



Apex Police Department General Order



Title Detainee Custody Responsibilities		Order Number 704-20
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CALEA Standard: 4.1.5, 4.2.2, 41.3.3, 70.1.1, 70.1.2, 70.1.3, 70.1.4, 70.1.5, 70.1.6, 70.1.7, 70.1.8, 70.2.1, 70.3.1, 70.3.2, 70.3.3, 70.4.1, 70.4.2	Rescinds:	
Reference: NCGS 122C-251 (d) NCGS 7B-1903 GO 601 – Issued and Authorized Firearms Memorandum of Understanding – Officer Involved Shooting and In-Custody Death Investigations (Wake County DA/CCBI/SBI)	Pages: 15	
Forms: F603d - Vehicle Inspection Form USDOJ DCR-1A-Reporting-Form		

Detainee Custody Responsibilities

Purpose

The purpose of this directive is to set guidelines for the custody, control, search, and transport of detainees.

Policy

It is the policy of the Apex Police Department that in every instance of persons in custody, the custodial officer(s) assumes the responsibility for a detainee's safety and well-being, protection of his/her civil rights, and the prevention of escape or allowing the detainee to injure others including law enforcement personnel.

Definitions

Arresting Officer – A sworn law enforcement officer who takes a person into custody, with or without a warrant. (SOURCE: CALEA)

Detainee – A person in the custody of agency personnel and whose freedom of movement is at the will of agency personnel. (SOURCE: CALEA)

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Positional Asphyxia – When a person’s body interferes with breathing and he/she cannot get out of the position.

Protective Shield – A device placed between the front and rear seat of police vehicles to separate the officer and detainee.

Restraining Device – Equipment used to restrain the movement of the prisoner, such as handcuffs, flex-cuffs, waist chains, ankle chains, restraining straps, straight jackets, or tie-down stretchers. (SOURCE: CALEA)

Transporting Officer – Any police officer who has a detainee in custody and transports that detainee from one location to another.

Total Appendage Restraint Procedure (TARP) – A procedure that consists of simultaneously securing all of a person’s arms and legs with belting and cuffs. The individual’s wrists are immobilized with handcuffs and his/her legs are immobilized with the RIPP Hobble (or similar) restraint device. A belt end can be dangled over the bottom doorjamb to secure the detainee’s ankles when the car door is closed. It also can be attached to the wrists prior to transport. Use of this technique is not authorized to “hog tie” a detainee where all limbs are secured together.

- **NOTE:** Detainees that have been handcuffed or restrained will not be placed on his/her chest or stomach area, side, or any other position that could cause asphyxiation of the detainee due to his/her physical or medical condition. This is especially critical in the incident where a detainee is being placed in the TARP.

Vehicular Sallyport – An enclosure where vehicles transporting unruly or dangerous arrestees may be parked during the intake process.

Warrant – For the purposes of this directive, any arrest authorization process.

Weapons – For the purposes of this directive, includes all firearms, chemical munitions, stun guns, sharp or pointed implements such as knives or razor blades, batons, or any instrument that could cause physical injury.

Procedure

Custody Responsibilities - Arresting/Transporting Officer

1. Detainee custody is solely the responsibility of the arresting and transporting officers. Officers may delegate custody responsibility to other sworn officers but not to a civilian.

Detainee Custody Responsibility

2. When a transfer of custody occurs, clear and concise communication must take place between officers. Detainees should be informed accordingly. Effective communication is essential to:
 - Ensure immediate medical treatment when injuries occur before or during arrest or incarceration
 - Ensure immediate medical treatment if symptoms of illness are evident or complaints of illness are made by detainees
 - Confirm with all officers involved what has occurred up to that point and what should be done going forward

3. Officers charged with the custody of detainees will:
 - Observe all laws, regulations, and departmental written directives
 - **Remain professional at all times and treat detainees humanely**
 - Remain in the proximity of the detainees to prevent escape and/or injury to themselves, injury to others, or damage to property
 - Keep detainees secure but not subjected to unnecessary restraint
 - Not place or leave unattended weapons, or objects adaptable for use as weapons, within proximity of detainees
 - Be responsible for the security of detainees' personal property or property under detainees' control at the time of arrest; ensure that such property is stored safely until it can be returned to the arrested person(s) or released to the appropriate official at the holding facility
 - Ensure that detainees who are ill, injured, or show signs of illness while in custody are:
 - **Not left unattended under any circumstances**
 - Governed by the decision made by Emergency Medical Services (EMS) personnel regarding the need for hospitalization
 - Accompanied while transported for treatment of injuries or illness, unless urgent medical circumstances exist
 - Transported in a safe and reasonable manner when exceptional transportation needs are necessary due to a detainee being non-ambulatory or requiring the use of a wheelchair, crutches, prosthetic appliances, etc.
 - Transported in a safe and reasonable manner when a detainee has the necessity for medicines and/or medical equipment
 - **All detainees will be thoroughly searched, particularly prior to turning custody over to another officer for transport**
 - When releasing detainees to the holding facility, notify detention personnel of any pertinent medical information and provide medical release forms, if applicable; advise detention personnel of any escape and/or suicide attempts or threats to carry out such action
 - Ensure that immediate notification regarding transfer of custody is made to a supervisor

Detainee Custody Responsibility

- Document detainees' condition and actions taken in a written incident report

Handcuffing/Restraining Detainees (70.2.1)

1. Handcuffs or other physical restraints will be used only to immobilize detainees and not to cause injury, additional injury, or discomfort.
2. Detainees physically arrested and handcuffed will be restrained with their hands placed behind their back, except in cases where an approved restraining device such as a waist belt is used. The use of flex-cuffs and/or RIPP Hobble restraints is permissible when needed.
3. Detainees will never be handcuffed to any portion of the vehicle during transport.
4. Detainees transported due to special circumstances may require special restraints such as waist chains and/or leg chains. Detainees wearing waist chains will be restrained with their hands placed in the front. This method will be used when transporting detainees for extended periods of time.
5. All detainees will be handcuffed during transport as outlined in this General Order.
6. Detainees who exhibit violent behavior, or who are physically or mentally handicapped, may require special restraints in addition to or instead of handcuffs. Such devices may be obtained through Emergency Medical Services (EMS) personnel or local hospitals. When using restraining devices other than handcuffs, the immediate supervisor must be notified and the reasons documented in the officer's report narrative.
7. The handcuffing of juveniles is allowed under the same circumstances as adults.
 - **EXCEPTION:** Pursuant to NCGS 7B-1903(f), if a juvenile is in need of an evaluation for medical or psychiatric treatment pursuant to subsection (b), is under 10 years of age and does not have a pending delinquency charge, officers assuming custody of the juvenile may not use physical restraints during transport of the juvenile to the designated place identified in the order, unless, in the officer's discretion, the restraints are reasonably necessary for the safety of the officer or the juvenile.
 - **NOTE:** The circumstance warranting the use of restraints will be documented in the officer's report narrative.
8. Detainees, adult or juvenile, will not be handcuffed or otherwise restrained to another detainee, officer, or stationary object.

Detainee Custody Responsibility

Searching Detainees and Vehicles Used to Transport Detainees

1. Transporting officers will search detainees and vehicles for weapons and contraband prior to transporting detainees in a police vehicle. (70.1.1)

Searching Detainees

1. If the transporting officer is not the arresting officer, the transporting officer will search each detainee before transporting. (70.1.1)
2. Whenever possible, an officer of the same gender will conduct searches of detainees. If an officer of the same gender is not available, the search may be conducted by the arresting or transporting officer.
3. While searching a detainee of the opposite gender, the detainee will only be touched as necessary to determine that no weapons or contraband are concealed.
4. All searches of the opposite gender will be conducted using Mobile Video Recording (MVR) equipment to record the search and with another officer present as a witness. The search will be documented in the officer's report narrative.

Searching Vehicles Used to Transport Detainees

1. At the beginning of each shift, the assigned patrol officer will inspect the interior of his/her assigned police vehicle for contraband, weapons, or other dangerous items as outlined in this General Order and General Order 603 – *Police, Special Purpose Vehicle and Equipment*. (70.1.2)
 - All areas of the vehicle's interior, including under the passenger seat if accessible, will be inspected.
 - **NOTE:** Pre-shift examinations are to be documented using the Daily Activity field in the Mobile Module of the RMS. Employees who do not have access to the RMS Mobile Module will document the pre-shift examination using form F603d - *Vehicle Inspection Form*.
2. Before transporting a detainee, the transporting officer will search the vehicle for contraband and weapons. Any weapons and/or contraband located during the search of the vehicle should immediately be reported to a supervisor and the contraband inventoried and entered into the Property and Evidence function in accordance with General Order 801 – *Evidence and Property Management and Control* and any other applicable written directives. (70.1.2)

Detainee Custody Responsibility

- Upon the completion of transporting a detainee to a holding or other facility, the transporting officer will search the vehicle again for weapons and contraband. (70.1.2)
 - The officer will document the inspections, before and after the detainee was in the vehicle, in the applicable officer's report narrative.
3. The officer will ensure that no equipment that could be used as a weapon is within reach of the detainee. (70.1.2)

Detainee Transportation Equipment

1. The preferred vehicle to transport detainees is one equipped with safety barriers/protective shields that separate the detainee and driver, if such a vehicle is available. (70.4.1)

Seating Arrangements

1. Seating arrangements of detainees during automotive transport in vehicles without safety barriers/protective shields will be as follows: (70.1.3)
 - One officer and one detainee – detainee in right, front seat
 - Two officers and one detainee – detainee in right, rear seat and second officer in left, rear seat
 - Two officers and two detainees – detainees in right, front and rear seats, second officer in left, rear seat
 - Two officers and three detainees – all three detainees in rear seat, second officer in right, front seat to maintain observation of detainees
 - The transportation of three detainees in one patrol vehicle is allowed only when absolutely necessary and with the permission of a supervisor
2. Seating arrangements of detainees during automotive transport in vehicles with safety barriers/protective shields will be as follows:
 - One officer and one detainee – detainee in right, rear seat
 - One officer and two detainees – one detainee in right, rear seat and the second detainee in left, rear seat
 - Two officers and one detainee – detainee in right, rear seat and second officer in right, front seat
 - Two officers and two detainees – detainees in right and left rear seats, second officer in right, front seat
 - Two officers and three detainees – all three detainees in rear seat, second officer in right, front seat to maintain observation of detainees
 - The transportation of three detainees in one patrol vehicle is allowed only when absolutely necessary and with the permission of a supervisor

Detainee Custody Responsibility

General Guidelines

1. Restraining devices (handcuffs, leg restraints, etc.) will be used in accordance with applicable laws, regulations, and departmental written directives.
2. Detainees will be seated and securely seat belted during transport. (70.4.2)(41.3.3)
3. Once detainees are secured in the vehicle, the vehicle doors will be locked to prevent subjects outside the vehicle from opening the door and enabling detainees to escape. **(NOTE:** The windows and doors in the rear seat of patrol cars are designed to be inoperable from inside the rear passenger compartment. If the devices are not mechanically inoperable, the officer will ensure the windows and doors are inoperable by use of the driver side deactivation switch and the “child lock” function on the door.) (70.4.2)
4. Officers will notify the Communications Center when initiating the transport of detainees, providing the following information:
 - The number of detainees
 - The location to which detainees are being transported
 - Vehicle mileage
5. While transporting detainees, officers will: (70.1.4)
 - NOT answer calls for service unless involving a life or death situation and then only with permission from the on-duty supervisor (70.1.4)
 - STOP to render police assistance only in an emergency where there is clearly a grave risk to a third party and only when the risk to detainees or to the public from the detainees is minimal (70.1.4)

Special Transport Situations

1. Transporting Juvenile Detainees: (70.3.3)
 - Juvenile detainees will not be transported in the same vehicle with adult detainees
2. Transporting Detainees of the Opposite Gender: (70.3.3)
 - Detainees of the opposite gender from each other will not be transported in the same vehicle unless they are co-defendants in the same case
3. Transporting Detainees Unusual Circumstances: (70.3.3)
 - Unusual circumstances such as funerals, visiting hospitals or critically ill persons, and readings of wills will not be permitted while a detainee is in the custody of the Apex Police Department
 - The detainee will have to make arrangements with the Wake County Detention facility for such transportation

Detainee Custody Responsibility

4. Transporting Handicapped/Disabled Detainees: (70.3.1)

- Physically handicapped detainees will be placed and secured in a vehicle in a position as comfortable and convenient as possible
 - Aids such as wheelchairs, crutches, canes, or other devices will be secured in the trunk of the vehicle and taken to the detention facility
- If necessary, the Wake County Sheriff's Office should be contacted for specialized transport vehicles and equipment

5. Transporting Sick and/or Injured Detainees: (70.3.1)

- Officers will notify the on-duty supervisor if detainees are injured prior to or incidental to arrest or become ill or injured during transport
- Officers will request EMS to respond to assist injured or ill detainees
- EMS personnel will determine if detainees need to be transported to a medical facility for treatment
- A determination of the need for restraining devices during transport will be made after consulting with EMS personnel
- If medical treatment is necessary, officers will notify the on-duty supervisor and accompany detainees to the facility, if possible
- While at the medical facility, a detainee may be restrained if the officer has a reasonable belief that the detainee is combative or may attempt to escape

6. Transporting Detainees Exhibiting Violent Behavior:

- When transporting a detainee exhibiting violent behavior, a second officer will accompany the transporting officer, if practical
- Any other detainee will be transported in a separate vehicle

7. Transporting Detainees from One Facility to Another: (70.5.1)

- The Apex Police Department does not transport detainees from a detention facility to any other facility
- Transportation under these circumstances is the responsibility of the Wake County Sheriff's Office or the North Carolina Department of Corrections

Transporting Detainees to Holding Facility

1. When arriving at a holding facility, the officer will:

- Secure his/her handgun and patrol vehicle key, for safekeeping, in a place provided for that purpose, if so equipped
 - If the receiving agency does not provide a place for firearm storage, the firearm will be secured in the trunk or locking console of the transporting vehicle and the key retained by the officer (70.1.6 (a))
- Leave restraining devices on the detainee until in a secure portion of the receiving area, or as directed by staff from the receiving facility (70.1.6 (b))

Detainee Custody Responsibility

2. When removing restraint devices from detainees, the transporting officer will comply with the receiving agency's procedures regarding the removal of such restraints. The officer will:
 - Prior to the removal of restraint devices, advise the receiving officer if the detainee is violent, self-destructive, or emotionally disturbed or presents any other potential medical or security risk (70.1.6 (b)) (70.1.6 (d))
 - Present all necessary detainee documentation and paperwork (i.e. warrant copy, detainee inventory, etc.) to the receiving officer (70.1.6 (c))
 - Document the transfer of custody in the applicable officer's report narrative, via Wake County Sheriff's Office forms, or in some other equally effective manner (70.1.6 (e))

Transporting Handcuffed/Restrained Detainees (70.2.1)

1. Combative detainees may be appropriately restrained with handcuffs or flex-cuffs on the wrists and a RIPP Hobble restraint on the legs.
 - Detainees will be transported in a seated, upright position to guard against positional asphyxia and will be monitored while in transport.
 - If the detainee shows any signs of difficulty breathing or other life threatening issues, EMS will be contacted immediately.
2. Detainees may be released from handcuffs and/or other restraints during any of the following circumstances:
 - When custody is transferred to another law enforcement agency
 - At the request of medical personnel to facilitate the treatment of an injured detainee
 - Any time an emergency situation arises where the officer determines that the safety of the detainee outweighs other possible security considerations
3. Before releasing detainees from any type of restraint, officers should keep in mind potential security concerns and the potential for escape.

Detainee Communication While Being Transported (70.1.5)

1. Communication between detainees and other individuals should be discouraged during transport.
 - Detainees may communicate with the transporting officer as needed.
 - The transporting officer will communicate with the detainee periodically during transport to improve safety by enhancing the officer's ability to monitor potential changes in the detainee's physical and mental status.

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2. Detainees are not allowed to possess a phone or make a phone call while being transported.

Escaped Detainees

1. When an escape occurs within the Town of Apex, or in another jurisdiction where the detainee escapes from the custody of the Apex Police Department, officers will immediately notify the Communications Center (or if in another jurisdiction the local law enforcement communications function) in order for a broadcast to be given and to have other units assigned to respond to the area of escape. (70.1.7 (a))
2. The broadcast should include all known details of the escape including, but not limited to:
 - The location of the escape
 - Direction and mode of travel
 - Physical description
 - Charges for which the subject was arrested
 - Whether the subject is armed or unarmed
3. The transporting officer will notify the on-duty supervisor of the escape, who will make notification in accordance with General Order 711 - *Notification Matrix* as outlined in the matrix. (70.1.7 (a))
4. The assigned units will conduct a search/investigation in the following manner to locate the detainee:
 - Canvass the immediate area
 - Request a department Police Canine (K-9) Team or other Police K-9 Unit from another law enforcement agency, if available
 - Check businesses, residences and other locations that the detainee may frequent (70.1.7 (c))
 - Question the detainee's past associates about the possible whereabouts of the detainee (70.1.7 (c))
 - Obtain or request arrest warrants be obtained for the escaped detainee (70.1.7 (b))
 - Complete an incident report including the circumstances and details surrounding the escape (70.1.7(b))
5. Following the incident, an Internal Affairs Investigation will be initiated and conducted in accordance with General Order 302 – *Personnel Complaint Investigation*.

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Notification of Security Risk (70.1.8)

1. Officers will inform the receiving agency, magistrate, or court, if applicable, if the detainee transported to their facility is believed to be an unusual security risk.
2. A detainee exhibiting any symptoms of the following categories will be classified as a “high risk” detainee:
 - Extremely intoxicated
 - Drug-addicted or under the influence of drugs
 - Violent
 - Self-destructive
3. The on-duty supervisor will be notified immediately when an arrestee is determined to be a “high risk” detainee.
4. Extreme caution will be used in handling “high-risk” detainees. Officers will take reasonable precautions to ensure the potential for the detainee to injure himself/herself and/or others, or to escape, is minimal.
5. The shift supervisor will determine whether arrangements should be made to transfer a “high-risk” detainee to a medical facility for examination or to another appropriate holding facility for housing and/or treatment.
6. “High-risk” detainees will be kept under constant supervision.

Toilet Facility Usage by Detainees

1. Detainees must be given an opportunity and reasonable access to toilet facilities.
2. The use of toilet facilities should not normally be necessary while transporting detainees from the point of arrest to the holding facility.
3. When detainees must use a toilet facility, officers will search the toilet facility thoroughly looking for weapons, objects adaptable for use as weapons, and other contraband that detainees could use to aid in escape or to injure themselves, officers, or others.
4. At their discretion, officers who are the same gender of detainees may escort detainees inside toilet facilities. Officers who are the opposite gender of detainees will remain outside the toilet facility while it is being used by a detainee, except when continuous visual observation of the detainee is necessary because there is reason to believe that the detainee may cause self-injury, injury to others, or attempt escape.

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Hospitalization of Detainees (70.3.2)

1. If a detainee in the custody of the Apex Police Department is transported to a hospital or other medical care facility, Apex Police Officers will remain with the detainee at all times to maintain custody and security.
 - Medical doctors treating the detainee may request that the officer relinquish custody to medical personnel or facility security/police so that medical services can be delivered.
 - At the direction of a medical doctor, the officer may relinquish custody only if it is medically necessary.
2. If the detainee is admitted to the medical facility, the officer will notify the on-duty supervisor who will:
 - Assess the degree of risk, isolation needs, type of treatment, etc. in order to determine the amount and type of security necessary
 - Establish the approximate length of time the detainee will be hospitalized
 - Determine if the detainee needs to remain in custody, if issuing a citation is appropriate, if the investigation can be continued after release from the facility, or if it is more appropriate for another agency to provide the staff (i.e. Wake County Sheriff's Office)
 - Establish a rotating work schedule
 - Make notification in accordance with General Order 711 – *Notification Matrix* as outlined in the matrix
 - Have necessary documentation taken to the magistrate's office
 - At shift change, provide the relieving squad supervisor or Watch Commander with all pertinent information necessary for continued guard protection of the hospitalized detainee
3. The officer assigned to guard a hospitalized detainee will:
 - Ensure that only authorized medical personnel and the detainee's attorney have contact with the detainee, unless other visitation is authorized by the court or a command officer of the rank of Captain or higher
 - **Remain with the detainee continuously to document and monitor all contacts**
 - Be alert for suicide, escape, and/or assault attempts
 - Prevent unauthorized articles from being passed to the detainee
 - Consult the immediate supervisor for instructions when uncertain about specific procedures
4. The on-duty supervisor will assign officers to guard protection duty during their regular shift, unless advised differently by the Division Commander, Deputy Chief of Police, or Chief of Police.

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5. Restraining devices may be used if deemed necessary and authorized by medical staff.
6. If the detainee is to remain in custody and transported upon release to the magistrate, court, or detention facility, the detainee will be searched and restrained prior to transport.

In-Custody Deaths

1. The Wake County District Attorney, Wake County City-County Bureau of Identification (CCBI), and the North Carolina State Bureau of Investigation (SBI) have entered into a Memorandum of Understanding regarding Officer Involved Shootings and In-Custody Death Investigations.
2. Officer Involved Shootings will be handled in accordance with General Order 601 – *Issued and Authorized Firearms*.
3. When an officer becomes aware of an in-custody death, he/she will:
 - Attempt first aid and ensure appropriate medical personnel are dispatched to the scene (4.1.5)
 - Notify the Communications Center and an on-duty supervisor or Watch Commander of the circumstances surrounding the in-custody death as soon as possible
 - If the in-custody death occurs outside the jurisdiction of the Apex Police Department, a Telecommunicator or the officer will notify the local law enforcement agency having jurisdiction where the in-custody death occurred as soon as possible, and will provide sufficient details for officers from that agency to respond appropriately and safely
 - Remain at the scene and relate sufficient information about the incident to the on-duty supervisor or Watch Commander to enable him/her to determine whether police should attempt to detain, arrest, or question any person, and what area(s) should be inspected or searched for any weapon(s) and/or evidence
 - If any weapon or less lethal instrument was used at any time during the arrest or processing of the detainee, protect the item for examination and submit it to the on-duty supervisor, Watch Commander, or other Apex Police Department command officer when requested
 - Fully document the circumstances of the situation in the appropriate report(s)
 - Any officer, who refuses to submit a complete and truthful report in compliance with this and other applicable General Orders, or at the direction of the Chief of Police, will be guilty of insubordination
 - Insubordination is prohibited by General Order 301 – *Code of Conduct* and may result in action being taken against the employee pursuant to General Order 310 – *Disciplinary System and Grievance Procedures*

Detainee Custody Responsibility

- Not discuss the case with anyone except the on-duty supervisor, Watch Commander, Division Commander for his/her assigned division, Administrative Division Commander, Deputy Chief of Police, Chief of Police, assigned investigative personnel, Town of Apex Administration, assigned District Attorney, agency-assigned attorney or psychologist, or officer's attorney, psychologist, clergy or family member
 - Pursuant to The Death in Custody Reporting Act, complete the USDOJ DCR-1A-Reporting-Form
4. Telecommunicator Responsibilities:
- Dispatch appropriate medical personnel, if needed
 - Ensure the on-duty supervisor or Watch Commander is notified
 - Make additional notifications as directed by the on-duty supervisor
5. On-duty Supervisor/Watch Commander Responsibilities:
- Initiate notifications pursuant to General Order 711 – *Notification Matrix*
 - Respond to the location of the in-custody death and protect the scene and all associated locations by sealing off the immediate area and removing non-essential personnel, pending an investigation
 - If the death occurs outside the jurisdiction of the Apex Police Department, the on-duty supervisor or Watch Commander will ensure that the local law enforcement agency having jurisdiction where the in-custody death occurred has been notified and will assist that agency, to the extent possible
 - Locations within Wake County or in an adjoining county, the on-duty supervisor will respond to the location
 - Locations outside Wake County area, the on-duty supervisor will advise the Patrol Division Commander, who will determine, in consultation with the Chief of Police, what response is appropriate
 - Maintain security of any evidence and initiate a preliminary investigation
 - Identify all witnesses, including police and civilian personnel, ensuring that witnesses remain separated
 - Brief arriving command officers who require administrative information, in order to reduce the number of times the involved officer must repeat the details of the incident
 - Designate a central staging area for the news media
 - **NOTE:** Only the Chief of Police or authorized designee will release details of the incident to the news media
6. Criminal Investigations Division Commander responsibilities:
- Respond to the location of the death; if unavailable, the Chief of Police will designate an appropriate staff member to fill this role

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- If the location is within Wake County or in an adjoining county, the Criminal Investigations Division Commander and/or designee will respond to the location
- If the location is outside that area, response will be determined by the Chief of Police
- Examine the weapons and less lethal instruments of all officers present at the time of the arrest, custody, or death
- If any weapon or less lethal instrument was used at any time during the arrest or processing of the detainee, as soon as practical, take custody of the item and all related items (i.e. ECD cartridges, duty belt, etc.)
 - These items will be secured as evidence and will be turned over to the CCBI and/or the SBI
 - Documentation of the release of the items will be made in accordance with General Order 801 - *Evidence and Property Management and Control*
 - **NOTE:** Neither the weapon/instrument nor accessories will be unloaded or tampered with and all equipment will remain on the duty belt
- In consultation and with approval of the Chief of Police, request SBI to assume criminal investigative responsibility of the incident
 - The SBI may contact the CCBI to respond, process the scene, and assist in the investigation pursuant to a Memorandum of Understanding between the agencies
 - Determine if it is necessary to obtain a search warrant before conducting any crime scene search

7. Deputy Chief of Police responsibilities:

- Initiate an internal investigation into the incident pursuant to General Order 302 – *Personnel Complaint Investigations (4.2.2)*
- Arrange for duplication of Communications Center digital records and MVR recordings of the incident, if any, to be made in accordance with Standard Operating Procedure C303 – *Digital Recorder* and General Order 602 – *Operation of Mobile Video Recording*

Text in “Green” denotes a significant change in policy

BY ORDER OF:



John W. Letteney
Chief of Police