media representatives shall be permitted to participate in the development of changes in policy and procedure relating to the news media. The Sheriff in conjunction with the PIO shall select at a minimum one representative from each of the various mediums to assist in this capacity.

V. NEWS MEDIA ACCESS

A. It shall be the general policy of the Alamance County Sheriff's Office that the presence of a news media representative, including photographers, at an accident, crime, or disaster scene and the taking of photographs of the scene and the asking of questions relative to the incident, shall not constitute unlawful interference by the media with duties of this Officer. Member of this agency must therefore permit media access to such scenes, except as outlined below.
News media may be restricted or excluded from public areas only under the following circumstances:

   i. When any representative of the news media attempts to resist, obstruct or oppose a deputy in his/her lawful execution of a legal duty.

   ii. When an deputy deems it essential to restrict access to a scene in order to safeguard or preserve evidence.

   iii. When any person would be placed in grave or immediate danger, or the risk of harm to any persons or property would substantially increase.

B. Members of the news media should not cross crime scene perimeters. This may be clearly marked with perimeter tape or by officers who indicate the presence of a perimeter or by any other method utilized by the on-scene supervisor.

C. If a news media representative is unreasonable in his/her request for access to a scene or for information about an incident or is obstructing a deputy from performing his/her legal duties, that deputy shall not be expected to cooperate with the representative. Protection of life and the crime scene are of utmost importance. A deputy may use whatever means necessary within the scope of the law to accomplish this purpose up to and including arrest, as a last resort.

D. If a particular representative of the news media continues a pattern of being unreasonable in his/her demands, the officer's supervisor should be informed and the supervisor shall arrange to have the supervisor of the news media representative contacted to inform him/her of the problem.

VI. NEWS MEDIA RIDE-ALONG

A. A news media reporter/photographer may be authorized to ride with a member of the Sheriff's Office under the following conditions:

   i. A waiver of liability shall be signed prior to any news media representative participating in a ride-along. The Sheriff or his designee have the authority to designate which deputy the media representative will ride with.

   ii. No news media representative will be taken into or allowed to enter an area when hi/her presence would jeopardize an investigation or the safety of the representative or any other person(s).

   iii. The news media representative will be under the direct supervision of the deputy with whom he/she is assigned and will obey all instructions given by that deputy.

B. Whenever possible a homeowner/caretaker shall be notified of news media presence prior to such media representatives entering the residence of the homeowner/caretaker. If the homeowner/caretaker does not want the media reporter present, the reporter shall leave the premises.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: VICTIM NOTIFICATION REQUIREMENTS

POLICY #: III-V EFFECTIVE DATE: 10/01/2005

REVISED DATES: 2/22/2019 10/11/2019 7/14/2020

PURPOSE: The purpose of this policy is to establish a procedure which ensures that members of the Alamance County Sheriff's Office comply with statutory requirements requiring victim notification by law enforcement agencies.

POLICY: It shall be the policy of the Alamance County Sheriff's Office to comply with N.C. General Statute 15A-831, and any other statutory requirements that are applicable, which relate to victim notification by investigating law enforcement agencies.

PROCEDURE:

I. SUMMARY OF RIGHTS

The following North Carolina law summarizes the rights of victims. All members of this agency should become familiar with these laws in order to protect the rights of victims.

A. N.C. General Statutes, Article 45, Chapters 15A-824 through 15A-8127: "Fair Treatment for Certain Victims and Witnesses."

B. N.C. General Statutes, Article 45A, Chapters 15A-830 through 15A841: "Crime Victims' Rights Act."

C. N.C. General Statutes, Chapter 15B: "Victims Compensation."

II. VICTIM QUALIFICATION CRITERIA: CRIME VICTIMS RIGHTS ACT

Individuals who require notification under N.C. General Statute, 15A-830 are persons against whom offenses classified as Class A, B1, B2, C, D, or E felonies, and certain specified Class F, G, H, and I felony offenses, have been committed. Generally, individuals qualify under this statute who are victims of homicide, manslaughter, death by vehicle, kidnapping, felonious restraint, rape or sex offenses, indecent liberties, robbery, felonious assault, burglary, arson, and offenses committed under the domestic violence statute of N.C.G.S. 50B. Reference to N.C. 15A-830 should be made for complete details regarding the victims covered by this statute.

III. VICTIM NOTIFICATION FORM

A. The Alamance County Sheriff's Office utilizes a Victim Notification Form, developed by the Administrative Office of the Court, to enable its members to provide the necessary information to victims, their next of kin, and the District Attorney's Office, as required by law. Points of contact have been established and are noted on this form who can fully inform victims and their families relative

to the information which they are entitled to receive. Victims are entitled to receive information regarding the following within 72 (seventy-two) hours of reporting a qualifying crime and/or the arrest of an individual for that crime:

i. Availability of medical services
ii. Availability of crime victims' compensation funds
iii. The address and telephone number of the organization responsible for dispensing victim compensation funds
iv. The arrest of an individual
v. Contact information for the District Attorney's Office
vi. Contact information for the Alamance County Sheriff's Office
vii. Contact information for the Alamance County Jail and the N.C. Victim's Assistance Network, who can inform the victim if the defendant is still in custody
viii. Information about the arrestee's opportunity for pre-trial release

B. The Victim Notification Form exists in triplicate form:

i. The original copy (white) will be retained according to agency policy by attaching an electronic copy to the case file in the ACSO records management system.

ii. A District Attorney's copy (yellow), will be forwarded to the District Attorney's Office by the arresting deputy by placing the copy in the court file or shuck, usually at the magistrate's office. A copy must also be included in the case file provided to the District Attorney's Office.

iii. A victim's copy (pink), which will be given to the victim, victim's parent or guardian in juvenile cases, or to the victim's next of kin in death cases

IV. VICTIM NOTIFICATION

A. Initial Victim Notification

i. All officers who investigate complaints from crime victims who qualify according to N.C. G.S. 15A-830 shall complete the Victim Notification Form and personally provide a copy of this form to the victim, the victim's parent or guardian, or the victim's next of kin, as may be appropriate. This form should be given to the victim upon initial contact when possible, or mailed to the victim upon initial contact when possible, or mailed to the victim as soon as possible there-after to ensure that it is received with 72 hours of initial contact. Whenever a CID deputy responds to a scene, the responsibility of victim notification becomes that of the CID deputy even if initial response was made by another division.

ii. In those instances when victims report qualifying crimes over the telephone, the completed Victim Notification Form should be filled out by the agency member taking the report, and the victim's copy should then be mailed to the victim by that deputy.

B. Notification After Arrest

i. It is the responsibility of the arresting deputy to notify the victim of the arrest of an individual. When this occurs at the time of initial contact by the deputy with the victim, the arrestee's name and location of incarceration should be noted on the Victim Notification Form at the time when the victim's copy is provided to the appropriate individual.

ii. In those instances when an arrest occurs after initial notification of a victim, the arresting deputy is still responsible for notifying the victim, victim's parent or guardian, or next of kin of the arrest. The arresting deputy should attempt such contact either in person or by phone the day of the arrest, and should complete a notification of some type within 72 hours. If unable to make an in person or telephone notification, the victim's copy should be mailed to the victim within 72 hours of any arrest by the arresting deputy.

iii. When an arrest is made by a member of the Alamance County Sheriff's Office on a warrant from another deputy with this agency, it is the responsibility of the arresting deputy to notify the charging deputy as soon as possible, and for the charging deputy to make appropriate victim and District Attorney notifications within 72 hours of the arrest. Likewise, when this Office is notified by an outside agency that an arrest has been made on an Alamance County Sheriff's Office case which qualifies under this policy, it is the responsibility of the deputy receiving such notification to determine the deputy whose name appears on the arrest warrant and to notify that deputy of this arrest, before the end of his/her tour of duty. The charging deputy shall then have 72 hours to make victim and District Attorney notifications.

iv. In situations where central communications (C-Com) or the jail receives notification of an arrest by an outside agency in an Alamance County Sheriff's Office case, it is the responsibility of that person to contact the on- duty patrol supervisor about this arrest, and it is the responsibility of that supervisor to determine whether victim notification criteria applies to

that arrest, and if so, to make contact with the charging deputy to initiate the victim notification process.

v. It is also the responsibility of any arresting deputy of the Alamance County Sheriff's Office to notify an outside investigation agency of any arrest made in that agency's case which is covered by this policy and N.C.G.S. 15A-830. The arresting deputy should have a DCI message sent to the outside investigation agency immediately following the arrest of an individual for crimes covered under this statute, noting the arrest and the status of the arrestee.

C. Notification of District Attorney

It is the responsibility of any arresting deputy to forward the District Attorney's copy of the Victim Notification Form to the District Attorney's Office along with his/her report being sent to the DA's Office subsequent to that arrest, whether that deputy is assigned to patrol, CID, or any other division.

STATE OF NORTH CAROLINA

Alamance County

File No.

Incident/Arrest No. (for LEA use only)

In The General Court Of Justice

STATE VERSUS

Defendant Name

CRIME VICTIMS' RIGHTS ACT VICTIM INFORMATION SHEET (LAW ENFORCEMENT)

(For Offenses Committed On Or After Aug. 31, 2019)

G.S. 15A-831 and 15A-832

NOTE TO JUDICIAL OFFICIALS: *This form is for law enforcement use, only. To collect victim information required by G.S. 15A-832.1 when issuing a criminal pleading for a misdemeanor offense covered by the Crime Victims' Rights Act and committed on or after Aug. 31, 2019, based on evidence from a complaining witness other than a law enforcement officer, use form AOC-CR-181B.*

NOTE TO INVESTIGATING LAW ENFORCEMENT AGENCY: *G.S. 15A-831(c) provides that for any offense covered by the Crime Victims' Rights Act (see Side Two for a list), "Within 72 hours after receiving notification from the arresting law enforcement agency that the accused has been arrested, the investigating law enforcement agency shall also forward to the district attorney's office that will be responsible for prosecuting the case the defendant's name and the victim's name, address, and telephone number or other contact information, unless the victim refuses to disclose any or all of the information, in which case, the investigating law enforcement agency shall so inform the district attorney's office."* ***DO NOT send this form to the office of the clerk of superior court.*** *G.S. 15A-831(c) requires that it be delivered to the office of the district attorney.*

VICTIM INFORMATION

Name	*Telephone No.* ☐ Refused to Disclose
Address ☐ Refused to Disclose	*Other Contact Information (email address, etc.)* ☐ Refused to Disclose

The victim ☐ does ☐ does not wish to receive further notices on the status of the accused during the pretrial process.

Name Of Collecting Law Enforcement Personnel (type or print)	*Signature*	*Date*
Title	*Agency* Alamance County Sheriff's Office	

VICTIM NOTIFICATION REQUEST

NOTE TO LAW ENFORCEMENT AGENCY AND VICTIM: *Do not complete this section at the beginning of the case. This section will be completed when the victim meets with staff of the district attorney's office.*

NOTE TO VICTIM: *Indicate below whether or not you want to receive notice from the State about trial and post-trial proceedings involving the defendant. For trial proceedings, notice will come from the district attorney's office. For post-trial proceedings, any notice(s) will be provided by the Attorney General's office and/or correctional officials. If you elect to receive any notices, you must notify the relevant office of any change in your address or telephone number. You can change this request at any time by filing an updated copy of this form with your changed preference marked.*

☐ I do wish to receive notice of the following *(check all that apply)*: ☐ trial proceedings. ☐ post-trial proceedings.

☐ I do not wish to receive notice of further proceedings.
(**NOTE:** *You still might be subpoenaed as a witness or otherwise required to appear when needed for certain proceedings.*)

Signature	*Date*

NOTE TO DISTRICT ATTORNEY: *If the defendant is convicted of an offense covered by the Crime Victims' Rights Act (CVRA), meaning any offense identified in G.S. 15A-830 (see Side Two for a list), provide this form to the court at the time of sentencing. G.S. 15A-832(g). If defendant appeals to the appellate division, forward a copy of this form to the Attorney General. G.S. 15A-835(b).* ***DO NOT file this form with the clerk for a defendant not convicted of an offense covered by the CVRA.***

NOTE TO CLERK: *If defendant is convicted, forward this form along with the judgment of conviction to the agency that will have custody of the defendant. The custodial agency will maintain this information as a confidential file. G.S. 15A-832(g). If defendant is not sentenced to active imprisonment or supervised probation (i.e., the defendant gets unsupervised probation or only a fine), return this form to the district attorney.* ***DO NOT retain a copy in the case file.***

© 2019 Administrative Office of the Courts

CRIME VICTIMS' RIGHTS ACT OFFENSES

For offenses committed on or after Aug. 31, 2019, the provisions of G.S. 15A, Article 46 (the Crime Victims' Rights Act, or CVRA) apply only to victims of offenses listed in G.S. 15A-830. The list below identifies those offenses.

For offenses committed before Aug. 31, 2019, see forms AOC-CR-180A and AOC-CR-181A.

CVRA Offenses Committed On Or After Aug. 31, 2019

For offenses committed on or after Aug. 31, 2019, the CVRA applies to victims of offenses listed in G.S. 15A-830(a)(3b) (felony property crime) or 15A-830(a)(6a) (offense against the person).

- A **felony property crime** is any felony set out in:
  - Subchapter IV of Chapter 14 of the General Statutes (G.S. 14-51 through 14-69.3); or
  - Subchapter V of Chapter 14 of the General Statutes (G.S. 14-70 through 14-125).

- An **offense against the person** is an offense involving the person of the victim which constitutes a violation of:
  - Subchapter III of Chapter 14 of the General Statutes (G.S. 14-17 through 14-50.43);
  - Subchapter VII of Chapter 14 of the General Statutes (G.S. 14-177 through 14-208.45);
  - Article 39 of Chapter 14 of the General Statutes (G.S. 14-313 through 14-321.2);
  - Chapter 20 of the General Statutes, if an element of the offense involves impairment of the defendant, or injury or death to the victim;
  - A valid protective order under G.S. 50B-4.1, including, but not limited to, G.S. 14-134.3 and G.S. 14-269.8;
  - Article 35 of Chapter 14 of the General Statutes (G.S. 14-269 through 14-277.8), if the elements of the offense involve communicating a threat or stalking; or
  - An offense that triggers the enumerated victims' rights, as required by the North Carolina Constitution.*

** This final category of offenses against the person, set out in G.S. 15A-830(a)(6a)g., appears to apply the CVRA to offenses that fit the constitutional criterion of Article I, § 37(a), a "crime … against or involving the person of the victim," but are not otherwise enumerated in the list above. Which additional offenses satisfy that criterion would appear to be a case-by-case determination by the officials with assigned duties under the CVRA.*

INFORMATION FOR VICTIMS

CRIME VICTIM RIGHTS

As a victim of crime, you shall be treated with dignity and respect by the criminal justice system. The North Carolina Constitution guarantees the following rights:

- The right upon request to reasonable, accurate, and timely notice of court proceedings of the accused.
- The right upon request to be present at court proceedings of the accused.
- The right to be reasonably heard at court proceedings involving the plea, conviction, sentencing, or release of the accused.
- The right to receive restitution in a reasonably timely manner, when ordered by the court.
- The right to be given information about the crime, how the criminal justice system works, the rights of victims, and the availability of services for victims.
- The right upon request to receive information about the conviction or final disposition and sentence of the accused.
- The right upon request to receive notification of escape, release, proposed parole or pardon of the accused, or notice of a reprieve or commutation of the accused's sentence.
- The right to present the victim's views and concerns in writing to the Governor or agency considering any action that could result in the release of the accused, prior to such action becoming effective.
- The right to reasonably confer with the prosecution.

PRETRIAL RELEASE

- Upon arrest, a defendant has the right to pretrial release through a bond or special conditions set by a magistrate or judge.
- To obtain information regarding custody status changes and criminal case information, visit www.ncsavan.org or call 1-877-627-2826.

VICTIM'S COMPENSATION

Victims Compensation Services reimburses citizens who suffer medical expenses and lost wages as a result of being an innocent victim of a crime. A claim must be filed within two years to receive compensation. For more information, go to www.ncdps.gov (Crime Victim Compensation) or call 1-800-826-6200.

LAW ENFORCEMENT SERVICES

- Should you need medical assistance resulting from this crime, law enforcement can provide the proper information.
- If you receive a threat, immediately call the law enforcement agency and prosecutor assigned to your case.
- Any stolen or other personal property that has been seized shall be expeditiously returned when it is no longer needed as evidence.
- If an arrest is made in your case, law enforcement will notify you. If you are not notified within six months of the reported crime, you may contact:

Law Enforcement:

Alamance County Sheriff's Office
109 South Maple Street
Graham, NC 27253
336-570-6300

District Attorney:

Alamance County District Attorney's Office
212 West Elm Street
Graham, NC 27253
336-570-5210

© 2019 Administrative Office of the Courts

Offense Codes flagged as Victims Rights Effective 08/31/2019

Attachment 1

Code	Type	Short Description	Offense Cite	Offense Start Date	Offense End Date	Class
0910	F	MURDER OF AN UNBORN CHILD	14-23.2(A)	20111201	99999999	A,B2
0915	F	VOL MANSLAUGHTER UNBORN CHILD	14-23.3(A)	20111201	99999999	D
0916	F	INV MANSLAUGHTER UNBORN CHILD	14-23.4(A)	20111201	99999999	F
0920	F	VOLUNTARY MANSLAUGHTER	14-18	00000000	99999999	D
0922	F	INVOLUNTARY MANSLAUGHTER	14-18	00000000	99999999	F
0930	F	MURDER	14-17	00000000	99999999	A,B2
0935	F	FIRST DEGREE MURDER	14-17	00000000	99999999	A
0942	F	SECOND DEG MURDER W/O REGARD	14-17(B)(1)	20121201	99999999	B2
0943	F	SECOND DEG MURDER DIST DRUG	14-17(B)(2)	20121201	99999999	B2
0944	F	SECOND DEGREE MURDER	14-17(B)	20121201	99999999	B1
0999	F	HOMICIDE - FREE TEXT	14-17	00000000	99999999	-
1020	F	KIDNAPPING	14-39	00000000	99999999	C,E
1023	F	ABDUCTION OF CHILDREN	14-41	00000000	99999999	F
1026	F	FIRST DEGREE KIDNAPPING	14-39	00000000	99999999	C
1028	F	SECOND DEGREE KIDNAPPING	14-39	00000000	99999999	E
1030	F	FELONIOUS RESTRAINT	14-43.3	00000000	99999999	F
1099	M	KIDNAPPING - FREE TEXT	14-40	00000000	99999999	2
1104	F	FIRST DEGREE FORCIBLE RAPE	14-27.21	20151201	99999999	B1
1105	F	SECOND DEGREE FORCIBLE RAPE	14-27.22	20151201	99999999	C
1106	F	SECOND DEGREE FORCE SEX OFF	14-27.27	20151201	99999999	C
1107	F	STATUTORY RAPE OF CHILD <=15	14-27.25(A)	20151201	99999999	B1
1109	F	STATUTORY RAPE OF CHILD <=15	14-27.25(B)	20151201	99999999	C
1110	F	FIRST DEGREE STATUTORY RAPE	14-27.24	20151201	99999999	B1
1111	F	FIRST DEGREE STATUTORY SEX OFF	14-27.29	20151201	99999999	B1
1112	F	STAT SEX OFF WITH CHILD <= 15	14-27.30(A)	20151201	99999999	B1
1113	F	STAT SEX OFF WITH CHILD <= 15	14-27.30(B)	20151201	99999999	C
1115	F	INDECENT LIBERTIES STUDENT	14-202.4(B)	20151201	99999999	I
1117	F	INDECENT LIBERTIES STUDENT (F)	14-202.4(A)	19991201	99999999	I
1118	F	INDECENT LIBERTIES WITH CHILD	14-202.1	00000000	99999999	F
1121	F	SEX ACT WITH A STUDENT	14-27.32(A)	20151201	99999999	G
1123	F	ATTEMPT SEX ACT WITH A STUDENT	14-27.32(A)	20151201	99999999	H
1127	F	ATMPT 1ST DEGREE FORCIBLE RAPE	14-27.21	20151201	99999999	B2
1129	F	ATMPT 1ST DEGREE FORCE SEX OFF	14-27.26	20151201	99999999	B2
1131	F	FIRST DEGREE FORCE SEX OFFENSE	14-27.26	20151201	99999999	B1
1133	F	SEX ACT: SUB PARENT/CUSTODIAN	14-27.31(A)	20151201	99999999	E
1135	F	SEX ACT-GOV/PRIV INST EMPLOYEE	14-27.31(B)	20151201	99999999	E
1147	F	ATT SEX ACT-SUB PAR/CUSTODIAN	14-27.31(A)	20151201	99999999	F
1150	F	HUMAN TRAFFICKING ADULT VICTIM	14-43.11(A)	20061201	99999999	C
1151	F	HUMAN TRAFFICKING CHILD VICTIM	14-43.11(A)	20061201	99999999	B2
1152	F	INVOL SERVITUDE ADULT VICTIM	14-43.12(A)	20061201	99999999	F
1153	F	INVOL SERVITUDE CHILD VICTIM	14-43.12(A)	20061201	99999999	C
1154	F	SEXUAL SERVITUDE ADULT VICTIM	14-43.13(A)	20061201	99999999	D
1155	F	SEXUAL SERVITUDE CHILD VICTIM	14-43.13(A)	20061201	99999999	C
1156	F	SEXUAL ACTIVITY WITH A STUDENT	14-27.32(B)	20151201	99999999	I
1157	F	ATMPT 2ND DEGREE FORCIBLE RAPE	14-27.22	20151201	99999999	D
1158	F	ATMPT 2ND DEGREE FORCE SEX OFF	14-27.27	20151201	99999999	D
1159	M	SEXUAL BATTERY	14-27.33	20151201	99999999	A1
1161	F	FAIL REGISTER SEX OFFENDER(F)	14-208.11	19960101	99999999	F
1162	F	SEX OFFENDER RESIDENCE VIOL	14-208.16(A)	20061201	99999999	G
1163	F	SEX OFFENDER EMPLOYMENT VIOL	14-208.17(A)	20061201	99999999	F
1164	F	CHILDCARE IN SEX OFFENDER HOME	14-208.17(B)	20061201	99999999	F
1165	F	FAIL REPT SEX OFFEN NON-COMPLY	14-208.11A(A)	20061201	99999999	H

1166	F	FAIL ENROLL SEX OFFEN SBM PROG	14-208.44(A)	20061201	99999999	F
1167	F	REMOVE/TAMPER SEX OFFEN SBM	14-208.44(B)	20061201	99999999	E
1168	F	FAIL REPRT NEW ADDRESS-SEX OFF	14-208.11(a)(2)	20061201	99999999	F
1169	M	FAIL PROVIDE INFO/COMPLY SBM	14-208.44(C)	20071201	99999999	1
1202	F	ATT ROBBERY-DANGEROUS WEAPON	14-87	00000000	99999999	D
1220	F	COMMON LAW ROBBERY	14-87.1	00000000	99999999	G
1221	F	CONSP ROBBERY DANGRS WEAPON	14-87	20020105	99999999	E
1222	F	ROBBERY WITH DANGEROUS WEAPON	14-87	00000000	99999999	D
1224	F	SAFECRACKING	14-89.1	00000000	99999999	I
1226	F	ATTEMPTED COMMON LAW ROBBERY	14-87.1	00000000	99999999	H
1299	F	ROBBERY - FREE TEXT	14-88	19941001	99999999	D
1305	F	FELONY ASSAULT ON HANDICAPPED	14-32.1(E)	00000000	99999999	F
1306	F	PATIENT ABUSE AND NEGLECT(F)	14-32.2(A)	00000000	99999999	C,E,F
1310	M	ASSAULT INDIV W/ DISABILITY	14-32.1(F)	20181201	99999999	A1
1311	F	FEL ASSAULT INDIV W/ DISAB	14-32.1(E)	20181201	99999999	F
1315	F	ASSAULT ISBI UNBORN CHILD	14-23.5(A)	20111201	99999999	F
1316	M	BATTERY OF UNBORN CHILD	14-23.6(A)	20111201	99999999	A1
1318	M	ASSAULT SCHOOL EMPL/VOLUNT	14-33(C)(6)	19991201	99999999	A1
1322	M	ASSAULT BY POINTING A GUN	14-34	00000000	99999999	A1
1323	F	ASSAULT BY STRANGULATION	14-32.4(B)	20041201	99999999	H
1324	F	MALICIOUS ASSAULT IN SECRET	14-31	00000000	99999999	E
1325	F	ASSAULT SERIOUS BODILY INJURY	14-32.4	19970101	99999999	F
1329	M	ASSAULT PUBLIC TRANSIT OPERATR	14-33(C)(7)	20041201	99999999	A1
1331	M	ASSAULT CO/CAMPUS POLICE OFCR	14-33(C)(8)	20050728	99999999	A1
1336	M	ASSAULT AND BATTERY	14-33(A)	00000000	99999999	2
1337	F	ASSAULT PHY INJ EMERGENCY PRSN	14-34.6(A)	20111201	99999999	I
1337	F	ASSAULT PHY INJ EMERGENCY PRSN	14-34.6(A)	20111201	99999999	I
1339	F	ASSAULT PHY INJ LE/PROB/PAR OF	14-34.7(C)(1)	20111201	99999999	I
1341	F	ASSAULT PHY INJ DETENTION EMP	14-34.7(C)(2)	20111201	99999999	I
1343	F	ASSAULT PHYS INJ NATL GUARD	14-34.7(c)(3)	20151201	99999999	I
1344	F	AWDW INTENT TO KILL	14-32(C)	00000000	99999999	E
1346	F	AWDW SERIOUS INJURY	14-32(B)	00000000	99999999	E
1348	F	AWDWIKISI	14-32(A)	00000000	99999999	C
1350	M	ASLT INF SER INJ MINOR PRESENT	14-33(D)	20031201	99999999	A1
1351	M	AWDW MINOR PRESENT	14-33(D)	20031201	99999999	A1
1356	F	AWDW GOVERNMENT OFFICIAL	14-34.2	00000000	99999999	F
1357	M	SIMPLE AFFRAY	14-33(A)	00000000	99999999	2
1358	M	ASSAULT - SPORTS OFFICIAL	14-33(B)(9)	00000000	99999999	1
1359	F	ASLT FIREARM/DW COMP/CAMP POL	14-34.2	00000000	99999999	F
1360	F	MALICIOUS CASTRATION	14-28	00000000	99999999	C
1361	F	ASSAULT LEO/PO SER INJ	14-34.7(a)	19971201	99999999	F
1362	F	CASTRATION WITHOUT MALICE	14-29	00000000	99999999	E
1363	F	ASSAULT NATL GUARD SER INJ	14-34.7(a1)	20151201	99999999	F
1364	F	MAIMING WITHOUT MALICE	14-29	00000000	99999999	E
1365	F	ASSAULT DETENT EMP SER INJ	14-34.7(b)	19971201	99999999	F
1366	F	MALICIOUS MAIMING	14-30	00000000	99999999	C
1368	M	SIMPLE ASSAULT	14-33(A)	00000000	99999999	2
1370	F	THROWING ACID OR ALKALI	14-30.1	00000000	99999999	E
1372	F	ADULTERATED OR MISBRANDED FOOD	14-34.4(A)	00000000	99999999	C
1373	F	ASSAULT LEO/PO W/FIREARM	14-34.5(a)	19971201	99999999	E
1374	F	ADLTRT OR MISBRAND TO EXTORT	14-34.4(B)	00000000	99999999	C
1375	F	ASSAULT NATL GUARD W/FIREARM	14-34.5(a1)	20151201	99999999	E
1377	F	EXPLOIT DISABLE/ELDER TRUST	14-112.2(B)	20051201	99999999	F,G,H
1378	F	EXPLOIT DISABLE/ELDER CAPACITY	14-112.2(C)	20051201	99999999	G,H,I
1379	F	ASSAULT DETENT EMP W/FIREARM	14-34.5(b)	19971201	99999999	E
1380	F	ABUSE DISABLE/ELDER SER INJ	14-32.3(A)	19951201	99999999	F

1381	F	ABUSE DISABLE/ELDER WITH INJ	14-32.3(A)	19951201	99999999	H
1382	F	NEGLECT DISABLE/ELDER SER INJ	14-32.3(B)	19951201	99999999	G
1383	F	NEGLECT DISABLE/ELDER WITH INJ	14-32.3(B)	19951201	99999999	I
1386	M	ASSAULT ATTEMPT SERIOUS INJ(M)	14-33(C)(1)	19951201	99999999	1
1387	M	ASSAULT INFLICT SERIOUS INJ(M)	14-33(C)(1)	19951201	99999999	A1
1388	M	ASSAULT WITH A DEADLY WEAPON	14-33(C)(1)	19951201	99999999	A1
1389	M	ASSAULT ON A FEMALE	14-33(C)(2)	19951201	99999999	A1
1390	M	ASSAULT ON A CHILD UNDER 12	14-33(C)(3)	19951201	99999999	A1
1391	M	ASSAULT GOVT OFFICIAL/EMPLY	14-33(C)(4)	19951201	99999999	A1
1393	F	HABITUAL MISDEMEANOR ASSAULT	14-33.2	19951201	99999999	H
1396	F	ASSAULT EMERG PRSNL IBI/WDW	14-34.6(B)	19951201	99999999	H
1397	F	ASSAULT EMERG PRSNL FIREARM	14-34.6(C)	19951201	99999999	F
1399	F	ASSAULT - FREE TEXT	14-34.2	00000000	99999999	F
1399	M	ASSAULT - FREE TEXT	14-34.3	00000000	99999999	1
2020	F	ARSON	14-58	00000000	99999999	D,G
2021	F	BURNING OF A SCHOOL HOUSE	14-60	00000000	99999999	F
2022	F	BURNING BLDG UNDER CONSTRUCT	14-62.1	00000000	99999999	H
2023	F	BURNING CERTAIN BUILDINGS	14-62	00000000	99999999	F
2026	F	FRAUDULENTLY BURNING DWELLING	14-65	00000000	99999999	H
2027	F	FIRST DEGREE ARSON	14-58	00000000	99999999	D
2028	F	SECOND DEGREE ARSON	14-58	00000000	99999999	G
2029	F	BURN CERTAIN PUBLIC BUILDINGS	14-59	19941001	99999999	F
2030	F	BURNING PERSONAL PROPERTY	14-66	19810701	99999999	H
2032	F	BURN CHURCH/RELIGIOUS BLDG	14-62.2	19960621	99999999	E
2099	F	ARSON - FREE TEXT	14-58	00000000	99999999	E
2099	F	ARSON - FREE TEXT	14-58	00000000	99999999	H
2099	F	ARSON - FREE TEXT	14-63	00000000	99999999	H
2099	F	ARSON - FREE TEXT	14-61	00000000	99999999	F
2099	F	ARSON - FREE TEXT	14-59	00000000	99999999	F
2099	F	ARSON - FREE TEXT	14-67.1	00000000	99999999	H
2110	F	EXTORTION	14-118.4	00000000	99999999	F
2151	F	DISCHARGE FIREARM ENCLOSURE	14-34.9	20081201	99999999	E
2155	F	SOLICIT GANG ACTIVITY	14-50.17(a)	20081201	99999999	H
2156	F	SOLICIT GANG ACTIVITY-MINOR	14-50.18(a)	20081201	99999999	F
2162	F	THREAT/DMG DETER GANG WITHDR	14-50.19(a)	20171201	99999999	G
2163	F	INJURE TO DETER GANG WITHDR	14-50.19(a1)	20171201	99999999	F
2164	F	THREAT/DMG PUNISH GANG WITHDR	14-50.20(a)	20171201	99999999	G
2165	F	INJURE TO PUNISH GANG WITHDR	14-50.20(a1)	20171201	99999999	F
2205	F	BREAK/ENTER TERRORIZE/INJURE	14-54(a1)	20131201	99999999	H
2206	F	POSSESSION OF BURGLARY TOOLS	14-55	00000000	99999999	I
2208	F	ATT BREAK OR ENTER BLDG (F)	14-54(A)	20020105	99999999	I
2212	F	BREAKING AND OR ENTERING (F)	14-54(A)	00000000	99999999	H
2213	F	CONSP B&E BLDG-FELONY/LARCENY	14-54(a)	19941001	99999999	I
2216	F	BREAK OR ENTER A MOTOR VEHICLE	14-56	00000000	99999999	I
2217	F	BREAK COIN/CURRENCY MACH (F)	14-56.1	00000000	99999999	I
2220	F	BREAK/ENTER RAILROAD CAR	14-56	00000000	99999999	I
2222	F	BREAK/ENTER TRAILER/AIRCRAFT	14-56	00000000	99999999	I
2223	F	BREAK/ENTER BOAT	14-56	00000000	99999999	I
2224	F	BURGLARY WITH EXPLOSIVES	14-57	00000000	99999999	D
2225	F	BREAK/ENTER PLACE OF WORSHIP	14-54.1(A)	20051201	99999999	G
2226	F	FIRST DEGREE BURGLARY	14-51	00000000	99999999	D
2228	F	SECOND DEGREE BURGLARY	14-51	00000000	99999999	G
2240	F	ATTEMPT FIRST DEGREE BURGLARY	14-51	00000000	99999999	E
2299	F	ATTEMPT SECOND DEG BURGLARY	14-51	00000000	99999999	G
2299	F	BURGLARY - FREE TEXT	14-53	00000000	99999999	D
2299	F	BURGLARY - FREE TEXT	14-54(A)	19941001	99999999	I

2299	F	PREP BREAK/ENTER MV POSS-2SUB	14-56.4(B)	20051201	99999999	I
2304	F	ORG RETAIL THEFT >20000/LEADER	14-86.6(a1)	20171201	99999999	G
2310	F	LARC MERCHANT EMERGENCY DOOR	14-72.11(1)	20071201	99999999	H
2311	F	LARC MERCHANT PROD CODE FRAUD	14-72.11(3)	20071201	99999999	H
2313	F	LARC MERCHANT EXCH STOLEN PROP	14-72.11(5)	20171201	99999999	H
2314	F	ORG RETAIL THEFT >1500/RECV	14-86.6(A)	20071201	99999999	H
2316	F	HABITUAL LARCENY	14-72(B)(6)	20121201	99999999	H
2317	F	LAR REMOVE/DEST/DEACT COMPO	14-72.11(2)	20071201	99999999	H
2319	F	AID & ABET LARCENY (F)	14-72(A)	20020105	99999999	H
2321	F	FELONY LARCENY	14-72(A)	00000000	99999999	H
2323	F	AID AND ABET ARMED ROBBERY	14-87	00000000	99999999	D
2325	F	LARCENY OF A FIREARM	14-72(B)	00000000	99999999	H
2327	F	ATTEMPTED LARCENY (F)	14-72	20020105	99999999	I
2331	F	LARCENY OF CHOSE IN ACTION	14-75	00000000	99999999	H
2333	F	LARCENY BY ANTI-INVNTRY DEVICE	14-72.1(D1)	19971201	99999999	H
2334	F	LARCENY BY EMPLOYEE	14-74	00000000	99999999	H
2335	F	LARCENY BY EMPL >=$100,000	14-74	19971201	99999999	C
2336	F	LARCENY FROM THE PERSON	14-72(B)(1)	00000000	99999999	H
2337	F	POSSESS STOLEN FIREARM	14-71.1	20020105	99999999	H
2340	F	RECEIVE STOLEN GOODS/PROP (F)	14-71	00000000	99999999	H
2341	F	POSS STOLEN GOODS/PROP (F)	14-71.1	00000000	99999999	H
2345	F	LARCENY OF HORSE/SWINE/CATTLE	14-81(A)	00000000	99999999	H
2347	F	POSS/RCV STOLEN PROP CERT FEL	14-72(C)	20091201	99999999	H
2348	F	LARCENY OF SECRET PROCESS	14-75.1	00000000	99999999	H
2349	F	LARCENY MOTOR VEHICLE PARTS	14-72.8	20091201	99999999	I
2356	F	LARCENY AFTER BREAK/ENTER	14-72(B)(2)	00000000	99999999	H
2360	F	LARCENY OF DOG	14-81(A1)	00000000	99999999	I
2361	F	LARCENY FROM CONSTRUCTION SITE	14-72.6(A)(1)	20051201	99999999	I
2362	F	POS/REC STOLEN PROP CONST SITE	14-72.6(A)(2)	20051201	99999999	I
2363	F	LARCENY OF PINE STRAW	14-79.1	19971201	99999999	H
2365	F	CONSPIRE COMMIT FEL LARCENY	14-72(A)	00000000	99999999	I
2385	F	ALTER/DEST/ETC STOLEN MV/PART	14-72.7(A)	20131201	99999999	G
2386	F	PERMIT PLACE USED CHOP SHOP	14-72.7(A)(2)	20131201	99999999	G
2387	F	PUR/SELL/ETC MV/PART ALT ID	14-72.7(A)(3)	20131201	99999999	G
2388	F	PURCH/DISP/ETC MV/PART CHOP SH	14-72.7(A)(4)	20131201	99999999	G
2391	F	LARCENY OF MOTOR VEHICLE (F)	14-72(A)	00000000	99999999	H
2399	F	LARCENY - FREE TEXT	14-72.7(A)(2)	20071201	99999999	H
2399	F	LARCENY - FREE TEXT	14-72.7(A)(1)	20071201	99999999	H
2399	F	LARCENY - FREE TEXT	14-72.7(A)(4)	20071201	99999999	H
2399	F	LARCENY - FREE TEXT	14-72.7(A)(3)	20071201	99999999	H
2399	F	LARCENY - FREE TEXT	14-72(A)	19941001	99999999	I
2399	F	LARCENY FROM MERCHANT-PR CODE	14-72.11(3)	20071201	99999999	H
2399	F	LARCENY FROM MERCHANT-POST DR	14-72.11(1)	20071201	99999999	H
2399	F	LARCENY - FREE TEXT	14-79	00000000	99999999	H
2399	F	LARCENY - FREE TEXT	14-86.6(A)	20071201	99999999	H
2509	F	POSS 5+ COUNTERFEIT INSTRUMENT	14-119(B)	20021201	99999999	G
2514	F	AID & ABET FORGERY	14-119(A)	20040618	99999999	I
2520	F	FORGERY OF INSTRUMENT	14-119(A)	00000000	99999999	I
2524	F	UTTERING FORGED INSTRUMENT	14-120	00000000	99999999	I
2527	F	UTTERING FORGED ENDORSEMENT	14-120	00000000	99999999	I
2528	F	FORGERY OF ENDORSEMENT	14-120	00000000	99999999	I
2529	F	ATTEMPTED UTTERING	14-120	20151001	99999999	I
2540	F	FORGERY OF DEEDS OR WILLS	14-122	00000000	99999999	H
2599	F	FORGERY - FREE TEXT	14-119(A)	19941001	99999999	I
2612	F	FINANCIAL CARD THEFT	14-113.9	00000000	99999999	I
2614	F	FINANCIAL CARD FORGERY	14-113.11	00000000	99999999	I

2616	F	FINANCIAL CARD FRAUD (F)	14-113.13	00000000	99999999	I
2628	M	FALSE HOTEL REGISTRATION	14-186	00000000	99999999	2
2631	F	ATT OBTAIN PROP FALSE PRETENSE	14-100	20020105	99999999	D,I
2632	F	OBTAIN PROPERTY FALSE PRETENSE	14-100	00000000	99999999	H
2633	F	OBT PROP FALSE PRET >=$100,000	14-100	19971201	99999999	C
2635	F	IDENTITY THEFT	14-113.20	19991201	99999999	F,G
2637	F	TRAFFICKING STOLEN IDENTITIES	14-113.20A	20021201	99999999	E
2642	F	CARD THEFT W/SCANNING DEVICE	14-113.9(A)(5)	20021201	99999999	I
2670	F	FELONY WORTHLESS CHECK	14-107(D)	00000000	99999999	I
2686	F	A&A OBTAIN PROP FALSE PRETENSE	14-100	20020105	99999999	C,H
2687	F	CONSP OBTAIN PROP FALSE PRET	14-100	20020105	99999999	D,I
2699	F	SALES DEV/ZAPR/PHANT-WARE VIO	14-118.7(b)	20131201	99999999	H
2699	F	SALES DEV/ZAPR/PHANT-WARE VIO	14-118.7(b)	20131201	99999999	H
2699	F	SALES DEV/ZAPR/PHANT-WARE VIO	14-118.7(b)	20131201	99999999	H
2699	F	FRAUD - FREE TEXT	14-101	00000000	99999999	H
2699	F	APPROP. PARTNER FUNDS <100,000	14-97	19971201	99999999	H
2699	F	APPROP. PARTNER FUNDS <100,000	14-97	19971201	99999999	C
2704	F	EMBEZZLEMENT OF STATE PROPERTY	14-91	00000000	99999999	F
2705	F	EMBEZ STATE PROP >=$100,000	14-91	19971201	99999999	C
2714	F	EMBEZZLEMENT RAILROAD OFFICER	14-94	00000000	99999999	H
2715	F	EMBEZZLEMENT RR OFF >=$100,000	14-94	19971201	99999999	C
2718	F	EMBEZZLEMENT	14-90	00000000	99999999	H
2719	F	EMBEZZLEMENT >=$100,000	14-90	19971201	99999999	C
2722	F	EMBEZZLEMENT-PUB OFF/TRUSTEES	14-92	00000000	99999999	F
2723	F	EMBEZ PUB OFF/TRST >=$100,000	14-92	19971201	99999999	C
2799	F	EMBEZZLE - FREE TEXT	14-90	00000000	99999999	__
3601	F	DISCLOSE PRIVATE IMAGES/ADULT	14-190.5A(b)	20151201	99999999	H
3602	M	DISC PRIV IMAGES/MINOR 1ST	14-190.5A(b)	20151201	99999999	1
3603	F	DISC PRIV IMAGES/MINOR SUBOFN	14-190.5A(b)	20151201	99999999	H
3605	M	INDECENT EXPOSURE	14-190.9	00000000	99999999	2
3606	F	INDEC EXPOSURE DEF>=18 VIC<16	14-190.9(A1)	20051201	99999999	H
3609	F	FELONY DISSEMINATE OBSCENITY	14-190.1	00000000	99999999	I
3610	F	FIRST DEG SEX EXPLOIT MINOR	14-190.16	20020105	99999999	C
3611	F	SECOND DEG SEX EXPLOIT MINOR	14-190.17	20020105	99999999	E
3612	F	THIRD DEG SEX EXPLOIT MINOR	14-190.17A	20020105	99999999	H
3615	M	DISPLAY MATERIAL HARMFUL MINOR	14-190.14	19941001	99999999	2
3616	M	DISSEM MTRL/PERFORM HARMFL MIN	14-190.15	19941001	99999999	1
3620	F	CRIME AGAINST NATURE	14-177	00000000	99999999	I
3622	M	USE OF PREMISES INDEC EXPOSURE	14-190.9	00000000	99999999	2
3624	M	FORNICATION AND ADULTERY	14-184	00000000	99999999	2
3625	F	SOLICIT CHILD BY COMPUTER	14-202.3(A)	20051201	99999999	H
3630	M	ATT CRIME AGAINST NATURE (M)	14-177	00000000	99999999	1
3631	F	INCEST CHILD < 13 DEF >= 4	14-178(B)(1)(A)	20021201	99999999	B1
3632	F	INCEST CHILD 13/14/15 DEF >= 6	14-178(B)(1)(B)	20021201	99999999	B1
3633	F	INCEST CHILD 13/14/15 DEF> 4<6	14-178(B)(2)	20021201	99999999	C
3634	F	INCEST	14-178(B)(3)	20021201	99999999	F
3637	F	SEX OFFENDER/CHILD PREMISES	14-208.18(a)	20081201	99999999	H
3638	F	SOLICIT BY COMPUTER/APPEAR	14-202.3(c)(2)	20081201	99999999	G
3639	F	SEX OFFR USE SOCIAL WEBSITE	14-202.5(a)	20081201	99999999	I
3640	F	STAT RAPE OF CHILD BY ADULT	14-27.23	20151201	99999999	B1
3641	F	STAT SEX OFF W/CHILD BY ADULT	14-27.28	20151201	99999999	B1
3699	F	SEX OFFENSE - FREE TEXT	14-190.7	00000000	99999999	I
3699	F	DISSEM OBSCENITY TO MINOR <13	14-190.8	19941001	99999999	I
3699	F	SEX OFFENSE - FREE TEXT	14-190.6	00000000	99999999	I
3699	F	FAIL INFORM ONLINE ID VIOL	14-208.11(A)(10)	20090501	99999999	F
3699	M	SEX OFFENSE - FREE TEXT	14-190.9	00000000	99999999	3

3699	F	SEX OFFENSE - FREE TEXT	14-190.19	00000000	99999999	F
3699	M	SEX OFFENSE - FREE TEXT	14-190.5(1)	00000000	99999999	1
3699	F	POSS PHOTO IMAGE FROM PEEPING	14-202(G)	20031201	99999999	I
3699	M	SEX OFFENSE - FREE TEXT	14-190.5(2)	00000000	99999999	1
3804	F	BIGAMY	14-183	00000000	99999999	I
3805	M	CONTRIBUTING DEL OF JUVENILE	14-316.1	00000000	99999999	1
3806	M	TOBACCO VENDING MACH SALE VIOL	14-313(B1)	19971201	99999999	2
3807	M	PURCHASE/RECV CIG/TOBACCO < 18	14-313(C)	19971201	99999999	2
3808	M	SELL/DIS TOBACCO PROD TO MINOR	14-313	19951201	99999999	2
3830	F	CONCEALING BIRTH OF A CHILD	14-46	00000000	99999999	I
3832	M	EXPOSING CHILDREN TO FIRE	14-318	19941001	99999999	1
3834	M	MISDEMEANOR CHILD ABUSE	14-318.2	00000000	99999999	A1
3835	F	INT CHILD ABUSE-SER PHYS INJ	14-318.4(A)	19941001	99999999	D
3836	F	FELONY CHILD ABUSE-PROSTITUTN	14-318.4(A1)	19941001	99999999	D
3837	F	FELONY CHILD ABUSE -SEXUAL ACT	14-318.4(A2)	19941001	99999999	D
3838	F	INT CHILD ABUSE-SER BOD INJ	14-318.4(A3)	19991201	99999999	B2
3840	F	FELONY CUSTODY ORDER VIOLATION	14-320.1	00000000	99999999	I
3841	F	NEG CHILD ABUSE-SER BOD INJ	14-318.4(a4)	20081201	99999999	E
3842	F	NEG CHILD ABUSE-SER PHYS INJ	14-318.4(a5)	20081201	99999999	G
3843	F	FAIL REPORT CHILD DISAPPEAR-F	14-318.5(B)	20131201	99999999	I
3844	M	FAIL REPORT CHILD DISAPPEAR-M	14-318.5(C)	20131201	99999999	1
3870	F	IMPROPER ENTRY OF DV SHELTER	50B-4.1(G1)	20101201	99999999	H
3871	F	DVPO VIOL DEADLY WEAPON	50B-4.1(G)	20071201	99999999	H
3872	M	DV PROTECTIVE ORDER VIOL (M)	50B-4.1(A)	19971201	99999999	A1
3873	F	DV PROTECTIVE ORDER VIOL (F)	50B-4.1(F)	20020301	99999999	H
3877	M	BABYSIT BY/HOME SEX OFNDR	14-321.1(B)	20051201	99999999	1
3878	F	BABYSIT BY/HOME SEX OFNDR 2+	14-321.1(B)	20051201	99999999	H
4010	M	AID AND ABET PROSTITUTION	14-204	00000000	99999999	1
4011	M	PROSTITUTION	14-204(A)	20131001	99999999	1
4018	M	SOLICIT CRIME AGAINST NATURE	14-177	00000000	99999999	2
4020	M	SOLICIT PROSTITUTION-M	14-205.1	20131001	99999999	1
4021	F	SOLICIT PROSTITUTION 2ND/SUB	14-205.1	20131001	99999999	H
4022	F	SOLICIT PROSTITUTION MINOR	14-205.1	20131001	99999999	G
4023	F	SOLICIT PROSTITUTION MNTL DISA	14-205.1	20131001	99999999	E
4024	M	PATRONIZE PROSTITUTE ENGAGE-M	14-205.2(A)(1)	20131001	99999999	A1
4025	M	PATRONIZE PROSTITUTE PLACE-M	14-205.2(A)(2)	20131001	99999999	A1
4026	F	PATRONIZE PROSTITUTE ENGAGE-F	14-205.2(A)(1)	20131001	99999999	G
4027	F	PATRONIZE PROSTITUTE PLACE-F	14-205.2(A)(2)	20131001	99999999	G
4028	F	PATRONIZE PROST ENGAGE MINOR	14-205.2(A)(1)	20131001	99999999	F
4029	F	PATRONIZE PROST PLACE MINOR	14-205.2(A)(2)	20131001	99999999	F
4030	F	PROMOTE PROSTITUTION-ADVANCE	14-205.3(A)(1)	20131001	99999999	F
4031	F	PROMOTE PROSTITUTION-PROFITS	14-205.3(A)(2)	20131001	99999999	F
4032	F	PROMOTE PROST-ADVANCE PRIOR	14-205.3(A)(1)	20131001	99999999	E
4033	F	PROMOTE PROST-PROFITS PRIOR	14-205.3(A)(2)	20131001	99999999	E
4034	F	PROM PROST MNR/MNT DISA ADV	14-205.3(B)(1)	20131001	99999999	D
4035	F	PROM PROST MNR/MNT DISA PROF	14-205.3(B)(2)	20131001	99999999	D
4036	F	PROM PROST CNFINE MNR/MNT DISA	14-205.3(B)(3)	20131001	99999999	C
4037	F	PROMOTE PROSTITUTION PRIOR CNV	14-205.3(B)	20131001	99999999	C
4038	F	PATRONIZE PROST ENGAGE MNTL DI	14-205.2(A)(1)	20131001	99999999	D
4039	F	PATRONIZE PROST PLACE MNTL DIS	14-205.2(A)(2)	20131001	99999999	D
4510	T	FAIL MOVE OVER INJ PERSON/PROP	20-157(H)	20060701	99999999	1
4511	F	FAIL MOVE OVER SER INJ/DEATH	20-157(I)	20060701	99999999	I
4701	F	FEL SERIOUS INJURY BY VEHICLE	20-141.4(A3)	20061201	99999999	F
4702	F	AGG FEL SER INJURY BY VEHICLE	20-141.4(A4)	20061201	99999999	E
4703	F	AGG FELONY DEATH BY VEHICLE	20-141.4(A5)	20061201	99999999	D
4706	F	REPEAT FELONY DEATH BY VEHICLE	20-141.4(A6)	20070830	99999999	B2

4708	F	FEL HIT/RUN SER INJ/DEATH	20-166(A)	20081201	99999999	F
4709	F	FEL HIT/RUN SER INJ/DEATH RV 1	20-166(E)	20081201	99999999	F
4710	F	FEL HIT/RUN SER INJ/DEATH RV 2	20-166(E)	20081201	99999999	F
4711	F	FEL HIT/RUN INJURY	20-166(A1)	20081201	99999999	H
4712	F	FEL HIT/RUN INJURY RV 1	20-166(E)	20081201	99999999	H
4713	F	FEL HIT/RUN INJURY RV 2	20-166(E)	20081201	99999999	H
4714	T	DWLR AFT IMPAIRED REV NOTICE	20-28(A3)(1)	20151201	99999999	1
4723	F	PASS STOP SCH BUS-CAUSE DEATH	20-217(G)	20091201	99999999	H
4724	T	DWI - AGGRAVATED LEVEL 1	20-138.1(A)	20111201	99999999	__
4726	T	DWLR IMPAIRED REV	20-28(A1)	20151201	99999999	1
4728	T	AID&ABET DWLR IMPAIRED REV	20-28(A1)	20151201	99999999	1
5201	M	PERMIT CHILDREN USE FIREARMS	14-316	00000000	99999999	2
5205	M	SELL/GIVE WEAPON TO MINOR (M)	14-315(A)	19941001	99999999	1
5206	F	SELL/GIVE HANDGUN TO MINOR	14-315(A1)	19941001	99999999	H
5207	F	DAMAGE OCCUPIED PROP EXPLOSIVE	14-49.1	00000000	99999999	D
5209	F	USE EXPLOSIVE DEVICE CHURCH	14-49(B1)	19960621	99999999	E
5210	F	PURCH FIREARM VIOL DOM ORDER	14-269.8	19951001	99999999	H
5215	F	MALICIOUS USE EXPLOSV INJURY	14-49(A)	19990901	99999999	D
5216	F	MALICIOUS USE EXPLOSV DAMG PRP	14-49(B)	19990901	99999999	G
5217	F	DISCHARGE FIREARM ENCL FEAR	14-34.10	20131201	99999999	F
5218	F	DIS WEAP OCC DWELL/MOVING VEH	14-34.1(B)	20051201	99999999	D
5219	F	DIS WEAP OCC PROP SER BOD INJ	14-34.1(C)	20051201	99999999	C
5220	F	DISCHARGE WEAPON OCCUPIED PROP	14-34.1(A)	00000000	99999999	E
5299	M	WEAPON OFFENSE - FREE TEXT	14-315.1	19941001	99999999	1
5309	M	HARASSING PHONE CALL	14-196(A)(3)	00000000	99999999	2
5328	M	COMMUNICATING THREATS	14-277.1	00000000	99999999	1
5337	M	CYBERSTALKING	14-196.3	20001201	99999999	2
5338	M	THREATENING PHONE CALL	14-196(A)(2)	00000000	99999999	2
5339	F	FELONY STALKING	14-277.3	19921001	99999999	F,H
5345	F	FALSE BOMB REPORT	14-69.1	19971201	99999999	H
5347	F	HOAX BY FALSE BOMB	14-69.2	19971201	99999999	H
5348	M	HAZING	14-35	00000000	99999999	2
5349	F	FALSE BOMB REPORT PUBLIC BLDG	14-69.1(C)	19990901	99999999	G,H
5350	M	KEEPING A DISORDERLY HOUSE	14-188	00000000	99999999	2
5351	F	HOAX FALSE BOMB PUBLIC BLDG	14-69.2(C)	19990901	99999999	G,H
5381	M	MISDEMEANOR STALKING	14-277.3A(c)	20081201	99999999	A1
5382	F	FELONY STALKING	14-277.3A(c)	20081201	99999999	H,F
5405	T	DRIVING WHILE IMPAIRED	20-138.1	19831001	99999999	__
5406	F	FELONY DEATH BY VEHICLE	20-141.4(A1)	00000000	99999999	D
5443	T	MISDEMEANOR DEATH BY VEHICLE	20-141.4(A2)	00000000	99999999	A1
5499	T	TRAFFIC OFFENSE - FREE TEXT	20-166(C)(2)	00000000	99999999	1
5511	T	DWI - LEVEL 1	20-138.1(A)	19831001	99999999	__
5512	T	DWI - LEVEL 2	20-138.1(A)	19831001	99999999	__
5513	T	DWI - LEVEL 3	20-138.1(A)	19831001	99999999	__
5514	T	DWI - LEVEL 4	20-138.1(A)	19831001	99999999	__
5515	T	DWI - LEVEL 5	20-138.1(A)	19831001	99999999	__
5527	F	HABITUAL IMPAIRED DRIVING	20-138.5	19831001	99999999	F
5539	T	OVERTAKEN VEH INC SPEED COLLSN	20-149(B)	19951201	99999999	1,2
5553	T	DWLR VIOL RESTORED LIC	20-17.8(F)	20000701	99999999	1
5571	T	IMPAIRED SUPERV/INSTRUCTION	20-12.1	00000000	99999999	2
5582	T	FAIL TO GIVE INFO/AID PER INJ	20-166(B)	00000000	99999999	1
5583	T	HIT/RUN FAIL STOP PROP DAMAGE	20-166(C)	00000000	99999999	1
5584	T	HIT/RUN LEAVE SCENE PROP DAM	20-166(C)(1)	00000000	99999999	1
5599	F	TRAFFIC OFFENSE-FREE TEXT	20-183.8(C)(3)B	20081001	99999999	I
5599	F	TRAFFIC OFFENSE-FREE TEXT	20-112	19941011	99999999	I
5599	F	TRAFFIC OFFENSE-FREE TEXT	20-183.8(C)(4)	20020101	99999999	I

5599	F	TRAFFIC OFFENSE-FREE TEXT	20-106	19941011	99999999	H
5610	T	DWI COMMERCIAL VEHICLE	20-138.2	19900901	99999999	__
5615	T	COMMERCIAL DWI UNDER INFLUENCE	20-138.2(A)(1)	19900901	99999999	__
5620	T	COMMERCIAL DWI >=.04	20-138.2(A)(2)	19900901	99999999	__
5621	T	COMMERCIAL DWI SCH I CS	20-138.2(A)(3)	20061201	99999999	__
5622	T	CONSUME ALCOHOL COMM VEH	20-138.2A	19981201	99999999	3
5624	T	CONSUME ALCH SCH BUS/CHILD VEH	20-138.2B	19981201	99999999	3
5637	F	ELUDE ARREST MV CAUSE DEATH	20-141.5(A)	20051201	99999999	H
5638	F	ELUDE ARREST MV DEATH 2 AF	20-141.5(B)	20051201	99999999	E
5639	F	ELUDE ARREST MV DEATH >=3 AF	20-141.5(B)	20051201	99999999	E
5641	F	FLEE/ELUDE ARREST W/MV (F)	20-141.5(B)	19971201	99999999	H
5642	F	ELUDE ARRST MV 2 AGRVTG FCTRS	20-141.5(B)	19971201	99999999	H
5643	F	ELUDE ARRST MV >=3 AGRV FCTRS	20-141.5(B)	19971201	99999999	H
5645	F	PASSENGER FLEE ACC INJ/DEATH	20-166.2(A)	20051201	99999999	H
5647	T	PASSENGER FAIL GIVE INFO/AID	20-166.2(B)	20051201	99999999	1
5714	M	MISDEMEANOR SECRET PEEPING	14-202	00000000	99999999	A1,1
5715	F	FELONY SECRET PEEPING	14-202	20041116	99999999	H,I
5805	T	DWLR VIOL LDP - IMPAIRED REV	20-28(A1)	20151201	99999999	1
9945	F	FALSE LIEN FILINGS	14-118.6(A)	20121201	99999999	I
9946	F	SIMULATION OF COURT PROCESSES	14-118.1	20121201	99999999	I

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: MOBILE COMPUTER TERMINALS (MCT)
POLICY #: III-VI EFFECTIVE DATE: 07/13/2010

PURPOSE:

The purpose of this policy is to establish a procedure governing the use and security of the Alamance County Sheriff's Office mobile computer terminals.

POLICY:

Mobile computer terminals provide field officers with access to local, state and national criminal justice computer databases. This technology is a vital resource for improving deputy safety, efficiency and productivity. Mobile data also enables officers to communicate directly with each other, the Communications Center, and with other law enforcement agencies using wireless technology. The mobile data system shall be used for official purposes only and in strict accordance with applicable regulations established by the North Carolina State Bureau of Investigations Criminal Information and Identification Section and the Alamance County Internet Policy.

PROCEDURE:

I. SYSTEM ADMINISTRATION

A. Mobile Computer Terminal Coordinator will have administrative authority over all access and use of the mobile computer terminals by agency employees.

B. MCT units and air-cards will be issued to individual authorized employees. MCT units may be utilized by authorized personnel both on-duty and off-duty when completing agency business and/or attending agency authorized training.

C. Authorized employees will utilize a security password to access local databases and the CIIS System. Employees shall not disclose their password to anyone.

D. Only IT personnel are authorized to install, delete or modify any software or hardware associated with the mobile computer terminals.

   i. MCT users will not introduce authorized software programs or other files to the mobile computer terminals.
   ii. MCT users will not manipulate or alter current software on agency-owned mobile, desktop or hand held computers.

E. Internet access and email usage is provided for conducting official business and may only be used per the Alamance County Internet and Sheriff's Office Policy, unless instructed to do so in conjunction with a special assignment. Information sent or received by MCT units comes under the North Carolina Public Records

Statute and will be considered public record unless it meets specific exceptions spelled out in that statute.

F. Designated staff may enter, review and monitor information stored on mobile computer terminals at any time without advance notice.

G. It is the MCT user's responsibility to perform daily basic maintenance to keep the MCT in good working order and to insure the longevity of the MCT.

   i. Prior to the start of each shift, the deputy will use a clean, **DRY SOFT CLOTH**, such as gauze, to clean any dirt or dust buildup from the docking station tray.
   ii. If the **DRY SOFT CLOTH** does not clean it satisfactorily, contact the MCT Coordinator for further assistance.
   iii. The motor vehicle will not be operated without the MCT being properly locked in the docking station.
   iv. Users will not carry the MCT by gripping the display.
   v. Users will refrain from careless actions that would damage the MCT.

H. A general problem that does not affect the officer's ability to complete his/her duties must be reported by **email** to the MCT Coordinator.

I. Any problem that would prevent the deputy from completing his/her duties must be reported immediately to their supervisor. If the problem occurs after normal working hours, the supervisor will determine if the "on-call" person for IT should be contacted.

   i. The supervisor will notify Communications to make them aware the office does not have a functioning MCT at this time.
   ii. If IT has been notified the supervisor will forward an email to the MCT Coordinator advising them of the problem.

II. TRAINING AND CERTIFICATION

A. In-house training will be provided for MCT access of local databases and the use of field reporting features. Staff members designated by the MCT Coordinator will provide mobile data computer training.

B. Only employees who hold a valid certification from CIIS may log onto CIIS and/or perform CIIS transactions from a MCT.

C. New employees will be provided training on the use and functions of the MCT during their orientation period.

III. SECURITY AND CARE OF EQUIPMENT

A. Upon beginning a tour of duty, all officers must inspect the MCT in their vehicle for any signs of damage or disrepair and immediately report any findings to his/her supervisor and to the MCT Coordinator as soon as practical.

B. Officers must properly log onto both OSSI/MCT and CIIS upon beginning a tour of duty.

C. CIIS requires that no information from CIIS be displayed or viewed by the public or anyone other than criminal justice employees. This shall also be applicable for OSSI/MCT's.

   i. All efforts must be made to shield the displayed information.
   ii. The computer display is not to be viewable to the public either inside or outside of the vehicle, to include passengers and detainees/prisoners.
   iii. When a vehicle is left unattended or the MCT is out of sight of the operator, the function "Control B" is to be utilized to insure the security of the system.

D. When officers can predict that they will be out of sight of their vehicles and/or computer, they must secure their vehicles and/or computers to prevent unauthorized access of the terminal.

E. When off-duty, or when leaving the vehicle for mechanical or radio system repairs, or leaving the vehicle unattended for an extended period, officers are to log off the CIIS/OSSI/MCT.

F. Registration information and driving histories are accessible on the MCT and criminal histories may become available in the future. Employees must understand that information of this type is restricted to law enforcement/criminal justice personnel and must be for a specific law enforcement/criminal related purpose. The employee requesting the information is responsible for ensuring compliance. Noncompliance will result in disciplinary action and/or termination.

G. If an employee disseminates criminal/driver history information for reasons other than specified above, the employee may lose their DCI certification. The Sheriff's Office can be fined and the agencies DCI license may be suspended for a period of time should any violations occur.

H. Food and liquids must be kept away from the MCT at all times.

I. Supervisor will inspect each MCT during routine vehicle inspections in addition the MCT Coordinator his/her designee may conduct periodic inspection of all mobile computer equipment and system components. Inspections will cover both the physical condition of the equipment and its operational status.

IV. USE OF MOBILE COMPUTER TERMINAL

A. Due to the obvious risks associated with attempting to operate a computer terminal while in a patrol environment, deputies must exercise the utmost care while using the MCT.

   i. When the patrol vehicle is in motion, the use should operate the terminal **ONLY** if such operation can be safely accomplished.
   ii. Single key action commands are acceptable while the vehicle is in motion (i.e. enroute, on scene, etc.).
   iii. When users can safely focus their attention on the MCT, users are responsible for performing status changes, ending calls, generating report numbers, adding or updating information to CAD narratives as necessary. *(Note: This section does not apply to operation of the MCT by a secondary deputy riding as a passenger in the patrol vehicle.)*
   iv. **Under no circumstances will a MCT be operated while running emergency traffic.**

B. Officers will receive calls-for-service information through radio dispatch as well as their MCT. Communication over the MCT is not intended to completely replace radio communications, but rather to enhance communications. Because not every deputy may have immediate access to a MCT, it is critical that all on-duty officers and supervisors be made aware of emergencies and other situations affecting deputy safety through radio broadcast.

C. MCT users that have been assigned to a call-for-service are to review CAD notes upon arrival to the scene which may have been added to the call.

D. Follow-up or sensitive information about a call may be transmitted to the responding deputy(s) or communications center via MCT only if the information does not affect general deputy safety.

E. Self-initiated activities such as vehicle stops, encounters with suspicious persons, and/or vehicles, or any situations concerning deputy safety shall be transmitted via the police radio system. The deputy will not enter these types of self-initiated activities via their MCT. This function will be done by Communications, enabling the deputy to focus on the situation at hand.

F. Information obtained from the CIIS computer system interface may not be forwarded, copies, distributed or published via any internet file transfer, email, chat group or any messaging system. CIIS inquiry results may not be copied into the Notes Field of CAD.

G. MCT users are to limit messaging features to official business.

i. **All information transmitted should be treated as if it will become public information.**
ii. **Any personal and inappropriate messaging may result in disciplinary actions up to termination.**
iii. CIIS/OSSI/MCT switched messages are logged for administrative review.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: DEATH NOTIFICATION REQUIREMENTS

POLICY #: III-VII EFFECTIVE DATE: 07/20/2020

PURPOSE: This written directive will provide guidelines and procedures for deputies and other personnel notifying next-of-kin of deceased, seriously injured, or seriously ill persons.

POLICY: It is the policy of the Alamance County Sheriff's Office to make death notifications, notifications of seriously injured or seriously ill persons, and other emergency notifications to the appropriate receiving party. Notifications will be delivered in as prompt and considerate a manner as possible. Deputies making these notifications will offer appropriate assistance or referrals to help ease the trauma of the news.

DEFINITIONS:

Next-of-Kin: For purposes of this policy, the closest relative of the deceased or injured; for example, spouse, parents, siblings, significant other and adult children.

PROCEDURE:

I. DEPUTY RESPONSIBILITIES

The delivery of emergency notifications is an important duty which must be performed in as professional, and timely a manner as possible. The style and context of the notification can have a substantial emotional significance for the recipient. It is the deputy's duty to deliver this personal news in a concise, straightforward and compassionate way. The deputy should approach the notification knowing it is his/her role to spend whatever time is necessary to calm and comfort the survivor(s) or next-of-kin and to assist in gaining access to any other support persons or services they may need.

II. GATHERING INFORMATION

Deputies should be prepared with the following information prior to notifications:

A. Gather essential details surrounding the deceased, seriously injured or ill person and the immediate survivor or next-of-kin.

1. Name
2. Age
3. Sex
4. Race
5. Home Address
6. Location
7. Nature and time of death
8. Location of the body

B. Ensure the deceased has been positively identified
C. Notify the most immediate relative, starting with the spouse, parents, siblings, and adult children
D. If next-of-kin are located in another state or locality, deputies should contact the appropriate law enforcement agency and request they conduct the notification in person and provide verification when it has been completed.
E. The name of the victim shall not be released to the media or other outside sources until the next-of-kin is notified.

III. NOTIFICATION PROCEDURES

The notification team should be comprised of at least one supervisor and one deputy at a minimum. Time permitting, efforts should be made to contact the chaplain to assist with the notification. Deputies should:

A. Verify the address of the next-of-kin
B. Verify the relationship of the survivor to the deceased
C. Make the notification inside the home if allowed
D. Identify yourself by name, rank, and division
E. Speak in plain language and in a straightforward fashion avoiding graphic details
F. Avoid using "passed away" or "no longer with us" as they may create confusion
G. Don't hesitate to use D words: dead, died, death
H. Refer to the deceased, seriously injured or ill person by first name or by relationship to the next-of-kin, such as son or daughter.
I. Avoid using law enforcement jargon
J. Practice your delivery en route and be prepared when you arrive
K. Start with: *I have some very bad news to tell you.* Then:
    i. Your daughter, Jane, was in a car crash and was killed.
    ii. Your husband was shot today and he died.
    iii. Your father had a heart attack at work and he died.
    iv. Your son, Joe, overdosed tonight and he died when EMS was trying to revive him.

IV. DELIVERING NOTIFICATIONS FROM OTHER AGENCIES

Should any outside agency request assistance in delivering a death notification or other emergency message, sufficient information should be obtained to answer obvious questions which might be asked by the next-of-kin. The guidelines within this policy should be followed when making an outside agency notification.

Section 4: Training and Career Development

1. Training
2. Promotional Process
3. Detention Matriculation
4. Peer Support Team
5. Early Warning System

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: TRAINING

POLICY #: IV-I **EFFECTIVE DATE: 04/01/2005**
REVISED DATE: 10/15/19

PURPOSE: The purpose of this policy is to establish guidelines and responsibilities for the training division of the Alamance County Sheriff's Office.

POLICY: It shall be the policy of the Alamance County Sheriff's Office to maintain a training division which directs efforts toward the development of new skills, the improvement, updating and recertification or requalification of routine performance skills, and the development of specialized skills, which contribute to career development and an awareness of new techniques and technologies for all of its members.

PROCEDURE:

I. ORGANIZATION

The training division of the Alamance County Sheriff's Office will be directed by the Captain of Personnel and Training, and/or the Sheriff's designee.

II. RESPONSIBILITY

A. The training division is responsible and accountable for all training provided to members of the Alamance County Sheriff's Office. The training division is accountable for recognizing the training needs of the members of this agency, and for developing, initiating, and/or locating training programs that meet those needs. Training programs shall be developed or presented from various resources, including agency personnel and command staff, community colleges, public and private seminars and classes, and other such sources.

B. Assignment of individuals to such training shall be coordinated by this division with appropriate supervisory staff, and will be made based on the needs of the agency, its members, and the availability of funding.

C. Registration, tuition, travel expenses, and other fees and requirements will be coordinated between the training division and the assigned employee(s).

III. ATTENDANCE

A. Members of the Sheriff's Office shall attend any training programs to which they may be assigned, unless he/she receives an excused absence.

B. Personnel may be excused from assigned training when:

1. The employee is sick or injured to the extent that attendance or participation is not possible or is impractical
2. The employee's attendance in court or other compulsory attendance is required
3. An emergency situation develops requiring the employee's immediate attention
4. The employee has been excused by his/her supervisor

C. Firearm's Training Instructors

1. All instructors will coordinate with the lead firearms instructor on scheduling their instruction time at the range
2. All instructors will contact the lead firearms instructor 24 hours in advance if there is a conflict or reason that they cannot fulfill their commitment to the range

D. Firearm's Training

1. Employees are to report to firearms training on their assigned day.
2. Employees will contact their supervisor 24 hours prior to their assigned training date if they cannot attend. If the absence is approved by a supervisor the employee must notify the lead firearms instructor 24 hours in advance from the assigned training date.
3. Failure to report to assigned firearms training without an approved absence, you will be required to notify the Chief Deputy in writing and be subject to disciplinary action.

E. All absences from any Basic Law Enforcement Training class or event must be approved by the School Director.

F. Any member of the Alamance County Sheriff's Office who attends a training function is expected to conduct himself/herself in a professional manner while in training and will be held to the same level of professionalism as he/she is while performing his/her daily assignments.

IV. DRESS CODE

The dress worn by any member of the Alamance County Sheriff's Office at a training function will be expected to represent this agency in an appropriate and professional manner, and should be conducive to the type of training being offered.

V. DOCUMENTATION

When training is initiated by the training division, the employee's supervisor, or the employee, it shall be the responsibility of the employee to ensure that the training division is notified about the training taken, and that proper documentation is provided to the training division for placement in the employee's training file.

VI. TRAINING RECORDS

A. The training division shall update employees' training records following their participation in training program. The record shall contain at a minimum:

1. date of training
2. type of training
3. certificate received (if applicable)
4. attendance
5. test scores (if applicable)

B. The agency will maintain records of each training class it conducts, to include, at a minimum:

1. course content (lesson plans, outlines, syllabus, etc.)
2. names of agency attendees
3. performance of individual attendees as measured by tests or other means

VII. BASIC TRAINING FOR DEPUTIES AND DETENTION OFFICERS

A. The basic curriculum for new law enforcement and detention officers is established by the North Carolina Criminal Justice Commission and the North Carolina Sheriff's Association Training and Standards Commission.

B. The Alamance County Sheriff's Office requires all newly sworn deputies to successfully complete an accredited Basic Law Enforcement Training (BLET) training program prior to routine assignment in any capacity in which the deputy is allowed to carry a weapon or is in a position to make an arrest. This training must be completed within 12 months after employment begins.

C. This agency requires all newly hired detention officers to complete a 160 hour Jail and Detention Services school. This training must be completed within 12 months after employment begins. These officers must complete the basic detention officer school prior routing assignment in the detention facility.

VIII. FIELD TRAINING PROGRAM

A. Basic Structure

The field training program is an important adjunct to basic classroom training. All officers graduating from Basic Law Enforcement Training shall be assigned to uniform patrol for field training. Assignment of trainees to divisions other than patrol may be made at the discretion of the Sheriff. The field training program is structured to continue a new officer's training and

development while obtaining much needed practical experience and exposure. During this training process, new officers will be exposed to a variety of calls and experiences in different patrol areas. The field training program is structured for a minimum of 16 weeks of training with a field training officer (FTO).

B. Field Training Officers

1. Field training officer (FTO) will be chosen by the Captain of Patrol in consultation with the Training Division based on experience, training, and other appropriate qualifications. Field training officers will use the "Alamance County Sheriff's Office Field Training Officer and Evaluation Manual" to govern the field training program for new deputies assigned to him/her.
2. The field training officer will report trainee progress on a daily basis on an observation report at the conclusion of each trainee's shift. An evaluation report shall be submitted to the training division via the FTO's chain of command every week until the field training mode is completed.

3. Field training officers should identify any areas where a trainee has deficiencies. These areas should be reported up the FTO's chain of command, to the training division, and a plan should be devised to address these deficiencies.

C. Release to Full Duty

1. At the end of 16 weeks of field training, new officers are eligible for full duty release, upon the concurrence of the FTO, Patrol Captain, and the Captain of Training.

2. If a deputy is not responding to training, has failed to complete a phase, or is not eligible for release, then the training may be extended if further training will remedy the issue. The field training may be extended up until a maximum of 180 days from the date of assignment to the patrol FTO program, or until a period of time determined by the Sheriff. During this extension of the training program, the FTO, FTO's supervisor, and Patrol Captain will meet regularly and discuss the trainee's progress. A determination regarding the employee's release and/or employment status shall be made by the Sheriff during or at the conclusion of this extended training program.

D. Supervisor

Supervision of the field training program falls within the authority of the training division. Supervision of the field training officers shall remain with the platoon supervisor.

IX. LATERAL TRANSFERS

A. Experienced sworn officers hired as lateral transfers will be assigned to uniform patrol where they must successfully complete an abbreviated field training program.

B. Lateral transfers will be assigned to a field training officer when they report to the platoon to which they are assigned. The lateral transfer will be assigned to all patrol areas during his/her training period.

C. The length of the field training program and conditions for release of experienced officers will be determined by the FTO in concurrence with the Patrol Captain, Major of Operations, Director of Training and Sheriff.

D. Assignment of experienced officers to divisions other than patrol may be made at the discretion of the Sheriff.

X. SPECIALIZED TRAINING

Specialized training shall be provided to personnel assigned to the following positions, as soon as practical after being assigned to the position.

A. Narcotics/Vice Investigations
B. Field Training Officers
C. Criminal Investigations
D. Domestic Violence
E. Juvenile Investigations
F. Crime Scene Investigations
G. School Resource/DARE
H. Special Response Team Members
I. Canine Handlers
J. Negotiator
K. Radar Operators
L. Honor Guard
M. Gang Unit

XI. REMEDIAL TRAINING

A. Supervisor's Responsibility

1. It is the supervisor's responsibility to determine any existing training needs of personnel within their areas of supervision and to provide or recommend retraining when such action is warranted by circumstances surrounding an employee's inadequate work performance.

2. Prior to recommending remedial training or taking direct action to

remedy an employee's training needs, the supervisor will make a reasonable effort to determine the extent of an employee's performance deficiency by direct observation of the employee's performance, through consultation with other agency staff members or by examination of any reports pertinent to the employees performance.

B. Remedial Steps

1. Once it has been determined that an employee's inadequate performance is linked to a lack of required knowledge or skill, the supervisor will, through appropriate channels or means and in-coordination with the training division take steps necessary to supply the missing knowledge or develop the employee's skill.

2. When it is determined that an employee's performance inadequacy is one which, if not corrected, would expose the public to unnecessary danger or the agency to substantial liability, steps to correct the inadequacy shall be taken immediately.

3. Performance inadequacies which pose no clear and present danger to the public or to the agency will be corrected at the earliest possible opportunity, at the discretion of the effected division, and in coordination with the training division.

C. Other Remedies

Although remedial training is a viable means of correcting some work-related deficiencies, that process shall not be considered to be the only means available to the agency for coping with an employee's inadequate performance. Other means such as change of assignment, demotion, or termination may be utilized when judged to be more appropriate to the particular circumstances surrounding the inadequate performance.

XII. MANDATORY TRAINING

A. All sworn personnel shall receive mandatory annual retraining as follows:

1. Firearms requalification
2. Use of deadly force
3. Domestic Violence

B. All certified personnel shall receive mandatory annual in service training. This training shall be completed each year by October 31st.

C. All personnel promoted to supervisor shall receive supervisory training by the end of their probationary period of promotion.

D. Supervisors promoted to command status (Captains, Majors, Directors, Chief Deputy) shall receive executive development training at the earliest opportunity possible.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: PROMOTIONAL PROCESS

POLICY #: IV-II **EFFECTIVE DATE: 04/01/2005**

REVISED DATES: 04/01/2006, 05/05/2014, 06/07/2019, 9/7/2021, 3/15/2024, 7/15/2024, 6/25/2025

PURPOSE: The purpose of this standard is to establish guidelines and responsibilities for a promotional process which shall apply to all deputies and detention officers of the Alamance County Sheriff's Office.

POLICY: It shall be the policy of the Alamance County Sheriff's Office for the Sheriff to determine and select all promotions from all qualified applicants at his discretion. The Sheriff encourages all members of the Sheriff's Office to develop new skills, expand their knowledge, and assume greater responsibilities in their work, for his consideration during any selection process for which they are eligible.

PROCEDURE:

I. RESPONSIBILITIES

A. Sheriff

The Sheriff is responsible for the selection of all promotions from all qualified applicants at his discretion.

B. Personnel and Training Division

The Personnel and Training Division is responsible for the implementation and administration of all promotions. This section shall ensure that:

1. A written announcement which specifies any promotional vacancy or position will be posted via email, for no less than ten (10) days.

2. A closeout date for responses from interested applicants will be posted in each announcement.

3. All eligible employees will submit letters of interest and qualification to the Training and Personnel Division. A review of each candidate will be conducted and qualified candidates will be forwarded to the Captain of the division that has the vacancy, hereinafter referred to as Vacancy Captain, for interviews.

4. A detailed description of the vacancy or position will be provided to interested parties, upon request, explaining:
    a. salary range
    b. duties
    c. responsibilities
    d. skills knowledge and abilities required for the position

5. If no qualified applicants are received, the Sheriff in his discretion may repost the position internally, repost the position with amended qualifications, post the position outside the agency, or any combination of the above.

II. ELIGIBILITY REQUIREMENTS

A. Deputy

1. Deputy I
   Entry level salary

2. Deputy II
   Automatic after 18 months law enforcement experience, and no previous disciplinary actions within 12 months. (Salary Increase: 4.5%)

3. Deputy III
   Automatic after 36 months sworn law enforcement experience and no previous disciplinary action within 12 months. (Salary Increase: 4.5%)

4. Investigator (Title)
   Deputies transferring to investigations will receive a title of investigator along with a 4.5% incentive raise and a $2500 dollar stipend paid only while in the investigator position. Deputies who remain in investigations for five continuous years will be awarded the 4.5% incentive as permanent. Deputies who transfer out of investigations for any reason prior to five years in the division will give up the 4.5% incentive pay. Any transfer out of investigations will end the stipend pay. Investigator is a title and is separate and independent of rank.

5. Field Training Officer (Title)
   Deputies may be selected as Field Training Officers as set out in the guidelines under policy IV-1 Training. After selection and the required training, Deputies will receive the title of Field Training Officer. While active in the FTO program, Field Training Officers will be paid per day when training.

6. Corporal
   36 months total law enforcement experience minimum with at least the last 24 months with the Alamance County Sheriff's Office and with no disciplinary action within the last 12 months. Not automatic, only when position is available and applied for. Upon promotion, an employee's salary will be adjusted to either the minimum of the new grade or 5%, whichever is greater.

7. Sergeant
   60 months total law enforcement experience minimum, last 36 months with The Alamance County Sheriff's Office and 24 months as a corporal with no disciplinary action within the last 12 months. Not automatic, only when a position is available and applied for. Upon promotion, an employee's salary will be adjusted to either the minimum of the new grade or 5%, whichever is greater.

8. All Lieutenants, Captains, Majors and Chief Deputy are appointed by the Sheriff with recommendations from a review board. Upon promotion, an employee's salary will be adjusted to either the minimum of the new grade or the below percentages:

   Lieutenant- 6%
   Captain- 5%
   Major- 5%
   Chief Deputy- 6%

9. **Note: Applicants under any disciplinary action at the closeout date for application will be disqualified for promotional consideration by the Sheriff.**

B. Detention Services

1. Detention Officer I
   Entry level salary

2. Detention Officer II
   Automatic after 18 months detention officer experience and no previous disciplinary action within the last 12 months. (Salary Increase 4.5%)

3. Detention Officer III
   Automatic after 36 months of detention officer experience and no previous disciplinary action within the last 12 months. (Salary Increase 4.5%)
4. Corporal
   36 months total detention officer experience minimum with the last

24 months with the Alamance County Sheriff's Office Detention Division and with no disciplinary action within the last 12 months. Not automatic and only when a position is open and applied for. Upon promotion, an employee's salary will be adjusted to either the minimum of the new grade or 5%, whichever is greater.

5. Sergeant
   60 months total detention officer experience minimum, last 36 months with The Alamance County Sheriff's Office Detention Division and 24 months as a Corporal, with no disciplinary action within the last 12 months. Not automatic and only when a position is open and applied for. Upon promotion, an employee's salary will be adjusted to either the minimum of the new grade or 5%, whichever is greater.

6. All Lieutenants, Captains and Major are appointed by the Sheriff with recommendations from the review board. Upon promotion, an employee's salary will be adjusted to either the minimum of the new grade or the below percentages:

   Lieutenant- 6%
   Captain- 5%
   Major- 5%

7. **Note: Applicants under any disciplinary action at the closeout date for application will be disqualified for promotional consideration by the Sheriff.**

III. PROMOTIONAL PROCESS:

A. Qualified personnel interested in being considered for promotion to the ranks of Corporal and above must complete and submit a letter of intent via email by the posted deadline to the Personnel and Training Division, for consideration by the Sheriff.

B. For a vacancy with only one (1) qualified applicant or where no qualified individuals apply, the Sheriff may reopen the promotional process. The Sheriff in his discretion may repost the position internally, repost the position with amended qualifications, post the position outside the agency, or any combination of the above.

C. The Captain of Training and Personnel will review all applicants for eligibility and provide a list to the Captain of the division with the opening or promotion, hereinafter referred to as Vacancy Captain, for interviews.

D. The Vacancy Captain will develop a list of at least ten interview questions on the interview scoring sheet provided by Training and

Personnel.

E. The Vacancy Captain will schedule all candidates for an interview, preferably all the same day, with a panel of three interviewers. All interviewers will be of higher or similar rank to the open position. The panel shall consist of one person from the division with the opening, one person from a different division, and one person that is not an employee of the ACSO. All panel interviewers shall sign a confidentiality agreement supplied by Training and Personnel.

F. The interview panel and interview questions shall be submitted and approved by the Captain of Training and Personnel. Interview questions will be kept confidential and only viewed by the Vacancy Captain and reviewed by the Captain of Training and Personnel. Interview questions will not be provided in advance to the panel.

G. Upon conclusion of the panel interviews, the interviewer from the division with the opening, shall tabulate and average the scores of all interviewees and provide those scores to the entire panel. The panel will then make their formal recommendation ranking their first and second choices for the position. All raw scores and interview sheets will be collected and given to the Captain of Training and Personnel. A formal recommendation will be produced and provided to the Vacancy Captain, the Major of the Division and the Chief Deputy.

H. Upon review of the Chief Deputy, the formal recommendation of the interview board will be provided to the Captain of Training and Personnel, who will prepare the recommendation for presentation to command staff at the next scheduled staff meeting. Command staff will be provided the formal recommendation provided by the interview board and the interview raw scores of ALL who applied. Command staff will also be provided the following for the top two candidates: years of service, disciplinary actions in their files, and the last two evaluations.

I. Command staff will vote on the recommendation, with the Sheriff making the final decision.

IV. RE-APPLICATION

All unsuccessful candidates may apply for the next promotional process for which they are qualified.

V. SHERIFF DISCRETION

The Sheriff reserves the right to promote at his discretion, when it is necessary for the interest of the Alamance County Sheriff's Office, regardless of written policy process.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: DETENTION MATRICULATION

POLICY #: IV-III **EFFECTIVE DATE: 06/05/19**

REVISED DATE: 7/30/21, 4/21/2022

PURPOSE: The purpose of this standard is to establish guidelines and procedures for the matriculation of Detention Officers to a sworn position.

POLICY: It shall be the policy of the Alamance County Sheriff's Office for the Personnel Division to administer this selection process.

PROCEDURE:

I. Selection Process for Sworn Certification for Detention Officers

The following process will apply to candidates for selection for Basic Law Enforcement Training:

1. Detention Officer is required to have at least two (2) years of active service with Alamance County with no break in service, and;

2. Detention Officer will not be under any probation/suspension for at least one (1) year and will document any disciplinary actions, to include verbal counseling, received during employment.

3. Detention Officer is required to be an Armed Detention Officer in good standing.

II. Detention Officer Responsibilities

1. Detention Officer will request an interview with the Detention Administrator

2. Detention Officer will obtain a Letter of Recommendation from their platoon Lieutenant

3. The Detention Officer candidate will submit a Letter of Intent to the Captain of Personnel.

4. The Letter of Recommendation must accompany the Letter of Intent

5. Complete an initial physical ability test (POPAT Light/Half Test) under the supervision of a PT instructor (both scenarios).

6. Pass the TABE testing (Test of Adult Basic Education), which covers the basics of readying, English and math.

III. Personnel Division

1. Captain of Personnel will coordinate interviews with qualified candidates with the Detention Administrator

2. Interviews will be conducted with administrators of the Personnel and Patrol Division

3. Selections will be made following the interviews for placement in a candidate pool.

4. The Personnel Division will maintain a pool of selected candidates for admission to BLET based on a waiting list. The waiting list will be published and accessible to all staff members.

5. The candidate that has been in the pool the longest will be selected for the next available BLET class.

6. Placement into a BLET class is subject to needs of the ACSO and availability of sworn positions

.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: PEER SUPPORT TEAM

POLICY#: IV-IV EFFECTIVE DATE: 08/03/2021

I. POLICY: This policy provides all employees of the Alamance County Sheriff's Office with medical direction for a comprehensive employee assistance program that includes professional and peer support after critical incidents and for employees who are experiencing personal or family crisis**.**

II. PROCEDURES FOR THE PEER SUPPORT TEAM

Confidentiality

1. Information from debriefings, defusing, Post Critical Incident Seminars (PCIS) and one-on-one counseling sessions gained by members of the PST, will be held confidential with the following exceptions:

   a) Information suggesting the employees are a danger to themselves

   b) Information suggesting the employees are a danger to another person

   c) Information indicating serious violations of State or Federal law or a serious violation of policy

2. Information meeting these criteria shall be reported to the Major of Administration. The Major of Administration shall in turn report such information to the Sheriff or his/ her designee as soon as possible.

3. To promote an ethical practice, the Peer Support Team Program requires PST members to adhere to a Code of Ethics. Violation of these standards of conduct or codes of ethic, which may affect a PST member's Critical Incident Stress Management (CISM) performance, shall be the basis for an investigation and possible disciplinary procedure.

4. These Ethical Standards are applicable to the members of the Peer Support Team whenever those members are assigned to an official CISM activity or intervention.

5. The PST Program has a responsibility to assure that PST members are provided a copy of the Ethics Code and applicable training. Program members have an obligation to be familiar with the PST/CISM Ethics Code and its application to program activities.

6. If a PST Member violates the Ethical disclosure of Confidential Information, the PST/Coordinator shall record the violation and recommend termination of the membership on the PST team to the Sheriff's Office Major.

III. ACCESS

It shall be the policy of the Alamance County Sheriff's Office to provide access to Employee Assistance Programs and/or the Peer Support Team that will provide peer support. PST is designed to assist in the identification and resolutions of concerns or problems (personal or job related) which may adversely affect an employee's personal or professional well-being and/or job performance.

These personal concerns may include, but are not limited to health, marital status, family, substance abuse, emotional/stress and other personal matters.

The Sheriff's Office will ensure that professional support for employees is available when their needs exceed the training of any PST peers involved.

It shall be mandatory that an employee's supervisor notify the PST Coordinator when the employee is involved in a critical incident or traumatic life event.

Critical incidents / traumatic life event can include, but are not limited to, incidents which involve the following:

1. Enforcement situations in which there is discharge of a firearm
2. Use of force situations in which there is death or serious injury of any person
3. Vehicle pursuits with death or serious injury to any person
4. Situations in which there is serious injury or threat of death to an employee
5. Accidental discharge of a firearm with injury
6. Death of an employee
7. In the line-of-duty death
8. Serious injury of an employee
9. Collisions involving county owned vehicles which results in serious injury or death
10. Incidents involving:

a) Unusually large numbers of victims

b) Victims who are familiar to or have a special relationship with employees involved

c) Prolonged, stressful involvement of employees

d) Special or unusual media attention

IV. REFERRALS

Upon the occurrence of a critical incident involving ACSO employees or families of members, the responsible supervisor or his/her designee will contact the PST coordinator or on call and provide information on the nature of the incident, the employees involved, and the location of the incident and the current status of the incident. Supervisors should contact the PST Coordinator upon the occurrence of situations where an employee has not had an emergent or critical incident but is being affected by concerns or problems (personal or job related) which may adversely affect an employee's personal or professional well-being or job performance.

Referrals for critical and non-critical events can come from other sources:

1. Self-referrals from employees
2. Referrals by concerned peers
3. Referrals by supervisors
4. Referrals by family members
5. Referrals following airing of an incident by the news media

V. PURPOSE AND ADMINISTRATION

PST peer program efforts should support the goals of our agency mission by helping to build partnerships with all levels of County government and the public. In doing so, our PST program may participate in the aiding of our communities by providing peer support upon request. Requests for PST interventions in our communities and to other agencies shall be made to the PST Coordinator. The PST Coordinator will consult the Captain of Personnel and the Major of Administration, in consultation with the Sheriff, who must approve any external PST deployments.

The PST Coordinator in consultation with the Supervisor of the involved employees will determine the resources needed for the response and the timetable for activities.

The purpose of the PST is to provide assistance through crisis intervention and peer-support. Therefore, PST members shall be guided by the following:

1. PST peer members will adhere to the PST SOP on all deployments and interventions.

2. No activities by PST personnel shall be considered part of any investigation or operational critique.

3. PST program personnel will not interfere with administrative and criminal investigations following critical incidents.

4. PST personnel will state a warning to employees involved in defusings or other activities that they should not make statements of fact that may be important to any criminal or administrative investigation.

5. PST personnel engaged in defusings, debriefings, PCIS, one-on-one discussions or any other interactions with involved employees will stop employees who appear to be making statements of fact that are important to a criminal or administrative investigation.

6. No PST personnel will provide advice or recommendations that might be considered or are represented to be the appropriate domain of professional medical, psychological, legal or administrative personnel.

7. No notes or recordings or other records of information exposed during PST programs will be made or maintained.

8. PST personnel responding will travel in Patrol vehicles and wear the appropriate approved attire and will be considered on-duty and on special assignment.

PST operations will be organized according to the “Incident Command” system. The team leader will act as the deployment I.C. and be responsible for assuring that daily briefings and assignments of activities are made as appropriate and for organizing an operational review for the PST before demobilization. The I.C. is responsible for providing a summary of deployment activities utilizing appropriate PST forms.

The PST program will not supplant the responsibility of the supervisor to assure that all employees involved in critical incidents be properly referred for any necessary professional psychological or psychiatric evaluation and treatment.

The PST program will be reviewed annually by the Captain of Personnel and the Major of Administration along with the Coordinator.

New 2/2021

Alamance County Sheriff's Office

PEER SUPPORT ACTIVATION LOG

Complete an Activation Log for each requested session.

Platoon	District	Date of Calls	Form Completed By

Requesting Department / Outside Agency

Contact Person	Contact Phone

Stress Management Session Information

Scheduled Date of Session	Scheduled Time of Session
	☐ a.m. ☐ p.m.

Scheduled Location of Session	Type of Session

Participant(s) Affiliation – Check all that apply			
☐ Corrections	☐ Telecommunicator	☐ Emergency Management	☐ EMS
☐ Fire	☐ Fire / EMS	☐ Hospital	☐ Law Enforcement
☐ Other			

Stress Management Session CALL-OUT Information

List the name of each team member you attempt to contact during the formation of the stress management session team. Place an "X" in the appropriate column below to indicate each team member's response.

Team Member Name	Called	Left Message	Message Returned	Participation	Memo / Notes
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		
			☐ Yes ☐ No		

Please send completed form within 24 hours to your PST Coordinator.

New 2/2021

Alamance County Sheriff's Office

PEER SUPPORT ACTIVITY REPORT

Complete an Activation Log for each requested session.

Platoon	District	Form Completed By

Requesting Department / Outside Agency

Date of Stress Management Session	Type of Session

BEGIN Time of Session	END Time of Session
☐ a.m. ☐ p.m.	☐ a.m. ☐ p.m.

Location of Session

Participating Organizations

Number of Participants by Affiliation – Excluding CISM Team Members			
Corrections:	Telecommunicator:	Emergency Management:	EMS:
Fire:	Fire / EMS:	Hospital:	Law Enforcement:
Other:	**Total Number of Participants – Excluding CISM Team Members**		

Names of CISM Team Support Personnel	Type of Support	Attended Post-Session Review
Team Leader:		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No

New 2/2021

Alamance County Sheriff's Office
PEER SUPPORT ACTIVITY
REPORT

Post-Session Review for CISM Team Members Conducted By

Stress Management Session Data – Check all that apply.

Date of Critical Incident

Type of Event		
☐ Disaster	☐ Fire	☐ Mass Casualty
☐ Officer-Involved	☐ Vehicle Crash	☐ Other

Consequence		
☐ Accidental Death	☐ Homicide	☐ Injury
☐ Line-of-Duty Death	☐ Natural Death	☐ Suicide
☐ Other		

Victim(s)		
☐ Adults	☐ Child(ren)	☐ Emergency Service Personnel

Follow-Up Plan
☐ No Follow-Up Needed
☐ Phone Call In week(s) by
☐ Referral
☐ Notes:

Alamance County Sheriff's Office

PEER SUPPORT TEAM (PST) PROGRAM CODE OF ETHICS

Purpose

To promote an ethical practice, the Alamance County Sheriff's Office Peer Support TEAM Program requires PST members to adhere to the following Code of Ethics. Violation of these standards of conduct or codes of ethic, which may affect a PST member's CISM (Critical Incident Stress Management) performance, shall be the basis for an investigation and possible removal from the team and/or disciplinary procedure.

Procedures

The PST/CISM Program has a responsibility to assure that PST members are provided a copy of the Ethics Code and applicable training. Program members have an obligation to be familiar with the PST/CISM Ethics Code and its application to program activities.

These Ethical Standards are applicable to the members of the Peer Support Team whenever those members are assigned to an official CISM activity or intervention.

An activity of a PST member may be reviewed under these Ethical Standards only if the related activity is part of the member's CISM program-related functions. Personal activities having no connection to or effect on the PST program are not subject to this Ethics Code. Lack of awareness or misunderstanding of an ethical standard is not itself a defense to a charge of unethical conduct.

Informal Resolution of an Ethics Violation. When a member believes there may have been an ethical violation by another member, the member attempts to resolve the issue by bringing it to the attention of the other member.

Reporting Ethical Violations. If an apparent ethical violation is not resolved informally, members must report the alleged violation, in a timely manner. The written complaint shall be directed to the PST Team Coordinator.

The PST Team Coordinator or designee shall initiate an investigation. The investigator shall forward the results of the investigation and recommendations to the Captain of Personnel in no more than ninety (90) days.

General Standards

- **Boundaries of Competence.** Member will only provide services, training and/or conduct research within the boundaries of their competence, based on their education, training, supervised experience or appropriate professional experience.

- **Maintaining Expertise.** Members undertake ongoing efforts to maintain competence in the skills they are required to use.

- **Respecting Others.** Members shall respect the rights of others whose values, attitudes, and opinions differ from their own. PST members shall respect all people,

regardless of gender, age, disability, racial, ethnic and religious differences and shall not engage in any discrimination or harassment.

- **Personal Problems and Conflicts.** Members shall recognize that their personal problems and conflicts may interfere with their effectiveness. Accordingly, they shall refrain from taking on an activity when they suspect, know, or should know, their personal problems are likely to lead to harming another person or the program's reputation. Members have an obligation to be alert to signs of, and to obtain assistance for, their personal problems at an early stage, in order to prevent significantly impaired performance.

Public Statements

- **Definition of Public Statements.** Public statements include, but are not limited to, paid or unpaid advertising, brochures, printed matter, directory listings, personal resumes or curricula vitae, interviews or comments for use in media, statements in legal proceedings, lectures in public and oral presentations, and published material.

- **Avoiding False or Deceptive Statements.** PST members do not make public statements that are false, deceptive, misleading or fraudulent.

Privacy and Confidentiality

- **Confidentiality.** Confidentiality is the foundation on which the PST/CISM program rests. CISM principles require that confidentiality and privacy of responders be respected. Confidentiality applies to information received during a debriefing or individual session. Program members have a primary obligation and take responsible precautions to respect the confidentiality rights of those with whom they work.

- **Discussing the Limits of Confidentiality.** Unless it is not foreseeable or is contraindicated, the discussion of confidentiality occurs at the outset of the relationship and thereafter as new circumstances may warrant.

- **Minimizing Intrusion on Privacy.** Members discuss confidential information obtained from program-related contacts only for PST/CISM professional purposes and only with persons clearly concerned with such matters.

- **Disclosures.** PST members disclose confidential information without the consent of the individual only for a valid purpose, such as (1) to provide needed professional services to an individual, (2) to obtain appropriate professional consultations, or (3) to protect the responder or others from harm.

- **Use of Confidential Information for Teaching or Other Purposes.** Program members do not disclose in their writing, lectures or other public media, confidential, personally identifiable information concerning the responders or agencies for whom

Alamance County Sheriff's Office
PEER SUPPORT TEAM
PROGRAM CODE OF ETHICS

they have provided a stress management session, unless the person or agency has consented or unless there is an ethical or legal obligation for doing so.

- **Confidential Information Violations.** If a PST Member violates the ethical disclosure of confidential information, the PST/Coordinator shall record the violation and recommend termination of the membership on the PST team to the Sheriff's Office Major over the team.

- **Sheriff's Office Major** is authorized to suspend or terminate participation on the MAT Team.

Teaching, Training Supervision, Research and Publishing

- **Education and Training Programs.** PST/CISM trainers seek to ensure the programs are competently designed, provide the proper experiences and meet the requirements for certification, continuing education or other goals for which claims are made by the program.

- Trainers will maintain a current and accurate description of the program content, training goals and objectives, and requirements for satisfactory completion of the program. This information must be readily available to all interested parties. CISM trainers will present CISM information accurately and with a reasonable degree of objectivity.

By affixing my signature below, I acknowledge that I will abide by the above Code of Ethics.

Name (Printed)

Signature

Date

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: EARLY WARNING SYSTEM

POLICY #: IV-V EFFECTIVE DATE: 03/31/2022

PURPOSE: The purpose of this policy is to establish guidelines for an early warning system within the personnel and training division of the Alamance County Sheriff's Office.

POLICY: It shall be the policy of the Alamance County Sheriff's Office to maintain an early warning system in compliance with NCGS 17A-10 in order to document and track the actions and behaviors of deputies for the purpose of intervening and improving performance.

PROCEDURE:

I. RESPONSIBLITY

The personnel and training division of the Alamance County Sheriff's Office will maintain the early warning system.

II. CONTENT

The early warning system will track and document the following information:

A. Discharge of a firearm not related to training
B. All uses of force
C. Vehicle collisions
D. Citizen complaints
E. Disciplinary actions
F. Vehicular pursuits

III. REVIEW AND ACTION

A. Before any personnel action is taken, instances where an employee triggers an early warning will be reviewed by the Major of Personnel and the Chief Deputy. Factors included in the review will be the following:
    1. Current duty assignment
    2. Expectations, goals, and mission of the assigned Division
    3. Experience
    4. Totality of the data which triggered the warning
    5. Level of overall proactive vs reactive incidents

B. Actions will be taken on a case by case basis accounting for the individual and specific warning triggers. Action will be determined by the Major of Personnel and Chief Deputy.

Section 5: Support Operations

1. Special Response Team
2. Computers and Other Electronic Communication
3. Service Dogs
4. Animal Control Services
5. Honor Guard / Funeral Services / Color Guard
6. SUAS (Drone)
7. Negotiations Response Team
8. Emergency Management
9. Crowd Management

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: SPECIAL RESPONSE TEAM

POLICY #: V-I **EFFECTIVE DATE: 04/01/2005**
REVISED DATE: 12/15/2021

PURPOSE

The purpose of the Alamance County Sheriff's Office Special Response Team (herein referred to as "SRT") is to preserve life in high-risk situations, and assist in handling unusual operational activities in a professional manner that inspires confidence in the community.

POLICY

It shall be the policy of the SRT to maintain a readiness to respond to emergency situations that require specialized equipment and personnel and whose members accept and abide by the following core values:

- All operations will be conducted with the highest regard for the preservation of life.
- The SRT is committed to the safe resolution of all high-risk situations and will approach each situation in a professional and controlled manner, with an emphasis on a negotiated resolution.
- The SRT will use all of its available specialized training and equipment to accomplish its mission and will develop the specialized skills of each team member.
- The SRT is committed to a controlled, rapid response to high-risk situations in order to gain control and minimize the risk of death or injury to any person.
- Team members approach their duties with a high level of confidence, motivation, flexibility, and patience.

  SRT members acknowledge their dependence upon one another and work as a team in an atmosphere of trust, confidence, and open communication.

PROCEDURE

All SRT members serve at the discretion of the Sheriff and the Chief Deputy, and may be relieved of duties as a team member with appropriate justification. Justification for dismissal may include, but is not limited to, inadequate firearms performance, inability to perform required duties and/or essential functions of an SRT member, failure to attend scheduled training, disciplinary violations, or continued failure to respond to incident locations when properly notified.

I. TEAM MEMBERSHIP

A. Composition

The Alamance County Sheriff's Office SRT will fall under the Command of the Chief Deputy and will consist of:

1. *TEAM COMMANDER*
   Responsible for overall operations of the SRT.

2. *TEAM CHIEF*
   Responsible for logistics, equipment and operational planning. Coordinates with the Team Commander and Team Leaders to schedule team training. Assumes command in the absence of the Team Commander.

3. *TEAM LEADER(S)*
   Assist and develop operational planning, and supervises the implementation and execution of orders. Tactical element leaders in operational environments, assists in maintenance of team documentation and equipment. Assumes duties of Commander and/or Chief in their absence.

4. *TEAM MEMBERS*
   Personnel who have been selected to receive advanced training in special weapons and tactics.

5. *PRECISION MARKSMEN*
   Personnel who have received specific training in the art of precision marksmanship, and utilize specialized equipment in the application of same.

6. *TEAM MEDIC*
   Responsible for coordinating with medical personnel (EMS) prior to operations or at the scene. This member should have some type of medical background and be able to provide temporary medical assistance until more qualified personnel arrive.

7. *CRISIS NEGOTIATORS*
   Personnel who have been selected and have received training in hostage/crisis negotiations.

8. *SUPPORT TEAM*
   *P*ersonnel who have been selected to assist the SRT in a support role as needed.

B. Selection of Team Members

The Team Commander, via the Captain of Training and Personnel, will distribute an agency wide memorandum indicating that the Special Response Team is engaged in a process of selection for team members.

The Team will accept members from other Law Enforcement Agencies that are approved to join by their respective administrations and governing entities. Regardless of agency of origin, all candidates WILL complete the following in order to be assigned to an operational position within the team.

The selection process will follow these steps:

1. Deputies or Officers interested in participating in the process will submit a letter to the Team Commander listing any prior experience and copies of any training certificates or classes that they have received. Deputies must have TWO years of SWORN service in law enforcement, ONE year as Deputies with the Alamance County Sheriff's Office, and not be under any disciplinary action or probation.

2. SRT Commander will review all applicants and complete a preliminary background on all prospective members. Once complete, he will make recommendations to and obtain approval from the Captain of Training and Personnel and Chief Deputy for applicants to proceed to the tryout phase.

3. The Tryout Phase will consist of the following:

   a. Firearms Qualification- The BLET Daytime Qualification Course of Fire is the standard used for evaluation.

   b. Physical Agility Assessment consisting of several events, conducted in protective equipment with rifle and helmet which test cardio, strength, endurance and stamina.

   c. Oral Interview with Team Members.

4. The team Commander will forward those who successfully pass the Tryout to the Director of Personnel for the scheduling of a Psychological Examination to ensure suitability for assignment to SRT duties.

5. If the candidate is found suitable for assignment, and with the final approval of the Chief Deputy, the individual will become a probationary member of the Special Response Team.

C. Selection of Specialized Positions

1. *TEAM COMMANDER*
   Appointed by the Sheriff and/or the Chief Deputy.

2. *TEAM CHIEF AND LEADER(S)*
   Selected by the team itself and approved by the Chief Deputy.

3. *Precision Marksmen*
   The Team Commander, and Team Leaders will select the individuals for additional specialized training and assignment as Precision Marksmen (snipers)

4. *TEAM MEDIC*
   The Team will select its Team Medic. This person should have some background and training in Emergency Medical Services.

5. *CRISIS NEGOTIATORS*
   Interested applicants will be reviewed by the Team Leadership, who will make recommendations to the Chief Deputy for assignment and specialized training of qualified individuals.

6. *SUPPORT TEAM*
   Personnel interested in the SRT Support Team should notify the Team Commander in writing. Examples of support team duties would include but not limited to; vehicle operator, outer perimeter cordon force, detainee/arrestee handling. Assignment and duties determined by the team as needed and will be approved by the Chief Deputy.

II. PROBATION/NEW MEMBER ASSIGNMENTS

A. All newly appointed team members shall serve a one-year probationary period. The Chief Deputy may remove a team member from SRT at any time during the probationary period, or any extension thereof, for good cause. Input from the Team Members may be considered when and if the decision to remove a member is to be made.

B. In deploying new team members, Team Leaders will consider whether the member has received required training and displayed proficiency in a particular skill or with a piece of equipment, prior to assigning the deputy to a position during an operation. A member will not be assigned to a task for which he or she has not been trained for or which he or she has not

demonstrated proficiency. Team members are responsible for informing a Team Leader whenever he or she has not been trained for an assigned task.

III. OPERATIONAL PROCEDURES

A. Emergency Call-Out

The ranking Supervisor on the scene of any incident may request the assistance of the Special Response Team. The Supervisor will notify On Call Administrator, and upon approval request the SRT to be mobilized/activated/dispatched via CCOM. Additionally, the On-Call Administrator will notify the Sheriff and/or the Chief Deputy of any SRT activation.

B. High Risk Operational Support

The SRT will be available and respond to any request for High Risk/High Threat Operational Support. Requests should be forwarded to the Team Commander, or, in his absence, the Team Chief via the appropriate chain of command. The Team will develop appropriate orders and plans to support given missions, submitting same to the Chief Deputy (or his designee) for final approval prior to execution.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: COMPUTERS & OTHER ELECTRONIC COMMUNICATION SYSTEMS

POLICY #: V-II EFFECTIVE DATE: 04/01/2005

PURPOSE: The purpose of this policy is to ensure proper and professional use of Alamance County Sheriff's Office computer system including Internet, email, and all forms of electronic communications made available to employees of the Sheriff's Office. The intent of this policy is to establish rules and regulations which govern the use of Sheriff's Office information and electronic communications system.

POLICY: Alamance County Sheriff's Office computer systems, Internet, email, and all forms of electronic communications are provided for the sole purpose of promoting and supporting the mission, goals, and objectives of the Sheriff's Office.

DEFINITIONS

- **Computer Systems.** At least one central processing unit (CPU) together with a set related, connected, or unconnected peripheral devices. This definition encompasses any Sheriff's Office owned fixed or desktop device as well as portable or laptop devices, including mobile data terminals (MDT).

- **Internet.** World communications network that provides for the distribution and sharing of unrestricted public information.

- **Electronic Mail (email).** The electronic transfer of information typically in the form of electronic messages, memoranda, and attached documents or digital pictures from a sending party to one or more receiving parties via an immediate telecommunications system. Electronic mail services, as defined in this policy, not only consist of the use of county provided email systems but also include any act of sending and receiving electronic mail.

- **Software**. Publicly or privately designed tools, programs, and/or applications designed to run on computers for the accomplishment of specific functions.

- **Access.** To instruct, communicate with, cause input/output, or otherwise make use of any resource of a computer, computer systems, or computer network.

- **Authorization**. Having the consent of permission of the owner or the person licensed or authorized by the owner to grant consent to access a computer, computer system, or a computer network in a manner not exceeding the purpose or intent for which the consent or permission was granted.

- **Management of Information System (MIS).** The section of Alamance County government with responsibility for managing and supporting the Sheriff's Office computer systems.

- **Sensitive Data.** Non-public information as defined by statutes or operational requirements, such as open investigations, personal privacy data, or operational data that, if revealed, might jeopardize personal safety or result in interference with law enforcement.

- **MDT (Mobile Data Terminal).** A portable computer connected by RF radio modem to the Mobile Data Network component of the NC Criminal Justice Information Network (CJIN).

PROCEDURE

I. ELECTRONIC COMMUNICATIONS SYSTEMS

Various "communications systems" may be utilized, or are provided by the Sheriff's Office for use by its employees. They include:

A. Computers, computer equipment and systems
B. Telephones and facsimile devices
C. Electronic mail (email) systems
D. Paging Systems
E. Radios
F. Mobile Data Computers
G. Cellular Telephones

II. USAGE

A. Employees shall use information obtained from the Sheriff's Office computer systems for official purposes only.

B. Employees shall not knowingly enter or cause to be entered false information or data in any agency computer system.

C. Ordinarily, employees should not access or attempt to access communications intended solely for another person unless requested to do so by the recipient. Unless the recipient does not speak or read the language all communications shall be in English, and no encryption program(s) shall be used without management approval.

D. Except when incidental to an investigation, or as part of an official inquiry/response, employees are prohibited from using agency communications systems to:

i. Threaten or intimidate another person

ii. Send images that contain nudity, or to send images or words of a prurient or sexually suggestive nature, even if the recipient has consented to or requested such material.

iii. Send jokes or comments that tend to disparage a person or group because of race, ethnic background, national origin, religion, gender, sexual orientation, age, verbal accent, source of income, physical appearance of agility, mental or physical disability or occupation.

iv. **All communication equipment will be used for official business only.**

III. COMPUTER SYSTEMS

A. Only authorized employees of the Alamance County Sheriff's Office or its contractors and agents may operate CPUs and related peripheral devices.

i. Employees shall not access or attempt to access any Sheriff's Office computer system without being authorized to use the system and assigned a valid password and user identification.

ii. Employees shall not use or permit the use of passwords or user identifications assigned to other persons unless there are extenuating circumstances and both parties are aware and agree to the use. In these instances, the original passwords shall be changed as soon as practicable.

iii. Employees shall keep their network and application passwords confidential. Passwords must be made available to the immediate supervisors when requested.

iv. Employees shall not knowingly enter or cause false information to be entered in any Sheriff's Office computer system.

B. Unauthorized copying or unauthorized use of computer software is a violation of State and Federal Law. Copyright law also prohibits loading of software from one disk to multiple machines unless allowed by a license. The Sheriff or his designee shall first approve all software used on Sheriff's Office computer systems.

i. Employees shall not modify, move, or add components (hardware, software, or communications) to any Sheriff's Office computer resource without approval of the Sheriff or his designee.

C. Only trained and authorized Sheriff's Office personnel or authorized MIS services personnel are allowed to work on, repair, or modify any Sheriff's Office computer equipment.

IV. **EMAIL**

Email connectivity is provided to Sheriff's Office employees for the purpose of supporting the missions, goals, and objectives of the Sheriff's Office. It is intended to enhance and expedite communications both internally and externally.

A. The content of any message and/or attachment sent over the Internet or via the Alamance County and/or Sheriff's Office internal network must be appropriate and consistent with Sheriff's Office policy subject to the same restrictions as any other correspondence.

B. The sending of a non-agency related message (i.e., a chain letter) intended to generate excessive or multiple transmissions is strictly prohibited.

C. Employees are permitted to utilize email for personal use on a limited basis provided it does not adversely impact the employee's performance of public duties.

D. Employees shall not open email attachments of any kind from unknown or unverifiable sources. Suspicious personal emails shall be immediately deleted (then purged from "trash" or "deleted items" folder) or brought to the attention of MIS.

V. **INTERNET**

Internet access is provided to Sheriff's Office employees for the sole purpose of supporting the missions, goals, and objectives of the Sheriff's Office, with the following restrictions:

A. Employees shall not download or install any software program, or copy (save) any executable file to a hard drive from the Internet or other source without authorization from the Sheriff or his designee, and without contacting MIS to perform or assist with the download or installation, if needed.

B. Employees are prohibited from utilizing Sheriff's Office computer systems, on or off duty, to access Internet sites which could embarrass and/or have an adverse impact on the Sheriff's Office or constitute a violation of law.

C. Prohibited sites include but are not limited to those that promote and/or provide access to adult and/or child pornography, hate groups, and online gambling. Visiting such sites with any Sheriff's Office computer system will constitute a violation of this policy and may also constitute violations of other Sheriff's Office policies. Exceptions to this regulation are granted to a

member of Internal Affairs when conducting official investigations, inquiries, or random checks to ensure compliance with this policy, and to the investigative unit charged with investigating child pornography. This exception is allowed solely for the purpose of determining the identity of a site and in no way permits interaction. Investigation of such matters privately and/or at home is prohibited. Any such investigation will be conducted only with the approval and knowledge of a supervisor, and will be properly documented.

D. Employees are permitted to utilize Internet access for personal use on a limited basis provided it does not adversely impact the employee's performance of public duties, generate more than negligible direct measureable cost to the public, or constitute a violation of any of the restrictions of this policy.

VI. SECURITY, CONFIDENTIALITY, PRIVACY

A. All computerized data may be publicly distributable unless protected by statutes. All electronic messages or files stored on or processed via Sheriff's Office business communications may be monitored, audited, read, copied, archived, or otherwise accessed and reviewed by designated authorities. Employees have no privacy interests in office computers, computer files, Internet activity, and/or email messages.

B. Sensitive (non-public) electronic messages shall be prominently marked in the message header or top margin as "Sensitive", "Confidential", "Classified", or other appropriate designation if possible, along with the type of exemption such as Juvenile, Ongoing Investigation, or Privacy Data. Sensitive or Classified data received from other sources should be marked, controlled, and restricted from distribution as required by the owning agency.

C. Employees shall ensure confidential computer resources and data are protected from unauthorized access, viewing, or tampering. Computer screens shall be oriented to prevent public viewing of these files. Employees shall log off or use "lock workstation" features if available when absent from their work areas.

D. Facilities or office areas containing confidential computer resources shall be secured when left empty or unattended.

E. The Alamance County Sheriff's Office reserves the right, without notice, to monitor and/or search telephone conversations, radio conversations, access data or text caches, pager memory banks, email and voice mail accounts, and/or any other employer provided communications system (s), or data produced from any such system (s) whether written, verbal, or electronic in

nature.

F. **All employees are advised that they do NOT have any expectation or rights of privacy when using agency or county owned, leased, rented, operated, or controlled computer systems or communication systems.**

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: SERVICE DOGS

POLICY #: V-III **EFFECTIVE DATE: 04/01/2005**
REVISED DATE: 01/03/2020

PURPOSE: The purpose of this policy is to establish guidelines and responsibilities for the basic care, operation and deployment of service dogs and their handlers with the Alamance County Sheriff's Office.

POLICY: The Alamance County Sheriff's Office recognizes that service dogs are to be regarded as an item of specialty equipment provided by this agency to assist officers to carry out their duties more effectively. Service dog handlers serve first as deputies who shall take appropriate action in all situations calling for law enforcement service observed or brought to their attention, and served secondly as a support unit who aid general law enforcement via usage of service dogs in accordance with this policy.

PROCEDURE:

I. OWNERSHIP

Only Alamance County Sheriff's Office service dogs will be utilized by this Office. All Sheriff's Office service dogs will be owned by Alamance County. The only exceptions to this will be made through a lease agreement or contractual agreement which will be agreed upon prior to any use of the service dog employed with this agency.

II. RELEASE STANDARDS

A. **Persons**

1. The release of a service dog against a person is regarded as a use of force and will be scrutinized under individual circumstances as with any use of force. The utmost discretion will be used when releasing a service dog to apprehend a fleeing suspect or an armed or dangerous subject.

2. The release of a service dog will be done strictly in compliance with N.C.G.S. 15A-401 and with the Alamance County Sheriff's Office "Use of Force" policy.

3. In addition to section (i) it will be this agencies policy that one of the following be met before a service dog can be released:
    a. Violent Misdemeanor's.
    b. Assault's resulting in serious injury.
    c. Domestic assaults where suspect can flee and return to scene to do harm to victim.

d. Armed suspects.
e. Any felony where in addition the suspect is attempting to flee custody.
f. Any attempt of assault on either the handler or the K9 itself.

B. **Buildings**

1. No service dog will be released into any secured area or building without warnings first being given to any possible occupants. The handler/handler designee shall give such warnings in a manner likely to be heard and understood by any persons.
2. Warnings may be given via a patrol vehicle's public address system, bull horn, or loud speaker; the warning shall identify the agency name and notification that a trained service dog will be released if the occupants fail to surrender according to the handler's instructions. The time in which warnings will be given will be reasonable in manner so as to let any occupants have a reasonable amount of time to exit the structure or enclosed area before the release of the canine.

3. The service dog handler should make such warnings so as not to threaten or endanger any deputy's safety or reveal a secured position of the handler or any deputy(s).

4. The warning shall be as follows: "Alamance County Sheriff's Office K-9 unit come out now, or a Trained K-9 will be released, he will find you and he will bite you".

5. In addition to making entry to a building after warning's have been given and the K-9 alerts to a closed or locked door inside the building/structure it will be this agencies policy that an additional warning be given before entry is made into that room: (See section iii)

III. USES

C. **Authorized**

1. Service dog handlers will keep their service dogs on-leash and under complete control at all times, and will release their dogs (off-leash) while maintaining verbal control, when such release is necessary to:

    a. Protect a citizen or law enforcement officer from physical attack.
    b. Pursue and stop a person whom the deputy has reasonable grounds to believe has committed a serious crime.

c. Search an uninhabited structure or enclosure for the purpose of locating a criminal who poses a threat to an deputy or the public if the criminal escapes.
d. Guard and/or restrain an arrested person to prevent flight.
e. Provide jail assistance (See Alamance County Sheriff's Office Jail Policy and Procedure regarding use of service dogs).
f. Provide any other appropriate use that is authorized by the Sheriff or his designee in consultation with the handler.
g. Perform SRT operations for which deployment of the service dog is needed and which the commander of SRT, and the Sheriff or his designee have deemed appropriate in consultation with the handler.

2. Searches of school buildings shall be conducted on lead unless exigent circumstances are present. This determination will be made at the discretion of the service dog handler.

B. **Unauthorized**

1. The responding handler may decline to conduct a specific dog operation when, in his/her opinion, such an operation is outside the capacity of the dog or would present an unnecessary and unacceptable level of danger to the handler, dog, or others present. Service dogs shall not be utilized to conduct a search of a person.

2. Handlers shall refrain from any type of demonstrations of the service dog's ability to react, unless in the line of duty, training, or during an authorized demonstration.

3. Service dogs shall not be entered into any show, trial, or breeding program without the express approval of the Sheriff or his designee.

C. **Authority**

1. The service dog handler and dog shall only respond outside of Alamance County when authorized by the on-duty supervisor to do so.

2. Due to his/her training and knowledge, the service dog handler will have the final authority in reference to deploying or not deploying a service dog on all service dog calls for service.

IV. Traffic Stops

A. Service dogs will be utilized on all traffic stops when applicable.

B. Any traffic stop where it can be shown of recent and/or prior drug history

to any occupant of the vehicle where the detention of the vehicle will not be delayed for any longer than to conduct enforcement action for the reason of stop.

C. If requested by another deputy or agency to conduct an exterior sniff of a vehicle it will be the handler's responsibility to obtain the reason for the request of the K-9. It will be the handler's discretion to utilize his service dog.

D. It will be the policy of this agency that all service dogs be on leash and under the handler's control during the exterior sniffs of any vehicle.

V. TRACKING UTILIZATION

It will be the policy of this agency that in the event of missing persons from elderly to children, suspect jump and runs/or fleeing the scene of a suspected crime that all service dogs be utilized in accordance with the following:

A. If a track of an elderly person, or a child is requested by our agency or another it will be the duty of the responding handler to advise the supervisor in charge and all parties involved that the service dog is trained to track and apprehend, and that the handler will, to the best of his abilities, not allow the person/child to be bitten by the service dog.

B. In the event that a person believed to be fleeing to evade capture by our agency or another agency, it will be the handler's responsibility to obtain information about the crime and incident. If the suspect is located on the track, the handler will give announcements before the service dog is released unless circumstances call for immediate apprehension.

C. It is the policy of this agency that at no time during a tracking incident will a handler allow his service dog to be off leash and away from his control.

VI. TRAINING

A. **Basic**
Service dog Handlers shall attend a basic service dog school which will include training in suspect search, article search, tracking, and drug detection. Each month the service dog and handler shall receive in-service training (no less than 16 hours for dual purpose dogs and no less than 8 hours for single purpose dogs) evaluated by the K-9 supervisor.

B. **Recertification**
Service dog handlers and service dogs must attend at least the minimum hours listed in section (a) each month with the K-9 supervisor. Deviations from this requirement must be in writing to the Sheriff or his designee.

C. **Other**

1. Based on a demonstrated need, the service dog handler and service dog may attend outside training facilities subject to the approval of the Sheriff or his designee.

2. Use of non-departmental personnel in training sessions must be approved by the Sheriff or his designee, with the exception of training sessions with the K-9 supervisor.

VII. MAINTENANCE AND CARE

A. Each handler will feed, water, and keep his/her dog well groomed. The service dog's kennel must be maintained in a clean and sanitary condition. Service dog vehicles and living quarters may be inspected at the discretion of the Sheriff or his designee.

B. All service dogs will be examined periodically according to a schedule arranged by the veterinarian selected by the Sheriff's Office to care for its service dogs. All medical needs will be attended to by this veterinarian. Service dog handlers, in an extreme emergency, may take their animal to the nearest available veterinarian for treatment. In such instances, the Sheriff's Office veterinarian shall be notified by telephone immediately as to the extent of sickness or injury of the dog.

C. When a handler spends his/her annual vacation or other time away from home, he/she is encouraged to take their assigned dog with them. During such leave; however, a service dog may be kenneled at the veterinary service provided by the County. Similar use may be made of this veterinary service when the handler is sick and unable to care for his/her dog.

VIII. EQUIPMENT

A. **Basic**
Service dog handlers will be equipped with functional uniforms, vehicles, identification badges, choke collar, leash, and any other items necessary for efficient and effective operation of the service dog program as determined by the Sheriff or his designee.

B. **Kennel**
The Sheriff's Office shall provide a K-9 Castle Kennel. The kennel will have a secured top to prevent the possible escape of the service dog. Also, warning signs will be placed on the exterior of the kennel warning that there is a service dog within the kennel. All service dog handlers are encouraged to utilize the kennel for securing the service dog when not on regular duty with the Sheriff's Office. The Sheriff's Office will also provide one outdoor

dog house for the housing of the service dog inside the kennel.

IX. VEHICLES

A. The purpose of the service dog vehicle is to provide a safe and comfortable environment for the service dog and the service dog handler. Each handler will be responsible for the cleanliness of such vehicle.

B. Each service dog handler shall be assigned an individual patrol vehicle equipped with a special cage in the back for the service dog. The vehicle should be stored at the handlers' residence when off duty.

C. Service dog vehicles will be equipped with the following special equipment:

1. One reversible harness designed for tracking
2. One 30-foot nylon tracking lead
3. One leather agitation muzzle
4. One leather lead
5. One sleeve designed for criminal apprehension training
6. One plastic bowl or similar container used to water the service dog
7. One "bail out" canine deployment device designed to open the vehicle door when the deputy is not accessible
8. One "hotdog" temperature monitoring system. This system sounds the vehicle horn when it becomes too hot inside the vehicle for the service dog
9. One set of metal screens designed to cover the rear windows of the vehicle

X. IDENTIFICATION

Service dog handlers shall ensure that their assigned dog wears an Alamance County Sheriff's Office service dog identification badge at all times with the following exceptions:

A. When the service dog is boarded or housed away from the handler or when the service dog is secured in its kennel at the handler's residence.

B. Where the safety of the service dog or handler may be affected, such as during building searches.

XI. BITES/INJURIES

A. **Persons**

1. Service dog handlers will immediately notify the on-duty supervisor

when the service dog bites or causes injury to any person, regardless of the location of the incident. In all cases where a person is bitten or injured by a service dog assigned to this Office, the handler or on-duty supervisor is responsible to ensure that the victim receives prompt medical attention.

2. Should a bite or other injury be inflicted in the line of duty by a service dog, the handler must immediately notify the on-duty supervisor, and the incident will be evaluated and investigated in compliance with the Alamance County Sheriff's Office "use of force" policy and procedure.
3. Should the service dog bite someone off-duty, the incident will be reported fully in writing by the handler, and the supervisor on duty at the time of the incident will be immediately notified to investigate the incident. A report of the incident will then be submitted to the Major of Administration for review and determination as to what, if any, further action or investigation is warranted.

B. **Service Dog**
If a service dog is physically attacked, the animal will defend itself instinctively whether the attacker is a person or another animal. Handlers will discourage persons from attempting to pet, touch or otherwise have any physical contact with their dogs, unless authorized by the handler.

C. **Handler**
If the service dog handler becomes incapacitated, another handler shall be notified to respond to the scene to secure the dog. When the handler is in need of immediate assistance, officers at the scene shall use all possible means of restraining the dog, without injury to the dog if possible.

XII. DOCUMENTATION

A. Service dog handlers shall report all injuries and illness suffered by their assigned dog to their immediate supervisor, detailing the nature of the injury or illness and any medical attention received.

B. Service dog handlers shall be responsible for filing written reports on all service dog uses. Written reports on the use of the service dog shall be submitted in compliance with the Alamance County Sheriff's Office's "use of force" policy and procedure any time a service dog is utilized as an implement of force.

C. All assigned training sessions shall be documented by the handler and the handler shall retain all records. The handler will be responsible for maintaining the original file, and entering training and utilization records of his/her assigned service dog unit. In addition to the handler records, a copy of all training and utilizations will be placed into a separate folder at the

Sheriff's Office to be reviewed by the K-9 supervisor as well as any member of Administration.

D. A yearly report will be compiled which will summarize the utilizations of the service dog unit. This report should include all misdemeanor arrests, felony arrests, tracks, demonstrations, and calls for service, training dates, and any certifications which were achieved during that calendar year.

E. A report of records concerning all utilizations of each service dog will be forwarded to the Major of Administration by each handler at the end of each calendar year. A report of all records concerning any training of each dog and handler will be forwarded to the Captain of Personnel and Training after each training session takes place.

XIII. ANNUAL STATISTICAL SUMMARIES

By calendar year, the K-9 Supervisor shall compile statistical information based on all use of service dog reports received that year. These statistics will be shared with the Sheriff, the Major of Administration, and the Captain of Personnel and Training for review and identification of any recurring issues that might exist regarding training needs, equipment needs, and personnel concerns and/or needs.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: ANIMAL CONTROL SERVICES

POLICY #: V-IV EFFECTIVE DATE: 04/01/2005

PURPOSE: The purpose of this policy is to establish the duties of and procedures followed by the Alamance County Sheriff's Office Animal Control Division.

POLICY: It shall be the policy of the Alamance County Sheriff's Office to provide animal control enforcement and investigative services regarding stray, vicious, or deceased animals, animal neglect or abuse, animal bites, and other related services in Alamance County, and to assist municipal agencies with such animal situations when needed and authorized.

PROCEDURE:

I. ANIMAL CONTROL ENFORCEMENT DUTIES

a. **Officers**

i. Answer calls and investigate complaints of stray, vicious, or deceased animals.
ii. Investigate calls of animal abuse and neglect.
iii. Patrol the County in animal control vehicle, pick up stray animals, and take to the animal shelter.
iv. Pick up animals in violation of State or County laws and transport to the animal shelter.

1. Keep records of any animal picked up
2. Location where animal was picked up
3. Reason that animal was picked up

v. Provide animal traps to property owners to catch stray or nuisance animals and transport those animals to the shelter.
vi. Assist the Alamance County Health Department with rabies control.

1. Prepare specimens for testing
2. Keep records of rabies exposures

vii. Investigate and process animal bites and conduct follow up investigations.
viii. Maintain daily activity reports, and prepare reports as required.
ix. Maintain animal control vehicle.

1. Keep in good working order
2. Maintain vehicle cleanliness both inside and outside to present a professional appearance and to prevent the transmission of

disease to other animals or into the shelter population

x. Maintain all equipment in good working order. Know how to use and maintain equipment properly.
xi. Have a thorough knowledge of State laws, County ordinances, health codes, and methods of caring for and handling animals.
xii. Know how to communicate with the public effectively and tactfully. Maintain a good and effective working relationship with other office employees.
xiii. Enforce County ordinances and State laws depending on the violation. Follow ordinance procedure:

1. First complaint – verbal warning
2. Second complaint – warning ticket
3. Third complaint – public nuisance letter

xiv. Assist patrol deputies as backup for any needed assistance.
xv. Furnish rabies forms to veterinarians in the county, and once per month pick up completed forms and deliver to the Alamance County Health Department.
xvi. Pick up animal carcasses on request by veterinary offices and transport them to the animal shelter for disposal, per requirements of the Veterinary Medical Assistance Contract.

b. **Supervisor**

i. Complete monthly report of Animal Control Enforcement.
ii. Assign and supervise work subordinates.
iii. Train subordinates in the use of assigned equipment.
iv. Make recommendations for improved operating methods, personnel, and equipment.
v. Maintain inventory and oversee the issue of all equipment.

II. ANIMAL CONTROL ENFORCEMENT OPERATING POLICY

a. Animal Control Enforcement Officers will work a regular shift from 8 o'clock a.m. to 5 o'clock p.m., Monday through Friday, unless overtime is needed and approved by the Animal Control Enforcement Officer's supervisor.

b. Animal Control Enforcement Officers are not required to pick up dead animals from private property or roadways. (However, assistance to handicapped or elderly individuals is acceptable).

c. Animal Control Enforcement Officers are not required to do any work underneath any residence due to officer safety and civil liability issues, with

the exception of setting animal traps in easily accessible areas.

d. Animal Control Enforcement Officers will pick up and transport animals caught by citizens in privately owned traps during regular business hours.

e. On call Animal Control Enforcement Officers are required to stay within the County and wear issued pagers. On call shifts consist of one week, Monday to Monday, on a rotating basis.

f. Animal Control Enforcement Officers will not for any reason become involved in a pursuit situation with Animal Control Enforcement vehicles. However, Animal Control Enforcement vehicles may be used in support roles, (examples – crime scene perimeter security, roadblocks, stop stick support).

g. Animal Control Enforcement Officers will assist other municipal agencies with animal control situations, provided that agency enforces its own city ordinances and provides support to Alamance County Sheriff's Office Animal Control Enforcement Officers, and that the animal situation is beyond the ability of the requesting agency.

h. Animal Control Enforcement Officers will follow other policies and guidelines of the Alamance County Sheriff's Office at all times.

i. Animal Control Enforcement Officers will maintain vehicles and uniforms in the best possible condition and appearance relative to the nature of their work.

III. ANIMAL CONTROL POLICY RE: INJURED ANIMALS

a. Should an Animal Control Enforcement Officer be dispatched to an after-hours injured animal call, and the Patrol Deputy has not been able to locate the animal's owner or responsible party, the following steps should be taken:

    i. Determine the severity of the injury. Does the animal appear to have severe internal injuries or is the animal bleeding badly? Is the animal just stunned with no apparent severe injuries?

    ii. Determine the pain level of the animal. Is the animal experiencing obvious pain and suffering or is the animal resting quietly?

    iii. Determine the physical condition of the animal. Does the animal appear to have been well kept, hence the probability of an owner, or does it appear uncared for?

b. After-hours there are a few veterinarians that will come out unless there is an owner present for the animal. If the animal is stable and can be transported to the shelter and placed in a pen until a veterinarian can assess the injury, this is the best option.

c. If the animal is in very poor condition and in lots of pain, the Animal Control Enforcement Officer is authorized to transport the animal to the shelter and euthanize the animal. The Animal Control Enforcement Officer is to use their own discretion based on the above factors and the best information made available to them.

d. In all cases involving after-hours injured animals, good judgment, discretion, and tact shall be observed.

e. If an Animal Control Enforcement Officer transports an animal to a veterinarian for assessment of an injury, and the animal's owner is located, the owner is then responsible for the veterinarian's bill. If no owner is located, the veterinarian will do the bare minimum treatment to the animal, and advise on further course of treatment.

f. If an Animal Control Enforcement Officer transports an animal to the shelter after-hours, the following information will be left for the shelter personnel

   i. Date of the animal pickup
   ii. Location where the animal was picked up
   iii. Type of injury (if applicable)
   iv. Number of the pen that animal was placed in when brought to the shelter

IV. PATROL DEPUTY PROCEDURES RE: ANIMAL CALLS

a. General Regulations

i. After 5 o'clock p.m. weekdays, weekends, and holidays when Animal Control Enforcement Officers are not on duty, it is the responsibility of the Patrol Deputy to answer animal calls.

ii. If it is possible for the Patrol Deputy to handle the animal call without the assistance of an Animal Control Enforcement Officer then they should do so.

iii. Should a follow up call by an Animal Control Enforcement Officer be required during regular business hours, the Patrol Deputy should advise the Animal Control Enforcement Officer by leaving the proper paperwork for the Animal Control Enforcement Officer with all

available information.

iv. If the Patrol Deputy has a question about how to proceed with a call, they should have Central Communications contact the on-call Animal Control Enforcement Officer. The Animal Control Enforcement Officer will provide the Patrol Deputy with the proper information regarding how to deal with the specific problem, and/or will make the decision on whether or not it is necessary for an Animal Control Enforcement Officer to respond to the after-hours call.

v. Patrol Deputies are required to fill out animal bite reports and turn in the reports to the Animal Control Enforcement Officers so that they may process the reports and do the required follow up with the involved parties.

vi. Overtime due to Animal Control Enforcement Officer after-hours call outs shall be kept to a minimum. Emergency calls requiring the after-hours dispatch of an Animal Enforcement Control Officer consist of:

1. Dangerous animals-animals posing a threat to the public
2. Animal bites-animals that have bitten humans
3. Injured domestic animals (non-wildlife)

b. **Injured Animals**
Should a Patrol Deputy to dispatched to an injured animal call, (example-a dog has been hit by a car and is still alive) they should try to locate the owner if possible. If no owner is located in a short period of time, an Animal Control Enforcement Officer should be contacted to pick up the animal. The Patrol Deputy should not try to move the animal or to administer aid unless trained to do so. If a private citizen takes the animal to the veterinarian, the animal then becomes his/her responsibility. Should an animal bite occur to the Patrol Deputy, or anyone trying to assist the animal, a bite report shall be filled out and turned in to the Animal Control Enforcement Officer. It will be the Animal Control Enforcement Officer's responsibility to assess the injury and decide on the course of treatment.

c. **Arrest of Persons with a Pet in their Possession**
If a Patrol Deputy makes an arrest of a person with an animal in their possession, the arrested person's family or friends should be contacted to take custody of the animal. If a caretaker cannot be found for the animal, the Animal Control Enforcement Officer on call should be contacted to provide further assistance.

d. **Acceptance of Animals**
Under no circumstances should any animals brought to the Alamance County Sheriff's Office to be accepted by patrol or jail personnel for any reason.

Persons with such a request should be advised to go to the animal shelter during regular business hours.

e. **Rabies Exposures**

i. Should a Patrol Deputy be dispatched to a call regarding a possibly rabid animal, the following information must be obtained:

1. Has the animal bitten a human or another animal?
2. Is the animal a potential danger to humans or domestic animals?
3. If exposure to pets has been determined, are the pets vaccinated?

ii. If humans and/or pets have been exposed, but are not up to date on vaccinations, the suspect animal will have to be tested. If no exposure is present, the Patrol Deputy may dispatch the suspected animal. If questions about testing, exposure, or other problems arise, the Patrol Deputy should contact the Animal Control Enforcement Officer on call.

iii. If a bat is found inside the living area of a residential dwelling, and the complainant is unsure of how long the bat has been in the dwelling, the bat will need to be tested. Bats found outside of a residential dwelling will not, with the exception of pet exposure, require testing. Further questions should be directed to the Animal Control Enforcement Officer on call.

f. **Important** – If deputies have any questions, or are unsure of how to proceed with any potential rabies exposures, they should contact the Animal Control Enforcement Officer on cal

ATTACHMENT A

ANIMAL CONTROL OFFICER REPORT OF DOG OR CAT BITE/VICIOUS ANIMAL

TO: CARL CARROLL, ALAMANCE COUNTY HEALTH DEPARTMENT

FROM: _____ Title: _____

Please check one of the following: ☐ **County Animal Control** ☐ **Burlington Animal Control**
☐**Other (If other, please specify)** _____ **Date** _____

I. Date Bite/Injury Reported _____ Time Reported _____ ☐ am ☐ pm

II. **Name of Victim**: _____ Date Of Birth: _____ ☐ Male ☐ Female

Address: _____

Telephone: _____(day) _____(evening)

Name of parent or guardian (if applicable): _____

Address: _____

Telephone: _____(day) _____(evening)

If Medical attention sought, provide the following:

Name of doctor/hospital/clinic: _____

Location of bite/injury on body: _____

III. **Name of Owner**: _____ Age: _____ ☐ Male ☐ Female

Address: _____

Telephone: _____(day) _____(evening)

Description of Animal: ☐ Dog ☐ Cat ☐ Other ☐ Male ☐ Female

Breed: _____ Color: _____ ☐ Provoked ☐ Unprovoked

Age: _____ Weight: _____ Name: _____

Other identifying marks/collars: _____

_____

Prior reports of this animal biting/attacking ☐ Yes ☐ No If yes, give date(s), Name(s) and address(es) of victim(s) and out come of case(s): _____

_____

_____

_____

Date of rabies vaccination expiration: _____ Rabies Tag Number: _____

Name of Veterinarian/Clinic: _____ Telephone: _____

IV. Has animal been taken into confinement? ☐ Yes ☐ No

Place of confinement: ☐ City Shelter ☐ County Shelter ☐ Owner **(Please attach "Agreement to confine animal)**

☐ Veterinarian: _____ Telephone: _____

☐ Owner: _____

Date confinement begins: _____ Date confinement ends: _____

If no, state attempts made to seize animal: _____

_____

Does animal exhibit any unusual behaviors or symptoms ☐ Yes ☐ No'

If yes, describe: _____

_____

_____

Has animal been neutered: ☐ Yes ☐ No

Has specimen been sent to lab: ☐ Yes ☐ No

V. **Has officer interviewed victim?** ☐ Yes ☐ No

If yes, summary of victim's statements made to officer: _____

_____

_____

_____

_____

Has officer interviewed owner? ☐ Yes ☐ No

If yes, summary of owner's statements made to officer: _____

_____

Has officer visited owner's property? ☐ Yes ☐ No

If yes, summary of owner's statements made to officer: _____

_____

Has officer visited owner's property? ☐ Yes ☐ No

If yes, summary of owner's statements made to officer: _____

_____

Other Person (s) from whom officer has received information: _____

Name: _____

Address: _____

Telephone: _____(day) _____(evening)

Information obtained: _____

Name: _____

Address: _____

Telephone: _____(day) _____(evening)

Information obtained: _____

_____

_____

_____

_____

Other comments or recommendations by officer: _____

FORM B CONTROL NO. _____

OWNER REPORT OF DOG OR CAT BITE/VICIOUS ANIMAL

Under North Carolina law, G.S. 130A-196, all dog or cat bites must be reported to the local health director by the person who has been bitten (or the parent, guardian or caretaker of the person bitten) and the person who owns the biting animal (or the person in control or possession of the animal). This form has been prepared by the Alamance County Health Director to assist you in making your report. The information provided may also be used to assist the health director in determining whether the animal should be declared vicious and a menace to public health pursuant to G. S. 130A-200.

To be filled out by owner or person in control or possession of animal:

Owner(s) of animal: _____ Age: _____ Sex ☐ Male ☐ Female

Address: _____ Telephone: _____ _____
(Day) (Evening)

Description of animal: ☐ Dog ☐ Cat Sex ☐ Male ☐ Female

Breed: _____ color: _____ Age: _____ Weight: _____ Name: _____

Other identifying marks/collars: _____

Date of last rabies vaccination: _____ Rabies Tag Number: _____

Name of Veterinarian/Clinic: _____

Address: _____ Telephone: _____

Has this animal bitten/attacked before? ☐ Yes ☐ No

If yes, give circumstances including name(s) and address(es) of person(s) bitten/attacked and date(s) of incident(s):

_____

_____

_____

Witness(es) to biting/attack:

Name: _____ Name: _____

Address: _____ Address: _____

Telephone: _____ _____ Telephone: _____ _____
Day Evening Day Evening

Describe in the space provided below what happened when bite/injury occurred:

Date: _____ Signature: _____

Please return this form to: Carl Carroll, Environmental Health Section, Alamance County Health Department, 209 N. Graham-Hopedale Road Burlington, NC 27217

FORM C CONTROL NO. _____

VICTIM REPORT OF DOG OR CAT BITE/VICIOUS ANIMAL

Under North Carolina law, G. S. 130A-196, all dog or cat bites must be reported to the local health director by the person who has been bitten (or the parent, guardian or caretaker of the person bitten) and the person who owns the biting animal (or the person in control or possession of the animal). This form has been prepared by the Alamance County Health Department to assist you in making your report. The information provided may also be used to assist the Health Director in determining whether the animal should be declared vicious and a menace to public health pursuant to G. S. 130A-200.

Please type or print legibly and return this form immediately to:

Carl Carroll
Environmental Health Section
Alamance County Health Department
209 N. Graham-Hopedale Road
Burlington, NC 27217

PART A: TO BE FILLED OUT BY PERSON BITTEN OR OTHERWISE HARMED, OR PARENT OR GUARDIAN, IF MINOR CHILD.

Date of bite/injury: _____ ☐ Dog ☐ Cat ☐ Other

Name and address of animal owner, if known: _____

Name of person bitten/injured: _____

Age: _____ Sex: ☐ Male ☐ Female

Address: _____ Telephone: _____ (Day) _____ (Evening)

Name of parent or guardian (if applicable): _____

Address: _____ Telephone: _____ (Day) _____ (Evening)

Location of bite/injury on body: _____

Description of injury: _____

Was medical attention required? ☐ Yes ☐ No

If yes, name of doctor/hospital/clinic: Address _____ Telephone _____

Type of treatment required: _____

Witness(es) to bite/attack: _____

Name: _____ Name: _____

Address: _____ Address: _____

Telephone: _____ (Day) _____ (Evening) Telephone: _____ (Day) _____ (Evening)

Describe in the space provided below what happened when bite occurred:

Date: _____ Signature: _____

FORM D CONTROL NO. _____

AGREEMENT TO CONFINE ANIMAL

Animal Owner ("Owner") by signing this document agrees to confine his animal as specified below and further certifies that the information contained herein is accurate and truthful. The Health Director agrees to allow the alternate means of confinement as set out below, for so long as the owner complies with all terms.

DESCRIPTION OF ANIMAL: _____

_____

OWNER'S NAME: _____ ADDRESS: _____

_____ TELEPHONE: _____

The animal will be confined at the place and under the conditions as follows:

_____

_____

The confinement period will be for ten (10) days, beginning on _____, 20____ , and ending after the Health Director authorized release of the animal.

The owner agrees to:

1) Comply with the terms setting out place of confinement and conditions as listed above.

2) Provide accurate information to Health Director regarding vaccinations and history of biting.

3) Allow Animal Control Officers to make unannounced inspection visits during the ten (10) day confinement period in order to ensure compliance.

4) Notify Animal Control Officer or Health Director immediately if an animal escapes confinement prior to authorization of release, and thereafter, allow confinement at the animal shelter for the remainder of the confinement period.

5) Have the animal examined at the owner's expense by a duly licensed veterinarian after ten (10) days, and produce to the Health Director a written statement certifying that animal is rabies free.

The Health Director agrees to:

1) Allow the alternate confinement described above for so long as the owner complies with the terms.

2) Authorize release of the animal upon the expiration of the ten (10) day confinement period and upon written certification by a licensed veterinarian that the animal is rabies free.

_____ _____

Date Animal Owner

_____ _____

Date Witness

_____ _____

Date Health Director

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: HONOR GUARD/FUNERAL SERVICES/COLOR GUARD
POLICY #: V-V EFFECTIVE DATE: 10/22/2009

PURPOSE: The purpose of the Honor Guard is to provide law enforcement honors in the event of the death of an active or retired full-time or reserve deputy and for the special ceremonies determined appropriate by the Sheriff.

DEFINITION: Honor Guard performs ceremonial function of honoring an individual or group, living or deceased, by presenting the American Flag, standing guard, wreath laying, escorting, firing and salutes. Honor Guard also participates in ceremonies such as color guard details, parades and activity with or without the use of national or state colors.

PROCEDURES:

I. Organization

a. For organization, supervisory and control purposes the Honor Guard Commander reports directly to the Chief Deputy.

b. The Honor Guard will consist of no more than eighteen (30) members, (28) officers, one (1) supervisor and one (1) commander.

c. The Honor Guard Commander or his designee will be responsible for the overall functions of all Honor Guard ceremonies.

II. Selection Process

a. Periodically, the Honor Guard Commander or his designee will notify all members of the Sheriff's Office by memorandum announcing the acceptance of applicants to be part of a "pool" of candidates for selection to the Honor Guard.

b. All eligible personnel interested in becoming an Honor Guard member shall submit a memorandum outlining his/her qualifications, years of service and the reasons that they are interested in the position. This memorandum will be directed to the Honor Guard Commander or his designee.

c. When a vacancy occurs, the position will be filled from the applicant pool. The Honor Guard Commander will submit the names of the officers recommended for appointment to the Chief Deputy for approval by the Sheriff.

III. Training

a. The Honor Guard will have training sessions on a regular basis. The Honor Guard Commander or his designee will be responsible for providing a schedule of the training dates and making the necessary notifications.

b. Attendance at team training dates is mandatory for all members. The Commander must approve absences in advance. Any unexcused absences may be grounds for dismissal from the Honor Guard.

IV. Equipment

a. Each Honor Guard member will be issued a dress uniform to be used solely for Honor Guard ceremonies. The Honor Guard Commander can approve any changes required for specific functions or conditions.

b. Cleaning and upkeep of gear, uniforms and equipment will be the responsibility of each individual Honor Guard member.

c. All Honor Guard equipment issued to a member will be returned when the member leaves the Honor Guard team.

d. Each Honor Guard team member will be awarded a special Honor Guard ribbon for uniform wear.

e. The M1 Garand rifles that the Honor Guard uses are not owned by this agency but are on permanent loan from US Army TACOM Cycle Management Command. These weapons are to be stored in a appropriate and dignified manner in the Alamance County Sheriff's Office weapon storage area along with the .30 caliber blank ammunition used in the rifle ceremonies.

V. Documentation

The Honor Guard Commander or his designee will be responsible for keeping accurate records for all Honor Guard functions and training.

VI. Type of Funeral Service

a. Death of a law enforcement officer or detention officer killed in line of duty.

b. Death of an off duty law enforcement officer, detention officer or civilian office personnel.

c. Death of a retired law enforcement officer or detention officer in good standing.

d. **Level I**
The services may include escorts, the posting of flags, guarding the casket,

serving as pallbearers, folding the flag, presentation of the flag at the gravesite, firing party detail and playing taps.

e. **Level II**

i. The services may include guarding the casket or serving as pallbearers.

ii. Honor Guard members will attend the funeral of any immediate family member of a Sheriff's Office employee.

iii. All requests for the utilization of the Honor guard will be approved by the Sheriff or his designee. The Honor Guard will follow the Military/Law Enforcement Standard and Protocol for all activities.

f. All levels of service are at the discretion of the Sheriff or his designee. All levels of service will be according to the availability of the Honor Guard members.

VII. DEFINITIONS

a. Line of duty death: is the death of an active duty deputy by felonious or accidental means during the course of performing police functions. In the event of an active duty officer's death in the line of duty ACSO may provide liaison assistance to the immediate survivor's family and provide proper emotional support. Also at the request of the family, the deputy may be buried in full uniform and personal equipment which includes the deputy badge, identification card and the agency standard issued firearm may be presented to the family at the close of the funeral services.

b. Survivors: Immediate family members of the deceased deputy to include spouse, children, parents, siblings, fiancée and/or significant others.

c. Immediate family member: Spouse, children, parents

VIII. OTHER CEREMONIES

a. Conferences and other events in which the Sheriff's Office is the host sponsor

b. Other functions requiring the posting of flags or other military honors that are approved by the Sheriff and his designee

c. Other Police Memorial Services

d. When attending out-of-town services it is recommended that a minimum of four (4) Honor Guard members attend

e. Parades

f. Any other functions that the Sheriff or his designee deems appropriate

IX. SALUTES

A salute will be rendered by all uniformed deputies that are wearing an issued Sheriff's Office campaign hat. Any deputy not wearing a hat will place his hand over his heart as a flag passes by or the National Anthem is played.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: SMALL UNMANNED AIRCRAFT SYSTEMS (sUAS)

POLICY#: V-VI EFFECTIVE DATE: 01/09/2019

REVISED DATE: 12/14/2021 05/12/2023 5/31/2024

PURPOSE: To establish the Alamance County Sheriff's Office small Unmanned Aircraft System ("sUAS") program to assist law enforcement by providing increased situational awareness and enhanced deputy safety, and to act as a force multiplier for improving operating efficiency. This policy sets forth how the sUAS program will operate aerial platforms in coordination with law enforcement officers conducting specific missions as guided by the Federal Aviation Administration (FAA) in compliance with the waivers provided.

POLICY: This policy is designed to minimize risk to people, property, and aircraft during the operation of the sUAS while continuing to safeguard the right to privacy of all persons.

I. DEFINITIONS:

sUAS Director – The individual responsible for overall management and success of the sUAS program. This individual sets program goals, acquires funding, and makes administrative decisions for the program.

sUAS Coordinator - The individual responsible for reviewing and approving the use of the sUAS in a law enforcement mission. The sUAS Coordinator is in charge of flight operations and training.

Pilot in Command (PIC) – The individual responsible for the overall flight operations of a specific mission. This individual shall be a member of the Alamance County Sheriff's office.

Observer – The individual trained to maintain the line-of-sight and 360-degree hazard awareness around the sUAS at all times and assist the PIC in carrying out all duties required for the safe operation of the sUAS.

Defined Incident Perimeter – A location with a defined perimeter determined by the scope of the operation and a defined operational ceiling at or below 400 feet Above Ground Level (AGL).

sUAS – Small Unmanned Aircraft System.

ATC – Air Traffic Control. The closest airport maintaining control of airspace utilized in the sUAS operation.

Pre-Flight Briefing –A discussion led by the PIC prior to aircraft launch which shall include but not be limited to:

1. Review of mission goals and methods to achieve goals, including handoff procedures.
2. Review of current and forecasted weather conditions and weather limitations on mission.
3. Review of current Notice to Airmen (NOTAMS) and Temporary Flight Restrictions (TFRs) that have been issued for the proposed flight area.
4. Identification of mission limitations and safety issues such as battery charge, GPS strength, and potential for radio interference.
5. Review of proposed flight area, including maximum ceiling and floor.
6. Review of communication procedures between PIC, Observer, Camera Operator, and other ground support, including the availability of two cell phones to communicate with Air Traffic Control in the event of a fly-away or other flight emergency.
7. Review of emergency/contingency procedures including aircraft system failure, flight termination, divert, and lost link procedures.
8. Review of required video or digital images.
9. Frequencies to be used.
10. Execution of a pre-flight check following the approved checklist.

II. QUALIFICATION

A. Aircraft

1. General Airworthiness: The sUAS Coordinator shall be responsible for ensuring that the sUAS is maintained and flight-ready according to the manufacturer's recommendations and related industry standards. In addition, the sUAS Coordinator may rely upon the testing data and evaluation data provided by other government agencies, the aircraft manufacturer, and independent testing facilities.

2. Mission Specific Airworthiness: The PIC shall be responsible for ensuring that the sUAS is airworthy prior to each mission. The PIC may rely upon the inspection and reports provided by agency personnel appointed with the responsibility for maintaining the sUAS.

3. Radio Frequency: The sUAS operators shall use the radio channels assigned for the mission by Alamance County Central Communications (CCOM).

4. Maintenance: The sUAS Coordinator / designee is responsible for the maintenance of the sUAS, which shall be performed by the sUAS Coordinator / designee specifically trained on the maintenance of the sUAS or by manufacturer-certified representatives and personnel. The PIC and/or Observer shall perform a pre-flight and post-flight inspection of the sUAS. Any equipment issues (otherwise known as squawks) shall be entered in the aircraft's squawk log and immediately reported to the sUAS Coordinator / Designee. It shall be the responsibility of the sUAS Coordinator / designee to determine whether the reported squawks or issues need to be corrected prior to the next flight, which will then be documented in the aircraft's squawk log.
5. Software and hardware changes: All changes shall be documented in the unmanned aircraft and ground control station logbooks by persons authorized to conduct sUAS maintenance. All systems that have been previously proven to include payloads may be

installed or removed as required for missions and shall be documented in the appropriate aircraft squawk log. After major changes in the hardware or software have taken place, test flights must be conducted and documented.

6. Storage Transport: All aircraft shall be stored in a secure manner so as to limit possible damage to the unit while in transit. The sUAS must be secured.

7. Battery Charge: Any components necessitating a charged battery shall be charged in accordance with manufacturer's recommendations. To the extent permissible by manufacturer's recommendations, the sUAS shall be fully charged when not in use. The Lithium-ion Polymer (LiPO) batteries should be charged at the recommended amperage. The recommended amperage is not to be exceeded. If the LiPO batteries begin smoking or expanding (puffing), they should immediately be isolated to prevent explosion or fire. LiPO batteries are never to be completely discharged, or they will become unable to hold a charge.

B. sUAS Pilot

Requirements – sUAS Pilots must at a minimum:

1. Have attended an approved Alamance County Sheriff's Office basic sUAS operations program.

2. Have successfully completed the aeronautical knowledge test (part 107) at an FAA- approved knowledge testing center.

3. Obtain and maintain a North Carolina DOT sUAS pilot permit.

4. Remain current on mandatory training hours.

C. Observer

1. Visual observer means a person who is designated by the remote pilot in command to assist with visual operation of the sUAS.

2. If a visual observer is used during the aircraft operation, all of the following requirements must be met:

   a) The pilot in command, the person manipulating the flight controls of the small unmanned aircraft system, and the visual observer must maintain effective communication with each other at all times.

   b) The pilot in command must ensure that the visual observer is able to see the unmanned aircraft in the manner specified in §107.31.

   c) The pilot in command, the person manipulating the flight controls of the small unmanned aircraft system, and the visual observer must coordinate to do the following:

      1) Scan the airspace where the small unmanned aircraft is operating for any

potential collision hazard; and

2) Maintain awareness of the position of the small unmanned aircraft through direct visual observation.

III. PILOT TRAINING

A. Basic Flight Operations Training

All pilots flying law enforcement missions shall be properly trained by either manufacturer representatives or Alamance County Sheriff's Office Instructors who have obtained, at minimum, FAA part 107 licensing. Prior to FAA testing, the pilot candidate will attend and successfully complete an approved Alamance County Sheriff's Office Basic sUAS operator's course. The sUAS pilots will meet all requirements under Part 107 by the FAA. The pilots will have a current working knowledge of the airspace intended for operations, Air Traffic Control (ATC) communication requirements, specific sUAS aerodynamic factors, and the ability to obtain and interpret weather. All pilots must meet the following flight experience requirements and be current with their flight log entries.

B. Currency Training / Mission Training

All pilots shall attend 20 hours of in-service training each calendar year. These trainings will include but not be limited to the following:

1. In order to accomplish required training, the pilots will participate in at least 20 hours of in-service flight training each year. This shall be done within the calendar year at the stated training dates on the specialized training calendar unless prior approval is gained by the sUAS Director or his / her designee.
2. Recurrent training is related to pilots, but includes knowledge of all pertinent sUAS and aviation matters.
3. Pilots who have not met the requirement will be removed from active flight status and the sUAS Director will complete written notification to be forwarded to the Pilot's Supervisor and Training and Personnel.

C. In-service Training

1. Each pilot shall undergo yearly in-service training, which shall include updated industry standards, case law changes, and updates in equipment.

2. There shall be four training dates planned each year with four hours of training at each date. Active pilots shall attend two of the four dates. Pilots not meeting this requirement will be subject to discipline as stated above.

IV. FLIGHT CONDITIONS

A. Light: sUAS flights can be conducted during day and night conditions.

B. Line-of-sight: All sUAS operations shall be conducted within line-of-sight of the PIC or Observer such that the Pilot or Observer may detect and avoid hazards such as aircraft and property, unless authorized by FAA waivers.

C. Altitude: All flights shall be conducted at less than 400 feet Above Ground Level (AGL), unless otherwise approved by FAA in a waiver. All flights will be conducted under VFR (Visual Flight Rules).

D. Weather: The PIC shall verify the weather conditions in the immediate area of operations. The internet or phone applications may be utilized, or weather may be observed on site. This may include calling the closest airport with Automated Weather Observation Systems (AWOS) or Automated Terminal Information System (ATIS) and calling the Flight Service Station (FSS) for a weather report for the area of operations. The sUAS will not be flown outside the weather minimums identified by the manufacturer or the approved waiver or emergency management exception. The PIC shall have final determination of risk due to weather for any mission.

E. Heat: The operational guidelines for heat are less than 110 degrees Fahrenheit (37.77 degrees Celsius) at ground level. Operation in temperatures over this mark should be noted with the air density as obtained from the pre-flight weather report. The battery and length of flight should be adjusted accordingly based upon high humidity and temperature with air density. These local conditions may warrant the PIC opting to not fly based upon these flight conditions.

F. Cold: The operational guidelines for cold are greater than 0 degrees Fahrenheit (-17.77 degrees Celsius) at ground level. Operation in temperatures under this mark should be noted with the air density as obtained from the pre-flight weather report. The battery and length of flight should be adjusted accordingly. Also, if the moisture level is high, conditions should be noted for icing on wings and flight surfaces. These conditions may warrant the PIC opting to not fly based upon these flight conditions.

G. Wind: The sUAS will not be operated in sustained winds greater than 30 mph. Wind velocity can be obtained from a hand-held anemometer used at the training location or mission site. General weather information can be obtained from the ATIS, FSS, Internet weather application, or phone application. The PIC may decide that wind conditions at the area of operation are too hazardous and opt to not fly.

H. Rain, Snow and Fog: The operational guidelines for these conditions are based upon visibility and operator safety at the local site and aircraft utilized. The PIC and Observer

must adhere to the line-of-sight and VFR weather minimum requirements. Certain sUAS systems are not weather resistant and should not be flown during situations with precipitation.

V. MISSION

A. Mission Requests**:** All requests for sUAS to provide support for a mission shall be approved by the on-duty supervisor. Once the request has been approved, the actual flight will be authorized by the on-duty PIC. The PIC has the authority to approve or disapprove flight missions. All mission requests and flight operations should be forwarded to the sUAS Coordinator in a timely manner. Considerations for use of sUAS shall include the following:

1. The location of the mission, for purposes of ensuring the safety of people and property.

2. The purpose of the mission as it relates to public safety.

3. The intended area of operation, for purposes of evaluating the ability to mitigate potential air-to-air conflicts. Such evaluation will consider the current landing patterns at airports in the vicinity. Whenever the approach path of an airplane to a nearby airport would involve flying over the intended area of operation, such operations shall be coordinated with the appropriate air-traffic control facility.

4. The weather and its potential effect on the aircraft, including the potential to carry the aircraft to an area of air-to-air conflict.

5. The potential usefulness of the information gathered by the sUAS versus information gathered through other means.

6. Any other relevant risk factors to successfully complete a risk-benefit analysis for the use of sUAS in the specific mission. Risk factors may include but are not limited to tree canopy, distance between buildings, smoke, etc.

7. Strength of radio and GPS signal as indicated on the sUAS.

8. The lawfulness of use of the sUAS under the circumstances anticipated by the mission (i.e. bona fide exigent circumstances, search warrant obtained, exception to the search warrant requirement).

B. Personnel Designation**:** Once the on-duty supervisor has approved the mission request and the PIC has approved the flight operation, the PIC shall coordinate with individual(s) requesting the mission.

C. Pre-flight Preparation: Before any mission, the PIC must conduct a Pre-Flight Briefing.

D. Scene Review: The PIC and Observer are responsible for identifying any unsafe conditions at the scene. These considerations include, but are not limited to:

1. Take-off and landing site: This area should be free of obstructions, items on the ground, and debris that may interfere with the rotors. This includes creation of a flight line, from which other law enforcement officers and civilians must remain clear.

2. Flight perimeter: The site must utilize law enforcement officers and standard protocols to minimize civilian traffic or interference during the operation.

3. Safety View: The flight team should identify trees, bushes, power lines, and other potential obstructions and coordinate the pre-flight briefing accordingly.

4. Interference: The flight team should identify Cell Towers, TV, and Microwave sources, which might create interference with the flight equipment. The equipment should be tested on the ground to insure proper communications and operation before the flight.

5. Sectional chart: The flight team will maintain a current copy of a VFR Sectional Chart for the area in which flight operations will occur.

E. Documentation:

1. PIC's and Observers must be in possession of their Certificates at all times while operating the sUAS. PIC is responsible for making sure that all certificates are in the possession of individuals involved in the mission prior to the beginning of the operation.

2. Certificates – All certificates will be copied by the PIC, Observer, or any other certified flight attendant to the sUAS and forwarded to the sUAS Coordinator upon receipt. It is the responsibility of the PIC to ensure that all certifications are valid and up to date prior to operation / mission.

F. Flight Operations:

1. All flight operations shall be conducted in accordance with the sUAS manufacturer's recommendations.

2. Prior to flight, an Alamance County Sheriff's Office approved preflight check

list form shall be completed by the PIC. (Form attached to policy)

3. All flights will be recorded from beginning of flight of the sUAS until the landing of the sUAS. The PIC shall upload all flight recordings as outlined in the SOP for drone recordings.

4. The sUAS must operate with position/navigation or anti-collision lights at all required times unless authorized by the FAA waiver or emergency management exception.

5. Launch Site Selection: Site selection shall be driven primarily by safety. Selection of launch sites will be considered based upon:

a) Ability to maintain adequate buffer zones between aircraft and personnel. The PIC shall maintain a buffer of at least 25 feet for VTOL aircraft between aircraft operations and all non-essential personnel. A designated individual can be identified as a safety officer to ensure the safety of the launch and recovery area.

b) No launches shall occur until all environmental assessments have been considered. The PIC has the final authority to abort any launch based upon hazards to the environment, themselves, or other personnel in the area.

c) The PIC shall select a launch site that ensures sUAS departures are not over populated areas.

d) The PIC shall also ensure that the operators and sUAS have lawful authority to be physically present in the place where the sUAS is launched and recovered, unless an emergency landing is necessitated. If a sUAS is launched from private property, consent will be obtained (in writing whenever possible) from the owner or leaseholder before launching the sUAS.

6. Primary & Alternate Landing Sites:

a) Primary landing site - Typically the primary landing shall be the same as the launch site. The PIC has final authority for any approaches to the primary site and may waive any approach deemed unsafe.

b) Alternate landing sites - The PIC shall designate at least one alternate landing site. In the event that the primary landing site is deemed unsafe, procedures to utilize the secondary site will be invoked.

7. RTH Programming: Prior to take off, the UAS will be programmed to allow it to return to home if the signal is lost from the transmitter. A designated safe area of at least 25 feet shall be maintained between sUAS and personnel during lift off. When the sUAS is deployed to meet an approved mission task, it shall be recovered

within the same general area if possible.

8. Risk to Public: The PIC shall make every effort to ensure that flight operations will not pose any undue risk to the public not directly involved with the effort. The PIC shall have final determination of risk to the public and authority over any launch of his/her own aircraft. The sUAS will only be flown over persons in cases when doing so is in accordance with the FAA approved waiver or emergency management exception.

9. Risk to Property: The PIC shall make every effort to ensure that flight operations will not pose any undue risk to any property in the area involved with the effort. The PIC shall have final determination of risk to the property and authority over launch of his/her own aircraft. In all cases, the sUAS will not be flown over property in a manner that is in violation of the FAA or state / federal law.

10. Risk to participating personnel: The PIC shall make every effort to ensure that flight operations will not pose any undue risk to the personnel directly involved with the effort. The PIC shall have final determination of risk to the public and authority over any launch of his/her aircraft.

G. Emergency Procedures

1. Emergency Exceptions: In case of an in-flight emergency, the PIC is permitted to deviate from the mission to the extent necessary to respond to said emergency. A remote PIC who exercises this emergency authority to deviate from the mission, upon FAA request, will send a written report to the FAA explaining the deviation. Emergency action should be taken in such a way as to minimize injury or damage to property. The PIC may optionally designate an "abort site" whereby the aircraft may be "dumped" in an emergency situation. The abort site shall be so far removed as to provide absolutely minimal risk to persons or property.

2. Air-to-Air de-confliction: If at any time the PIC and/or Observer believe there is a potential for air-to-air conflict, risk of harm to individuals, or to property, the PIC shall immediately land the aircraft.

3. Lost Link: In the event of a lost link with the aircraft, lost link procedures shall be executed, including RTH operations or the immediate landing of the aircraft. If the aircraft does not immediately execute these orders, the PIC shall notify the appropriate Air Traffic Control (ATC).

4. Lost Communications: The Alamance County Sheriff's Office has 800 MHz truncated radio systems with backup systems on NC Viper radio link. In addition, the radio systems can be used for line-of-sight operations. Should all communication fail between the PIC and Observer, the PIC will consider the manner a lost link and activate the "return to home" feature on the system and abort the operation until such

time as communications can be reconnected between the PIC and Observer.

5. Lost sUAS Sight: In the event that both crew members lose sight of the aircraft, the pilot will initiate a "Go-Home" on the remote control. The Go-Home protocol is identical to the Loss of Link protocol. Once visual contact with the aircraft is re-established, the pilot will take-back the aircraft using the remote control.

6. Fire: sUAS will be flown away from people and property until a safe landing location can be found. A fire extinguisher and first aid kit will be located at the mission site.

7. Loss of Engine: During an engine failure, sUAS flight cannot be maintained, and the sUAS will make an uncontrolled landing. An announcement will be made to all crew members of the loss of the flight of the aircraft and crew members will be told to watch for the landing site. Crew members will bring a fire extinguisher to the landing site in case of fire.

8. Unusual Attitude: Onboard stabilization gyros will be allowed to level aircraft before control is resumed by ground control.

9. Fly Away: In an unlikely event of a "Fly Away" scenario, PIC's will immediately attempt to regain connection and if such does occur, the flight will be discontinued. The sUAS will be landed as soon as possible for the safety of the public and property.

H. Storage of Media

a) All data images obtained during the course of UAS operation—including those acquired during training events—are the property of the Alamance County Sheriff's Office except when the data is obtained at the request of, and on behalf of, another agency, and written request is provided to the Sheriff or his designee.

b) All recordings of flights will be stored in accordance to the SOP for drone recordings.

VI. PROHIBITED ACTIONS

A. Warrantless Search: The sUAS shall not be operated in violation of the North Carolina and United States Constitutions, statutes, or regulations. When a search warrant is required by law and no warrant exception exists, flight is prohibited unless a search warrant signed by an authorized Judicial Official is obtained.

B. Routine Patrol Operations: The sUAS shall not be used for Routine Patrol duties unless authorized by the Sheriff or his designee.

C. Exceeding Aircraft Limitations: The sUAS shall not be flown in conditions that exceed the manufacturer's recommended limitations, including range, ceiling, wind strength, and battery charge.

D. High Risk Missions: The sUAS shall not be flown for any mission in which the sUAS Coordinator / designee or the PIC determines that the risk of flying the sUAS outweighs the benefit to the mission. Risks may include hazards to individuals or property on the ground, possible collision hazard with other aircraft, or loss of control of the sUAS.

E. Spraying: The PIC is prohibited from spraying anything from the aircraft and carrying hazardous materials unless performed under approval of the FAA by waiver.

F. Prohibited Airspace: Operations inside any controlled airspace shall only be performed under approval of the FAA waiver or emergency management exception.

G. Daisy-chaining Observers: Unless authorized by the FAA, daisy-chaining Observers to extend line-of-sight is prohibited.

H. Flying for Compensation: As a "public aircraft," flying for compensation or hire is prohibited. Cost reimbursement between government units is permitted.

I. Personal use: PIC / Observers or other members of the flight crew shall not store, transfer, or utilize electronic images and digital imagery for personal use.

VII. DOCUMENTATION AND REPORTING

A. Flight Documentation: The PIC or their designee shall complete all agency flight documentation including pertinent information about the aircraft, flight conditions, type of mission, and mission parameters. The PIC will be responsible for completing a timely and correct report or supplement. The PIC will also be responsible for obtaining proper supplements from others involved in the mission. At a minimum the documentation should include the following:

1. Incident Location
2. Copy of Request
3. Narrative of incident
4. Any supplements taken by others involved in the mission
5. Weather conditions
6. Length of mission
7. Results of mission
8. Names of PIC, Observer, and others involved in operation
9. Date and time of video upload and classification

B. Incident and Crash Documentation: The sUAS Coordinator or his designee, shall be responsible for reporting any incidents or crashes to the FAA through the COA online system and supplying any additional documentation that may be required.

1. The PIC of the sUAS is required to report an accident to the FAA within 10 days if it meets any of the following thresholds:

a) Serious injury to any person or any loss of consciousness. A serious injury is an injury if a person requires hospitalization, but the injury is fully reversible (including, but not limited to, head trauma, broken bone(s), or laceration(s) to the skin that requires suturing).

b) Damage to any property, other than the small UA, if the cost is greater than $500 to repair or replace the property (whichever is lower).

Note: For example, a small UA damages property with a fair market value is $200, and it would cost $600 to repair the damage. Because the fair market value is below $500, this accident is not required to be reported. Similarly, if the aircraft causes $200 worth of damage to property with a fair market value of $600, that accident is also not required to be reported because the repair cost is below $500.

The report may be submitted to the appropriate FAA Regional Operations Center (ROC) electronically or by telephone. Electronic reporting can be completed at www.faa.gov/uas/. FAA Regional Operations Centers Telephone List

http://www.faa.gov/about/office_org/field_offices/fsdo/.

The report should include the following information:

1. sUAS remote PIC's name and contact information;
2. sUAS remote PIC's FAA airman certificate number;
3. sUAS registration number issued to the aircraft, if required (FAA registration number);
4. Location of the accident;
5. Date of the accident;
6. Time of the accident;
7. Person(s) injured and extent of injury, if any or known;
8. Property damaged and extent of damage, if any or known; and
9. Description of what happened.

VIII. FAA Regional Operations Centers Telephone: 404-305-5156

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: NEGOTIATIONS RESPONSE TEAM

POLICY #: V-VII **EFFECTIVE DATE: 04/22/2022**

PURPOSE

The purpose of this policy is to establish guidelines and responsibilities for this agency's Negotiation Response Team (NRT). The Negotiations Response Team is designed to respond to special-threat situations and establish communications with the suspect through the implementation of specialized negotiating techniques and techniques and tactics. By using techniques designed to "buy time" affords negotiators avenues to initiate the problem-solving techniques that lead to peaceful resolutions of these situations without the loss of life.

POLICY

It shall be the policy of the Sheriff's Office to maintain a negotiations response team consisting of specially selected volunteers who are regarded as experienced and dedicated law enforcement officers in their normal duty assignments.

I. COMPOSITION

Members of the Negotiations Response Team will be chosen by the Sheriff of Alamance County or his designee. Team will represent a cross section of deputies throughout the agency and will be persons who can offer various personality and communication skills to the Negotiations Response Team operations. The ability to work within a strong team concept and achieve expertise in the art and science of hostage / crisis negotiation and basic requirements of all hostage / crisis negotiators.

II. COMMAND AND ORGANIZATION

A. Command -The NRT will fall under the command of the Major of Administration

B. Organization

1. Operation Team Commander: The Operations Commander is appointed by the Major of Administration, and will have the overall management of the team and will supervise the negotiations operations. The NRT Operation Commander will work equal with the SRT Operation Commander when on an actual situation.
2. Operation Team Commander Responsibilities

a. Selection and recommendation process for new NRT members

1) Captain of Training and Personnel will distribute a memorandum indicating that the NRT is engaged in a selection process
2) Deputies interested will submit a letter of interest to the Operations Team Commander

b. Planning and scheduling of training programs for members

c. Maintenance of on-call system and team roster

d. Evaluation of the NRT members, team needs, and team goals

e. Design and development of innovative techniques and equipment for NRT operations

3. Team Leaders will be appointed by the Operations Commander after careful considerations. The Team Leaders will direct and coordinate the assigned teams and will assume the lead role regardless of rank.

III. TRAINING

Training of negotiators shall, at a minimum, consist of the following:

A. Basic and advanced training programs in the art and science of crisis negotiations. Members should complete a 40-hour course for Basic Negotiators Certification.

B. Monthly training sessions for maintaining and improving the proficiency of team members and their operations

C. Quarterly NRT and SRT combined training

IV. ELIGIBILITY REQUIREMENTS

A. A minimum of two years of service with the Alamance County Sheriff's Office

B. An overall positive evaluation on his/her most recent evaluation

C. No disciplinary actions or violations during the previous two years

D. New members shall be placed on a one-year probationary period

E. Ability to negotiate within the parameters and philosophy of the Office of the Sheriff

V. TEAM MEMBER CRITERIA

Based on a 24 hour need and the necessity for rapid response, Negotiators may be required to respond to emergency situations during non-duty hours. Negotiators shall therefore, keep themselves readily available for contact via telephone or radio.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: EMERGENCY MANAGEMENT

POLICY#:V-VIII **EFFECTIVE DATE: 7/01/2023**

PURPOSE: The following guidelines are established to provide for organized and orderly response to demands that exceed the routine response capabilities of on-duty police personnel, either in expertise or manpower numbers.

POLICY: In order to maintain a consistent approach in the advanced preparation and planning for unusual occurrences, the Alamance County Sheriff's Office has adopted the provisions of the National Incident Management System (NIMS). Consequently, all responses by the agency, regardless of whether they are routine or emergency in nature, will adhere to the NIMS protocols

PROCEDURE:

I. PLANNING AND MOBILIZATION

Planning and mobilization efforts for unusual occurrences will ensure that the following requirements are met:

A. Establishment of criteria for activation of NIMS

B. Development of protocols for command oversight

C. Utilization of standing written plans and procedures, including, but not limited to, the Alamance County Emergency Operations Plan, Alamance County Sheriff's Office Emergency Action Plans, and Alamance County Sheriff's Office Operational Plans.

D. Training of agency personnel

E. Completion of after-action reports (AAR)

II. LEVEL I ACTIVATION

A. Level I Activation is the primary stage of mobilization for unusual occurrences. Level I is implemented whenever an incident generates response demands which exceed response capabilities of on-duty personnel, or a situation exists that inhibits or severely burdens patrol operations. This response is appropriate when specialized expertise is needed rather than additional numbers of

personnel. The on-duty Patrol Supervisor will assume the duties of the Incident Commander until relieved by competent authority. Implementation of Level I Activation may include mobilization of one or more of the following:

1. Emergency Management
2. Mobile Command Post
3. Specialized teams
    a) Mobile Field Force
    b) Special Response Team
    c) Negotiations Response Team
    d) Drone Team

B. Level I Activation will be authorized by the Incident Commander. The Incident Commander will ensure that Administration is informed regarding the specialized team(s) that are required, any necessary equipment, and/or the need for other personnel resources. The following information should be conveyed to Administration whenever a callout involves a specialized team:

1. Special team to be contacted
2. Staging location
3. Radio channel to be used
4. Nature of callout
5. Any other information relevant to the incident

III. LEVEL II ACTIVATION

A. Level II Activation is an extension of Level I Activation. Level II Activation is intended to make available to the Incident Commander additional personnel assets, regardless of whether these personnel possess specialized skills.

B. Implementation of Level II Activation may include activation of the following:

1. Emergency Management
2. Off-duty personnel from specialized divisions
    a) CID/SVU
    b) Spec Ops/Strike Team
    c) SRO
    d) Civil
    e) Courts
    f) Transportation
3. Off-duty personnel assigned to patrol

C. Level II Activation will be authorized by the Administrator On-Call and may be

initiated without having previously implemented a Level I Activation.

D. The order of unit activation may vary depending on the circumstances of the incident.

IV. LEVEL III ACTIVATION

A. Level III Activation is an extension of Level II Activation and will most likely be preceded by Level II Activation. Level III Activation occurs when service demands exceed the response capabilities of the Alamance County Sheriff's Office. Level III utilizes the personnel and expertise of outside agencies working in conjunction with Alamance County Sheriff's Office personnel. Level III mobilizations will be authorized by the Chief Deputy or Sheriff.

B. The Chief Deputy or his designee may request the assistance of other municipal, state or federal agencies, via mutual aid.

C. Level III Activation will involve coordination with Alamance County Emergency Management.

V. AUTHORITY

A. The Incident Commander may:
    1. Order on-duty personnel to remain on duty past their normal end of shift
    2. Mobilize off-duty personnel under his command
    3. Request specialized units or individuals to respond
    4. Initiate a Level I and/or Level II Activation
    5. Request a greater mobilization

B. The Sheriff or Chief Deputy, or designee, may perform all of the above in addition to:
    1. Order the oncoming patrol shift to duty earlier than normal
    2. Mobilize any off-duty personnel to duty
    3. Initiate a Level III Activation

C. Control

Unless relieved by competent authority, the Incident Commander originally assigned to the event will retain command of all personnel assigned to the incident.

VI. CONDUCTING THE MOBILIZATION

A. In the event that a mobilization is initiated, the Administrator On-Call will be contacted by the Incident Commander.

B. Mobilization of Division or larger units should begin at the highest point in the chain of command. Division supervisors may be requested to assist in mobilizing their personnel. All mobilized personnel will be under the direction and control of the Incident Commander. Any member receiving mobilization instructions will consider the instructions a direct order.

C. Personnel contacting another member for purposes of mobilization will provide the following information:

1. Nature of the event
2. Staging instructions
3. Name of the Incident Commander in charge of event
4. Any special equipment needed

D. Upon receiving a mobilization order and after completing his notification responsibilities, a member will respond to the location indicated in the mobilization instructions.

VII. TRAINING

A. ACSO and Alamance County Emergency Management Standard NIMS Training
   1. All sworn ACSO personnel shall obtain ICS 100, 200, 700, and 800 online classes
   2. All sworn personnel above the rank of Sergeant shall be trained in ICS 300 and ICS 400 in person training
   3. Any sworn personnel assigned to the Emergency Operations Center must, at the minimum, complete ICS 300.

B. The Training and Standards Division shall develop and offer quarterly table top exercises for emergency management situations for Detention Officers and Deputies and participate in any relevant joint training with Alamance County Emergency Management.

VIII. REQUIRED ATTENDANCE FOR PLANNED MOBILIZATION

Any time the Sheriff or his designee activates any part of the agency for a planned event, the Captains of any affected Division(s) shall inform personnel under their command that they have been activated, and are required to be present as directed, unless they receive special permission to be absent from the Chief Deputy.

Section 6: Evidence and Property

1. Evidence / Property Collection, Custody, and Control

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: CROWD MAMANGEMENT

POLICY#: V-IX **EFFECTIVE DATE: 4/23/2024**

PURPOSE: The purpose of this policy is to establish guidelines for managing crowds, protecting individuals' rights, and preserving the peace during demonstrations and civil disturbances.

POLICY: It is the policy of this agency to protect individuals' rights related to assembly and free speech; effectively manage crowds to prevent loss of life, injury, or property damage; and minimize disruption to persons who are not involved.

DEFINITIONS:

- *Civil Disturbance:* A gathering that constitutes a breach of the peace or any assembly of persons where there is a threat of collective violence, destruction of property, or other unlawful acts. Such a gathering may also be referred to as a riot or unlawful assembly.
- *Crowd Control:* Techniques used to address civil disturbances, to include a show of force, crowd containment, dispersal equipment and tactics, and preparations for multiple arrests.
- *Crowd Management:* Techniques used to manage lawful assemblies, before, during, and after the event. Crowd management can be achieved through event planning, pre-event contact with event organizers, issuance of permits when applicable, information gathering, personnel training, and other means.
- *Demonstration:* A lawful assembly of persons organized primarily to engage in free speech activity. These may be scheduled events that allow for law enforcement planning (e.g. crowd management). They include, but are not limited to: marches, protests, and other assemblies intended to attract attention. Lawful demonstrations can devolve into civil disturbances that necessitate the implementation of crowd control measures.
- *Impact Projectiles:* Projectiles designed and intended to deliver non-penetrating impact energy from safer than contact range. These may include direct fire or non-direct skip-fired rounds. The latter are projectiles that are discharged toward the ground in front of a target, theoretically delivering the energy to the subject following contact with the ground.

I. PREPARATION AND PLANNING

1. Every effort should be made to make advance contact with event organizers and to gather the following necessary information about the event to ensure effective crowd management measures can be enacted (e.g. accurate assignment of personnel and resources):
    a. What type of event is involved?
    b. When is it planned?
    c. Will the event coincide with other routine, large-scale events (e.g., sporting events)?
    d. Is opposition to the event expected?
    e. How many participants are expected?
    f. What are the assembly areas and movement routes?
    g. What actions, activities, or tactics are anticipated, to include use of demonstrator devices designed to thwart arrest?
    h. What critical infrastructures are in the proximity of the event?
    i. Have permits been issued?
    j. Have other agencies such as fire and EMS been notified?
    k. Is there a need to request mutual aid?
    l. Has the appropriate level of properly equipped personnel been allocated to ensure safety of bystanders, officers, and demonstrators?
    m. Will off-duty personnel be required?
    n. What is the history of conduct at such events?
    o. Are event organizers cooperative?
    p. Are there known or potential counter-protest groups?
    q. Is there a history of violence between the group demonstrating and potential counter-protest groups?
2. The incident commander (IC) or a designee, shall prepare an operations plan to submit for approval to the Sheriff or his or her designee. The plan should address the following and be distributed to all participating agencies.
    a. Command assignments and responsibilities
    b. Personnel, unit structure, and deployment considerations to include the need for special response teams (i.e., Mobile Field Force, Special Response Team, emergency medical personnel, and plain clothes officers).
    c. Contact information for Sheriff's legal advisors

d. Contact information for the liaison of the event planners, to include their legal advisors, where applicable
e. Contact information for the liaisons of the applicable outside agencies
f. Communications plan, to include release of information to the media
g. Pre-event intelligence analysis
h. The projected weather forecast and the terrain at the event location
i. Transportation, support, and relief of personnel
j. Staging points for additional resources and equipment
k. Traffic management, including perimeter security
l. First aid stations established in coordination with emergency medical service providers
m. Demonstrator devices, extrication teams, and equipment
n. Transportation of prisoners
o. Arrestee processing areas
p. Any laws, ordinances, or administrative rules specific to the event

II. MANAGEMENT AND ORGANIZATION PRINCIPLES

1. Government may impose reasonable restrictions on the time, place, and manner in which persons assemble and engage in free speech activity. The ACSO shall place only those limitations and restrictions on demonstrations necessary to maintain public safety and order and, to the degree possible, facilitate uninhibited speech, commerce, and freedom of movement.
2. An Incident Command System (ICS) shall be used in crowd management and civil disturbances to ensure control and unified command.
3. Organization of responsibilities shall be as follows:
    a. The Sheriff shall designate an incident commander (IC) responsible for overall control of a demonstration or civil disturbance.
    b. The IC shall be responsible for preparing operations plans and management details associated with planned demonstrations.
    c. The IC shall implement the written plan.
    d. In the case of a widely dispersed demonstration or disturbance, or event with multiple locations, multiple ICs may be assigned at the discretion of the Sheriff, or his designee.
4. The primary objectives of the IC at a civil disturbance are to accomplish the following:
    a. Protect persons, regardless of their participation in the disturbance.
    b. Disperse disorderly or threatening crowds in order to eliminate the

immediate risks of continued escalation and further violence.

c. Arrest law violators, including those responsible for property damage, and remove or isolate persons inciting violent behavior.

5. Officers shall be briefed on what to expect and appropriate responses, including which types of actions and decisions individual officers will be authorized to make on their own and which types of actions and responses will only be allowed based on orders from IC. All determinations as to the lawfulness of using physical force, including deadly force, will remain with individual officers (i.e. IC will not "green light" any use of force).

III. GENERAL CROWD RESPONSE

1. Deputies shall be deployed to monitor crowd activity. Sufficient resources to handle multiple unruly persons should be available, depending on the fluidity of the situation and degree of actual or likely disruption.
2. Deputies shall be positioned in such a manner as to minimize contact with the assembled crowds.
3. Deputies should avoid engaging in conversations related to the demonstration with attendees, refrain from reacting in response to comments from demonstrators, and maintain a courteous and neutral demeanor.
4. Persons who reside, are employed, or have emergency business within the area marked off by a police line shall not be prevented from entering the area unless circumstances suggest that their safety would be in jeopardy or their entry would interfere with law enforcement operations.
5. Individuals designated by the IC should establish and maintain communication with event organizers and relay information on crowd mood to the IC.
6. IC-designated supervisors should maintain close contact with their assigned deputies to ensure compliance with orders, monitor behavior and disposition, and ensure that they are aware of any changes in crowd behavior or intent.
7. Audio and video recording of agency crowd response should be considered for evidentiary purposes.
8. Mass arrests shall be avoided, unless necessary.
9. Deputies shall ensure that a means of egress for all individuals is present at all times.

IV. RESPONSE TO SPONTANIOUS CIVIL DISTURBANCES DURING A DEMONSTRATION

1. The first deputy to arrive on the scene of a spontaneous civil disturbance should:
    a. Observe the situation from a safe distance to determine if the gathering is currently or potentially violent;
    b. Notify communications of the nature and seriousness of the disturbance, particularly the availability of improvised or deadly weapons, the location and estimated number of participants, current activities (e.g., blocking traffic), direction of movement, and ingress and egress routes for emergency vehicles;
    c. Request the assistance of a supervisor and necessary backup;
    d. Attempt to identify crowd leaders and agitators engaged in criminal acts; and
    e. At the first available opportunity, request the crowd to voluntarily disperse.
2. The first deputy or supervisor in charge at the scene should:
    a. Deploy deputies at vantage points to report on crowd actions;
    b. Establish a perimeter sufficient to contain the disturbance and prohibit entrance into the affected area;
    c. Ensure that, to the degree possible, uninvolved individuals are evacuated from the immediate area of the disturbance;
    d. Establish a temporary command post;
    e. Provide ongoing assessment to communications;
    f. Move and reroute pedestrian and vehicular traffic around the disorder;
    g. Control unauthorized ingress and egress by participants; and
    h. Prevent outside attempts to assist or reinforce participants.
3. The IC should also ensure that:
    a. Adequate security is provided to fire and EMS personnel in the performance of emergency tasks;
    b. Support and relief for personnel are available;
    c. A secure staging area for emergency responders and equipment is designated;
    d. Liaison and staging points for media representatives are established and available information is provided as appropriate;
    e. The IC event log is maintained to document activities and actions taken during the course of the incident;
    f. Photographic or video evidence is preserved, in accordance with applicable law and agency policy, of crowd actions and officers responses;
    g. Photographs or videos are taken of any injuries sustained by law enforcement officers or the public; and
    h. If determined to be necessary, the full mobilization of deputies and the recall of off-duty deputies.

V. USE OF FORCE

1. Deputies should follow their agency's policy on use of force.
2. Unless exigent circumstances justify immediate action, deputies shall not independently make arrests or employ force without command authorization. Deputies are not, however, authorized to use any degree of force merely because command authorization has been received. Deputies are, at all times, responsible for ensuring that their uses of force comport with law and policy at the time they make the decision to use any amount of force.
3. The following restrictions and limitations on the use of force should be observed during demonstrations and civil disturbances. In all cases, weapons should be carried and deployed only by trained and authorized deputies.
    a. Canine teams may respond as backup when appropriate but should not be deployed for crowd control (i.e., containment or dispersal). Canines should remain in patrol vehicles or other secure locations and, whenever reasonably possible, out of the view of the crowd.
    b. Motor vehicles may be used to contain, control, and direct persons as appropriate but shall not be intentionally brought into contact with them unless the use of deadly force is authorized.
    c. Impact projectiles shall not be fired indiscriminately into crowds.
        i. Non-direct (skip-fired) projectiles and munitions may be used in civil disturbances where life is in immediate jeopardy or the need to use the devices outweighs the potential risks involved.
        ii. Direct-fired impact munitions, to include beanbag and related projectiles, may be used during civil disturbances against specific individuals who are engaged in conduct that poses an immediate threat of death or serious injury.
        iii. A verbal warning should be given prior to the use of impact projectiles, when reasonably possible.
    d. Electronic control weapons (ECWs, i.e. Tasers) should be used during civil disturbances only for purposes of restraint or arrest of actively resistant individuals when alternative, less forceful means of control are not available and only when the individual can be accurately targeted. ECWs shall not be fired indiscriminately into crowds.
    e. Aerosol restraint spray, known as oleoresin capsicum (OC), may be used against specific individuals engaged in unlawful conduct or actively resisting arrest, or when appropriate as deemed by necessity, in a defensive capacity. OC spray shall not be used indiscriminately against groups of people where bystanders would be unreasonably affected, or against passively resistant individuals. High-volume OC delivery systems (such as

MK-9 and MK-46) are designed for and may be used in civil disturbances against groups of people engaged in unlawful acts or endangering public safety and security when approved by the IC. Whenever reasonably possible, a verbal warning should be issued prior to the use of these systems.

f. CS (2-chlorobenzalmalononitrile) chemical agents are primarily offensive weapons that shall be used with the utmost caution. CS may be deployed defensively to prevent injury when lesser force options are either not available or would likely be ineffective. Such munitions shall be deployed at the direction of the IC and only when avenues of egress are available to the crowd. When reasonably possible, their use shall be announced to the crowd in advance.

g. A baton or similar device can be used as a defensive weapon; as a means of overcoming resistance (e.g., used in the two-hand horizontal thrust on a police line); to stop, control, or neutralize perceived threatening resistance; as a show of force; or as a means to contain or disperse a crowd.

h. All uses of force shall be reported and investigated in accordance with agency policy.

VI. CROWD DISPERSAL

1. Before ordering forced dispersal of a civil disturbance, the IC should determine whether lesser alternatives may be effective. These alternatives include the use of containment and dialogue, as follows:
    a. Establish contact with event organizers or crowd leaders to assess their intentions and motivations and develop a mutually acceptable plan for de-escalation and dispersal.
    b. Communicate to the participants that their assembly is in violation of the law and that the agency wishes to resolve the incident peacefully, but that acts of violence will be dealt with swiftly and decisively.
    c. Target specific violent or disruptive individuals for arrest.
2. Prior to issuing dispersal orders, the IC should ensure that all potentially necessary law enforcement, fire, and EMS equipment and personnel are on hand to successfully carry out tactical operations and that logistical needs for making mass arrests are in place.
3. When the IC has determined that crowd dispersal is required, he or she shall direct unit commanders, where time and circumstances permit, to issue warnings prior to taking action to disperse the crowd.
    a. The warning shall consist of an announcement citing the offenses or violations being committed, an order to disperse, and designated dispersal routes.
    b. A second and third warning should be issued at reasonable time

intervals before designated actions are taken to disperse the crowd.

c. Where possible, the warnings should be audio or video recorded and the time and the names of the issuing officers recorded in the IC's event log.

4. Specific crowd dispersal tactics should be ordered, as necessary, when the crowd does not heed warnings. These include, but are not limited to, any one or combination of the following:
   a. Display of forceful presence to include police lines combined with law enforcement vehicles, and mobile field forces
   b. Multiple simultaneous arrests
   c. Use of aerosol crowd control chemical agents
   d. Law enforcement formations and the use of batons for forcing crowd movement

VII. MASS ARREST

During a civil disturbance, it may be necessary to make arrests of numerous individuals over a relatively short period of time. For this process to be handled efficiently, safely, and legally, the following should be observed:

1. Mass arrests should be conducted by designated squads.
2. An adequate and secure area should be designated for holding arrestees after processing and while awaiting transportation to a detention center.
3. Arrest teams should be advised of the basic offenses to be charged in all arrests, and all arrestees shall be advised of these charges. Arrest team officers are responsible for ensuring that the requisite probable cause can be shown as to the actions of each individual arrestee before each arrestee is charged.
4. Arrestees who are sitting or lying down but agree to walk shall be escorted to the transportation vehicle for processing. Two or more officers should carry those who refuse to walk.
5. Arrestees shall be searched in conjunction with their arrest for weapons, evidence of the crime of arrest, and contraband.
6. Photographs should be taken of the arrestee and any arrestee property, and a field arrest form shall be completed.
7. Transporting officers should not accept arrestees without a properly prepared field arrest form and photographs and shall ensure that all property is properly processed.
8. Any injured arrestees shall be provided medical attention. Photographs should be taken of all known and reported injuries.

VIII. DEACTIVATION

When the disturbance has been brought under control,

1. All personnel engaged in the incident shall be accounted for and an assessment and documentation made of personal injuries.
2. Witnesses, suspects, and others should be interviewed or questioned.
3. All necessary personnel should be debriefed as required.
4. Any equipment utilized by officers should be inspected for function and replaced, as necessary.

IX. TRAINING

Officers should receive both initial and ongoing training on appropriate response to crowd control and management. Joint training should also be conducted with all agencies who are involved in crowd management activities.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: EVIDENCE/PROPERTY COLLECTION, CUSTODY, & CONTROL
POLICY #: VI-I EFFECTIVE DATE: 04/01/2005
REVISED DATE: 07/07/2022

PURPOSE: The purpose of this policy is to provide guidelines and standards for the collection, identification, control, transfer and disposition of evidence and property which will ensure the integrity, security, and accountability of all such items and articles received or taken into custody by members of the Alamance County Sheriff's Office.

To ensure that the physical evidence collected by Alamance County Sheriff's Office personnel will meet the requirements of the courts, it is necessary to establish standard procedures that will permit the proper collection and preservation of evidence. Found and confiscated property, while not as critical form a judicial standpoint, must be handled with equal diligence to ensure its proper disposition.

POLICY: It shall be the policy of the Alamance County Sheriff's Office to establish procedures for the control of property and evidence which is seized, found, recovered, controlled, and/or maintained by this Agency. Evidence will be collected, preserved, disposed of in compliance with legal requirements, and all evidence and property taken into custody will be properly identified, packaged, secured, and stored. Any changes in the status of evidence or property will be fully documented.

DEFINITIONS OF PROPERTY AND EVIDENCE

Evidence: Any item of property seized by the Alamance County Sheriff's Office personnel that is directly related to an investigation, the seizure of which is intended for use in the identification of suspects and/or in court presentations in that case.

Found Property: Any lawful item of property, the control of which is assumed to by Alamance County Sheriff's Office personnel for the purpose of returning the property to its rightful owner, whether the owner is known or unknown.

Confiscated Property: Any item of property seized by Alamance County Sheriff's Office personnel that does not meet the criteria above for evidence or found property.

PROCEDURE:

I. EVIDENCE/PROPERTY CONTROL SECTION

A. General Authority/Responsibility
The Evidence/Property Control Section will be responsible for maintaining control and custody of all evidence in all incidents and investigations of the Sheriff's Office. The Evidence/Property Manager and any other member(s) of this section will be responsible for the storage and protection of all evidence until its disposal by lawful authority.

B. Evidence/Property Rooms/Storage Facilities

The Property/Evidence Section Manager is responsible for the custody, control, and accountability of all evidence, confiscated, and found properties accepted by or stored by the Alamance County Sheriff's Office. All evidence, confiscated and found properties, will be stored in one of the Alamance County's Sheriff's Office storage facilities. These facilities are secured areas and will be entered only when accompanied by a member of the Property/Evidence Section.

Evidence/property rooms/storage facilities will be established and maintained by the Evidence/Property Section:

1. A vault will be used to store all drugs, jewelry, monies, overflow firearms, and any other "valuables" which are confiscated or recovered as evidence, which are surrendered for safe-keeping as a result of 50-B orders or otherwise, which are found by members of this Office, and/or by any other lawful authority. Entry into this vault will require double-keyed entry: one type of key will be maintained by the Evidence/Property manager and by the supervisor of the Crime Scene Investigations Unit, and the other will be maintained by the Captain and Major of Investigations, and the Chief Deputy. Any entry into this vault will require the signature of both parties making entry, the time and date of entry, and the file number, where applicable, on an "Evidence Room Entry Log," which will be maintained by the Evidence/Property Manager.
2. A bulk evidence storage room will be used to store all other evidence. The Evidence/Property Manager and any other member(s) of this section will be responsible for the maintenance and upkeep of this room, and will have independent keyed access to this room. Entry into this room by any persons other than members of this section will require accompaniment by authorized personnel from the Evidence/Property Section, and will require the signature both parties, the time and date of entry, and the case number where applicable, on an "Evidence Room Entry Log," which will be maintained by the Evidence/Property Manager.

C. Evidence Database

The Evidence/Property Control Section, will upload evidence forms and attachments to the RMS database system currently used by the Alamance County Sheriff's Office such as:

1. Evidence Control Forms
2. Evidence transfer of custody receipts
3. Evidence transfer of custody receipts to and from any laboratory personnel
4. Evidence transfer of custody receipts to and from any private, citizens (e.g., return of property)

5. Crime laboratory reports and any other documents relating to the evidence in that case.

D. Prescription Drug Drop Off Box

1. Property/Evidence Section personnel will check the prescription drug drop off box every Monday, Wednesday and Friday to clear out the box.
2. This duty will be performed with no less than two individuals without exception.
3. After clearing out the box, both Property/Evidence Section personnel will then return to the Property/Evidence Section and place the items into the appropriately sized container and weigh and seal the container.
4. The weight should be recorded on the outside of the container and the seals should be signed by the Property/Evidence Section personnel.
5. After this has been completed Property/Evidence Section personnel will enter the containers information into Property/Evidence voucher under the OCA 2015-09-025.
6. Property/Evidence Section personnel will schedule a date to have the collected items destroyed utilizing Stericycle or DEA "drop off". This date should be schedule without delay, at the earliest convenience of Stericycle or DEA "drop off"
7. If Property/Evidence Section personnel do not have the appropriate amount individuals to perform this duty, the Property/Evidence Section personnel are to contact their supervisor and request assistance with cleaning out the box.

II. EVIDENCE COLLECTION/PACKAGING AND LABELING

A. General

1. All personnel, who take initial custody of any piece of evidence will place the evidence in a container appropriate for that evidence (evidence envelopes, paper bags, plastic bags, paint cans, etc.) or will attach an evidence tag to the evidence if a container is not available or is impractical (e.g., long guns). This deputy will identify same with an Alamance County Sheriff's Office evidence label, or by other means (tag) if such label is not available or practical. This includes at minimum the officer's name, the OCA number for the incident/investigation relating to that evidence, the time and date taken into custody, a brief description of the contents of the container, and where or from whom that evidence was recovered. All containers will be sealed to the extent that nothing can be added or removed from the

package without obvious disruption of the seal or package. Acceptable seals include tape and plastic heat seals. The recovering officer's initials, at a minimum, must be placed across the seal in addition to the above information being included elsewhere on the container, label, and/or tag.

2. Alamance County Sheriff's Office personnel involved in the evidence collection process should use discretion in collecting evidence items. Evidence storage space is critical; thereby, only items of sound evidentiary value should be collected. Seizure of items of evidence will be consistent with State law.
3. In compliance with General Statute 15-11.1, property seized as evidence will be safely kept in storage to assure that it will be produced at trial. Property that is seized can only be released upon the order of the Court.
4. In cases where physical collection is deemed appropriate, the personnel recovering the evidence will mark and package the evidence according to the rules of evidence and correct evidence handling techniques.
5. In cases where physical evidence is to be turned in, the Alamance County Sheriff's Office personnel handling the evidence will obtain an OCA number and complete all reports and/or evidence control forms. All submitted evidence must bear an OCA number, being sure the OCA number is correct and legible. An evidence envelope or evidence tag will be filled out and the envelope sealed or the tag attached to the evidence.

B. Weapons/Firearms
   1. Submissions
      a. Weapons/Firearms turned in as evidence of a crime, found property, 50B surrendered, or safe keeping will be tagged with the appropriate identifying information.
      b. All firearms will be clear of any ammunition, projectiles, rounds, and/or magazines. All firearms submitted will have their slides locked back, cylinders open, or breaches open, with a plastic tie strap through the barrel or magazine well.
      c. Any ammunition/magazines submitted will be packaged and submitted separately from the firearm(s) they were removed from.
      d. All personnel are required to wear disposable gloves when handling firearms for submissions. The only exception to this should be for 50B surrendered firearms.
      e. All submitted firearms will be witnessed by a second deputy as being "clear" or "safe" on the evidence tag or label attached to that firearm by the second deputy signing their name.

   2. Processing
      a. The Alamance County Sheriff's Office Crime Scene Investigation (CSI) will be notified from the Property/Evidence Section personnel by either e-mail or in person, that a criminal

weapons/firearm may need (in-house) processing, if the firearm is not going to be submitted to the North Carolina State Crime Lab or other outside lab for processing.

b. If it has been determined the weapons/firearm/shell casings is going to be processed "in-house" by (ACSO CSI). (CSI) will submit an ATF Firearms E-Trace for the weapons/firearm as part of their processing.

c. After a firearm/shell casing has been processed either CSI or property and evidence personnel will e-mail/notify the appropriate Alamance County Sheriff's Office National Integrated Ballistic Information Network (NIBIN) operator to have the firearms/ shell casings entered into that system. It will be at the discretion of the (NIBIN) operator as to what kind of firearm/shell casings can be entered.

d. The initial packaging of firearms, upon submission to the Property/Evidence Section, is of critical importance to the performance of subsequent processing actions undertaken by the Crime Scene Investigation (CSI).

e. If the weapons/firearm is found property, the property and evidence personnel will submit an ATF Firearms E-Trace to help locate a potential owner. Until the circumstances of how the firearm was lost are known, CSI should not process the firearm, unless the firearm's status from found property was changed during the investigation.

C. Biohazards

1. All contaminated property, biohazard waste, specimens of blood, and potentially infectious body fluids will be handled in accordance with proper care for the safety of all personnel who may come in contact with the items.
2. All evidence of a hazardous nature will be packaged and stored in a safe manner so as not to harm anyone handling same. Such evidence may include hypodermic needles and other sharp objects, firearms, or items which have been exposed to or contaminated with blood or other body fluids, communicable disease, hazardous chemicals, or combustible materials and should be prominently marked with BIOHAZARD STICKERS.
3. Property needing to be air dried will be turned over to a Crime Scene Investigator prior to packaging for proper handling and drying at designated sites. Contaminated property that is dry will be turned in complying with normal procedures with the exception that they will be properly labeled including the "Biohazard" stickers, emblems and/or "Biohazard" tapes.
4. Needles/Sharps/Syringes should not be collected due to the biohazard nature of them. Currently, the NC State Crime Lab will not test any needles/sharps/syringes without a DA's request letter being submitted and also speaking with personnel in charge of the State Crime Lab that is responsible for testing needles/sharps/syringes. The DA's letter alone is not adequate for

the State Crime Lab submission.

D. Currency Handling Procedures

All monies collected as evidence by any personnel in this office will be counted at the time taken into custody by that deputy. A second deputy- preferably a supervisor, will verify the amount counted, and this second deputy's name, date, and time of counting this money will be noted on the evidence currency envelope of other evidence container in addition to the original deputy's identifying information. The quantity of each denomination of currency and coinage will be documented on the evidence package.

Monies will be counted and packaged in a white money envelope, with the denominations accurately listed on the front of the envelope. A second witness signature is required before submitting to the Property/Evidence Section or an evidence locker.

All monies submitted to the Property/Evidence Section will be counted and verified by the Evidence Manager, Lieutenant of CSI or their designee, then deposited into a special account with the Alamance County Finance department until a legal determination is made for disbursement.

The evidence container will be appropriately sealed, labeled, and identified before submission to Evidence/Property Section personnel. The evidence custodian will not be required to recount the money again after taking custody of same. In these cases, the exact total amount of monies being submitted will be itemized on the Evidence Control Form by the submitting deputy.

The only exceptions to this procedure are:

1. Monies which require Forensic testing. After testing, these monies would be retained as evidence for that specific case.
2. Monies which are deemed collectable would also be an exception to being deposited into the special account. These monies would be stored in "vault room" in the Property/Evidence Section.
3. On other rare occasions, monies which would not be deposited into the special account are: (Examples include monies from a bank robbery which would be returned to the bank, or monies which are an integral part of the specific case in their current form).
4. The Property/Evidence Section will dispose of all cash items in accordance with law as issued by court orders, case officer, North Carolina Department of Revenue (DOR) or Federal/State authorities.

E. Drugs

All controlled substances should be submitted with appropriate packaging and seals as described previously. The evidence label on each package should denote the quantity of controlled substance in the package by weight or quantity (e.g., # of pills), and same must be verified by a witness deputy in the appropriate space on the evidence label or package. Plants should be dried before packaging, and green plants should not be placed into plastic bags; a representative sample of plants should be removed and packaged separately for laboratory analysis. Root balls should be removed from plants before packaging, and should not be submitted to the Evidence Control Section. Wrappings or packaging that contain suspected controlled substances which need to be processed for latent prints must be separated prior to submission to the Evidence Control Section and listed as individual items. The Evidence Control Section must be made aware of this request, and will coordinate or assist with the separation of these materials with the submitting deputy as needed.

III. SUBMISSION TO EVIDENCE/PROPERTY CONTROL SECTION

A. General Information

1. Mobile field reporting
   Evidence which is submitted to the Evidence Control Section by any member of this agency will be submitted using current mobile field reporting software. All mandatory information blocks must be completed.

2. Evidence Description
   A description of the evidence being submitted will also be included in the appropriate blocks and note section in the mobile field reporting software by the submitting deputy, which will include a description of the packaging of the evidence as well as the evidence description itself, the location and/or person the evidence was recovered from, and the date of recovery.

3. Supplies
   A supply of items to aid in evidence submission will be available in the evidence desk located in the hallway outside the evidence section. Additional supplies can be obtained from the Property/Evidence personnel or CSI.

4. Correction Notice
   In situations where submitting officers do not comply with the procedures outlined in this section regarding packaging, labeling, and/or other submission procedures, a member of the Evidence/Property Control Section will forward a “correction notice” to that deputy documenting the area of noncompliance and

directing that deputy to correct same prior to acceptance of that evidence into the Evidence/Property Control Section. Such corrections shall be made by the submitting deputy as quickly as possible. Second notices for uncorrected deficiencies will be forwarded to the deputy's supervisor.

B. Evidence Locker System

1. Evidence Submission
In the event that no member of the Evidence Control Section is available, collected evidence will be placed in an evidence locker, and the deputy will document that the evidence was received by an "evidence locker."

The security locker system operates on the basis of locks. The locks will be unlocked and visible on unoccupied lockers. The locker door will be free to open. After an item of evidence is placed in the locker the door should be closed and the appropriate lock must be locked on the door to secure the items of evidence inside.

Evidence items, which meet the size criteria for deposit in one or more security lockers, will be handled in accordance with the procedures described below:

a. Select the appropriate size locker to handle the evidence.
    i. Small items, which are packaged in evidence envelopes or bags, will be placed in the smallest size evidence locker. This size locker is also used for hand sized weapons/firearms.
    ii. Intermediate sized evidence envelopes or bags will be stored in the medium sized lockers.
    iii. Large/long items of evidence and large bags will be stored in the larger size lockers.
b. After the evidence has been packaged and labeled correctly, place the evidence items in the selected locker.
c. Close the door and lock it with the padlock.
d. Check to make sure the locker door is securely locked.
e. A member of the Property/Evidence Section will remove evidence items for logging in to the storage area. The lock will be left unlocked and placed back onto the locker door.

2. Evidence Removal
Evidence submitted to the Evidence/Property Control Section by any personnel via use of the above described evidence locker system will be removed from these lockers by a member of the Evidence Control Section on the next business day, or at the earliest possible date thereafter. In such instances, the evidence will

be properly identified and signed by the Evidence Control Section member taking custody of the evidence as having been received from "Evidence Locker." The evidence lockers will be inspected daily by a member of the Evidence Control Section for any evidence that has been submitted to the section in this manner.

C. Special Submissions

1. Large Items
Extra-large items such as televisions, furniture, bicycles and other items too large to be stored in the provided evidence lockers, will need to be stored at the evidence annex location. Submitting personnel will need to contact the Evidence Manager or their designee during regular business hours to make accommodations for preplanned operations that may result in large evidence submissions. For events outside of regular business hours, the supervisor in charge will need to contact on call CSI personnel to initiate an after-hours submission of large items.

2. Refrigeration
Items needing refrigeration, the submitting personnel will need to contact the Evidence Manager during regular business hours. For after hours submission, a supervisor will need to contact on-call CSI.

3. Wet/Damp Items
These items should be signed over to CSI for drying in the appropriate manner.

4. Seized Vehicles
Any vehicle that is seized by Alamance County Sheriff's Office personnel should be entered as a piece of evidence on the electronic voucher. The storage location for the towing company facilities are located under the locker location on the electronic voucher and should be used in place of a locker. If the vehicle is to be released for any reason, the seized vehicle form should be completely filled out and a copy of it sent to the Major of Administration.

The Major of Administration will then email a copy to property and evidence personnel, so it can be added to the database. After property and evidence personnel received the email the vehicle can be removed from the database.

Bulk Evidence all property which is received or recovered in large quantities or bulk will be handled in the same manner as all other evidence, to wit:

a. At any site where a large evidence seizure is taking place, an evidence custodian will be assigned by the supervisor on site to

inventory, log, and take custody of all evidence; this evidence custodian may be a member of CID, CSI, or any other division at the discretion of the onsite supervisor, based on circumstances and availability of such personnel.

b. Other personnel on site may assist the designated evidence custodian, and may collect evidence under his/her direction and supervision, but the evidence custodian will be the only member actually taking custody of these items.
c. In the event that more than one site is being searched or evidence is being collected from more than one location at the same time, an evidence custodian will be designated at each site to collect and take custody of evidence.
d. All items will be properly labeled, tagged, and/or marked as is appropriate for the size, type, and nature of the item(s), by the evidence custodian(s).
e. All items will be inventoried and listed on a standard evidence control form(s), and submitted to evidence control section personnel by the evidence custodian(s).

5. Narcotics/Dangerous Drugs

Narcotics and dangerous drugs should be packaged in the appropriate evidence envelopes or bags and properly labeled. Marijuana should be packaged in the appropriately sized manila envelope. Other drugs such as prescription pills, cocaine, heroin, fentanyl, etc. should be packaged in the clear plastic evidence bags. If the submitting personnel has any reason to believe that any drug, including marijuana, may have fentanyl in it, the appropriate personal protection equipment (PPE) should be utilized by the submitting personnel, the drug should be placed in a clear plastic evidence bag and properly sealed, and secured in a locker. An email should then be sent to the current evidence manager and evidence personnel, as well as the CSI Lieutenant about the submitted fentanyl. For safety purposes, Narcan will be kept at the evidence submission desk, located in the hallway outside of the main evidence holding area. It will also be kept inside of the main evidence holding area for evidence personnel. Quantities of drugs too large for the regular evidence envelopes or bags should be packaged using the oversized envelopes, bags, or boxes.

IV. SUBMISSION TO CRIME LABORATORY

A. General

Any evidence from the Alamance County Sheriff's Office to be submitted to the North Carolina State Crime Lab or other laboratory testing facility will be submitted only by Evidence/Property Control Section. This submission will be scheduled by the laboratory testing facility.

B. NC Crime Laboratory Forensic Advantage Forms
The SBI-5 or other crime laboratory evidence submission forms relating to evidence in an investigation/incident will be completed by the individual case investigator/deputy in the Forensic Advantage System. The investigator/case deputy will submit same to the Evidence Control Section for review.

C. Crime Laboratory Submission Standards
Laboratory submissions will routinely be made to the N.C. State Crime Laboratory. Theses submissions will follow the guidelines set out in the "North Carolina State Crime Laboratory Policies and Procedures." Submissions to other laboratories will follow the standards and guidelines set out by those facilities.

V. EVIDENCE REMOVAL

A. Transfers

1. Alamance County Sheriff's Office personnel with the authority to handle evidence, may request evidence from the Property/Evidence Section for court or investigation purposes. The employee obtaining evidence will sign for the evidence on the electronic Property/Evidence system and on the chain of evidence section of the evidence package/sticker/tag.

2. All items removed from evidence storage will be returned by the employee or their designee, evidence removed from an evidence room will be returned to a Property/Evidence Section member or evidence locker as soon as possible once the purpose for removing this evidence is completed. Unless additional time is needed for processing, the evidence is introduced in a trial, or, with supervisory approval, for investigatory purposes.

3. If the original employee checking out the evidence, from the Property/Evidence Section needs to turn over the evidence to another employee for any reason. It is the responsibly of the both employees to make sure the chain of custody is maintained.

4. In the event that any such evidence is introduced into evidence during a court procedure, the deputy will secure a signed receipt from an official of the court documenting transfer of those items entered as evidence during the court proceedings, and will return this form to the Evidence Control Section as soon as possible.

5. Packages of evidence returned from laboratory facilities outside of the ACSO are sealed and should not be opened by anyone unless directed by the court.

6. Pursuant to General Statute 90-95, Subsection G, the laboratory report of drug analysis by the State Bureau of Investigation is admissible in District Court, and it is not necessary to open the evidence. The evidence will not be opened unless specifically directed by the court. The chemist or lab technician performing the analysis will be available for court testimony and will open the evidence in court.

7. When an employee attempts to return evidence that has previously been checked out and the Evidence Room is closed, the employee will place the evidence in an appropriate security locker or other storage area. The employee will record (for possible later use in court and chain of custody) the locker number or person receiving the item, the date, and time the item is returned to storage.

B. Evidence Security

The employee is responsible for maintaining the security and integrity of any evidence in his or her custody at all times. The employee is responsible for maintaining and documenting a chain of custody on any evidence in his/her possession or control and for returning same to the Evidence Control Section in a timely manner.

VI. EVIDENCE DISPOSITION

A. General

1. The Alamance County Sheriff's Office has the ultimate responsibility for disposal and disposition of evidence as mandated by statute, court order, and/or Sheriff's Office policy. The case deputy has the responsibility of authorizing disposal of the evidence gathered in their case. Disposition of evidence items is mandated by statute, specific court order, and ACSO policy.

2. Unless otherwise directed by the courts:
   a. Items of no value and unlawful items will be destroyed
   b. Items of value will be returned to the rightful owner if the determination of ownership can be established
   c. Items of value in which rightful ownership cannot be established will be, sold at public auction or destroyed.

3. An exception to this policy is allowed by law in which the Court may award evidence, found or confiscated property to the Alamance County Sheriff's Office, (ABSS) School system or other governing body (NCSBI, AFTE, FBI, Museums, Laboratory) for

use as they see fit.

4. Evidence items will be disposed of at periodic intervals, depending upon the type of case. To facilitate this process, items of evidence will be listed on the Evidence Disposal Form and forwarded to the case officer having authority to indicate dispositions. This form should serve as official notification to the case officer that the listed items of evidence are being reviewed for disposal. Upon receipt of the form, case officer will review their cases and determine if there is a need for continued retention. If there is a need to retain the evidence, the member must justify such need. If there is no need for further retention, employees must sign the form, approving disposal. If the case officer does not know the court status of their cases, such information must be obtained from the office of the Clerk of Court.
5. All Evidence Disposal Forms must be reviewed, approved and signed by the case officer and either the Major of Operations or Captain of Investigations. After approval, Evidence Disposal Forms will be returned to the Property/Evidence Section.
6. The Property/Evidence Section personnel or their designee will then petition the court for an Administrative Order and complete an Affidavit.
7. In the event the case officer no longer works for the Alamance County Sheriff's Office either the Major of Operations or Captain of Investigations or their designee will review the case and if approved sign the Evidence Disposal Forms.

8. Confiscated property will be disposed of according to the following:

    a. Changed to evidence under an active OCA number.

    b. Returned to its rightful owner.

    c. Retained for further follow-up upon the authorization of a Division Commanding Officer.

    d. Disposed of by sale or destruction.

9. Guns, drugs, evidence, confiscated property or found property that are designated for destruction will be disposed of as scheduled by the Property/Evidence Section Supervisor and the destruction witnessed by Property/Evidence Section Supervisor and at a minimum of one other witness.

10. Items designated for sale will be turned over to and signed for by

appropriate personnel at PUBLIC AUCTIONS, FEDERAL FIREARMS LICENSE DEALERS or PROPERTY ROOM.COM.

11. Items that are designated for destruction can be destroyed by in-house personnel or approved companies like STERICYCLE and GUNBUSTERS will be witness by the Property/Evidence Section Supervisor or their designee and turned over to and signed for by appropriate personnel/witness.

B. Inspections and Inventories

1. **Monthly Inspection -** The Lieutenant of CSI will conduct monthly inspections of the Property/Evidence storage areas. These inspections will help to determine proper accountability and security of property within these facilities.

2. **Semi-Annual Inspection-**The Captain of Investigations accompanied by the Lieutenant of CSI and Property/Evidence Manager shall conduct a semi-annual inspection and random audit of the Property/Evidence Section.

3. **Annual Inventory** - The Major of Operations, Captain of Investigations and Lieutenant of CSI shall conduct a yearly inspection and random audit of the Property/Evidence Section.

4. **Unannounced Inspections** - The Sheriff or Chief Deputy retains the right to perform an unannounced inspection at any time they deem it necessary of the Property/Evidence storage areas. This inspection will determine proper accountability and security.

VII. FOUND PROPERTY

A. Handling

Found property items will be handled with the same care as evidence. In general, collection, packaging, preservation, and storage of found property will follow the same procedures as enumerated in this directive for evidence, with the following exceptions:

1. The electronic Property/Evidence voucher will be used for all found property, with the appropriate "Category" noted on the voucher.
2. An OCA number will be obtained and an investigative report, classified as Found Property will be filed.
3. After a follow-up investigation is conducted by the case officer and that proper disposition of found property items is made. If an item cannot be

returned to its rightful owner, it will be disposed of in compliance with **DISPOSAL OF ITEMS IN PROPERTY/EVIDENCE STORAGE SECTION**.

B. Documentation

The deputy originating the found property report will indicate any claim on the found property by the finder in the investigative report and on the electronic Property/Evidence voucher. The property will be released in compliance with N.C. G.S. 15-12.

Section 7: Vehicle Operations

1. Vehicle Pursuits
2. Emergency Vehicle Operation
3. Vehicle Lock Outs
4. Towing, Storage, and Disposition of Vehicles
5. Vehicle Accidents
6. In Car Camera Systems
7. Vehicle Operations

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: VEHICLE PURSUITS

POLICY #: VII-I EFFECTIVE DATE: 04/01/2005

REVISED DATE: 11/15/2021 8/1/2024

PURPOSE: The purpose of this policy is to establish guidelines concerning vehicle pursuits.

POLICY: Vehicular pursuits of fleeing suspects can present a danger to the lives of the public, officers, and suspects involved in the pursuit. It is the responsibility of law enforcement agencies to assist their officers in the safe performance of their duties. To fulfill these obligations, it shall be the policy of the Alamance County Sheriff's Office to regulate the manner in which vehicular pursuits are undertaken and performed.

DEFINITIONS:

- *Authorized Emergency Vehicle*: A vehicle of this agency equipped with operable emergency equipment.

- *Marked Units*: A line enforcement equipped vehicle with uniform Alamance County Sheriff's Office exterior markings, equipped with siren and emergency lighting.

- *Unmarked Units:* A line enforcement equipped vehicle or any administrative vehicle, any color, with or without uniform Alamance County Sheriff's Office exterior markings, equipped with siren and emergency lighting.

- *Primary Unit*: The Sheriff's Office vehicle which initiates a pursuit or any unit which assumes control of the pursuit.

- *Secondary Unit*: Any Sheriff's Office vehicle which becomes involved as a backup to the primary it and follows the primary unit at a safe distance.

- *Vehicular Pursuit*: An authorized emergency vehicle used in an active attempt by a deputy to apprehend any driver of a motor vehicle who refuses to stop his/her vehicle or who flees from the deputy after being directed to stop with both blue light and siren.

- *Termination of Pursuit*: When deputies stop emergency operation of their vehicles and bring their vehicles into compliance with all traffic regulations.

- *Serious Violent Felony:* felonies that involve violence against another including murder, attempted murder, armed robbery, rape, sex offenses, violent assaults, kidnapping, and burglary. *Felony flee to elude* is not a serious violent felony.

GENERAL STATUTES:

- **N.C.G.S. 20-145: When Speed Limit Is Not Applicable**
  The speed limitations set forth in Chapter 20 of the N.C. General Statutes shall not apply to vehicles when operated with due regard for safety under the direction of a law enforcement officer in a chase for the apprehension of persons charged with or suspected of any violations of the law. This exemption shall not, however, protect the driver of any such vehicle from the consequences of a reckless disregard of the safety of others.

- **N.C.G.S. 20-156: Exemptions to the Right of Way Rule**
  The driver of a vehicle upon the highway shall yield the right of way to law enforcement vehicles when the operators of said vehicles are giving a warning signal by the appropriate light and by bell, siren or exhaust whistle audible under normal conditions from a distance not less than 1,000 feet. When blue light and siren are activated, as provided in this subsection, an emergency vehicle may proceed through an intersection or other place when the emergency vehicle is facing a stop sign, a yield sign, or a traffic light which is emitting a steady or flashing red light. This provision shall not operate to relieve the driver of the law enforcement vehicle from the duty to drive with due regard for the safety of all persons using the highway, nor shall it protect the driver of any such vehicle from the consequences of any arbitrary exercise of such right-of-way.

PROCEDURE:

I. PURSUIT OPERATIONS

A. Initiation of Pursuit:

1. The decision to initiate pursuit must be based on the pursuing officer's conclusion that the immediate danger to the deputy and the public created by the pursuit is less than the immediate or potential danger to the public should the suspect remain at large.

2. Any law enforcement officer in an authorized emergency vehicle may initiate a vehicular pursuit when the suspect exhibits the intention to avoid apprehension by refusing to stop when properly direct to do so. Pursuit may also be justified if the deputy reasonably believes that the suspect, if allowed to flee, would present a danger to human life or cause serious injury.

B. Pursuit Standards:

1. All emergency vehicle operations shall be conducted in strict conformity with applicable traffic laws and regulations.

2. Upon engaging in a pursuit, the pursuing vehicle shall activate the emergency equipment which includes lights and siren.

3. Upon engaging in a pursuit, the deputy shall notify central communications of the location, direction, and speed of the pursuit, the description of the pursued vehicle and the initial purpose of the attempted stop. The deputy shall keep communications updated on the pursuit. Communications personnel shall notify any available supervisor of the pursuit, clear the radio channel of non-emergency traffic, and relay necessary information to other officers and jurisdictions.

4. When engaged in a pursuit, officers shall not drive with reckless disregard for the safety of other members of the motoring public.

5. Unless circumstances dictate otherwise, a pursuit shall consist of no more than two police vehicles – a primary and secondary unit. All other personnel shall stay clear of the pursuit unless instructed to participate by a supervisor.

6. The primary pursuit unit shall become secondary when the fleeing vehicle comes under air surveillance or when another unit has been assigned primary responsibility.

7. Unmarked units involved in pursuits will be replaced by marked units whenever possible based on the availability of marked units. When two marked units have become involved in the pursuit, unmarked units will terminate their involvement, unless otherwise directed by a supervisor.

C. Pursuit Tactics:

1. Officers shall not normally follow the pursuit on parallel street unless authorized by a supervisor or when it is possible to conduct such an operation without unreasonable hazard to other vehicular or pedestrian traffic.

2. When feasible, available patrol units having the most prominent markings and emergency lights shall be used to pursue, particularly as the primary unit. When a pursuit is initiated by other than a marked patrol unit, such unit shall disengage when a marked unit becomes available, unless otherwise directed by a supervisor.

D. Forcible Stopping of Suspect or Violator Vehicle

1. In certain cases where normal pursuit efforts to stop the fleeing vehicle have failed, immediate action may be required to stop the vehicle. Attempts to forcibly stop the suspect or the violator must be made at a site that allows for due regard for the safety of the suspect or violator, the member executing the stop, and the general public, and only when the deputy(s) doing so have received appropriate training in such intervention techniques. Sufficient precautions must be provided to allow uninvolved motorists to safely avoid involvement in the police action.

2. Forcible stopping may occur by one (1) of four (4) methods:

    a. Deployment of Tire Deflation Devices (Stop Sticks)
    b. Mobile Roadblock
    c. Precision Immobilization Technique (PIT)
    d. Stationary Roadblock

3. *Deployment of Tire Deflation Devises (Stop Sticks)*

    a. Stop Sticks may be deployed when practical to deflate the tires of the pursued vehicle in a controlled manner.
    b. Only members who have completed training on the use of the device shall deploy Stop Sticks.
    c. Stop Sticks shall not be deployed to stop any vehicle with fewer than four (4) wheels or all-terrain vehicles designed for off road use only.
    d. When possible, officers deploying Stop Sticks will advise communications verbally of the location of the deployment and any other information pursuing officers need to know for safety purposes. Deployment shall not occur on curves, bridges, or locations where reasonable judgment under the circumstances would dictate avoidance for safety reasons.
    e. Officers deploying Stop Sticks will position their vehicles off of the roadway with the blue lights activated, so as not to create or give the perception to motorists of an impassable thoroughfare. Officers should use fixed objects as protection during the deployment of Stop Sticks. If a fixed object is not available, the use of the police vehicle is acceptable.

4. *Mobile Roadblocks:*

    a. When deemed practical or necessary, the pursuing deputy may determine that a mobile roadblock is appropriate. The pursuing deputy or secondary unit in the immediate

proximity with the vehicle may, based upon their judgment of the circumstances, request from a supervisor permission to conduct a mobile roadblock. With the approval of a supervisor or any command level deputy, units may position patrol vehicles in front, to the side(s), and to the rear of the violator in an attempt to slow and bring the vehicle to a stop. This action will require a minimum of three (3) patrol vehicles for maximum effectiveness; however, resources available may dictate an alternate configuration.

b. No passing attempts shall be attempted by a pursuing deputy if he/she can be assisted by another deputy who is already in position in front of the pursued vehicle. If passing is necessary for this technique to take place, a safe location must be chosen in an area of roadway which allows the deputy to do so quickly. If information is known or has been reported that the suspect is armed or has committed assaults resulting in death or serious injury to other, passing maneuvers shall not be attempted.
c. The mobile roadblock should be executed so that the suspect of violator vehicle is given the opportunity to bring that vehicle to a controlled, safe stop.
d. Mobile roadblocks shall not be attempted in which officers with other agencies are participating unless that officer is able to communicate directly with all other vehicles participating in this maneuver.

5. *Precision Immobilization Technique (PIT):*

a. **Definition:** The Precision Immobilization Technique (hereafter referred to as PIT), is a maneuver that when performed properly allows a controlled striking of the violator vehicle in such a way that the violator vehicle comes to a safe stop in the roadway or general area of the initiated action, while the patrol vehicle remains under the control of the operator and available for further enforcement action.
b. When tire deflation devices are not available, and conditions or resources prohibit a mobile roadblock, the PIT may be considered to safeguard life and preserve public safety. If condition allow, the PIT may be performed by any deputy who has received and successfully completed training provided by the Alamance County Sheriff's Office. The decision to initiate the PIT may be made by the pursuing deputy, but may also be

made by the on-call patrol supervisor or any command level deputy.

c. Once the pursuing deputy has made the decision to initiate the PIT, central communications should be notified of this intention. The decision to initiate the PIT may be denied by a field supervisor or any command level deputy. If the decision to initiate the PIT is made by the patrol supervisor or any command level deputy, the pursuing deputy may use his/her own discretion and choose not to initiate the PIT. If the pursuing deputy chooses not to initiate the PIT at the direction of the patrol supervisor or any command level deputy, central communications shall be notified of that intention. The pursuing deputy should explain the reasons for not initiating the PIT in such circumstances in the narrative section of the Alamance County Sheriff's Office "Vehicle Pursuit Report".
d. The use of the PIT shall be governed by the same external physical factors as govern other forced vehicle stops, such as traffic density, width of roadway, time of day, and location. Pursuit vehicles must be aware of and consider any pedestrians, parked vehicles, and oncoming traffic before utilizing this technique.
e. The PIT should not take place on bridges, curbed roadways, at railroad crossing, in highway construction zones, or in area involving roadway embankments and/or drastic elevation changes. If one or more tires of the suspect vehicle have been flattened due to use of deployment of Tire Deflation Devices (Stop Sticks) or by any other means, use of the PIT shall not be attempted.
f. The PIT shall not be used in pursuits involving motorcycles, large commercial vehicles, or recreational ATV's nor shall it be used or attempted if the suspect vehicle contains any children.
g. The PIT is generally considered to be a non-deadly use of force when used as prescribed by the training guidelines of the Alamance County Sheriff's Office. The use of the PIT within the prescribed training guidelines of the Alamance County Sheriff's Office is not likely to cause serious bodily injury or death.
h. However, exigent circumstances which can be articulated by the officers and supervisors involved in a vehicle pursuit could possibly require a deputy to perform the PIT outside the established guidelines for this procedure.
i. *Depending on conditions and other factors at the time of execution, the PIT could be considered to be a Deadly Force action, and therefore should only be attempted with*

due regard for the safety of others, and after the involved deputy(s) or supervisor have determined that the benefit of apprehension of the suspect outweighs a decision to discontinue the pursuit and/or to employ other techniques.

6. *Stationary Roadblock:*

    a. The use of a stationary roadblock shall only be permitted in extreme cases when the violator poses an imminent risk of death or serious injury. The on-duty patrol supervisor or any command level deputy or their designee must authorize the use of a stationary roadblock. The site for the execution of the stationary roadblock must be chosen based on the site's ability to provide the suspect or violator sufficient time and warning to see that the thoroughfare is impassable, and time to bring their vehicle to a safe stop considering the speed of the pursuit at the time of the execution.
    b. All practical measures must be taken to eliminate the involvement of other motorists or pedestrians in this enforcement action.

II. PRIMARY UNIT RESPONSIBILITIES

A. Vehicle pursuits are emergency operations. When initiating the pursuit of a motor vehicle, deputies must evaluate existing circumstances and conditions, including:

    1. Visibility and weather conditions.
    2. Traffic volume and road conditions.
    3. Seriousness of the suspected violation.
    4. Danger presented to the public if the suspect is not immediately apprehended.
    5. Danger to the public caused by the pursuit.

B. A pursuing deputy must activate his/her blue light and siren, and notify the telecommunicator of the pursuit, including location and direction of travel and the nature of the violation. The telecommunicator will also be given a description of the fleeing vehicle including the license number, color, make, and model, as well as a description of the occupants, if possible. The blue light and siren will be in continuous operation throughout the pursuit.

C. A pursuing deputy must give updated location and direction of travel to the telecommunicator as often as possible while still maintaining control

of the vehicle.

D. A pursuing deputy must terminate the pursuit if at any time it appears that the danger to the public because of the pursuit outweighs the danger to the public by allowing the violator to escape.

III. SECONDARY UNIT RESPONSIBILITIES

A. The first deputy to join the initiating deputy becomes the secondary unit. The secondary unit assumes the responsibility of updating the telecommunicator on the pursuit and coordinating radio traffic concerning the progress of the pursuit.

B. The secondary unit must maintain a safe following distance and use emergency lights and siren for the duration of the pursuit.

IV. SUPERVISORS RESPONSIBILITIES

A. ***Any supervisor*** monitoring a pursuit has the authority to terminate it. The patrol supervisor shall be the primary supervisor monitoring pursuits for the patrol, civil, and court divisions and shall be responsible for those pursuits. Pursuits initiated by any investigative unit shall be monitored by the on-duty supervisor of that unit and shall be responsible for those pursuits.

B. Supervisors will monitor all radio traffic.

C. In allowing a pursuit to continue, the supervisor shall first consider all elements in Section II A of this general order.

D. Supervisors are required to regulate the number of vehicles in a pursuit in accordance with section I B-5 of this policy, and the conditions under which the pursuit is occurring.

E. Since supervisors are ultimately accountable, they shall evaluate the nature of the pursuit and make the decision to terminate whenever necessary.

F. When the pursuing deputy has not voluntarily terminated the pursuit, the supervisor assuming command of the pursuit incident is immediately responsible for the incident.

V. OTHER PERSONNEL RESPONSIBILITES

Other officers operating in the field at the time of pursuit shall:

A. Monitor all radio traffic;
B. Not engage unless directed to do so by the supervisor in charge;

C. Stay out of the radio traffic of the pursuit unless urgent circumstances dictate otherwise;
D. Use another radio channel for normal traffic during the pursuit;
E. Stay in assigned area unless directed otherwise;
F. Do not give their location for "FYI" purposes unless directed by the supervisor in charge, or a request comes from the active pursuit vehicles for area assistance.

VI. COMMUNICATIONS RESPONSIBILITIES

A. Upon confirmation that a vehicle pursuit or emergency call is in progress, communications will notify a patrol supervisor and provide the supervisor with the essential information of the incident.

B. Communications will carry out the following activities during a vehicle pursuit:

1. Receive and record all incoming information;
2. Transfer all other radio traffic to another channel;
3. Coordinate and dispatch back-up assistance at the direction of an appropriate supervisor.

C. When a pursuit appears to be headed into another jurisdiction, the communicator upon direction of a supervisor shall immediately request assistance from the primary law enforcement agency of the other jurisdiction, and shall keep the other agency advised of the status and location of the pursuit.

VII. TERMINATION OF PURSUIT

A. The primary unit must end the pursuit if at any time it appears that the danger to the public because of the pursuit outweighs the danger of allowing the suspect to escape.

B. The pursuit should also be terminated if, at any time, the deputy feels that his ability to maintain control of his/her vehicle is jeopardized.

C. If the vehicle is being tracked through investigative means by GPS, the pursuit should be terminated for safety reasons unless there is greater danger to the public if the suspect is not immediately apprehended.

D. In many pursuit situations it is possible for deputies to positively identify the suspect through their personal knowledge, the vehicle registration, description of the driver, or some combination of these factors. When a deputy feels that he can positively identify the fleeing suspect, the pursuit should be ended for safety reasons unless there is greater danger to the public if the suspect is not immediately apprehended.

E. Supervisors and/or ranking on-duty deputies are responsible for ordering that a pursuit be terminated if, at any time, the danger of continuing the pursuit is greater than the danger to the public, if the suspect is not apprehended immediately. Furthermore, a deputy's decision to terminate a pursuit based on safety or other reasons set out in this policy may not be overridden by a supervisor.

VIII. PURSUITS CONTINUING OUTSIDE JURISDICTION

A. With supervisory permission, primary and secondary pursuit vehicles may pursue into another jurisdiction as long as communications is notified.

B. If communications between the pursuit vehicle and this agency is lost but the pursuit must continue, as in the case of a life-threatening felony, the deputy must re-establish contact with communications as soon as possible by radio, phone or through another agency.

IX. PURSUITS INITIATED BY OTHER AGENCIES

A. A deputy of this agency may assist in a vehicle pursuit involving another agency as long as that agency requests assistance and the deputy has obtained permission from a supervisor.

B. Only marked agency vehicles equipped with blue lights and siren may assist in pursuits initiated by other agencies, unless directed to do so by a supervisor.

C. Deputies will not become involved, or will terminate their involvement in, pursuits with other law enforcement agencies when the total number of units in the pursuit, or other conditions, violate the requirements of this policy.

X. PROHIBITED PURSUITS

A. Officers shall not pursue any vehicle off-road unless the suspect has committed a serious violent felony or presents an imminent danger to the public.

B. Officers shall not pursue motorcycles unless the suspect has committed a serious violent felony or presents an imminent danger to the public.

C. Officers shall not knowingly pursue vehicles occupied by children unless the suspect has committed a serious violent felony or presents an imminent danger to the public.

D. Officers shall not engage in vehicle pursuits when they have a citizen academy ride along, intern, or non-sworn employee in the vehicle.

E. Transportation, CSI, Animal Control, Mobile Field Force, Emergency Management, and other non-pursuit rated units shall not engage in vehicle pursuits.

F. The supervisor must terminate these prohibited pursuits, unless exigent circumstances exist, the suspect has committed a serious violent felony, and the suspect presents an imminent danger to the public.

XI. DOCUMENTATION

A. Deputy Responsibility
Whenever any deputy engages in a vehicle pursuit as is described in this policy, that deputy shall file an appropriate incident report. Additionally, an Alamance County Sheriff's Office "Vehicle Pursuit Report" form will be completed by the primary pursuit unit, which shall be submitted to his/her immediate supervisor before the end of his/her tour of duty. It is this officer's responsibility to ensure that this report is accurate and complete and includes all relevant details and circumstances leading to and otherwise regarding the pursuit.

B. Supervisor Responsibility
Any supervisor receiving a "Vehicle Pursuit Report" is responsible for ensuring the form is complete and accurate, and shall then forward same to the Major. The supervisor is also responsible for ensuring that all deputies involved in vehicle pursuits complete appropriate supplemental reports detailing their involvement and observations, before the end of their tour of duty.

C. Administrative Review of Pursuits
All "Vehicle Pursuit Reports" will be reviewed by the Major to ensure compliance with this policy and North Carolina General Statutes. The report will then be forwarded to the Office of Professional Standards.

XII. TRAINING

Officers who drive emergency vehicles for this agency shall be given initial and periodic update training in the agency's pursuit policy and in safe driving techniques regarding vehicle pursuits.

XIII. ANNUAL STATISTICAL SUMMARIES

By calendar year, the Office of Professional Standards shall compile statistical information based on vehicle pursuit reports received. These statistics will be shared with the Sheriff and with the Director of Personnel and Training for review and identification of any recurring issues that might exist regarding training needs, equipment needs, and personnel concerns and/or needs.

ALAMANCE COUNTY SHERIFF'S OFFICE
VEHICLE PURSUIT REPORT

Date of Incident _____ **OCA #:** _____

Pursuit Unit: _____ ID # _____
Rank First MI Last Name

Reason For Initial Contact: _____

Other: _____

Chase Vehicle: ☐ Marked ☐ Unmarked ☐ Other ☐ Vehicle Identification: _____

Description of Violator Vehicle: _____

Violator: Age/DOB _____ Race _____ Sex _____ Unknown _____

Number of law enforcement vehicles involved _____ Video of Chase: ☐ Yes ☐ No

(Explain in attached narrative) By: _____

Condition of the Chase

Distance Covered (In Miles) _____ Traffic: ☐ Heavy ☐ Medium ☐ Light ☐ Dusk

Maximum Speed (MPH) _____ Light ☐ Daylight ☐ Darkness ☐ Dawn

Time Expended (Minutes) _____ Road ☐ Dry ☐ Wet ☐ Snow/Ice

Road Class (where chase initiated):

☐ Interstate ☐ US ☐ NC ☐ RP ☐ RU

☐ Local Street ☐ Public Vehicular Area ☐ Private Road/Property

Collision Involved

☐ Yes ☐ No

Total No. Collisions: _____

Vehicles Involved in Collision (List #'s)

County _____ Other _____

Violator _____ 3rd Party _____

Number of Injuries:

	County	Other	Violator	3rd Party
P.I.				
P.I.				

Vehicular Force Used

☐ None

☐ TDD _____ Effective ☐ Yes ☐ No
(# Deployed)

Other *(Explain in attached narrative)*

Vehicular Force Authorized by Supervisor:

☐ Yes ☐ No ☐ Authorization Not Requested

Chase Concluded *(Check Only One):*

☐ Violator Apprehended (without 10-50)

☐ Violator Apprehended after jump & run (without 10-50)

☐ Violator Apprehended (after 10-50)

(Check appropriate box below)

- ☐ Violator Only Involved in Collision
- ☐ Violator/SO Vehicle Involved in Collision
- ☐ Violator/Allied Agency involved in Collision
- ☐ Violator/3rd Party Involved in Collision
- ☐ Violator/ SO/3rd Party Involved in Collision
- ☐ Violator/SO/Allied Agency Involved in Collision
- ☐ Violator/SO/Allied Agency/3rd Party Involved in Collision
- ☐ Other

☐ Violator NOT Apprehended after 10-50
(Check appropriate block above)

☐ Violator NOT Apprehended after jump & run (without 10-50)

_____
Officer's Signature

Chase Terminated By:
(Complete only if terminated prior to conclusion):

☐ Primary Unit
☐ Secondary Unit
☐ Supervisor

Reason For Termination *(Check Only One):*

☐ Lost Sight
☐ Warrants Pending
☐ Traffic Conditions (i.e. weather, roadway)
☐ Patrol Equipment Failure
☐ Patrol Car Collision
☐ Other Safety Concerns
☐ Other (e.g. chase crosses county line)

(Explain in attached narrative)

_____
Date Submitted

(OVER)

Narrative Statement of Primary Unit (should include the following information)

1. Day, Date Time and Location of Chase.
2. Initial violation(s) or circumstances which attracted the member's attention – to include request from other agencies.
3. Officer's action(s) including when blue lights/siren were activated and the time communications center was notified of chase.
4. Violator's action(s) including where significant event(s) occurred and describing any vehicular force used.
5. If chase was terminated, explain reasons (traffic conditions, road conditions etc.), how and when the chase was concluded.
6 List any and all charges filed against violator/operator.
7. Name other units involved, if known.

(Note: a copy of an incident report which includes the above information may be attached to this form in place of a narrative statement)

(Attach additional sheets if necessary)

Supervisor Review and Approval

Chase procedures, vehicular force policy and this particular chase have been reviewed with:

	Officer's Name	ID #	Date	Initials
	Officer's Name	ID #	Date	Initials
	Officer's Name	ID #	Date	Initials
Reviewed by:	Supervisor's Name	ID #	Date	
Approved by:	Major of Administration	ID #	Date	

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: EMERGENCY VEHICLE OPERATION

POLICY #: VII-II EFFECTIVE DATE: 04/01/2005

PURPOSE: The purpose of this policy is to establish employee guidelines for the operation of Alamance County Sheriff's Office vehicles.

POLICY: The purpose of this policy and procedure is to provide general guidelines to the employees of the Alamance County Sheriff's Office for situations in which emergency operations of vehicles is warranted and to state the obligations to public safety of individual deputies responding to emergency situations. All employees are expected at all time to drive with due regard for safety and to avoid negligent damage to vehicles of the Alamance County Sheriff's Office.

Some law enforcement situations present such a high potential of death or serious injury to innocent citizens that immediate and rapid response is needed. However, this need is balanced by the obligation to protect the general public from any unnecessary risks caused by the vehicle responding to such a situation.

N.C.G.S. 20-156- provides that drivers of vehicles upon highways shall yield right-of-way to police vehicles on official business and which are giving a warning signal by appropriate light and audible siren. This provision shall not relieve the driver of a policy vehicle from the duty to drive with due regard for the safety of all persons using the highway, nor shall it protect the driver of any such vehicle from the consequences of any arbitrary exercise of such right-of-way.

Definitions:

Emergency: Any situation needing immediate law enforcement attention due to a present danger to public safety, a need for the immediate apprehension of a violator, or a serious crime in progress.

Emergency Vehicle: An authorized law enforcement vehicle equipped with emergency lights and siren that is used to respond to emergencies. The deputy will, however, operate this vehicle with due regard for the safety of others.

Emergency Operations: Any operation of an emergency vehicle in which the operator, in the performance of a law enforcement duty, may exceed the normal speed limit or deviate from the outer traffic laws normally applicable to non-emergency vehicles.

PROCEDURE:

I. SUPERVISORY RESPONSIBILITIES AND DUTIES:

A. The Supervisor on duty on a call-by-call basis will evaluate requests from outside agencies for emergency assistance, i.e.; EMS other law enforcement

agencies and fire department.

B. It shall be the responsibility of any supervisor to direct the responding deputy, through the telecommunicator, to cease emergency operations if it appears that emergency operations are unwarranted or that the risk to the public by emergency operations outweighs the risk of terminating the emergency operations.

II. DEPUTY RESPONSIBILITIES AND DUTIES:

A. Deputies will not intentionally exceed the speed limit or deviate from the traffic laws normally applicable to non-emergency vehicles unless they are responding to an emergency or attempting to apprehend a suspect violator of the law pursuant to the Vehicle Pursuit Policy.

B. It shall be the responsibility of any deputy responding to a call or other situation requiring law enforcement action to make the initial determination as to whether or not the situation calls for the emergency operation of a vehicle. Generally emergency responses are limited to those situations involving crimes in progress of an emergency nature or where there is an imminent threat of violence or danger of personal injury.

C. Generally, incidents involving non-violent misdemeanors and property damage and incidents of that nature would be excluded from those actually requiring or deserving an emergency response on the part of the deputy.

D. Any deputy initiating emergency operations of a Sheriff's Office vehicle will immediately notify the telecommunicator and provide current location and destination or direction of travel as appropriate.

E. Vehicles engaged in emergency operation are required to use both blue light and siren unless responding to an incident in which a siren could alert a perpetrator(s), in which case extreme caution must be exercised. Any time the blue light and siren have been discontinued, emergency operation will be terminated and all speed and traffic laws must be observed.

F. This section does not apply to deputies "pacing" a vehicle to establish a speeding violation, or to deputies conducting surveillance on a suspect vehicle, or when a deputy believes a vehicle is being operated and/or occupied by a suspected dangerous person(s) and such use would present an imminent danger to the deputy or aid in the escaper of a dangerous or wanted person(s).

G. Due to the possibility of collision from an operator of a responding vehicle not hearing another deputy's siren over his own siren, no more than two responding units shall be permitted to respond to one location while engaged

in emergency operations, unless otherwise authorized by supervisory authority.

H. Any time a vehicle operator attempts to elude a deputy, the departmental vehicle pursuit policy will be followed.

I. Deputies engaged in emergency operations of a vehicle shall cease exceeding the speed limit and/or deviating from traffic laws normally applicable to nonemergency vehicles when:

1. A supervisor directs a deputy to terminate the emergency operations.
2. The deputy learns that the emergency situation warranting emergency operations no longer exists or that other units have arrived on the scene in sufficient numbers to handle the situation.
3. Traffic, weather, visibility, or other conditions increase the risk of danger to the public using the highways to such a degree that the emergency operations are not longer authorized under the provision of this policy.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: VEHICLE LOCK-OUTS

POLICY #: VII-III EFFECTIVE DATE: 04/01/2005

PURPOSE: To establish guidelines for the Alamance County Sheriff's Office for providing assistance unlocking vehicles.

POLICY: The Alamance County Sheriff's Office will assist civilians with locked vehicles in emergency situations only.

PROCEDURE:

I. An emergency situation shall be defined in this situation as a child locked inside a vehicle. In some instances, an adult or animal locked in a vehicle may constitute an emergency, based on the circumstances and judgment of the deputy.

A. Deputies may assist civilians by using a "Slim-Jim" or other devices designed to unlock vehicles in emergency situations. Deputies should not attempt to open vehicles with side impact air bags.

B. Prior to unlocking a vehicle, the deputy should, when feasible:

1. Determine that the person making the request is the owner of the car, or a person that has permission to use the vehicle.
2. Have the person sign an "Entry Device" form.

C. In situations where the deputy believes that serious injury or death of an individual may occur without immediate action, the deputy may take whatever action he/she believes to be necessary to prevent same, without first obtaining any authorization from the owner, wither verbal or written. In such instances, central communications will be alerted to contact appropriate emergency personnel to respond as needed.

D. Deputies shall not assist citizens with locked vehicles under routine, nonemergency circumstances.

Alamance County Sheriff 's Office

Terry S. Johnson
Sheriff

Tim Britt
Chief Deputy

Monte Holland
Major

Shelton Brown
Major

Coley Rich
Major

Entry Device Form

I have requested the Alamance County Sheriff's Office to use a regulated tool and attempt to gain entry into my vehicle. By requesting this service I have agreed that the Alamance County Sheriff's Office and/or the Officer will not be held Responsible or Liable for any damage that could or may occur.

SIGNED _____ DATE _____

DEPUTY ASSIGNED _____ DATE _____

OWNER/OPERATOR NAME _____

VEHICLE TAG # _____ STATE ISSUED_____

VEHICLE LOCATION _____

Street & Mailing Address
109 South Maple Street
Graham, NC 27253

Office: (336) 570-6311
Fax: (336) 227-0614

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: TOWING, STORAGE, AND DISPOSITION OF VEHICLES

POLICY #: VII-IV **EFFECTIVE DATE: 04/01/2005**

REVISED: 05/01/2020 3/10/2021

PURPOSE: The purpose of this policy is to establish guidelines and responsibilities for the towing, storage, and disposition of vehicles by the Alamance County Sheriff's Office.

POLICY: It shall be the policy of the Alamance County Sheriff's Office to tow vehicles to be searched and/or seized for evidence in a criminal proceeding, that present a road hazard, that are abandoned on a pubic roadway, subsequent to certain traffic offenses, and/or pursuant to statutory provisions for the forfeiture of a vehicle. It shall also be the policy of this Office that all vehicles which are towed by order by one of its officers will be inventoried, and that the owner, and lienholder if applicable, will be provided with the towing notification information required by North Carolina state law.

I. GENERAL AUTHORITY AND RESPONSIBILITY

Any member of the Alamance County Sheriff's Office who orders that a vehicle be towed for any reason other than a mechanical breakdown where the deputy is assisting a motorist will follow the procedures set out in this policy.

A. Deputies

1. In any situation where a vehicle is towed as a result of a deputy's action, relevant information concerning the towing-i.e., the time, date, vehicle information, and a towing company identification, should be called in to Central Communications (C-Com) by the deputy for documentation purposes.

2. It is the responsibility of all deputies to ensure that both the owner and lien holder of any vehicle towed as a result of their actions be notified and that all activities associated with towing be properly documented and authorized.

B. Supervisors

A supervisor must authorize, in advance, the towing of any vehicle under any of the circumstances outlined in this policy, and must subsequently document that authorization.

II. TOWING SERVICES AND STORAGE FACILITY

A. **Contract**

1. The Sheriff's Office may contract with a private individual or company to tow vehicles under certain conditions set out in this policy and in said contract (see "Towing Provisions" section). This

contract will be written, and will contain specific conditions and requirements of the contract. The contract will be reviewed near the end of each fiscal year by the Major of Administration, and may be renewed by the Sheriff after this review and negotiation with the contractor and/or others as needed.

2. The contractor of any such contract will provide a storage lot for the storage of these towed vehicles, and will be responsible for the security of the vehicles and their keys, contents, and/or other belongings therein.

B. **Tow Rotation**

The Sheriff's Office will use a general tow rotation for towing vehicles under certain conditions set out in this policy (see "Towing Rotation" section). These facilities must comply with Sheriff's Office policies, which include insurance, storage, equipment, employee requirements, and standardized fees. These regulations, and any inspections needed to insure compliance, will be maintained by the Major of Administration.

C. **State Contract**

The Sheriff's Office will utilize the tow service contracted by the State of North Carolina for vehicles stopped by a deputy which result in being towed and forfeited for impaired driving as is described under North Carolina General Statute 20-28-2. The Sheriff's Office will utilize the tow service contracted by the State of North Carolina for vehicles stopped by a deputy which result in being towed and forfeited for "Run and Done" as is described under North Carolina General Statute 20-141.5.

III. TOWING PROVISIONS

A. **Traffic Offenses**

1. If a vehicle is stopped as a result of a traffic offense whereby the driver is taken into custody and no other driver is present, the deputy will use the "consent to tow, remove, or store vehicle or leave vehicle at the scene" portion on the back of the N. C. Uniform Citation form to determine how to remove that vehicle from the location where the traffic stop occurred.

2. If the towing of a vehicle is necessary under this provision whether as a result of the consent of a driver who was taken into custody or under circumstances whereby the deputy is refused permission to move the vehicle to a safe location, the deputy will contact Central Communications (C-Com) to contact the tow service that is next on the general tow rotation list. The deputy will inform the driver that the fee for this towing service, and whatever charges apply for daily

storage, will be his/her responsibility, the deputy will provide the driver with the name, and preferably with a card or some form of written identification, of the towing service contacted. In the event that the driver's license of the individual who has been stopped has been revoked due to a previous impaired driving offense and the deputy's vehicle stop is for impaired driving, the vehicle is subject to impoundment and forfeiture under North Carolina General Statute 20-28-2. In this circumstance, the deputy should contact Central Communications (C-Com) to contact the tow service under state contract for this service. If the vehicle in question is subject to North Carolina General Statute 20-141.5 "Run and Done," the deputy should contact Central Communications to contact the tow service under state contract for this service.

B. Parked or Abandoned Vehicles

1. In the event that a vehicle is found parked or abandoned on a public roadway which is not an immediate safety hazard, or in which a vehicle has been safely moved to a roadway by a deputy, under the above noted conditions, the deputy will tag the vehicle with a green fluorescent label designed for this purpose, and will contact Central Communications (C-Com) to log the time and date of the tagging of this vehicle along with the vehicle's identification information.

2. This vehicle may be towed pursuant to North Carolina General Statute 20-161(e) if not removed from this location within twenty-four (24) hours, after which time contact with the owner and lien holder will be made, and a copy of the towed vehicle report form will be maintained following the procedures noted later in this section. Towing under these conditions will be performed by the tow service on general rotation.

C. Searches

1. In the event that a vehicle is seized and is to be searched, the vehicle will be towed to the storage lot contracted by the Sheriff's Office. If the investigator chooses to select another site for the search to take place, Central Communications will contact the next rotation tow service.

2. In all cases where a towed vehicle is searched, a thorough and complete inventory will be conducted and same will be documented. Also, an inventory of any seized property will be completed and maintained by the deputy conducting the search.

3. Arrangements will be made by the deputy with a Crime Scene Investigator, Detective, and/or Vice/Narcotics Officer to conduct this search if needed.

D. Forfeiture

In the event that a vehicle is seized with the intent to proceed with forfeiture actions against it, the vehicle will be towed by the tow company contracted by the Sheriff's Office and held pending the outcome of these proceedings.

IV. TOWING ROTATION

In order to perform its traffic safety functions, the Alamance County Sheriff's Office is routinely required to use wrecker services to tow disabled, seized, wrecked and abandoned motor vehicles. The purpose of this policy is to regulate on-call wrecker service providers who have been approved for inclusion on the "Rotation Wrecker List" so that the public, and qualified wrecker services, are treated in a uniform, fair and reasonable manner.

A. **Definitions**:

1. **Applicant.** A person or business entity owning a wrecker service and applying for inclusion on the Rotation Wrecker List.

2. **Wrecker Service.** A person or entity engaged in the business of, or offering the services of, or owning a wrecker service or towing service whereby motor vehicles are or may be towed or otherwise removed from one place to another by the use of a motor vehicle manufactured and designed for the primary purpose of removing and towing motor vehicles. A "rotation wrecker service" is one on the Rotation Wrecker List.

3. **Car carrier or "Rollback."** A car carrier or rollback is a vehicle designed to tow or carry vehicles damage-free. The truck chassis shall have a minimum gross vehicle weight rating (GVWR) of 14,500pounds. The truck shall include: two lift cylinders with a minimum two and one-half-inch bore; individual power winch pulling capacity of not less than 8,000 pounds; a length of wire rope (cable) on a winch drum with a working load limit (WLL) that meets or exceeds the pulling capacity of the power winch utilized; and four tie-down hook safety chains. The carrier bed shall be a minimum of 16 feet in length and a minimum of 84 inches in width inside side rails. A cab protector, constructed of aluminum or steel, must extend a minimum of ten inches above the height of the bed. A "rollback" is not considered a small or large wrecker.

4. **Debris.** Includes any parts of a vehicle or material that may be strewn upon the surface of the roadway or highway right of way as a result of an incident/collision, and which may reasonably be cleared or removed. For this

definition, “debris” shall also include any mud, soil, antifreeze,transmission, brake or other liquids/fluids that have been deposited onto the surface of the roadway as a result of a vehicle collision. Debris does not include cargo from property hauling vehicles or hazardous materials that are required to be handled by hazardous materials teams.

5. **ACSO.** The Alamance County Sheriff’s Office

6. **Rotation Wrecker List (Sometimes also Rotation List).** A list of wrecker services which have applied and been approved by the Major of Administration to be placed on the rotation list for the purposeof towing vehicles at the direction of law enforcement or other emergency organizations. The ACSO shall utilize rotation wrecker list services in those instances in which the owner or person in control of a vehicle is unable or not permitted to determine the disposition or custody of the vehicle, or otherwise has no preference as to what wrecker service tows the vehicle.

7. **Deputy.** All sworn personnel of the Alamance County Sheriff’s Office who are charged with law enforcement duties.

8. **Storage Facility.** A storage facility, located in the County of Alamance, secured by a minimum six (6) foot-high chain-link fence (or a fence of similar strength), a wall or building, or other barrier or fence of sufficient height or design to reasonably secure towed vehicles from unauthorized access or removal and to deter trespassing or vandalism, and where all entrances and exits are secure from public access. It is recommended, but not required, that storage facilities be properly lighted. Such facility shall include a parking area that shall be of sufficient size to accommodate all vehicles towed by the wrecker service for the ACSO.

9. **Wrecker or Tow Truck.** A wrecker means a truck chassis having: a) a minimum gross vehicle weight rating (minimum gross vehicle weight rating, or GVWR, consists of the unloaded/curbweight of the vehicle plus the maximum carrying capacity recommended by the vehicle’s manufacturer) of 10,000 pounds, and a maximum GVWR that does not exceed 26,000 pounds; (b) aboom assembly having a minimum lifting power of 8,000 pounds as rated by the manufacturer; (c) an 8,000 pound-rated winch with a length of cable on a winch drum with a working load limit that meets or exceeds the pulling capacity of the power winch utilized; d) a belt-type tow plate or tow sling assembly; e) a wheel life with a retracted lifting capacity of no less than 3,500 pounds; f) dual rear wheels; and g) any additional safety equipment specified by this policy.

B. **ACSO Rotation Wrecker Policy**

1. The Major of Administration shall include on the Rotation Wrecker List only those wrecker services which complete a written application, meet the minimum standards set forth herein, and agree in writing to adhere to the provisions in this policy.

    a. Within five (5) business days after receipt of each application, the Major of Administration (or his designee) shall initiate an investigation of the applicant's operation and storage yard. Such investigation shall be completed for the purpose of verifying the information in the application, and to determine whether the applicant is compliant with the provisions of this Policy. If the Major of Administration (or his designee) determines that a wrecker service fails to satisfy one or more of the requirements set forth in this Policy, the Major of Administration (or his designee) shall notify the wrecker service owner of the reason(s) for refusing inclusion on Rotation Wrecker List. Any wrecker service that fails to maintain compliance with the requirements of this policy may be removed by the Major of Administration from the Rotation Wrecker List.

    b. In order to promote continuing compliance, the Major of Administration (or his designee) may conduct unannounced inspections of operations and storage facilities during normal business hours. Any wrecker service operator who himself or by his employee, agent, servant or representative interferes with the above-described inspections, including withholding records and/or denying access to facilities, shall be removed from the Rotation Wrecker List.

    c. All applicants must complete a Small Wrecker/Rollback Rotation Price List. The ACSO shall set the price for non-collision wrecker rotations. That price will be indicated on the price list.

2. A wrecker service must have a full-time business office that is staffed and open during normal business hours of 8:00 A.M. to 5:00 P.M., Monday through Friday, excluding holidays, and a storage facility. A representative from the wrecker service must be available on call on a 7-day, 24-hour basis to accept telephone calls from officers and to allow access to towed vehicles. Also, the wrecker service must have someone available, at a minimum from 8:00 A.M. to 5:00 P.M. Monday through Saturday, excluding holidays, to allow vehicles to be retrieved by registered owners, operators, and persons

legally entitled to possession. In order to ensure that the person(s) is entitled to possession, the wrecker service shall require sufficient identification, vehicle registration and any other pertinent information from such person(s) seeking to claim a towed vehicle, and immediately upon release of a towed vehicle, the wrecker service shall contact the ACSO to inform it that the vehicle has been released and to whom the vehicle was released. An individual (registered owner, legal possessor, or operator) shall not be charged a storage fee for days that he/she could not retrieve his/her vehicle as a result of an action or omission on the part of the wrecker service (such as where the wrecker service was not open, did not answer the telephone or a representative was not available to release the vehicle). A wrecker service is responsible for the collection of fees and costs for providing towing and storage services. When a vehicle that has been towed is evidence of or involved in a crime or criminal investigation or has otherwise been impounded or is subject to forfeiture, the ACSO shall so notify the wrecker service when the vehicle is towed of any available, unclassified information it has about such crime, impoundment or forfeiture, and the wrecker service shall not thereafter release the vehicle without the ACSO written authorization. Nothing herein shall mean that the ACSO will release information concerning a criminal investigation.

3. Vehicles towed at the request of the ACSO must be placed in a storage facility as defined in Section A.8 above.

4. Each wrecker must be equipped with legally required lighting and other safety equipment to protect the public, and such equipment must be in good working order.

5. Each wrecker service vehicle must be equipped with a dolly, amber or yellow revolving light (which must be operating during any tow), and other equipment (as required by the laws of the State of North Carolina) to clean debris from the roadway and to maintain safety at the scene of an incident. Such other equipment must include a heavy-duty push broom, dust pan (or shovel), flares, fire extinguisher, scotch blocks, and recovery lights or spot lights on the rear of the truck.

6. The wrecker service operator must remove all debris (see the definition of "debris" at Section A.4 above), other than hazardous materials, from the highway and the right of way prior to leaving the incident/collision scene. This debris removal must be completed as a part of the required service and shall not be charged as an extra service. Hazardous materials consist of those materials and amounts that are required by law to be handled by Hazardous Materials Teams.

7. The wrecker service must be available to the ACSO for rotation service on a 24-hour per day and seven (7) days a week basis. Calls for service must not go unanswered for any reason.

8. Under normal conditions, the wrecker service shall respond in a timely manner and in any event within 30 minutes of receiving the call for service. Failure to respond in a timely manner may resultin a second rotation wrecker service being requested. If because of a failure to respond in a timely manner a second wrecker service is requested before the arrival of the first rotation wrecker service, then the initially requested wrecker shall forfeit the call, shall immediately leave thecollision/incident scene, and shall not receive compensation. A wrecker service shall not proceed to the scene of an incident without being called by the ACSO or by the Alamance County Communication Center. "Running wrecks" or solicitation of business at an incident scene is prohibited.

9. Each wrecker service driver shall have a valid driver's license for the type of vehicle driven to an incident. A limited driving privilege shall not be sufficient.

10. The wrecker service shall adhere to all Federal and State laws and local ordinances and regulations related to registration and operation of wrecker service vehicles, and all wrecker drivers must observe all traffic laws while responding to an incident.

11. The wrecker service shall employ only wrecker operators who demonstrate an ability to perform required services in a safe, timely efficient and courteous manner and who satisfy all of the requirements for wrecker drivers established or referenced herein. Wrecker owners, operators and employees shall not be abusive or disrespectful and shall not use vulgar or profane language when dealing with the public or any member of the ACSO and shall cooperate at all times with employees of the ACSO. All wrecker drivers must be experienced and knowledgeable as to the proper and safe operation of wreckers and of the towing of vehicles such that dependable service is delivered without damage caused to the vehicle in tow.

12. Each wrecker driver employed by a wrecker service on the rotation list shall:

    a. be at least eighteen (18) years of age, and eligible to work in the United States.

    b. have possessed a driver license for the past

twelve (12) monthsissued by any state of the United States.

c. have not committed an offense of driving while subject to an impairing substance or with an alcohol concentration of 0.08, or more, within five (5) years.

d. not have committed a felony unless his/her citizenship has beenrestored.

e. not have committed an offense relating to controlled substances within five (5) years and not be a habitual motor vehicle law offender.

f. not have been convicted of more than two (2) motor vehicle moving violations in any twelve (12) month-period during the past five calendar years.

g. A wrecker driver must not be physically or mentally incapable of operating a wrecker. Upon request by the Major of Administration or his designee, the wrecker driver employed by a wrecker service on the rotation list must submit a written opinion from a physician stating that the applicant is physically capable and/or mentally competent to operate a wrecker.

13. Every wrecker service on the Rotation Wrecker List shall have insurance as required by N.C.G.S.20- 309(a), and shall maintain the following with one or more insurance companies licensed to do business in North Carolina:

Garage Keepers Policy: A garage keeper's legal liability policy covering fire, theft, windstorm, vandalism, and explosion in the minimum amount of $100,000 with each vehicle sufferingdamage being deemed a separate claim.

Garage Liability Policy: A garage liability policy covering the operation of the owner's business and vehicles or other equipment for any bodily injury or property damage for which the operator may be held responsible. This policy shall have minimum limits of $300,000 for injuriesor death and a minimum of $50,000 for property damage arising out of a single incident.

Hook or Cargo Policy: Each wrecker service on the Rotation Wrecker List shall have in effect a valid hook or cargo insurance policy, in the amount of $50,000.

Notice Endorsement: All insurance policies must contain an endorsement by carriers providing ten days' notice to the ACSO and insured in the event of any change in coverage. Each wrecker service must immediately notify the Major of Administration of any insurance lapse or change. Each wrecker

service shall ensure that the ACSO is listed as "Certificate Holder" or named insured on the Certificate of Liability Insurance.

14. A wrecker service shall notify the ACSO without delay whenever the wrecker service is unable to respond to calls.

15. Notification of rotation wrecker calls shall be made by the ACSO or Alamance County Communication Center to the owner/operator or employee of the wrecker service. Notification shall not be made to any answering service, pager or answering machine.

16. Wrecker service vehicles shall be marked on each side by printing the wrecker service name, city, and state in at least two and one-half- inch letters. No magnetic or stick-on signs shall be used. Decals are permissible. Before leaving the incident scene, the wrecker service shall provide a business card to the investigating Deputy and owner or person in apparent control of the vehicle.

17. Each wrecker service vehicle must be registered with the Division of Motor Vehicles in thename of the wrecker service, and each vehicle must be insured by the wrecker service. Dealertags shall not be displayed on wreckers that respond to rotation calls.

18. Wrecker service operators to the extent practicable shall retrieve, secure and preserve, all personal property falling from or in a vehicle involved in an incident which vehicle is one to be towed.

19. Upon request or demand, unless impounded or subject to an order not to do so, the wrecker service shall return personal property stored in, with or from a vehicle, whether or not the towing, repair, or storage fee on the vehicle has been or will be paid. Personal property, for purposes of this provision, includes any goods, purses, wallets, cash, identification, credit and debit cards, licenses, photographs, checks, deposit slips, bank records, and any other property having any value whatsoever other than items directly related to the functioning of the vehicleitself.

20. After financial obligations have been agreed upon between the wrecker service and the owner(s), or appropriate party, of the disabled vehicle(s), the wrecker service shall tow such vehicle(s) to any destination requested by the vehicle owner, or other person with apparent authority.

21. Unless the vehicle is being preserved by the ACSO as evidence, the wrecker service shall allow insurance adjusters access to and allow inspection of the vehicle at any time during normal business hours.

22. The placement of a wrecker service on the rotation list does not guarantee a particular number or quantity of calls, or an equivalent number of calls to every wrecker service on the Rotation Wrecker List. If a wrecker service responds to a call, said wrecker service shall be placed at the bottom of the rotation list unless the wrecker service, through no fault of its own, is not usedor is not entitled to receive compensation for the call. In that event, such wrecker service shall be placed back at the top of the rotation list. Each wrecker service agrees to charge reasonabletowing fees and storage fees commensurate with fees charged to other customers, and on or before July 1 of each year, each service will furnish the Major of Administration with a schedule of all fees. The Major of Administration has the right to disapprove any fees that in his or her judgment are excessive based upon the prevailing fees in the community. The placement of a wrecker service on the rotation list does not entitle any wrecker service to compensation as a consequence of a failure to call the wrecker service in accordance with the list or as a consequence of the removal of the wrecker service from the rotation list.

23. A rotation wrecker service, upon accepting a call for service from the ACSO, must use its own wrecker. Wrecker companies shall not refer a call to another wrecker company or substitute for each other.

24. If a rotation wrecker service moves its business location or has a change of address, the owner of the wrecker service must notify the Major of Administration of the new address or location. Notification shall be made in writing no later than ten days prior to the projected move. The wrecker service shall not be entitled to receive rotation calls prior to inspection of the new facility.

25. A wrecker service may dispatch either a wrecker or a car carrier “rollback” in response to a rotation wrecker call, except where the wrecker service is advised that a particular type of recovery vehicle is needed due to existing circumstances.

26. A rotation wrecker service driver or employee shall not respond to an ACSO-initiated call for wrecker service with the odor of alcohol on his/her breath, or while under the influence of alcohol, drugs, or any impairing substance.

27. Storage fees shall not begin to accrue until the next calendar day following the towing of a vehicle.

28. The operator of a vehicle, if present and not incapacitated, shall have the right

to select a wrecker service of his choice, provided, however, that the requested wrecker service is located within a reasonable distance of the incident site. ACSO personnel at the scene shall determine the reasonableness of the distance from the incident site, and their decision shall be final. If the operator of a vehicle to be towed is not present, is incapacitated, or has no preference for a specific wrecker service, ACSO personnel shall determine the wrecker service per the Wrecker Rotation List. When emergency circumstances prevail, the ACSO deputy may request wrecker services from the entity service closest to the scene. An ACSO deputy may also request wrecker services from an entity operating large cranes or other heavy recovery equipment when the same is necessary to remove traffic obstacles such as large trucks or heavy equipment. The determination regarding whether an emergency exists, or whether a specialized recovery service is required, shall be in the sole discretion of the ACSO on-duty supervisor.

29. In no event shall any deputy, in the performance of his duties, recommend any wrecker service, motor club, or automobile membership service to the owner or driver of a wrecked or disabled vehicle, nor shall any deputy, in the performance of his duties, recommend the services of a particular wrecker service, motor club, or automobile membership service. Deputies shall, whenever possible and practicable, dispatch the wrecker service requested by the motorist requiring such services.

30. A Deputy who notices a violation of the provisions of this Policy shall notify the Major of Administration in writing as soon as practicable. The Major of Administration shall notify, in writing, said wrecker service about the violation(s) and of any planned corrective actions. A wrecker service that is dissatisfied with the rotation system, or with the requirements of this policy, shall file a written statement to the Major of Administration. If the Major of Administration cannot satisfy such complaint, a statement shall be filed with the Sheriff whose decisions will be final.

31. By submitting an application and accepting placement on the Rotation Wrecker List, eachwrecker service agrees to forever hold harmless and to fully indemnify the ACSO and its personnel, agents, officials, in both their official and individual capacities, from any and all judgments, liens, claims, assessments, demands, attorneyfees, actions, and causes of action of any sort arising out of any damage or injury sustained by any person, property or entity by reason of any negligent or willful act or omission of the wrecker service or its officers, employees, agents, or contractors in connection with rendering services.

32. Wrecker services on the Rotation Wrecker List shall not employ any person

who is also employed by the ACSO. The ACSO will not approve an application for the rotation wrecker list for any wrecker service that employees a full or part-time employee of the ACSO.

33. Upon ten days' notice, the Major of Administration may remove any wrecker service from the Rotation Wrecker List for any reason. However, such termination shall not affect the responsibilities of the parties relating to vehicles that have been towed as of the termination date.

V. POST-TOW RESPONSIBILITIES

A. Inventory

1. In any situation where a vehicle is towed by order of a deputy, a complete and thorough inventory of that vehicle will be completed by the deputy. This inventory should be completed at the location of the vehicle stop if possible, but if not practical, the vehicle should be secured and inventoried at the site where it will be stored as soon as possible after its arrival at the storage site, by the deputy or an assisting deputy.

2. All towed vehicles will be inventoried. If the vehicle that is towed is locked and no keys are available, this fact will be noted on the inventory form, and an inventory will be completed as to what can be seen through the vehicle's windows.

B. Towed Vehicle Reports

In all situations where a vehicle is towed as a result of an action by a deputy, that deputy will complete an incident report with a tow report. If the deputy is unable to contact the owner or person in apparent control of the vehicle, either in person or by telephone, regarding the towed vehicle, the deputy will attempt contact by certified US Mail. The deputy shall mail the registered owner the towed vehicle report letter to the last known address of the registered owner and to the lien holder of that vehicle, if applicable as determined by DMV records.

C. Research of Vehicle Status and Condition

Upon seizure of a vehicle for which forfeiture is intended, it will be the responsibility of the case investigator to contact the North Carolina Department of Revenue or any other agency(s), as may be warranted by the circumstances of the investigation, to precede with possible forfeiture proceedings against the vehicle regarding taxes and/or other such issues.

D. Disposition

1. When the search of vehicle information concerning a vehicle that was towed for forfeiture purposes has been completed, and it is determined that forfeiture proceedings against the vehicle will be abandoned, it is the responsibility of the case investigator to contact the contractor holding that vehicle and to authorize the contractor to release the vehicle to the owner and/or lien holder as is appropriate. The contractor is then authorized to begin charging storage fees, but only after contacting the owner and/or lien holder that said vehicle isauthorized to be released and notifying same that storage fees will begin thereafter.

2. When vehicles being held for forfeiture purposes are awarded to the Alamance County Sheriff's Office by court order or other lawful authority, it is the responsibility of the case investigator to perform and coordinate documentation with the N.C. Department of Motor Vehicles and any other agency(s) necessary to affect that transfer, and to notify the Major of Administration or his designee of same in order to add said vehicle to the inventory.

3. When vehicles being held for forfeiture purposes are ordered by the court to be disposed of or handled in some other fashion, such as to be returned to the owner, or to be sold, it is the responsibility of the case investigator to comply with said order as quickly as practical, and to document any and all actions taken to do so.

Alamance County Sheriff's Office

SMALL WRECKER / ROLLBACK ROTATION PRICE LIST

Name of Towing Service	
Address	
City	
State	
Office Phone	
Mobile Phone	
Pager	

Service Provided	
Wrecker Towing Fees *(Collision)*	**Charges**
Wrecker Towing Fees *(Non-Collision*)	**Charges**
Additional Service(s)	**Charges**
Dolly Service	
Overturned Vehicle	
Winching	
Storage Fee Per Day	**Charges**
Vehicle Storage (Inside)	
Vehicle Storage (Outside)	
	Hourly Rate Charges
Extensive Road Clean-Up Fee • Hourly rate for more than sweeping or cleaning of the roadway • Billed in quarter hours increments • Basic charges apply for the first hour on scene, quarter hour rates charged thereafter	
Extra truck / manpower	
Mileage Fee	**Charges Per Mile**
Cost per mile if taken outside assigned zone or outside county	

I acknowledge and understand the Alamance County Sheriff's Office Rotation Wrecker Service Regulations. ***A price list for small wreckers/rollbacks for recovery, towing and storage shall be furnished in writing on this form to the Major of Administration upon request. The Major of Administration shall approve all price lists submitted if they are determined to be reasonable, consistent with fees charged by other Alamance County Sheriff's Office rotation wrecker services within the County and do not exceed the wrecker service's charges for non-rotation service calls that provide the same service, labor, and conditions. The price list for each respective wrecker service shall be made available to customers upon request. Storage fees shall not begin to accrue until the next calendar day following the initial towing of the vehicle. Wrecker service towing fees for recovery and transport of vehicles after 5:00 p.m. and on weekends may not exceed the towing fees for recovery and transport of vehicles charged during regular "Business Hours" by more than 10 percent. A mileage fee may only be charged if the customer requests the vehicle to be towed to a location outside of the assigned wrecker zone or county. Prices indicated on this form shall be the maximum amount that will be charged for a particular service; however, this does not prevent charges of a lesser amount for said service.***

Owner's Name	**Owner's Signature**	**Date**
Major of Administration Name	**Major of Administration Signature**	**Date**

Alamance County Sheriff's Office

Rotation Wrecker Application

Business Description

Name of Wrecker Service: _____

Address: _____

24-hour service number: _____

Emergency telephone number: _____

Name of Owner(s): _____

Owner's address: _____

Requested Tow Districts:_____

Drivers

Name	Address	Telephone Number	NCDL

Wrecker Service Vehicles

Make	Model	Year	License Plate	GVWR

Alamance County Sheriff's Office

Rotation Wrecker Application

Storage Facility

Describe your storage facility. This description shall include location/address, size, fencing type and height, lighting, and security measures regarding the protection of stored vehicles.

Insurance Requirements

Attach to this application a copy of your Garage Keepers Policy, Garage Liability Policy, and Hook or Cargo Policy.

Certification

I hereby apply for placement on the Rotation Wrecker List. I have read and fully understand the Alamance County Sheriff's Office rotation wrecker policy, and I hereby certify that I have a wrecker service that meets or exceeds all of the requirements set for in said policy. Also, I certify that my wrecker service will remain in continuous compliance with the terms of the rotation wrecker policy.

Signatures

Authorized applicant's signature _____

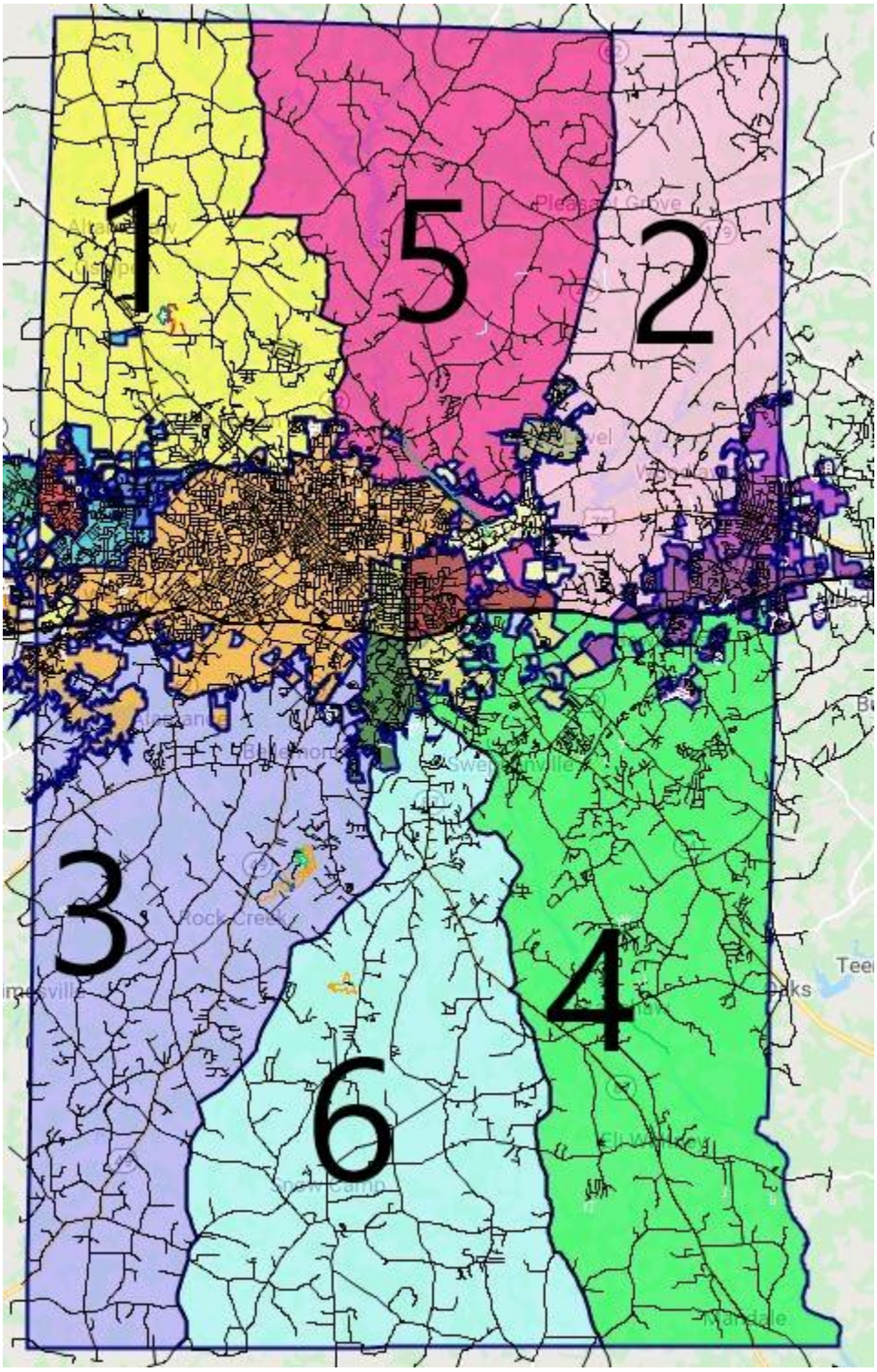
Title/position: _____

Date:_____

Alamance County Sheriff's Office

Rotation Wrecker Application

Tow Districts



ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: VEHICLE ACCIDENTS

POLICY #: VII-V EFFECTIVE DATE: 02-14-2019

PURPOSE: The purpose of this policy is to establish the procedures to be followed by employees of the Alamance County Sheriff's Office who are involved in motor vehicle accidents with vehicles that are the property of this Office.

POLICY: It shall be policy of the Alamance County Sheriff's Office that all collisions involving a vehicle belonging to the Alamance County Sheriff's Office, whether occurring on private property or on a public street or roadway, will be investigated by the appropriate agency having jurisdiction. An administrative investigation will also be conducted by a supervisor in all such instances, and where warranted, by the Office of Professional Standards.

PROCEDURE:

I. EMPLOYEES'S RESPONSIBILITY

A. Whenever a vehicle belonging to the Alamance County Sheriff's Office is involved in a collision, whether on private property or on a public street or roadway, the involved employee will immediately advise Central Communications (C-Com) and either his/her immediate supervisor or the on-duty supervisor of the accident, providing accident location and whether there is any property damage or personal injury involved. Central Communications will notify the appropriate emergency response agency(s) as necessary and will notify the appropriate law enforcement agency to investigate the accident.

B. Employees will not make any statements of liability to the driver of any other vehicle involved, or to the owner of any property damaged. All inquiries concerning liability will be referred to the County Attorney.

C. The employee will prepare a written statement explaining the circumstances of the accident, and submit it to the investigating supervisor, before ending his/her tour of duty if possible.

II. SUPERVISOR'S RESPONSIBILITY

A. The employee's immediate supervisor or the on-duty supervisor will proceed to the scene after being contacted by an employee reporting an accident involving a Sheriff's Office motor vehicle, and will conduct an administrative investigation of the accident regardless of the amount of damage involved.

B. The investigating supervisor will, as soon as practical, contact the on call Admin Officer and his/her respective Captain and brief him/her about the accident.

C. The investigating supervisor will prepare a memorandum outlining the findings of his/her investigation, which also indicates whether or not these findings show that there was improper driving or fault on the part of the employee.

D. The Supervisor will complete and submit an Alamance County Vehicle Insurance Incident Report, including copies of required estimates, a copy of the accident report of the investigating law enforcement agency, Photographs and any other appropriate attachments to the Major of Administration as soon as possible after the accident occurs.

E. If the accident results in an injury to an employee, the Supervisor will complete a Supervisor Accident Report

III. Drug Test

A. A drug test is required of the employee involved in the accident if the following elements are involved.

1. Vehicle accident with another vehicle where employee is at fault.
2. Vehicle accident with Pedestrian
3. Vehicle accident with injury to employee or others
4. Single vehicle accident where the damage is estimated more than a $1,000.00.

B. A drug test is not required for these following collisions:

1. Deer/Animal strike
2. Use of force or PIT maneuver

C. Employee requiring drug test, the supervisor shall transport the employee to the Employee Clinic if the accident happen between 8 a/m – 5 p/m Monday – Friday. After 5 p/m and weekends employee is to be transported to the ARMC Hospital ER.

IV. The On Call Admin Officer RESPONSIBILITY

a. The on call Admin Officer will ensure that the Sheriff has been verbally apprised of all accidents as soon as possible.

V. Major of Administration RESPONSIBILITY

a. The employee's written statement, Alamance County Vehicle Insurance Incident report, and the investigating supervisor's accident investigation memorandum and Photographs will be reviewed by the Major to determine the need for any further investigation by the Office of Professional Standards. The driving history of the employee, any violation of policy governing vehicle operations, and the negligence, if any, by the employee will also be considered during this review.

b. If a determination is made by the Major that an accident needs to be investigated by the Office of Professional Standards, the Major will contact the Chief Deputy. This investigation will be conducted in accordance with the "internal affairs/citizen complaint" policy and procedure of this office.

c. After all reviews and investigations are completed, the findings will be forwarded by the Major to the Chief Deputy/Sheriff for review and a decision on any proposed disciplinary action and/or retraining needs deemed to be appropriate.

d. The Major of Administration will report any accident to the Alamance County Finance Office no later than twenty four hours after it occurs. If the accident occurred on the weekend same will be reported on the following Monday morning.

VI. ANNUAL STATISTICAL SUMMARY

The Major of Administration, or his designee, will compile annual statistics concerning motor vehicle accidents, property damages and expenses, involved employees, and any other information deemed of value, on a calendar year basis, and will forward same to the Sheriff for review.

VII. ACCIDENT REVIEW BOARD

All accidents involving a Sheriff's Office vehicle will reviewed by an Accident Review Board. This review board will be headed by the Major of Administration, and will contain four additional personnel from the Sheriff's Office selected by the Major.

This review board will review all accident and incident reports, and any other reports prepared as a result of the accident, and will make a determination as to whether the accident was "preventable" or "non-preventable." This review board may, at its discretion, contact any individuals involved in the accident, witnesses, or other persons needed to assist them in making this determination.

Upon completion of this review process, a memorandum will be prepared by the Major of Administration for the Sheriff, which reports the findings and recommendations of the review board. In cases where an accident is determined to have been "preventable", any disciplinary action against the employee and/or documentation in the employee's personnel file will be handled in accordance with the Sheriff's Office "Disciplinary Procedure/Rules of Conduct" policy (Policy #II-1) by the Major of Administration, with the concurrence of the Sheriff.

Disciplinary Actions involving "preventable" accidents will be handled as follows:

1st Preventable Accident: A memorandum prepared by the Major of Administration detailing the preventable accident will be placed in the employee's personnel file. This memorandum will be distributed to the employee, the employee's Lieutenant and Captain.

2nd Preventable Accident in 24 months: If the Accident Review Board finds that an employee has been involved in a second preventable accident within 24 months, the employee's supervisor shall complete a formal performance notation to be placed in the employee's personnel file.

3rd Preventable Accident in 24 months: If the Accident Review Board finds that an employee has been involved in a third preventable accident within 24 months, the employee's supervisor shall complete at the minimum a written reprimand to be placed in the employee's personnel file. At his discretion the Sheriff may recommend an elevated disciplinary action above a written reprimand.

This review board will meet quarterly and will be organized, scheduled, and convened by the Major of Administration.

Alamance County Sheriff's Office

Vehicle Collision Insurance Report (Version 1.0)

Vehicle collisions should be reported to Finance no later than 24 hours after the incident occurs. If the collision occurred on the weekend or on a holiday it should be reported the next business day.

Please use this form if the incident will require an insurance claim. If there is a police report or estimates available forward those as soon as possible. The information needed below will help the insurance company start the claims process. Complete this form and send it to Finance.

The insurance company requires two estimates for damaged vehicles. There is no need for any more than two.

Basic Information			
Date:		*Time:*	
Department:		*Name of Person Completing Form:*	
Location:			

County Vehicle Information			
Year	*Make/Mileage*	*Model*	*VIN*

Driver Information		
Name	*DOB*	*OLN*

Others Involved			
Name	*Address*	*Contact Number*	*Loss Incurred*
			☐
			☐
			☐
			☐
			☐
			☐
			☐

Brief Description

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: IN CAR CAMERAS

POLICY#: VII-VI EFFECTIVE DATE: 01/09/2019

PURPOSE: To provide policy for the use, management, access, retention, handling, dissemination, storage, and retrieval of audio-visual media evidence recorded by in-car video systems.

DEFINITIONS:

In-Car Camera (ICC) System - Audio/video recording equipment designed for fixed installation in patrol vehicles. This operating procedure does not apply to the use of hand held camcorders or audio/video surveillance devices.

ICC Operator – A deputy who has received instruction in the operation and use of the specific mobile video recording devices installed in agency vehicles, and who is authorized to use such equipment.

Wireless Microphone Transceiver (WMT) – An external audio recording device worn by the ICC Operator designed to capture audio recordings taking place outside of the patrol car and when properly synced with the ICC. This device is commonly referred to as a "mic pack".

POLICY: The ACSO uses in-car camera systems for the purpose of recording audio and video accounts of events. Events can include, but are not limited to, traffic stops, routine patrol activities, domestics, and other types of disturbances and arrests. Use of the cameras is intended to provide an accurate record of an incident for criminal, investigative and administrative purposes.

I. AUTHORIZED USE:

ICC systems will be used to accomplish legitimate police objectives, including, but not limited to:

- Accurately document events, actions, conditions and statements made during investigative stops, field interviews, arrests and critical incidents.
- To enhance deputy reports, collection of evidence and courtroom testimony.
- Reviewing probable cause for arrest, custody procedures, deputy and suspect interaction and evidence for investigative purposes.
- Evaluation of deputy tactics and field performance and training.

II. PROCEDURES

A. DEPUTY RESPONSIBILITIES

1. The care and security of the ICC equipment is the responsibility of the deputy assigned to that vehicle. ICC systems will be maintained and operated according to the manufacturer's instructions and recommendations.

2. Each deputy assigned a digitally equipped vehicle will complete the wireless download of digital data to the secured network at least once a week.

3. All videos will be classified by the deputy and stored as directed by this policy

4. Prior to beginning a tour of duty, the deputy will turn the power on to the system and determine if the ICC system installed is working properly and will immediately notify their supervisor of any malfunction, damage or problem. This includes the front facing camera, the interior microphone, the passenger compartment camera, the camera software installed on the MCT, and the WMT (mic pack).

5. The WMT (mic pack) will be placed on the duty belt at the beginning of the shift.

6. The mic pack has a chargeable battery and it is the responsibility of the assigned deputy to ensure that the body mic is charged prior to each shift.

7. Deputies are **required** to have their mic pack "synced" as outlined by the manufacturer's instructions. Failure to properly sync the body microphone will result in the system failing to record a deputy's conversation(s), or any other audio which may have evidentiary value, while the deputy is outside of the patrol vehicle.

8. Deputies should avoid placing the mic pack inside a shirt or jacket pocket. Carrying of the mic pack in this fashion can result in undo interference with the audio recording.

9. Any damage or issues with the mic pack or its operation should be brought to the attention of the deputy's immediate supervisor.

10. Deputies must make sure that the video camera is properly positioned and adjusted at the correct viewing angle to visibly record the events.

11. Deputies will inform their supervisor of any documented sequences that may be of value for training purposes.

12. Deputies will officially note in all reports when video/audio recordings have been made with ICC equipment.

13. While engaged in Vehicle Pursuits, Emergency Vehicle Operations, or any activity where recording is mandatory, deputies will turn off their factory vehicle radios or any other audio media to prevent distortion while recording the events.

B. ACTIVATION AND DEACTIVATION

1. The ICC equipment used by the ACSO is installed and designed to activate automatically when the patrol car's emergency lights and/or siren are in operation. The video system may be activated in one of five ways:

a) By activating the overhead lights and/or siren.
b) By manually pushing the record button on the camera system or on the officers laptop computer.
c) By activating the unit remotely using the WMT (mic pack).
d) By front, back or side impact if the deputy is involved in a collision.
e) By a predetermined GPS speed of 80 MPH.
f) By opening the rear passenger door(s)
- Right side for single security partitions
- Both sides for full security partitions

2. The ICC must not be deactivated until the vehicle stop or other enforcement action is completed. The WMT must always be turned on while on duty in order to provide audio recordings as well as video recording during ICC activation.

3. Officers will activate the rear seat interior camera and recording devices when transporting prisoners or suspects. This includes persons in custody for mental commitments.

4. ICC equipment may be manually deactivated during non-enforcement activities such as protecting collision scenes, directing traffic, etc.

C. RESTRICTIONS

1. Deputies will not use ICC equipment to make audio/video recordings of other deputies or staff without notice.

2. Any deputy who intentionally disables or damages any part of the video recording or transmitting equipment or fails to activate the system as required by this policy will be held accountable and subject to criminal and/or internal disciplinary action

III. ACTIONS REQUIRING MANDATORY RECORDING

A. MANDATORY RECORDING

Officers will remain vigilant in identifying situations which could result in complaints against the deputy, or the Alamance County Sheriff's Office. To avoid liability and to allow for quick resolution during allegations and/or complaints, deputies engaged in the following situations will automatically activate their in-car cameras (audio and video) and record the encounters. Recording in the following situations is required; however, deputies are encouraged to record any encounter between themselves and a citizen where they believe, or have reason to believe video documentation would add an additional layer of protection against false complaints and/or liability.

B. INCIDENTS

The following incidents require mandatory recording by the ICC:

1. Emergency Traffic - Any time a deputy is engaged in running emergency traffic

2. Vehicle Pursuits –Any time a deputy is engaged in a vehicle pursuit

3. Traffic Stops - All contacts with the public during traffic stops will be recorded. A note will be made in the narrative of the report that video was obtained if the traffic stop results in an incident report.

4. In Custody – any time a person is seated, transported, or in custody in the secure area of a patrol vehicle.

To the extent practical without compromising deputy safety, the ICC system must be activated in preparation for, when initiating, or under the following circumstances and conditions:

5. Searches of persons– particularly but not limited to members of the opposite sex will be conducted in front of the patrol vehicle in view of the camera with the mic pack activated.

6. Vehicle Searches

7. Arrests

IV. DATA SECURITY/ACCESS CONTROL AND STORAGE/RETENTION SCHEDULE

A. Data Security and Access Control

1. Alamance County MIS will be responsible for ensuring security of the data on the network.
2. Digital recordings required by a deputy for a criminal prosecution can be downloaded by the deputy who made the recording, by the deputy's supervisor, or by administrative technical support. This access is "view only" and the data cannot be edited, copied, or destroyed.
3. Supervisors will have access to review all in-car video data in the "view only" format.

B. Storage and Retention Schedule

Digital recordings will be maintained on the network server in a secured environment for the designated time based on activation classification. Digital recordings of the following types of incidents/scenes will be classified by the patrol deputy utilizing the table below with the most appropriate classification titles:

Classification Storage Time for patrol function ICC systems:

Default Rule (unclassified)	120 Days
Internal Investigation	Indefinite
Officer Involved Motor Vehicle Collision	Indefinite
Vehicle Pursuit	Indefinite
Felony Arrest/Investigation	1095 Days
DWI Arrest	1095 Days
Non-Custodial Interview (Patrol)	1095 Days
Custodial Interview (Patrol)	1095 Days
Misdemeanor Arrests	730 Days
Critical Incident	365 Days
Domestic Violence	180 Days
Disturbance	180 Days
Prisoner Transport (General)	180 Days
Prisoner Transport (Opposite Sex)	180 Days
Prisoner Transport (Juvenile)	180 Days
Traffic Stop	180 Days
Field Contact	120 Days
Emergency Response	120 Days
Motor Vehicle Collision (Non-Officer Involved)	120 Days
K-9 Activity	120 Days
Accidental Activation	30 Days
Training	30 Days
Miscellaneous Traffic Activity	30 Days
Funeral Escort	30 Days

*There are additional classifications not listed that are utilized by other divisions that are not related to ICC systems. Only classifications listed above should be utilized for ICC patrol systems.

V. DUPLICATION AND DISTRIBUTION OF RECORDINGS

A. All recordings are the property of the Alamance County Sheriff's Office. Deputies will not duplicate recordings for personal use.

B. Recordings that are NOT classified as public record pursuant to North Carolina State Law will only be released to attorneys upon the presentation of a valid order issued by the court that has jurisdiction. The requesting attorney must remit a media storage device for recording purposes. Only those portions of recording relevant to the incident will be reproduced and furnished as ordered.

C. Any requests from another law enforcement agency will be made to the Chief Deputy and must be on letterhead with the chief law enforcement official's signature.

D. Any portion of a recording that records events surrounding a violation of the law (which includes a crime or offense prosecutable in the criminal courts in this State or in the United States or an infraction) is considered a record of a criminal investigation as described in NCGS 132-1.4, and not a public record, as deemed in NCGS 132-1. Recording dissemination will be governed by NCGS 132-1.4.

E. Any portion of a recording that may be used to subject an employee to departmental disciplinary action is a part of the employee's personnel file as defined in NCGS 160A-168, and is open to inspection only as provided by that statute unless otherwise required to be disclosed as evidence in a criminal proceeding.

VI. SUPERVISORY RESPONSIBILITIES

A. Ensure that all officers are fully trained on the use of in-car cameras and follow established procedures for the use and maintenance of the ICC equipment, handling of video/audio recordings and the of ICC documentation.

B. Supervisors are responsible for conducting weekly in-car camera video reviews of all officers under their supervision to ensure ACSO employees' behavior and performances are in compliance with established policy and procedures. This review should consist of a minimum of two videos per deputy per month. Additionally, these reviews will be documented on the monthly inspection report for each deputy.

C. Ensure documentation of damaged or nonfunctional ICC equipment is forwarded to the technical service administrator and documented on the monthly inspection report.

D. Inspect the ICC equipment in the patrol vehicle as part of the routine vehicle inspection.

VII. ICC Policy Violations

Violation of procedures regarding in car camera systems may be punishable under applicable rules in the Disciplinary Procedure/Rules of Conduct section of the Alamance County Sheriff's Office policy.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: VEHICLE OPERATIONS

POLICY#: VII-VII **EFFECTIVE DATE 02/28/2019**
REVISED DATE: 04/22/2022 02/15/2024

PURPOSE: The purpose of this policy is to establish guidelines and responsibilities for the use of Sheriff's Office vehicles.

POLICY: The Alamance County Sheriff's Office uses a variety of vehicles during day to day operations. This policy covers the use of vehicles by the Alamance County Sheriff's Office.

I. TAKE HOME VEHICLES

A. Employees may be issued a county owned vehicle for the specific purpose of completing their assigned duties in an efficient manner. Employees who meet residency requirements may be permitted to drive an assigned vehicle to and from their residence for official purposes.
B. Employees shall not use county owned vehicles for personal use.
C. Tobacco use is not allowed in county owned vehicles.
D. Employees are responsible for keeping their assigned vehicles in good working order to wit:
    1. Routine maintenance and oil changes at the contracted facility
    2. Regularly cleaning the vehicle inside and out
    3. Following standard operating procedure for repairs as outlined in the Fleet Operations SOP.
E. Safety Inspections should be completed as outlined in the Fleet Operations SOP.
F. Supervisors will complete monthly inspections and forward those to the proper authority

II. SEAT BELTS

All personnel of this Office are referred to N.C. General Statute 20-135A, which requires that seat belts be worn by the driver and front seat occupant(s) "at all times when a vehicle is in forward motion on a street or highway in this State." Furthermore, the policy of this Office requires that all of its employees "obey all laws and regulations of the Unites States and of any state and local jurisdiction in which they may be present" (Policy II-I-14-A).
Violation of this policy is a Category A violation, and will be handled accordingly. All employees are reminded that none of them are exempt from this statute and policy.

III. AUTHORIZED USE OF WARNING EQUIPMENT BY NON-SWORN PERSONNEL

Vehicles utilized in field operations may, in accordance with NCGS 20-1301 (c) be equipped with appropriate emergency lighting. These vehicles, when operated by non-sworn personnel without powers of arrest will NOT operate any emergency warning equipment while moving or in any attempt to affect a seizure or enforcement action. Warning lights MAY be activated when on scene as part of an active incident or crime scene while the vehicle is STATIONARY as a means to

provide safety for all personnel involved on the scene. An example would be a civilian crime scene investigator's vehicle at an incident scene where it was unable to safely move out of a traffic lane.

Section 8: Operational Procedures

1. Hostage / Barricaded Persons Situations
2. Handling, Searching, and Transport of Persons
3. Missing Child Investigations
4. Checkpoints
5. Suspect Identification Procedures
6. Domestic Violence
7. Naloxone
8. Pretrial Release

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: HOSTAGE/BARRICADED PERSON SITUATIONS
POLICY #: VIII-I EFFECTIVE DATE: 04/01/2005

PURPOSE

To establish a procedure for responses to calls for service involving hostage or barricaded person(s) situations in order to enhance the overall effectiveness of the Sheriff's Office operations in such matters.

POLICY

It shall be the policy of the Alamance County Sheriff's Office that when a hostage and/or barricaded person situation occurs, the immediate response of specialized personnel is required. The primary goal of a hostage and/or barricaded person situation is the safe release of al hostages and a successful operation without loss of life.

PROCEDURE

These procedures shall be set forth when the Alamance County Sheriff's Office is the primary agency in charge of a hostage or barricaded person incident. These procedures are necessary are necessary for the Sheriff's Office to efficiently deploy and direct its resources and coordinate its efforts with other public safety and public service organizations. The following plan is presented as a broad outline and general guide for the response of this Office to facilitate tactical decision-making and contribute to the resolution of the hostage or barricaded person(s) situation.

I. OPERATIONAL PROCEDURES

The initial steps taken at the site of any unusual occurrence will be those necessary to safeguard lives and property, secure the scene, and restore and maintain order. The response of the first deputy and the first supervisor at such a scene may include but is not limited to the responsibilities discussed in this plan.

A. Responsibilities of the First Deputy on the Scene

1. Secure and contain the scene if possible. The possibility of extensive injury is usually minimized if the suspect is not allowed to become mobile.
2. Utilize whatever means are available to clear and protect the general public from harms way.
3. Direct all other initial responding units to specific locations to help contain the situation. Notify the shift supervisor and give an update as soon as possible.

4. Evacuate any injured persons if this can be done without exposing existing personnel to undue hazards.

B. **Responsibilities of the First Supervisor on the Scene**

1. Assume command of all law enforcement activities at the scene.
2. Verify the initial deputy's assessment of the situation and make the request for any support or specialized units needed.
3. Establish a field command post and staging area. Inform communications of this location. (A patrol vehicle can serve as the temporary command post.)
4. Establish a route for all additional support units to arrive so as not to interfere with ongoing operations or get in harms way.
5. Complete the containment of the affected (inner and outer perimeter area as much as possible to ensure the security of person and property in the area.
6. Re-assign all units not responding to the incident area to existing calls or districts for service throughout the county.
7. Notify the Major of Operations and Patrol Captain of the incident as soon as possible.
8. Start a diagram of the area and placement of all units involved in the situation. Begin gathering intelligence about the suspect, if know, and identifying all witnesses.

C. **Responsibilities of the Communications Center**

1. Dispatch support units as requested by the supervisor at the scene.
2. Designate a separate radio channel (that can be recorded) for operations during the incident.
3. When requested to do so by the supervisor in charge of the scene, contact any other agencies and advise them of the situation and request their assistance if it is needed.

D. **Responsibilities of the Special Response Team (SRT)**

1. SRT has the responsibility for the containment and/or removal of any suspects upon deployment; SRT shall be responsible for securing the inner perimeter of a hostile crime scene, deploying chemical agents, suppressing direct gunfire and other imminent threats, entering building, searching for and securing suspects, and otherwise making buildings and crime scenes safe as necessary.
2. Once on the scene, SRT will assemble at their designated area. The SRT Coordinator and Team Leaders will meet with the on-scene supervisor and gather all information about the incident.

3. The SRT Coordinator and Team Leaders will also meet with the Crisis Negotiators Team Leaders and discuss all available information.
4. The SRT Coordinator will go to the command center and take over tactical operations.
5. SRT Team Leaders will brief operators on all information available, and then deploy them to take over security of the inner perimeter. At that time the inner perimeter becomes an SRT responsibility.
6. Patrol officers who are relieved from the inner perimeter will report to the command center for debriefing and/or reassignment.
7. The SRT Team Leaders shall immediately begin to gather intelligence from members at the scene. With all information received they will develop an operational plan.
8. Once the Sheriff, Major of Operations and/or SRT Coordinator has approved the operational plan the Team Leaders will brief the other SRT members.
9. If all negotiations are terminated and all other means are exhausted to resolve the situation peacefully, with the approval of the Sheriff or his designee, SRT will then execute the operational plan.

E. **Responsibilities of the Crisis Negotiation Team**

1. The Crisis Negotiation Team has the responsibility of starting negotiations with hostage takers or barricaded person(s) as soon as possible in order to slow down the situation, reduce anxiety levels, reduce the threat level, and lead to more rational behavior of suspects. The Crisis Negotiation Team goal is to seek the release of hostages and to have the offender to surrender without the use of force.
2. Once on the scene, the SRT Coordinator will assemble the Crisis Negotiators Team Leaders and the SRT Team Leaders to have both parties discuss all available information. The SRT Coordinator will be the go between for these two groups.
3. Crisis Negotiators will not be in direct communication or contact with SRT Team members. Command Personnel will communicate with the Crisis Negotiators Team leader(s) to determine whether the suspect(s) are trying to comply with the negotiators' requests or trying to deceive them.
4. Crisis Negotiator Team Leader(s) will provide all available information to the Crisis Negotiators.
5. As a rule all demands from the suspects are negotiable except any demands for weapons, for drugs, or for additional hostages or hostage exchanges.
6. Demands for transportation should be avoided. There may be exceptions, such as when there is danger to a large group of persons at the present site, or where movement presents a tactical advantage

to law enforcement. A modified/disabled vehicle should be readied to handled this possibility.

7. No demands shall be made on hostage-taker, other, other than to agree to trade the release of the hostages for the perpetrator's safety.
8. The mechanism by which food and water can be provided to the subjects shall be established by the Crisis Negotiators in coordination with SRT Coordinator.
9. If all negotiations are terminated and all other means are exhausted to resolve the situation peacefully, the Crisis Negotiator Team Leader will notify the command center. With the approval of the Sheriff or his designee, the SRT Team will then execute the operational plan.

F. **Responsibilities of the Public Information Officer (PIO)**

1. Coordinate the department's contact with the news media
2. Schedule press conferences
3. Release statements to the media as is appropriate, such as casualty information, rumor control, and traffic re-route plans
4. The Sheriff or his designee must approve all press releases

II. DE-ESCALATION PLAN

A. The de-escalation period will be that in which the situation is deemed to be under control and conditions are returning to normal. During the de-escalation period, officers will be systematically relieved from their duty assignments in regard to the incident.

B. The following actions will be taken to de-escalate adverse conditions that may have resulted from the disaster itself or the ensuing response and control by public safety agencies.

1. Identify areas still affected by the incident.
2. Establish priorities for restoration of services
3. Coordinate restoration activities with mutual aid agencies
4. Provide continued security to designated areas if needed
5. On duty officers will return to normal duties
6. Officers called back or held over for duty will be relieved
7. The command post will be discontinued

III. POST-INCIDENT DUTIES AND REPORTS

A. Following the de-escalation of the Sheriff's Office response, certain duties may be required for an additional time. Such duties may include:

1. Continuation of security
2. Additional patrol in affected areas

3. Maintain traffic checkpoints
4. Periodic news media briefings

B. The SRT Coordinator will complete a post-incident report. This report will include all actions taken by the SRT and Crisis Negotiators from the time of arrival until the command post was deactivated.

C. A post incident de-briefing will be required for any response to a hostage or barricaded person(s) incident. This debriefing shall include the following:

1. A meeting will be convened within two weeks of the incident.
2. All directly involved personnel will attend the de-briefing
3. Selected personnel from other involved agencies will be requested to attend if deemed necessary.
4. The identification of training needs and problem areas, as well as any positive areas that were encountered, will be discussed and evaluated.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: HANDLING, SEARCHING, AND TRANSPORTING OF PERSONS
POLICY #: VIII-II EFFECTIVE DATE: 04/01/2005 REVISED: 03/11/2022

PURPOSE: The purpose of this policy is to establish procedures for the safe and legal handling, searching, and transporting of suspects, prisoners, arrestees, mentally ill persons, and citizens in varying circumstances.

POLICY: It shall be the policy of the Sheriff's Office to provide adequate safety and security for all persons in being transported, as well as for the transportation deputy, and the public.

PROCEDURE:

I. TRANSPORTATION DEPUTY RESPONSIBILITIES

A. Equipment Inspection

1. At the beginning of each tour of duty, every deputy who may become responsible for the transport of any suspect, prisoner, arrestee, citizen or other must inspect all approved equipment and vehicles for safety and function. Each deputy will be responsible for having on his/her person all normally issued equipment and having that equipment in good operational order. This equipment will include but not be limited to issued firearm and restraint devices. Officers shall leave vehicles for subsequent drivers which have been properly searched and checked, maintaining, and in a safe condition.

2. In the event any assigned equipment is found to be in poor condition or is not available for use, the deficiency will be reported to the officer's supervisor and the deficiency corrected prior to assignment, or equipment is replaced. It is the officer's responsibility to properly search and fuel the vehicle prior to use. The operator will also replace any expended supplies and check the oil level of the vehicle prior to use. If the vehicle is not operating properly, the operator will be responsible for having the vehicle turned in for maintenance. Vehicles used for primarily for transporting prisoners (80 percent of their use) must have the driver separated from the prisoner by a safety barrier.

B. Safety

In order to maximize deputy safety, every deputy shall:

1. Prior to transport, transporting personnel shall search suspects, prisoners and arrestees.

2. Transporting personnel shall search transport vehicles prior to and after transporting suspects, prisoners, and arrestees. Searches shall be conducted prior to and after each transport.
3. Care shall be given to searching under seats, behind seats, or any place weapons, evidence, or property may be dropped or hidden.
4. Personnel assigned vehicles which could be used for suspect, prisoner or arrestee transportation shall be searched at the beginning and at the end of each shift.

C. **Transporting and Seating Arrangements**

1. For safety reasons, people being transported must be under observation at all times. Opportunities for escape or attack on the transporting deputy must be reduced as much as possible. The suspects, prisoners or arrestees should be made as comfortable as possible, given the length of the trip being made, and yet secured to the maximum degree.

2. Transporting officers shall be seated in a specific location within the vehicle depending upon the number of prisoners to be transported and the number of escort officers used. If only one prisoner is being transported in the rear seat he/she will not be placed directly behind the driver and the hands will be secured behind the back, providing that his/her physical condition will allow it. If two (2) officers are riding in the front seat it shall be the responsibility of the passenger deputy to maintain surveillance of the prisoner.

3. When handling a combative or dangerous prisoner, two (2) officers will transport, with one (1) deputy in the rear, positioned opposite the prisoner, so that his weapon is always away from the reach of the subject being transported. The interior of the transport vehicle will be lighted to facilitate viewing of the prisoner unless safety concerns dictate otherwise. The transporting officers shall not lose sight of the prisoner at any time.

4. Adults and juveniles will not be transported together. Female and male prisoners, suspects and arrestees shall be transported separately. If a female and male are arrested at the same time, for the same incident, they should not be transported to booking or questioning together.

5. When walking a suspect, prisoner or arrestee from one location to another, the deputy will walk so the officer's weapon is away from the prisoner. The deputy will be close enough to the prisoner to maintain control and prevent attack or escape.

6. The transporting deputy will notify communications at the beginning of every and all vehicle transports of citizens, prisoners, suspects, arrestees or others as to the number, gender and destination. If the transport deputy feels the transport is a security risk, this information may be relayed by phone.

7. This does not include administrative rides to business meetings when transporting others such as county employees. The deputy will take the safest, most direct route to the final destination. (Alternative routing is advisable for security risk transports). The deputy will be especially watchful of the passengers at all stops that traffic signal or conditions require. No side trips or unauthorized stops will be permitted.

8. No person other than a deputy and prisoner will be permitted in a vehicle without prior approval of a supervisor. This does not exclude any person from assisting during an emergency.

9. Any extra weapons or tools that could be used as a weapon by a passenger will be properly secured in the trunk or as far from the passenger as possible.

10. All doors of the transport vehicle will be locked at all times when the vehicle is in transit. The prisoner will be seated in the rear of the vehicle on the passenger side of the vehicle.

11. The second transporting deputy will be seated either behind the driver or in the passenger side front seat to face the prisoner as circumstances demand. The second transporting deputy shall closely observe the prisoner at all times.

12. When more than one prisoner is transported, the prisoners will be restrained together such as waist to waist chains or “right hand to left hand” transportation.

D. **Meals**

1. During transport of someone in custody, if a meal will be required, the selection of the place where the meal is to be taken is done randomly.

2. Due to the length or timing of the transport, if a meal will be required, the jail shall supply a “bag lunch” for each inmate transported.

E. **In-custody Communications**

1. Suspects, prisoners and arrestees are not to speak to anyone during transport. Attorney consultations and meetings are to be conducted at a prearranged site, before or after a transport, not during one.

2. All other communications such as family shall be conducted through detention facility procedures.

3. Due to security and safety considerations, prior to transports, no in-custody passenger will be allowed to use the phone or have another communicate for them. This includes transports for medical reasons, dentist, or other short or long term transports.

4. Inmates, suspects and arrestees found to be in communication with another just prior to any transport, shall have his/her transport delayed by at least four (4) hours; and route of transport changed.

5. This responsibility falls with detention personnel as well as transporting officers.

F. **Prisoner Escape**

It is the responsibility of each deputy who takes custody of any prisoner to take all prudent and reasonable action to prevent the escape of anyone in custody.

1. In the event of an escape, officers should consider these factors before taking action:

    a. The presence of a crowd (the chase of an escapee through a hostile crowd may present a great potential for violence by agitating the crowd than allowing the prisoner to continue to flight).
    b. The identity of the escapee (if the escapee has been satisfactorily identified and his home address is known, for example, it may be more prudent to await assistance and capture the escapee at a later time than to pursue the escapee into a hazardous situation without backup).
    c. The seriousness of the charges pending on the escapee.
    d. Past history of the escapee.
    e. The safety of the prisoner, public, and to the law enforcement personnel.

2. Following an escape of a prisoner, unless extraordinary conditions exist, the following procedure will be followed.

    a. Immediately advise communications an escape has occurred.
    b. Give location of escape, mode and direction of travel.

c. Give complete description of escapee and whether or not he was wearing restraints.
d. Time lapse since escape to report.
e. Probably destination (if known).
f. The crime the escapee was last charged.
g. A request for needed equipment, manpower, and the location at which the items would be most effective.

3. The deputy shall try to immediately apprehend the escapee, unless there are other prisoners being transported. If the deputy is unable to apprehend an escapee, they shall direct other deputies to establish an outer perimeter to contain the escapee.

4. Communications shall notify:

a. All available units.
b. The on-duty supervisor.
c. Other appropriate agencies, depending upon the location of the escape, and
d. The Sheriff.

5. A canine team shall be utilized in any instance where the escapee eludes capture by running.

6. If agency communication is out of radio range, the transporting deputy shall immediately call the local law enforcement agency and request assistance; the transporting deputy shall then immediately contact this agency's communications who will contact appropriate personnel in the agency; communications shall also advise the transporting deputy of further instructions.

7. The transporting deputy shall prepare and complete an incident report, with a detailed narrative; attach the custody or transport order or any pertinent documentation to the incident report and submit to the Chief Deputy as soon as possible.

8. If the escapee is not apprehended in a reasonable amount of time, warrants should be obtained for escape and entered into NCIC as well as a regional broadcast giving all pertinent information.
The Chief Deputy will review all escape attempts.

9. If an escape occurs outside Alamance County, the actions of the transporting deputy will be governed by the procedures and pertinent laws in that jurisdiction.

G. **Destination Process**

1. Upon arrival at the final destination, the transporting deputy shall:

    a. Notify communication of arrival;
    b. Turn off the transport vehicle;
    c. Remove the prisoner and lock the transport;
    d. If the destination normally requires prisoners be placed in a holding cell, this will be completed.

2. Actions at the destination of officers transporting prisoners from one facility to another will include at a minimum:

    a. Securing firearms for safekeeping in accordance with the receiving facility's policy; (prior to entering areas where prisoners are present, the transporting deputy will secure his/her weapon or surrender his/her weapon under the procedure used at the destination).
    b. Restraining devices shall be removed just prior to placing the prisoner in the cell.
    c. Deliver documentation to the receiving officer.
    d. Obtain signature of receiving officer (if applicable).
    e. Advise receiving agency of potential medical or security hazards.

H. **Medical Care Facilities**

1. Prisoners transported to medical facilities will be transported in accordance with procedure applicable to the prisoner's physical injury, illness, and mental or physical impairment as described in this section.

2. Unless otherwise directed by the health care provider, the prisoner will be appropriately restrained and in the view of the transporting deputy at all times. If it is deemed necessary to admit a prisoner to a care facility, the Major or Captain(s) of the Detention Center must be notified prior to any such action being taken.

    a. The Detention Supervisor may want to consider getting an inmate's bond unsecured through the court system rather than arraignments for a lengthy stay at the hospital. This can be done prior to transport or at any time by the jail supervisor.

    b. In the case of a call to a misdemeanor incident, the deputy may consider the following actions depending on the seriousness of the situation in which the suspect was involved,

the availability of manpower, the situation surrounding the injuries to the suspect, the seriousness of the injuries and the anticipated length of stay in the detention facility:

i. The deputy may release the suspect at the scene on a citation to appear in court. (If transportation is assigned to the Transportation Division, the deputy must contact his/her supervisor to recommend a citation and not to elect to do this without prior approval).
ii. After transporting to a health facility, the deputy may be advised to wait for further information (the length of wait not to exceed sufficient time for the deputy to return to his/her work place and/or relieved before the end of the shift).
iii. The deputy may be informed to remain with the prisoner if the need is great.
iv. It will be the responsibility of the supervisor to allow for relief of the transportation deputy (if possible) before the end of the shift, to notify the supervisor of the following shift of the situation. The transporting deputy will notify his/her supervisor when a relief deputy has not arrived in sufficient time.
A report will be completed detailing the reasons why the arrestee was transported to the medical facility and the circumstances surrounding any illness or injury. The report will also contain all officers involved with the arrestee, the name and location of the medical facility used, and all other pertinent information surrounding the incident.

c. If a prisoner is charged with a felony is admitted to a health care facility, the supervisor may authorize, depending on the situation:

i. Release of the prisoner at the health care facility without prosecution at this time; this only with the permission of the Sheriff or one of the Major(s).
ii. Assign a deputy to remain with the prisoner for an expected short term or extremely serious situations.
iii. Processing of the prisoner at the detention or jail facility with proper health facilities.

I. Seatbelts

1. All personnel in County vehicles shall wear seatbelts in accordance with state law and county policy.

2. Officers will not transport more prisoners than a vehicle is designed and equipped to transport.

J. **Passenger Capacity/Deputy Ratio**

Deputies shall transport no more citizens, suspects, prisoners or arrestees than safety allows considering number of officers, size of vehicle and attitude or risk factors of the person(s) being transported.

1. Under normal circumstances:

   a. One (1) deputy shall not transport more than three (3) non-violent prisoners, suspects or arrestees. (Patrol Vehicle)
   b. Two (2) officers shall not transport more than thirteen (13) suspects or arrestees in a transport vehicle.
   c. For over thirteen (13) prisoners, the ratio shall not be less than one deputy (1) to seven (7) prisoners.

2. Those classified as dangerous, violent, or high risk shall be on a ratio of not less than one (1) deputy to one (1) passenger, or two (2) officers to one (1) passenger, depending on the risk. The transport deputy shall determine the risk factor, and shall be supplied with information from the detention facility and/or law enforcement personnel on all risk factors.

3. This section includes those transports, short and long term, where officers may be picking up and dropping off prisoners or others at one or several locations.

4. Transports occurring after dusk and before dawn should be considered high risk. See supervisor for advice before taking action that would halt the transport.

K. **Stopping During Transports**

During transportation citizens, arrestees, suspects or prisoners, shall not stop or interrupt their transports.

1. Should an emergency occur while in transport, the deputy shall contact his/her supervisor. No provision of this order will prevent an deputy from taking appropriate action in a life threatening emergency occurring during transport. It is emphasized that due care shall be taken to safeguard the well being of anyone being transported as well as to prevent escape of those in custody before leaving the transport vehicleunattended. The precautions to be considered are but not limited to:

a. Summon assistance immediately
b. Park the transport vehicle in a safe location, preferably off the roadway; remove the keys from the transport vehicle once it is safely parked out of traffic;
c. Illuminate the interior of the transport vehicle to facilitate viewing of the prisoner(s);
d. Lock the transport vehicle;
e. Use appropriate emergency lighting to avoid exposing the transport vehicle to traffic hazards and to facilitate location by other emergency vehicles;
f. Return to the transport vehicle as soon as assistance arrives and resume the transport as soon as possible;
g. If the deputy will be away from the transport vehicle for more than two (2) minutes, and the outside temperature is more than 60 degrees F, the deputy must return to the vehicle every two (2) minutes to ventilate the vehicle with fresh air, or as often as necessary to keep the inside vehicle temperature under 85 degrees F.

2. If an incident occurs that is not life threatening that a transport deputy sees while he is transporting a suspect, prisoners, or arrestee or if the deputy receives a request for assistance, he/she shall notify radio communications of the situation or incident to request another deputy respond and the transporting deputy shall precede with his/her transport.

3. If an deputy is transporting a citizen, and the deputy sees an incident occur or receives a request for assistance, if feasible, the deputy may terminate the transport by leaving the citizen in a safe location. If leaving the citizen is not feasible, the deputy shall proceed with the transport and notify communications to dispatch another deputy to the incident.

4. If an deputy leaves a citizen in other than the original destination, the deputy shall as soon as possible go back to the location where the citizen was left, and finish the transport. If this is not possible, the deputy shall notify communications to dispatch another deputy to check on the citizen and/or finish the transport.

L. **Conveying To the Detention Center**

1. Officers arrests shall convey the prisoner or cause him to be conveyed directly from the place of arrest to the Magistrate's Office without delay and shall at no time accompany the arrestee to his/her

abode, or elsewhere except with the consent of a superior deputy.

2. Prior to being transported to the Magistrate's Office, suspects, prisoners or arrestees may be transported to a facility for questioning as per the directions of a detective or supervising deputy, or to identification, medical assistance, blood alcohol testing or other official "process" location.

M. **Security Risks**

1. When a suspect, prisoner, or arrestee is considered a security risk, the transporting deputy shall notify his supervisor who will make arrangements for additional officers and/or vehicles to accompany the transport.

2. When a suspect, prisoner, or arrestee is going to court, any personnel knowing or believing the suspect, prisoner, or arrestee a security risk shall notify the court security supervisor. T he court security supervisor shall notify the presiding judge prior to court opening, so the judge will have the opportunity to allow or direct the use of restraining devices or add officers for security measures.

3. The detention services court security supervisor shall check prisoner records prior to sending prisoners to court. The detention court security supervisor shall notify the law enforcement court security supervisor of the security risk prisoners being brought to court, on a daily basis prior to court.

MI. **In-Custody Passenger's Property**

Once a prisoner has had property taken from him for booking purposes, the prisoner shall not receive his property back at any time until his release from incarceration.

1. When a prisoner is transported from one facility to another, the detention staff as per their policy shall have each prisoner check his own property to ensure the inventory is correct. Then, the detention staff shall turn the property in the bags directly over to the transport deputy, who will turn it over to the destination facility. At no time shall prisoners have access to or possession of their property.

2. For all in-custody transports, including mental patients, passengers shall be properly searched, and not allowed access to any property. All property shall be placed in either the trunk of the car or if in a van, in the front area on the opposite side of the safety cage.

3. Detention Officers shall not take custody of inmates from any arresting deputy until that deputy has properly searched the prisoner and completed the Alamance County Sheriff's Office "Prisoner Property and Custody Control Report" form.

4. For any property kept by this agency from an individual in custody as personal property, evidence, or for any other valid reason, the person the property is kept from shall receive a receipt for that property.

O. **Assistance to Transport Duty**

As with other duties and functions of this agency, all components of the agency are expected to assist with transportation duties when necessary. Patrol, Civil, Investigations, and/or detention personnel may assist the Transportation Division or handle their own transport assignments when transportation officers are busy with other transport duties which may cause the waiting party to wait more than what is reasonable, usually two hours; or any delay involving transport of an ill or injured person needing immediate medical attention; or where the Transportation Division request assistance due to shortage of transport officers, the transport is dangerous, or due to multiple number of passengers.

P. **Special Transport Situations**

1. Transporting Opposite Gender

   a. The agency does not encourage opposite sex transports, but recognizes there are exceptions. If female officers are available to transport, they will be utilized.

   b. Personnel transporting citizens or arrestees of the opposite sex shall notify the communicator of the time the person is placed into the vehicle, the odometer reading, destination and estimated time of arrival to destination. The information shall be recorded on an OCA card.

   c. Upon arrival at the destination, the deputy shall immediately notify communications of the time and odometer reading.

2. Transporting Handicapped or Mentally Ill

   a. When handling handicapped or physically impaired individuals who are in custody, extra care shall be exercised by the transporting deputy. Therefore, exceptions to standard policy may be made.

   b. Physically impaired prisoners are those prisoners who have obvious physical disabilities or impairments. It is the duty of

the transporting deputy to treat these individuals with appropriate restraint of action while providing for security and safe transport.

c. The transporting deputy will determine if a physically impaired prisoner who uses supporting devices (crutches, canes, walkers, etc.) is of such a disposition so as to use the device as a weapon. Normally, the physically impaired prisoner will not be restrained and will be allowed to use supporting devices to move to and from the transporting vehicle. During transport, supporting devices will normally be removed from the prisoner security area. Although the safety of the deputy and the transportee is the primary consideration, the dignity of the transportee is a valid concern, as well.

d. In the event a physically impaired person is transported, a car rather than a van should be used, because it is easier to get in and out of than a van. Patrol may be used for assistance.

e. If a physically impaired prisoner is violent, supporting devices will be removed from his access. If the prisoner is not ambulatory without the devices, that individual will be assisted to and from the transport vehicle by the transporting deputy who will take care to ensure that the prisoner will not escape. It may become necessary to restrain a violent, non- ambulatory prisoner and transport that individual to an ambulance and then to a holding facility. In such a case, the deputy should follow the policy for ambulance transports of mentally impaired prisoners.

f. Prior to taking custody of mentally impaired individuals, the transporting deputy must make certain he is informed in detail of the following:

i. the type of mental disorder and exact type of abnormal behavior displayed by the individual;
ii. detailed knowledge of any words, statements or actions that might trigger any abnormal behavior;
iii. the disposition toward violence that may suddenly be displayed toward the deputy or toward the individual himself;
iv. the name, relationship, and location of any person perceived as a threat by the individual; and why that other person is perceived as a threat;

v. the name and location of previously visited mental health care facilities;
vi. the type, location, and last time known to have taken any medications (take a sample or the prescription bottle if available).
vii. the relative ability of the individual to communicate coherently and follow instructions;
viii. any real or imagined physical injuries;
ix. the circumstances causing the individual to be taken into law enforcement custody;
x. anything that might have in the past soothed the individual;
xi. the name of any deputy who may have had contact with the individual in the past and any information that may have been gained from that encounter

g. Information of the type outlined can govern the transporting deputy in the treatment of mentally impaired individuals and preclude the changes for violence. Proper documentation must be present and examined in detail for compliance with existing law prior to any transport. In the absence of proper documentation, the transporting deputy must make absolutely certain the situation complies with the requirements of the Health and Human Services of North Carolina.

h. The transporting deputy must take care of the time to make certain the method of restraint chosen is appropriate for any potential conditions presented by the individual. Many forms of mental impairment can cause behavior varying widely and instantaneously. The transporting deputy must know the extent to which the abnormal behavior may become violent, produce loss of muscle control, cause a desire for the individual to injure himself/herself or cause convulsive restraint to minimize the chance for injury to the individual, employees and the public.

i. When deciding what type of restraint is appropriate, the deputy should consider what type of transport vehicle would be most appropriate. In most cases, the transport vehicle will be a marked patrol car, a prisoner van, or an ambulance.

j. In-custody mentally ill passengers may be restrained if they are violent or pose a threat to themselves or others.

k. If a mentally impaired individual requires medical attention, appears frozen, staring or gazing into space, or needs to be

totally immobilized for any reason, the individual should be restrained to a stretcher and transported by ambulance.

l. The individual should be restrained in such a manner that breathing is not impaired and only to the minimum extent preventing the danger of injury to himself or others. When a mentally impaired individual is transported in this manner, a deputy should ride in the ambulance with the individual and a deputy follow the ambulance in a marked vehicle.

m. All transports of mentally impaired individuals will be made in compliance with the communication notification rules for the transport of female and juvenile prisoners.

n. Upon arrival at a mental health facility, the transporting deputy will not enter any secure area in possession of a firearm and should use standard procedures for delivering a prisoner to a holding facility.

3. **Mental Commitments**

a. If the patient is a resident of a municipality, that police department shall make the initial pickup with the custody order and transport the patient for an evaluation, as per the North Carolina GeneralStatutes.

i. If the evaluation determines the patient is not committable, the police will return the patient to place of pickup, or other legal or designated location.
ii. If the patient must be transported to another facility, the Transportation Division shall handle the transport.

b. If the patient is an Alamance County resident, patrol will make the initial pickup with the custody order and transport the patient to Mental Health or Alamance Regional Medical Center for evaluation. Patrol will handle this as a call for service.

i. If Mental Health or Alamance Regional Medical Center determines the patient is not committable; the patrol deputy shall transport the patient back to the place of pickup; or other local or designated location.

ii. If the patient must be transported to another facility, the Transportation Division shall handle the transport.

c. When transporting patients, the transporting deputy shall notify communications of the following:

i. all arrivals at destinations;
ii. all departures;
iii. gender of patient;
iv. if the patient is violent or not.

ci. If the patient is violent, upon notification by the deputy, communications shall call the facility of destination and notify them this agency has a transport en-route who is violent, and request appropriate personnel and restraints be on hand upon arrival.

cii. Officers who transport mental patients must stay with the patient at the facility while the patient is being processed. Occasionally, a facility may release a deputy from waiting for the patient to be processed. If this occurs, this agency is responsible to pick up the patient and transport the patient back to his/her home if the patient is not accepted by the facility.

ciii. If a facility calls this agency to pick up a patient for release after treatment, a deputy from the Transportation Division should receive the assignment.

4. **Transports to Special Events**

a. Transports to special events are only undertaken with a court order.

b. When a prisoner needs to attend a special event such as; visiting critically ill persons; attending funerals; or attending the reading of a will; the transport will be handled in such a manner to provide sufficient and an appropriate amount of security to the prisoner, and others while the prisoner is present, balanced by drawing as little attention to the prisoner

and security as possible.

c. If possible, the transport deputy should be in plain clothes and in an unmarked vehicle. **No less than two (2) officers shall accompany the prisoner under these circumstances.**

d. The transport shall be directly from the detention facility to the special event and back to the facility.

e. Restraining devices shall be as inconspicuous as possible, keeping the prisoner as secure as possible.

5. **Ambulances**
If a mentally impaired individual requires medical attention, is catatonic, or needs to be totally immobilized for any reason, the individual should be restrained on a stretcher and transported in an ambulance.

II. RESTRAINING DEVICES

A. The purpose of restraint devices in prisoner transport situations is to reduce the chance of attack by the prisoner and to reduce the chance for escape. Restraint devices shall not be used as weapons and shall not be applied in such a manner as to cause unnecessary injury to any prisoner. Only those restraint devices approved by this agency will be used by any deputy.

B. The restraint devices approved for use are issued by this agency:

1. handcuffs;
2. leg shackles;
3. prisoner restraint belts/waist chains
4. flex-cuffs
5. locking leg weights.

C. Normally, restraining devices issued by this agency have the capacity of being double locked. This feature prevents the restraint from pinching or becoming tighter. To prevent unnecessary injury, restraint devices so equipped shall be double locked.

D. Any restraint device in the possession of any deputy not issued by the agency will be submitted for inspection to the squad supervisor and approved prior to

use.

E. All prisoners are to be restrained during transport, with exceptions noted for physically or mentally ill persons, as described in this policy. After applying restraints, but before the transport begins, the transport deputy should check the restraints to ensure they are not too tight. Any complaint of pain should be taken seriously. However, restraints shall not be removed after a transport begins unless there is a second deputy present to assist, and then only in extreme cases.

F. Devices such as rope, cord, plastic tubing, tape or other items not normally issued for use as approved restraints shall not be carried or used for restraint purposes.

G. Passengers shall not be restrained to automobiles during transports; or at any time in such a manner or condition that the passenger's safety is placed at unnecessary risk.

H. No passenger shall be restrained in such a manner as to restrict breathing or cause choking, for any reason, for any length of time.

I. When transporting, the person in custody shall be restrained with issued handcuffs in such a manner that the individual is able to sit up in the rear of the vehicle. Should leg restraints be required, only leg shackles, flex-cuffs or other approved leg restrains will be used.
(Handcuffs with waist chains require cuffing in front.)

J. **NOTE:** Removing any flex-cuff type product presents a hazard of cutting the wearer; therefore, flex-cuff restraints will be removed only with approved cutting tools, such as bolt cutter, heavy metal cutters or scissors not having an extremely sharp point. Due to the potential of losing control of the cutting device and injuring the wearer, a knife may not be used to remove flex-cuff products. Detention services shall be responsible for maintaining and having this equipment available.

K. Except in extreme circumstances no individual will be restrained so that his/ her legs and hands will be pulled up behind his back or in such a manner that it will be necessary for the individual to be transported in the prone position. Supervisory approval will be necessary before such transport will be allowed.

L. Should further restraint be necessary in the patrol vehicle, an additional deputy shall be placed in the front seat and should not take his eyes off of the prisoner until the transport has been completed.

III. VEHICLES USED FOR TRANSPORT

A. Only marked vehicles shall be used for routine transports, equipped with a security screen or other barrier designed to separate the deputy from the passenger, which has had the door handles and window cranks removed or made inoperative.

B. Vehicles used primarily for transporting prisoners shall be modified to minimize opportunities for the prisoner to exit from a rear compartment of the vehicle without the aid of the transporting deputy.

C. Prisoners may be transported in vehicles not equipped with protective barriers. These transports will be in accordance with standard procedures with the following exceptions and additions:

1. only when such transportation is made necessary by investigative or mental health need; otherwise, a patrol vehicle equipped with a protective barrier will be requested;
2. the prisoner will be restrained either by handcuffs or by use of an approved prisoner restraint belt with wrist restraints;
3. if the prisoner is an escape risk, the prisoner will additionally be restrained by the use of leg shackles;
4. no more than one prisoner will be transported in a non-screened vehicle at any time.

D. In addition to normal patrol vehicle equipment, all vehicles assigned to the transportation division or assigned normally for custody transport shall be equipped with the following:

1. one complete set of restraints, handcuffs, ankle cuffs, and waist chains.

IV. DOCUMENTATION

A. Transport orders could be one of the following:

1. *Judicial Commitment* – used to transfer a prisoner from one jail type facility to another, must be signed by a judge of district or superior court;

2. *Writ of Habeas Corpus* – used to obtain jurisdiction over a prisoner in another facility so he/she can be brought back to this jurisdiction for process, must be signed by a judge
3. *Safe Keeping Orders* – used to transfer prisoners to other facilities for medical reasons (if the prisoner is HIV or TB positive, unstable mental condition, infectious diseases), or security reasons such as escape or suicide risk; must signed by a judge in district or superior court;
4. *Medical Referral* – used to transport prisoner to medical facilities or doctor's office for medical appointments, dental appointment, attending to injuries, must be signed by a Sheriff's Office Detention Physicians;
5. *Petition for Involuntary Commitment and Custody Order* – used for picking up persons suspected of mental illness who are in danger to themselves and/or others, signed by a magistrate.

B. Information relating to the prisoner's escape or suicide potential or other personal traits of a security nature shall be included in the documentation accompanying the prisoner during transport. The detention staff will ensure this type information is written on the transport order.

C. The transporting deputy is to ensure:

1. all names are correct on the papers;
2. all papers are properly filled out and signed; and
3. each prisoner has a transport order.

V. EXTRADITIONS AND LONG TERM PRISONER TRANSPORTATION

A. In the event it becomes necessary for this agency to transport prisoners over long distances, standard transportation procedures will be as follows:

1. Long term transports with one prisoner require no less than two officers.
2. For long term transportation, the prisoner will be restrained by prisoner restraint belt, waist restraints and leg shackles.
3. If meals and rest stops are to be permitted en-route, these stops will be of a minimum duration and at irregular intervals and places.
4. If meals are permitted, precautions similar to those described for rest room stops will be followed.
5. During any stops, the prisoner will be accompanied at all times by at least one deputy.
6. No longer term transports will be conducted without at least two officers as transporting officers; (or a second vehicle to follow)

7. If the prisoner is allowed to use the rest room during any stop, a deputy will examine the facility for security and potential escape routes prior to the entry of the prisoner.
8. If necessary, one hand will be released from the restraint while the other hand remains restrained.
9. The leg shackles will also remain in place.
10. At least one deputy of the same sex as the prisoner shall remain with the prisoner and keep the prisoner **in view at all times**.
11. The second deputy will provide security against escape from a location which will be determined by the condition.
12. If aircraft transportation becomes necessary, federal regulations will be followed.
13. The prisoner will be further restrained by being handcuffed to one of the transporting officers prior to arriving at the airport, through security, and after leaving the destination airport.
14. The prisoner will not be seated next to an emergency exit of the aircraft.
15. The deputy should make arrangements to be seated with the prisoner prior to general boarding of other passengers, and select a seating location as remote as possible from other passengers.
16. Officers are reminded that long term transportations are extremely dangerous and present great opportunity for escape since these situations usually involve the most wanted and dangerous prisoners. All precautions should be taken and the deputy must remain alert at all times.

B. Officers making long term transports not to include overnight trips shall be given enough money in cash for a meal for him/her and passengers or for other emergencies that may arise.

C. Officers transporting overnight shall be given an appropriate amount of money to accommodate their needs prior to the transport.

D. Detention officers are to ensure prisoners scheduled for a long term transport shall be fed a full meal within an hour of leaving prior to the transport.

VI. IDENTIFICATION

A. When a prisoner is transported from one facility to another, it is imperative the transport deputies have positive identification on the prisoner. The transport deputy is to visually check each prisoner's ID card picture with the prisoner's face, and the name on the ID card to the accompanying transport

documentation.

B. Prior to transporting any prisoner, mental patient or citizen, the transporting deputy shall ascertain positive identification of the person being transported. The deputy shall ensure all necessary documents and commitment papers accompany the prisoner or mental patient.

C. If positive identification is questionable, on-duty detention supervisor shall assist the transport deputy in identifying the prisoner through jail records or other resources.

VII. GUIDELINES FOR PRISONER SEARCHES

A. The purpose of prisoner search is to provide for the detention of weapons, contraband, evidence, and items which might be used to aid an escape or used to endanger anyone. Each deputy taking custody of a passenger is required to complete a search which is as thorough as circumstances permit.

B. It is required that all items in the possession of in-custody passenger be thoroughly examined. Any item described in this paragraph, shall be removed from the passenger and disposition of the property will be made in accordance with applicable agency or detention facility policy. Any handbag, luggage, pack, duffle bag or other container in the possession of an in-custody passenger will be removed, thoroughly searched and retained by the deputy during transport.

C. It is the policy of this agency that all searches and restraining will be accomplished as humanely as possible with the safety of the person in custody, the public and the deputy under consideration at all times. Any use of force beyond the absolute minimum required in searching and restraining in strictly prohibited.

D. **In Custody Searches**

1. When a person comes into custody of a deputy, that person will be as thoroughly searched as conditions permit. As in all situations, certain factors must be considered by the deputy taking the person into custody when deciding the extent to which a search will be conducted. These factors include but are not limited to:

    a. the gender and age of the person in custody.
    b. the gender of the deputy making the search.
    c. the crime with which the person is charged or the reason for custody.
    d. the disposition toward violence displayed by the person in custody.

e. the urgency of the situation or the presence of a crowd or other safety factors.
f. the conditions present in the area in which the person is being taken into custody, and.
g. the physical condition of the person in custody.

2. Factors that will not be considered are:

a. the statement of another deputy that the person in custody has already been searched.
b. the fact that the person in custody has been in custody of another law enforcement officer or has been incarcerated in a holding facility, and
c. the fact that the deputy taking the person into custody has watched the person being searched by another.

E. **Types of Searches**

Since people are taken into custody under varied conditions, the type of search selected by the deputy must be appropriate for the existing situation.

1. *Wall Searches*: In a wall search, the person is placed in a position in which the body is extended at an angle between a vertical object such as a wall or tree, with his feet on the ground, with the hands placed palms open on the vertical object.

2. *Kneeling Search:* In the kneeling search, the person is to kneel with arms extended to the sides with palms open and the legs crossed over ankles. Once it appears that no weapons are in the prisoner's hands, the prisoner will place the hands behind the back and cross them at the wrist. The kneeling search is generally used when a suitable object is not available for a wall search.

3. *Prone Search:* A prone search should be used when the situation calls for maximum security while searching. The person should lay face down with his head turned away from the deputy. The person should spread his/her legs as far apart as possible. The person should place his/her hands behind his/her back, crossed at the wrist with the palms open and facing up.

4. *Multi-Suspect Searched*: There are two types of multi-searches; those with a guard deputy and those without. Anytime there are more persons to be searched than officers, a multi-suspect search is recommended. The multi-suspect search without a guard deputy is not actually a search. When there is a situation in which the number of subjects is far greater than the number of officers before searching, the subjects may either be laid side by side as in a prone search or

placed in a cross body stack. A cross body stack is **not** recommended unless the situation is volatile or attempted escape is probable.

The multi-suspect search with a guard deputy is used when the number of deputies present creates sufficient safety for a search of the subjects to be performed. In this type search, a guard deputy will be stationed at a location at least ten feet away from the closest suspect. The searching officers should approach from the subject's side away from the guard deputy. Care will be taken at all times by the search officers not to move between the suspect and the guard deputy. The subjects will be laid side by side at a safe distance apart during these searches.

5. *Cursory Searches "Pat downs":* Pursuant to interviews or as circumstances warrant, officers may conduct pat down searches of suspects. This is only done for deputy safety.

   This is done by the deputy patting the outside of the suspect's clothing.

   This also includes a "lunge area" around the suspect, as described by current law.

F. **General Search Procedure**

1. The person should normally be turned with his/her back to the deputy.
2. The deputy should remain a safe distance from the person while the prisoner assumes the proper position.
3. The deputy should remember to be in a position to prevent escape at all times.
4. The officer should closely observe the subject before approaching to see that the hands are open and clear and to look for any unusual bulges in the subject's clothing that might be a weapon or contraband.
5. If the subject is holding anything, the subject should be instructed to place or drop the item while facing away from the deputy and to step back from the item. *After the subject assumes the proper position, the deputy should approach cautiously from the rear if possible.
6. The deputy should place appropriate restraint devices on the subject before the search commences to ensure the safety of the subject, the deputy and the public.
7. While searching the subject, the deputy should gain a hold to control the person's movement.
8. The deputy should attempt, at all times, to keep his head and body behind the body of the subject to lessen the chance of attack.
9. The subject will have appropriate restraint devices applied prior to being placed in the transport vehicle unless specified otherwise in this

section.

VIII. STRIP SEARCHES

Deputies of the Alamance County Sheriff's Office shall perform all searches in a professional and courteous manner, without compromising their own safety or the safety of others, and without harassment or undue embarrassment to the public.

Searches can be perceived by some as unnecessary or discriminatory law enforcement harassment even when conducted with respect and in strict compliance with reasonable policies and procedures, and the law. In order to maintain the effectiveness and legitimacy of this practice and to protect the safety of deputies who must approach and deal with suspicious individuals, deputies must conduct searches in conformance with the procedures set forth in this policy.

This policy is applicable to deputies in the field environment. Refer to the Alamance County Detention Center policies regarding the search of inmates and pretrial detainees in the detention facility environment.

A. Definitions

a. ***Strip Search -*** A visual inspection of an individual's private areas, regardless of whether the individual is unclothed, partially clothed or fully clothed, for weapons, contraband, wounds, abuse, suicide attempts, or concealed evidence.

b. ***Body Cavity Search -*** A strip search that involves probing the mouth, anus, and genitals of the individual for weapons, contraband, or concealed evidence.

B. Procedures

1. Strip Searches:

a. In the field environment, strip searches of detainees are only conducted when officers have consent from the person to be searched or a search warrant. However, if deputies have, in the rarest of occasions, *probable cause* that the detainee may be in possession of criminal evidence or contraband that would be an immediate danger to the detainee or the deputy, then a strip search could be conducted under exigent circumstances.

b. Strip searches of detainees shall only be conducted with the explicit approval of a supervisor.

c. Strip searches of detainees shall be conducted with the least number of personnel necessary to maintain safety and privacy.

d. The deputy actually conducting the strip search shall be of the same sex as the suspect, unless exigent circumstances exist.

e. Strip searches should never be conducted at roadside where embarrassment to the individual may occur or the individual is exposed to the public eye.

f. Before strip-searching a detainee, the deputy must document the consent of the person to be searched. Following the search, the deputy must document the basis for the strip search in the incident report.

g. In the rare event that a strip search is conducted in the field without consent or a search warrant, the deputy must articulate in detail in the incident report the probable cause for the search and the imminent cause of the danger to the detainee or deputy that created the exigent circumstance.

2. Body Cavity Searches:

a. Search of an individual's blood stream, body cavities, and subcutaneous tissues are only to be conducted by a physician, licensed nurse, or medical staff specifically trained for this task. Any such search, conducted incident to arrest, must be made with consent or a search warrant.

b. Procedures for Performing a Body Cavity Search:

Should a deputy believe that a suspect is concealing a weapon, evidence, or contraband within a body cavity; the following procedures are normally followed:

i. Deputy consults with his immediate supervisor to determine whether *probable cause* exists to seek a search warrant for a body cavity search. The decision to seek a search warrant is reasonable only *where the suspected offense is of a serious nature and/or poses a threat to the safety of the deputy or others*, and/or *the security of the agency's detention operations may be compromised*. If *probable cause* exists for a body cavity search, an affidavit for search warrant will be prepared that clearly defines the nature of the alleged offense and the basis for probable cause.

ii. A body cavity search can only be performed by an authorized physician, licensed nurse, or medical personnel specifically trained to perform these tasks.

iii. For safety and security reasons, the search is conducted in a room designated for this purpose at the detention facility, or at a medical clinic or hospital.

iv. Body cavity searches are performed with due recognition of privacy and hygienicconcerns. Officers present for security and safety purposes are to be female officers observing female examinations, and male officers observing male suspect examinations.

v. The authorized individual conducting the search must complete a report, and witnesses must co sign the document.

IX. TREATMENT OF SUSPECTS, PRISONERS, ARRESTEES

A. Suspects, prisoners and arrestees, and mentally ill citizens shall be treated in a fair humane manner. Personnel shall not strike or use any other form of physical force on another except when reasonably necessary to prevent an escape, or in self-defense, or in the prevention of violence to a third party.

B. Personnel may use force to prevent the malicious destruction of county property, prevent the commission of a crime; prevent inmates from making incendiary devices; prevent inmates from hurting themselves such as cutting wrists or hangings; to enforce court orders; or produce inmates for the court.

C. Safeguarding Persons: Personnel shall be cautious in the arrest and/or detention of suspects, prisoners, and arrestees and others. Officers shall take all necessary precautions for the safety and protection of such persons in order to prevent an escape, or the carrying of weapons on the person after arrest/ detention, or injury to themselves or any other persons, or damage to property.

D. Safeguarding Property: Members shall take reasonable steps in protection personal property a person may have in his/her possession or under his/her control at the time of arrest/detention or facility transfers.

E. When to Search: Pursuant to arrest, officers shall search the subject carefully and shall immediately take possession of all weapons, evidence or contraband.

F. Confiscated property shall be properly stored in accordance with agency policy and procedure.

G. Officers shall search a suspect, prisoner or arrestee or others in custody **every time** a person is placed in their custody.

H. Officers at their discretion make cursory searched of suspects or interviewees looking for weapons for the purpose of deputy safety, as circumstances warrant.

I. Search of Female by Male Officers

1. Females should not be searched by male officers unless an immediate search under one of the following conditions appears to be necessary:

a. when there is reason to believe the person has in her possession a weapon, a poison, drugs or other like means of

causing imminent death or injury to herself or to another, or

b. when there is explainable suspicion to believe stolen property is hidden about the person and there is exigent circumstances that it may be disposed of or destroyed.

2. Searches in such emergencies should be made with all possible regard for decency and with a female witness.

3. **Note:** Searches conducted by female officers of males shall be made with all possible regard for decency and with a male witness if possible.

J. Security of Weapons: Officers shall not place weapons or objects adaptable for use as weapons and capable of inflicting bodily injury or permit such weapons or objects to remain unattended in any location of place normally accessible to someone in custody of the general public.

X. INTERROGATION

A. Except where specifically warranted or directed to do so, transporting officers shall not interrogate or question arrestees, suspects or prisoners while being transported.

B. A male deputy shall not interrogate a female subject or be alone in an interrogation room or place unless he is being observed directly or there is visibility into the room through a glass, or open door or surveillance equipment is operating.

C. In compliance with NCGS 15A-211 all officers of the Alamance County Sheriff's Office when conducting a custodial interrogation in a homicide investigation shall make an electronic recording (audio/video) of the interrogation in its entirety. This uninterrupted record should always include the Officer's advisal to the person in custody of that person's Constitutional Rights (Miranda). During a visual recording, the camera recording the custodial interrogation must be placed so that the camera films both the interrogator and the suspects. In the event an deputy with the Alamance County Sheriff's Office must interview or interrogate a suspect or person of interest outside their respective jurisdiction, a request should be made to the host jurisdiction to utilize audio/video equipment,
if such equipment is available. Upon conclusion of the interview/ interrogation, the interviewing deputy shall immediately take control of the recording and mark and submit same in accordance with the evidence policy of the Alamance County Sheriff's Office.

XI. HEALTH RISKS

A. Suspects, prisoners, arrestees, citizens, mentally ill persons or others are

considered health risks and all necessary precautions taken if:

1. the person encountered is known to have a contagious condition; or

2. has sores, wounds, or any type body fluid about his/her person;

B. The deputy shall decontaminate all exposed restraining devices, equipment and him/herself prior to going back in service. This includes handcuffs, vehicle seats/passenger compartments, clothing, etc., and all cleanup equipment and items must be properly disposed of.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: MISSING CHILD INVESTIGATIONS
POLICY #: VIII-III EFFECTIVE DATE: 10/01/2005

PURPOSE

The purpose of this policy is to establish procedures and guidelines for locating, returning, or determining the well-being of missing children. This shall include children who are considered runaway, abandoned, abducted or any other missing status.

POLICY

The Alamance County Sheriff's Office recognizes that missing children are of great concern to the community. This agency holds that every child reported as missing will be considered at risk until significant information to the contrary is confirmed. The agency's prompt and professional response to a missing child report can have a positive effect on the case and the community; therefore, it is the policy of this Office to thoroughly investigate all reports of missing or unidentified children.

DEFINITIONS

- *Missing Child:* A person who is younger than eighteen (18) years of age, **and** whose whereabouts are unknown to his or her parent, guardian, or responsible party.

- *Unusual Circumstances*: Missing child who is thirteen (13) years of age or younger, **or** whose disappearance involves circumstances that would cause a reasonable person to conclude that the child should be considered at risk, **or** who is believed to be one of the following:

    - Out of "zone of safety" for his or her age, developmental stage, and/or physical condition. The zone of safety will vary depending upon the age of the child. For example, for an infant the zone of safety would include the presence of an adult or custodian, or the crib or stroller in which they were placed. For a school age child, the zone of safety might be the immediate neighborhood or the route taken to school.

    - Mentally diminished.

    - Drug dependent, including both prescription and illicit substances.

    - A potential victim of foul play or sexual exploitation.

    - In a life threatening situation.

- Absent from home for more than twenty-four (24) hours before being reported to the police as missing.

- Believed to be with adults who could endanger his or her welfare.

- Is absent under circumstances inconsistent with established patterns of behavior.

- *Non-family Abduction*: A child who is taken by an unknown individual, through force or persuasion, usually in furtherance of additional victimization.

- *Family Abduction:* A non-custodial family member flees with a child, usually in direct violation of a court-ordered custody arrangement.

- *Runaway:* A child, often a teenager, who leaves home voluntarily for a variety of reasons.

- *Lost or otherwise missing*: A child who becomes separated from parents or caretakers under circumstances not indicating the likelihood of an abduction or voluntary absence.

- *Thrown-away:* A child whose caretaker makes no effort to recover a child who has run away, or who has been abandoned or deserted.

PROCEDURE

I. OVERVIEW

A. For the purpose of this procedure, a missing child is defined as any person under the age of eighteen (18) whose location is not know, including any child who may have run away from home, who may have been taken away by their non-custodial parent, or whose whereabouts is otherwise uncertain.

B. If it is determined that unusual circumstances are involved in the report of a missing child, a thorough investigation, including the use of all appropriate resources, will commence immediately. If appropriate, existing interagency response protocols should be activated including the use of Amber Alert, the National Center for Missing and Exploited Children (NCMEC), and the National Crime Information Center (NCIC) and N.C. Division of Criminal Information (DCI) computer systems.

II. CENTRAL COMMUNICATIONS RESPONSIBILITIES

Upon receiving a report that a child cannot be located, the telecommunicator who receives the report shall be responsible to:

A. Obtain as much information about the situation as possible.
B. Immediately dispatch a deputy to the scene of the report.
C. Notify the on-duty supervisor.
D. Transmit the appropriate lookouts to surrounding areas.

III. INITIAL OFFICERS' RESPONSIBILITIES

The initial responding officers must take certain specific actions immediately. These actions include:

A. Respond promptly to the scene of the report. Even if the assigned deputy has already been provided with such information, it would still be inappropriate to delay response to the scene to circle through parks or playgrounds. Unless in immediate response to the child's safety or directed by a supervisor, these activities can be handled by other patrol units.
B. Interview parent(s) or person making the initial report.
C. Obtain description of the missing child and a recent photograph.
D. Verify that the child is in fact missing. First responders should never assume that searches conducted by distraught parents and others have been performed in a thorough manner. A search of the home should be conducted even if the child was last seen elsewhere. Officers should be advised that small children may and refuse to answer people calling their name. The physical search should start with the home of the missing person, and spiral outward. Special attention should be paid to enclosures like refrigerators and parked vehicles where limited breathing air may place the child at even greater risk. In the case of older children, the deputy should ask if parents have checked with the child's friends or perhaps overlooked or forgotten something the child may have said that would explain the absence.
E. Notify supervisor and surrounding units of the status and description.
F. Confirm the child's custody status. Questions regarding whether the reporting party has full legal custody, or if the non-custodial parent has been contesting custody, or if the missing child expressed a wish to live with the other parent, may help an deputy gain important insight into the case.
G. Identify circumstances of the disappearance. The initial deputy should ascertain whether the circumstances surrounding the child's disappearance are such that a heightened level of response is warranted. If "unusual circumstances" exist, as previously defined in this policy, then the decision to employ additional response methods is clear. In other situations where the circumstances are not clear, officers should keep the missing child's safety in mind and act accordingly.
H. Determine when, where, and by whom the child was last seen. This information will be used to determine factors such as abduction time, windows of opportunity and information verification. Comparison of information gathered from the reporting party, witnesses, and other sources may prove vital to case direction.

I. Interview the individual(s) who last had contact with the child, or advise an additional deputy to conduct the interview. While seeking information about the child's appearance, demeanor and actions, officers should be alert to contradiction or evasiveness by the witness, especially if these statements cannot be readily substantiated.

J. Identify the child's zone of safety for his or her age and developmental stage. This zone may define the first search zone. Responding officers should attempt to determine how far the child could travel from the location where last seen before he or she would most likely be at risk of injury or exploitation.

K. Make an initial determination of the type of incident. Officers must be cautious in "labeling" or classifying a missing child case, since the classification process will affect the way in which initial information or evidence is gathered. Even if first indications suggest a "less urgent" incident, officers should consider al possibilities until the case category is clearly determined.

L. Obtain a description of the suspected abductor(s) and other pertinent information. Officers should record witness information immediately, not only for general investigative use, but also before witnesses forget, or speak to others who may confuse or make suggestions about what was actually observed. If the abduction scene involves a business or other public place, officers may be able to supplement witness information with video from security cameras that might provide crucial information about suspects, vehicles, and circumstances. In the case of a suspected family abduction, the reporting party may have photographs of the abductor or other information.

M. Provide detailed descriptive information to communications for broadcast updates.

N. Identify and interview everyone at the scene.

O. Secure and safeguard the area as a potential crime scene. Establish control over the immediate area where the incident occurred and establish an appropriate perimeter to avoid destruction of vital evidence. In addition, external crime scenes, the child's home, and particularly his or her bedroom, should be secured and protected until evidence and identification material are collected.

P. Prepare necessary reports. Information gathered by the first responding deputy may be instrumental in the eventual case solution. To record this important information, officers should prepare a chronological account to their involvement and actions in the case from time of assignment to the point of dismissal. Reports should include everything, not just those events that seem to have a direct bearing on the case.

IV. ON-DUTY SUPERVISOR'S RESPONSIBILITIES

A. Contact on-call Administrator and Captain of Crime Investigation Division (CID).

B. Contact Crime Scene Investigation (CSI) and Detective on-call personnel.

C. Contact the SBI regional office.

D. Obtain a briefing from the first responding deputy and other personnel at the scene. The briefing should allow the supervisor to determine the scope and complexity of case and develop an appropriate response. The briefing should be conducted away from the family, friends, or any other non-police personnel. Private briefings will allow officers to speak freely about the events and to pass along initial impressions and opinions that might be misconstrued by others.

E. **Determine the correct NCIC Missing Person File category and ensure that a notification is promptly transmitted.** *Note: The National Child Search Assistance Act of 1990 mandates law enforcement's immediate response to reports of missing children and the prompt entry of descriptive information into the Federal Bureau of Investigation's (FBI) National Crime Information Center (NCIC) Missing Person File.*

1. There are 5 categories within the Missing Person File that apply to children. They are disability, endangered, involuntary, juvenile, and catastrophe. Simply because the child is younger than 18 does not require that the juvenile category be used.
2. The circumstances of the disappearance should govern category selection. (Note: NCIC suggests that family and non-family abductions be entered in the involuntary category. Runaways are most commonly entered in the juvenile category unless unusual circumstances exist.)

F. **Determine if the case meets alert criteria for Amber Alert**. A request for activation of an Amber Alert must be made as soon as possible after the abduction is reported (within four hours of abduction is ideal).

1. There is a confirmed child abduction, **and**
2. The circumstances surrounding the abduction indicate that the child is in imminent danger of harm or death, **and**
3. The child is 17 years of age or younger, **and**
4. There is enough descriptive information to believe that an immediate broadcast alert will help recover the child.

G. **Contact the National Center for Missing and Exploited Children (NCMEC) 24 hour Hotline at 1-800-THE-LOST.** This organization will assist local law enforcement agencies with missing child cases requiring an emergency response in many ways and at no cost, such as case management and analysis, imaging and identification services and other technical assistance, photo/poster preparation and distribution, television public service announcements, family advocacy and reunification services, and prosecutorial assistance. "Project Alert" provides retired law enforcement officers who volunteer their kills and time to assist investigators when needed, and "Team Adam" provides specially trained volunteer consultants

to assist and advise law enforcement agencies and service as a daily liaison with NCMEC concerning the progress of investigations.

H. Determine if additional personnel and resources are needed to assist in the investigation. Mobilize all resources available that could be of help in locating the subject. Resources to consider include:

1. Coordinating with the Department's PIO for contacting the news media and asking for a camera crew and/or reporter;
2. Requesting assistance from the fire department, public works department and other resources to aid in a search.
3. Requesting assistance from other law enforcement agencies.
4. Requesting a law enforcement canine unit, when appropriate.
5. Requesting law enforcement air support to assist in a search.
6. Requesting search assistance from volunteer groups.

I. Establish a command post. As a general rule, the command post should be close enough to the center of activity to facilitate control and coordination, but sufficiently part to allow a free exchange of ideas among responders. Using the victim's home as a command post is not recommended.

J. Organize and coordinate search efforts. Determine the child's safety zone and begin a perimeter search in that area. Expand the perimeter if the initial search is unproductive. A supervisor may appoint a search operation coordinator who can oversee the search effort so that the supervisor can remain available to manage the entire operation.

K. Establish a liaison with the missing child's family. This task may be passed on to the juvenile detective upon their arrival.

L. Ensure that all departmental policies and procedures are observed.

M. Verify child's missing status by assigning personnel to make immediate checks of the child's school, local commercial establishments frequented by the child, and friends' homes.

V. INVESTIGATOR'S RESPONSIBILITIES

A. Obtain a briefing from agency personnel at the scene. This briefing should be conducted prior to interviews with family members of the missing child or witnesses who may have been identified during the initial stage of the case. Its objective is to assist the detective in formulating an effective interview strategy.

B. Verify the accuracy of all descriptive information. The verification process should include all details developed during the preliminary investigation.

During the interview process the detective should be alert to the facts or statements that conflict with those gathered by the first responder.

C. Conduct neighborhood investigation. A thorough canvass of the neighborhood should be conducted without delay. The objective is to identify and interview all persons within the abduction zone who may provide information related to the incident. Investigators should use a standardized set of questions to insure completeness and uniformity of information and facilitate establishment of a database to track leads. Records should also be made of all vehicles parked **w**ithin the neighborhood and any other conditions that may have future investigative value. The juvenile detective or designee shall be responsible for providing officers with uniform checklist and neighborhood canvas question forms.

D. Obtain a brief history of recent family dynamics. Information about the family from family members, neighbors, teachers, classmates and witnesses can offer valuable insight. Background checks on family members should also be obtained and evaluated.

E. Explore the basis for conflicting information. After preliminary investigations have been completed, officers should "compare notes" with detectives and the first responder to identify and work through conflicting information. This collaborative evaluation will provide the investigative staff with a solid foundation upon which to structure the direction of the case.

F. Implement effective case management.

G. Evaluate the need for additional resources and specialized services.

H. Update descriptive information. If it spears that the case will not be resolved promptly, investigators should ensure that the descriptive records, especially that entered into the DCI/NCIC Missing Person File, is updated to include scars, marks, tattoos, fingerprints, entail characteristics, along with additional articles of clothing, jewelry, or unique possessions.

I. Determine past runaway behavior, presence of behavioral problems, indicators of abusive relationships at home.

J. Provide the parent(s) or legal guardian with the 24-hour State of North Carolina Clearinghouse for Missing and Exploited Children.

K. Notify the Department of Social Services (DSS). The investigator should request access to any relevant information on the missing child, including: whether or not there is an active case; the name of any case worker; any previous missing incidents; any previous

VI. FOLLOW-UP INVESTIGATION

A. If a missing child is not immediately located, the Lieutenant of the Criminal Investigation Division (CID) will be responsible to assign appropriate personnel to conduct a follow-up investigation.

B. The investigating deputy will request that all parents/guardians complete a CVSA or polygraph examination. A similar request may also be made to other relatives or persons who last saw the missing child.

C. The investigating deputy will continue to make reasonable efforts to acquire additional and ongoing information about the missing child following transmittal of the initial information available, and promptly integrate any additional information acquired into the DCI/National Crime Information (NCIC) computer systems.

D. When a missing child has not been located within seven (7) days after the date on which the missing child report was filed, the investigating deputy shall request the dental records of the missing child from the missing child's parents or guardian. The dental records shall then be entered into the CDI/NCIC computer system.

E. Continue to utilize the resources of the National Center for Missing and Exploited Children (NCMEC); this organization has the ability and expertise to review and evaluate long-term cases and offer suggestions and strategies as to new or different approaches that might be implemented in the ongoing investigation.

VII. LOCATION OF MISSING CHILD

A. When a missing child has been located, the investigating deputy will verify that the located child is, in fact, the reported missing child.

B. The investigator will immediately set up an interview with the child. The interview will be conducted in person (not by phone) to ensure the well being of the child, to gain intelligence about possible predators, and to prevent future episodes. The interview will be documented in the case file. "Crossroads" will be utilized if possible.

C. The investigator should arrange for intervention services if needed. During the verification interview, the deputy should be alert for indications that additional services may be needed before the child can safely remain with the family. These services may include mental and/or physical health examinations and arrangements for family counseling.

D. All outstanding notifications shall be cancelled, including DCI/NCIC Missing Person file entry.

E. All supplemental reports will be completed, including a supplemental report that describes the child's activities while missing and the circumstances of the recovery/return.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: CHECKPOINTS
POLICY#: VIII-IV EFFECTIVE DATE: 11/15/2005
REVISED DATE: 12/01/2006

PURPOSE: The purpose of this policy is to establish guidelines and procedures for members of the Alamance County Sheriff's Office to conduct suspicion less seizures of vehicles at vehicle checking stations (checkpoints).

POLICY: It shall be the policy of the Alamance County Sheriff's Office that all stations will be conducted in accordance with state and federal law and that the site for every checkpoint will be selected with due regard for the safety of all motorists and officers operating the checking station.

PROCEDURE:

I. REQUIREMENTS FOR ALL CHECKING STATIONS

A. The site for every checking station shall be selected with due regard for the safety of motorists and the members operating the checking station. Sufficient distance must be provided to allow a motorist traveling at the speed limit to stop his/her vehicle in a normal manner under the existing conditions. No checking station shall be conducted without at least two uniformed members present and at least one marked Sheriff's Office vehicle.

B. All checking stations shall be marked by signs and/or activated emergency lights, marked Sheriff's Office vehicles parked in conspicuous locations, or other ways to ensure motorists are aware that an authorized checking station is being conducted. Blue lights, on at least one Sheriff's Office vehicle, shall be operated at all times.

C. With the exception of Special Operations checking stations, all checking stations shall provide for the stopping of every vehicle. Individual members shall not vary from this policy, excerpt that the member in charge of the checking station may allow variance from this requirement if traffic congestion or other factors are creating a hazard. The member in charge may then authorize all vehicles to pass through the checking station until there is no longer a hazard. The member in charge is authorized to terminate a checking station at any time a determination is made that this operation is creating a hazard.

D. Checking stations shall be operated so as to avoid unnecessary traffic congestion and delay to motorists.

E. Adequate area must be available off the traveled portion of the highway to allow for the safety of motorists when enforcement action is taken.

F. Sheriff's Office vehicles must be parked to allow access to the highway for pursuit in any direction.

II. STANDARD CHECKING STATION

A. Members may conduct checking stations to determine compliance with motor vehicle laws. Examples for which this type of checking station may be used include verification of drivers' licenses, vehicle registration checks, insurance checks, seat belt compliance checks and driving while impaired checks.

B. All standard checking stations, day or night, shall be approved, in writing, by a Sheriff's Office supervisor or their designee. A supervisor or designee shall designate the purpose, location and approximate time of operation of the checking station. The placement of check points should be random or statistically indicated, and, unless statistically indicated, supervisors or their designees shall avoid placing checking stations repeatedly in the same location or proximity. Supervisors or their designees shall use a **Checking Station Authorization Form,** a copy of which is attached to this policy for reference, to document authorization of such checkpoints.

C. A supervisor or designee who authorizes establishment of a checking station shall specify on the Checking Station Authorization Form whether drivers shall be asked to produce a driver's license, proof of registration, insurance information, or any combination thereof. The driver of every vehicle stopped shall be asked to produce the document(s) specified and members of this agency working the checking station shall have no discretion to deviate from this pattern unless the member has some reasonable suspicion to investigate further.

D. If a member determines there is a reasonable suspicion to believe that a driver of other vehicle occupant has violated a provision of N.C.G.S. Chapter 20 or any other provision of law, the member may detain the driver or occupant for a reasonable period of time in order to investigate further.

E. Regardless of the designated purpose of the checking station, the operator of any vehicle stopped at the checking station may be requested to submit to an alcohol screening test under N.C.G.S. 20-16.3 if, during the stop, the member determines the driver has previously consumed alcohol or has an open container of alcoholic beverage in the vehicle. Members may consider the results of any alcohol screening test or the driver's refusal to take an alcohol screening test in determining if there is reasonable suspicion to investigate

further.

F. Specific written directions may be provided for a particular checking station. When issued by a supervisor or their designee, these written directions shall be considered additional policy for that particular checking station.

G. Standard checking stations shall comply with the United States and North Carolina Constitutions and shall be conducted in accordance with the provisions of N.C.G.S. 20-16.3 A.

III. INFORMATIONAL CHECKING STATION

A. Members may conduct informational checking stations for the purpose of seeking motorists' assistance in solving a crime. This type of checking station may be appropriate in case involving death or serious injury and where motorists may be able to provide pertinent information to help identify the offender or otherwise provide pertinent information related to the death or injury.

B. A supervisor or designee shall approve in advance an informational checking station. The authorizing supervisor or designee shall designate the purpose, location and approximate time of operation of the informational checking station. This authorization does not have to be in writing but the informational checking station must be conducted in accordance with this policy.

C. Because an informational checking station is not designed to determine whether a vehicle's occupants are violating a provision of the motor vehicle law, drivers shall not be asked to produce a drivers' license or any other documentation. If, however, during the course of the stop a member determines there is reasonable suspicion to believe that a driver or other vehicle occupant has violated a provision of N.C.G.S. Chapter 20 or any other provision of law, the member many detain the driver or occupant for a reasonable period of time in order to investigate further and the operator of any vehicle may be requested to submit to an alcohol screening test under N.C.G.S. 20-16.3 if, during the stop, the member determines the driver has previously consumed alcohol or has an open container of alcoholic beverage in the vehicle.

IV. SPECIAL OPERATONS CHECKING STATION

A. The Sheriff or his designee may approve a Special Operations checking station when it is determined that a Special Operations checking station may likely result in the apprehension of a suspect who poses a danger to life and property or the rescue of a hostage or abducted person. The Special Response Team may also be deployed to a Special Operations checking

station. This authorization does not have to be in writing but the checking station must be conducted in accordance with this policy. The authorization should include the location, equipment, time, and operation of the Special Operations checking station.

B. When a suspect sought to be apprehended by the Special Operations checking station has a hostage or abducted person in the vehicle or the member reasonably believes a hostage or abducted person is in the vehicle, the priority shifts from apprehending the suspect to preserving the life of the hostage or abducted person.

C. Members operating a Special Operations checking station shall position themselves and their Sheriff's Office vehicles in a manner that will provide a tactical advantage and maximize deputy safety.

D. Members shall wear their body armor at all times while operating the Special Operations checking station.

E. Supervisors should closely monitor the Special Operations checking station for the purposes of ensuring deputy safety and updating information.

V. MULTI-AGENCY CHECKING STATION

Checking stations involving other agencies or law enforcement officers not employed by the Alamance County Sheriff's Office must be approved by the Sheriff or his designee and conducted in accordance with the provisions of this policy. Law enforcement agencies assisting the Alamance County Sheriff's Office in a multi-agency checking station, where the assisting agency does not have territorial jurisdiction, must have a mutual aide assistance agreement in place with the Alamance County Sheriff's Office.

VI. PREPARATION

When a checkpoint has been authorized, the deputy-in-charge shall:

A. Hold a briefing prior to the beginning of the operation for all participating officers, during which the purpose, specific rules, location, and duration of the checkpoint will be stated, and an opportunity for questions by participants will be given.

B. Consider the following:

1. Area chosen, based on the frequency and nature of vehicle accidents, street configuration, traffic volume, and other such factors
2. Estimated traffic conditions during the checkpoint
3. Likelihood of Chapter 20 violations

4. Convenience/inconvenience to the general public
5. Assignments for all involved officers
6. Any necessary contingency planning
7. Provisions and guide lines for pursuing and stopping vehicles, issuing citations, conducting field sobriety testing, and making investigative detentions and arrest

C. Ensure that an adequate number of personnel are assigned to the operation.

1. *Note:* Normally, one deputy per lane of travel is sufficient unless the volume of traffic indicates the need for additional officers. When deemed necessary, there should be at least one deputy designated as a pursuit vehicle.

CI. Advise Central Communications of the operation's time, location, and the radio numbers of the officers assigned to the operation. Radio contact with Central Communications shall be maintained throughout the checkpoint as is feasible and necessary.

CII. Assure that all participating officers are in full dress uniform and have all necessary equipment, to include:

1. Hat
2. Reflective vest
3. Protective vest
4. Citation book
5. Flashlight
6. Flares and traffic cones (as needed)

CIII. **VEHICLE PURSUITS**

If an deputy must leave the area of the checkpoint location to pursue a vehicle which appears to be avoiding or attempting to elude the checking station, the deputy shall follow the standard vehicle pursuit policy and procedure requirements of this agency.

VII. PROHIBITED LOCATIONS

Normally, checkpoints will not be located in the immediate vicinity of a major business, hospital, or other institutions between the hours of 0700 to 0900 and 1600 to 1800, Monday through Friday, or near a religious institution during worship hours.

VIII. REPORTS AND AUTHORIZATION FORM DISTRIBUTION

Supervisors in charge of a checkpoint, or their designee, will be responsible for

ensuring that all necessary forms and reports are completed by the participating officers and that same are routed property to the appropriate personnel for recordkeeping and informational purposes. The original copy of the Checking Station Authorization form shall be forwarded to the Captain of Patrol, who shall maintain these forms and make copies of same as needed for court and/or public records request purposes.

ALAMANCE COUNTY SHERIFF'S OFFICE STANDARD VEHICLE CHECKING STATION AUTHORIZATION FORM

Member(s) is (are) authorized to conduct a Checking Station as follows:

Primary Purpose				
☐ Driver's License	☐ Registration	☐ Seatbelt	☐ Insurance	☐ DWI

Location

Alternate / Secondary Location

Checking Station	
Date:	
Time:	

The minimum number of members required to be present to conduct the Checking Station is _____ based upon the location, date, and time of the Checking Station.

Member shall ask the driver of every vehicle for the following:		
☐ Driver's License	☐ Registration	☐ Insurance

Additional Specific Checking Station Instructions

Vehicle Checking Stations shall be operated pursuant to Policy # VIII-4, Alamance County Sheriff's Office Policy and Procedure Manual.

_____

Authorizing Supervisor Signature

_____

Date

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: SUSPECT IDENTIFICATION PROCEDURES
POLICY#: VIII-V EFFECTIVE DATE: 02/15/2007

PURPOSE: The purpose of this policy is to establish guidelines for members of the Alamance County Sheriff's Office to conduct suspect identification procedures.

POLICY: During the course of an investigation, it may become necessary to conduct procedures that allow victims, witnesses, and/or undercover officers to identify the perpetrator(s) of crime(s) being investigated. Several different methods, such as Showups Photographic Lineups, and Physical Lineups are utilized to accomplish this. It shall be the policy of the Alamance County Sheriff's Office to establish which allow such procedures to be conducted in a fair, consistent, and impartial manner in order to provide the greatest accuracy, validity and reliability as possible or such procedures.

PROCEDURE:

I. SHOWUP PROCEDURES

A showup is the presentation of a suspect to an eyewitness of a crime, usually a short time and in close proximity to where and when the crime was committed. A photo lineup is preferable to a showup; however, in the event a showup is conducted the following guidelines should be followed:

A. Showups should only be used when circumstances require the prompt display of a single suspect to a witness. In such instances, the suspect should be encouraged to consent to voluntary detainment to participate in a live lineup, or to consent to being photographed for use in a photo lineup.

B. Showups should only be conducted when a suspect matching the description of the perpetrator is located in close proximity in time and place to the crime. A description of the perpetrator should be documented prior to the showup.

C. The victim/witness should always be transported to the location of the detained suspect for a showup presentation.

D. Showups should not be conducted with more than one witness present at a time.

E. If there are multiple witnesses and one witness makes an identification during a showup, the remaining witnesses should be utilized for another identification procedure.

F. Words or conduct of any type that may suggest to the witness that the individual being shown to him/her is or may be the perpetrator should be

carefully avoided.

G. Witnesses should be given a cautionary instruction that the individual being shown may not be the perpetrator.

II. PHOTOGRAPHIC (PHOTO) LINEUP PROCEDURES

A photographic lineup is the presentation of a series of photographs to a victim or witness in an attempt to identify the perpetrator of a criminal act. In utilizing the photo lineup, officers should make every effort to insure that the selection and presentation of photographs to victims and witnesses is done in a fair and impartial manner. Officers should be adequately prepared to explain the preparation and presentation of such lineups. The following policy shall be followed during this procedure:

A. A photo lineup shall consist of a minimum of six photographs. One photograph will be of the suspect; the remaining five photographs will be used as "fillers".

B. The primary source for photo lineups will be the Alamance County Sheriff's Office jail database; when feasible other databases or sources may be sued when necessary or more practical.

C. No more than one suspect photograph will be used in a lineup at a time. If a case involves more than one suspect, a separate photo lineup must be created. When showing a new suspect, using the same "filler" photos in lineups shown to the same witness will be avoided.

D. In all photo lineups physical features of each filler should be similar to the suspect's description, such as race, hair, skin color and skin tone. There should not be any marking or notations on a photograph that would make it stand out from other photographs in the lineup.

E. Photo lineups must be reviewed for consistency and accuracy by a supervisor before it is shown to a victim or witness. Supervisors will indicate that the lineup has been reviewed on an Alamance County Sheriff's Office Victim/Witness Photo Lineup Advisal Form.

F. The individual conducting the photo lineup will not know the identity of the suspect. The investigating deputy will supply the suspect and filler photos to the presenter. This is called a double-blind procedure, and is done to reduce misidentifications due to unintentional influences by the presenter.

G. Photographs shall be presented to witnesses sequentially, rather than simultaneously. Sequential presentation requires each photo to be presented to a witness separately and in a previously determined order, not

simultaneously or all at once.

H. After the victim/witness has had an opportunity to view a photograph and has notified the deputy as to whether the photograph presented is that of the offender, that photograph will be removed before another photograph is presented.

I. If the victim/witness does not make an identification, the presenter may ask *"Would you like to look at the lineup again?"* It is permissible to show the lineup again, in which case it shall be documented in the case that the victim/ witness did not make an identification in the first presentation, and that the lineup was presented a second time.

J. If the victim/witness does ask to see one specific photo a second time, such is permissible but must be documented. If the victim/witness asks to see more than one photo from the lineup again, the entire lineup shall be presented a second time.

K. The deputy presenting the lineup must adequately explain the lineup process to the victim/witness prior to the presentation of any photographs. To accomplish this, the deputy shall utilize an Alamance County Sheriff's Office Victim/Witness Photo Lineup Advisal Form. When this form has been read to the victim/witness, the time, date, presenter's name, the victim/witness's name and the location where the photo lineup was presented (Sheriff's Office, victim/witness residence, etc.) will be noted on this form.

L. The victim/witness will indicate on the Alamance County Sheriff's Office Victim/Witness Photo Lineup Advisal Form whether they were or were not able to identify the suspect by initialing the form in the appropriate space. The presenting deputy may ask the victim/witness to describe his/her certainty about any identification that is made and should record that victim/ witness's exact response on the advisal form and in a supplemental report to follow the identification procedure.

M. When the lineup process is completed, the presenting deputy will note the beginning and ending times and indicate same it on the advisal form.

N. In the event that more than one suspect exists, a separate photo lineup will be created for each suspect. If multiple lineups are presented to a victim/witness, this procedure will be repeated for each viewing.

O. If more than one victim/witness exists, a separate photo lineup will be presented to each. Victims/witnesses are not permitted to view lineups at the same time.

P. Officers should not allow the victim/witness to discuss the identification procedure with anyone else before, during or after the lineup procedure.

1. Officers shall not make any comments, gestures or statement that could in any way influence the outcome of the lineup process.

Q. After photographs in any photo lineup have been viewed by any victim or witness, whether a positive identification is made or not, the lineup photos shall each be marked by the presenting deputy denoting the order in which they were shown. In the event that a positive identification was made, the victim/witness shall not the date and time the identification was made, and place his/her signature on the reverse side of the suspect photograph identified by him or her.

R. The original of all photo lineups used with all victims and/or witnesses during an investigation will be submitted into evidence, regardless of whether a positive identification was made or not. A "working copy" of any lineup used during an investigation may be made to assist the investigating deputy(s) with that investigation, but may not be used with any victim or witness.

S. Separate photo lineups may be constructed using copies of the same suspect and "filler" photographs for different victims and/or witnesses; all such lineups presented for viewing shall be marked and placed into evidence as described above.

T. The person that constructs the photo lineup, as well as the person that presents the lineup, must submit a supplemental report documenting their involvement in the lineup procedure.

U. Victims/witnesses will not be told if they identified the correct suspect, as such, could interfere with future identification procedures.

V. Any lineup presentation made by any member of this agency at the request of an outside agency will be conducted in accordance with this policy.

III. PHYSICAL LINEUP PROCEDURES

A physical lineup is the presentation of several individuals to a victim or eyewitness of a crime, in an attempt to identify the perpetrator of a criminal act. Physical lineups shall always be conducted in conjunction with a representative of the District Attorney's Office. The following guidelines should be used in conducting a physical lineup:

A. At least six persons-one suspect and five "fillers", will participate in this type of lineup. All participants will be of the same race and sex and shall be

similar in height, weight, hair color, hair style, facial hair, and clothing. Other characteristics such as glasses shall also be taken into consideration. Participants who know, or could be known, by witnesses will not be used.

B. All physical lineup procedures will be documented by videotape and logged as evidence in the case. The Crime Scene Investigation Unit will assist in the photographic documentation of such lineup procedures, which will consist of frontal and profile photographs of all participants and videotaping of the entire procedure.

C. Only one suspect will be used in a physical lineup at one time. If a case involves more than one suspect, a separate physical lineup must be created.

D. Physical lineups will be reviewed for consistency and accuracy by a supervisor and a representative from the District Attorney's Office before being presented to a witness.

E. The presenting deputy shall be certain to adequately explain the physical lineup process to the victim/witness prior to its presentation. To accomplish this, this deputy shall utilize the Alamance County Sheriff's Office Victim/Witness Physical Lineup Advisal Form. When the explanations have been read to the victim/witness, the time, date, officer's name, and location at which the physical lineup is presented, shall be noted on this form.

F. The person conducting the physical lineup shall be independent of the investigation and should not know the identity of the suspect. This is called a *double-blind* procedure, and is done to reduce misidentifications due to unintentional influences by the presenter.

G. Individuals shall be presented to witnesses sequentially-i.e. one at a time, and not simultaneously. Sequential presentation requires each person to be presented to the victim/witness separately, in a previously determined order.

H. The suspect should be allowed to choose his/her position in the lineup. If he/she will not choose a position, then this will be done at random; a suspect shall never be placed in the first position of a lineup, however.

I. Any "filler" participants must not indicate which person the suspect is. Use of police personnel in the lineup should only be used as a last resort.

J. Participants may be asked to repeat certain words or phrases that were spoken during the crime, but all words and phrases must be consistent by the participants.

K. The victim/witness will indicate on the Alamance County Sheriff's Office Victim/Witness Physical Lineup Advisal Form whether he/she was or was

not able to identify the suspect by initialing this form in the appropriate space. When the physical lineup process is complete, the presenting deputy will indicate such on this form.

IV. RIGHTS OF PARTICIPANTS IN LINEUPS

A. Show-ups should only be used when circumstances require the prompt display of a single suspect to a witness, e.g., when not enough probably cause exists for detention long enough to construct a complete physical lineup, or when public safety concerns exists.

B. Suspects who are not in custody must consent to voluntary detainment to participate in a live lineup, or to being photographed for use in a photo lineup. In such instances, a written consent indicating that this subject is a willing participant in the lineup or photographic session without promises, threats, pressure, or coercion must be obtained which is signed and dated by the suspect. If a non-custodial suspect refuses to participate in a lineup or have his/her photograph taken, a non-testimonial order of identification or search warrant, must be obtained in order to carry out this procedure with that suspect.

C. No person has a right to have a lawyer present at any photographic identification procedure.

D. Certain rights are afforded to suspects who are required to stand in a physical lineup. If a suspect has been arrested, he/she must be advised of his/her right to counsel during the lineup procedure. If such a custodial suspect agrees to participate in a physical lineup, a consent form should be obtained. However, suspects who are in custody cannot refuse to participate in a lineup, and can be required to talk, walk, stand, wear particular clothing or disguises, or to make certain gestures that were observed during the crime. Due process requires that if one participant is required to do, say, or act in a certain manner, all participants must do the same thing. Attorneys will be permitted to observe such lineup procedures and may giver counsel and advice to a client before such procedures, but will not be allowed to interfere with the lineup procedure itself once it has begun.

V. IDENTIFICATION OF SUSPECTS DURING UNDERCOVER OPERATIONS

A. During undercover operations, the investigating (case) deputy is responsible for having the suspect of a drug or other contraband purchase identified by the undercover deputy on the same day as the purchase, or as soon after the4 purchase as is possible. This identification will be made by a photographic or personal viewing of the suspect by the undercover deputy.

B. Further identification of the suspect by the undercover deputy will be made on the day of the arrest of the suspect. This identification will e made in-person either directly face to face or via a one-way mirror or other means of concealed viewing, as is necessary and appropriate in the judgment of the supervisor of this operation.

C. No person has a right to have a lawyer present at any photographic identification procedure.

D. Certain rights are afforded to suspects who are required to stand in a physical lineup. If a suspect has been arrested, he/she must be advised of his/her right to counsel during the lineup procedure. If such a custodial suspect agrees to participate in a physical lineup, a consent form should be obtained. However, suspects who are in custody cannot refuse to participate in a lineup, and can be required to talk, walk, stand, wear particular clothing or disguises, or to make certain gestures that were observed during the crime. Due process requires that if one participant is required to do, say, or act in a certain manner, all participants must do the same thing. Attorneys will be permitted to observe such lineup procedures and may give counsel and advice to a client before such procedures, but will not be allowed to interfere with the lineup procedure itself once it has begun.

VI. IDENTIFICATION OF SUSPECTS DURING UNDERCOVER OPERATIONS

A. During undercover operations, the investigating (case) deputy is responsible for having the suspect of a drug or other contraband purchase identified by the undercover deputy on the same day as the purchase, or as soon after the purchase as is possible. This identification will be made by a photographic or personal viewing of the suspect by the undercover deputy.

B. Further identification of the suspect by the undercover deputy will be made on the day of arrest of the suspect. This identification will be made in-person either directly face to face or via a one-way mirror or other means of concealed viewing, as is necessary and appropriate in the judgment of the supervisor of this operation.

C. The investigating (case) deputy will be responsible for insuring that a photograph of any suspect arrested as a result of an undercover operation is made on the day of the arrest of that suspect, and that a copy of this photograph is placed in the investigative file until such time that the case is properly adjudicated.

D. In circumstances in which the suspect is arrested and the undercover deputy is not available and/or in which the investigating deputy(s) for the undercover operation was not aware or notified of such arrest(s) until a later date (e.g.,

where the suspect was arrested in another jurisdiction, or was arrested on a warrant which had been placed in this agency's "hot file"), it shall be permissible for the undercover deputy to identify the suspect from a photograph made at the time of his/her arrest.

E. The investigating (case) deputy will be responsible for submitting supplemental report into the case file documenting the date, time, and results of these identification procedures by an undercover deputy.

F. In situations in which a photographic identification of a suspect is made by an undercover deputy, notations will be made on the photograph identified by the undercover deputy as to the date and time of the identification, the case file (OCA) number, and the signature or initials of the undercover deputy and the case officer. This photograph will be retained in the case officer's investigative file until such time that the case is properly adjudicated.

G. Confidential, reliable, informants (cri) who are utilized in undercover operations to establish probably cause for the arrest of suspects shall follow the same restrictions and requirements as are set out in this policy regarding photographic lineup procedures when photographs are used for the purpose cri identifying a suspect, and shall follow the same procedural restrictions and requirements regarding direct or indirect in-person viewing of suspects when that means of identifying a suspect by a cri is utilized.

ALAMANCE COUNTY SHERIFF'S OFFICE
Victim/Witness Photo Lineup Advisal Form

I am about to show you a series of photographs. The person who committed the crime we have discussed may or may not be included. I do not know whether the person being investigated is included in this series or not. Even if you do identify someone during this procedure, I will continue to show you all of the photographs in this series.

Keep in mind that features such as hairstyles, beards and mustaches can easily be changed and that the skin complexion of persons can look different in photographs.

You should not feel like you have to make and identification. This procedure is important to this investigation whether or not you identify someone.

The photographs will be shown to you one at a time and are in no particular order. Take as much time as you need to look at each photograph. After each photograph, I will ask *"Is this the person you saw _____, Yes or No?*
(Insert Crime)

Because you are involved in this ongoing investigation, in order to prevent damaging the investigation you should not discuss this identification procedure or its results with anyone other than the officers involved with this investigation.

"I have read these instructions, or they have been read to me, about the way this lineup procedure will be conducted. I understand these instructions and I will follow them while reviewing the photographs which will be presented to me."

Victim/witness (printed name) _____ (signature) _____

Date _____ Time _____

Presenting officer (printed name) _____ (signature) _____

Date _____ Time _____

Investigating officer (printed name) _____ (signature) _____

Date _____ Time _____

Reviewing Supervisor (printed name) _____ (signature) _____

Date _____ Time _____

Lineup presentation beginning time: _____ ending time: _____

Positive identification made: ☐ Yes ☐ No

OCA # _____

ALAMANCE COUNTY SHERIFF'S OFFICE
Victim/Witness Physical Lineup Advisal Form

I am about to show you a series of individuals. The person who committed the crime we have discussed may or may not be included. I do not know whether the person being investigated is included in this series or not. Even if you do identify someone during this procedure, I will continue to show you all of the individuals in this series.

Keep in mind that features such as hairstyles, beards and mustaches can easily be changed.

You should not feel like you have to make and identification. This procedure is important to this investigation whether or not you identify someone.

The individuals will be shown to you one at a time and are in no particular order. Take as much time as you need to look at each one. After each individual, I will ask
"Is this the person you saw _____*, Yes or No?*

If you answer *"yes"* I will then ask you *"Can you describe how sure you are?"*
(Insert Crime)

Because you are involved in this ongoing investigation, in order to prevent damaging the investigation you should not discuss this identification procedure or its results with anyone other than the officers involved with this investigation.

"I have read these instructions, or they have been read to me, about the way this lineup procedure will be conducted. I understand these instructions and I will follow them while reviewing the individuals who will be presented to me."

Victim/witness (printed name) _____ (signature) _____

Date _____ Time _____

Presenting officer (printed name) _____ (signature) _____

Date _____ Time _____

Investigating officer (printed name) _____ (signature) _____

Date _____ Time _____

Reviewing Supervisor (printed name) _____ (signature) _____

Date _____ Time _____

Lineup presentation beginning time: _____ ending time: _____

Positive identification made: ☐ Yes ☐ No

OCA # _____

ALAMANCE COUNTY SHERIFF'S OFFICE
Consent To Participate In Lineup

I AGREE TO: ☐ 1) Be photographed for the purpose of a photo lineup

☐ 2) Participate in and be videotaped during a physical lineup

I understand that the results of this procedure(s) will be used in an ongoing investigation by the Alamance County Sheriff's Office and that these results may be used against me in a court of law at a later time. No promises, threats, pressure or coercion has been made to me or used against me in obtaining this agreement and I fully know and understand what I am doing in this matter.

Name: (Printed) _____ (signature) _____

Date of Birth_____ Date: _____ Time _____

Witness Officer: (printed) _____ (signature) _____

ID #: _____ Date _____ Time _____

Witness Officer: (printed) _____ (signature) _____

ID # _____ Date _____Time _____

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: DOMESTIC VIOLENCE

POLICY#: VIII-VI **EFFECTIVE DATE: 02/12/2019**

REVISED DATE: 09/13/2019 05/13/2021 04/22/2024

DISCUSSION: Domestic Violence is a problem that affects every community across the nation. It crosses all races, social and economic backgrounds, cultures, religions and relationship types. Domestic Violence is a deliberate pattern of abusive tactics used by one partner in an intimate relationship to obtain and maintain power and control over the other person.

PURPOSE: The Alamance County Sheriff's Office (ACSO) wants to deliver a clear and consistent response to domestic violence. While protecting the victims of domestic violence and their families from immediate danger and assisting in connecting victims with the resources and services they require, the ACSO seeks to enforce the community's intolerance for violent behavior and communicate the message that domestic violence is unacceptable and will not be tolerated in our community.

DEFINITIONS:

Personal Relationship includes persons whom:

- Are current or former spouses;
- Are persons who live together or have lived together for the purposes of cohabitation;
- Are related as parents and children, including others acting as guardian to a minor child, or as grandparents and grandchildren;
- Have a child in common;
- Are current or former household members;
- Are persons who are in a dating relationship or have had a dating relationship in the past.

Intimate Partner: classified as spouses, former spouses, persons living together or who have lived together as if married, person who are involved in a dating relationship, or individuals having a child in common. "Intimate Partner" is a smaller subset of the broader definition of domestic violence and does not apply to other relationships such as siblings and parents.

Domestic Violence: The commission of one or more of the following acts upon an individual (or upon a minor child who is residing with or is in the custody of the individual) by a person with whom the individual has or has had a personal relationship, not including acts of self-

defense:

- Attempts to cause bodily injury or intentionally causes bodily injury;
- Placing the individual or a member of the individual's family or household in fear of imminent, serious bodily injury or continued harassment, that rises to the level as to inflict substantial emotional distress;
- Communicates threats;
- Commits a sexual assault;
- Intentionally destroys real or personal property;
- Commits crime of domestic violence as defined in NCGS 14-32.5
- Commits domestic criminal trespass as defined in NCGS 14-134.3; or
- Violates a valid court order provided under NCGS 50B

Domestic Criminal Trespass: A misdemeanor committed by a person who enters or remains on premises, after being ordered to leave by the occupant of the premises, who is the spouse, former spouse, or someone with whom the perpetrator has lived as married but are now living apart may include a judicial order of separation, a court order, a written or verbal agreement between the two parties, or separate places of residence for the two parties (N.C.G.S. 14-134.3).

Probable Cause: Probable cause is the legal standard by which a police officer has the right to make an arrest, conduct a personal or property search, or obtain a warrant for arrest. While many factors contribute to a police officer's level of authority in a given situation, probable cause requires facts or evidence that would lead a reasonable person to believe that a suspect has committed a crime.

A law enforcement officer is not required to actually witness the incident to have probable cause to believe that the offender has committed the offense. For example, a deputy may take into account the circumstances of the situation and the testimony of a victim. If the facts presented to the deputy are sufficient to cause the officer to believe that an offense has occurred the deputy may have "probable cause" and be authorized to arrest the offender, even if the alleged offender has already left the scene upon the officer's arrival.

Domestic Dispute: In general terms, any quarrel, which may or may not include violence, within a family or between members of the same household. Definitions are governed by NC General Statutes and may also include any child or an adult or fully emancipated minor who is a spouse, former spouse, cohabitant, former cohabitant or person with whom a suspect has had a child or has had a dating or engagement relationship, including same sex partners. A domestic dispute may or may not include criminal behavior. It is the position of the Alamance County Sheriff's Office to provide the best possible service to all victims of crime regardless of the nature or their relationship to each other.

Bodily Injury: Any physical injury or pain sustained by the victim or any impairment of the victim's physical condition.

Self-Defense: A person's justifiable use of physical force upon another person when he/she believes such force is necessary to defend himself/herself or a third party from what is reasonably believed to be the use or imminent use of physical force by that other person. The use of reasonable force to protect oneself or members of the family from bodily harm from the attack of an aggressor, if the defender has reason to believe he/she/they are in danger.

Domestic Violence Protection Order: All forms of orders related to domestic violence that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

Ex-Parte Order: A temporary court order valid for up to 10 days or until the date set for a hearing in which both parties are present. Ex-parte orders in cases continued beyond the 10 days may be valid and can be verified electronically through the Administrative Office of Courts (AOC) e-filing system. These orders are available to individuals involved in domestic violence only (N.C.G.S.50B-2c).

***Lethality Assessment Protocol (LAP*)**: A screening tool to assist investigators and provide guidance to victims, resulting in an enhanced approach to homicide prevention between intimate partners.

POLICY: Domestic Violence is a crime, which requires direct law enforcement intervention and a coordinated community response. A deputy sheriff who responds to a domestic violence incident will attempt to reduce the possibility of violence and threats toward the victim and other involved individuals, and will conduct a thorough investigation.

I. ARREST BY LAW ENFORCEMENT OFFICERS

A. Warrantless Arrests - A law enforcement officer may arrest without a warrant any person who the deputy has probable cause to believe has committed a criminal act in the officer's presence. A law enforcement officer may arrest without a warrant for a felony based on probable cause alone, even if the offense did not occur in the officer's presence.

N.C. General Statute 15A-40l(b)(2) authorizes a law enforcement officer to conduct a warrantless arrest if the officer has probable cause to believe that one of the following misdemeanors have been committed.

1. Simple assault;
2. Assault on a female;
3. Assault with a deadly weapon;
4. Assault inflicting serious injury; and/or
5. Domestic criminal trespass

(NOTE- The new crime of Misdemeanor Crime of Domestic Violence, is not included in this list, but because the charge of Misdemeanor Crime of Domestic Violence includes all of the elements of a Simple Assault, it is also viable as an offense for which a warrantless arrest can be made, whether or not Simple Assault is also charged.)

B. Mandatory Arrests In cases where there is a Chapter 50B Court Order in effect, N.C. General Statute 50B-4 **requires** an officer to effect an arrest if there is probable cause to believe that the suspect violated the court order.

Additionally, according to the law, the terms and conditions of the court order remain enforceable, regardless of the acts of the victim or suspect, and may be changed only by order of the court.

II. INVESTIGATING ALLEGATIONS OF DOMESTIC VIOLENCE

A. Preliminary Investigation by Responding Deputies – The primary concern of the responding investigating deputy should be the safety of the victim/complainant. When responding to a domestic dispute or domestic violence call, Deputies/Investigators of the Alamance County Sheriff's Office will perform the following duties:

1. Restore order by separating the parties and allowing each party to calm down. It is important to separate the parties involved in the dispute.
2. Interview all parties separately. Children should be interviewed in a manner appropriate to their age. Children's names and ages should be noted in the report.
3. Investigate the incident and determine if State Law authorizes an arrest. Always record statements, preserve the crime scene, and collect evidence (Utilize Crime Scene Unit if needed).
4. Check NCIC/NC Aware to determine if there are any outstanding warrants, current release conditions or an active 50B.
5. Provide the victim with the contact information for The Family Justice Center.
6. Photograph the victim if a victim has been assaulted or alleges an assault occurred (regardless if injury is apparent). Depending upon the circumstances, the injuries should be photographed within 24 hours of the incident.
7. Determine - if both parties are injured - which party was the aggressor and whether one of the parties was acting in self-defense. Reasonable acts of self-defense, without the use of excessive force, may be justifiable and may not necessitate the arrest of both parties to a domestic incident.
8. Complete the Lethality Assessment Protocol
9. Notify the on-call Special Victims Unit Investigator and request they respond to the scene if a Domestic Violence incident involves a serious injury or

death.

10. Submit a complete and accurate Incident Report when:
    - an arrest is made or
    - any time such an arrest could be made, but the suspect could not be located at the scene or
    - threats have been made or alleged by an involved party or
    - an assault or an allegation of assault has been made, regardless of the observable presence of injuries or
    - property was damaged, or evidence that property was damaged
    - violations or allegations of violations of a 50B order
11. Submit a "domestic" field contact form with a brief summary when:
    - a domestic dispute has occurred and
    - no assault, no evidence of assault, or allegation of assault has been made and
    - no threats were made or alleged and
    - no damage to property or evidence of damage to property and
    - the incident was verbal in nature

B. If an arrest is made, the investigating deputy will complete an Incident Report and an Arrest Report and provide the victim with a Victim Notification Form. These reports will be completed and submitted before the end of the investigating deputy's shift.

C. Lethality Assessment Protocol shall be utilized on all domestic calls. Deputies may utilize the Forseti online tool. Based on the lethality assessment, the deputy will call LAP Hotline. Do not use the victim's phone unless it is patched through via CCOM.

1. The deputy will stay with the victim for the duration of the 10-minute call.
2. If the hotline is not answered immediately, the deputy will make a second attempt.
3. If the victim initially suggests they do not wish to talk to the hotline counselor, make the call to the hotline and then ask the victim again.

III. ARREST DECISIONS

A. When Arrest is required by Policy

The investigating deputy must arrest and transport the offender to the magistrate's office under the following circumstances if there is probable cause to believe that:

1. A felony has occurred; or
2. A Simple Assault, Assault on a Female, Assault with a Deadly Weapon, Assault

inflicting Serious Injury, and/or Domestic Criminal Trespass was committed by the offender outside the presence of the officer and a warrantless arrest is authorized under N.C. General Statute 15A-401(b)(2);

3. **AND:**
4. The Victim/Complainant and Perpetrator/Offender:
    a. Are current or former spouses;
    b. Are persons who live together or have lived together;
5. **OR:** A valid Domestic Violence Protective Order does exist and there is probable cause to believe that the suspect has violated a valid protective violence order (50B).

B. Suspect has left the Scene

If an arrest is authorized and the offender has left the scene, the responding/investigating deputy will obtain a warrant for arrest and make a reasonable effort to locate the suspect as soon as possible and conduct the arrest. If the suspect is not arrested before the end of the responding/investigating deputy's shift, that deputy shall notify the oncoming shift supervisor.

C. When arresting a suspect for violation of a Domestic Violence Protective Order, **Use N.C. General Statute 50B-4.l(a). Using this statute makes it a criminal offense.**

D. Proper Restraints Are Required

Whenever an offender is placed under arrest for a Domestic Violence related offense, the deputy is required to apply proper physical restraints, including handcuffs, in accordance with agency policy.

IV. ASSISTANCE BY DEPUTY IN OBTAINING WARRANTS

The investigating deputy shall assist the victim/complainant by obtaining a warrant for the arrest of the perpetrator. If the victim/complainant refuses to cooperate, at the time, the deputy shall weigh all of the facts and circumstances, and will decide whether or not to obtain a warrant from the magistrate.

A. The deputy **<u>will</u>** consider the following facts and circumstances before deciding whether or not to obtain a warrant:

1. The existence of a protective order;
2. The history of previous law enforcement calls involving the same victim and offender
3. The likelihood that the crime will be repeated or continuation of the violence;
4. The seriousness of the victim's injury; **and**
5. The presence or involvement of dangerous weapons.

B. The deputy **<u>will not</u>** consider the following when deciding whether or not to obtain an

arrest warrant:

1. The relationship status of the parties;
2. The victim's apparent willingness or non-willingness to prosecute the case; or
3. The deputy's belief that the victim will not prosecute.

V. POST ARREST PROCEDURE

After conducting an arrest, a deputy will transport an offender without unnecessary delay to appear before a judicial official.

The responding deputy will inform the judicial official of all pertinent information known by the deputy concerning the offender's history of violence, threats, the number of previous calls, the potential for further violence if released, and the existence of court order, release conditions or civil order. This information will assist the judicial official in setting appropriate bond and release conditions (if applicable). In domestic related cases where the parties are living together or have lived together, and one or both parties are arrested, they will be detained without bond for 48 hours or until they are taken before a Judge to have their bond set, whichever comes first.

The Deputy will complete thorough and accurate reports including an Incident Report, Arrest Report, and any other required reports. The deputy will assist the victim in contacting the Family Justice Center if the victim needs shelter or further assistance.

VI. VICTIM SERVICES

After conducting an investigation, even if an arrest is not made, the investigating deputy will take whatever steps are reasonable to protect the victim/complainant from harm and will advise them of services which are available.

VII. OFFICER INVOLVED DOMESTIC VIOLENCE

A. On Scene Response

When a law enforcement or detention officer employed by this agency is involved in a domestic violence situation and sworn personnel are dispatched to the scene, the following procedures shall be applied:

1. The first responding deputy shall notify his/her supervisor to respond to the scene. Once the supervisor arrives, the criminal investigation should be handled as outlined in this policy, but shall be led by a deputy who is at least one rank above the involved deputy.
2. The on-site supervisor shall notify the Sheriff, Chief Deputy and the Lieutenant of

the Special Victims Unit from the scene, or as soon as possible after assessing the situation.

3. The Sheriff or Chief Deputy may order and assign appropriate personnel to conduct an internal investigation in addition to any criminal investigation.
4. If there is probable cause to believe the involved deputy or detention officer committed a criminal act, he/she shall be arrested.
5. The supervisor shall advise the on-duty tele-communicator to preserve any radio and telephone tapes related to the incident. The recordings and written reports shall be forwarded to the Chief Deputy as soon as practical, but within 24 hours.
6. In cases where the responding deputy determines that the suspect is a sworn law enforcement officer from another agency, the responding supervisor shall notify the respective agency where the suspect is employed.
7. In cases where a Domestic Violence Ex-Parte Protective Order is issued against a law enforcement officer from another agency, the on-duty supervisor shall contact the on-duty supervisor of the officer's employing agency before the service of the order.

B. Mandatory Reporting

If any employee of the ACSO has knowledge of an on-going domestic violence situation involving another employee, they should notify their immediate supervisor, who will notify his/her chain of command. The supervisor of the involved employee will inform the Sheriff or Chief Deputy who will initiate a formal investigation.

A deputy will make a written report of any alleged crime of domestic violence by a law enforcement officer, just as any other domestic violence incident.

C. Internal Investigation

In addition to any criminal investigation, an Internal Affairs Investigation will be conducted by order of the Sheriff or Chief Deputy. Any complaints involving Sheriff's Office Employees, regardless of whether a law enforcement officer responded and probable cause existed, will be handled with high priority in the investigation process, and will be resolved as quickly as possible within the Sheriff's Office. Any investigation which appears to have a conflict of interest that would make an objective investigation impossible, if the incident were to be investigated by the ACSO, will be referred to the SBI.

The provisions of this policy are intended to ensure and enhance the credibility of the Alamance County Sheriff's Office, and should not be construed as policy which assumes

guilt, penalizes or exonerates employees of this office.

VIII. WEAPONS

A. Firearm Surrenders as Directed by a Domestic Violence Protective Order

In certain cases, an Ex-Parte Domestic Violence Protective Order may be issued by a District Court Judge or Magistrate directing the Sheriff's Office to accept surrender of firearms, machine guns, ammunition, permits to purchase firearms, and permits to carry concealed firearms which are owned, possessed, or in control of the defendant.

1. The deputy serving the Domestic Violence Protective Order shall make every reasonable effort to allow for the required surrender of the firearms, as directed by the order.
2. If firearms are surrendered to the deputy serving the Ex-Parte Domestic Violence Protective Order, the deputy shall complete a Property Report at the scene, listing the serial#, color, brand name and caliber of each item surrendered. The deputy shall provide a copy of that report to the person surrendering the items prior to leaving the scene. After the surrender is completed, the deputy will affix an evidence tag to each item with case number and information without unnecessary delay, transport the firearms to the Alamance County Sheriff's Office to be submitted in person or placed in an evidence locker.
3. If the defendant is served with an Ex-Parte Domestic Violence Protective Order and they own, possess, or have in their control any firearm, but does not have the firearm(s) with them at the time of service (e.g. served while the defendant is incarcerated in the Alamance County Detention Center; served at their place of employment; etc.) the deputy shall inform the defendant that they are to surrender their firearms within 24 hours of service to the Sheriff's Office. If the firearms are not surrendered after this time period, Domestic Violence Deputies will do a follow-up investigation to see if the Defendant is in violation of the 50B order.
4. Once weapons are in the possession of the deputy serving the Domestic Violence Protective Order, the deputy shall complete a Property Report at the scene of seizure, listing the serial#, color, brand name and caliber of each item seized. The deputy shall provide a copy of that report to the person surrendering the weapons prior to leaving the scene. The deputy will affix an evidence tag to each weapon with case number and information without unnecessary delay, transport the firearms to the Alamance County Sheriff's Office to be submitted in person or placed in an evidence locker.

B. Weapon Seizures as directed by the Alamance County Sheriff's Office Policy

In certain cases, a deputy may seize weapons that are owned, possessed, or in the

control of the defendant during the performance of their duties.

1. A deputy who has knowledge that a person is in possession of a firearm and/or ammunition, while subject to a valid Domestic Violence Protective Order, or has been convicted of certain crimes making the possession of a firearm unlawful, the deputy shall take appropriate action pursuant to the laws of search and seizure to confiscate such firearms.
2. The deputy who seizes a firearm for illegal possession of the firearm(s) shall make a determination of whether the violation is of state or federal law.

C. Release of Firearms

Firearms which are surrendered pursuant to a Domestic Violence Protective Order (50B), or other weapons which have been seized as evidence, can be released through the following procedures:

1. When a judge issues a court order releasing the weapon(s) seized to the owner or the person named in the order, provided that person has no violation which prohibit the lawful possession of firearms.
2. The person receiving the firearm will furnish to the Property and Evidence Technician a form of photographic identification, which includes that person's name, date of birth and address.
3. The person receiving the firearm must meet all state and federal requirements to possess a firearm.
4. Any person receiving firearms must provide a valid court order authorizing the release of said firearms.

IX. DUTIES OF THE DOMESTIC VIOLENCE INVESTIGATOR

A. The Role of the Domestic Violence (DV) Investigator

The investigators in the Domestic Violence Unit are a subdivision of the Special Victims Unit of the ACSO. Their primary responsibility is to investigate domestic violence which occurs in Alamance County, NC, and to follow-up on those investigations. They collaborate with other law enforcement agencies, the court system and community support agencies such as DSS, Family Justice Center, Family Abuse Services, District Attorney's Office, or Crossroads. The DV Investigators provide assistance to victims and strive to meet their needs.

B. Duties

All domestic violence-related incidents that are reported on an incident report or field contact are forwarded and assigned to one of the DV investigators who shall conduct an investigation and follow up with the parties involved. After receiving the complaint, the DV Investigator shall:

1. Make contact with the victim in a timely manner.
2. Explain the DV process to the victim.
3. Conduct any follow up interviews and investigation.
4. Refer the victim to community-based agencies if needed, such as DSS, Family Justice Center, Family Abuse Services, District Attorney's Office, or Crossroads.
5. Provide the victim with their contact information
6. Make contact with the suspect when appropriate.
7. The assigned DV investigator must ensure the case file is completed and shared with the District Attorney's Office for follow-up.

C. Service of Domestic Violence Protective Order (DVPD, 50B) Process

1. Domestic Violence Investigators have the primary responsibility for service of 50B processes.
2. The Patrol Division will assist with 50B service on night shift and weekends.
3. All efforts should be made to expedite service of domestic violence protection orders.
4. Any and all attempts of service of a 50B order shall be documented by any officer attempting such service; this documentation shall be made on a "criminal paper date sheet" which is attached to the office copy of these orders, and electronically in the current software, and shall include:
    - the date and time of each attempted service;
    - a brief notation as to the nature of the attempted service (e.g., "not at home", "no answer", etc.);
    - and the name and identification number of the officer attempting the service.
5. In addition to completing the return of service on the 50B following a successful service attempt, the serving deputy shall also indicate in the current software that the order was served.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: NALOXONE TRAINING AND USE

POLICY#: VIII-VII EFFECTIVE DATE: 03/04/2019

PURPOSE: To establish policy and guidelines governing utilization of naloxone (Narcan) administered by the Alamance County Sheriff's Office personnel, pursuant to NCGS 90-106.2. The objective for the use of naloxone is to reduce fatalities from misuse of opioids.

POLICY: It is the policy of the Alamance County Sheriff's Office that all deputy sheriffs assigned to uniformed patrol are required to have appropriate instruction in the use and administration of naloxone. Except under exigent circumstances, no deputy sheriff will carry or administer naloxone under this policy without having first received this instruction. The Sergeant of Mental Health shall serve as the agency's naloxone program coordinator and shall be responsible for the procurement, distribution, and administration of the drug, including documentation of naloxone use on a standardized agency form.

PROCEDURE:

I. NALOXONE USE PROCEDURES

A. Maintain universal medical precautions;

B. Perform patient assessment

C. Speak with bystanders, if appropriate, and scan the area for indications of opiate use by the patient.

D. Determine patient's level of alertness, look for signs of life, and determine if depressed breathing is occurring.

E. Notify Central Communications of patient's condition and request Fire/EMS where appropriate (if not already en route).

F. Administer naloxone per the Sheriff's Office approved naloxone training curriculum.

G. Once medical personnel arrive, deputies shall report to medical personnel all medical steps taken by the deputy prior to the arrival of medical personnel.

H. Document the incident, and take any law enforcement action necessary.

II. MAINTENANCE/REPLACEMENT

A. An inspection of the naloxone kit shall first be the responsibility of the personnel to which it is assigned. Kits shall also be inspected by supervisors during the process of routine inspection of vehicles/equipment.

B. Missing, damaged, or expired naloxone kits shall be reported to the Sergeant of Mental Health (through the chain of command), and replaced as appropriate.

C. Naloxone kits should be stored and maintained as directed in the Sheriff's Office approved naloxone training curriculum.

III. DOCUMENTATION/NALOXONE USE REPORT

Upon completing any medical assist and/or naloxone administration, a deputy shall submit a report outlining the details of naloxone administration. A copy of this report shall be forwarded to the Sergeant of Mental Health for data collection purposes.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: PRETRIAL RELEASE

POLICY#: VIII-VIII EFFECTIVE DATE: 03/22/2022

I. PURPOSE

Pretrial Services primary function is to aid in reducing the detention population by recommending the release of those defendants who after careful review qualify for either the Pretrial Release Program or Electronic House Arrest. In addition, Pretrial Services also performs a wide range of functions within the court system, to include but not limited to the following: the preparation of affidavits of indigence and the retrieval of outstanding criminal processes.

II. INSURANCE OF POLICIES ON PRETRIAL RELEASE

The Pretrial Services Program in Alamance County is under the provisions of G.S. 15A-535(b).

A. Subject to the provisions of this article, the senior resident superior court judge for each district or set of districts as defined in G.S. 7A-41.1 (a) in consolation with the chief district court judge or judges of all the district court districts in which are located any of the counties in the senior Resident Superior Court Judge's District or set of districts, must devise and issue recommended policies to be followed within each of those counties in determining whether, and upon what conditions, a defendant may be released before trial and may include in such policies, or issue separately, a requirement that each Judicial Official who imposes condition (4) in G.S. 15A534W must record the reasons for doing so in writing.

B. In any county in which there is a pretrial release program, the senior resident superior court judge may, after consultation with the chief district court judge, order that defendants accepted by such program for supervision shall, with their consent, be released by Judicial Officials to supervision of such programs, and subject to its rules and regulations, in lieu of releasing the defendants on conditions (1), (2), or (3) of G.S. 15A-534(a). (1973 c. 1286, s. 1; 1975, c. 791, s.1; 1987, c. 481, s. 2; 1987 (Reg. Sess., 1988), c. 1037, s 55.)

III. PRE-TRIAL SERVICES STAFFING

Pretrial Services Staff include two Pretrial Release Case Managers—a lead case manager and a second case manager. Although each staff member has individual responsibilities and caseloads, they are expected to assist one another to assure coverage. The lead case manager shall make all final decisions regarding program activities and other office matters—in consultation with Detention Administration as is necessary. Individual job descriptions are to follow.

IV. PROCEDURES FOR AFFIDAVITS

In considering, a defendant's request for court-appointed counsel an affidavit is required to provide the court with the defendants' current financial status. If found to be indigent by the court a defendant is entitled to court appointed representation throughout the judicial process of his or her case. A Judge will review the affidavit, and assign a court appointed counsel as appropriate.

V. DETENTION INTERVIEWS

The purpose of the interview is to obtain current background information on the defendant. The background portion of the interview is conducted to determine if the defendant is suitable for release. Consideration include but are not limited to: criminal history, mental health diagnosis if any, living arrangements, substance abuse history, etc. A validated risk assessment tool is also administered by the case manager to determine the level of supervision necessary and if the defendant poses a flight risk or is likely to reoffend. All these factors are vital parts in considering and setting conditions of release. Realizing that all defendants may have unique circumstances that my affect their suitability for release; each release recommendation is made on a case-by-case basis.

Any Pretrial Release Program established under this section shall include all the following guidelines:

1. A defendant is not eligible for Pretrial Release if any of the following conditions exist and/or those described on the Disqualified Defendant List:

    A. The defendant is a detainee from another jurisdiction.
    B. The defendant is charged with a felony that is a Class A through G felony.
    C. The defendant is charged with a crime, which the defendant is alleged to have used a firearm
    D. The defendant is charged with a probation violation.
    E. When authorized by a presiding Judge, the above defendants may be enrolled in the program.

2. A defendant who is accepted by a pretrial release program shall be screened by the pretrial case manager for the following:

    A. Any personal information required by the program.
    B. Criminal record checks.
    C. Any probation and parole information regarding the defendant.
    D. Any other relevant information required under the program guidelines.

3. A provision that if a defendant is approved for pretrial release by the pretrial release interview, the presiding judge in a district or superior court, as appropriate, may specify and order any condition of release deemed appropriate in the discretion of the presiding judge.

4. A provision that the pretrial release authority places a copy of the release in the defendant's court file along with a pretrial release agreement upon full approval of a defendant's release by the pretrial release authority and the court. The pretrial release authority shall also be required to notify the appropriate detention staff of the defendant's release and to meet with the defendant before the defendant is released to discuss the pretrial conditions and monitoring and to have pretrial release agreement signed and attached to the release order.

5. A provision that the defendant shall contact the appropriate pretrial release case manager on a weekly basis and shall comply with the pretrial release court order when the defendant is released and that failure to comply with this condition may result in the immediate incarceration of the defendant. In addition, the pretrial release case manager is responsible for monitoring the court order/pretrial agreement to assure that all conditions stated in the Agreement are adhered to.

VI. RELEASE RECOMMENDATIONS

Upon completion of the detention interview, the interviewer will make one of three recommendations regarding a defendant's participation in a pretrial services program. The recommendations are as follows: excluded, disqualified or further investigation required.

EXCLUDED

Persons charged with any of the offenses listed on the exclusion list are excluded from release under a Pretrial Services Program unless otherwise authorized by a Judge.

DISQUALIFIED

Persons with certain charges or serving active sentences listed on the Disqualified Defendant List are disqualified under Pretrial Services unless otherwise authorized by a Judge.

FURTHER INVESTIGATION

This process applies to a defendant who has not been excluded or disqualified from the program but requires additional verifications to determine suitability. An example may be as in the case when the defendant is newly located within the county/state and there is a need to verify any criminal activity outside of the state of North Carolina. There are other situations when further investigation may be required, such as when a living arrangement is in question.

INFORMATION VERIFICATION

When a further investigation recommendation has been made, the following procedures will be implemented prior to a defendants' release on a Pretrial Services Program; the information obtained from the defendant during the interview process will be verified when possible by contacting references (family members, employers, etc.). Case details will be obtained in cases involving a victim. Local law enforcement, probation/parole officers and the District Attorney's Office will be contacted concerning the suitability for release of the person to the pretrial program. A consent for Release of Information is signed by the defendant prior to his or her release.

VII. PRETRIAL RELEASE PROGRAM

The Pretrial Release Program is designed for defendants who do not have extensive criminal histories or an extensive history of failing to appear in court—with exception being when ordered by a Judge.

Depending on the nature of the charges and other relevant factors, Pretrial Services may impose certain restrictions on the defendant ranging from daily call-ins to curfews. Pretrial Services will determine release conditions, on a case-by-case basis or at the discretion of a presiding Judge. Defendants placed on the Pretrial Release Program shall agree to abide by any conditions set by Pretrial Services or the court. The agreement can be modified to address a defendant's specific area of concern. Pretrial Services will review the agreement with the defendant prior to their release to ensure that he/she fully understands the conditions of release.

VIII. RELEASE OPTIONS

Pretrial Services offers two release programs (Pretrial Release and Electronic Monitoring) to those defendants who have qualified for release. These programs function to accomplish the following objectives:

A. To eliminate the inequalities of the old monetary bail bond system.
B. To alleviate the overcrowded detention facilities and reduce the cost of housing, guarding, and feeding prisoners.
C. To preserve the defendant's ability to keep his job and support his family.
D. To aid him in securing and consulting counsel and preparing his defense.
E. To seek appropriate referral, screening and treatment for mental illness, addictions or other barriers necessary to alleviate recidivism.

IX. ELECTRONIC MONITORING

Electronic Monitoring is designed for those defendants who require more high-risk supervision and tracking than those defendants on Pretrial Release. An on-site inspection of the property where the defendant will reside is conducted by this office prior to their placement on the program. A defendant placed on Electronic Monitoring signs a contract with Pretrial Services agreeing to abide by the rules and regulations of the program.

The defendant is then confined to his/her residence and is under 24-hour supervision through a GPS Satellite Monitoring device attached to his/her ankle. Under normal circumstances, the defendant has a range of approximately 150 feet from the monitor. The defendant always remains home except for "away times." (Time that has been approved by the Judge and/or Case Manager, an example is for school, work, medical appointments, required treatment, etc.). Away times for court appearances and attorney appointments do not require approval. Away times are logged and called into the monitoring agency.

Section 9: Uniforms, Equipment, and Personal Appearance

1. **Equipment, Uniforms, Supplies, and Reports**
2. **Uniform Policy / Dress Code**
3. **Personal Appearance**
4. **Officer Identification**
5. **Military Courtesy**
6. **Court Protocol**
7. **Body Worn Cameras**

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: EQUIPMENT, UNIFORMS, SUPPLIES, AND REPORTS
POLICY#: IX-I **EFFECTIVE DATE: 04/01/2005**
REVISED DATE: 1/3/2024

PURPOSE: The purpose of this policy is to establish procedures and guidelines for the supply and issuance of equipment, uniforms, and supplies to employees of the Alamance County Sheriff's Office.

POLICY: The Alamance County Sheriff's Office endeavors to provide the tools necessary for each of its employees to perform assigned tasks. Equipment, uniforms, and supplies shall be furnished in as equitable a fashion as possible while taking into consideration the need, use, availability and budgetary constraints for each item.

PROCEDURE

I. MANAGEMENT AND ISSUANCE

A. Responsibility for management and issuance of equipment, uniforms, and supplies is assigned to the Captain of Personnel and Training or their designated Equipment Supervisor, who will maintain an inventory of all equipment assigned to individual officers. Personnel assigned to specialized units will be assigned additional equipment dictated by job function.

B. Division supervisors will ensure that accountability is maintained for supplies and equipment utilized by employees of the Sheriff's Office. An inspection program will ensure that this policy is adhered to.

C. The Equipment Supervisor will be responsible for the supply and issuance of all equipment with the exception of weapons and ammunition. Weapons and ammunition will be issued by the Firearms Training Coordinator.

D. Upon separation of an employee from the ACSO, the employee shall return all issued equipment to the Equipment Supervisor in properly maintained working order as it was issued. Firearms will be returned to the Firearms Training Coordinator in properly maintained working order as issued.

E. Each office will maintain reasonable supply of expendable office supplies. These supplies may be obtained through the office assistant.

II. MAINTENANCE

A. Responsibility for the proper use, readiness, and care of all issued property is that of the individual to whom the property is issued. All Sheriff's Office equipment will be maintained in a state of readiness.

B. The designated Equipment Supervisor is responsible for ensuring that

reserve equipment is maintained in proper working order. Reserve or any other equipment that may be used during unusual occurrence situations will be inspected monthly by the individual(s) responsible for same. **All agency issued equipment shall be washed, cleaned, pressed, etc. prior to it being returned to the agency equipment manager.**

III. REISSUANCE

Clothing, equipment, and other items may be reissued in order to ensure maximum utilization of agency resources. Prior to reissuance all items will be inspected for serviceability. Weapons and ammunition will be inspected by an armorer or certified instructor to ensure functionality. Clothing, leather goods and other items will be inspected by the Supply Supervisor. All items for reissuance will be serviced, cleaned or repaired prior to reissuing. Hats, footwear, and body armor covers will not be reissued.

IV. LOSS OR DAMAGE

A. A written report or memorandum shall be submitted to the Chief Deputy through the employee's chain of command in the event that any equipment, uniform items(s), or other supplies are damaged, lost, or stolen, detailing the circumstances of same. The Chief Deputy will determine whether an investigation or any other action(s) are warranted in such instances.

B. Uniforms and/or equipment that is worn or damaged shall be replaced by the Sheriff's Office. Uniforms, issued equipment, and any office equipment, including computer equipment, that must be replaced due to misuse or abuse by the employee shall be paid for by the employee.

V. USAGE

Equipment owned and issued by the Sheriff's Office is intended for official use only and may not be used for any other reason without the authorization of the Sheriff.

VI. RETIREMENT

Upon retirement and at the discretion of the Sheriff, each employee who is issued a sidearm has the option to purchase the firearm for $1. The retired employee, at the discretion of the Sheriff, will also be allowed to retain their currently issued Alamance County Sheriff's Office badge.

VII. REPORTS

All reports generated by this Office and its officers are property of the Alamance County Sheriff's Office. No report(s), other than "working copies" which are in an active investigative status, shall be removed from this Office unless authorized by a Supervisor or the Sheriff. The removal of any file/report(s) by an authorized deputy shall be so noted by placement of a card in the location the file/report was removed from which designates the name of the deputy, reason and date of removal and

authorizing supervisor. All reports and their contents (photographs, notes, diagrams, etc.) in the possession of any deputy shall be returned to the proper file location or turned in to the Supply Supervisor upon the ending of that officer's employment at the Alamance County Sheriff's Office for any reason (termination, resignation, retirement, etc.); under no circumstances are any Alamance County Sheriff's Office reports to be considered or treated as personal property and kept by an employee after his/her employment with this Office ends.

Deputy: _____ Position: Deputy 1 _____

Division: _____ Call Number: _____

ITEM	QTY	MAKE/MODEL	SERIAL NUMBER	FAS #
Badge				
Badge Holder				
ID Card				
Coat Pocket ID				
Shotgun				
Pistol				
Rifle				
Walkie Talkie				
ASP Baton w/holder				
Undercover Weapon				
Campaign Hat w/badge				
Jacket, Raid (Nylon)				
BDU's (shirt & pants)		**Shirt and Pants**		
Pants, Royal robin				
Uniform Shirt/SS/Gray				
Uniform Shirt/LS/Gray				
Uniform Pants, Blue				
Raincoat				
Traffic Vest				
Uniform Coat (Black)				
Uniform shoes				
Boots				
Tactical Web Belt				
Sam Browne Belt				
Holster				
Magazine/Cuff Holder				
Pepper Spray Holder				
Glove Pouch				
Emergency Resonse Book				
Body Armor				

Deputy: Position: Deputy 1

Division: Call Number:

ITEM	QTY	MAKE/MODEL	SERIAL NUMBER	FAS #
Manual, Forms & Reports				
Manual, Policy & Procedure				
Spanish for Emergency				
Citation Book Cover, Metal				
Pager				
Alco-Sensor				
Binoculars				
Camera				
Ear Protectors				
Eye Protectors (safety goggles)				
Friskmaster Gloves				
Handcuff Key				
Handcuffs - Hinge				
Handcuffs - Chain				
Haz-Mat Kit				
Pepper Spray - Small				
Pepper Spray - Large				
Recorder				
Flashlight				
Flashlight – desk charger				
Flashlight – vehicular charger				

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: UNIFORM POLICY/DRESS CODE

POLICY #: IX-II EFFECTIVE DATE: 04/01/2005

REVISED DATES: 10/06/2014, 06/13/2019, 09/19/19, 05/08/2026

PURPOSE: The purpose of this policy is to set forth guidelines for wearing Alamance County Sheriff's Office uniforms and equipment.

POLICY: Employees shall have a neat, clean, professional appearance, which reflects positively upon the individual's competency, efficiency and pride as an employee of the Alamance County's Sheriff's Office and upon the ability of the Sheriff to enhance a professional, efficient and effective image and posture. The wearing of an improper, ill-fitting uniform and failure to carry all necessary equipment in good order is prohibited.

PROCEDURE:

I. STANDARD UNIFORMS

A. **Class A Dress Uniform**: long sleeve gray shirt, tie and tack, campaign hat, black high gloss shoes, duty belt with sidearm ONLY, and all commendation bars may be worn. LTs and up shall wear the dress jacket. Dress jacket should be worn with badge, name plate, and "serving since" backing plate optional.

B. **Class A Uniform:** long sleeve gray shirt, tie and tack, black high gloss shoes, and maximum of four commendation bars**.** This is the standard uniform for all court appearances including scheduled district court dates.

C. **Class B:** short or long sleeve tactical gray shirt, navy pants, optional black undershirt, and outer carrier.

D. **Admin Class A Uniform:** Suit and Tie

E. **Admin Class B Uniform:** black Sheriff's Office polo, tan pants, and black shoes.

II. ON DUTY

A. Deputies shall wear a complete Sheriff's Office uniform while on duty consistent with all regulations and directives, unless otherwise authorized by the Sheriff.

B. Deputies shall be considered to be on duty when wearing the uniform and it shall be worn consistent with the following:

1. When in the Class A Dress uniform the campaign hat shall be worn, particularly at special events such as funerals, parades, and other such ceremonies, and as is otherwise directed.
2. Buttons on trousers, shirts, and blouses shall be buttoned. Buttons shall not be added or attached to the shirt collars.
3. Trousers shall be hemmed so as to break slightly at the shoes.
4. Neither shirts nor trousers shall have sewn-in creases; however, military creases may be pressed in shirts.
5. Bulky items shall not be carried in pockets.
6. Only navy or black socks shall be worn.
7. Collar stays (stars) may be worn provided they are the same color as the nameplate.
8. Only standard issue tie tacks may be worn.
9. The nameplate shall be worn over the right pocket of the shirt, jacket or blouse.
10. The black mourning band for the badge shall be worn when attending funerals of deceased police officers, active or retired and on other occasions as directed by the Sheriff.
11. Leather and metal uniform items shall be cleaned and shined.
12. Holsters shall be worn on the right side unless the deputy is left-handed.
13. Uniforms shall not be worn if noticeably torn or worn.
14. Only issued leather uniform items, including holsters, shall be worn, unless otherwise approved.
15. Deputies shall wear all issued equipment including the firearm, magazines, handcuffs, outer carriers, and less lethal equipment unless otherwise noted. At a minimum Deputies in an office environment shall wear the firearm, spare magazine, and handcuffs.

C. Members of the Alamance County Sheriff's Office, on or off duty, shall not wear the uniform or any portion thereof outside the geographical boundaries of Alamance County, unless performing a duty of this office or having written authorization from the Sheriff or his designee.

D. Deputies shall report to Court and Grand Jury in Class A uniform, or coat and tie.

E. All detention personnel will be required to wear the Class B uniform unless attending a funeral, parade, or special event, whereas the dress attire will be the Class A Dress uniform.

F. Deputies on special assignment, where their dress and hair style must conform to the nature of their assignment, may be exempt from some of the above outlined provisions. However, these officers shall wear suit and tie to all court appearances.

G. Whenever an employee of the Alamance County Sheriff's Office is on law enforcement premises he/she is expected to exercise good taste in his/her mode of dress. All personnel will be required to present a professional appearance at all times while on duty and employed by the Alamance County Sheriff's Office. This includes any training assignment at any location.

III. BODY ARMOR

A. **Policy**

It is the policy of the Alamance County Sheriff's Office to maximize deputy safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of deputy safety procedures.

B. **Issuance**

The Personnel and Training Division shall ensure that body armor is issued to all deputies and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice. Body armor shall be issued when a deputy begins service at the Alamance County Sheriff's Office and shall be replaced when the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised. The Sheriff may authorize issuance of body armor to uniformed, civilian members whose jobs may make wearing of body armor advisable.

C. **Use**

Generally, the required use of body armor is subject to the following:

1. Deputies shall only wear agency issued or approved body armor at all times.
2. Deputies shall wear body armor when taking part in agency range training.
3. Deputies may be excused from wearing body armor when he/she is involved in undercover or plainclothes work that his/her supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.
4. Deputies may be excused from wearing body armor when wearing the Admin Class B uniform or suit and tie.
5. Deputies may be excused from wearing body armor when a physician determines that a deputy has a medical condition that will preclude use of body armor.

D. **Inspection**

Supervisors should ensure through routine observation and periodic documented inspections that body armor is worn and maintained in accordance with this policy.

Annual inspections of body armor should be conducted by a person trained to perform the inspection for fit, cleanliness and signs of damage, abuse and wear.

E. **Care and Maintenance**

The required care and maintenance of body armor is subject to the following:

1. Deputies are responsible for inspecting their body armor for signs of damage, wear and cleanliness at the start of each shift.
2. Unserviceable body armor shall be reported to the supervisor.
3. Deputies are responsible for the proper storage of their body armor.
4. Body armor should not be stored for an extended period of time in an area where environmental conditions (e.g. temperature, light, humidity) could potentially degrade its effectiveness.
5. Deputies are responsible for the care and cleaning of their body armor pursuant to the manufacturer's care instructions.
6. Body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer.
7. Failure to follow manufacturer's care instructions may damage the ballistic performance capabilities of the body armor. If care instructions for the body armor cannot be located, the manufacturer should be contacted to request the instructions.
8. Body armor should be replaced when its effectiveness or functionality has been compromised.

F. **Disciplinary Actions**

Failure to wear body armor in accordance with policy will result in disciplinary action as follows:

1. First Offense – verbal counseling
2. Second Offense – written reprimand
3. Third Offense – all applicable disciplinary actions including Insubordination which is a class A offense punishable by three days without pay or termination

IV. REFLECTORIZED SAFETY VEST

A. At all times, Deputies shall wear their reflectorized safety vest while directing or exposed to traffic during assigned traffic-related events.

B. Deputies that respond to emergency situations (i.e. traffic collisions, chemical spills, investigations) shall at the earliest practical time don their reflectorized safety vest while exposed to or directing traffic unless deputy safety would be compromised. This policy should not be construed to prohibit a prompt deputy response when an incident requires his/her immediate attention to prevent injury, death or loss of property.

C. For the purpose of this policy, the reversible raincoat satisfies the OSHA requirement for visibility during inclement weather. Deputies are not required to don their reflective vest as long as they have on the raincoat with the green side turned out.

V. RANK INSIGNIA PLACEMENT:

A. **Metal Rank Insignia**

Uniform shirt rank insignia for commissioned officers shall be attached as follows and pictured below:

1. One insignia shall be worn on each collar. The insignia will be centered between the top and bottom edge of the collar with the outer edge of the insignia one inch from the front edge of the collar except for the Captains and Lieutenants whose insignia shall be worn ½ inch from the front edge of the collar.
2. Captain and Lieutenant insignia will be aligned with the long axis of the bars parallel to the front collar edge.
3. Major insignia will be worn with the stem toward the bottom of the collar and the line from the tip to the stem parallel to front collar edge.






VI. CAMPAIGN HATS

Campaign hats shall be stored in a hat press to prevent warping of the brim. Rain covers shall be used during wet weather. The hat shall be configured with the strap buckle centered in the back, hat badge, and with the black and gold cord and acorns. The cord shall be adjusted where the acorns fall just at the edge of the brim as shown:





The hat shall be worn with the front of the hat two finger tips from the top of the bridge of the nose as above. Place your index finger in the indentation created where the bridge of your nose meets the center of your two eyebrows, with the middle finger on top of the index it should touch the edge of the hat.

The rear of the hat should be snug across the crown of your head, with the leather strap pulled down to the back of your neck at the base of the skull. The strap holds the hat on your head, not the rear of the headband.

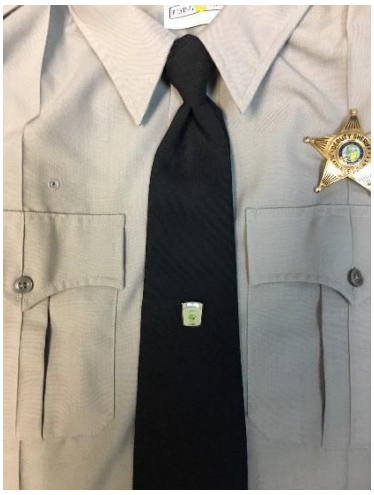
VII. MOURNING BANDS

Mourning bands should be worn when directed as shown below:



VIII. TIE AND TACK

The tie and tie tack should be worn with the issued tack in line with the bottom of the pocket flap as shown below:



IX. COMMENDATION BARS

Deputies may wear up to 4 commendation bars with the Class A or B uniform. Deputies may wear all approved commendation bars with the Class A Dress uniform. Two or more commendation bars should be displayed on a commendation bar holder, supplied by the deputy. All commendation bars will be the type that are enameled with an epoxy dome. All commendation bar holders will be two wide.

Approved Bars listed in the order to worn:

US Flag	ACSO supplied
1. Commendations	ACSO supplied
2. Years of service	ACSO supplied
3. 9/11	Officer supplied
4. Military Service	Officer supplied
5. Formal Education	Officer supplied
6. Special Education	Officer supplied
7. Advanced Certificate	State supplied
8. Instructor	Officer supplied
9. Specialized Instructor	Officer supplied
10. Specialized Training	Officer supplied
11. Specialized Units	Officer supplied

Emblems:

SRT (worn centered above ribbons)	ACSO supplied

CIT (worn centered on right pocket flap) CIT supplied
sUAS Wings (worn centered above ribbons) ACSO supplied

Order to be worn:

FLAG

2	1 (closest to heart)
4	3

Visuals:

US FLAG


USA02 - U. S. Flag

Commendations


E104 - Life Saving


B101 - Medal of Valor

Years of Service


Q416 - 15 Years Service

9/11



USA01 - Never Forget

Military Service


V121 - Military Service

Formal Education (Bachelors, Masters)



O414 - Bachelor Degree



O515 - Masters Degree

Advanced Certificate



O114 - Advanced Certification



O124 - Advanced Cert. Jailer

Educational Achievement (School of Gov't, Criminal Investigation Certification, etc.)



N113 - Educational Achievement

General Instructor



H407 - Instructor

Specialized Instructor (Hazmat, PT, Firearms, Driving, Radar)



T619 - Firearms Instructor



U260 - Physical Fitness



X004 - HAZMAT

Specialized Training (FTO, DRE, National Academy, Intoxilyzer)



H107 - Field Training Officer



O716 - DRE



V231 - FBI National Academy



U180 - Intoxilyzer

Specialized Unit (K-9, Gang, Mobile Field Force, CSI, SRO, MHO, Honor Guard, Drone, Marine Team)



X005 - Crime Scene Investigator



T119 - Canine



T719 - Gang Unit



U140 - School Resource Officer



U170 - Marine Safety





U240 - Mental Health Officer



A301 - Honor Guard

X. IDENTIFICATION

A. Deputies shall have their departmental issued identification and driver license on their person at all times when in uniform.

B. Deputies shall have their departmental issued badge and identification, or North Carolina Training and Standards firearms qualification card, on their person if they carry a weapon off duty.

XI. SERVICE STRIPES

Service stripes indicating length of service may be worn on long sleeved shirts. They are to be machine stitched onto the uniform. The bottom of the service stripe shall be sewn the width of one and one-half inches above the cuff seam with the rear of the service stripes sewn on the dress of the sleeve. The stripes are to be worn on the left sleeve only. One service stripe may be worn for every 5 years of completed service starting at 10 years of service.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: PERSONAL APPEARANCE

POLICY #: IX-III **EFFECTIVE DATE: 04/01/2005**

REVISED: 06/13/2019, 08/23/2021, 06/21/2024

PURPOSE: The purpose of this policy is to set standards for all deputies to maintain a neat and well-groomed appearance.

POLICY: The good health and personal appearance of all deputies is fundamental to the interest and safety of the Sheriff's Office. These procedures, regulations, and policies are intended to promote the professional image expected by the Sheriff and to encourage good health for consistently optimum job performance while increasing public confidence.

PRODECURE:

I. PERSONAL APPEARANCE

A. All deputies shall maintain a neat, well-groomed appearance while on duty. Attention to personal hygiene is a requisite. Excess body weight is detrimental to good health. It has been linked to the causes of many diseases proven to be common hazards to law enforcement personnel. The Sheriff encourages all personnel to participate in a personal fitness/wellness program.

B. Necklaces

Necklaces may be worn but shall not be visible in uniform. Necklaces of sufficient strength, which may choke a deputy, should not be worn while on duty.

C. Rings

Rings which restrict the wearing of gloves, shooting of firearms, use of Sheriff's Office equipment, or have sharp projections which snag or cut, or otherwise create an undue hazard will not be worn while on duty.

D. Body Piercing

Body piercing which is visible, other than earrings, while on duty and/or in uniform is prohibited.

E. Earrings

Male deputies may not wear any type of ear stud or earring while on duty, unless authorized by the Sheriff. *Female* deputies may wear clip-on or post-type earrings with the Sheriff's Office uniform. Earrings must be of unadorned spherical or disc shape and may not exceed 6mm or ¼ inch in diameter. They must be gold, diamond, or pearl and must be worn as a matched pair with only one earring per ear.

F. Fingernails

Deputies shall keep their fingernails clean and trimmed, and shall not exceed beyond 1/8 inch beyond the tip of the finger. If worn, fingernail polish shall be clear, translucent pastels or beige which is conservative. Ornaments or stick-ons are prohibited on the fingernails. Only one color of polish may be worn.

G. Tattoos and Brands

Tattoos to the head, neck, face, hands, fingers, ears, or scalp that are visible while on-duty or representing the Alamance County Sheriff's Office in any official capacity are prohibited. Deputies are permitted to have tattoos visible in other areas with the following conditions:

(a) Shall not bring discredit upon the Sheriff's Office or detract from the professional appearance of the employee.

(b) Shall not be of an offensive nature. Examples of offensive tattoos include but are not limited to those that exhibit or advocate discrimination; those that exhibit gang, supremacist, violence, or extremist group affiliation; and those that depict or promote drug use, criminal behavior, nudity, profanity, promiscuity, sexually explicit acts, or other obscene material.

(c) New tattoos in the healing process will be covered until healed.

The Sheriff's Office reserves the right to order staff into Class A uniform or appropriate attire for ceremonies and special events. In those situations, tattoos are to be covered regardless of the location of the tattoo.

H. Cosmetic Makeup

Makeup worn by deputies must be conservative both in appearance and application.

I. Glasses/Sunglasses

If glasses or sunglasses are worn, they shall be maintained in good condition and shall be conventional and conservative in nature. No faddish, multicolored, or mirrored glasses shall be worn. Glasses or sunglasses may not be hung from any part of the uniform.

J. Hair

All deputies' hair should be of a natural color (i.e. blonde, black, red, or grey) and not such that would diminish the professional appearance. Fluorescent or similar dyed hair colors are not acceptable. Hairstyles must be worn neat, trimmed, combed clean, conservative, and professional in appearance at all times.

1. Male deputies shall style their hair according to the following guidelines:

    a. Hair must be no longer than the top of the shirt collar at the back of the neck when the deputy is standing in a normal posture. Hair must not cover any portion of the ears. Hair on sides and back of the head must be tapered.

    b. Hair shall not be styled so as to present a bulky or bushy appearance with or without headgear. The bulk and length of hair shall not interfere with the normal wearing of standard headgear or other Sheriff's equipment.

    c. Sideburns shall be neatly trimmed and rectangular in shape. Sideburns shall not extend below the lowest part of the external ear opening.

2. Female deputies shall style their hair according to the following guidelines:

    a. Female Deputies shall wear their hair in styles that do not extend below the bottom of the shirt collar. Long hair can be worn up in a manner so long as it is neat and permits the proper wearing of the hat.

    b. Hair may be worn over the ears but shall not extend below the bottom of the ears. Hairclips, pins, and/or barrettes that blend in with the color of the hair may be worn, but nonfunctional hair ornaments shall not be worn.

    c. The bulk and length of hair shall not interfere with the normal wearing of standard headgear.

    d. Wigs and hairpieces are permitted only if they conform to the standards set forth in this rule.

K. Beards

Male employees are permitted to maintain the following approved styles of facial hair in uniform with the following conditions:

1. Clean Shaven

2. Mustache
    a. Hair below the nose and above the upper lip.
    b. Mustaches must be kept short and neatly trimmed. Mustaches must not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

3. Goatee
   a. A mustache that extends down the side of the mouth and joins hair on the chin.
   b. Goatees shall be neatly trimmed and maintained and will not exceed 1 inch in length.
   c. Employees in assignments where the frequent use of a Gas Mask (APR) is likely, will be encouraged to maintain a style of approved facial hair that does not interfere with a complete seal.

4. Natural Beard
   a. Naturally growing facial hair.
   b. Natural beards must meet the following conditions:
      1) Shall be neatly groomed and maintained and will not exceed 1 inch in length
      2) Employees in assignments where the frequent use of a Gas Mask (APR) is likely, are encouraged to maintain a style of approved facial hair that does not interfere with a complete seal.

5. Growth Time Allowed
   Employees shall have a reasonable amount of time to demonstrate progress towards growing approved facial hair. At no time shall a member be in the perpetual state of attempting to grow facial hair.

6. The following shall be prohibited:
   a. Beards or goatees of uneven or patchy growth.
   b. Facial hair which takes excessive time to grow, without noticeable progress.
   c. Any facial hair regardless of approved length, which has the appearance of being unshaven.

7. Supervisors shall ensure compliance with this policy and shall make the initial determination as to what constitutes compliance with this policy. Employees who are noncompliant will have this privilege revoked. The Sheriff reserves the final determination of what is and is not compliant with this policy, including the right to revoke these privileges at any time. Employees who are unable to grow facial hair in compliance with this policy shall not be authorized to grow and/or maintain facial hair while in uniform.

II. USE OF TOBACCO

A. Deputies shall not smoke or chew tobacco at any time while in direct contact with the public in an enforcement action or any official Sheriff's Office business.

B. Deputies may not smoke and/or chew tobacco while in Sheriff's Office vehicles.

III. EXCEPTIONS

The Sheriff may grant an exception to any of the regulations set out in this policy due to personnel assignments or for any other reason(s) at his discretion.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: OFFICER IDENTIFICATION

POLICY#: IX-IV EFFECTIVE DATE: 04/01/2005

PURPOSE: To establish guidelines for the Alamance County Sheriff's Office regarding deputy identification that will be adhered to by all deputies.

POLICY: It shall be the policy of the Sheriff's Office to establish guidelines relating to appropriate and adequate identification of its officers.

PROCEDURE:

I. IDENTIFICATION WHEN UNIFORM

Individuals who are certain they are dealing with a lawful authority are more likely to respond to it. Therefore, an deputy must identify him/herself as such, in order to prevent a misunderstanding.

A. Officers shall attempt to be certain that any citizen with whom they have contact have no doubt that they are dealing with a law enforcement officer.

B. The wearing of a deputy's uniform normally will provide the necessary visual identification; plainclothes officers will present their identification.

C. All officers shall identify themselves by name, rank, and agency, when requested to do so.

II. IDENTIFICATION WHEN NOT IN UNIFORM

A. Officers in street clothes or otherwise not in uniform shall offer their credentials for examination to all persons whom they officially contact, and they shall do so prior to taking any enforcement or corrective action or gathering any information, unless involved in covert or undercover investigations.

B. Plainclothes officers, when involved in an arrest situation wherein it becomes necessary to display a weapon, will display his or her badge secured to the outerwear as soon as possible.

III. IDENTIFICATION IN EMERGENCIES

A deputy need not identify himself as a deputy in emergency situations wherein there is imminent danger of great bodily harm, and when there is absolutely no time for the deputy to identify himself before trying to prevent harm. Officers acting in emergencies without identifying themselves as officers shall give such identification as soon as possible upon resolution of the emergency situation.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: MILITARY COURTESY

POLICY#: IX-V EFFECTIVE DATE: 04/01/2005

PURPOSE: The purpose of this general order is to provide guidelines for basic military courtesies and respect.

POLICY: It shall be the policy of the Sheriff's Office to establish guidelines relating to appropriate military courtesy in various circumstances and situations.

PROCEDURE:

I. RECOGNITION OF RANK

Out of discipline and respect, during all on-duty environments, all employees of this agency shall address and be addressed by rank and last name. This shall also apply to off-duty environments when personnel are working in the capacity of a law enforcement officer.

II. SALUTING

During day-to-day operations, sworn personnel are not to salute, however, during formal occasions or ceremonies sworn personnel are expected to conform to military courtesy. For example of a hand salute, see Appendix A at the end of this general order.

A. **Who to salute**:

1. The President of the United States;

2. The Governor of North Carolina;

3. Uniformed, commissioned officers of the Armed Services and National Guard when meeting them on formal occasions or when visiting military establishments (it is acceptable to salute non-uniformed officers, however, they are not required to return it).

B. **When to Salute**

Deputy Sheriffs shall be required to salute when they are <u>in uniform and covered</u>, and

1. When not in formation and the National Colors pass;

2. When the National Anthem is played; (when <u>not</u> in uniform a deputy may place his/her right palm over his/her heart).

3. When in formation and directed to do so by the deputy in charge

4. When not in formation and in uniform at an official function by the officers in charge, such as a BLET or BDOT graduation.

5. During funerals for sworn law enforcement officers.

C. **Rules of Salute**

1. Salute on the first note of the National Anthem and hold the salute until the music ends.

2. Face the colors (flag) when saluting, if the United States Flag is not present, face the direction of the music.

3. Salute the United States Flag when they are six paces away and hold the salute until they pass by six paces.

4. Do not talk, chew gum, or smoke when saluting.

5. Do not have anything in your right hand.

6. Hold your salute during the raising of lowering flag ceremony until the action if completed.

III. UNIFORMS

Unless otherwise directed, all personnel wearing a uniform must wear their Class A uniforms.

IV. HEAD GEAR

A. **Civilian Funerals**

1. Uniform deputies attending funerals, whether assigned or not, shall keep their hats on while outside and remove them with the right hand, placing the hat over their heart holding the hat by the crown each time the casket passes by. This applies to attendance at funeral homes, private homes, gravesites, or traffic duty.

2. Uniformed detention officers funerals shall keep their hat on while outside and remove them with their right hand placing the hat over their head, holding the hat by the crown each time the casket passes by. This applies to attendance at funeral homes, private homes or gravesites.

B. **Law Enforcement or Military Funerals**

1. When inside, deputies and detention officers shall remove their hats unless they are active participant in the ceremony.

2. When outside, deputies shall follow the protocol set at the given time by either saluting or removing hats. If no protocol is given, deputies shall salute each time the casket passes by.

3. When outside, detention officers shall wear their hats. Hats shall be removed with the right hand and held by the brim against the heart each time the casket passes by.

V. FLAG COURTESY

All flags representing a bonafide government, national, state, or legal entity shall be treated with the utmost reverence and respect.

Flags shall never be flown during inclement weather. Flags shall never be placed, stored, or dropped on the floor, ground, or other place that may degrade the flag. Personnel assigned to raise or lower the flag at any building shall show proper respect in conducting the act. Personnel shall ensure the flags are raised in the proper order, the Nation's flag on top then the State's flag. Personnel are to ensure the flags are right side up and the ropes are properly secured.

Flags are not to be flown at half-staff unless ordered by the Sheriff, Chief Deputy, Deputy, or any other person of proper authority.

VI. HAND SALUTE

A. The hand salute is a one-count movement. The command is ***Present,*** **ARMS**. When wearing headgear with a visor (with or without glasses; on the command of execution **ARMS,** raise the right hand sharply, fingers and thumb extended and jointed, palm facing down, and place the tip of the right forefinger on the rim of the visor slightly to the right of the right eye. The outer edge of the hand is barely canted downward so that neither the back of the Hand nor the palm is clearly visible from the front. The hand and wrist are straight, the elbow inclined slightly forward, and the upper arm horizontal (Figure 1).

B. When wearing headgear without a visor (or uncovered) and not wearing glasses, execute *the hand salute* in the same manner as previously described in subparagraph A, except touch the tip of the right forefinger to the forehead near and slightly to the right of the right eyebrow (Figure 3).

C. When wearing headgear without a visor (or uncovered) and wearing glasses, execute *the hand salute* in the same manner as described in subparagraph A, except touch the tip of the right forefinger to that point on the glasses where the temple piece of the frame meets the right edge of the right brown (Figure

2).

D. *Order arms* from the *hand salute* is a one-count movement. The command is ***Order***, **ARMS.** On the command of execution **ARMS,** return the hand sharply to the side, resuming the positionof *attention.*

E. When reporting or rendering courtesy to an individual, turn the head and eyes toward the person addressed and simultaneously *salute.* In this situation, the actions are executed without command. The *salute* is initiated by the subordinate at the appropriate time and terminated upon acknowledgment (Figure 4).

F. The *hand salute* may be executed while *marching.* When *double timing,* a soldier must come to *quick time* before *saluting.*

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: COURT PROTOCOL

POLICY#: IX-VI EFFECTIVE DATE: 04/01/2005

PURPOSE: The purpose of this order is to establish guidelines and responsibilities for Sheriff's Office personnel appearing in court.

POLICY: It shall be the policy of the Sheriff's Office to provide parameters for all personnel
attending and testifying in a court of law.

PROCEDURE:

I. COURT ATTENDANCE

A. Members shall attend court at times required and shall be prepared to testify.

B. "Times required" means when a person is under subpoena, or is duty bound to attend court due to his/her involvement in a case being heard.

C. **Conflicts:**

1. If emergency circumstances prevent a member's prompt arrival in court he/she shall notify the court liaison officer by the quickest means, state the reason for the tardiness, the estimated time of arrival and seek information as to whether the case will be postponed or rescheduled.

2. If a member is scheduled for duty during the time a subpoena commands his/her appearance, the member shall respond to a subpoena first and shall inform his/her supervisor of the subpoena.

3. If courts of equal rank issue conflicting subpoenas, the first subpoena received by the member takes precedent. The member has the responsibility to notify the second court of the conflict.

4. When courts of unequal rank issue subpoenas, the higher-ranking court takes precedent and the member shall notify the lower court of the conflict.

II. DEAMEANOR AND PERSONAL APPEARANCE

Dignified and respectable demeanor in court is expected at all times. This includes behavior, appearance, and conversation in and around courtrooms in or out of session.

A. **Uniformed Personnel**

1. When on duty, uniformed personnel shall wear their Class A uniform in its entirety, to court.

2. When off duty, uniformed personnel may either wear their Class A uniform in its entirety, to court.

B. **Non-Uniformed Personnel**

1. Law enforcement and detention staff personnel who have a Class A uniform may wear it to court, in its entirety, if they choose.

2. If plain clothes are worn, same must be formal business attire. Casual clothes or sports clothes are prohibited.

3. Personnel who attend court regularly due to their job description or assigned duties shall wear appropriate business attire. Casual clothes, sportswear, jeans and tennis shoes are prohibited.

C. **Demeanor**

Personnel shall avoid any action or word to indicate a special interest in obtaining a conviction and shall avoid giving any appearance of emotions on decisions rendered. The position of an impartial public servant seeking justice is the only position accepted by this agency.

Personnel are cautioned to avoid making any statement around persons displaying a juror tag.

III. TESTIMONY

A. Personnel should organize and plan their testimony before court and taking the witness stand. Notes may be taken to court. If evidence or testimony needed for a particular case is uncertain, the District Attorney's Office should be consulted before trial.

B. Employees shall observe the following when testifying:

1. Always tell the truth; never conceal or distort facts;
2. Speak in a normal way;
3. Speak slowly, clearly and loud enough to be heard;
4. Correct without delay any mistake in testimony;
5. Make sure the question being answered is understood;
6. If testifying in a trial by judge only, attention should be divided between the judge and the person asking the questions;
7. Be respectful and courteous to all persons involved;

8. Do not display any animosity to the defendant or his counsel;
9. Answer questions concisely, speak in response to questions and do not volunteer information not related to the question;
10. Sit erect but relaxed on the witness stand, do not fidget or slouch;
11. Avoid loss of temper;
12. Avoid sarcasm and humor;
13. Take the witness stand and leave the witness stand with dignity and confidence;
14. Do not chew gum or wear sunglasses on the face or the uniform in court;
15. Turn radios off and put pagers in the silent mode.

IV. JURY DUTY

Employees will be granted permission to attend court without loss of time when summoned to serve. Employees are entitled to keep the fees received for jury duty.

V. GRAND JURY APPEARANCES

A. All subpoenas for grand jury appearances for deputies with the Alamance County Sheriff's Office are to be submitted by the District Attorney's Office to the Alamance County Sheriff's Office Criminal Justice Liaison Director.

B. All subpoenas will be served on each deputy in person by the Criminal Justice Liaison Director, or his designee, and the service of all subpoenas will be documented and maintained by the Criminal Justice Liaison Director.

C. Deputies are expected to be at the grand jury room on the date and time scheduled and to be present when called to testify. Under no circumstances will one deputy "sign in" for another.

D. The deputy actually served will testify before the grand jury. The only time a substitute will be allowed is in the case of previously scheduled schools and vacation, or sickness/death in the family. In such instances, the deputy involved will immediately notify the District Attorney's Office after received a subpoena or as soon as possible when these other circumstances occur to make arrangements for an approved substitute to testify

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: BODY-WORN CAMERAS

POLICY#: IV-VII **EFFECTIVE DATE: 8/13/2026**

I. PURPOSE:

The purpose of this general order is to establish policy regarding the use of Body-Worn Cameras (BWC). To maximize the utility and benefit of this equipment, agency personnel shall follow the procedures set forth in this policy. This general order will set forth guidelines to direct how recordings will be used as evidence in a criminal investigation, internal investigations, investigation of complaints against an employee and, for supervisory review and training purposes. This general order defines the procedures for the management, retention, access, and retrieval of body-worn camera recordings. BWC recordings are intended to supplement, not replace, written reports, officer observations, or independent recollection.

II. SCOPE:

This order shall apply to all Alamance County Sheriff's Office (ACSO) personnel.

III. POLICY:

It is the policy of Alamance County Sheriff's Office to utilize body-worn cameras as a supplemental means of documenting interactions with the public and certain interactions within the detention facility in order to promote accuracy, accountability, and transparency. Body-worn cameras shall be used to capture pertinent information, including evidentiary information, that may assist in documenting events, corroborate courtroom testimony, and support criminal, administrative, or civil proceedings. Any trained employee that is issued a BWC shall utilize and activate the BWC when such use is appropriate to the proper performance of his or her official duties, and where the recordings are consistent with this General Order and North Carolina Law.

This order does not govern the use of surreptitious recording devices used in undercover operations or other authorized investigative activities. ACSO personnel shall use only recording devices issued or approved by the Alamance County Sheriff's Office. The use of personally owned video recording devices to create recordings governed by this policy is prohibited. The absence of a recording, or a failure to record an event in whole or in part, does not by itself create a presumption of misconduct or a violation of law.

This policy is issued under the authority of the Sheriff of Alamance County and is subject to revision, amendment, or rescission at the discretion of the Sheriff. All personnel shall comply with any updated directives, which shall have the full force of policy upon issuance.

IV. DEFINITIONS

Administrative Rights: Full, unrestricted access to the BWC storage system or server.

Administrative Personnel: Employees of the Alamance County Sheriff's Office whose primary duties are administrative in nature, including but not limited to supervisory, managerial, command, training, or support functions, and who are not routinely assigned to patrol, detention, or field-based enforcement duties.

"As Soon as Practical": without unreasonable delay, and at the earliest opportunity consistent with officer safety, public safety, and the immediate demands of the encounter. This standard requires activation upon the first safe and reasonable opportunity to do so and does not permit delay based solely on inconvenience or personal preference. What constitutes a practical opportunity shall be evaluated based on the totality of the facts and circumstances known to the officer at the time.

Body-Worn Camera (BWC): A device or system worn by authorized personnel that captures and records audio and video signals and, at a minimum, includes: a camera, microphone, and recorder.

Disclose or Disclosure: To make a recording available, for viewing or listening to, by the person requesting disclosure. This term does not include the release of a recording.

Muting: A temporary, intentional deactivation of the audio-recording function of a Body-Worn Camera while the video-recording function remains active. Muting is distinct from deactivation or stopping a recording and is permitted only under the circumstances and procedures authorized in this policy.

Protected Information: Information protected from disclosure by law or recognized privilege, including but not limited to attorney-client communications, confidential informants, protected medical information, legally protected student information, juvenile information protected by law, and any other confidential or privileged information prohibited from disclosure by statute, court rule, or formal privilege.

Personal Representative: A parent, court-appointed guardian, spouse, or attorney of a person whose image or voice is depicted in the recording. If a person whose image or voice is in the recording is deceased, the term also means the personal representative of the estate of the deceased person; the deceased person's surviving spouse, parent, or adult child; the deceased person's attorney; or the parent or guardian of a surviving minor child of the deceased.

Recording: A visual, audio, or visual and audio recording captured by a body-worn camera, or any other video or audio recording device operated by or on behalf of the Alamance County Sheriff's Office, or its personnel, when carrying out law enforcement responsibilities. This term does not include any video or audio recordings of interviews

regarding official internal investigations or interviews or interrogations of suspects or witnesses.

Release: To provide a copy of a recording to a person or entity.

Routine administrative functions: Tasks performed by administrative personnel that are non-enforcement in nature and do not involve interactions that could reasonably become adversarial, enforcement-related, or investigative. Routine administrative functions include, but are not limited to, office-based duties, administrative meetings, report review, policy development, scheduling, personnel management, training preparation, internal administrative communication, and other non-operational tasks that do not involve public contact or law-enforcement action.

Server: A central storage location of all recorded audio and video files.

Serious bodily injury: A bodily injury that creates a substantial risk of death, or that causes serious permanent disfigurement, coma, a permanent or protracted condition that causes extreme pain, or permanent or protracted loss or impairment of the function of any bodily member or organ, or that results in prolonged hospitalization.

User Rights: Access rights limited to recordings and functions authorized for a particular user account.

Video Recording (VR) Administrators: Agency personnel designated and authorized to manage, maintain, store, retrieve, and ensure the integrity and chain of custody of all BWC and other covered recordings. ACSO shall designate at least one VR Administrator for detention operations and one for sworn operations.

Enforcement Action: Any detention, arrest, search, seizure, use of force, investigatory stop, foot pursuit, warrant service, or other encounter in which an officer is exercising law enforcement authority in a manner that may affect a person's liberty, property, or legal rights.

Exigent Circumstances: Circumstances requiring immediate action such that strict compliance with an otherwise applicable policy requirement is not reasonably possible due to officer safety, public safety, or the need to respond to an emergency.

Federal Authority: Any operation in which ACSO personnel are acting pursuant to federal deputization, under the direction of a federal supervisor, or within the scope of an assigned federal task force mission.

V. OBJECTIVES

The Sheriff Office has adopted the use of body-worn cameras to accomplish several primary objectives. These primary objectives are as follows:

A. Effective use of body-worn cameras may provide a perspective to assist with

accurate documentation of public contact, arrests, detainee interaction, use of force, detention center medical emergencies, and critical incidents. They also serve to enhance the accuracy of reporting and court testimony.

B. BWC recordings enhance the ability to review probable cause for an arrest, suspect interaction, and evidence for investigation and prosecution.

C. BWC recordings provide a resource for supervisory review and evaluation of compliance with policy and training.

D. BWC recordings may be useful in documenting crime and accident scenes.

E. BWC recordings will assist in the collection and documentation of evidence or contraband.

F. The effective use of BWC recordings may improve transparency, accountability, and public confidence in ACSO operations, including public interactions and appropriate detention-related contacts.

VI. RESPONSIBILITIES OF ALAMANCE COUNTY SHERIFF PERSONNEL

A. **Activation Requirements:** Deputies, who have been trained and issued a BWC, shall activate the camera as soon as practical, consistent with officer safety, to record all the following contacts with individuals, victims, suspects, or detainees:

1. Initial contact for all calls for service, including civil service.
2. Observed criminal activity.
3. Traffic stops.
4. Transporting any individual, witness, victim, detainee, or suspect (except an approved ride alongs), unless the vehicle is equipped with an operational ACSO installed, in-car camera.
5. Investigatory stops and field interviews.
6. Foot pursuits
7. Arrests and attempts to serve warrants.
8. Requests for consent to search.
9. Searches of any kind and inventories of vehicles.
10. Seizure of any property.
11. K-9 searches or deployment.
12. Tactical activities.
13. Questioning or taking statements from suspects, witnesses, or victims in the field.
14. Any emergency or suspicious activity, which leads to contact with an individual.

15. Any action or duty as directed by a supervisor.
16. Any encounter that becomes adversarial after initial contact.

B. **Discretionary Recording:** Any event, not otherwise prohibited by this directive, which may be dangerous, unpredictable, or potentially useful for department training purposes, should be recorded.

C. **Special Circumstances:** During traffic checkpoints, deputies are not required to activate the BWC for routine verification of license and registration. If the encounter extends into any enforcement action, further investigation, or search, the BWC shall be activated as soon as practical after the deputy realizes that the stop will be extended. When it is safe and practicable, deputies shall inform individuals that they are being recorded. The BWC shall be activated and remain activated until the event is completed.

D. **Deactivation of BWC:** Once activated, the BWC shall remain recording until the conclusion of the event, unless deactivation is permitted under this policy. A deputy may deactivate the BWC only when:

1. The recording would capture Protected Information, including but not limited to victim statements, medical information, or confidential informants; or
2. An individual requests that the recording cease and the deputy reasonably determines that the person will not provide information or otherwise cooperate unless the request is honored and further reasonably confirms that the encounter does not involve, and is not reasonably expected to involve, an enforcement action, use of force, arrest, search, or adversarial contact. The deputy shall re-activate the BWC immediately upon conclusion of that communication or upon any change in circumstances, including any sign of escalation.

Before deactivation, when practical, the deputy shall verbally state on the recording the reason for deactivation.

Deactivation shall not occur during enforcement actions, uses of force, arrests, searches, or other adversarial conduct absent exigent circumstances or as otherwise determined herein.

E. **Muting of the BWC**: use of the mute audio function may occur only when one of the following conditions is present, and only when muting will not compromise safety, an investigation, or an enforcement action:

1. When necessary to avoid capturing sensitive, confidential, or protected information, including but not limited to:

a. communications involving confidential informants;
b. attorney-client communications;
c. legally protected information;
d. privileged conversations with victims.

2. When receiving or participating in communications involving law-enforcement strategy, tactical planning, or privileged operational discussions that are not appropriate for audio recording.
3. When a supervisor directs the deputy to mute the audio for a legitimate law-enforcement or administrative purpose.
4. When authorized elsewhere in this policy.

When practical, before muting the audio, the deputy shall verbally announce on the recording the reason for muting.

When audio recording resumes, the deputy shall state that audio has resumed.

If stating the reason before muting would reveal privileged or sensitive information, the deputy shall state the reason immediately after the communication is complete, as soon as practical.

VII. ADMINISTRATIVE PERSONNEL

A. **Applicability**: This section applies to Alamance County Sheriff's Office administrative personnel who have been assigned a Body-Worn Camera ("BWC"). Personnel assigned a BWC shall complete all required BWC training and comply with the applicable provisions of this policy.

B. **Routine Administrative Functions**: Because these members primarily perform administrative duties, activation of a BWC is not required while engaged solely in routine administrative functions.

C. When performing law-enforcement duties outside their normal administrative assignments, administrative personnel assigned a BWC shall activate their BWC whenever activation is required by this policy and as soon as practical under the circumstances. Examples include, but are not limited to:

1. Participating in enforcement actions;
2. Responding to or assisting with calls for service;
3. Supervising or participating in critical incidents, tactical operations, or other law enforcement activities;
4. Encounters that become adversarial or escalate into an enforcement action; or
5. When directed by the Sheriff or a supervisor; or
6. Any incident in which the member reasonably believes activation would further a legitimate law-enforcement purpose.

D. **Application**: Administrative personnel assigned a BWC shall activate the BWC as soon as practical, consistent with officer safety, operational needs, and the circumstances presented. Compliance with this section shall be evaluated based on the totality of the circumstances, recognizing that these members' primary duties are administrative in nature

VIII. DETENTION OFFICER RESPONSIBILITIES

A. **Activation Requirements:** Detention officers, who have been trained and issued a BWC, shall activate the BWC as soon as practical, consistent with officer safety, to record all the following contacts with individuals, victims, suspects, or inmates:

1. Incidents when detainees refuse to obey directions from officers.
2. During assaults or fights.
3. Observed criminal activity.
4. Movement of detainees, or transfers.
5. Transporting a detainee, unless the vehicle is equipped with an operational ACSO-installed, in-car camera.
6. All searches, other than strips, or cavity searches.
7. Seizure, or inventory of any property.
8. Tactical activities.
9. Questioning or taking statements from suspects, witnesses, or victims.
10. Any incident, where detainees are violent, combative, or in medical distress.
11. Direct supervision of or interaction with inmates while conducting security rounds, inmate escorts, inmate work details, or other similar custodial activities where the officer has direct inmate contact.
12. Any action or duty as directed by a supervisor.

B. **Discretionary Recording:** Any event, not otherwise prohibited by this directive, which may be dangerous, unpredictable, or potentially useful for department training purposes, should be recorded.

C. **Deactivation of BWC:** once activated, the BWC shall be activated and remain activated until the event is completed unless deactivation is permitted under this section. A detention officer may deactivate the BWC only when:

1. The recording would capture Protected Information, including but not limited to medical treatment, mental health evaluations, attorney-client communications, or other privileged interactions;
2. The recording would occur in an area where a detainee has a heightened expectation of privacy and continued recording would capture sensitive

activity, including nudity or personal hygiene, and deactivation will not compromise safety, security, or an investigation; or

3. The encounter has transitioned from an active enforcement or security event to a controlled and non-adversarial situation, and continued recording would not serve a legitimate law enforcement or detention purpose.

In situations where recording occurs in areas where inmates may be nude or engaged in personal hygiene activities, detention officers shall limit recording to the extent reasonably possible and avoid unnecessary or prolonged recording of such activity.

In ambiguous situations, detention officers should default to continued recording unless a clear basis for deactivation exists under this policy.

Prior to deactivation, when practical, the detention officer shall state verbally on the recording the reason for deactivation.

Following deactivation, the detention officer shall document the reason for deactivation in an incident report or other appropriate record.

Deactivation shall not occur during uses of force, assaults, disturbances, cell extractions, or other critical incidents, absent exigent circumstances.

D. **Muting of the BWC**: use of the mute audio function may occur only when one of the following conditions is present, and only when muting will not compromise safety, an investigation, or an enforcement action:

1. When necessary to avoid capturing sensitive, confidential, or protected information, including but not limited to:

    a. communications involving confidential informants;
    b. attorney-client communications;
    c. legally protected information;
    d. privileged conversations with victims.

2. When receiving or participating in communications involving law-enforcement strategy, tactical planning, or privileged operational discussions that are not appropriate for audio recording.
3. When a supervisor directs the deputy to mute the audio for a legitimate law-enforcement or administrative purpose.
4. When authorized elsewhere in this policy.

When practical, before muting the audio, the deputy shall verbally announce on the recording the reason for muting.

When audio recording resumes, the deputy shall state that audio has resumed.

If stating the reason before muting would reveal privileged or sensitive information, the deputy shall state the reason immediately after the communication is complete, as soon as practical.

IX. ALAMANCE COUNTY SHERIFF'S OFFICE PERSONNEL RESPONSIBILITIES

A. **Failure to Record or Equipment Malfunction:** If ACSO personnel fails to activate the BWC, fails to record the entire contact, interrupts the recording, or experiences an equipment malfunction, for any of the events listed above, they shall document in a CAD narrative, or incident report, the reason the recording was not made, was interrupted, or was terminated. Repeated or intentional violations may result in disciplinary action.

B. **Limits on Use:** ACSO personnel shall use only recording devices issued by the Alamance County Sheriff's Office. The recording equipment and all data, images, video, and metadata captured, recorded, or otherwise, produced by the equipment, are the sole property of the Alamance County Sheriff's Office.

C. **Training:** ACSO personnel, who are assigned a BWC, must complete an approved training program to ensure proper use and operations. Additional training may be required to ensure the continued effective use and operation of the equipment, proper calibration, and performance, and to incorporate changes, updates, or other revisions in policy and equipment. Documentation of the completed training program shall be sent to the ACSO Training Division, to be recorded in the employees training file.

D. **Recording Equipmen**t: Recording equipment is the responsibility of each ACSO employee assigned a BWC and shall be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the immediate supervisor as soon as possible.

E. **Inspection of Equipment:** ACSO personnel shall inspect and test any issued BWC prior to each shift, to verify proper functioning and shall notify their supervisor of any problems. As part of this inspection, the deputy or officer shall activate the camera and state their name, the date, and the approximate time. These recordings will be labeled as "Equipment Check". These video files will be eligible to be erased after 30 days.

F. **Placement of BWC:** Whenever a BWC is in use, it shall be worn, clearly displayed, with an unobstructed view, as designed by mounting accessories provided by the Alamance County Sheriff's Office. ACSO personnel should consider coats, vest carriers or other approved outerwear when using a BWC. Whenever a BWC is in use, it shall be worn as issued and mounted to the outer carrier vest using the authorized mounting system provided by the Alamance County Sheriff's Office. The BWC shall not be affixed to any alternative device, including chains, belts, or non-approved mounting accessories.

G. **Interference:** ACSO personnel shall ensure that they do not intentionally allow any visual or sound producing devices, (radio, phone, laptop, etc.), to interfere with the quality of recorded video, audio, or image.

H. **Unauthorized Use:** ACSO personnel shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute, in any manner, video recordings. ACSO personnel are encouraged to inform their supervisor of any recordings that may be of value for training purposes. Unauthorized use or distribution may result in disciplinary action.

I. **Use of recordings in reporting:** ACSO personnel shall note in incident, arrest, CAD, and related reports when BWC recordings were made during the incident in question. BWC recordings are intended to supplement, and not replace, written reports, officer observations, or independent recollection. Employees may generally review recordings before completing incident reports. However, when an employee is involved in a reportable use of force, the employee shall first complete an initial use-of force report based on the employee's recollection and based on what the employee observed, perceived, knew, and did at the time force was used. The employee may then review the recording and submit a separate, supplemental report to add, correct, clarify, or explain information learned from that review. The initial report must be preserved and may not be overwritten or deleted. ACSO critical-incident protocols control when applicable.

J. **Video in case files:** It is the responsibility of the investigating ACSO employee to notify the appropriate ACSO VR administrator, in writing, when a recording becomes part of a case file and when the case is disposed of.

X. SCHOOL RESOURCE OFFICER (SRO) RESPONSIBILITIES

A. **Applicability and General Use**: All Alamance County Sheriff's Office Personnel, including School Resource Officers (SROs), who have been issued a BWC, shall wear their department-issued BWC while on duty on Alamance County School property, in accordance with this policy. Due to the unique environment of a school setting and the heightened privacy interests of students, the use of BWCs by SROs shall be more limited than in general patrol operations and shall be governed by this section. For the purposes of this section, the term "SROs" includes any ACSO personnel who have been assigned a BWC and who are either formally designated as School Resource Officers or are performing law-enforcement duties on school property at the time of the incident.

B. **Activation Requirements**: SROs shall activate the BWC as soon as practical, consistent with officer safety, in the following circumstances:

1. When responding to suspected criminal activity;

2. When an encounter with a student or other individual becomes adversarial;
3. When responding to incidents involving potential violence, threats, or disorderly or disruptive behavior;
4. When conducting an investigation that may result in criminal charges;
5. When assisting school personnel in situations that may reasonably escalate into a law enforcement matter. Examples of situations requiring activation include assaults, weapons offenses, suspected controlled substance violations, threats of violence, sexual assaults, custodial arrests, or other incidents involving suspected criminal violations; and
6. When otherwise directed by a supervisor.

C. **Restricted Use**

1. SROs shall not activate the BWC in the following circumstances, unless an exception under this policy applies:
2. During routine student discipline or administrative matters handled solely by school personnel. Examples of routine student discipline include tardiness, classroom disruption, dress code violations, hallway referrals, or other administrative matters handled by school personnel that do not involve suspected criminal activity or an enforcement action;
3. During meetings between students and school administrators that do not involve suspected criminal activity;
4. In classrooms during instructional time, absent a law enforcement need;
5. During interactions involving sensitive student information or school administrative records where recording is not necessary for a law enforcement purpose.

D. **Deactivation of BWC**: Once activated, the BWC shall remain recording until the conclusion of the event, unless deactivation is permitted under this section. An SRO may deactivate the BWC when:

1. The encounter no longer involves suspected criminal activity or a law enforcement purpose;
2. The situation transitions to a school administrative matter; or
3. Continued recording would capture sensitive student information or otherwise infringe upon legitimate privacy interests, and deactivation will not compromise safety or an investigation.

Prior to deactivation, when practical, the SRO shall state on the recording the reason for deactivation. Following deactivation, the SRO shall document the reason for deactivation in an incident report or other appropriate record, if a report is required.

E. **Exceptions:** Notwithstanding the restrictions above, SROs shall activate the BWC when:

1. There is an immediate threat to safety;
2. Criminal activity is occurring or reasonably suspected; or
3. The encounter becomes adversarial or enforcement related.

F. **Muting of the BWC**: use of the mute audio function may occur only when one of the following conditions is present, and only when muting will not compromise safety, an investigation, or an enforcement action:

    1. When necessary to avoid capturing sensitive, confidential, or protected information, including but not limited to:

        a. communications involving confidential informants;
        b. attorney-client communications;
        c. legally protected student information;
        d. privileged conversations with victims, including sensitive juvenile disclosures.

    2. When receiving or participating in communications involving law-enforcement strategy, tactical planning, or privileged operational discussions that are not appropriate for audio recording.
    3. When a supervisor directs the deputy to mute the audio for a legitimate law-enforcement or administrative purpose.
    4. When authorized by this policy in school settings, including to protect FERPA-protected information or sensitive student matters that do not involve suspected criminal activity or enforcement action.

    When practical, before muting the audio, the deputy shall verbally announce on the recording the reason for muting.

    When audio recording resumes, the deputy shall state that audio has resumed.

    If stating the reason before muting would reveal privileged or sensitive information, the deputy shall state the reason immediately after the communication is complete, as soon as practical.

G. **Failure to Record or Equipment Malfunction:** If an SRO fails to activate the BWC, fails to record the entire contact, interrupts the recording, or experiences an equipment malfunction, the SRO shall document the reason in an incident report or other appropriate record. Repeated or intentional violations of this requirement may result in disciplinary action.

H. **Report Writing and BWC Review:** ACSO personnel shall note in incident, arrest, CAD, and related reports when BWC recordings were made during the incident in question. BWC recordings are intended to supplement, and not replace, written reports, officer observations, or independent recollection. ACSO personnel shall prepare reports in accordance with applicable ACSO reporting policies and procedures.

XI. SUPERVISOR RESPONSIBILITIES

A. **Training Requirements**: Supervisors shall successfully complete documented training in the use and care of BWC devices, issued to agency members under their supervision. Documentation of completed training will be sent to the ACSO Training Division to be recorded in the employees training file.

B. **Compliance:** Supervisors are responsible for ensuring that personnel under their command comply with this policy, including the proper use, activation, deactivation, and documentation of BWC recordings. Supervisors shall address observed deficiencies through counseling, training, or disciplinary action as appropriate.

C. **Federal Task Force Supervisory Responsibilities:** Supervisors shall ensure that personnel assigned to federal task forces comply with Section XIX of this policy and shall provide guidance when federal BWC requirements differ from ACSO policy.

D. **Equipment Inspection and Documentation:** Supervisors shall conduct and document a monthly inspection of all Body-Worn Camera (BWC) units assigned to personnel under their supervision. The inspection shall verify that each unit is present, undamaged, functional, and being used in accordance with this policy. Supervisors shall record the results of the inspection on the monthly vehicle inspection report or other designated documentation method.

E. **Review of BWC Recordings**: Supervisors shall conduct periodic reviews of BWC recordings for personnel under their supervision to ensure compliance with this policy and to evaluate performance and training needs.

F. **Review/Audit:** Supervisors shall routinely review BWC recordings for each assigned deputy or detention officer, when recordings are available. Supervisory review shall also be conducted in response to:

1. Use of force incidents;
2. Citizen complaints;
3. Internal investigations;
4. Critical incidents; or
5. Observed or reported policy violations.

G. **Scope of Review:** Supervisory reviews shall include, when applicable:

1. Whether the BWC was activated in accordance with policy;
2. Whether recording was continuous and properly maintained;
3. Whether deactivation was appropriate and properly documented;
4. Whether recordings were properly categorized and retained; and

5. Whether the conduct of the employee is consistent with agency policy, training, and expectations.

H. **Audit and Oversight**: In addition to supervisory review, BWC system access and usage shall be subject to periodic audit by designated personnel, including VR Administrators or Professional Standards, to ensure that access to recordings is authorized and for legitimate purposes.

I. **Corrective Action:** When a supervisor identifies a violation of this policy, the supervisor shall take appropriate action, which may include:

1. Informal counseling;
2. Remedial training;
3. Formal discipline; or
4. Referral to Professional Standards for further review.

XII. RESTRICTIONS ON USING VIDEO RECORDING DEVICES

A. Video recording devices deployed in the field shall be used only in conjunction with legitimate law enforcement and detention related purposes in accordance with policy. If a recording is made under any of the following circumstances, the deputy or detention officer shall document in an incident or investigation report the reason and circumstances of use. The devices shall not be used to record:

1. Private communications between deputies that are unrelated to law enforcement activity or otherwise protected by law, privilege, or legitimate operational necessity.
2. Encounters with undercover deputies or confidential informants.
3. When on break or otherwise engaged in personal activities.
4. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room.
5. Strip Searches.
6. Medical Treatment rendered at a motor vehicle crash scene or crime scene or detention center.
7. In patient treatment areas of medical facilities. This does not apply to any area where a person directly involved in the need for deputy presence during a call for service or emergency response to suspected criminal activity at the facility is located.
8. During forensic crime scene processing.
9. Any non-law enforcement related duties or activities. This does not apply when the activities of any member of the public turn criminal in nature.

10. In the detention center, during medical treatment, and in any areas where inmates are bathing or using restroom facilities. Detention officers shall not intentionally record individuals who are nude or engaged in personal hygiene activities. Notwithstanding the above, recording may occur when required by operational needs, including but not limited to cell entries, safety checks, disturbances, or enforcement actions, including cell extractions, even if a bathroom facility is present. In such situations, officers shall limit recording to the extent reasonably possible and avoid unnecessary or prolonged recording of nude individuals.
11. Deputies shall not record the audio of attorney-client communications, confidential informant conversations, or other privileged or legally protected communications. When such communications occur in a location or situation where video recording is permitted, deputies shall mute the audio in accordance with the muting procedures established in this policy.

B. **Operational Exceptions:** Notwithstanding the restrictions above, deputies and detention officers shall activate or continue recording when:

1. There is an immediate threat to officers or public safety;
2. Criminal activity is occurring or reasonably suspected;
3. An enforcement action is taking place;
4. The encounter becomes adversarial or escalates into a critical incident; or
5. Recording is otherwise required by operational needs.

XIII. FILE STORAGE, MANAGEMENT AND ACCESS

A. **Upload and Storage of Recordings:** All BWC recordings shall be securely uploaded to the designated storage system as soon as practicable and no later than the end of each duty shift. Recordings involving use of force, pursuits, or other critical incidents shall be uploaded as soon as practicable. Each recording shall be properly labeled and categorized to include, at a minimum:

1. Date and time of the incident;
2. Incident or case number (if applicable);
3. Assigned officer; and
4. Appropriate category classification.

B. **Categorization of Recordings:** Deputies and detention officers shall assign the appropriate category to each BWC recording at the time of the upload. At a minimum, recording shall be categorized to reflect the nature of the incident, including whether the recording involves:

1. Criminal investigation or enforcement action
2. Traffic stops or field contact
3. Use of force
4. Arrest or detention
5. Detention-related incident
6. Medical or mental health incident
7. Administrative or non-criminal activity: or
8. Other appropriate classification, which includes Appendix A

If multiple categories apply, the recording shall be classified under the category requiring the longest retention period. Supervisors shall review and modify classifications as necessary to ensure accuracy and compliance with retention requirements.

C. **Ownership and Control of Recordings:** All BWC recordings, including all data, images, video, audio, and metadata, are the exclusive property of the Alamance County Sheriff's Office. Personnel shall not access, copy, release, or distribute recordings except as authorized by this policy.

D. **Access to Recordings:** Access to BWC recordings shall be limited to authorized personnel and only for legitimate law enforcement, detention, administrative, or training purposes. Authorized access may include:

1. Criminal investigations;
2. Internal investigations;
3. Supervisory review and training;
4. Preparation for court proceedings; and
5. Other legitimate law enforcement purposes.

Access to recordings shall be assignment-based and limited to the minimum level necessary to perform assigned duties.

E. **Duplication and Distribution:** BWC recordings may be duplicated or distributed only by authorized personnel, including VR Administrators, and only for legitimate and authorized purposes. Any duplication or distribution shall be documented in accordance with agency procedures. Unauthorized duplication, copying, or distribution of recordings is strictly prohibited. Any violations will be subject to disciplinary action up to and including termination.

F. **Audit of Access and Use:** All access to BWC recordings shall be subject to periodic audit to ensure that access is authorized and for legitimate purposes. Audits shall be conducted by designated personnel, including VR Administrators and/or Professional Standards. Audit records shall be maintained and reviewed in accordance with agency procedures. Copies of this audit will be provided to the Chief Deputy.

G. **Administrator Rights:** Administrative access to the BWC system shall be limited to designated personnel, including VR Administrators and authorized information technology personnel responsible for maintaining the system. Administrative access shall be used only for system maintenance, data management, or other authorized purposes.

H. **Deletion and Modification Requests:** Requests to delete, redact, or otherwise modify BWC recordings shall be submitted in writing and reviewed in accordance with agency procedures. No recording shall be altered, deleted, or modified except as authorized and approved by the Sheriff or Chief Deputy. All approved actions shall be documented. Any such action shall only be completed by the VR administrator.

I. **Security and Integrity of Recordings:** All BWC recordings shall be maintained in a secure manner to preserve their integrity and evidentiary value. Personnel shall not take any action that compromises the authenticity, reliability, or chain of custody of any recording.

XIV. ACSO INFORMATION TECHNOLOGY (IT) RESPONSIBILITIES

ACSO IT will be responsible for the storage and maintenance of all ACSO body-worn cameras. ACSO IT techs will liaise with Alamance County IT on maintenance and storage of data.

XV. ACSO ADMINISTRATION RESPONSIBILITIES

A. All external requests for disclosure or release of recordings shall be documented and forwarded to the County Attorney's Office for legal review. Processing of approved requests shall be completed by the VR Administrator in accordance with Section XVII (Disclosure and Release of BWC Recordings).

B. Majors shall ensure that requests received within their division are promptly forwarded in accordance with this policy.

XVI. VR ADMINISTRATOR RESPONSIBILITIES

A. Upon approval by the Sheriff, Chief Deputy, or County Attorney, as required by this policy, the VR Administrator shall process authorized disclosures and releases in accordance with Section XVII (Disclosure and Release of BWC Recordings) and shall maintain records of all processed requests.

B. The District Attorney’s Office may make written requests, through email, to the VR Administrator, for video recordings to meet the discovery requirements of criminal prosecution for specified cases only.

1. The VR Administrator will review the request and provide a copy of the recording using the current approved method adopted by the District Attorney's office.
2. The VR Administrator will document the transfer and receipt to the District Attorney's office of the recording.
3. Non-case related requests for release of video by the District Attorney's Office shall only be granted by court order.

C. BWC recordings may be accessed internally by authorized personnel for legitimate law enforcement purposes, including:

1. Criminal investigations
2. Internal investigations
3. Supervisory review and training
4. Preparation for court proceedings

Access shall be limited to ACSO personnel with a legitimate need to review the recording in the performance of official duties.

D. All other approved external requests, other than from the District Attorney's Office will be:

1. Forwarded to the VR Administrator
2. Reviewed by the Alamance County Attorney's Office.
3. Reviewed and approved by the Sheriff or Chief Deputy.
4. A signed receipt will be obtained, noting the time and date.

XVII. RETENTION

A. Pursuant to N.C. Gen. Stats. §§ 121-5 and 132, the Sheriff's Office shall utilize the records retention schedule, established for Sheriff's Offices, by the NC Department of Natural and Cultural Resources. Notwithstanding any retention period set forth below, no recording shall be deleted if the Sheriff's Office knows or reasonably should know that the recording is relevant to pending or reasonably anticipated litigation, investigation, audit, or public records request. All video recording files shall be securely stored on a dedicated server for no less than thirty (30) days. As it relates to video recordings, the agency shall utilize the following retention schedules:

1. **Equipment Check/Accidental Activation:** Eligible to be erased after thirty (30) days.

2. **Traffic Stops:**

   a. If legal action is taken and the case is adjudicated, purge 1 Year after final disposition.

b. Purge after one (1) Year, if no litigation, claim, audit, or other official action involving the records are pending or reasonably anticipated or is part of an official case file.

3. **General Calls for Service:** Purge 90 days after incident, unless otherwise required to be retained by this policy.

4. **Field interview:** Purge one (1) year after interview unless it becomes part of an official case file.

5. **Detainee transport:** Purge ninety (90) days after transport, if no litigation, claim, audit, or other official action involving the records are pending or reasonably anticipated or is part of an official case file.

6. **Misdemeanor:** Purge recordings concerning misdemeanor cases after three (3) years, if no litigation, claim, audit, or other official action involving the records are pending or reasonably anticipated. If official action has been initiated, purge after completion of the action and resolution of all related issues.

7. **Felony:**

   a. Purge solved cases after twenty (20) years, if no litigation, claim, audit, or other official actions involving the records are pending or reasonably anticipated.
   b. If official action has been initiated, purge after completion of action and resolution of issues involved. Retain recordings concerning unsolved cases until solved and then follow disposition instructions in part (a).

8. **Uses of Force:** Purge five (5) years after event if no litigation, claim, audit, or other official action involving the records are pending or reasonably anticipated or is part of an official case file.

9. **Cell Extraction:** Purge five (5) years after event if no litigation, claim, audit, or other official action involving the records are pending or reasonably anticipated or is part of an official case file.

10. **Detention Center Riot:** Purge five (5) years after event if no litigation, claim, audit, or other official action involving the records are pending or reasonably anticipated or is part of an official case file.

11. **Medical Emergency:** Purge after three (3) years and six (6) months if no litigation, claim, audit, or other official action involving the records are pending or reasonably anticipated. If official action has been initiated, purge after completion of action and resolution of issues involved.

12. **Jail Evacuation:** Purge after ninety (90) days if no litigation, claim, audit, or other official action involving the records are pending or reasonably anticipated. If official action has been initiated, purge after completion of action and resolution of issues involved.

13. **Citizen complaints:** Purge three (3) years and six (6) months after resolution, unless made part of an internal investigation file.

    a. If legal action is taken and case adjudicated, purge five (5) years after final disposition.
    b. If legal action is taken and non-adjudicated, (out of court claims), purge five (5) years after final disposition or expiration of relevant statute of limitations.
    c. Retain litigation case records having precedent or historical value permanently.

14. **Internal Affairs Case Records:** Recordings, that become part of Internal Affairs Case records, shall be transferred to the member's internal affairs folder and maintained in accordance with that record.

B. All Other Video Recordings: Any video file having no evidentiary value and is not related to any other incidents as specified above, or any subsequent directive may be purged from the server ninety (90) days after the recorded incident.

C. Possible Legal Claim/Complaint: When a video recording relates to an incident that may reasonably result in a legal claim or complaint, the recording shall be retained for a minimum period of three (3) years and six (6) months, or longer if required by any applicable retention category above. This provision shall not shorten any otherwise applicable retention period.

D. When different purge dates apply to the same incident, the record shall not be purged until the last relevant purge date is reached.

E. At times, it may be necessary to reclassify an incident, which may change the purge date. Any such request should be forwarded through the appropriate chain of command to the Major of the respective division, who shall notify the VR Administrator. The Major of the respective division shall determine whether reclassification is appropriate. Upon that authorization, the VR Administrator shall perform the administrative reclassification within the BWC system.

F. The VR Administrator shall produce a monthly report of videos which have met the requirements for purging. The report shall be reviewed by the Legal Advisor's Office and Professional Standards and shall require final approval by the Chief Deputy prior to deletion.

XVIII. DISCLOSURE AND RELEASE OF BWC RECORDINGS

All access to, disclosure of, and release of BWC recordings shall be governed by N.C. Gen. Stat. § 132-1.4A and other applicable North Carolina law. BWC recordings shall not be released except as authorized by law.

A. **Disclosure:** For purposes of this policy, "disclosure" means allowing a person to view or listen to a recording without receiving a copy. Disclosure does not include the release of a recording. "Release" means providing a copy of a recording to a person or entity. All requests from any person or entities outside ACSO, including court orders to disclose or release a copy of video recordings, shall be forwarded to, and reviewed by the County Attorney's Office. The requests shall be made in writing, detailing the date and approximate time of the activity captured in the recording. Upon receipt of a request, the Sheriff's Office shall identify and preserve any potentially responsive recordings.

B. **Disclosure (Viewing Only)**: Disclosure of a BWC may be authorized to:

    1. A person whose image or voice is depicted in the recording; or
    2. That person's personal representative.
    3. For purposes of this policy, "personal representative" includes:

        a. An attorney representing the person;
        b. A court-appointed guardian;
        c. A parent or legal guardian of a minor; or
        d. The personal representative of a deceased person's estate.

C. **Limits on Disclosure:** When disclosing a video recording, the VR Administrator, with approval of the Sheriff, Chief Deputy, or their designee will disclose only those portions of the recording that are relevant to the person's request. Disclosure shall occur in a controlled setting designated by the Sheriff's Office. A person who receives disclosure pursuant to this policy shall not copy, record, photograph, or otherwise reproduce the recording. Disclosure may be denied when authorized by law or when necessary to protect an ongoing investigation, the safety of individuals, or other legitimate law enforcement interests.

D. **Death and Serious Bodily Injury:** Requests for disclosure of BWC recordings depicting death or serious bodily injury shall be handled in accordance with N.C. Gen. Stat. § 132-1.4A. The Sheriff's Office shall not directly disclose any recording covered by this section absent a court order. The Sheriff's Office shall forward the request and any responsive recordings to the Alamance County Attorney's Office as soon as practicable, and no later than one (1) business day after receipt, to ensure compliance with statutory deadlines. Upon receipt of a request under this section, the recording shall be preserved and shall not be altered, deleted, or reclassified pending court action.

E. **Public Release:** Public release of any BWC recording, meaning providing a copy of a recording, shall occur only in accordance with N.C. Gen. Stat. § 132-1.4A. Any person(s) or entity seeking release of a BWC recording from the Sheriff's Office must file a petition in Superior Court in Alamance County, unless otherwise stated herein. The Sheriff's Office shall not release any recording absent a valid court order. All requests for release, including subpoenas and court orders, shall be forwarded to the Alamance County Attorney's Office.

F. **District Attorney:** The Sheriff's Office shall provide BWC recordings to the District Attorney's Offices for the following purposes:

1. For review of potential criminal charges;
2. To comply with discovery requirements in a criminal prosecution;
3. For use in criminal proceedings; or
4. Any other legitimate law enforcement purpose.

The District Attorney's Office will make written email requests for copies of ACSO body-worn camera recordings through the VR Administrator. The Sheriff's Office shall provide requested recordings to the District Attorney's Office as soon as practicable, consistent with the needs of the prosecution and applicable discovery requirements.

Requests for recordings not associated with a specific criminal case shall be handled in accordance with the applicable provisions of this policy and any applicable agency policies governing exculpatory evidence.

G. **Additional Release Bases:** The Sheriff may disclose or release a recording for any of the following purposes:

1. For law enforcement training purposes.
2. Within the Sheriff's Office for any administrative, training or law enforcement purpose.
3. To another law enforcement office for legitimate law enforcement purposes.

XIX. FEDERAL TASK FORCE ASSIGNMENTS

A. **Applicability:** This section applies to any Alamance County Sheriff's Office personnel assigned as a federally-deputized Task Force Officer (TFO), including but not limited to assignments with the FBI, ATF, USMS, DEA, HSI, or any other federal law-enforcement task force.

B. **Operating Under Federal Authority:** When operating under federal authority, ACSO personnel shall comply with the applicable federal task force memorandum of understanding, body-worn camera addendum, and operational

directives governing the assigned task force, except where compliance would conflict with North Carolina law or this policy.

C. **Preservation of State Law**: Nothing in this section shall be interpreted as waiving, limiting, or superseding the Sheriff's obligations under North Carolina law regarding the ownership, retention, disclosure, release, or management of body-worn camera recordings, unless otherwise required by applicable law or court order.
D. **Supervisor Responsibilities During Federal Operations:** Supervisors assigned to federal task forces should seek written clarification or approval whenever federal policy permits discretionary implementation and such discretion would better harmonize federal operations with North Carolina law or Sheriff's Office policy.

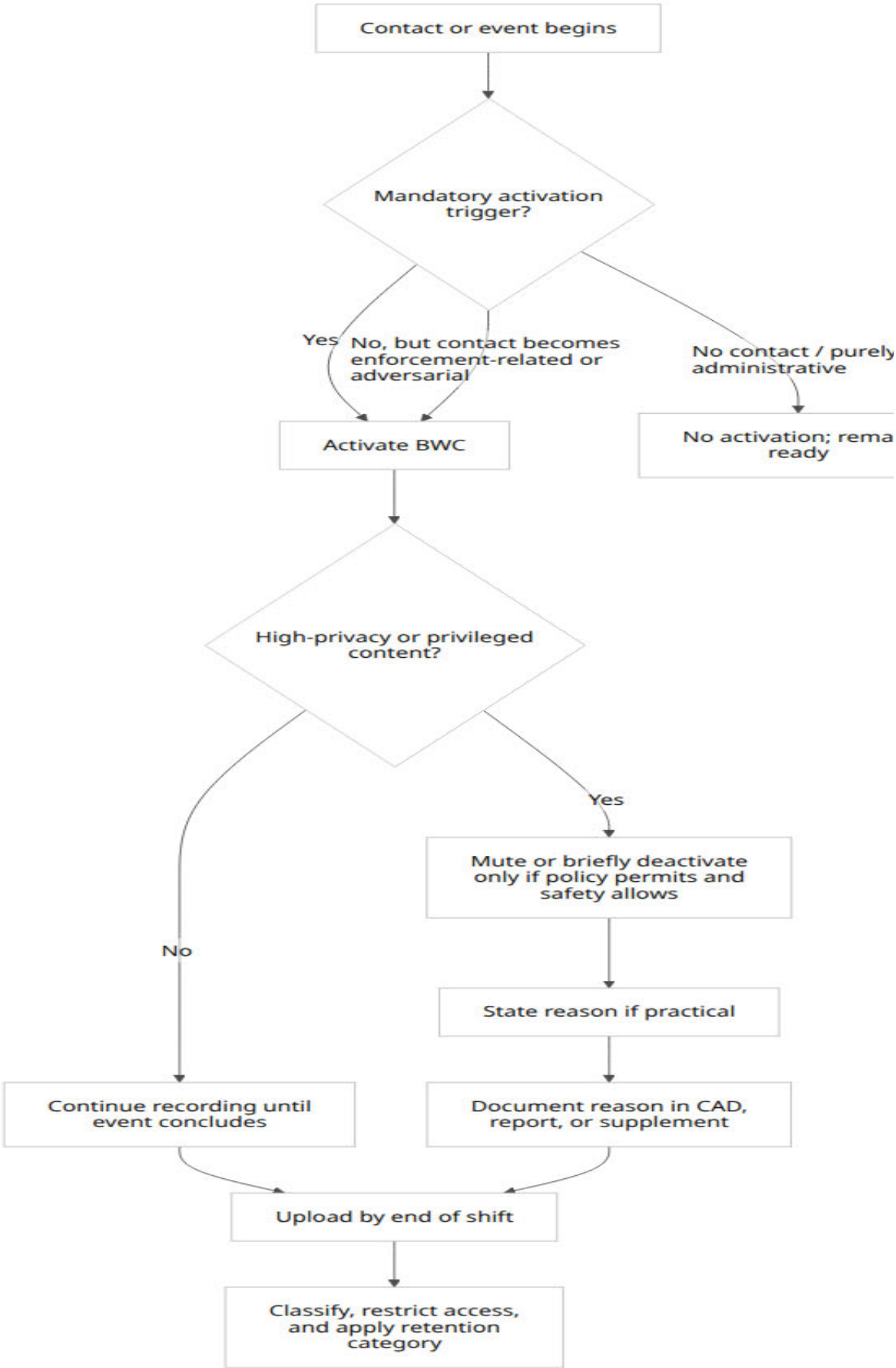
E. **Federal Copy:** Recordings uploaded to ACSO systems shall remain ACSO records subject to North Carolina law, including N.C. Gen. Stat. § 132-1.4A, even when a duplicate recording is shared with a federal agency pursuant to a task force agreement.

XX. VIOLATIONS OF POLICY

Any violation of this policy, including the willful destruction or misuse of body-worn or other video recording or camera equipment, will result in corrective or disciplinary action up to and including termination. Unauthorized access, release, or misuse of BWC recordings may result in criminal prosecution or civil liability in addition to administrative discipline.

Appendix A

Title	Description	Retention Days
Accidental	Unintentional activation.	30
Admin Rev	Used to indicate a video has been reviewed by an administrator.	30
Anim Call	Animal call **not involving a bite**.	180
Arr Warr	**Not actual custody**; assisting deputies, etc.	365
Arrest	**Not assistance**. Actual custody, offense in presence arrests, etc.	3650
Attempt	Civil paper service attempt, warrant service attempt, etc. **with limited value**.	30
Cell Srch	Search of inmate cell.	180
CFS	Call for service **not captured by another classification**.	180
Citn Traf	Criminal citation issued for traffic offense.	1825
Civil Srv	Civil paper service **with limited value**.	180
Crim Scne	Documentation of crime scene.	3650
Eject/Writ	Civil paper service such as summary ejectment, writ, any problematic encounter, etc.	365
Emp MVC	**Employee-involved** Motor Vehicle Collision.	Forever
Employment	Employment Polygraph.	Forever
Evid Coll	**Actual collection** of evidence at crime scene, search warrant, etc.	3650
EVO	Emergency Vehicle Operation.	30
Follow-Up	Follow-up **with limited value**.	365
Indefinite	Generic classification to save video forever.	Forever
Init/Test	Initialization/test.	30
Inmt Dscpl	Inmate disciplinary hearing, enforcement, etc.	180
Interview	**Conducted in interview room**. Includes custodial as well as non-custodial.	3650
Medical	Includes 10-73.	180
Miss Pers	Missing person that **has not been found and there is no reason to suspect foul play**.	1825
MP Found	Missing Person **that was found**.	180
Offndr Int	Offender interview (custodial, non-custodial, etc.).	3650
Ord Enfc	Animal Control civil enforcement action, ordinance violation enforcement action, etc.	1825
Ped Stop	Terry stop of person **not resulting in arrest, citation, etc.**	365
Pers Offn	Abduction/kidnapping, assault, homicide, human trafficking, etc.	3650
PO/NCO Srv	**Not violation**. 50B/50C service, 50B firearm surrender, etc.	730
Polygraph	Investigatory Polygraph.	3650
Pris Escrt	**Not involving a vehicle**. Same-sex, opposite-sex, and juvenile.	180
Prof Stand Rev	Used to indicate a video has been reviewed by professional standards.	30
Prop Offn	Arson, bribery, burglary, counterfeiting/forgery, embezzlement, extortion/blackmail, fraud, larceny, motor vehicle theft, property damage, robbery, stolen property possession, etc.	3650
Pub MVC	**Non-employee-involved** Motor Vehicle Collision.	30
Pursuit	Both vehicle and foot pursuit.	Forever
Recon	Neighborhood canvas, investigation, grid searches, K9 tracks, potential witness interviews, etc. **with limited value**.	180
Restricted	Generic classification to restrict videos from view.	Forever
Sec Cntbd	Collection of contraband **not involved in a crime** (e.g., forgot to remove pocket knife) at a security checkpoint (i.e., courthouse).	365
Sex Offn	Incest, peeping, rape, sexual assault, sodomy, etc.	3650
Soc Offn	Alcohol, animal cruelty, bigamy, chapter 90, child neglect, child support, contributing to delinquency, disorderly, family offense, fugitive, gambling, harboring, obscene material, sex offender violations, traffic violations (including DWI), weapon possession, wildlife, etc.	3650
SOR Check	Sex Offender Registry compliance check.	730
Srch Warr	**No evidentiary value**. Search warrant execution.	365
Supervisor Rev	Used to indicate a video has been reviewed by the employee's supervisor.	30
Traf Ctrl	Funeral escort, road closed, lane blocked, traffic direction, etc.	30
Training	**Not of people training, testing**; rather, video retained for training purposes.	Forever
Transport	**Involving a vehicle**. Same-sex, opposite-sex, and juvenile.	365
UA Death	Unattended death determined to be **of natural causes**.	365
Unfounded	Purported crime determined to have not occurred **at initial response**.	180
UOF	Includes officer-involved shooting.	Forever
Veh Stop	Traffic stop **not resulting in arrest, citation, etc.**	365
Witn Intvw	Witness interview, witness statement, etc. **with value**.	3650
UNCATEGORIZED		180


Contact or event begins
Mandatory activation trigger?
Yes
No, but contact becomes enforcement-related or adversarial
No contact / purely administrative
Activate BWC
No activation; rema ready
High-privacy or privileged content?
Yes
No
Mute or briefly deactivate only if policy permits and safety allows
State reason if practical
Continue recording until event concludes
Document reason in CAD, report, or supplement
Upload by end of shift
Classify, restrict access, and apply retention category

Section 10: Legal Process

1. **Civil Process**
2. **Criminal Process**
3. **Return of Service: Criminal Process**

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: CIVIL PROCESS

POLICY #: X-I **EFFECTIVE DATE: 04/01/2005**

PURPOSE: The purpose of this order is to ensure sufficiency of information, accuracy, timeliness and accessibility in the service of civil processes.

POLICY: It shall be the policy of the Sheriff's Office to establish guidelines relating to information contained in, accuracy and accessibility of, and the delivery of legal process.

CIVIL PROCESS DEFINED: Civil process if defined as the service or execution of a document issued by the court in support of the civil court system. These documents include summonses, execution judgments, claims and deliveries, tax warrants, notice of rights, summary ejectments, writs of possession, subpoenas, orders of forfeiture, civil orders for arrest, involuntary commitment orders and temporary restraining orders.

According to common law and the authority of NCGS 162-13 thru 18, the Office of the Sheriff must account for all processes received into the Sheriff's Office. Failure to perform these duties according to law could subject the Sheriff to amercement or criminal sanction. Only the Sheriff and appointed deputies may serve civil process. Under most conditions, deputies may take action which is civil in nature only by means of some court order or writ. Therefore, as a standard, when civil process is being executed, the paperwork must be validly issued, received and valid on its face.

PROCEDURE:

I. RECORD

The need for timely and accurate information on civil papers and criminal warrants is continuous and not limited to conventional working hours. A records system maintained for civil and criminal proves shall be accessible to personnel twenty-four (24) hours a day.

Normally, only the civil process clerks will enter and update information in the legal process function on the computer.

A. **Entry Information Type**

Record entries will be cross-referenced so that the information can be retrieved by means of the file or OCA number, party name or incident date. Information regarding each item of legal process, including both civil and criminal, is recorded and should include the following elements:

1. Date issued and date received
2. Type of legal process
3. Nature of document
4. Source of the document
5. Name of plaintiff/complainant and name of defendant/respondent

6. Officer assigned for service
7. Date of assignment
8. Court docket number

B. **Return of Service**

1. Agency records must reflect the nature and date of the disposition of the legal process, including whether it was served personally or by other mean. If substitute service was made, the records shall reflect how service was made, manner and date.

2. Records on the service or execution of legal process documents shall include the following:

    a. Date and time served
    b. Name of server
    c. To whom process was served or to whom executed
    d. Method for service or reason for non-service

3. A lieutenant supervises members assigned to civil process duties. This lieutenant shall be responsible for assignment of personnel to the various duties of this section under the direction of the Sheriff or his designee. In addition, this civil division lieutenant shall regularly review all pending processes in order to ensure that process needing to be returned shall be returned to the administrative section in a timely fashion. It is the primary obligation of this section to promptly and properly receive, serve and execute all lawful civil documents and make the necessary returns.

4. All members shall exercises proper diligence in attempting to locate persons and property and shall ensure that all returns made are complete, accurate and timely.

5. Personal verification of all information cited in returns shall be made, and members shall, without fail, see that all processes, served or unserved, are returned to court on or before the due date recorded.

6. Deputies making any attempt to serve any civil process shall enter the date of the attempt on the top of the face of civil process and shall initial the attempt notation. In addition, members shall review daily the processes assigned to them to ensure that papers are returned to the administrative section on or before their due date.

7. Care shall be taken by deputies, before vacation, long weekends or holidays, to check their processes to ensure that all processes, which need to be returned to the Clerk of Court during this period, are

returned before the due date.

8. Court dates on Magistrate's Summonses, etc. shall be changed only by the clerk of court.

9. Deputies are expressly prohibited from serving or attempting to serve any civil or criminal process or from making or attempting to make any collection in which they have or may reasonably be perceived to have any personal interest of any type whatsoever. Such process shall be referred to another Deputy for service or collection.

10. Should any Deputy discover any error in the naming of parties, agent for service or any other substantive matter, the Deputy shall not undertake any action to correct such error. Rather, the original summons as issued shall be returned to the Clerk of Court for correction. Under no circumstances shall any Deputy make any promise to take any action other than that which is prescribed by law for any process service.

11. Deputies and office staff are specifically prohibited from rendering any legal advice concerning the actions to be taken by the parties served. It shall be permissible to encourage such person to obtain legal assistance.

12. Civil Section Deputies are strongly encouraged to obtain the pertinent route maps and other necessary locators to aid in locating defendants. In addition, Deputies should make necessary telephone contacts, when possible, prior to entering the field and should route all processes in order to obtain the most efficient use of time, equipment and supplies.

13. Civil Section Deputies shall be required to observe all normal radio procedures. Civil Deputies shall be required to check in and out of service and to keep radio traffic to a minimum. Office personnel requesting field units to check for specific items of process shall attempt to contact all units in service.

14. Under no circumstances whatsoever shall any Deputy or agent of this office be permitted to bid, either directly or indirectly, at any judicial sale pursuant to civil process. Office agents are specifically deemed to include the storage or wrecker business utilized by the ACSO for the particular seizure in question.

II. SERVICE OF PROCESS

All summons and complaints shall be served or returned to the Clerk of Court within 60 days of the issuance date. Under NO circumstances shall ANY summons and

complaint be observed after such date. The method of a summons and complaint is determined by the nature and status of the party or parties to be served according to the following rules:

A. **Natural Person**

1. A natural person is an individual summoned for some act or commission he or she allegedly committed as an individual. This will often be represented on the summons by designation of the person to be served without any other title or indication as "process agent".

2. Natural persons may be served either by personal delivery of a copy of the summons and complaint:

   a. to them
   b. to a person named his or her agent for process, or
   c. to a person of suitable age and discretion who resides at the dwelling place of the person named in the summons. Members using substitute service shall exercise extreme care to ensure that the person accepting delivery is competent to understand the process and the importance of re-delivery to the defendant. Such delivery must take place at the defendant's residence. Generally, persons under the age of 14 years should not be utilized for such substitute service.

3. Under NO circumstances shall substitute delivery of copies be made at the Sheriff's Office, the place of the subject's business, or any place other than the residence.

B. **Natural Persons Under a Disability**

1. Normally, persons under a legal disability who are defendants will have a parent or guardian listed for service. Persons under a legal disability may be juveniles, persons who have been declared incompetent to manage their affairs, etc.

2. If the person under disability is a juvenile, the parent must be served in addition to the juvenile. When there is no parent, or in the case of other legal disability, a guardian will be appointed by the court. Such guardian must be served along with the person under disability.

3. The determination of legal disability is not a decision made by this Office. Where no parent or guardian is indicated, but the Deputy reasonably believes that the person served is under legal disability, the paper shall be served as directed. The Deputy shall then, as a courtesy, make contact with the plaintiff or his or her attorney in

order to explain the potential disability.

C. **State**

If the party defendant is the State of North Carolina, service is made upon the Attorney General or any Assistant or Deputy Attorney General in person. "State of North Carolina" will be entered as the party served.

D. **State Agency**

If the defendant is a state agency, such as a school board or the like, personal service shall be made upon the registered agent for the state agency. If the registered agent is not listed on the summons, he or she may be determined by contacting the Attorney General's Office. The registered agents of state agencies will be listed in that office.

E. **Cities, Towns, or Villages**

Where the party defendant is a city, town, or incorporated village, the process shall be made upon the city manager or the city or town clerk. Under no circumstances shall any other person, such as the town attorney, be served. The city or town shall be entered as the person served.

F. **County**

If the county is named as the defendant, the process may be served by delivery to the county manager, chairman of the county board of commissioners, any individual commissioner, or the clerk for the board of commissioners. Under NO circumstances shall ANY other party, such as the county attorney, be served. "County of Alamance" shall be entered as the person served.

G. **Other Local Government Units**

All other local governments units such as school boards, etc., named as defendants shall be served by delivery of a copy to any officer or director, or any process agent or attorney-in-fact for the unit authorized to accept service. Deputies confronted with a process that does not designate the party to be served shall make every reasonable effort to compel the plaintiff or the plaintiff's attorney to designate the proper party. Where such designation is not forthcoming, the Deputy shall serve an officer or director of the governmental unit only, if possible. The proper name of the government unit shall be entered as the person served.

H. **Corporations**

1. A corporation is a recognized entity under the law with an existence separate and apart from any of the individuals within the corporation. A corporation will have the designation "Inc." after the business name and has the capacity to sue and be sued in its own name. The return must designate the corporation as the person served. A

corporation may be service by personal delivery of a copy of the summons and the complaint to any officer, director, or managing agent of the corporation. Generally, the person to be served will be specified in the summons. In addition, a corporation may be served by delivery to the person apparently in charge of the office, such as a director or managing agent. Generally, this will not include secretaries unless such secretary has the title "office manager" or comparable status.

2. A corporation is required to have on file with the Secretary of State a registered agency for service of process. Such agent is also a proper party for service and, if not specified, may be determined by calling the Corporations Section of the Secretary of State's office. If one of the above persons cannot be located or if the corporation is not registered in North Carolina, service may be obtained by delivery to the Secretary of State.

I. **Partnerships**

A partnership may be served as a party defendant by delivery to any general partner, which is my partner with managerial authority. In addition, the authorized agent for service of process or the attorney-in-fact may be served. The process may also be left at the office of any general partner with someone apparently in charge. Again, this does NOT generally include secretaries. Members are to exercise extreme caution in attempting to serve anyone other than a general partner when the agent for process is not specified in the summons directive.

J. **Unincorporated Associations**

Such associations will include fraternal organizations, rescue squads, etc. Service on the association is made by delivering copies to any officer, director, or managing agent of the association or to any member of the governing body. To the most further extent possible, members shall require the plaintiff or the plaintiff's attorney to formally designate the person to be served. Valid service may also be obtained by delivery to any agent specifically authorized to accept process or by leaving the process in the association business office of any officer, director, or managing agent. Deputy shall deliver the paper to the person apparently in charge of the office. The proper name of the organization must be entered as the person served.

III. RETURN OF PROCESS

A. Deputies shall ensure that returns are made correctly and in a timely manner. Under NO circumstances shall any process be held for any reason in order to secure service or at the request of the plaintiff.

B. Before submitting any process of the Returns Clerk, the Deputies shall review all returns for completeness and accuracy. Any error discovered shall be corrected immediately. Such return must contain the name of the person or business served, the appropriate method of service, the member's signature, and the date of service, and location of service.

C. Under no circumstances shall any Deputy use the standard "Due and Diligent" phrase when marking a paper to reflect the inability to locate the person to be served. Rather, the Deputy shall enter the number and type of attempts made and any other pertinent information, such as refusal to open the door, etc. The Deputy shall also cite in the return any alternate locations (i.e. DCI, blue book, etc.) consulted in an attempt to locate the party to be served.

D. With respect to process received too late for service, the return shall state the number of attempts, if any, and record on the process return the phrase "did not locate the subject after receipt and prior to the due date". Deputies shall not state on the return that the paper was received too late for service.

E. With respect to the return on an execution for lack of bidders, such return shall contain a statement as to where and when such sale was advertised and offered.

IV. EXECUTION SERVICE

All execution documentation stated in a return shall be personally verified prior to entry. Under NO circumstances shall ANY Deputy alter the return in any manner after return to the court. Errors on papers already returned to court shall be brought to the attention of the Clerk of Court.

V. SEIZURE OF PROPERTY

A. It shall be the responsibility of the seizing Deputy to observe all legal requirements with respect to the seizure and care of property regardless of the type of process authorizing such seizure.

B. Deputies shall exercise extreme care to determine the actual ownership of items apparently subject to seizure. Any doubt as to the ownership of such items shall be resolved against the seizure. Normally, property owned jointly by the defendant and another shall not be subject to seizure without a court order.

C. With respect to motor vehicles registered through the North Carolina Division of Motor Vehicles, the titled owner or owners are the persons in legal control of the property without regard to the identity of the person operating or paying for such vehicle.

D. Although it is technically possible to sell the defendant's share of jointly owned property, as a practical matter, such items of property cannot be successfully sold. In the case of motor vehicles, they cannot even be titled. Therefore, such items shall not be seized without a court order.

E. It shall be the responsibility of the seizing Deputy to ensure that items seized under court process are not lost or damaged due to negligence.

F. Vehicles or other items of personal property seized under process shall be safely secured during the period such items are in the custody of the Sheriff's Office. With respect to seizure of real property, the Deputy is authorized to require the plaintiff to advance the necessary expenses of any reasonable security measure, including the posting of a guard.

G. Seized Property Storage: All property seized per court order shall be turned over to the plaintiff at the time of seizure if possible.

H. If this is not allowable by law as in the case of a Claim and Delivery, the property will be tagged with a white property sheet and placed in a secure area. A copy of the property sheet will be attached to the Court Order and signed by the person receiving the property upon release. The order and property release will be returned together to the clerk's office.

I. Under NO circumstances shall the plaintiff or any other party be permitted to take custody of or provide security for any items in the custody of this Office pursuant to seizure under court process.

J. Prior to making any seizure of mobile homes, the Deputy shall ensure that the county property taxes have been paid and the appropriate receipt issued.

K. Any question concerning the property of any seizure or the method of storing or securing such property shall be immediately referred to the Deputy's supervisor for resolution.

L. No levy shall be made upon the assets of any natural person unless the required exemptions hearing has been conducted or until it has been determined and ruled that the defendant is entitled to no exemptions under Chapter 1C of the General Statutes.

M. Where an attachment or other seizure process exists against the property of a business, the business itself shall not be padlocked without the express prior approval of the supervisor and legal advisor. Generally, it is permissible only to remove sufficient assets to satisfy the debt.

N. All fees shall be collected in advance pursuant N.C.G.S. 7A-311. This can be waived only in the event that the plaintiff is a government agency.

VI. MAGISTRATE'S SUMMONS

A. Magistrate summonses should be served 2 days before the date of hearing on the paper. Without exception, the process must be returned to the Clerk of Court before the close of business on the last business day before the hearing.

B. Except as provided below for magistrate summonses for ejectment when no money judgment is claimed, the method of service is the same as for a summons and complaint.

C. If the magistrate summons is for ejectment and it does not contain a claim for monies due, the member shall attempt to make personal service. If this fails, the summons may be posted in a conspicuous place on the property.

D. Failure to satisfy the personal requirements for personal service where a money judgment, as well as a summary ejectment for possession, is included in the magistrate summons AUTOMATICALLY DEFEAT THE PLAINTIFF'S CLAIM FOR DAMAGES.

E. When the magistrate's summons does not contain a claim for money, or when the money claim is abandoned after issuance of the summons, the Deputy is still required to exercise due diligence in attempting personal service. Only after normal attempts to obtain personal service have failed is alternate service valid. However, after the normal efforts to locate the person have failed, it is permissible for the Deputy to affix the summons and complaints to the premises.

F. Deputies utilizing this form of service shall ensure to the greatest extent possible that the summons is attached to the premises in a reasonably permanent and conspicuous manner. If it becomes reasonably apparent during the course of attempting personal service that the person cannot be located and the summons contains a claim for money, then posting the summons on a conspicuous place on the premise may complete service.

G. Under NO circumstances shall the member change the paper to "possession only".

VII. TAX ATTACHMENTS

There is no time specified for service of tax attachments. Therefore, it should normally be treated as a 30-day process. A tax attachment shall be served by personal delivery to the defendant taxpayer.

VIII. TAX GARNISHMENT

The time period on a tax garnishment is not specified. Therefore, it should normally be treated as a 30-day process. It should be served by delivery to the garnishee as specified in the regulation governing garnishment.

IX. TAX FORECLOSURE

The tax foreclosure is served in the same way as a summons and complaints. However, this is a 60-day process.

X. SPECIAL PROCEEDINGS

A. Special proceedings have the appearance of a regular summons and complaint with the exception of the designation "special proceedings" in the title of the case. Such cases involve suits to partition property, contesting of wills, etc.

B. The statute concerning service of special proceedings provides that the plaintiff may request immediate service. Therefore, under normal circumstances, such processes should be served as quickly as possible upon the assumption that such request has been made.

C. In any event, the member must return such papers to the Clerk of Court within 30 days of issuance. The method of service of special proceedings is the same as for a summons and complaint. A special criterion for legal return of service is that the respondent in the proceeding must sign the return as being served.

XI. EJECTMENT

A. In addition to the notice mailed from the office, the deputy shall post a copy of the notice on the property.

B. At the time of ejectment, a qualifying landlord is to be granted the option of recalling the execution, continuing with the set out, or simply changing the locks. This election shall be executed in writing, signed by the plaintiff and a copy returned with the execution.

C. If the padlocking option is chosen, the deputy shall supervise the changing of the locks and shall then return the execution to the Clerk of Court.

D. Deputies are prohibited from giving landlords advice as to which option to utilize or what to do with small amounts of property left on the premises. Similarly, deputies shall not attempt to value any such property.

XII. USE OF FORCE

A. Generally, any use of force in serving civil process shall be prohibited. If service cannot be obtained without the use of force against either persons or property, such process shall be returned unserved and with the appropriate return statement.

B. If the Deputy cannot enter onto the premises peacefully, he/she shall not enter at all except as provided below. In case of doubt as to authority to use force, or in any event where further attempts would reasonably appear to result in the likelihood of violence against the member, the member shall withdraw and make the appropriate return.

C. Use of force is authorized under the law for execution of a claim and delivery under limited circumstances. However, prior to attempting such levy, the member shall have satisfied him or herself as to the particularity of the description of the property and shall have identified the property subject o seizure by peaceful means.

D. Force may not be used merely to identify property subject for seizure. However, when the Deputy has unmistakably identified the property subject to seizure, he/she may use only the amount of force reasonably necessary to effect entry onto the premises and to seize such property after a public demand for delivery of the property has been made and refused.

E. Deputies may also lawfully use the degree of force reasonably necessary to gain entry onto the premises and to remove property subject to a summary ejectment. This shall be done only upon actual possession of the order in ejectment and only to the degree necessary to place the plaintiff in possession of the premise. In the deputy's discretion, he may consider options other than an immediate use of force, such as (1) seeking to invoke the court's contempt jurisdiction under G.S. 5A-11, (2) applying for a criminal arrest warrant for resisting, delaying or obstructing officers pursuant to G.S. 14-223, or (3) seeking supplemental court orders authorizing specific law enforcement action to gain access to the premises and/or to forcibly remove the tenant ("Order in Aid of Possession". The office may find it advisable to enlist the help of landlord or landlord's attorney with respect to options (1) & (2).

F. Nothing in this section shall be construed as requiring the Deputy to expose him or herself to danger in the collection of a debt or as prohibiting the member from protecting him or herself from actual attack to the extent authorized by the law.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: CRIMINAL PROCESS

POLICY #: X-II **EFFECTIVE DATE: 04/01/2005**

PURPOSE:

The purpose of this order is to establish guidelines and responsibilities for the service of criminal process.

POLICY:

It shall be the policy of the Alamance County Sheriff's Office to process and attempt service of warrants for arrest, criminal summons, citations, orders for arrest, show cause orders, notices, fugitive warrants, subpoenas, and other criminal processes sent to the Alamance County Sheriff's Office for service.

PROCEDURE:

I. ORIGINS AND TYPES OF CRIMINAL PROCESS

A. The Warrant Control Section and Civil Process Division receive all criminal papers that arrive at the Alamance County Sheriff's Office. These criminal papers come from:

1. Clerk of Court
2. Magistrates
3. Probation and Parole
4. The public
5. Other jurisdictions

B. Criminal papers include

1. Warrants for arrest (WFA);
2. Criminal summons
3. Citations
4. Orders for arrest (OFA)
5. Show cause orders
6. Notice of hearings
7. Fugitive warrants (Governor's warrants) and
8. Subpoenas – District Criminal or Superior Criminal, in person or to produce documents

C. All criminal papers received for service will be stamped with the date and time the paper is received. All papers, when received, will have a court docket number assigned to them.

II. RECORD OF CRIMINAL PROCESS

A. Criminal process information will be entered into the computer tracking system and shall include the following information:

1. Date issued
2. Name of defendant
3. Address
4. Date of birth, if known
5. Social Security number, if known
6. Race and gender
7. Phone number, if known
8. Operator's license number
9. Type of bond and amount (if applicable)
10. Type of paper
11. Court records number (CR Number) and
12. Area assigned.

B. Once the assigned area receives the paper for service, the processing of same will be worked according to agency policy, and state and federal laws for prompt service.

C. All papers for service will be researched for telephone numbers, correct addresses or whatever other information may facilitate service.

III. TERRITORIAL LIMITATIONS UPON EXECUTION

A. A deputy having a warrant for arrest in his/her possession may arrest the person named or described therein at any time at any place within Alamance County, and anywhere in the state in cases of felony offenses, which occurred in Alamance County.

B. If service of process takes a deputy out of the county, protocol contact shall be made to the local agency of destination unless waived for good reason by a major or above of this agency.

IV. TIME REQUIREMENTS FOR EXECUTION

A. Criminal summons, warrants, and orders for arrest will be served within 180 days or returned to the Clerk of Courts office to be re-issued for another 180 days, if the CSC so desires.

B. Subpoenas for witnesses will be served in person or by telephone before the date the person is to appear in court as a witness. Subpoenas to produce documents will be served in person only, before the date to produce.

C. Citations, show cause orders and notices all have court dates set, before which service must be completed.

V. STATUTORY PROVISIONS

A. **Summoning Aid (N.C.G.S. 15A-405)**
Private persons may assist law enforcement officers in effecting arrests and preventing escape from custody when requested to do so by the deputy.

B. **Issuance of Summons in Lieu of Arrest (N.C.G.S. 15A-302)**
A deputy may issue a citation in lieu of arrest to any person who he/she has probably cause to believe has committed an infraction or misdemeanor.

C. **Use of Force (N.C. G.S. 15A-401)**
A law enforcement officer is justified in using force upon another person when to the extent that he/she reasonably believes it is necessary to effect an arrest and in accordance with this agency's "Use of Force" policy.

D. **Execution of Criminal Process Without a Warrant (N.C. G.S. 15A-401)**

1. A deputy may arrest without a warrant any person who the deputy has probable cause to believe has committed a criminal offense in the officer's presence.

2. A deputy may arrest without a warrant any person who the deputy has probable cause to believe has committed a felony or has committed a misdemeanor and will not be apprehended unless immediately arrested or may cause physical injury to him/her or others, or will cause damage to property unless immediately arrested.

VI. SERVICE OF CRIMINAL PROCESS IN FOREIGN JURISDICITON

A. Criminal process directed to the Alamance County Sheriff's Office for service, which cannot be served because the person named, is not found in Alamance County and there is no indication where the person may be found shall be returned to the issuing court with annotation to that effect. If a defendant cannot be found in Alamance County but information is developed that the defendant named in the process is located in another jurisdiction, the process shall be returned to the point of origin with the information attached which will enable the receiver to forward the process to the proper agency for service.

B. An exception to this policy would be that information has been developed where the defendant has been located in a neighboring county and can be apprehended immediately with the assistance of a neighboring agency under

mutual aid. Mutual aid must exist.

VII. PRIORITIES FOR SERVICE OF OUTSTANDING ARREST WARRANTS

Rapid service of criminal papers is the ultimate goal for all processes. Officers are to give emphasis on warrants where the person named has failed to appear in court, or the person represents a danger to others.

VIII. RECORD OF SERVICE/OTHER DISPOSITION

A. **Attempts of Service**

The deputy(s) assigned paper for service shall record each attempt of service showing the date, time, officer's number, and reasons for non-service on the paper or attachment.

B. **Service of Papers (In-County)**

Once the paper has been served, the following necessary information will be recorded in the warrant control system.

1. Date and time of service; and
2. Name of server

After service, all papers from out-of-county sources will be returned by mail.

Note: A copy of the arrest sheet and copy of the warrant are to be turned over to the Records Clerk.

C. **Papers Sent Out-of-County**

If any criminal paper received is to be sent to another agency, the Warrant Control System will reflect:

1. Date sent to agency; and
2. Name of the agency where paperwork was forwarded

D. **Return of Unserved Papers**

1. In the event a paper is to be returned to the place of origin of the Clerk of Court unserved, the Records Clerk will indicate in the Warrant Control System:

    a. Method of service (unserved)
    b. Date returned to Clerk's Office
    c. County returned to
    d. Name of deputy returning paper; and

e. Reason paper is returned to court unserved.

2. The Warrant Control System will then reflect the file as being inactive.

ALAMANCE COUNTY SHERIFF'S OFFICE

TITLE: RETURN OF SERVICE: CRIMINAL PROCESS
POLICY #: X-III EFFECTIVE DATE: 04/01/2005

PURPOSE:

This policy is implemented for personnel to comply with North Carolina General Statute 15A-310 (d)(2), which requires the return of unserved warrants and orders for arrest at the end of 180 days.

POLICY:

It shall be the policy of the Alamance County Sheriff's Office for its employees to comply with North Carolina law regarding the return of unserved warrants and orders for arrest.

PROCEDURE:

- All criminal processes logged in this agency shall have a "Criminal Paper Date Sheet" form attached by the Records Clerk. All attempts of service including dates, time and officer's call number shall be documented on this form.

- If the defendant is believed to be out of our jurisdiction, the deputy attempting service will write a return on the criminal process and forward it to the Records Clerk of the Alamance County Sheriff's Office. In the event there is no information leading to the arrest or whereabouts of the defendant within 180 days of the issue date, the criminal process will be returned to the agency's Records Clerk with the appropriate notations on the attempted service form.

- The Records Clerk will make proper notation in the computer records system, and then return the unserved warrants and orders for arrest to the issuing court. In the event the defendant is located, the Supervisor on duty will retrieve the criminal process from the Clerk's Office, if possible, and give it to the arresting deputy.

ALAMANCE COUNTY
SHERIFF'S OFFICE

CRIMINAL PAPER DATA SHEET

Defendant: _____

Address: _____

RECORD ALL ATTEMPTS & INFORMATION

DATE	TIME	ATTEMPTS & INFO	OFCR#

District Number: _____

RETURN THIS PAPER WITH ARREST RECORD

Section 11: Administrative Orders

Alamance County Sheriff's Office

Terry S. Johnson
Sheriff

Tim Britt
Chief Deputy

Shelton Brown
Major

Monte Holland
Major

Coley Rich
Major

MEMORANDUM

MEMO TO: **All Personnel**

FROM: **Sheriff Terry S. Johnson**

DATE: **March 1, 2007**

REF: **Use of Space Heaters**

ADMINISTRATIVE ORDER #2007-05

Effective immediately, it shall be the policy of this Office that any electric space heaters which are being used by individuals at any location in any of the buildings in the Sheriff's Office or in any of the Detention facilities will be turned off at all times whenever the area where those space heaters are being utilized are not occupied. It will be the responsibility of the individual to whom the space heater is assigned to comply with this policy.

Terry S. Johnson
Sheriff

Jackie Fortner
Chief Deputy

Steve Young
Major

David Sykes
Major

Mantrese Dodson
Major

Alamance County Sheriff's Office

FEDERAL GRANT PROCUREMENT – CONFLICTS OF INTEREST POLICY

Effective Date: September 17, 2026

I. Purpose

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funds and required under 2 C.F.R. § 200.318(c)(1).

II. Policy

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed). This policy also applies to any subrecipient of the funds. It applies to officers, employees, and agents of the Alamance County Sheriff's Office who participate in such procurement, including when Alamance County Finance, Purchasing, or other County departments assist with solicitation, contracting, payment, or administration.

The employee responsible for managing the federal financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

A. Conflicts of Interest. In addition to the prohibition against self-benefiting from a public contract under G.S. 14-234, no officer, employee, or agent of the Alamance County Sheriff's Office may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. The employee, officer, or agent involved in the selection, award, or administration of a contract;

2. Any member of his or her immediate family;

Address
109 S Maple St
Graham, NC 27253

Phone Number
(336) 570-6300

Fax Number
(336) 227-0614

Website
alamance-nc.com/sheriff

Terry S. Johnson
Sheriff

Jackie Fortner
Chief Deputy

Steve Young
Major

David Sykes
Major

Mantrese Dodson
Major

Address
109 S Maple St
Graham, NC 27253

Phone Number
(336) 570-6300

Fax Number
(336) 227-0614

Website
alamance-nc.com/sheriff

2.0

3. His or her partner; or

4. An organization which employs or is about to employ any of these parties.

For purposes of this policy, "immediate family" means a spouse, parent, child, brother, sister, grandparent, grandchild, or the step, half, or in-law equivalent of any of the foregoing, and any other person residing in the same household as the officer, employee, or agent. Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict in writing to his or her immediate supervisor, or, if the person with the conflict is the Sheriff or the conflict involves the immediate supervisor, to the Alamance County Attorney. Any such conflict shall be disclosed in writing to the federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy and 2 C.F.R. § 200.112.

B. Gifts. In addition to the prohibition against accepting gifts and favors from vendors and contractors under G.S. 133-32, officers, employees, and agents of the Alamance County Sheriff's Office are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than $50 which fall into one of the following categories may be accepted:

1. Promotional items;

2. Honorariums for participation in meetings; or

3. Meals furnished at banquets.

Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor.

C. Subrecipients. If the Alamance County Sheriff's Office makes a subaward of federal funds, the Office shall flow down conflicts-of-interest requirements consistent with this policy and 2 C.F.R. § 200.318(c), and shall require the subrecipient to disclose in writing any actual or potential conflict of interest to the Office as the pass-through entity.

Terry S. Johnson
Sheriff

Jackie Fortner
Chief Deputy

Steve Young
Major

David Sykes
Major

Mantrese Dodson
Major

III. Violation

Employees of the Alamance County Sheriff's Office who violate this policy will be subject to discipline up to and including termination, consistent with Office personnel policies and applicable law. Officers and agents who violate this policy will be subject to appropriate remedial action under applicable law and Office policy. Nothing in this policy alters the status of the Sheriff as an independently elected constitutional officer. A contractor's violation of this policy may result in termination of the contract and may render the contractor ineligible for future contract awards supported by federal funds.

Sheriff Terry S. Johnson

Alamance County Sheriff's Office

109 S Maple St

Graham, NC 27253

Address
109 S Maple St
Graham, NC 27253

Phone Number
(336) 570-6300

Fax Number
(336) 227-0614

Website
alamance-nc.com/sheriff