



# Chapel Hill Police Department



<b>Subject: Call Back Procedures - Captains</b>		<b>Number: 100.1</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

Captains are on a weekly on-call rotation. The on-duty supervisor will contact the on-call captain for any serious incidents. These may include, but aren't limited to incidents of suspicious deaths, critical injuries, fatal traffic crashes, hostage or barricaded situations, major incidents or serious injuries involving officers, assistance with media relations, etc. The on-call captain may also be contacted for any consultation.



# Chapel Hill Police Department



<b>Subject: Call Back Procedure – Crisis Unit</b>		<b>Number: 100.2</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

Crisis counselors are on a daily on-call rotation with a designated back-up on-call counselor. The on-duty supervisor should contact the on-call counselor for any situation requiring victim assistance. These may include, but aren't limited to death notifications, sexual assaults, domestic violence, critical injuries, hostage or barricaded situations, major incidents or serious injuries involving officers, and situation involving special public interest.

The on-call counselor must be immediately accessible by phone. They must report to the requested location within 20 minutes of the phone conversation. The back-up will be notified if additional assistance is needed or if the primary on-call counselor cannot be reached.



# Chapel Hill Police Department



<b>Subject: Call Back Procedure – Investigations</b>		<b>Number: 100.3</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

Investigations are on a weekly on-call rotation with a supervisor as the backup. The on-duty supervisor should contact the on-call investigator for any situation that may require an immediate investigation. These include, but aren't limited to suspicious death, sexual assault, kidnapping, missing child, assaults with serious injury, etc. The on-call investigator will use discretion on response to the scene or a consultation over the phone. If the on-duty supervisor specifically requests a response, the investigator will respond to the requested location. If the investigator responds, they must do so within one hour of the phone call.

The on-call investigator will contact their supervisor if additional investigators or evidence technicians are needed.



# Chapel Hill Police Department



<b>Subject: Call Back Procedure – SERT</b>		<b>Number: 100.4</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

SERT members are not on an on-call rotation. A call back of the team may be initiated through the designated SERT supervisor. The SERT supervisor will utilize their chain of command for proper notification. Once the call back is approved contact should be made by sending a group text message which can be found under "SERT CALL OUT" in your CHPD e-mail address book.

SERT should be mobilized when any of the following conditions exist:

- Hostage/Barricaded Subject Situations
- Sniper Situations
- Apprehension of extremely violent or heavily armed individuals
- Major incidents requiring additional manpower
- Large search and rescue operations
- High-risk warrant service



# Chapel Hill Police Department



<b>Subject: Call Back Procedure – Technical Services Unit</b>	<b>Number: 100.5</b>
<b>Issued:</b>	<b>Revised:</b>
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Members of the Technical Services Unit are not on an on-call rotation. A supervisor will contact a member of the Technical Services Unit when there is a system-wide problem. This would be situations such as RMS is down, none of the mobiles are working, or no reports are transferring from mobiles into RMS. Please use the numbers listed in the log at Base III when attempting to contact a TSU member.



# Chapel Hill Police Department



<b>Subject: Call Back Procedure – Traffic Collisions</b>		<b>Number: 100.6</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

Crash reconstructionists and the Traffic Unit are not on an on-call rotation. If they are needed, a supervisor will attempt to contact one of the Reconstructionist first. If neither of them is available to respond, the supervisor will attempt to contact one of the Traffic Officers. If any of these officers respond, it is guaranteed pay for the call back. A supervisor may contact a reconstructionist or a traffic officer under the following circumstances:

- A fatal traffic collision
- A traffic collision with life threatening injuries
- A special request from a supervisor
- A consult for any officer investigating a traffic collision
- A consult for any citizen's complaint or review in reference to a crash investigation



# Chapel Hill Police Department



<b>Subject: Call Back Procedure – Court Subpoenas</b>		<b>Number: 100.7</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

All subpoenas will be logged into the Subpoena Log with all identifying information. If the subpoena is for Superior Court, the officer will notify their direct supervisor of the date and time that they are put on telephone standby by the DA's office. The supervisor will document this date to the log. Subpoenas are issued at the direction of the courts and will be honored by each employee. **An employee may face internal disciplinary action as well as judgment from the court for not complying with a subpoena.**



# Chapel Hill Police Department



<b>Subject: Call Back Procedure – Special Call-Backs</b>	<b>Number: 100.8</b>
<b>Issued:</b>	<b>Revised:</b>
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Any employee is subject to be called back for emergency situations. These may include, but aren't limited to protests, major criminal incident, acts of nature, manpower shortages, etc. The employee will be notified if it is a voluntary or mandatory call back. If it is mandatory, only a division commander may excuse the call back. If the employee is under the influence of any impairing substance, they must immediately notify the supervisor who is requesting the call back.





# Chapel Hill Police Department



<b>Subject: Court - Felony Prosecution Reports (FPR)</b>	<b>Number: 200.1</b>
<b>Issued:</b>	<b>Revised:</b>
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A FPR must be completed within 7 days of an arrest or the issuance of a warrant. A FPR coversheet must accompany all FPR submissions and all applicable evidence attached. The officer will submit the FPR electronically to the Court Liaison Officer. If the case contains too much information for an electronic submission, the officer may submit a hard copy of the FPR. The Court Liaison Officer will submit the FPR to the District Attorney's office and get either an electronic or printed receipt. It is the officer's responsibility to maintain a copy of the receipt, as well as the FPR.



# Chapel Hill Police Department



<b>Subject: Court - Subpoenas for Officers</b>		<b>Number: 200.2</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

All subpoenas for officers will be processed by the Court Liaison Officer. The Court Liaison Officer will record the subpoena into the electronic log when received and served. A supervisor may log the information if they or a designee serve the subpoena.



# Chapel Hill Police Department



<b>Subject: Court - Subpoenas for Records, 911 Recordings, etc.</b>		<b>Number: 200.3</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

All subpoenas for copies of reports, records or 911 recordings will be given to the department's Legal Advisor. The Legal Advisor will be responsible for compiling the information and providing it to the solicitor.



# Chapel Hill Police Department



<b>Subject: Court - Assigned Court Dates (Criminal and Traffic)</b>		<b>Number: 200.4</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

Every patrol officer will be assigned a criminal and traffic court date to coincide with the days they are scheduled to work. Each patrol shift will comply with the designated dates issued at the beginning of each calendar year. The dates are designed to divide the personnel on each shift to limit the manpower needed for court. All other officers may utilize any designated traffic or criminal court date. All court dates should be scheduled 30 days from the date of arrest or issuance of a citation.

An officer must submit in writing to the Court Liaison Officer any request for continuances on their scheduled court date. The Court Liaison will forward these requests to the District Attorney's office. The District Attorney will attempt to honor all requests; however, you may still be required to report to court if the request cannot be honored.



# Chapel Hill Police Department



<b>Subject: Equipment - Maintaining Equipment</b>		<b>Number: 300.1</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

Every person is responsible for the care of shared equipment within the department. It is the individual's responsibility to return all equipment to its proper place after usage. Supervisors will oversee any distribution records applicable to the equipment in their division to ensure its location at any given time.

If any equipment is missing, the supervisor will investigate to determine its location. Employees may be disciplined if equipment in their possession is lost or damaged as well as be held liable for its replacement or repair.



# Chapel Hill Police Department



<b>Subject: Equipment - Cellular Phones</b>		<b>Number: 300.2</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

The department has individually assigned cellular phones and shared phones in the vehicles. Employees may use cellular phones for personal calls; however, the time spent on the phone for personal calls must be kept to a minimum as to not interfere with duty assignments. Each phone is allotted a maximum number of minutes per month. Disciplinary action may apply if the minutes are exceeded or a pattern of excessive calls is established. The department will perform random audits of the cellular phone records. The service plan only includes calls made from NC and SC (made to anywhere in the continental US as long as they are made from NC or SC). Additional roaming charges are accrued for calls made from outside of this area. Employees should only use the phone outside of this area for work related issues or in case of an emergency. Employees must notify their supervisor if a call is made outside of our designated area that would incur additional charges.



# Chapel Hill Police Department



<b>Subject: Equipment - Uniforms</b>		<b>Number: 300.3</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

The department orders uniforms annually with the individual allowance based on the fiscal year's budget. Each officer is responsible for maintaining at least one Class A uniform. Officers may only order accessories or optional equipment after they have an appropriate number of presentable uniforms available for daily wear. Each uniform must be professional, not showing signs of excessive wear.

Officers eligible for a clothing allowance (Investigations and Narcotics) must have all appropriate and mandated uniforms prior to purchasing non-uniform clothing with their allotted allowance. All allowance purchases are subject to approval. Appropriate attire includes business, business casual or clothing approved by the Chief. Employees must submit detailed receipts for any reimbursement request to their direct supervisor. Items not directly related to your specific job assignment will be declined. Once approved by the supervisor, the receipts will be submitted to the Administrative Assistant for processing.

All patrol officers will have at least one spare uniform immediately available and accessible to them while on-duty. Non-patrol officers will have at least one complete uniform, including body armor, duty belt, and other required items immediately available to them while working.

No employee, while on-duty or otherwise representing the CHPD in an official capacity will wear any apparel or display any item that includes print or a logo that would indicate or cause another person to infer that the employee is representing any law enforcement agency other than CHPD. No employee shall wear any clothing that would be considered inappropriate, discriminatory, derogatory, or that would bring discredit to the department.



# Chapel Hill Police Department



<b>Subject: Equipment - Personnel Inspections</b>		<b>Number: 300.4</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

Each unit within the department will conduct personnel inspections to ensure that equipment issued to employees is maintained and accounted for. Employees will immediately notify their supervisor if department issued equipment is damaged or missing.

Supervisors will conduct personnel inspections once every 14 days. They will complete their unit's inspection form and note any missing or damaged equipment. Completed inspections forms will be emailed to the unit's division commander.

An incident report will be completed to document any damaged or missing equipment. Once completed, documentation of damaged/missing equipment should be forwarded to the Support Services Captain and the Quartermaster.





# Chapel Hill Police Department



<b>Subject: Operations - Oral Cavity Searches</b>		<b>Number: 400.1</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

Officers will not use force to remove contraband from a suspect's mouth. Officers may order the person to remove/spit out the contraband; however, an officer shall not remove it with their own fingers or use force for the removal. Officers shall not manipulate the head and/or neck of the suspect in an effort to make it more difficult for the suspect to swallow the contraband.



# Chapel Hill Police Department



<b>Subject: Operations - Ride-Along Program</b>		<b>Number: 400.10</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

The police department does not allow citizens to ride with officers in their patrol vehicles. This program was discontinued primarily due to the limitations of space in our vehicles as electronic equipment increased. One exception is when requested by Orange Central Communications for their new dispatchers. These arrangements will be made through the on-duty supervisor. The on-duty supervisor will assign the rider to a vehicle that does not have a printer or it will be properly removed and stored during the ride-along. Any other exceptions must be approved by the Chief of Police. Exceptional requests for a ride-along should be routed up the employee's chain of command for approval. Also, all riders must sign the ride-along waiver found at Base 3 and in Shared Files.



# Chapel Hill Police Department



<b>Subject: Operations - Press Releases</b>		<b>Number: 400.11</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

During regular business hours, media requests for news information will be referred to the public Information Officer. At other times, requests for information on occurring events will be referred to the Watch Commander. After normal business hours and on the weekends, press releases may be issued by the Watch Commander only after consulting with the on-duty Captain in the following conditions:

- Matters of public safety related to traffic or weather conditions
- Serious Offenses when requesting the assistance of the public
- Offenses where an imminent threat to public safety is likely
- Man-made disasters
- Cases involving missing and/endangered persons
- Wanted persons when a warrant for arrest has been issued

The Public Information Officer will coordinate the release in matters involving homicide, sexual assault or at any other time significant media attention is likely. See Policy 3-6 Information Release – News Media Relations in regards to specific types of information that can be released and under what circumstances.



# Chapel Hill Police Department



<b>Subject: Operations - Pharmaceutical Drug Collection Drop-box</b>		<b>Number: 400.12</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 2</b>

The Chapel Hill Police Department will utilize a locked steel collection box into which citizens may deposit unused pharmaceutical medication. The box will be secured to the wall in the lobby area of Chapel Hill Police Department. This area is monitored Monday through Friday from 0830 to 1700 hours by Chapel Hill Police Department personnel and will be accessible to the public during business hours. Pills or other non-liquid medications may be left in the original dispensed container or placed in secured zip-lock type bags. Liquid medications shall remain in the original dispensed containers. No sharps will be accepted. The key for the collection box will be maintained by the Chapel Hill Police Department Narcotics Unit/Community Services lieutenant.

The CHPD Community Services Unit shall be responsible for the collection, submission for storage and destruction of all pharmaceutical drugs placed in the collection box.

The following procedures will be followed:

1. The Narcotics Unit/Community Services Lieutenant shall ensure that the box is checked regularly. A minimum of two sworn members of the Chapel Hill Police Department will collect items from the drop box.
2. At the time of the first collection of each calendar year, the Community Services Unit will generate an Incident Report for Found Property. This report will be utilized for that calendar year and will be used for all collections.
3. At each time of collection from the box, the Community Services Unit will complete an Incident Supplement and a Property Voucher.
4. The collected items will be weighed prior to packaging and the weight will be listed on the Property Voucher.
5. The collected items will be separated based on the form (solids and liquids). All solids or non-liquids will be removed from original dispensed containers, individual's name removed from containers and containers recycled. All solids will be weighed together for a total weight. All liquids will remain in original containers, individual's name removed from containers and weighed together for a total weight. Solids and liquids will be packaged separately for storage.

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6. The collected items will be submitted to the Evidence/Property Room for storage pending destruction at an approved incinerator.
7. Two officers will transport the packaged medications to the approved incinerator location and if their policy allows, observe the destruction.
8. At the end of the calendar year, the report will be closed out and all supporting vouchers and destruction information will be maintained by the Property and Evidence Custodians.
9. Access to the collection box shall be limited to the personnel described above.



# Chapel Hill Police Department



<b>Subject: Operations - Alarm Activation Response</b>	<b>Number: 400.13</b>
<b>Issued:</b>	<b>Revised:</b>
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The Chapel Hill Police Department will utilize a standardized response and coding system to manage investigation of alarm activations. The procedures will be designed to assist in the management of the Chapel Hill Accidental Alarm ordinance.

The following procedures will be followed:

1. All officers will review the information posted on the Chapel Hill Accidental Alarm Program website and be familiar with the ordinance.
2. Responding Officers will investigate to determine the nature or cause of any alarm activation to which they are dispatched.
  - a. In the event that an alarm activation is determined to be accidental in nature, the responding officer will use "Code 5" as the clearance code when notifying Orange County Communications.
  - b. If an alarm activation is determined to be weather related, the investigating officer will advise communications of the cause for the activation and use "Code 2" as the clearance code.
  - c. Cancellation of an alarm prior to the officers' arrival will be coded under "Code 2" and no report will be necessary.
3. The responding officer will complete one copy of the informational door hanger and leave it with the home or business owner, if present, or leave it on the door in a weather resistant bag. The responding officer will then complete a field contact in RMS to document details of the accidental alarm activation. In the event that RMS is down or an officer is otherwise unable to complete a field contact, a second informational door hanger should be completed and placed in the collection box located at Information Services.



# Chapel Hill Police Department



<b>Subject: Operations - Authorization to Act as Agent</b>	<b>Number: 400.14</b>
<b>Issued:</b>	<b>Revised:</b>
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In order to facilitate crime prevention in our community, and in limited circumstances, we have a procedure in place for authorizing our officers to act as agents of private property owners for purposes of trespassing individuals from their property.

The following procedures will be followed:

1. The Authorization cannot be used for open or occupied premises/houses, hotels/motels, open businesses, large tracts of undeveloped land, or apartment complex properties. The Authorization is appropriate for vacant/abandoned houses, vacant buildings, and lots, businesses and other commercial establishments after normal operating hours (determined on a case-by-case). Exceptions may be made at the discretion of the Chief of Police.
2. To authorize the Chapel Hill Police Department to act on the owner's behalf, the property owner, business owner, or authorized agent must submit an "Authorization for Chapel Hill Police Department to Act as Agent" (Authorization) and agree to be bound by the terms and conditions contained in the form.
3. Prior to entering into the Authorization, property and business owners shall post "No Trespassing" sign or signs prominently on the subject property and prominently display the days and hours of operation on businesses and other commercial establishments. The Chapel Hill Police Department will verify the requirements of this section have been met.
4. Chapel Hill Police Officers are specifically authorized to make reasonable requests to leave of any persons in or on the property during term of the Authorization (as specified in the "Authorization for Chapel Hill Police Department to Act as Agent" Form).
5. The Chapel Hill Police Officer who receives a request for an Authorization must forward a copy of the Authorization for review by the Legal Advisor's Office. Upon approval by the Chief of Police, the authorization will be entered into the Police Shared Drive.
6. Authorizations on file will be periodically audited by the Records Department; expired and terminated Authorizations will be purged in accordance with the Town's Record Retention Schedule.



# Chapel Hill Police Department



<b>Subject: Operations - Unlocking Vehicles</b>		<b>Number: 400.15</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

The Chapel Hill Police Department occasionally receives requests to unlock vehicles where operators have locked the keys inside the vehicle or are otherwise unable to gain authorized entry to the vehicle.

Officers will assist in gaining entry to a vehicle in emergency situations involving a child or animal locked in a vehicle. In other emergency situations, officers, or their supervisors, must use their best judgment to determine if the emergency requires gaining immediate access to the vehicle (i.e. emergency medications).





# Chapel Hill Police Department



<b>Subject: Operations - Consent to Search Forms</b>		<b>Number: 400.16</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

Voluntary consent to search by the owner/operator of the vehicle confers authority to conduct such a search. Consent to search, given freely and voluntarily, requires that the person first be warned of his right to withhold consent or his right to withdraw.

When a consent search is requested, whether in a home or in a vehicle, a written consent form will be provided for review and signature to the person having authority to grant permission to search. In situations where a person refuses to sign the form but tells the officers they may search, the officer should attempt to have the verbal consent recorded on the in-car camera or an alternative recording device, if available. If this isn't feasible, officers should clearly document the circumstances under which consent was granted in an incident report and indicate same on the consent form.

If the person granting consent to search cannot read, the officer must read the form in its entirety and when possible capture the reading of the form on the in-car camera.

The original Consent to Search form will be attached to an incident report and submitted like other case paperwork (fingerprints, etc.) A copy should be maintained by the officer for their record for courtroom testimony purposes, or if needed, for a felony prosecution report (FPR).

A consent search will cease at any point that the person being searched revokes their consent absent probable cause established by the officer during the consent search.



# Chapel Hill Police Department



<b>Subject: Operations – NIBIN Submission</b>		<b>Number: 400.17</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 2</b>

The NIBIN Program automates ballistics evaluations and provides actionable investigative leads in a timely manner. NIBIN is the only interstate automated ballistic imaging network in operation in the United States and is available to most major population centers in the United States.

To use NIBIN, firearms examiners or technicians enter cartridge casing evidence into the Integrated Ballistic Identification System. These images are correlated against the database. Law enforcement can search against evidence from their jurisdiction, neighboring ones, and others across the country.

This program is one investigative tool accessed by law enforcement that allows each of us to share information and cooperation easily making all of us more effective in closing cases.

The Chapel Hill Police Department will utilize the standard guidelines for collecting evidence (Firearms) as outlined in the department's policy manual under Collection, Submission, and Disposal of Evidence and Property Number: 3-11

In addition to the collection and submittal of firearms, as outlined in Chapel Hill Police Department policy 3-11, the following procedures will be followed:

1. Once a weapon has been received by the CHPD evidence/ID technicians the investigations supervisors will be notified that a firearm has been submitted.
2. Officers will collect shell casings as evidence whenever possible. This will include collecting any available shell casings from victims who have their firearms stolen. These shell casings will be entered into evidence, and submitted into NIBIN in a timely manner.
3. The investigations supervisor will determine a timeline for the test firing of the submitted weapon, and coordinate a time for a firearms instructor to test fire the weapon for the NIBIN process.
4. A firearm instructor will then follow departmental procedures for checking out evidence, and obtain the weapon from the evidence/ID technicians.
5. The firearms instructor will then take the weapon to a designated shooting range, and fire (2) two compatible cartridges through the selected weapon, and collect the spent shell casing.
6. The spent shell casings will then be considered as an item of evidence, and will be treated as such. Firearms instructors will enter the shell casings into evidence under the original OCA.
7. The instructor will follow departmental procedure for collection, and submittal of the spent shell casing along with the weapon, and return the items back to the Evidence/ID technicians.

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8. The Evidence/ID technicians will then follow their SOP for submitting the spent shell casing to the SBI lab for entry into the NIBIN system.



# Chapel Hill Police Department



<b>Subject: Bed Bug Response</b>		<b>Number: 400.18</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

When transporting people believed to be affected by bed bugs, officers will first clothe them in a protective suit (Tyvek).

Any property that is suspected of being contaminated by bed bugs must be placed in a plastic bag and secured before it can be transported in any departmental vehicle.

In the event that evidence of bed bug infestation is discovered on a person or property after they have been transported, the on duty supervisor will be notified immediately and the vehicle used will be taken out of service until it can be decontaminated. The supervisor will ensure that an email will be sent to "All Police" notifying them of the situation and the vehicle will be marked with biohazard tape/signs.

Any officer exposed to bed bugs in any manner, will notify a supervisor and all clothing should be placed in a plastic bag and secured until it can be decontaminated.



# Chapel Hill Police Department



<b>Subject: Party Registration Program</b>	<b>Number: 400.19</b>
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The Chapel Hill Police Department Party Registration Program is designed to allow UNC Students in single family housing neighborhoods and apartment complexes in Chapel Hill to regulate their parties prior to a Law Enforcement response. It is also designed to allow the Chapel Hill Police Department to better utilize the limited resources available at the patrol level.

The Party Registration Program will be used by people who are residents in single family residential houses and apartments. The registrant is required to be a resident at the location where they are registering their party. They are able to register a party at the office of Fraternity and Sorority Life and Community Involvement on the campus of the University of North Carolina through Thursday at 5:00pm for the upcoming weekend. Only parties occurring after 5:00pm on Friday and Saturday nights will be eligible for registration. Parties occurring on New Year's Eve, St. Patrick's Day, Last Day of Classes, Cinco de Mayo, 4<sup>th</sup> of July, and Halloween will also be eligible for registration if they do not fall on a Friday or Saturday night. Additional days throughout the year may be deemed eligible for party registration at the discretion of the Chief.

Party registrations will only be valid for date and location that is on the form submitted at UNC. Single family residences and apartment units will be eligible for registration. Common areas (pools, parking garages, parks, community/common facilities, etc.), residence halls, official Greek functions, and businesses will not be eligible for registration. Locations that have been deemed to be a nuisance and that are highlighted in the Loud Party Database as places with multiple warnings or have the notation "do not warn" are also ineligible for registration.

The list of parties registered on-campus will be sent directly to the Chapel Hill Police Department on Friday morning for the upcoming weekend. Chapel Hill Police Department patrol officers will not receive a copy of the list of registered parties. The on-duty supervisors will have access to the list of registered parties.

Registered parties will receive a call from the on-duty Watch Commander or available supervisor in the event that their party receives a complaint. The Chapel Hill Police Department will only attempt to make contact with the registrant once and a voicemail will be left if the registrant does not answer. The Watch Commander will contact the second registrant on the form if no contact is made with the first registrant and time permits them to do so.

Once a registrant is contacted by the Chapel Hill Police Department, they will be given a 20 minute window in order to shut down their party. For the purposes of this program, shut down means that the party ends and all people who are not residents at the party must leave the location and not return for the remainder of the evening/morning. This

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phone call will serve as the registrant's warning for the party. The registrant of a party is expected to be on property where their party is being held at all times to ensure that they are able to shut a party down upon receiving a warning call from the Chapel Hill Police Department. Registrants/residents of a location where a registered party is being held are expected to answer the door if the Chapel Hill Police Department is dispatched to their residence as part of the rules and guidelines outlined in the program at the time of registration.

Under the Party Registration Program, the following procedures will be followed:

1. Once a loud noise call has been received by Orange County Communications for a residence, they will dispatch the call to a supervisor to notify them of the complaint. The supervisor will check to see if the location for the complaint is on the list of registered parties.
  - a. If a location is on the list, the supervisor will;
    - i. Attempt to contact the first registrant on the form via phone call or text message. A voicemail will be left in the event that no one answers the phone.
    - ii. If contact is not made with the first registrant, the supervisor will call the second registrant if time permits them to do so.
  - b. If a location is not on the list, the supervisor will direct Communications to dispatch an area car to the location for the complaint.
2. If the call received by Communications is for anything other than loud noise (overdose, possible underage party, etc.) at a location that a registered party is being held at, area cars will be dispatched to the location.
3. If additional loud noise calls are received after the 20 minute grace period given to registrants to end their party, Officers will be dispatched to the location.
4. Upon arrival, Officers will use their discretion to determine if the party is in violation of the noise ordinance.
5. If a location is still in violation when Officers arrive on scene, they will:
  - a. Check the LPD (Loud Party Database) to see if the location has been cited, warned, or visited prior to the current call.
  - b. Use their discretion after making contact with the registrants/residents to determine whether a citation is warranted for the violation. It will be acceptable to cite a location that has received their warning call and failed to comply with shutting down their party within the 20 minute grace window.
    - i. The Officer will write a note on the citation that will be sent to the courts to make them aware that the citation was issued as a part of the party registration program.
  - c. Officers will have the discretion to utilize the Misdemeanor Diversion Program if the violators are 16 or 17 years old and are eligible for the program.

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- d. Complete an incident report documenting the complaint and outcome of the call.
6. If the party is not in violation of the noise ordinance, Officers will:
  - a. Contact the complainant if they wish to speak with an Officer.
  - b. An incident report will be completed if the complainant wished to speak with an Officer and contact was made with the complainant. The incident will be documented under "loud noise/party" and Officers will free text "Loud Party Complaint (Unfounded)" into the offense block.
7. This program does not stop Officers from pro-actively intervening at residence that is holding a registered party for the following reasons:
  - a. People gathering or overflowing into a roadway.
  - b. Witnessing someone who may be in medical distress.
  - c. Witnessing any other public safety concern or criminal activity other than loud noise.
8. If an Officer proactively intervenes at a location where a party has been registered, the Officer can:
  - a. Contact the Watch Commander or an available on-duty supervisor to verify that the party is on the registered party list then:
    - i. Grant the 20 minute grace window to the location and leave the scene or,
    - ii. Deny the request if there is a public safety concern. Officers can assist in dispersing the party or stand by to ensure people are leaving peacefully, quietly, and immediately.
9. The ALE Investigator will review loud noise reports the following week to determine if any locations are ineligible for registration. These reasons include:
  - a. A location receives two complaint based warnings on consecutive parties no matter the duration of time between when the parties were held. Locations that fall under this section will be prohibited from registering their party for a period of 90 days.
  - b. A location receives a citation. The residents of that location will not be allowed to register a party for one full year from the date that the citation was received. All court proceedings (court costs/fines paid, any other court mandated sanctions completed, etc.) in the Orange County Court System must also be completed before the residents will be eligible to register a party again.
  - c. A location has two or more previous warnings that were the result of 911 calls for an unregistered party. This includes violations and warnings that occurred prior to the implementation of the party registration system. Locations that have prior warnings outside of the party registration system will not be allowed to register a party for one year and will be subject to enforcement action by the Chapel Hill Police Department for any further substantiated violations. A location falling under this section will be able to begin registering parties after a period of one year from their last citation/warning.



# Chapel Hill Police Department



<b>Subject: Operations - ICE Hits/Immigration</b>		<b>Number: 400.2</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

Officers will not detain a person for the sole purpose of verifying their immigration status nor will they question a person about their immigration status during a routine detention for another matter (i.e. traffic stop or a minor criminal offense).

If an officer has someone in custody for a felony or for an act which resulted in injury to another person (i.e. an aggravated assault, domestic violence involving injury or threatening intimidation or a fatal traffic crash), they will inquire and attempt to confirm that person's residency status and will hold the individual for federal immigration officials if requested by ICE.

Federal law requires law enforcement to provide an individual under arrest an opportunity to contact their country's consulate. However, we do not ask the individual whether they are in the US legally.

If a person is entered into NCIC having an order of final deportation or an order of detention, the officer must clarify the information prior to taking the offender into custody. If the order stipulates that the warrant is administrative or civil in nature, or if the warrant does not indicate the underlying reason for its issuance, the officer will contact one of our legal advisors and/or the Chief of Police before calling federal immigration authorities. While we have no practice, policy, or ordinance in place that would restrict an officer from contacting federal immigration authorities if an immigration warrant was confirmed to be civil in nature, the officer generally would not detain the individual. If the order is criminal in nature and the warrant includes "felon" or "deported felon", the officer will contact ICE and then take the person into custody once it is confirmed to be a criminal order.





# Chapel Hill Police Department



<b>Subject: Operations - NCIC Entry/Hit Confirmations</b>	<b>Number: 400.3</b>
<b>Issued:</b>	<b>Revised:</b>
	<b>Pages: 1 of 1</b>

Orange Central will notify the on-duty supervisor when they receive a hit confirmation for a person or property from Chapel Hill. Orange Central has 10 minutes to confirm the hit with the requesting agency when they have someone detained. The on-duty supervisor will check the report and all supplements to ensure property or a person is still missing. They will also check NCAWARE and any paper copies to ensure that a person is still wanted on a warrant. Once it is confirmed, they will notify Orange Central. If the property or person is in the possession of the inquiring agency, the on-duty supervisor will ensure that they are removed from NCIC. **IT IS THE ENTERING AGENCY'S RESPONSIBILITY TO REMOVE ANY PERSON OR PROPERTY FROM NCIC.**

Officers that obtain a warrant/process, and enter the defendant wanted into NCIC must make a copy of the process and place it in the file folder at Base 3. This is for audit purposes, and is required by NCIC.



# Chapel Hill Police Department



<b>Subject: Operations - Towing Procedures</b>		<b>Number: 400.4</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

Upon request of a police officer, Orange County Communications will call a wrecker company from the Wrecker Rotation List. No wrecker should tow a vehicle as a rotation wrecker without being dispatched by Communications. If a citizen makes a personal request for a wrecker specified by name that is from the rotation list, it will not be logged on the rotation log maintained by Communications. If a citizen requests the next one from rotation, it will be logged by Communications.

If a tow truck is called and the owner returns prior to its arrival, the owner may leave the scene in their vehicle. The tow company will return to the top of the rotation list, but will not receive any compensation. If the wrecker has hooked and lifted the vehicle and the owner returns before it is towed, the vehicle is then towed to the CHPD. The tow fee must be paid before the vehicle can be released. **A CITIZEN SHOULD NEVER PAY THE WRECKER DRIVER DIRECTLY.**

A tow form must be completed with a diagram drawn on the back of the white copy. A parking ticket must be placed on the vehicle before it is towed (except when towed for evidence). The tow driver is given the gold copy of the tow form.



# Chapel Hill Police Department



<b>Subject: Operations - Towing Procedures (Felony Speeding to Elude)</b>		<b>Number: 400.4(a)</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

G.S. 20-141.5 addresses proper disposition of a vehicle seized from a person **arrested for Felony Speeding to Elude**. The statute provides that the arresting law enforcement officer shall seize the motor vehicle and deliver it to the Sheriff in the county where the crime was committed.

Towing and storage for all vehicles subject to seizure under G.S. 20-141.5 in **Orange County** will be contracted for by the Orange County Clerk of Superior Court. After the magistrate has **issued charges** for Felony Speeding to Elude, CHPD officers will request that Orange County Communications contact the contracted towing and storage company to have the seized vehicle towed to their storage facility. Vehicles which are towed will be logged in the DWI Seizure / Felony Speeding to Elude log at Base Three. CHPD officers will complete a tow sheet and will indicate **Felony Speeding to Elude** on the top of the tow form. If a key for the seized vehicle is available, it will be given to the tow driver. Officers will turn in the completed tow sheet to Base Three and will record where the vehicle was towed in the narrative of the associated incident sheet.

If the incident originates in **Durham County and the offender is charged by CHPD for felony speeding to elude in Durham County**, CHPD officers will have Orange County Communications contact Durham County Communications and have Durham County follow their standard operating procedure for seizing vehicles under G.S. 20-141.5.



# Chapel Hill Police Department



<b>Subject: Operations - Towing Procedures (DWI)</b>		<b>Number: 400.4(b)</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

Vehicles which are towed by CHPD pursuant to G.S. 20-28.3, should only be towed after the magistrate has reviewed an Affidavit of Impoundment submitted to him or her, by the charging officer. If the magistrate concludes that the vehicle should be seized, the officer will request that Orange County Communications contact the contracted towing and storage company to have the seized vehicle towed to their storage facility. CHPD officers will complete a tow sheet and will indicate “**DWI Seizure**” on the top of the tow form. If a key is available for the seized vehicle, it will be given to the tow driver, so as to remain with the vehicle. The officer is responsible for entering the towed vehicle in to the **DWI Seizure / Felony Speeding to Elude Log** at Base Three. Officers will turn in the completed tow form to Base Three and will record where the vehicle was towed in the narrative of the associated incident report.



# Chapel Hill Police Department



<b>Subject: Operations - Sunday Church Parking</b>	<b>Number: 400.5</b>
<b>Issued:</b>	<b>Revised:</b>
	<b>Pages: 1 of 1</b>

Violators parked along Franklin Street and South Columbia Street on Sunday after the designated time will be ticketed and then towed. Officers will request a tow truck through Orange County Communications, providing the vehicle information. If the owner of the vehicle returns prior to the tow truck's arrival, the procedure outlined in 400.4 will be followed.



# Chapel Hill Police Department



<b>Subject: Operations - Fitness Breaks</b>		<b>Number: 400.6</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

Employees are provided, but not guaranteed, one hour for fitness each working day. It is a benefit that is contingent upon staffing levels and call volume. Employees may not substitute this time for any other activity such as leaving early, education, etc. Employees must be available for immediate return to service either by phone or radio contact. If contact is by phone, the employee is responsible for insuring their supervisor has their phone number.

Employees may work out at locations in the city limits other than the PD; however, they must inform their supervisor of that location.



# Chapel Hill Police Department



<b>Subject: Operations - Pick-up Orders on DMV License Tags</b>		<b>Number: 400.7</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

When an officer receives a message via DCI indicating “Pickup Registration Plate”, they will follow these steps: 1) Complete the Form DL-53A; 2) Provide customer with the pink copy; 3) Maintain white copy for your records/court disposition; 4) Secure yellow copy to the plate; 5) Over DCI submit TSEZ (NCGS 20-45); 6) Unless needed for a pending criminal proceeding, take seized Registration Plates to a local DMV Office (License Office, not Registration Office) and leave with an examiner. CHPD officers will leave all of the information with our Records Division and they will forward the information to DMV. Officers may also leave the tag with our Records Division and they will mail to the appropriate office. Officers should include their employee identification number beside their name.

You may call 919-861-3588 for any questions.



# Chapel Hill Police Department



<b>Subject: Operations - Pick-up Orders on Driver License</b>		<b>Number: 400.8</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

When an officer receives a message via DCI indicating "Pickup Driver License", they will follow these steps: 1) Complete the Form DL-53A; 2) Provide customer with the pink copy; 3) Maintain white copy for your records/court disposition; 4) Forward yellow copy bi-weekly with license attached (unless needed for a pending criminal proceeding) to the DMV at:

NCDOT General Services  
3120 Mail Service Center  
Raleigh, NC 27699

CHPD officers will leave all of the information with our Records Division and they will forward the information to DMV.

Officers should include their employee identification number beside their name.

You may call 919-861-3800 for any questions.





# Chapel Hill Police Department



<b>Subject: Operations - DWI Seizures</b>		<b>Number: 400.9</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

If an arrestee refuses to submit to a breath/blood test or has an AC .15 or higher, proper paperwork must be submitted to the DMV. Officers must provide the Records Division the yellow copy marked DMV at the bottom of the page of the Affidavit and Revocation Report (DHHS 3907), the Rights Form (DHHS 4081), and the Intox. EC/IR-11: Subject Test form (DMV at the bottom) and they will submit it to the DMV.

If a vehicle is seized, we have 24 hours to submit the paperwork to DMV. Notification must be completed by a DCI operator via the DCI terminal. If the seizure occurs over the weekend, submit the paperwork to Orange Central Communications for entry and send the Record's Division an e-mail reference the entry. If the seizure occurs during the week, a copy of the Officer's Affidavit for Seizure and Impoundment and Magistrate's Order (AOC-CR-323 Form) must be provided to the Record's Division.



# Chapel Hill Police Department



<b>Subject: Reports - Mandatory Reports</b>	<b>Number: 500.1</b>
	<b>Pages: 1 of 1</b>

An incident report must be submitted for all crimes occurring in Chapel Hill and any incident that would provide information that needs to be shared within our department or with another agency, or when requested by a citizen. Examples of incidents that do not automatically require an incident report include escorts, false alarms, vehicle stops, illegally parked cars, assist motorist, traffic direction, and animal calls. Any time one of these calls develops into something criminal, or is suspicious, a report will be completed.

All loud noise complaints should be documented with an incident report unless there is no noise located, the complainant refuses contact, **and** there is no specific location given as the source of the noise. If any of the above items are known, an incident report must be completed.

Supervisors are responsible for ensuring that all required reports have been completed and submitted by officers before the end of their tour of duty. Officers are encouraged to complete a Field Contact on anything not meriting an incident report, but requiring documentation of the contact. False alarm calls will be documented on a field contact.

All persons arrested will be fingerprinted and photographed as authorized by law. If this is not completed, an explanation must be provided on the report.

An incident report will be completed in addition to the arrest report for all on-view arrests and should be submitted prior to the end of an officer's tour of duty unless otherwise authorized by a supervisor.

A Traffic Stop Report (SBI-122) must be completed for every traffic stop. The department must submit this report to the SBI on a regular basis. Supervisors are responsible for conducting regular reviews of racial profiling form data submitted by their officers and submitting a quarterly report to document the review was completed and no irregularities or inappropriate trends were detected.



# Chapel Hill Police Department



<b>Subject: Reports - Timeframe for completion</b>		<b>Number: 500.2</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

All reports must be submitted by the end of each officer's daily shift. If a report cannot be completed, the on-duty supervisor must send the information, including the OCA#, via e-mail to the Investigation's supervisor, PIO, records and their division commander. If a crash report (DMV-349) is delayed due to further investigation, the officer will submit an information report stating the delay.



# Chapel Hill Police Department



<b>Subject: Reports - Approval of Reports</b>		<b>Number: 500.3</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

The on-duty supervisor must review and approve all submitted reports by the end of each daily shift. It is the supervisor's responsibility to ensure that all pertinent information is included in a report. If a supervisor must deny a report, it is their responsibility to ensure that the officer makes the correction and resubmits the report. If the officer leaves prior to resubmission, the supervisor must send an e-mail to the investigation's supervisor, PIO, records and their division commander with the OCA# stating that the report will be completed when the officer returns. The OCA# allows anyone needing the report to check the MFR status in RMS.



# Chapel Hill Police Department



<b>Subject: Reports - Assignment for Follow-up Investigation</b>		<b>Number: 500.4</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

The supervisor of Investigations will decide which cases to assign. If further investigation is determined to be required, it may be assigned to an investigator or back to the reporting officer. If it is assigned to the reporting officer, they must follow-up and add a supplement each time further investigations are completed stating the status of the incident. It is the supervisor's responsibility of the investigating officer to ensure this is completed in a timely manner.

If any other person follows up with anyone involved in the incident, they must complete a supplement with all pertinent information. This follow up may be completed by a crisis worker, community services officer, etc.



# Chapel Hill Police Department



<b>Subject: Reports - Administrative Reports</b>		<b>Number: 500.5</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

A copy of any incident where a claim may be made against the town must be forwarded to the Business Management Department. The supervisor is responsible for submitting a copy of the paperwork to the record's division supervisor. The record's division supervisor will forward the information to the appropriate person. If the incident involves any town owned property, the Town's Notice of Accident/Incident/other Loss form must be completed in addition to the report. Supervisors will take pictures of any damage and attach them to the report.



# Chapel Hill Police Department



<b>Subject: Training - State Mandatory Training</b>		<b>Number: 600.1</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

The NC Criminal Justice Education and Training Standards Commission mandate 24 hours of In-Service Training annually. Each officer must obtain this training or the Commission will suspend their law enforcement certification. If an officer is unable to complete this training, a letter must be sent to the Commission by January 15 of the following year stating the reason for not completing the training and providing proper documentation (i.e. a physician's note of disability). Once the officer is cleared for duty, the department must send a form to the Commission along with documentation that the officer is medically cleared for duty. The officer may not return to full duty until department receives the approval letter from the Commission.



# Chapel Hill Police Department



<b>Subject: Training - Conference Request</b>		<b>Number: 600.2</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

A Conference/Training Request Form must be completed when requesting training that is not in the budget and a) has a tuition fee in excess of \$100; b) requires a hotel stay; or c) requires out of state travel.

All out of state travel must be approved by the Town Manager; therefore, all requests must be made at least three weeks prior to travel.





# Chapel Hill Police Department



<b>Subject: Training - Reimbursement for Travel Expenses</b>		<b>Number: 600.3</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

Employees must submit receipts for all travel expenses except for meals. These expenses include, but aren't limited to fuel, parking and hotel. Employees must sign the town's Travel Request Form prior to attending any training requiring expenses other than meals. Once the training is completed, the employee must sign the same form proving the expenses have been reconciled. The employee is responsible for any money provided by the town. The town may require reimbursement for any funds provided by the Town used for purchases without a submitted receipt. The town may also garnish the employee's wages to recoup any expenses that were not reconciled.



# Chapel Hill Police Department



<b>Subject: Training - Recertification</b>		<b>Number: 600.4</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

Employees of the Chapel Hill Police Department will acquire and maintain certifications in accordance with the career progression track they have chosen and/or pursuant to their selection for specialized position, as outlined in Specialty Policy 4-9.

Specialized certifications will be maintained continuously once they are obtained by employees. Employees who have acquired specialized certifications (Instructor, Intoximeter, DCI, Radar Operator, etc.) who wish to allow a certification to expire must submit a request in writing through their chain of command for review and consideration by the Chief of Police. Requests must contain the reasons or circumstances detailing why the certification should be allowed to expire. The officer's chain of command should properly document their recommendations pertaining to the request.

Division commanders reserve the right to mandate training should a particular need arise within a division.

It is the responsibility of each employee to maintain their own certifications. Failure to keep a certification current or failure at re-certification will be considered unsatisfactory job performance. Employees who discover that a certification has expired must immediately notify their chain of command of the lapse in writing.



# Chapel Hill Police Department



<b>Subject: Vehicles - Reporting Maintenance Issues</b>		<b>Number: 700.1</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

It is the responsibility of the driver of any vehicle to report any maintenance issues with the vehicle to the town's garage. You must leave a note in the vehicle indicating the problem. If the garage does not address the problem appropriately, the employee should notify the Quartermaster via e-mail detailing the concerns.

Any emergency issues related to town vehicles while out of the area, e.g., breakdown, will be reported to the watch commander, who in turn will report this to the town's garage. Employees must receive permission to incur and must submit receipts for any authorized expenses related to out-of-town delays due to vehicle breakdowns.



# Chapel Hill Police Department



<b>Subject: Vehicles - Driving Non-Assigned Vehicles</b>	<b>Number: 700.10</b>
<b>Issued:</b>	<b>Revised:</b>
	<b>Pages: 1 of 1</b>

If an employee's assigned vehicle is out of service, you must:

1. Contact the on-duty supervisor to be assigned a vehicle.
2. The on-duty supervisor will first assign a spare vehicle. If one is not available they will assign one of the vehicles designated for their rotation. If one of those is not available, they will assign any available vehicle.
3. Supervisors will document the assignment into the vehicle log in shared files. If you assign a vehicle other than a spare, please indicate why in the log.
4. If you see any issue with any vehicle, you must report it immediately to your supervisor. Things that may be reported include, but aren't limited to: damage not previously reported, trash, property in the vehicle (found, evidence or prisoner), etc.



# Chapel Hill Police Department



<b>Subject: Vehicles - Electric Vehicle</b>		<b>Number: 700.11</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

1. Officers will not drive the cart until they have received training on the equipment.
2. The operator will fill out the Electric Vehicle Log each time it is driven.
3. The cart will be stored inside the garage at the Wallace Parking Deck.
4. The driver will charge the vehicle after each usage.
5. The key will be kept near the Vehicle Log at the garage.
6. If the cart is temporarily parked outside the garage, the driver will remove the key from the ignition and keep it on their person.
7. If the driver must exit the vehicle quickly, engage the parking brake and hit the red "panic button". This will disengage the transmission so no one can take the cart.
8. The on-duty supervisor will assign someone to drive the cart during their shift when applicable.
9. The cart will not be left outside the garage during inclement weather.
10. The Downtown Unit will perform a monthly battery check on the cart.



# Chapel Hill Police Department



<b>Subject: Vehicles - Weekly Fluids Check and fuel</b>	<b>Number: 700.2</b>
<b>Issued:</b>	<b>Revised:</b>
	<b>Pages: 1 of 1</b>

It is the responsibility of each individual driver to ensure that the town vehicles have weekly fluid checks. They must take the car to the town's garage each Friday at the designated time to have a mechanic check the vehicle's fluid levels. The mechanic will maintain a log of the date and time that this service is provided.

Each driver should fill their car with gasoline at the end of each shift. This is done for safety reasons to ensure that the next operator can respond without delay to calls for service as soon as their shift begins.



# Chapel Hill Police Department



<b>Subject: Vehicles - Vehicle Inspections</b>		<b>Number: 700.3</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

Each employee will inspect the exterior and interior of their vehicle at the beginning of each shift. The employee will notify their supervisor if there is any damage to the vehicle or any missing equipment. An incident report will be completed to document any damaged or missing equipment. Once completed, documentation of damaged/missing equipment should be forwarded to the Support Services Captain and the Quartermaster. If the damaged/missing equipment is computer or printer equipment, documentation should be forwarded to the Support Services Captain and TSU.

Supervisors will inspect each vehicle assigned to their division once every 14 days. Supervisors will complete their unit's vehicle inspection form. Completed inspections forms will be emailed to the unit's division commander. Supervisors will replace depleted vehicle equipment with supplies found in the supply cabinets. Any items not available in the supply cabinet must be requested from the Quartermaster for replenishment.



# Chapel Hill Police Department



<b>Subject: Vehicles - MCT Operations</b>		<b>Number: 700.4</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

MCT's will remain secured in the computer mounts. When repairs are needed on a MCT, the officer will leave it with TSU and send an e-mail with a description of the problem. The TSU staff will diagnose the problem and make repairs. TSU will send an e-mail to the officers assigned to the vehicle and the patrol supervisors with an estimated time for repairs. TSU will reinstall the MCT once repairs are completed.

All messages sent via the MCT are public record. Messages should only be work related and appropriate in compliance with Policy 3-10.

MCT's should remain in the assigned vehicle and cannot be transferred to another vehicle.





# Chapel Hill Police Department



<b>Subject: Vehicles - Printers</b>		<b>Number: 700.5</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

Printers in each vehicle should be handled with care. They are not intended to be removed on a regular basis. If a printer is removed from a vehicle, it should be placed in the watch commander's office along with an explanation of why it was removed. The USB cable can be damaged easily if abused. Be mindful of this when adjusting the seat and make sure that it is not done forcefully as to damage the cord.



# Chapel Hill Police Department



<b>Subject: Vehicles - Front License Plates</b>		<b>Number: 700.6</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

Only tags approved by the Chief of Police can be displayed on Departmental vehicles. Approved tags include: 1) Chapel Hill Town Seal; 2) Booze It and Lose It; 3) Click It or Ticket; 4) Thin Blue Line



# Chapel Hill Police Department



<b>Subject: Vehicles - Car Wash</b>		<b>Number: 700.7</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

Vehicles may be washed once a week at Carolina Car Wash. Officers must print their name on the receipt and submit a copy to the Administrative Assistant immediately.

Officers may utilize the wash bay and vacuum cleaners at the town's Operations Center in accordance to their guidelines.



# Chapel Hill Police Department



<b>Subject: Vehicles - Personal Use of Town Vehicles</b>	<b>Number: 700.8</b>
<b>Issued:</b>	<b>Revised:</b>
	<b>Pages: 1 of 1</b>

Town vehicles may not be used for personal business. The only positions within the department currently authorized to take a town vehicle home are command staff members, on-call persons, and employees explicitly authorized to do so on a given occasion (e.g. to attend out-of-area training)



# Chapel Hill Police Department



<b>Subject: Vehicles - Non-Marked Vehicles in Town Parking Lots</b>		<b>Number: 700.9</b>
<b>Issued:</b>	<b>Revised:</b>	<b>Pages: 1 of 1</b>

Non-marked town vehicles used in the line of duty can be parked without cost in town parking lots. Upon leaving the lot employees must sign the parking ticket on the back along with their town employee number.