

CITY OF BARRE
Police Advisory Committee Agenda
Monday, September 11 , 2023
6:00 pm
Alumni Hall
Conference Room
Barre Auditorium
Barre, VT 05641

Join Zoom Meeting

<https://us02web.zoom.us/j/83053276707>

Meeting ID: 830 5327 6707

Telephone 1 929 205 6099

Open to the Public

1. Call to order.
2. Consider approval or adjustments of the agenda
3. Consider approval of previous meeting minutes
4. Receive guests
5. Councilor Waszazak's report
6. Chief's report
7. Discuss and consider approving 429 Nasal Naloxone
8. Discuss and consider approving 504 Collision Investigation
9. Discuss and consider approving 508 Assistance to Highway Users
10. Discuss and consider approving 511 Unattended & Abandoned Vehicles
11. Discuss and consider approving 603 Missing Persons Investigations
12. Discuss and consider approving 604 Response to Crimes of Sexual Violence
13. Discuss and consider approving 605 Hate Bias Incident Investigations
14. Discuss and consider approving Lost Person Questionnaire
15. Miscellaneous
16. Adjourn



Barre City Police Department

Barre, Vermont

Braedon S. Vail
Chief

TRAFFIC PROCEDURES

<u>Subject:</u> Collision Investigation	<u>Number:</u> 504	<u>Effective Date:</u> XX/XX/23
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Note: These Rules & Regulations, Operational Policies and/or Procedures are for internal use only and does not enlarge a member's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Policy: The Barre City Police Department will respond to, investigate, and report motor vehicle collisions occurring within the City of Barre as described herein. The Barre City Police Department is committed to utilizing skilled professionals in the investigation of motor vehicle collisions that result in serious personal injury or death.

Purpose: To establish procedures for the response, investigation and reporting of motor vehicle collisions by the Barre City Police Department.

Contents:

- I. Response to Collisions
- II. Collision Investigation
- III. Fatal and Life-Threatening Injury Collisions
- IV. Response to Fatal & Life-Threatening Injury Collisions
- V. Investigation
- VI. Notifications
- VII. Detailed Crash Investigation Report
- VIII. Follow-Up Investigations of Fatal Collisions
- IX. Non-Vehicle Property Damage
- X. Post-Collision Vehicle Inspections
- XI. Cancellation

I. Response to Collisions

- A.** When dispatched, officers will respond to all collisions occurring within the City of Barre. Exceptional circumstances may require modification of this policy.
- B.** The initial responding officer(s) to **any** collision will be in charge of the scene unless relieved by a supervisor or a Crash Reconstructionist and will:

- Position police vehicle(s) to protect the collision scene.
- Identify, request, and provide immediate medical care and basic life support.
 - When requesting emergency medical assistance, officers will notify the Emergency Communication Center of the collision location, the number of persons injured, the nature of injuries, and if any persons are trapped.
- Identify hazardous material placards, and potential fire or explosive dangers and request assistance from Barre City Fire Department through the Emergency Communications Center
- Establish a safe and efficient traffic pattern around the scene to reduce or eliminate traffic congestion by utilizing flares, traffic cones, barricades, and/or emergency vehicles.
- If a Crash Reconstructionist **is not** going to perform a reconstruction, arrange for removal of the vehicle(s) from the travel portion of the roadway as soon as possible.
 - When a vehicle is damaged to the extent that towing is required for removal, officers will refer to **Barre City Police Department Traffic Procedures # 510, “Vehicle Towing Procedures”**.
- Summons additional assistance as necessary to control traffic, manage the scene or mediate disturbances between collision victims/suspects.

II. **Collision Investigations**

Officers will investigate and complete the required State of Vermont Uniform Crash Report through CrashWeb, the Vermont Automated Crash Reporting System in accordance with the most current version of the **Investigator’s Guide for Completing the State of Vermont Uniform Crash Report**, for the following types of collisions occurring within the City of Barre:

- A. Personal injury collisions, including all incapacitating, non-incapacitating, and possible injury accidents.
 - Personal injury collisions include possible injury (momentary unconsciousness, claims of injuries that are not evident and often associated with complaints of pain, limping, nausea, hysteria).
 - **To be documented, non-serious injuries must be reported at the time of the collision, but no later than completion of the report in the Automated Crash Reporting System by the investigating officer.**
- B. Collisions either attributed to or accompanied by an incarcerable traffic offense, including:
 - Operator impairment due to alcohol or drugs.
 - Property damage hit-and-run collisions when there is a witness or traceable

physical evidence.

- If there is no witness, traceable physical evidence and no known suspect at a property damage hit-and-run collision, a Valcour Incident may be used as a report in accordance with this directive.
- C. Collisions involving any local, state, or federal government owned vehicles, including private, government owned or contracted school buses used to transport children, students or teachers for educational or school related activities.
- Photographs depicting the scene and damage will be taken at all collisions involving school buses and City of Barre vehicles. Evidentiary photos will be submitted with the investigative case file in conformance with **Barre City Police Department Investigative Procedure #608, "Collection & Preservation of Evidence"**.
- D. Collisions involving any commercial motor vehicle or a vehicle displaying a hazardous materials placard.
- E. All property damage collisions occurring on a public roadway or private property when such property is used by the public in general (making it a public highway).
- F. A collision investigation should be conducted if any involved driver or vehicle owner requests an investigation and; the request is contemporaneous with the collision, and the involved vehicles have remained at or near the scene of the collision.
- An investigation **will not** be conducted if the required operator and vehicle information has been exchanged and the vehicles have been removed from the scene of the collision.
- G. **Any** collision where a discrepancy exists regarding license, registration, or insurance status.
- H. Officers conducting collision investigations will:
- Interview principals and witnesses.
 - Examine/record vehicle damage.
 - Examine/record effects of the collisions on the roadway.
 - Take measurements, if necessary.
 - Collect/preserve evidence.
 - Take photographs, if necessary.
 - Ensure that insurance, license, and registration information is exchanged at the scene among the persons involved as required by law whenever practical.
 - Identify and document attending fire/rescue personnel and vehicles
 - Document the collision in the CrashWeb Automated Crash Reporting System.
- I. Officers will assume custody of valuable property belonging to incapacitated collision victims in accordance with **Barre City Police Department Investigative Procedure #609, "Property & Evidence Management."**

J. Valcour Incident Used as a Report

Vermont Statutes do not require a report to be filed with the Department of Motor Vehicles during property damage accidents, unless the total damage to all property is to the extent of \$3,000. If called to the scene of a property damage only collision, and all the involved motor vehicles can safely be driven from the scene, and no report is otherwise required, the officer shall:

- Provide each driver with a copy of the handwritten State of Vermont Uniform Crash Report, or printed copy form through CrashWeb, if available.
- Assist in moving the involved vehicle(s) if necessary.
- Ensure that all operators possess a valid driver's license.
- Ensure that all vehicles involved are properly registered.
- Ensure that all vehicle involved are properly insured.
- Ensure that the vehicle operators exchange all pertinent information (i.e., license, registration, and insurance).

K. Whenever an officer has probable cause to believe a motor vehicle collision was caused by a violation of the Title 23 of the Vermont Statutes Annotated, the officer will place appropriate traffic violation charges if witnesses, the investigation, or the officer's observation of the violation can substantiate them.

- Officers not investigating a motor vehicle collision will not make any judgment concerning liability, nor will they issue a traffic citation to persons involved in the collision.

III. Fatal and Life-Threatening Injury Collisions

Fatal and life-threatening injury collisions necessitate investigative activities and considerations not usually associated with minor property damage or personal injury collisions. The possibility that suicide, homicide or criminal negligence may be masked to appear as a collision cannot be overlooked by officers.

A. Life Threatening Injury: A life threatening injury is **any** injury that could result in the death of an individual. The determination of whether an injury is life threatening will be made by trained emergency medical personnel.

B. Fatal Injury: Any injury that results in the death of any person involved in a collision at the time of injury or within 30 days after the collision in which the injury occurred.

C. Departmental Collisions with Suspected Serious Injury: Any departmental vehicle collision that results in the serious/fatal injury to an officer or any person involved in the collision.

- Suspected Serious Injury is any injury that causes maiming, amputation, significant burns, unconsciousness when taken from the scene, or paralysis.

D. The Barre City Police Department does not currently have certified Crash Reconstructionist members on staff. Vermont State Police Crash Reconstruction Team (CRT) members are

available for activation through the Emergency Communications Center twenty-four hours a day to assist officers with investigative guidance and support, or process scenes of a collision that resulted in serious bodily injury or fatalities.

- E. The Vermont State Police Crash Reconstruction Team (CRT) will generally respond to assist with serious bodily injury or fatality collisions resulting in criminal charges. Instances of one vehicle/one occupant serious bodily injury or fatality collisions will not generate a response.

IV. Response to Fatal & Life-Threatening Injury Collisions

The initial responding officer(s) at a collision resulting in a life-threatening injury or death will be in charge of the scene unless relieved by a supervisor. If a Vermont State Police Crash Reconstruction Team Member responds that member will assist the officer and may assume control of the scene. The officer in charge of the scene will:

- A. Position police vehicle(s) to protect the collision scene; and identify, request, and provide immediate medical care and basic life support.
 - When requesting emergency medical assistance, officers will notify the Emergency Communication Center of the collision location, the number of persons injured, the nature of injuries, and if any persons are trapped.
- B. Summons additional assistance as necessary to control traffic, manage the scene or mediate disturbances between accident victims/suspects.
 - All personnel will treat the collision as a “Crime Scene,” and protect it by cordoning off the roadway to preserve the position of vehicles, skid marks, bodies of deceased persons, debris, area of impact of pedestrians and vehicles, clothing, and all other pre-impact and post-impact evidence.
 - Whenever possible, the body of a deceased pedestrian, operator or occupant will be left undisturbed until the arrival of the CRT Investigator. If in view of the public, the body will be covered.
- C. During collisions where an occupant is not deceased at the scene, the initial responding officer shall obtain an injury assessment from the Barre City Fire Department Incident Commander to determine the severity of the injuries.
 - Once it is determined that the injuries are life threatening, the investigating officer shall provide detailed information to the on-duty Supervisor, who will notify and confer with the Vermont State Police Crash Reconstruction Team Supervisor to see if the incident falls within the guidelines of CRT response.
- D. Traffic management is the responsibility of the on-scene supervisor, who will direct resources, including Barre City Department of Public Works personnel or Vermont Agency of Transportation personnel to establish a safe and efficient traffic pattern around the scene to reduce or eliminate traffic congestion by utilizing flares, traffic cones, barricades, and/or emergency vehicles.

V. Investigation

- A. Initial responding officers conducting collision investigations will make every investigative effort to determine the cause of the collision, how and why it happened, and who was at fault. The initial responding officer will ensure the completion of the following, coordinating with the Crash Reconstruction Team members, if available:
- Secure scene/roadway for evidence preservation
 - Record pertinent identifying information regarding the vehicles involved, as well as the drivers, passengers, witnesses, and if applicable, pedestrians
 - Identify, separate and interview principals and witnesses; obtain written statements when warranted by the circumstances
 - Photograph the accident scene and vehicle damage
 - Document road conditions and weather
 - Examine and record any effects of the collisions on the roadway
 - The investigating officer will assume custody of valuable property belonging to incapacitated collision victims in accordance with **Barre City Police Department Investigative Procedure #609, Property & Evidence Management.**
 - Ensure completion of the State of Vermont Notification of Fatal Traffic Crash and email a copy to DPS.FatalAcc@vermont.gov.
 - Ensure completion of reports in the CrashWeb Automated Crash Reporting System.
 - If a Crash Reconstruction Team member responds, the responsibility for the completion of this report still lies with the officer.
 - Ensure the completion of the following reports, as necessary:
 - Vehicle Towing Report(s)
 - Complete a Supplemental Report documenting their actions, observations, and communication with parties on scene
 - Document Law Enforcement and Fire/EMS Units on scene
 - Seizing and retaining all relevant documents including, but not limited to:
 - Commercial Driver's Logbook(s)
 - Medical Identification Card(s)
 - Driver's License(s)
 - Shipping Manifest(s)
 - Vehicle Registration & Insurance Document(s)
- B. Crash Reconstruction Team members will assist the investigating officer and may complete the following as appropriate:
- Detailed crash scene measurements
 - Conduct additional interviews and obtain written statements
 - Examine and document vehicle damage
 - Examine and record any effects of the collision on the roadway

- Detailed diagrams, to scale
 - The investigating officer should complete their own scale diagram as well
 - Additional photographs of roadway, vehicles, victims, and evidence markings
 - Download and analysis of Crash Data Retrieval (CDR) of supported vehicles
 - The investigating officer will be responsible for obtaining required search warrants for the download of CDR
 - Detailed Crash Reconstruction Report
- C. Should the investigating officer(s) have reasonable grounds to believe that an operator involved in a collision resulting in serious injury or death is under the influence or impaired by drugs and/or alcohol, arrangements shall be made for the mandatory Blood Alcohol Concentration Test as provided by 23 VSA§ 1202.

VI. Notifications

The following notifications will be made when investigating a life-threatening injury or fatal collision:

- A. **Office of the Chief Medical Examiner** – Upon verification of a fatality, the investigating officer will notify the Officer of the Chief Medical Examiner. The Medical Examiner’s cause of death findings will be included in the original accident report. All pertinent autopsy findings will be reported in a supplement report.
- B. **State’s Attorney’s Office** – The investigating officer will notify the on-call attorney from the Washington County State’s Attorney’s Office and notify them of the fatality and obtain permission for removal of the body.
- The results of the State’s Attorney contact, including the attorney’s identity, will be included within the Detailed Crash Investigation Report.
- C. **Police Department Command Staff** – Upon verification of a fatality, the investigating officer will cause to be notified the Chief and/or Deputy Chief.
- D. **Public Information** – The Chief will provide a press release during normal business hours, or assist the on-duty supervisor with preparing a routine press release at all other times, to include weekends and holidays in accordance with **Barre City Police Department Operational Procedures #426, Media Relations.**
- E. **Next of Kin** – The investigating officer will either personally notify or arrange for the personal notification of the next of kin of all persons sustaining fatal injuries. Local telephone notifications are not permitted. **All notifications within Barre will be made in person.**
- In fatal collisions where the investigating officer makes the notification in person, the officer will explain the circumstances of the collision to the relatives. This may take place at either the hospital or at another location within a reasonable time after the collision.

- In the event the investigating officer is not the individual making the initial notification, the officer assigned will contact next of kin within a reasonable time following the collision and offer to arrange a conference to discuss the collision. The conference should be conducted at a location convenient to the next of kin. The officer should provide contact information of the investigating officer investigating the collision and the Incident Report Number.
- If requested, provide the next of kin with a copy of the collision report at no charge.

VII. Detailed Crash Investigation Report

A. The Detailed Crash Investigation Report is the final report detailing the investigation of a serious injury or fatal motor vehicle collision. The Crash Reconstruction Team member will provide the investigating officer a detailed supplement Reconstruction report to supplement the investigating officer's Detailed Crash Investigation Report. The Detailed Crash Investigation Report consists of several individual reports including:

- State of Vermont Uniform Crash Report
 - Diagram
 - Investigation / CRT Investigation Report
 - Driver/Witness Statements
 - Death Investigation/Medical Examiners Report (Autopsy)
 - Related Reports
 - EMS/Ambulance Reports
 - State of Vermont Notification of Fatal Traffic Crash
 - Copy of any Charging Documents
- **All pages** included in this report will be maintained in a red manila folder, filed with deaths. Each section of the report will be tabbed and titled.

B. Automated CrashWeb Reporting System

The investigating officer will complete and submit a report through the Automated CrashWeb Reporting System.

- Any related NLETS Messages and supplemental reports to the initial collision report will be included in this section.

C. Diagram

A detailed diagram, drawn to scale will be completed by the Crash Reconstruction Team member.

D. Crash Reconstruction Team Investigative / Supplemental Report

The Collision Reconstruction Specialist or Advanced Collision Investigator's report will be included in this section.

E. Driver/Witness Statements

All written statements taken from principals or witnesses will be placed in this section; and shall be,

- Reviewed for completeness and signed by the person giving the statement
- Signed by the officer who obtained the statement
 - If additional questions are asked by the Crash Reconstruction Team member, they should be contained on a supplement report and included in this section.

F. Death Investigation Report/Medical Examiners Report

A Death Investigation Report will be completed and placed in this section. The autopsy report from the Office of the Chief Medical Examiner will be placed in this section as well.

- Once the Autopsy Report has been received, a copy of the report will be placed within the completed Detailed Crash Investigation Report and a supplement to the findings will be completed and included in this section.

G. Related Reports

Included in this section will be reports relating to this investigation which have been completed, reviewed, approved and signed by a supervisor. These include, but are not limited to:

- Vehicle Towing/Storage Reports,
- Property Records,
- Criminal Investigation Reports,
- Alcohol Influence Reports,
- Automotive Equipment Inspection Reports,
- Crime Lab reports,
- EMS/Ambulance Reports.

H. Copy of Charging Documents:

Following consultation with the Washington County States Attorney's Office, the investigating officer will complete and issue the appropriate citation(s) or coordinate the filing of charges with the State's Attorney's Office.

- **No charges will be placed by the investigating officer without the advice and approval of the Washington County States Attorney's Office.**
- Copies of the citations or other charging documents that may be issued by the court will be included in this section.
- When applicable, a copy of the States Attorney communication declining charges will also be placed in this section.

- If the Detailed Crash Investigation Report has been submitted before charges being placed, a supplemental report documenting final disposition shall be completed and added to this section.
- I. No portion of a Detailed Crash Investigation Report will be released without approval of the Chief or Deputy Chief of Police after consultation with the Washington County State's Attorney's Office.

VIII. Follow-Up Investigations of Fatal Collisions

- A. A follow-up investigation by a Crash Reconstruction Team member may be necessary when a death resulting from a motor vehicle collision occurs after the initial collision report has been submitted.
- B. The original reporting officer will assist the Crash Reconstruction Team member in completing the follow-up investigation, to include providing copies of all drawings, photographs, witness statements and any other pertinent information from the initial investigation.

IX. Non-Vehicle Property Damage

- A. Officers will obtain the owner's name, address, and phone number of any damaged property (fences, poles, signs, shrubbery, etc.) and document the information along with damage description in the appropriate section of the Report. The Officer will provide the owner with information concerning the striking vehicle and its operator.
- B. When a collision results in damage to Municipal or State highway property, particularly if the damage may constitute a safety hazard, the investigating officer will note the damage as required in the Automated Crash Reporting System. Notification to the appropriate highway agency will be made by the officer.
- C. When the collision involves fenced property permitting access to the roadway by farm animals, the officer(s) will remain at the scene until the property owner has been notified, or property secured.

X. Post-Collision Vehicle Inspections

The investigating officer may request the assistance of a Commercial Motor Vehicle Inspector through the Emergency Communications Center to respond to the scene of any collision involving:

- A. A motor vehicle transporting hazardous material.
- B. A commercial motor vehicle and any of the following:
- Serious injury or death.
 - Mechanical failure.
 - The driver possesses a commercial driver's license and is suspected of being under the influence of alcohol or drugs.

C. Any motor vehicle involved in a collision where a mechanical failure is suspected.

XI. Cancellation

This written directive cancels, replaces and supersedes any directives in conflict therewith.

AUTHORITY:

Braedon S. Vail, Chief of Police

, 2023

Index As:

Automated CrashWeb Reporting System
Accident Reconstruction
Advanced Collision Investigator
Collision Investigations
Collision Reconstruction Specialist
CrashWeb Automated Crash Reporting System
Detailed Crash Investigation Report
Fatal Collision



Barre City Police Department

Barre, Vermont

Braedon S. Vail
Chief

TRAFFIC PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Assistance to Highway Users	508	XX/XX/23

Note: These Rules & Regulations, Operational Policies and/or Procedures are for internal use only and does not enlarge a member’s civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with the respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Policy: Officers observing a highway user in need of assistance will stop and determine the nature of the problem, taking appropriate action to provide reasonable assistance. This will include providing a communications link to needed emergency services and ensuring that the highway user is in a position that does not present an undue hazard to the user’s safety or to other individuals using the roadway.

Purpose: To provide a safe environment for all individuals using the roads within the City of Barre

Contents:

- I. Procedures for Assisting Stranded Highway Users
- II. Medical Emergencies
- III. Vehicle Fires and Hazardous Materials Response
- IV. Cancellation

I. Procedures for Assisting Stranded Highway Users

- A.** Upon observing a highway user; including motorists, bicyclists or pedestrians who is in obvious need of assistance, the officer will, while operating an agency vehicle:
 - Stop and position the vehicle to afford the best protection to the citizen, the officer, and other persons using the roadway.
 - Determine the nature of the problem.
 - Offer appropriate assistance.
 - Verify vehicle registration, operator license validity and check the missing/wanted status through the Emergency Communications Center (ECC).

- B.** The assistance offered may consist of:
- Providing information and directions
 - A request for a tow truck from the nearest reliable tow company.
 - A request for a tow truck from a company that the Highway User specifies.
 - Minor assistance with mechanical repairs, at the officer's option/discretion.
 - Pushing a disabled vehicle to a safe location.
 - A request that the Police Department call a third party to assist the Highway User.
 - Providing the highway user a ride to a reasonably close service facility or telephone, so that they may secure their own services.
 - Any reasonable service within Department policy that would meet the needs of the highway user.
- C.** Officers **will not** use a "Slim Jim under any circumstances," or provide a "jump start" with a Police Department vehicle unless safety reasons dictate otherwise.
- D.** If the disabled vehicle is at an unsafe location, the officer will remain with the vehicle until it can be safely removed. In certain circumstances, due to the danger presented by the vehicle's continued presence on the roadway, officers may arrange for its removal, regardless of the owner's wishes.
- E.** Should the vehicle be in a place which affords the occupants relative safety, and no other unusual circumstances exist which threaten the safety or well being of the occupants, the officer may leave after arranging for assistance ***and:***
- Advising the highway user of their responsibility to remove the vehicle in accordance with the laws pertaining to abandoned vehicles as described in **Barre City Police Department Traffic Procedure #511, "Unattended & Abandoned Vehicles."**
 - If appropriate, the officer will provide the highway user road flares for safety and visibility until the assistance arrives.
- F.** After the appropriate assistance has been rendered, the officer will advise the Emergency Communication Center (ECC) of the situation so they will be aware of the action taken in case of subsequent calls.
- G.** If an officer is unable to stop for a highway user due to heavy or dangerous traffic conditions (e.g., divided highway) or where a condition exists which would make stopping impractical (e.g., prisoner transport or priority call), the procedure is as follows:
- Advise the ECC of the location and vehicle/pedestrian description.
 - Request notification of another unit to respond.

II. Medical Emergencies

- A. Should an officer encounter a highway user experiencing a physical medical emergency, the officer will request medical assistance from the Emergency Communications Center, render first aid as appropriate, and attempt to stabilize the situation until rescue personnel arrive.
- B. Police officers will not transport highway users to emergency medical facilities.

III. Vehicle Fires and Hazardous Materials Response

Upon arrival at a vehicle fire or hazardous material spill, officers will:

- A. Immediately notify ECC of the need for fire/rescue personnel and, provide the:
 - Exact location,
 - Number of persons injured,
 - Type of injuries,
 - Number/type of vehicles involved and, if any;
 - Placard ID numbers on commercial vehicles, if this information can be obtained safely,
 - Type of fire/spill and extent (*e.g., fully involved, brake fire, 20-foot pool of gasoline, etc.*).
- B. Request additional units if needed and provide a safe approach route and assignment information to those units.
- C. If able, effect the rescue of any person(s). Ensure all person(s) are in a safe location ***away*** from the vehicle fire or upwind of any spill at the distance prescribed in the Emergency Response Guidebook specific to each situation. Do not approach, walk through, or touch any spilled fluid, (*including fluid on persons*).
- D. Isolate and protect the scene, to include rerouting traffic and bystanders away from the scene and keeping police vehicles clear of the immediate area to allow emergency response vehicles access to the scene.
- E. Officers may utilize a fire extinguisher to extinguish small fires.
- F. **Do not utilize road flares during incidents involving explosive, flammable or unknown substance spills or leaks.**
- G. Request ECC advise the State or city Department of Public Works of any prolonged road/lane closures to coordinate the response of the various transportation agencies and arrange for alternate routes, barricades, and signage if needed.
- H. Fire Department Personnel will assume command of the incident upon arrival until the fire/spill threat is eliminated. The police officer will coordinate requests from the Fire Department Incident Commander.

IV. Cancellation

This written directive cancels, replaces and supersedes any directives in conflict therewith.

AUTHORITY:

Braedon S. Vail, Chief of Police

, 2023

Index As:

Assistance to Highway User
Emergency Response Guidebook
Hazardous Materials
Vehicle Fires



Barre City Police Department

Barre, Vermont

Braedon S. Vail
Chief

TRAFFIC PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Unattended & Abandoned Vehicles	511	XX/XX/2023

Note: These Rules & Regulations, Operational Policies and/or Procedures are for internal use only and does not enlarge a member's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with the respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Policy: The disposition of abandoned vehicles in Vermont is regulated by Title 23, Chapter 21, Subchapter 7 of the Vermont Statutes Annotated. This statute provides the police with authority to take custody of, remove and dispose of abandoned vehicles found on public or private property.

Purpose: To establish procedures for the disposition of abandoned vehicles in accordance with Title 23, Chapter 21, Subchapter 7 of the Vermont Statutes Annotated.

Contents:

- I. General
- II. Unattended/Abandoned Vehicle on Public Property
- III. Abandoned Vehicle on Private Property
- IV. Cancellation

I. General

- A.** Vermont Law, Title 23, Chapter 21, Subchapter 7 enumerates the appropriate procedures for the handling of abandoned vehicles on public or private property without the consent of the property owner or lessee.
- B.** Prior to removing an abandoned vehicle as provided in this Section, every reasonable attempt will be made to have the vehicle removed by the owner or the person responsible for leaving the vehicle unattended/abandoned.
- C.** Abandoned vehicles may be removed at the direction of the Barre City Police Department and placed in the care and storage of an approved towing company pursuant to 23 VSA § 2152. Such vehicles shall be construed to be in the possessive custody of the towing company.

- D. Abandoned vehicles found on private property shall not be removed or taken into custody at the direction of or by the Barre City Police Department, except when such vehicle is evidence in a criminal case.
- E. Nothing in this directive is intended to prevent any person, firm, or corporation who possesses an abandoned vehicle from disposing of that vehicle under laws applicable to the situation, provided the method of disposal is in accordance with 23 VSA § 2152(b)(2).

II. Unattended/Abandoned Vehicle on Public Property

- A. Where vehicles are found unattended/abandoned on public property, the following procedures will be adhered to:
 - Determine if the vehicle is stolen, wanted, or has been previously reported as unattended. If the vehicle is found to be stolen or wanted, it should be processed as per established procedures.
 - The officer reporting the incident will make a reasonable effort to contact the owner and advise them to remove the vehicle within 48 hours or it will be removed as an abandoned vehicle. Reasonable effort will be telephone contact, or when feasible and within the City of Barre, personal contact if a contact number is unsuccessful. The date and time of notification and any attempts to notify will be recorded by the reporting officer in the narrative of the Valcour incident report.
 - Where a vehicle has been previously recorded as an unattended vehicle and less than 48 hours have elapsed since the entry was made, periodic checks will be made on the vehicle and its subsequent removal reported to the Emergency Communications Center (ECC).
 - If a vehicle has been recorded as unattended for 48 hours, removal may be directed by a patrol shift supervisor. The supervisor will verify that reasonable efforts have been made to contact the owner prior to removal.
 - If a vehicle has been left unattended on any portion of a primary or secondary highway and is obstructing traffic, the patrol shift supervisor may authorize its removal as an abandoned vehicle. This supervisor will ensure that reasonable effort has been made to contact the owner prior to removal, if practical and conducive to the safety of the motoring public.
- B. The actual removal of a vehicle abandoned on public property will be documented in accordance with **Barre City Police Department Traffic Procedure #510, "Vehicle Towing Procedures."** The officer will complete a Barre City Police Department Towing Record form, indicating that the vehicle is abandoned and has been removed.
 - The vehicle's VIN will be physically verified.
 - The operator of the wrecker shall sign their name where indicated on the form as an indication and acknowledgement that the vehicle was released to the custody of that business.

- One copy of the form will be provided to the wrecker operator;
- One copy will be provided to the registered owner of the vehicle if known and able to be located;
- One copy will be retained by the officer and attached to the original Valcour incident.

III. Abandoned Vehicle on Private Property

- A. In response to complaints of vehicles abandoned on private property, the following procedures will be adhered to:
- The Emergency Communication Center will initiate a Valcour law incident complaint covering the abandoned vehicle incident.
 - Upon contact with the complainant, the assigned officer will determine if the vehicle in question is stolen or wanted. If so, it will be processed as per established procedures.
 - Title 23 VSA § 2152(b)(2) authorizes a landowner of private property to remove or cause for the removal of the abandoned vehicle from the property and can contact a towing service for its removal. The officer will assist the complainant by advising of their ability and procedures under this section of law to have the vehicle removed from their property.
- B. Final responsibility for removal of all abandoned vehicles from private property rests with the establishment and/or property owner.

IV. Cancellation

This directive cancels, replaces and supersedes any directive in conflict therewith.

AUTHORITY:

Index As:

Abandoned Vehicle
Unattended Vehicle

Braedon S. Vail, Chief of Police

, 2023



Barre City Police Department

Barre, Vermont

Braedon S. Vail

Chief

INVESTIGATIVE PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Exculpatory & Incriminating Statements or Evidence	602	XX/XX/23

Note: These Rules & Regulations, Operational Policies and/or Procedures are for internal use only and does not enlarge a member's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Policy: Barre City Police Department members discovering any exculpatory or incriminating statements and physical evidence shall immediately seize and/or document the discovery; provide for its safekeeping, chain of custody and forwarding to the appropriate investigatory agency.

Purpose: To ensure the documentation and processing of exculpatory or incriminating statements and physical evidence discovered by any Barre City Police Department member.

Contents:

- I. General
- II. Oral Statements
- III. Physical Evidence
- IV. Confidentiality
- V. Cancellation

I. General

During the course of daily activities such as investigating criminal incidents, booking arrestees, or prisoner transports, Barre City Police Department members are in contact with individual criminal defendants or witnesses that may make an excited utterance or provide the member with an exculpatory or incriminating statement or evidence relating to an ongoing investigation or court proceeding.

- A. Excited Utterance** – A statement relating to a startling event or condition made while the declarant was under the stress of excitement caused by the event or condition.
- B. Exculpatory Evidence** – A statement or other evidence that tends to justify, excuse or clear a defendant from alleged fault or guilt.
- C. Incriminating Evidence** – A statement or evidence that tends to establish guilt of the accused or coupled with other evidence, his or her guilt may be inferred.

II. Oral Statements

Any oral or written exculpatory/incriminating statements discovered by members of the Barre City Police Department shall be documented and submitted before the end of the member's tour of duty in accordance with **Barre City Police Department Field Reporting Procedure #801, "Field Reporting."**

- A. An Incident Report will be completed by the investigating officer to capture the circumstances surrounding the statement, or discovery of evidence.
 - Oral statements will be documented in the body of the Incident Report, and immediately forwarded to the Deputy Chief as described in **Barre City Police Department Field Reporting Procedure #801, "Field Reporting."**
- B. The Deputy Chief will ensure that a copy of the report is immediately forwarded to the appropriate investigatory authority, and the Washington County States Attorney's Office for further investigation.

III. Physical Evidence

Any physical evidence discovered by members of the Barre City Police Department shall be documented and submitted before the end of the member's tour of duty in accordance with **Barre City Police Department Field Reporting Procedure #800, "Field Reporting."**

- A. When evidence is tangible in nature, such as a document or other physical form, members are responsible for contacting the on-duty patrol supervisor to arrange for the collection of evidence.
- B. An Incident Report will be completed by the investigating officer to capture the circumstances surrounding the recovery of evidence.
- C. Evidence shall be processed and stored by the investigating officer in accordance with **Barre City Police Department Investigative Procedures #609, "Property and Evidence Management"**; and,
 - Described in the incident report;
 - Properly marked for later identification.
- D. The Incident Report will be completed prior to the end of the investigating officer's tour of duty and, immediately forwarded to the Deputy Chief as described in **Barre City Police Department Field Reporting Procedure #801, "Field Reporting."**
 - The Deputy Chief will ensure that a copy of the report is immediately forwarded to the appropriate investigatory authority, and the Washington County States Attorney's Office for further investigation.

IV. Confidentiality

The contents of any investigation, statements or physical evidence discovered by Barre City Police Department members is considered confidential in nature and shall be treated accordingly.

V. **Cancellation**

This written directive cancels and replaces **Barre City Police Department Operational Policy titled “Duty to Disclose” dated March 29, 2012**, and cancels, replaces and supersedes any directives in conflict therewith.

AUTHORITY:

Braedon S. Vail, Chief of Police

, 2023

Index As:

Excited Utterance
Exculpatory Evidence
Incriminating Statements and Evidence



Barre City Police Department

Barre, Vermont

Braedon S. Vail
Chief

INVESTIGATIVE PROCEDURES

<u>Subject:</u> Missing Persons Investigations	<u>Number:</u> 603	<u>Effective Date:</u> XX/XX/23
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Note: These Rules & Regulations, Operational Policies and/or Procedures are for internal use only and does not enlarge a member’s civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Policy: The Barre City Police Department will diligently investigate **all** reports of missing and unidentified persons, whether they are adults or children, missing (last seen) from the City of Barre.

Purpose: To provide guidelines for the thorough and professional investigation and reporting of missing persons.

Contents:

- I. Definitions
- II. Missing Adults Investigation
- III. Missing Children – Initial Investigation
- IV. “A Child is Missing”
- V. NCIC Entry Criteria
- VI. The Vermont Amber Plan
- VII. Activation of the Vermont Amber Plan
- VIII. Closure/Cancellation
- IX. Abandoned Children
- X. Cancellation

I. Definitions

- A. Missing Person** – An individual whose whereabouts are unknown and with either a physical, mental, or developmental disability.
- B. Missing Child** – A missing person who is an unemancipated minor (an individual who is under the age of majority who has not married and who resides with a parent or legal guardian).
- D. Abduction** – Any child who is reported to be involuntarily missing from the person(s) having custodial responsibilities. An abduction is also an instance when an eyewitness states that a child was taken, or persons for whom there is a physical description, a

vehicle description (if one is involved), and a direction of travel from the point last seen;
or,

- Lacking an eyewitness, there exists **articulable** evidence that the child's disappearance was not voluntary.

II. Missing Adults Investigation

When an officer is dispatched to a missing adult call, the officer will make personal contact with the complainant and conduct a preliminary investigation in accordance with **Barre City Police Department Investigative Procedure #601, "Criminal Investigations."**

- A.** When the investigation reveals that a missing person who is senile, mentally deficient, suicidal, or other reasonable concern for their safety; or a suspected victim of foul play is involved, officer(s) will:
- Place a radio lookout (BOL) through the Emergency Communications Center.
 - Initiate appropriate intensive search procedures; i.e. K-9, Search & Rescue, etc.
 - Notify the on-duty/call out a Criminal Investigator.
 - Notify the Vermont Intelligence Center
- B.** The officer will advise the complainant:
- The identity of the investigator or officer assigned to conduct the follow-up investigation;
 - If the investigation has been reassigned, the newly assigned investigator will contact the complainant;
 - In the event the missing adult returns, the complainant should immediately contact the Emergency Communications Center.
- C.** Confer with the on-duty supervisor regarding completing an NCIC entry, if needed.
- NCIC regulations mandate that a signed statement be provided to the police agency taking the report to aid in the protection of the missing person's right to privacy. The statement will be submitted and attached to the Incident Report.
- D.** Complete the Lost Person Questionnaire, adding to the Incident Report with addition details including, but not limited to:
- Full description – **attach a photograph** (full face) when available.
 - Associates, places frequented, threats of violence, etc.
 - Whether a radio lookout was made.
 - Investigator notified when appropriate.
 - A statement regarding whether an NCIC entry was made and the ID number of the NCIC entry.

E. Missing Adults – Follow-up Investigation

The Sergeant, Criminal Investigations Section will review the report and assign the case for follow-up investigation in accordance with Barre City Police Department Investigative Procedures.

- The investigator assigned follow-up responsibility will re-evaluate:
 - The need to notify the News Media.
 - The need to conduct follow-up or additional search activities
 - The NCIC entry criteria and determine whether an entry is appropriate.

III. Missing Children – Initial Investigation

All reports of unemancipated minors missing from home (or court ordered placement in the City of Barre) under the provisions of Chapter 112 of Title 20 of the Vermont Statutes Annotated will be investigated.

A. Upon receipt of a report of a missing child, the officer shall make personal contact with the complainant and immediately seek to determine the circumstances surrounding the disappearance of the missing child, to include if:

- The missing child has not been the subject of a prior missing person (runaway) report.
- The missing child suffers from a mental or physical handicap or illness.
- The disappearance of the missing child is of a suspicious or dangerous nature.
- The person filing the report of a missing child has reason to believe that the missing child may have been abducted.
- The missing child has ever previously been the subject of a child abuse report filed with the state or local law enforcement agency.

B. If any of the above conditions exists, the officer shall immediately notify the shift supervisor, and:

- Initiate appropriate intensive search procedures, to include but not limited to:
 - Place a BOL through ECC.
 - Thorough check of the home
 - Search of the immediate area
 - Check youth congregating locations
 - Contact friends and/or relatives
 - Check for cellular phone and/or social media activity, if any
- Enlist the aid of allied law enforcement agencies, as determined by the on-duty supervisor, and begin the coordination of search efforts.

- Notify the on-duty/call out a Criminal Investigator if appropriate.
 - Notify the Vermont Intelligence Center
 - Confer with the supervisor about notifying the Media.
 - Ensure that all necessary and available information is entered into NCIC.
 - Notify the National Center for Missing and Exploited Children (NCMEC), complete the NCMEC packet, and provide a copy of the Incident Report as soon as possible.
- C.** If the conditions specified in subsection (A) are not present, and the missing child has not been located within twelve (12) hours of the initial report, the on-duty supervisor will insure the procedures enumerated in subsection (B) have been implemented, including completion and entry of the Incident Report within NCIC, and follow-up with the complainant to share information on the investigative process.
- D.** Advise the complainant that:
- Who the case will be assigned to for follow-up investigation;
 - If an investigator other than the initial officer is assigned, the assigned investigator will contact them;
 - They should contact ECC if the child should return home before the investigator contacts them.
- E.** Write the Incident Report in accordance with **Barre City Police Department Field Reporting System # 802 “Incident Report,”** including, but not limited to:
- Full description – **Attach a photograph**, school type of photo if available.
 - Associates, places frequented, threats of violence, etc.
 - When the radio lookout was made.
 - Investigator notified when appropriate.
- F. Missing Children – Follow-up Investigation**

The Sergeant, Criminal Investigations Section will be responsible for making any transfer of investigative responsibility. If the investigation is reassigned to the Criminal Investigations Division, the investigator will:

- Immediately contact complainant to:
 - Introduce self as investigating officer.
 - Ascertain development of leads since original report was taken.
 - Assume responsibility for search from patrol personnel.
- Notify the appropriate local Department of Social Services and, to the extent possible, obtain any information that may assist in the location of the missing child.

IV. “A Child is Missing”

The first several hours after a person is reported missing can be critical in securing his/her safe return. A valuable tool for law enforcement, “A Child Is Missing” will place telephone calls to local residents within fifteen (15) minutes after activation by the Barre City Police Department.

- A.** The investigating officer will immediately notify “A Child Is Missing” of any missing child or adult after an immediate search of the surrounding area is made, and the child or adult is not located; and where the report is made by a responsible adult, family member, or teacher; and the missing person:
- Is believed to be abducted
 - Is disoriented or unable to respond to simple questions
 - Has a physical or mental impairment that severely limits self-care
 - Is dependent upon life sustaining medication.
 - Is sixty-five (65) years of age or older
- “A Child Is Missing” will be used even if an elderly person is a frequent walk-away from a nursing facility.
 - During exigent circumstances, nothing shall limit the on-duty supervisor from activating “A Child Is Missing,” even if the person is a habitual runaway or walk-away. Examples of these circumstances are: suspected foul play, imminent severe weather, etc.
- B.** During the initial search and before activating the Amber Alert System, the investigating officer will telephone “A Child Is Missing at 1-888-875-2246 to activate the system, and:
- Supply “A Child Is Missing” with the ECC non-emergency telephone number, 802-476-6613 for the public to contact the Police Department with information about the missing person.
 - Advise the ECC that “A Child Is Missing” has been activated and the public may call with investigative information.
- C.** Information received from a citizen concerning the missing person or a possible sighting of the missing person will be relayed to investigating officer, or on-duty supervisor.
- If a sighting of the missing person is confirmed, the supervisor may want to consider using A Child Is Missing again using the most recent known location in the notification of residents. This is particularly important if the sighting location is in a different Zip Code then the original report.
- D.** When the missing person is found, the on-duty supervisor is responsible for telephoning “A Child Is Missing at 1-888-875-2246 to cancel activation.
- “A Child Is Missing” will fax a "Case Follow-Up Report” to the Police Department, which will be completed by the on-duty supervisor and return faxed to “A Child Is Missing” at 954-763-4569.
 - A copy of this report will be maintained with the case file.

- E. Use of “A Child Is Missing” does not replace or preclude a thorough investigation by officers, including use of a field search, activation of the Amber Alert System or entry into NCIC.

V. NCIC Entry Criteria

- A. An NCIC entry can only be made if the missing person falls into one or more of the following categories:
- **Disability** – An individual of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting the individual or others to personal and immediate danger.
 - **Endangered** – An individual of any age who is missing under circumstances indicating that the individual’s physical safety may be in danger.
 - **Involuntary** – An individual of any age who is missing under circumstances indicating that the disappearance may not have been voluntary, i.e., abduction or kidnapping.
 - **Juvenile** – An individual who is missing and declared unemancipated as defined by the laws of the individual’s state of residence and does not meet any of the entry criteria set forth in any of the above categories.
 - **Catastrophe Victim** – An individual of any age who is missing after a catastrophe.
 - **Other** – An individual at least 18 years of age and under 21 years of age will be entered into NCIC (Suzanne’s Law).
- B. If the missing person does not fit into any of the entry categories, an NCIC entry will not be made. A statement in the report will indicate that no entry was made and specifically describe the reason that no entry was made.

VI. The Vermont Amber Plan

In 1996 Amber Hagerman, a nine-year old from Arlington, Texas was abducted in front of witnesses while innocently riding her bicycle. Her body was found four days later. In response to community concern following this tragedy, the Association of Radio Managers with the assistance of area law enforcement in Arlington, Texas, created the “AMBER Plan.” Named for Amber Hagerman, the Plan uses the Emergency Alert System (EAS), formerly the Emergency Broadcast System, to report serious child abduction cases.

- A. Under the Plan, radio and television stations immediately interrupt programming to broadcast information about a child abduction by using the EAS, a system typically used for weather or other civil emergencies. Since the AMBER Plan was established in Texas, many areas across the country have adopted a similar emergency alert plan on the local, regional, or statewide level. The plan is simple – to alert the public as quickly as possible to child abduction in hopes of gaining information which will lead to the safe recovery of that child and capture of the abductor.

- B.** The National Center for Missing and Exploited Children has endorsed the use of the AMBER Plan as used in Texas to assist in the most serious child abduction cases and is promoting the use of such emergency alert plans nationwide. The NCMEC has carefully assessed all current plans in use around the country and has developed a guidebook entitled “AMBER Alert, America’s Missing Broadcast Emergency Response.”
- C.** Since its conception in 1996, The Amber Plan has proven to be a valuable asset in locating victims of serious child abduction cases. The Barre City Police Department will participate in the Vermont Amber Plan by cooperating with the Vermont Law Enforcement community and the National Center for Missing and Exploited Children (NCMEC) in investigations to locate abducted children.

VII. Activation of the Vermont AMBER Alert

The VT AMBER Alert is activated Statewide by the Vermont State Police only upon requests made by law enforcement. Law enforcement agencies making such requests must first determine that the following criteria exist:

- A.** Law Enforcement verifies that a child is age of 17 or under, and;
- B.** Law Enforcement believes that a child has been abducted, either from home or off the street or where a vehicle was stolen or carjacked and a child was left inside the vehicle and is in imminent danger of serious bodily harm or death, either at the hands of another or due to a proven mental or physical disability, or;
- C.** A child is reported missing, there is evidence of foul play, and Law Enforcement believes the child was kidnapped, and;
- D.** There must be enough descriptive information about the child, abductor, and suspect’s vehicle to believe an immediate broadcast alert would help, and;
- E.** The initiating law enforcement agency will provide resources to arrange for incoming calls/information.
- F.** Upon confirmation of the above criteria, Law Enforcement Agencies will complete the online submission form available at <https://vsp.vermont.gov/amberalert> and contact the Vermont State Police Berlin Barracks for assistance in issuing a VTAMBER Alert.

VIII. Closure/Cancellation

Missing person reports can only be closed after a follow-up, or exit interview with the returned missing person, or the complainant in the case of missing persons found deceased or missing persons found in another jurisdiction.

- A.** The investigating officer closing the case will:
 - Verify the return and the identity of the missing person. If the missing person is found in another jurisdiction, the officer can have the law enforcement agency in that jurisdiction make the verification.

- Write a supplement report including, but not limited to, the following:
 - Location where the subject was found
 - Subject’s physical and mental condition
 - How identity was verified
 - Synopsis of any criminal charges contemplated

- B.** Cancel any bulletins, lookouts, or NCIC entries.

- C.** Notify the News Media as soon as practical if a press release was previously issued.

- D.** Advise the original complainant of the relevant details of the case and the subject’s location. Officers are cautioned in this regard that every case presents different problems and that discretion will be exercised where appropriate in furnishing information.
 - If it develops that the missing person has been the subject of foul play or has been located either deceased or in severely deteriorated physical or mental condition, personal contact will be made with the complainant.

 - In cases involving missing juveniles located outside the City of Barre, NCIC entries can only be canceled upon their return to this jurisdiction. Exceptions may be made when the juvenile’s location and condition are verified by another police agency and the legal guardian grants permission for the child to remain at that location.

- E.** If requested, return any photographs in police possession.

- F.** If a missing child returns home and no foul play is suspected, the missing child can be canceled as stated above in this section, and only the appropriate supplemental report is required. In the event the missing child is determined to be a runaway, the officer taking into custody a runaway juvenile will write the appropriate supplemental and other applicable reports/forms.

IX. Abandoned Children

The Barre City Police Department will facilitate an appropriate, safe environment for infants and children abandoned by their parent(s) pursuant to Vermont law.

- A.** Baby Safe Haven: a birth mother or authorized individual may relinquish a newborn not more than 30 days of age to a health care facility, police department, fire department, place of worship, or an entity licensed or authorized in the State of Vermont to place minors for adoption without civil liability or criminal prosecution.
 - In the event that an infant that appears to meet the 30 days of age criteria is presented to a member of the Barre City Police Department, the on-duty shift supervisor will immediately be made aware of the situation and:
 - The apparent health of the infant will be evaluated. The Baby Safe Haven program requires that the infant be “unharmful.”

- The member will attempt to gather as much information as possible from the person presenting the infant, to include enough information to confirm the right of the individual to surrender the infant.
- An ambulance will be requested to facilitate transport to Central Vermont Medical Center. The Department for Children and Families shall also be contacted.
- If the child appears unharmed and the person surrendering the infant appears legally entitled to do so, they cannot be detained.
- In the absence of sufficient personnel to provide care to the infant and conduct a thorough investigation, the emphasis will be on care for the infant until such responsibility can be turned over to authorized medical personnel.
- Abandonment of an infant outside of the 30 days of age allowed through Vermont’s Baby Safe Haven will be investigated. Officers will contact the Department for Children and Families for assistance with both the investigation and verifying a safe environment for the child in question.

B. When a child is recovered, and no missing persons report exists for the individual, officers will attempt to locate the child’s custodian. Except as outlined above, if the investigation determines that the child was intentionally abandoned, the officer will contact the Department for Children and Families to determine the appropriate arrangement for the safety of the child, and to develop a course of action regarding the appropriate documentation and potential charging of the custodian.

X. Cancellation

This written directive cancels and replaces **Barre City Police Department Operational Policy titled “Missing Persons” dated March 29, 2012**, and cancels, replaces and supersedes any directives in conflict therewith.

AUTHORITY:

Braedon S. Vail, Chief of Police

, 2023

Index As:

Abduction
 AMBER Alert
 Missing Person
 Missing Child
 Runaway



Barre City Police Department

Barre, Vermont

Braedon S. Vail
Chief

INVESTIGATIVE PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Response to Crimes of Sexual Violence	604	XX/XX/23

Note: These Rules & Regulations, Operational Policies and/or Procedures are for internal use only and does not enlarge a member’s civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Policy: To create an environment that supports victims in reporting crimes of sexual violence, the Barre City Police Department will combine thoughtful, supportive responses to victims of sexual violence with a thorough, collaborative investigation, clear procedures and successful prosecution of offenders.

Purpose: To establish guidelines for the professional response, reporting and investigation of crimes of sexual violence.

Contents:

- I. General
- II. Initial Response
- III. Victim Assistance & Referrals
- IV. Anonymous Reporting
- V. Cancellation

I. General

Acts of sexual violence are crimes against the peace and dignity of the citizens of Vermont. However, only a small percentage of crimes of sexual violence are reported or prosecuted.

- A.** While the victims of sexual violence needs are as important as the needs of other violent crime victims, an environment of trust must be developed to insure their health, safety, successful investigation and prosecution.
- B.** The Barre City Police Department believes that a “team approach” to crimes of sexual violence with law enforcement, victim’s advocates, prosecutors, and other key members of

the criminal justice system working with mutual respect toward the same goal is the most effective way to address crimes of sexual violence.

- C. Crimes of sexual violence are not the “fault” or “responsibility” of the victim; therefore, the officer will respond to each incident, treat each victim as an individual, focus attention on the crime that is being reported, and conduct an objective investigation.
- D. Public attention often exploits and distresses the victim; therefore, it is our policy to recognize the victim’s right to confidentiality and protect their privacy from publication of personal information in the media.
- E. When responding to cases of sexual violence, in addition to eliciting basic facts or information about the alleged offense, the initial officer’s primary goals are to:
 - Provide attention to the victim, including preventing continued victimization;
 - Evaluate the immediate health and medical concern of the victim, to included referral to a Sexual Assault Nurse Examiner (SANE);
 - Supply referrals to assist the person through the traumatic experience;
 - Identify and arrest the individual(s) responsible; and
 - Secure all vital information and evidence that will assist in the successful prosecution of the case.

II. Initial Response

Crimes of sexual violence are violent, personal crimes; therefore, the officer’s first responsibility is the welfare of the victim. When applicable, the officer will administer first aid and/or request an ambulance.

- A. In accordance with 13 VSA § 3281, officers taking a report of a sexual assault shall provide the alleged victim of the sexual assault written notice of the Bill of Rights for Sexual Assault Survivors. The officer shall further offer the opportunity to be taken immediately to the nearest medical facility.
 - The offer to transport shall be made without regard for the place of the alleged sexual assault or where it is reported.
 - If it is necessary to transport the victim to the hospital, advise the victim to take a change of clothing, if available.
- B. **Protection of the Crime Scene** - Everything at or near the crime scene is potential evidence and must be preserved. Unless disruption is necessary to assist an injured victim, the first responding officer will insure that the crime scene remains secure.
 - All unauthorized persons; including law enforcement officers not assigned to the case will be barred from the scene.

- C. The victim is the primary crime scene, and should be encouraged to not bathe, change clothing, or use bathroom facilities.
- D. **Do not** conduct an in-depth interview, but obtain as detailed a description as possible of the suspect and place a radio broadcast if an immediate apprehension is possible.
- E. If circumstances require, immediately notify the Emergency Communications Center to request an investigator from the Criminal Investigations Section, and/or Washington County Special Investigations Unit (SIU). Otherwise, make the appropriate Washington County SIU referral.
- F. Officers will yield investigative responsibility to the investigator and continue to assist upon the investigators' arrival by, but not limited to:
 - Contacting MOSAIC and/or CIRCLE if appropriate;
 - Contacting any family member or friend requested by the victim;
 - Informing the victim that the cost of evidence collection is paid for by the State and that additional costs may be covered by the Victim's Assistance Program;
 - Informing the victim about testing for exposure to the HIV virus and other sexually transmitted diseases (STD's).

III. **Victim Assistance & Referrals**

In addition to providing victims with the victims' rights and sexual assault survivor rights literature, officers will make the following notifications and/or referrals when applicable.

A. **Washington County Special Investigative Unit (SIU)**

- Specially trained investigators from the Washington County SIU are available for to assist officers with investigative guidance and support during crimes of sexual violence.
- The Washington County SIU case reporting form must be completed and forwarded to Washington County SIU when commencing an investigation of child physical or sexual abuse (without the presence of DCF), adult sexual assault, elder abuse or abuse of a vulnerable adult.

B. **MOSAIC**

24 Hour Hotline: 802-479-5577

C. **CIRCLE**

24 Hour Hotline: 877-543-9498

D. **Pride Center of Vermont Safespace Program (for LGBTQ survivors only)**

Telephone: 802-863-0003 (M-TH 10a-6p, F 10a-2p)

- E. **Washington County State’s Attorney Office Victims Advocate**
255 North Main Street, suite 9
Barre, Vermont 05641
Telephone: 802-479-4220

IV. **Anonymous Reporting**

In conformance with the Violence Against Women Act, (42 U.S.C. §§ 3796gg- through 3796gg-5) the Barre City Police Department will collect, report, and provide secure storage of evidence obtained from sexual assault victims during a forensic exam through the Sexual Assault Nurse Examiner Program (SANE) regardless of the victim’s decision to participate in the criminal justice system and/or cooperate with a law enforcement investigation.

- A. **Anonymous reporting procedures** – When a victim exercises the option of anonymous law enforcement reporting, the charge nurse or designee will activate the on-call Sexual Assault Nurse Examiner (SANE) Nurse in conformance with existing hospital protocols.
- The SANE Nurse will conduct the examination and indicate “Anonymous” on the kit.
 - Once the Sexual Assault Forensic Examination is completed, the SANE Nurse will telephone the Emergency Communication Center and request an officer to retrieve the “SANE” Kit and subsequent collection of evidence.
- B. The officer dispatched to the hospital will initiate an incident with the Emergency Communications Center for agency assist. The officer will take custody of the Sexual Assault Forensic Examination Evidence, which is comprised of the SANE Kit, related documentation, and any additional packages of evidentiary clothing.
- The officer will complete and submit an Incident Report for a “agency assist” in conformance with **Barre City Police Department Field Reporting System Procedure #801, “Field Reporting.”** When possible, officers shall include the date, time, location and any other pertinent information the SANE Nurse can provide relative to an investigation.
 - The Officer will seize and submit the SANE Evidence in conformance with **Barre City Police Department Investigative Procedure #609, “Property & Evidence Management.”**
- C. The Property & Evidence Control Manager will provide for the safe storage and destruction of all sexual assault forensic examination evidence in conformance with **Barre City Police Department Investigative Procedure #609, “Property & Evidence Management.”**
- The Property & Evidence Control Manager will submit the SANE kit to the Vermont Forensic Lab within 72 hours.

V. Cancellation

This directive cancels, replaces and supersedes any directives in conflict therewith.

AUTHORITY:

Braedon S. Vail, Chief of Police

, 2023

Index As:

Washington County Special Investigative Unit (SIU)
Rape
Sexual Assault



Barre City Police Department

Barre, Vermont

Braedon S. Vail
Chief

INVESTIGATIVE PROCEDURES

<u>Subject:</u> Hate-Bias Incident Investigations	<u>Number:</u> 605	<u>Effective Date:</u> XX/XX/23
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Note: These Rules & Regulations, Operational Policies and/or Procedures are for internal use only and does not enlarge a member’s civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Policy: The Barre City Police Department will immediately respond to and investigate all reported acts or threats of violence, property damage, harassment, intimidation, or other offenses motivated by hate and bias, including extremism directed at individuals or groups based upon their actual or perceived race, color, religion, age, disability, ethnicity, ancestry or national origin, sexual orientation, gender identity, or service in the U.S. Armed Forces.

Purpose: To provide guidelines for the response, investigation and reporting of hate or bias motivated incidents while ensuring the continuity of support to victimized individuals and communities.

- Contents:**
- I. General
 - II. Definitions
 - III. Identifying a Hate Bias Incident
 - IV. Initial Response
 - V. Supervisory Response
 - VI. Follow-up Investigation
 - VII. Community Outreach
 - VIII. Cancellation

I. General

Bias Incidents are a major concern for law enforcement because they include broad harms upon individual victims and communities. Perpetrators attack a victim’s very identity which can result in more severe, longer-lasting injury than if the crimes were committed for other reasons. If gone unaddressed, such crimes also spread fear in targeted communities and spawn concerns amongst victims that the broader community, including law enforcement, will not protect or support them. Therefore, a swift and strong response by the

Barre City Police Department is expected with the goal of reassuring the community as well as aid in a victim's recovery, while also ensuring that offenders are held accountable.

II. Definitions

- A. Bias** - A preformed negative opinion or attitude toward a group of persons based on their race, color, religion, age, disability, ethnicity, ancestry or national origin, sexual orientation, gender identity, or service in the U.S. Armed Forces.
- B. Biased but Protected Speech** - Speech or expressive conduct that, while biased and deeply offensive to members of the community, may nonetheless be constitutionally protected under the Vermont and federal constitutions.
- C. Civil Harassment Offense** - Conduct, whether a crime or not, that violates state or federal civil laws prohibiting harassment or discrimination in daily life, such as employment, housing, or public accommodations.
- D. Hate-Bias Incident** - A reported act which appears to be motivated, or is perceived by the victim to be motivated, all or in part by race, color, religion, age, disability, ethnicity, ancestry or national origin, sexual orientation, gender identity, or service in the U.S. Armed Forces. To be considered an incident, the act is not required to rise to the level of a criminal offense under any federal, state, or local statutes.
- Some incidents may not clearly fit a specific definition. In this case, such incidents are to be reported and handled as hate-bias incidents; verification can be made later in the investigation.
 - For purposes of this directive, biased but protected speech is considered a Hate-Bias Incident.
- E. Hate Crime** - Actual or attempted crimes maliciously motivated by the victim's actual or perceived race, color, religion, age, disability, national origin, ancestry, sexual orientation, gender identity or service in the U.S. Armed Forces.
- Vermont Statutes Annotated makes it a crime to commit, cause to be committed, or attempt to commit any crime whose conduct is maliciously motivated by the victim's actual or perceived race, color, religion, national origin, sex, ancestry, age, service in the U.S. Armed Forces, disability as defined by 21 VSA § 495d (5), sexual orientation, or gender identity.
- F. Hate Group** - An organization whose ideology is primarily or substantially based on antipathy, hostility, or hatred toward persons of a different race, ethnicity, national origin, religion, disability, sexual orientation, gender, and/or gender identity.

III. Identifying a Hate-Bias Incident

In determining whether an act is to be reported as a hate-bias incident, an impartial review of the totality of the circumstances will be applied. Consideration will be given to the victim's perception, evidence at the scene, statements from witnesses, and prior history in the same area or against the same victim.

- A. Criminal acts that may be hate-bias related include, but are not limited to:
- Burning, or causing to be burned, any cross or other religious symbol.
 - Molotov cocktails, explosives, pipe bombs and bomb threats directed against a person or group of persons because of racial, religious, or ethnic origin or affiliation.
 - Destroying or damaging property of another because of racial, religious, or ethnic origin or affiliation.
 - Any action which constitutes an assault that is directed against a person or group of persons because of racial, religious, or ethnic origin or affiliation.
 - Disorderly conduct, interrupting, or disturbing religious meetings.
 - Trespassing, harassment and/or telephone harassment motivated by racial, religious, or ethnic origin or affiliation.
- B. Some incidents may not clearly fit the specific definition. In this case, such incidents are to be reported and handled as hate-bias incidents; verification can be made later in the investigation. In determining whether an incident is hate-bias motivated, officers should consider:
- Motivation of the perpetrator
 - Perception of the victim
 - Display of offensive symbols, words, or acts
 - Date and time of occurrence (corresponding to a holiday of significance, i.e., Hanukkah, Martin Luther King’s Birthday, Juneteenth, Chinese New Year, etc.), and
 - A commonsense review of the circumstances surrounding the incident (consider the totality of the circumstances) such as:
 - Groups involved in the attack,
 - Similar incidents in the same area or against the same victim.
- C. Still, some hate-bias incidents do not involve either a criminal or civil violation but instead involve speech or expressive conduct that is constitutionally protected. Although enforcement action in response to such protected “hate speech” may not be possible, complaints of such incidents **will** be documented and reported in conformance with this directive. In addition, these complaints may:
- Relate to other crimes or prior actions that were unlawful;
 - Identify community conflicts that may lead to unlawful activity; and
 - Provide a basis for community outreach regarding positive, lawful responses to hate speech.

IV. **Initial Response**

Officers will respond to all reports of hate-bias incidents. When an officer arriving on a scene determines that an incident may be hate-bias related, they will notify the on-duty patrol supervisor of their determination; and,

- A. Take all possible investigative and enforcement action, including crime scene processing in accordance with **Barre City Police Department Investigative Procedure #608, “Collection & Preservation of Evidence”**.

- A criminal investigator should be requested for technical guidance and/or extensive processing of the crime scene if necessary; and
 - Coordinate the investigation with other local, state, and federal law enforcement agencies, including Vermont Intelligence Center to identify any patterns, organized hate groups and suspects potentially involved in the offense.
 - Coordinate with the Washington County State’s Attorney Office to ensure that a thorough investigative case is developed for successful prosecution.

- B.** Photograph graffiti, and collect physical evidence such as hate literature, spray paint cans, and symbolic objects used by hate groups, such as swastikas and crosses.

- C.** Identify prior bias-motivated occurrences in the immediate area or against the same victim.

- D.** Provide assistance and support to the victim, including a copy of “Your Rights as a Victim of Crime in Vermont” form, and referral to:
 - Washington County State’s Attorney Office Victims Advocate
255 North Main Street
Barre, VT 05641
802-479-4220

 - Vermont Attorney General’s Office, Civil Rights Unit
109 State Street
Montpelier, VT 05609-1001
(802) 828-3657
ago.civilrights@vermont.gov

 - Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301
human.rights@vermont.gov

 - United States Attorney's Office, District of Vermont
United States Courthouse and Federal Building
Post Office Box 570
11 Elmwood Avenue, 3rd Floor
Burlington, VT 05402-0570
(802) 951-6725

- E.** Assist in any reasonable manner with the removal of any offensive physical remains of the incident after necessary crime scene processing. This includes, but is not limited to, encouraging property owners or agents to restore the scene to its original state.

- F.** Reports of hate-bias incidents **will not** be taken by telephone. **All** complaints will be investigated in person. Prepare a detailed Incident Report and submit that report before the end of his/her tour of duty.

IV. Supervisory Response

- A.** The on-duty supervisor will respond to the scene of all hate-bias incidents to assist with and supervise the preliminary investigation, and:
- Determine whether additional personnel or resources are needed.
 - Take all specific steps necessary to ensure that the incident does not escalate.
 - Assure the victim of the Barre City Police Department's concern and commitment to follow-up on the investigation.
- B.** Identify individuals or agencies that may provide support and assistance. These may include family members or close acquaintances, family clergy, as well as community service agencies that provide victim assistance, shelter, food, clothing, childcare, or other related services.
- C.** In the case of graffiti or other evidence of an inflammatory nature that cannot be easily removed (e.g., painted words or signs on a wall), once evidentiary photographs have been taken, the owner of the property should be assisted or, contacted when not the victim to expedite the removal or repair.
- D.** Hate-bias incidents should be brought to the attention of the Deputy Chief of Police/Chief of Police once the scene is secure and the initial facts have been gathered.
- E.** The on-duty supervisor shall ensure that all reports are properly completed, approved, and distributed before securing from that day's tour of duty; and,
- Ensure that a shift briefing is completed and,
 - Provide information about the incident to the oncoming shift supervisor and,
 - Arrange for an immediate increase of patrols as needed on major incidents, or when a visible presence in the area of the occurrence may ease fear and tension.
- F.** Supervisors should be aware that regardless of whether the matter rises to the level of a crime, the Vermont Human Rights Commission or Attorney General's Office may find that a civil hate crimes injunction and compensatory damages are appropriate, and
- The Vermont Attorney General's Office and federal authorities may also address non-criminal bias incidents under civil laws prohibiting harassment in (1) employment; (2) housing; or (3) places of public accommodation.

V. Follow-up Investigation

Within seventy-two (72) hours of a reported incident, the Sergeant, Criminal Investigations Section will personally contact and/or assign an investigator to personally contact the victim to discuss subsequent investigative processing; and in the case of an ongoing investigation, periodically thereafter to inform the victim of investigative progress and ensure their needs are being met.

- B.** The Sergeant, Criminal Investigations Section will review all reports of hate-bias incidents and

attempt to determine trends to help curb these types of events; and ensure that copies of all hate-bias incidents are forwarded to:

- Washington County State's Attorney Office
255 North Main Street
Barre, VT 05641
802-479-4220
- Vermont Attorney General's Office, Civil Rights Unit
109 State Street
Montpelier, VT 05609-1001
(802) 828-3657
ago.civilrights@vermont.gov

- D. The Sergeant, Criminal Investigations Section, after consultation with the Deputy Chief of Police, shall determine the referral of investigative responsibility and final disposition for all hate-bias investigations.
- E. To remain current on acts of racial, religious, ethnic, sexual or disability related prejudice, and organized hate groups operating in the region, the Sergeant, Criminal Investigations Section will establish and maintain liaison with the Vermont State Police, Vermont Intelligence Center, the Federal Bureau of Investigation and other agencies or organizations that specialize in such investigations.
- F. The Sergeant, Criminal Investigations Section or their designee will share current information on active hate groups and trends in hate-bias incidents to department personnel in electronic bulletins, and/or as part of training.

VI. Community Outreach

Hate crimes are viewed in the community not only as a crime against the targeted victim(s) but also as a crime against the victim's identification group as a whole. Inasmuch, the department will work with the community in providing continued support and assistance to the victim, including protecting their privacy and that of their family as much as possible; and

- A. At minimum, the Chief/Deputy Chief will notify the chairperson or member of the:
 - Barre City Committee on Diversity and Equity
- B. The Police Department will work with the Diversity and Equity Committee and the larger community after a crime or serious, high-profile incident has occurred to help reduce fears, stem possible retaliation, prevent additional hate crimes, and encourage any other previously victimized individuals to step forward and report those crimes. Additional consideration should be given to:
 - Emphasizing the department's concern over this and related incidents; reduce the potential for counter-violence and reprisals; and
 - Provide safety, security, and crime prevention information.

- C. In conformance with **Barre City Police Department Operational Procedure #426 “Media Communications”** and whenever practical, the Chief/Deputy Chief will engage the media as soon as possible as partners in restoring victimized communities through sensitive and accurate reporting. Information regarding hate crimes should be prepared for the media in an accurate and timely manner.
- The Barre City Police Department does not release the identity of crime victims, and care should be taken to communicate with the victim before releasing information to the media in an effort to reduce or prevent further harm to the victim or their family.
- D. In the most serious crimes, meet with neighborhood groups, residents in target communities, and other identified groups as soon as possible to allay fears; emphasize the agency’s concern over this and related incidents; reduce the potential for counter-violence and reprisals; and provide safety, security, and crime prevention information.

VII. Cancellation

This directive cancels, replaces and supersedes any directives in conflict therewith.

AUTHORITY:

Braedon S. Vail, Chief of Police

, 2023

Index As:

Biased but Protected Speech
Civil Rights Unit, Vermont Attorney General’s Office
Discrimination
Harassment
Barre City Committee on Diversity and Equity
Hate Crime
Hate-Bias Incident
U.S. Equal Employment Opportunity Commission
Vermont Human Rights Commission
Victim Advocate
Washington County States Attorney’s Office



Barre City Police Department

Barre, Vermont

Braedon S. Vail
Chief

INVESTIGATIVE PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Sex Offender Registry	610	X/XX/23

Note: These Rules & Regulations, Operational Policies and/or Procedures are for internal use only and does not enlarge a member’s civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Policy: The registration of sex offenders is coordinated by the Vermont State Police in collaboration with the Vermont Criminal Information Center (VCIC). The Barre City Police Department assists with quality control by conducting residency compliance checks and investigating complaints regarding the registration of sex offenders within the City of Barre in conformance with Vermont Statutes Annotated.

Purpose: To establish procedures for the supervision of sex offenders within the City of Barre in accordance with state and federal law.

Contents:

- I. Definitions
- II. Requirements
- III. Procedures
- IV. Public Notification
- V. Cancellation

I. Definitions

- A. Sex Offender** – Any person who is convicted in any jurisdiction of the United States, including a state, territory, commonwealth, the District of Columbia, or military, federal, or tribal court of any of the offenses listed in 13 VSA § 5401(10)(A) through (E).
- B. Sexually Violent Predator** – A sex offender who has been convicted of sexual assault, aggravated sexual assault, or any attempt to commit either, or comparable offenses in another jurisdiction of the United States, and who suffers from a mental abnormality or personality disorder that makes the person likely to engage in predatory sexually violent offenses.
- C. Vermont Resident Sex Offender** – The Vermont Sex Offender Registry law applies to sex offenders as defined above if the person was:

- Convicted in Vermont on or after July 1, 1996.
- Convicted in Vermont or another state prior to July 1, 1996, confined under the custody of the Commissioner of Corrections, and released from confinement in Vermont on or after July 1, 1996.
- Convicted in Vermont or another state prior to July 1, 1996, and was being supervised in the community in Vermont by the Commissioner of Corrections on July 1, 1996.
- Convicted or released from confinement in another state on or after July 1, 1986, and who established a residence in Vermont on or after July 1, 1996. An individual is considered to have established a residence in Vermont if they remain in the state for more than 10 consecutive days.

D. Non-resident Sex Offender – The Vermont Sex Offender Registry law applies to a non-resident sex offender who moves to Vermont for full or part-time employment or to attend school or college on a full or part-time basis.

E. Lifetime Registration – During 2001, the State of Vermont adopted a lifetime registration requirement for individuals who meet the following criteria:

- Individuals who have at least one prior conviction for an offense that would require them to register in Vermont or another jurisdiction of the United States and are convicted in Vermont or a second or subsequent offense after September 1, 2001.
- Individuals who have been convicted of sexual assault or aggravated sexual assault after September 1, 2001.
- Individuals who have been determined by the court to be a sexually violent predator.

II. Requirements

Those individuals who are required to register with the Vermont Sexual Offender Registry must comply with the following requirements:

- A.** Registrants must notify their probation officer of any change of address, employment, enrollment in any post-secondary educational institution, or whether the offender will be living with a child under the age of 18 within 24 hours of the change for as long as they are being supervised in the community by the Vermont Department of Corrections.
- B.** After they are discharged from supervision by the Department of Corrections, registrants must notify VCIC of any change of address, employment, or enrollment in any post-secondary educational institution, or whether a child under the age of 18 is living in the residence of the registrant within three days.
- C.** If a registrant intends to move to another state, they must notify VCIC about their change of address. The registrant must register with the Sex Offender Registry in the new state within three days of moving there.
- D.** Within 10 days of their birthday registrants receive an annual letter from VCIC verifying their

current address. They must complete the form and return it to VCIC within 10 days.

- E. Registrants must notify VCIC or their Probation Officer if they are living with a child under the age of 18.
- F. Registrants must continue to comply with the above requirements for 10 years from the date they are discharged from the supervision of the Vermont Department of Corrections. If they have been designated a Sexually Violent Predator by the court, they must continue to comply with the above requirements for life or such time as a court orders termination of the designation. If the registrant has been designated as a lifetime registrant, they must continue to comply with the requirements for life. Community notification, however, shall continue until such time as a court orders the notification to terminate. VCIC will notify the registrant when they are no longer required to report.

III. Procedures

Quarterly, the Vermont Sex Offender Registry emails a report of registered sex offenders within the City of Barre.

- A. The Quarterly Report contains a page for each individual registered sex offender that contains the following information:
 - Photo of the offender
 - If the offender is currently under DOC supervision and their probation officer
 - The date their next photo is due (always within 10 days of birthday)
 - Current physical address
 - Current mailing address
 - Current work address
 - Temporary address (if homeless)
 - Phone numbers
- B. The Sergeant, Criminal Investigations Section is the liaison with the Vermont Sex Offender Registry and oversees the compliancy program.
- C. The Sergeant, Criminal Investigations Section, or their designee will, upon receipt of the Quarterly Report, print each individual offender report and coordinate the completion of the compliancy checks for the quarter.
 - Officers will confirm the information contained on the report with each individual offender, making notes on the form, and circling either “yes” or “no” to the following questions on the form:
 - Is the offender’s physical/temporary home address and phone correct?
 - Is the offender’s work address correct?
 - Are persons 18 years or younger living at the same residence?
 - Upon completion of the quarter’s compliance checks, the Sergeant, Criminal Investigations Division, or their designated investigator will forward the completed compliance checks back to the Sex Offender Registry.

- D. After coordinating with, and receiving an affidavit from, the Sex Offender Registry, any offender found to be non-compliant will be arrested and charged with the violation.

IV. Public Notification

Notification to the community of registered sex offenders shall be done in accordance with 13 V.S.A. § 5411.

- A. Registry information concerning persons required to register under State law may be released if the requestor can articulate a concern about the behavior of a specific person regarding the requestor’s personal safety or the safety of another, or the requestor has reason to believe that a specific person may be a registered sex offender and can articulate a concern regarding the requestor’s personal safety or the safety of another.

- The identity of a victim of an offense shall not be released.

V. Cancellation

This written directive cancels and replaces **Barre City Police Department Operational Policy titled “Public Notification of Sex Offenders” dated April 9, 2015**, and cancels, replaces and supersedes any directives in conflict therewith.

AUTHORITY:

Braedon S Vail, Chief of Police

, 2023

Index As:

Compliance Checks
Sex Offender
Sex Offender Registry

LOST PERSON QUESTIONNAIRE		Incident Number	Date Prepared	Time Prepared	Page 1 of 4
Incident Name			Incident Location		
Subject #	of	Interviewed By:			
COMPLAINANT INFORMATION					
Name			Address		
DOB			City		
Relationship to Subject:			State		Zip Code
Home Phone #			Cell Phone #		
ADDITIONAL INFORMANTS/WITNESSES					
Name		Name		Name	
Phone		Phone		Phone	
SUBJECT INFORMATION					
Full Name					
Address					
City				State	Zip Code
Answers to:					
Cell Phone #(s)		Carrier		Social Security #	
DOB	Age	Sex		Height	Weight
Hair Color		Length		Eye Color	Race
Distinguishing Marks/Tattoos			Glasses/Contacts?		
Employer/School				Tel. #	
Address				State	Zip Code
Contact Person				Tel. #	
VEHICLE INFORMATION					
Type	Year	Make	Model	Color	
License Plate #				State	
MEDICAL HISTORY					
Overall Health/ Health Problems:					
Medication Requirements/Quantity on Hand/Duration of Supplies					
Recent/Current Illness(es)					
Fitness Level		Smoker <input type="checkbox"/> Yes <input type="checkbox"/> No		Brand	

LOST PERSON QUESTIONNAIRE

Page 2 of 4

Allergies		
Physician		Tel. #
Dentist		Tel. #
Mental Attitude		
Fears/Phobias		
Financial Situation		
Credit Card(s)		Debit Card(s)
Criminal History		
Hobbies/Interests		
Social Media Account Info		
CLOTHING/EQUIPMENT		
Shoe Type		Color
		Size
Shoe Sole Description - Length, Sole and Heel Width		
Socks		Pants (type and color)
Shirt - type and color		Sweater - type and color
Jacket - type and color		Rain Gear - type and color
Hat - type and color		Gloves - type and color
Pack - make and color		
Other equipment – type, make and color		
Food and Drink - type, brand, quantity		
POINT LAST SEEN		
Date Last Seen		Time Last Seen
Point Last Seen		

LOST PERSON QUESTIONNAIRE

Name of other person(s) who saw or might have seen the subject at or near this time:	#	Name	Location Subject Seen	Date/Time Seen
	1			
	2			
	3			
	4			
	5			

Location of Vehicle (Transportation)

Intended Route (trip plans, starting from - going to - duration - purpose)

Weather at time last seen

Comments (disposition/personality, relationship with spouse/family friends, etc.)

Outdoor Experience

SUBJECT NEXT OF KIN

First Name		Last Name	
Street Address		City	State/Province
Relationship to Subject			
Home Phone #		Alternate Phone #	
Additional Informants/ Friends	Name	Name	Name
	Phone	Phone	Phone

Availability of photograph(s)?

Search Urgency Assessment			
Date Completed:	Time Completed:	Initials:	Date:
		Score	
A. Subject Profile Score			
<i>Number of Subjects</i>			
	One alone	1	
	More than one (unless separated)	2-3	
<i>Age</i>			
	Very Young (< 10 years)	0	
	Very Old	1	
	Other	2-3	
<i>Medical Condition</i>			
	Known serious illness or impairment	0	
	Recent or suspected illness or injury	1-2	
	Healthy	3	
<i>Physical Condition</i>			
	Unfit	1	
	Fit	2	
	Very Fit	3	
B. Clothing Profile			
	Inadequate or insufficient	0	
	Questionable	1-2	
	Adequate	3	
C. Equipment Profile			
	Inadequate or insufficient	1	
	Questionable	2	
	Adequate	3	
	Very Good	4	
D. Experience Profile			
	Not experienced – not familiar with area	1	
	Not experienced – knows the area	2	
	Experienced – not familiar with area	3	
	Experienced – knows the area	4	
E. Weather Profile			
	Existing or imminent extremely hazardous weather	0	
	Existing or predicted hazardous weather – 8 hours or less	1	
	Predicted hazardous weather – more than 8 hours	2	
	No hazardous weather predicted	3	
F. Terrain Profile			
	Known hazards or difficult terrain	1-2	
	Few hazards	2	
	Easy terrain – no know hazards	3	
	Total Score		0
ANY ZERO RECORDED RESULTS IN IMMEDIATE EMERGENCY RESPONSE			
5-17 Emergency Response	18-25 Measured response	26-29 Evaluate & Investigate	