



Barre City Police Department

Barre, Vermont

Braedon S. Vail
Chief

ADMINISTRATIVE PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Uniforms & Equipment	212	XX/XX/2024

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 provides uniforms and equipment necessary for the performance of department duties and responsibilities to the extent permitted by the annual budget. All uniforms and equipment are purchased by the Barre City Police Department in accordance with the regulations of the City of Barre Purchasing Policy and remain the property of the Barre City Police Department.

Purpose: Establishes regulations for the issue and wearing of police department uniforms and equipment.

- Contents:**
- I. Introduction
 - II. Issued Uniforms & Equipment
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 - VIII. Replacement Uniforms/Equipment
 - IX. Cancellation

I. Introduction

Except where it is otherwise stated, the Deputy Chief is responsible for the control of department uniforms and issued personal equipment; to include liaison with agency approved uniform vendors, approval for issuing, reissuing, and the maintenance and accounting of all stored police department property.

- A. No member of the Barre City Police Department will allow another member or any other person to use their badge or credentials.
- B. Unless authorized, uniformed personnel, when on duty will appear in the uniform of the day.
- C. Whenever a member is under suspension because of disciplinary action, they will surrender to their supervisor for the period of suspension their issued weapon, badge(s) and all issued credentials.
- D. Members are personally responsible for **all** uniforms, equipment, and vehicles issued and/or assigned to them.
 - If an issued piece of equipment/uniform is lost, stolen or damaged an Equipment/Uniform Request will be completed by the member in accordance with **Section VIII. "Replacement Uniforms/Equipment."**
- E. **No decoration or insignia will be worn by any member on the uniform unless authorized by the Chief, who will designate where, when, and in what manner the insignia or decoration will be worn.**
- F. Members will wear only those uniform items and equipment issued by the Department, except where authorized by this directive.
 - All uniform clothing and equipment will be approved by the Chief.
 - The uniform must command respect, for it identifies the member as a representative of the Barre City Police Department. It should be in excellent condition and worn with pride.
 - Issued equipment will be maintained by following the manufacturer's recommendations for cleaning and maintenance.
- G. Members are not permitted to wear the uniform while attending any court proceeding as a defendant in a criminal trial, a plaintiff or defendant in a civil trial or while serving as a juror.

II. Issued Uniforms & Equipment

- A. **All** members are issued a photo identification card that includes the member's name and position title/class.
- B. The following is a list of personal equipment that a Police Officer will be issued. Most of these items have a maximum allowable issue limit; this limit appears in parenthesis to the left of the respective item.

(1) Armor, Soft Body with Carrier	(2) Badges (1-Uniform/1-Wallet)
(1) Necktie, dark navy/black w/clasp	(1) Band, Mourning
(1) Nameplate	(1) Duty Belt, Black
(1) Duty Belt Liner, Black	(1) Body Camera, w/ Holder

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| (2) Card Identification | (1) Rain Cover, Hat Reversible |
| (1) Handcuffs | (1) Gloves, Frisk/Puncture Resistant |
| (1) Hat, pinned w/hat badge | (1) Hat, Patrol/Field ball cap |
| (1) Hat, Patrol/Field knit cap with logo | (1) Baton, Expandable |
| (1) Holder, Baton | (1) Holster, Sig Sauer, Black |
| (1) Jacket, outer/inner, | (4) Keepers, Duty Belt, Black |
| (1) Pouch, Pistol Mag, | (1) Signal Sidearm kit |
| (1) Light, Weapon | (1) Taser |
| (1) Flashlight | (1) Taser Holster |
| (1) Pouch, Handcuff | (1) Firearm, Sig Sauer |
| (1) Spray, OC | (1) Pouch, OC |
| (1) Shirt, Training | (1) Trouser, Training |
| (3) Shirt, Short Sleeve, Patrol | (3) Shirt, Long Sleeve, Patrol |
| (2) Name Tape(s) | (3) Trousers, Patrol |
| (1) Trousers, Class B | (1) Shirt, Long Sleeve, Class B |
| (1) Raincoat | (1) Radio |
| (1) Vest, Traffic Safety | (1) Pouch, Radio |

C. All the above listed items shall also be issued to Plain Clothes Detectives. In addition, Plain Clothes Detectives shall be issued.

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|----------------------------|----------------------|
| (1) Administrative Holster | (1) Handcuff Case |
| (1) RAID Jacket | (1) Single Mag Pouch |

D. The following is a list of personal equipment that an Emergency Communications Specialist will be issued. Most of these items have a maximum allowable issue limit; this limit appears in parenthesis to the left of the respective item.

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| (3) Shirt, Polo, Long Sleeve | (3) Shirt, Polo, Short Sleeve |
| (1) Pullover | |

E. Retirement ID Cards

The Deputy Chief will issue retiring, or previously retired Barre City Police Department Police Officers a Retirement ID Card indicating the member's retired status in the following circumstances:

- At the direction of the Chief, and
- The member has retired in "good standing" from the Barre City Police Department, as verified by Personnel Records, after serving for an aggregate of five (5) years or more; or
- Retired after ten (10) years of service in "good standing" in accordance with H.R. 218;
- Due to a service-connected disability that is not for reasons of mental instability, after successfully completing probation; and
- Has a non-forfeitable right to benefits under one or more of the retirement plans offered by the City of Barre.

E. Reimbursement for Certain Expenses

Members may be reimbursed for certain uniform expenses incurred during the course of duty. All receipts must be submitted each year to be considered for reimbursement as follows:

- Uniform dry cleaning and alterations will be provided by the Department's contracted dry-cleaning company;
- In accordance with the current collective bargaining agreement, each member will receive a \$250 allowance for the purpose of reimbursing the purchase of footwear items approved by the Chief.

III. Uniform Regulations

The following regulations will govern, in every instance, the wearing of the uniform. Deviation from policy by substituting personal equipment for issued or approved equipment, will constitute grounds for disciplinary action. Personal items of clothing may be authorized by the member's supervisor to be worn in addition to regulation uniform during severe weather conditions. A list of all approved regulation uniform items shall be maintained by the Quartermaster.

- A. Dress Blouse** – At the discretion of the Chief, a dress blouse may be issued to members. When issued, pencils or pens will not protrude from the pockets.
- B. Patrol Shirt** – Regulation issue will be worn. When the short sleeve shirt is worn, members will wear a dark navy/black crewneck base layer shirt. When the long sleeve shirt is worn, members may wear a dark navy/black crewneck base layer shirt or a dark navy/black turtleneck/mock turtleneck. Medallions, chokers, or necklaces will not be visible at the neck.
- C. Necktie and Tie Tack/Bar** – Shall only be worn while in the Class "B" uniform. When the issued tie is worn, it will be secured to the shirt by a regulation tie tack/bar attached to the tie between the third and fourth buttons from the top of the shirt (parallel with the pocket buttons).
- D. Badge** – when worn on vest carrier, blouse (if provided), it will be worn in the holder provided above the left pocket.
 - **Mourning Shroud for Badge** – A Thin Blue Line mourning band will be worn over badges for a period of thirty (30) days after the death of a Barre City Police Department Officer.
 - The mourning band will be worn until the conclusion of the day of interment/service for allied law enforcement officers of this State who have been killed in the line of duty.
 - All uniformed police personnel attending police funeral services will wear the mourning band.

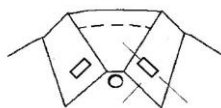
- Non-uniformed members will wear the Thin Blue Line mourning ribbon on an outer garment in a location deemed appropriate by the member.
- The mourning band may be worn on National Peace Officers Memorial Day (May 15)
- The day of any memorial service the Barre City Police Department has honoring Barre City Police Department's LEO's who have died in the line of duty.
- The mourning band will be worn at the direction of the Chief of Police when special circumstances dictate that a department display of official mourning is appropriate.

E. Cloth Chevrons – will be sewn on both sleeves, centered 2 inches below the Barre City Police Department shoulder patches of the dress blouse (if provided), and ¼ inch below the Barre City Police Department shoulder patch on the uniform shirts of officers at the rank of Sergeant, Corporal, and Senior Police Officer. Cloth Chevrons shall be sewn into the “Soft Shell” and “Hard Shell” of the inner/outer jackets.

- Senior Police Officer - shall wear a single chevron, medium grey on blue;
- Corporal - shall wear a double chevron, medium grey on blue; and
- Sergeants - will wear a triple chevron, medium grey on blue.

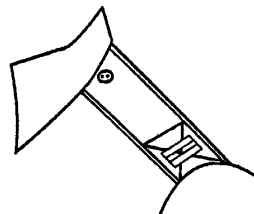
F. Collar Ornaments – will not be worn on the shirt at any time. When worn on the blouse, collar ornaments will be placed in a vertical position on the collar of the blouse, just above the lapels.

G. Insignia of Rank – will be worn on both shirt collars of the Class “B” uniform and blouse (if provided) of officers at the rank of Lieutenant and above, ½ inch back from the collar opening and centered on a straight line parallel to the collar top at all times. Insignia will be worn on each shoulder epaulet and centered at the cross point of the seams on the patrol “Hard” Shell jacket.



CENTERED ON THE COLLAR IN A STRAIGHT LINE

½ INCH BACK



CENTERED AT THE CROSS POINT

- H. **Name Tape** – will be sewn over the right breast pocket, centered, and with the bottom edge of the name tape touching the top edge of the flap of the right breast pocket on the shirts of Class “B” uniforms and external ballistic vest carrier.
- I. **Name Plate** – will be worn centered over the right breast pocket on the blouse (if provided). Name Plates shall be worn on the Class “A” and Class “B” Uniform.
- J. **Ribbons** – authorized ribbons will be worn secured over the left breast pocket, centered and with the bottom edge of the ribbon touching the top edge of the flap of the left breast pocket. Multiple ribbons will be displayed in a ribbon holder, with a maximum of three (3) permitted at any time. Ribbons are authorized while in the Class “A” and Class “B” Uniforms.
- K. **Specialized Unit/Training Insignia Pins** – May be worn in Class “A” and “B” uniforms, Specialized Unit/Training Insignia Pins; i.e. DRE, FTO, K-9, etc. will be worn centered over the button on the right pocket flap. Only one Specialized Unit/Training Insignia Pin may be worn at a time. It is the choice of those members issued more than one Specialized Unit/Training Insignia Pins, which issued pin is worn.
- L. **Handcuffs** – will be carried by uniformed patrol. Handcuffs will be placed in a handcuff case worn on the uniform gun belt or vest carrier (patrol), or waist belt or shoulder gear (plain clothes/administrative) where it is conveniently accessible to the individual. The actual carrying and the method of carrying handcuffs by non-uniform personnel will be determined by the nature of the individual’s assignment. A second pair of handcuffs may be purchased/worn by officers, providing they are the same style, produced from a reputable manufacturer, and worn in the same manner as those issued by the Police Department.
- M. **Handguns** – will be worn and used in accordance with **Barre City Police Department Operational Procedure #402: “Authorized Firearms & Weapons.”**
- N. **Hat, pinned** – the regulation issued pinned style hat will be worn by uniform police members wearing the Class “A” or Class “B” uniform when attending special functions, funeral details, graduation ceremonies or other official functions. Uniformed members wearing the Class “C” uniform may wear the hat during routine duties.
- O. **Hat, patrol ball cap** – the issued ball cap may be worn during routine duties by uniformed members wearing the Class “C” uniform or the Training uniform, if appropriate.
- P. **Hat, patrol knit cap** – the issued knit cap may be worn in cold weather in substitute of the patrol ball cap during routine duties by members wearing the Class “C” uniform or the Training uniform, if appropriate.
- Q. **Holsters** – will be worn and used in accordance with **Barre City Police Department Operational Procedure #402 “Authorized Firearms & Weapons.”**

- R. Gun Belt** – the belt will be worn directly over the waist belt and will fit snugly. Only appropriate pouches will be attached to the Gun Belt.
- S. Jacket, Patrol (inner/outer)** – will be issued to all sworn personnel. Only the badge patch, shoulder patches, and rank insignia will be displayed on the patrol jacket.
- T. Turtleneck & Dickies** – may be worn with the long sleeve shirt in place of the T-shirt with Class C uniforms **ONLY**.
- U. Canine (K-9) Patch** – will only be worn by K-9 personnel. The K-9 patch will be displayed on the right shoulder sleeve of the K-9 patrol and training uniform, and K-9 Patrol Jacket. All K-9 patches will be placed so that the top is one-half inch below the shoulder seam and centered on the seam. A Barre City Police Department patch will be worn on the left shoulder when a K-9 patch is worn.
- V. Barre City Police Department Shoulder Patch** – this emblem is to be placed on both shoulders of the shirt, blouse, “Soft” and “Hard” shell of the inner/outer patrol jacket. All shoulder patches will be placed so that the top is ½ inch below the shoulder seam and centered on the seam.
- W. Socks** – uniformed police members wearing low-cut footwear will wear black or dark navy socks.
- X. Soft Body Armor** – in conformance with Section VII of this directive, soft body armor (protective vest) is issued to all police personnel to provide a measure of protection against assault. It is designed to reduce the probability of a fatal wound and decrease the extent of an injury; however, it is not a guarantee against injury or death. Personnel not required to wear a vest are encouraged to wear the issued vest, not only for the measure of protection it provides, but also because it is the only one which conforms to rigid specifications, manufacturing quality control standards, and precise ballistic testing monitored by this agency.
- Under no circumstances will a member make or attempt to make any alterations to the vest. If it becomes unserviceable, it will be returned to the Quartermaster for replacement.
 - When issued or purchased through the Quartermaster, soft body armor may be worn in an exterior vest cover.
- Y. Magazines** – will be carried by uniformed personnel and will be placed in the issued or approved magazine pouches on the gun belt or vest carrier.
- Z. Uniform Pants/Slacks** – all personnel will wear issued uniform pants/slacks unless otherwise prescribed.
- AA. Uniform Boots/Shoes** – members wearing the Class B, C, or Training uniform may wear military style shoes or boots, provided they are solid black in color and present a professional appearance. The footwear may be constructed of leather, synthetic leather, and/or nylon, and must be free from ornamentation. The sole of

the footwear must be proportionate to the shoe or boot. The footwear shall be well maintained and clean.

- **Class A Uniform shoes** will have a plain toe; a five-inch-high (maximum) quarter; and a distinct one and one-quarter inch high (maximum) heel. Shoes will be constructed of black smooth leather or simulated leather capable of being polished to a high luster. They shall be fastened by a single strap or laces and shall have no ornamentation. Their design shall be such that the uniform trousers shall not ride up on the heel opening.

BB. Portable Radio Holster– will be placed wherever it is most convenient, accessible, and comfortable for the individual. When a microphone holder is used with a portable radio, it will be worn in the manner most appropriate for usage.

CC. Body Worn Camera – will be worn and used in accordance with **Barre City Police Department Operational Procedure #430: “Body Worn Cameras.”**

DD. Secondary Flashlights – A second flashlight may be purchased/worn/carried.

- A Secondary Flashlight provides an alternative source of illumination to the flashlight issued. Flashlights that are combined with any form of O.C. Spray, Expandable Baton, or other weapon system are prohibited.

EE. Tasers – will be worn and used in accordance with **Barre City Police Department Operational Procedure #403 “Conducted Electrical Weapons.”**

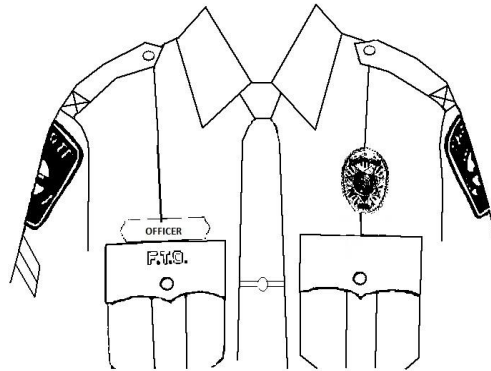
IV. Uniform Classes

Seasonal variations in temperature and climate conditions require flexibility in the type of uniform to be worn. To eliminate confusion concerning the proper combination of uniform apparel the following uniform classifications have been established:

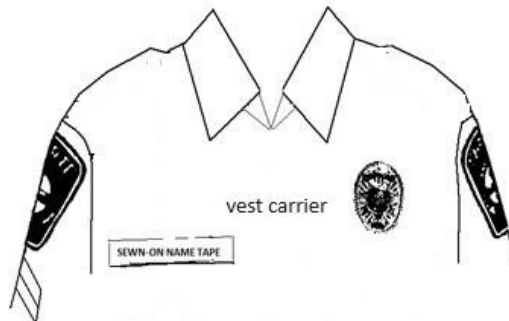
- A. Class “A” (If provided for Special Functions, Funeral Details, Ceremonies, other Official Functions)** – (Dress Uniform) Blouse, slacks, pinned type uniform hat, black tie, dress jacket, full insignia, awards, white gloves, and administrative belt.



- B. Class “B” (Court Appearances, ceremonies, funerals other Special Functions)** – Issued long sleeve shirt, issued trousers, tie, tie clip, full pin on awards/insignia, uniform dress shoe or shine-able leather boots, and pinned hat.



- C. Class “C” (Patrol/Extra Duty Details)** – Issued long or short sleeve shirt, issued trousers, duty belt, ball cap/knit cap (optional) (black turtleneck/dickie worn while in long sleeves). No pin on items except for issued badge.



- D. Training Uniform** – Navy polo with “BCPD” logo on front, Tactical Pants, uniform boots, and administrative belt. Specific training needs may change/determine the clothing to be worn during training purposes.

V. Uniform of the Day

- A.** Supervisors will maintain consistency within their staff regarding the class of uniform to be worn. Under no circumstances will different classes of uniform be worn at an official function.

- An official function shall be described as any on-duty assignment other than routine duties, i.e., officer academy graduations, special guard details, official funerals (including any viewing), and any other event so designated by the Chief.
 - When a class of uniform has been designated as the uniform of the day, it shall be worn as described and shall not be altered or modified in any manner.
- B.** Supervisors will periodically conduct a visual inspection of members' issued equipment/uniforms to ensure they are properly maintained and serviceable.
- Supervisors will ensure that subordinates have damaged, defective, or worn equipment repaired or replaced.
- C.** Members, when reporting for duty, will wear and/or carry all issued equipment necessary to perform their assigned duties.
- Members will maintain all uniforms and issued equipment in good working condition, so it is ready for service and available for inspection.
 - Members will promptly report any damage, wear, or defects, that renders any equipment unserviceable and take the proper action to have the equipment replaced or repaired.
 - At the time of retirement, termination, or dismissal, members shall turn in all issued equipment to their supervisor.
- D.** The class "A" uniform, if issued, shall be designated as a dress uniform. This uniform shall be worn when attending or assigned to any official function and when ordered by the appropriate supervisor.
- E.** The Class "B" uniform is designated as a less formal uniform. This uniform shall be worn when attending or assigned to any official function such as academy graduations, funerals, etc. and when ordered by the appropriate supervisor.
- F.** Unless otherwise authorized, to wear other appropriate apparel, uniformed members will wear the uniform of the day.

Commented [SF1]: Wouldn't this fall under the Patrol LT?

Commented [BV2R1]: Changed

VI. Plainclothes Members

While on duty, members not issued uniforms, and members in plainclothes assignments shall be attired in professional attire that is neat and clean. Shoes shall be clean and appropriate.

- A.** The proper attire for male plainclothes members shall be:
- Suit or sport coat with slacks or trousers (optional, unless court appearance or other official function) or;
 - Dress shirt, tucked in the trousers or;

- Collared polo-type shirt, tucked in the trousers;
- A necktie (optional);
- Dress shoes or other subdued color shoes, no sandals or tennis shoes shall be permitted; **and**
- Socks shall be worn.

Commented [SF3]: Are we able to wear subdued colored running shoes? Patrol currently wears non-polishable shoes/boots for patrol uniforms.

Commented [BV4R3]: I added "or other subdued color shoes:"

B. The proper attire for female plainclothes members shall be:

- Sport coat or blazer with slacks (optional, unless court appearance or other official function) or;
- Collared polo-type shirt, tucked in the trousers;
- Blouses shall be tucked in the slacks;
- Dress shoes shall have low heels and closed toes or be other subdued color shoes. No sandals or tennis shoes shall be permitted; **and**
- Socks or stockings shall be worn.

Commented [SF5]: Same as above- subdued colored.

Commented [BV6R5]: Added same as above

B. In addition to reimbursement as described in section II. E., officers assigned to plainclothes duty assignments shall be reimbursed for the purchase of job connected plainclothes attire at a rate of \$600 every year. All receipts must be itemized and submitted before June 30th each year to be considered for reimbursement.

Commented [SF7]: Should be additional to the original \$300.00. If I remember correctly, we already had that agreed on.

Commented [BV8R7]: Yes, it is in addition which is described in II. E. However, to avoid confusion, I added "In addition to reimbursement as described in section II.E."

C. The Major, Criminal Investigative Division has the authority to modify the uniform of the day to fit the needs of the operations being performed.

VII. Soft Body Armor – Use and Reporting

A. The following members are required to wear the issued vest while on duty and traveling to and from their duty assignment:

- Those ranks of officer through lieutenant while working in uniform.
- Personnel assigned to pre-planned, high-risk situations; including, but not limited to, the Execution of Search Warrants, Arrest Warrants, Sobriety Checkpoints, tactical assignments, etc.
- Personnel ordered to wear a vest by supervisory personnel because of the nature of their assignment.

B. Personnel may be exempt from the mandatory wearing of vests if:

- A medical reason is furnished by a member's physician and approved by the Chief.

Commented [SF9]: Wouldn't they be mandated to be on light duty?

Commented [BV10R9]: Most often, we would never see an officer in this situation that was not on light duty. However, there could be circumstances where an officer could obtain a waiver and not be on light duty....much like a person with a doctor's note not having to wear a seat belt.

- A member's supervisor determines that the member is regularly assigned to an administrative, or other function where the vest would interfere with the completion of the assignment.

C. All personnel are required to have their vests readily available while on duty.

D. A member struck by gunfire or other object in an area protected by the body armor will:

- Be taken to a hospital as soon as possible, regardless of whether the assaulted member feels any ill effects or whether any external injury is recognizable.
- Immediately report the incident to a supervisor.
- Complete a First Report of Injury in every instance.
- Submit a detailed report routed to the Deputy Chief; a copy will be forwarded to the Chief via the Deputy Chief. The report will include the circumstances of the incident, all pertinent details, and close-up photographs of the impact area.
- Forward the body armor worn at the time of the assault to the Quartermaster where its serviceability and integrity will be evaluated to determine if the protective characteristics of the vest have been diminished.
- Requisition another vest from the Quartermaster as a replacement.

E. The effectiveness of the ballistic material to deter injury is substantially reduced when it becomes wet. The ballistic panels should only be cleaned when necessary for hygienic purposes and then only in accordance with the following instructions.

- DO NOT IMMERSE IN LIQUID
- Gently wipe down ballistic panels with a damp sponge or wash cloth using mild detergent. Remove any excess detergent with a damp sponge or washcloth using clean water.
- Allow to thoroughly air dry before inserting panels into carrier.
- DO NOT DRY CLEAN, MACHINE WASH OR BLEACH.
- DO NOT DRY OUTDOORS IN THE SUN.
- Before cleaning the outer shell, remove all panels from the front and back.
- Dry cleaning of the outer shell is preferred.
- If washing in a washing machine, close all VELCRO® fasteners.
- Use a "durable press cycle", warm water (approximately 120°F).
- Use low suds detergent and air dry or machine dry on low.
- Make sure outer shell is completely dry before re-inserting panels.
- For further care instructions, refer to the issued Ballistic Vest's Care and Maintenance Manual.

F. When vests are worn, it is recommended that a tee shirt or other appropriate type shirt be worn as a barrier to protect against chaffing and perspiration.

- G. The body armor should not be left lying unprotected inside of an automobile or left exposed to sunlight for extended periods of time since ultraviolet rays have a deteriorating effect on the ballistic material.
- H. The Quartermaster will ensure that all new ballistic vests purchased meet the NIJ standards, and;
 - Develop and implement a program for the scheduled replacement of soft body armor.

VII. Replacement Uniforms/Equipment

A. **Lost, Stolen or Damaged Equipment/Uniforms**

When an issued piece of equipment/uniform is lost, stolen or damaged an official Barre City Police Department Memo explaining the circumstances shall be completed by the member issued the equipment before the end of their tour of duty and routed through the on-duty supervisor to the Deputy Chief.

- The on-duty supervisor will ensure that an NCIC entry is initiated for any lost or stolen serialized equipment and will attach a copy of the entry to the applicable Memo.
- Members will be subject to disciplinary action for any equipment/uniform that is lost, stolen or damaged due to negligence.
- A Memo will not be completed when uniforms or accouterments such as the name plate, ribbons, etc. are damaged through normal wear.

B. **Replacement Uniforms/Equipment**

Members requesting replacement uniforms/equipment will complete an Equipment Request and submit it through PowerTime, along with supplying a copy of the appropriate Memo for lost, damaged or stolen property to their supervisor.

- Excepting requests necessitated by normal wear, the member's supervisor shall make inquiry and recommendation to the Deputy Chief as to liability before the replacement of lost, stolen, or damaged equipment/uniforms is authorized.
- When replacing defective or worn uniforms and equipment, members must turn in the defective or worn item(s) to receive a replacement.

C. **Supervisors Responsibilities:**

- Supervisors will periodically conduct a visual inspection of issued equipment/uniforms to ensure maintenance and serviceability.
- Ensure that subordinates have damaged, defective, or worn equipment repaired or replaced.

D. Members Responsibilities:

- Maintain all issued equipment in good working condition for service, and available for inspection.
- Promptly report any damage, wear, or defects that renders any equipment unserviceable and take the proper action to have the equipment replaced or repaired.
- At the time of retirement, termination, or dismissal, members shall turn in all issued equipment to the Deputy Chief.

IX. Cancellation

This directive cancels and replaces **Barre City Police Department Operational Policies titled “Care & Use of Uniform/Equipment” dated March 17, 2015**, and **“Department Issued Equipment, Full Time Officers” dated September 14, 2012**, and cancels, replaces and supersedes any directives in conflict therewith.

AUTHORITY:

Braedon S. Vail, Chief of Police

, 2024

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Barre City Police Department

Barre, Vermont

Braedon S. Vail
Chief

OPERATIONAL PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Arrest Warrants and Service of Criminal & Legal Process	413	XX/XX/24

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 Communications Center records function is responsible for the maintenance, accountability and physical security of all legal process and Criminal History Records Information generated by agency arrests.

Purpose: Establishes procedures for the entry and clearance of arrest warrants, and the recording of information for the service of legal process and maintenance arrest records.

- Contents:**
- I. Process Maintenance
 - II. Warrant Service
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 - V. Arrest Records (CHRI)
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I. Process Maintenance

In-state warrants and protective orders are processed through a workflow in the Vermont Orders and Warrants System (VOWS). The Washington County Court is responsible for import/entry of warrants and protective orders. Barre City Police Department Emergency Communications Center is responsible for review, NCIC entry and assignment for service and clearance of warrants and protective orders for which Barre City Police Department is assigned as the holding agency.

- A.** Criminal and legal process received for service (other than warrants) will be documented in Valcour.
- B.** Upon receipt of process for service, Emergency Communications personnel will make NCIC entry as appropriate and generate an incident in Valcour and associate the appropriate name involvements with the incident.

- The incident will be assigned to the on-duty supervisor.
 - A copy of the process will be placed in the Communications Center for physical service.
 - The Valcour incident will be reopened by Communications each time an officer attempts service, with a radio log entry documenting the attempt.
- D.** Upon successful service of process, the serving officer will notify Communications who will reassign the paperwork service incident to the serving officer.
- The officer will return the completed copy of the return of service, if any, to Communications personnel who will make the appropriate entries/cancellations.
 - Served court process will be placed in the court bin to be returned to Court.
 - Served process originating from another agency will be forwarded to the requesting agency in accordance with any provided instruction.

E. In-State Warrants

In-state arrest warrants are entered into VLETS.

F. NCIC Extraditable Warrants

Emergency Communications Center personnel enter all NCIC extraditable warrants originating from the Barre City Police Department and police agencies for which they provide dispatch services.

- Upon receipt of an Extradition Approval Form signed and approved by the Washington County State Attorney, Communications personnel will complete an NCIC Wanted Person entry form and make the appropriate NCIC entries.
- G.** The Emergency Communications Center maintains a “Hot File” containing the NCIC Wanted Person entry form, a copy of the Valcour case file, the extradition authorization form, a copy of the warrant, and the entry confirmation.

II. Warrant Service

Upon arrest, the defendant shall be transported to the Barre City Police Department for arrest processing in accordance with **Barre City Police Department Operational Procedure #407, “Arrest, Custody & Transport.”**

- A.** Officers will contact Emergency Communications to verify the validity of the warrant.
- B.** Emergency Communications will generate a Valcour incident for “Arrest Warrant – In State” and include the appropriate information.
- C.** If the service/arrest is made during court hours, the officer will contact the Court and inquire as to appearance.

- If the Court wishes appearance, the officer will transport the defendant to Court for arraignment after processing.
 - The Court may deny appearance and request the individual be lodged or recited.
- D.** If the service/arrest is made after court hours, the officer will transport the defendant to the appropriate Correctional Facility after processing.
- The defendant will be provided a copy of the warrant and a citation for the next available arraignment date.

E. Service of Out of County Warrants

If the warrant is not a Washington County warrant, and the Washington County Court will not see the individual for arraignment, the officer may have to contact the Court and/or State’s Attorney of jurisdiction to inquire as to that jurisdiction’s desired resolution (i.e. lodge, recite).

- For warrants served after court hours, defendants will be cited into Court in the issuing jurisdiction for the next available arraignment date and transported to the appropriate Correctional Facility after processing.
- Copies of the return of service and court citation will be forwarded to the issuing jurisdiction’s States Attorney’s Office and/or Court.

III. Clearance of Warrants

On all warrant service/arrests where the warrant has been entered into NCIC by the Barre City Police Department Emergency Communications Center, it is the responsibility of Emergency Communications Personnel to clear the warrant. On warrant arrests where the warrant has been entered by another agency of jurisdiction, it is their responsibility to clear the warrant.

- A.** In accordance with NCIC standards, warrant(s) **MUST** be cleared from their terminal of entry.
- Emergency Communications personnel will clear from NCIC all warrants originally entered by Barre City Police Department Emergency Communications.
- B.** The ECC member clearing the warrant will print the clearance/cancellation and pull the correlating documents from the Hot File.
- C.** Emergency Communications will notify the appropriate agency of jurisdiction for in-state warrants upon service/arrest of a confirmed in-state warrant.

IV. Fugitive from Justice

Any person wanted by federal, military, state, or a local law enforcement agency outside of Vermont for an extraditable offense is a “Fugitive from Justice” and may be apprehended by Barre City Officers.

- A.** When an individual is arrested on a criminal warrant from a state or local law enforcement

agency outside of Vermont, Emergency Communications will generate a Valcour incident for “Arrest on Warrant – Out State” and request a current “hit” confirmation from the demanding agency, verifying that the arrested person is wanted and will be extradited.

B. The arresting officer will:

- Transport the arrested person to the Barre City Police Department for arrest processing.
- If the individual has no pending charges in Vermont, complete a Fugitive from Justice affidavit;
 - Acquire all necessary paperwork from the issuing jurisdiction to complete the Fugitive from Justice affidavit.
- Complete an Incident Report as directed in **Barre City Police Department Operational Procedure #801, “Field Reporting.”**
- Transport the defendant to the appropriate Correctional Facility if after court hours, or to the Court if during court hours and appearance is requested.

V. **Arrest Records (CHRI)**

The Barre City Police Department records function is responsible for the collection, storage, and maintenance of **ALL** Barre City Police Department arrest records. Arrest records are considered Criminal History Records Information, (CHRI) and shall be held in the strictest confidence as required by state and federal law.

- A.** Adults arrested by the Barre City Police Department are automatically assigned a consecutive names table number when entered into the departmental Valcour records management system.
- All adults(s) arrested by the Barre City Police Department receive one (1) names table number in a lifetime, those persons previously arrested by a Valcour participating agency are immediately identified by the records management system and recorded under their previously assigned names table number.
- C.** Juveniles arrested by the Barre City Police Department are assigned a consecutive names table number when entered into the departmental Valcour records management system. The name record is appropriately marked as a juvenile to prevent the inadvertent dissemination of juvenile arrest records.
- Juvenile arrest records are stored separately from adult arrest records in the Criminal History Records Area. The segregation of the two types of records provides a safeguard to individual privacy.
 - When a juvenile reaches adult age, no change occurs in the procedures for handling their juvenile arrest records. All Juvenile arrest records are maintained until expungement is ordered by the court.
 - The release of information pertaining to juveniles is prohibited without the approval of the Deputy Chief.

D. Upon approval of the Deputy Chief, Criminal History Records Information, (CHRI) may be disseminated to criminal justice agencies for:

- Criminal Justice Investigations;
- Criminal Justice agency employment investigations.

VI. Cancellation

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

AUTHORITY:

Braedon S. Vail, Chief of Police

, 2024

Index As:

Criminal History Record Information
Criminal Process
Extradition
Fugitive from Justice
Wanted Persons
Warrants



Barre City Police Department

Barre, Vermont

Braedon S. Vail
Chief

OPERATIONAL PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Staff Briefing & Roll Call	420	XX/XX/24

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 encourages the exchange of information across all functions and among its personnel. Electronic briefings serve as the primary communication forum for sharing information within each unit, squad, or division, and throughout the agency. Regular roll call and staff meetings are used to augment electronic briefings and foster a "working group" environment, engaging key resources to facilitate coordination of individual initiative, personnel, and activities.

Purpose: To establish procedures for communication among all department functions and a standard method for disseminating accurate and comprehensive information to all members within the Police Department.

Contents:

- I. Responsibility
- II. Shift Briefing
- III. Roll Call
- IV. Staff Meetings
- V. Cancellation

I. Responsibility

Before each workday or shift, **all** supervisors should prepare themselves by making a cursory review of any leave and coverage overtime schedules, new written directives, departmental memorandums, dispatch records of the previous shift's calls for service, active intelligence bulletins and crime analysis information distributed by the Vermont Intelligence Center (VIC) or otherwise, the Shift Briefing Report prepared by the outgoing patrol supervisor, and any other information that may be relevant.

- A. As necessary, supervisors will conduct structured roll call or staff meetings within their squads or, together with other agency components to facilitate the exchange of information, review new directives, implement new programs, address rumors, and conduct roll call training or line inspections.

II. Shift Briefing

A Shift Briefing Report will be prepared by the outgoing on-duty patrol supervisor, or Officer-In-Charge and disseminated to **all** personnel by department email.

- A. The Shift Briefing Report email will contain any or all of the following topics:
- Attached will be a copy of the Valcour shift briefing printout;
 - Recent reports of criminal activity, or suspected criminal activity;
 - Wanted, missing or other “Look-Out” information from the previous shift;
 - Warrants, restraining orders and, other court process for service;
 - Relevant crime analysis information from the VIC;
 - Directed patrol checks;
 - Selective traffic enforcement assignments and, road closures;
 - Policy, procedure or legal updates;
 - Any incident where there may be a question as to the agency’s liability or those which did, or may result in heightened media or community interest;
 - Any other information that may be pertinent to the oncoming shift.
- B. **All** oncoming police and emergency communications personnel will review their department email as near as possible to the start of their shift to ensure they are current on relevant information.
- C. It is the responsibility of the supervisor at the beginning of each shift to gather all paperwork for service, paperwork to be returned to the court, SA office, etc. and disseminate it to personnel for delivery during their respective shift as appropriate.

III. Roll Call

During one day of each workweek and, at minimum twice during each calendar month, shift supervisors shall conduct a structured or sitting Roll Call, in person with all available on duty patrol officers and communications dispatchers at the Police Department. In addition to those topics enumerated in Section II, Shift Briefing, supervisors shall also:

- A. Ensure that a professional attitude and decorum is maintained so information and training topics may be discussed in a professional manner.
- Encourage staff to provide feedback or suggestions that are constructive and positive in nature, forwarding them to the Deputy Chief, or the Chief of Police

through the chain of command.

- B.** Review the appearance of the members within their squad to ensure all officers are suitably equipped, in proper uniform, appropriately groomed and attired.
- C.** Following any significant incident involving the deployment of substantial department resources, Incident Command System activation, significant injury or fatality, or any other circumstance deemed appropriate, the supervisor of involved staff will discuss the incident to properly evaluate the event, departmental response, and areas for improvement.
 - The discussion shall occur as close to the incident as possible; and
 - Training, equipment, procedural or other recommendations arising from the discussion shall be documented in a memorandum and forwarded through the chain of command to the Chief of Police.
- D.** At least monthly, Patrol supervisors will coordinate with the Detective Sergeant to schedule the attendance and participation of a Detective at a Roll Call.
- E.** Ensure that members absent from Roll Call receive that day's information.
- F.** Complete a Structured Roll Call Form in PowerTime and any training rosters distributed to maintain a record of topics covered at each Roll Call, including at minimum, the names of all members in attendance.

IV. Staff Meetings

The Barre City Police Department must collaborate in developing sound policy, procedure, and tactics for dealing with the problems that create crime and the fear of crime or victimization, erode quality of life for the community and employees, and challenge the department's operational effectiveness.

- A.** The Chief of Police will meet collectively with all shift commander and management staff on a routine basis, normally the second Thursday of each month, and other times as deemed necessary.
 - Supervisors present will be expected to elaborate on topics relevant to their respective division and/or squad, the operations of the agency, personnel, etc., and:
 - Identification of patterns or trends in crime, quality of life, or traffic safety;
 - The effectiveness of actions taken to tackle issues identified during their previous staff meetings.
- B.** Supervisors of the designated divisions, sections and units within the department will hold staff meetings as necessary to discuss matters that are specific to their functions.

V. Cancellation

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

AUTHORITY:

Braedon S. Vail, Chief of Police

, 2024

Index As:

Briefing
Roll Call
Staff Meeting
Shift Briefing Report
Structured Roll Call Form



Barre City Police Department

Barre, Vermont

Braedon S. Vail
Chief

OPERATIONAL PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Bicycle Patrol	424	XX/XX/24

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: Bicycle patrol officers are an important component of the Barre City Police Department’s strategy for accomplishing its community policing and enforcement objectives due to their mobility and stealth, as well as their ability to facilitate a variety of law enforcement and crime prevention operations.

Purpose: To provide guidance on the use, utility, and deployment of police bicycles and the general management of police bicycle operations.

Contents:

- I. General
- II. Deployment
- III. Training
- IV. Equipment
- V. Responsibilities
- VI. Cancellation

I. General

Bicycle patrols allow for increased contacts with citizens. Officers on a bicycle appear more approachable than an officer in a vehicle. These positive contacts help counter stereotypes of police officers and reinforce efforts to establish relationships of trust between the community and the department. While essential for community policing initiatives, bike patrols can be integrated into other operations and initiatives. Targeted enforcement, surveillance, traffic enforcement, and public order are just a few ways in which bicycle officers can be deployed.

II. Deployment

In addition to assigned patrols and initiatives, bicycle patrols are designed to augment normal patrol operations. Bicycle officers otherwise assigned to a normal patrol shift are encouraged to utilize a bike rack on a cruiser in order to take advantage of opportunities to deploy the bicycle during their assigned shifts.

- A.** Police bicycles are intended for, and their use is authorized to conduct the following primary deployment functions:
- Patrols of the bike path, downtown business district, schools, parades, festivals, and other special events and functions.
 - Bicycle officers may be dispatched, or may initiate response to, all calls for service in which their response time is comparable to or better than that of a patrol cruiser, unless otherwise indicated by this policy.
 - Bicycle officers should not normally be dispatched or initiate response to incidents in which their reduced emergency equipment capabilities (e.g., emergency warning devices) may present service problems or dangers. These include but are not limited to:
 - Traffic accidents in which a vehicle is not moveable from the roadway;
 - Traffic stops or other situations in which the lack of cover typically afforded by a motor vehicle would be dangerous. Response to such situations may be permitted where exigent circumstances exist and cruisers are not readily available, or as back up where patrol vehicles are already on scene.
 - Bicycle officers may be used for targeted patrol operations based on specific crimes, geographic areas, or crime targets.
 - Bicycle officers may be given preference where appropriate in response to the following:
 - Off-road emergencies, to include search & rescue, enforcement, and preventive patrol as required on trails designated for nature walks; mountain bike use; horses; and/or walking, hiking, and biking.
 - Medical emergencies, if bicycle officers are properly equipped and trained, and if their proximity and/or response time to the incident may be advantageous.
 - Incidents in which the location or the volume of vehicle and/or pedestrian traffic may inhibit the response of cruisers.
 - Demonstrations, events that attract protestors, and other crowd situations.
 - Disaster or emergency situations in which movement by conventional emergency response vehicles is limited or impossible.

III. Training

- A.** Selected officers must attend a nationally recognized and standardized police cycling course (IPMBA or equivalent).
- B.** In order to reduce the risk of exercise-induced medical problems, physical fitness and abilities will be a factor in the selection of officers. A Physical Activity Readiness Questionnaire (PAR-Q) will be required to be completed, and doctor clearance may be required based upon the results.
- C.** Advanced and specialty training is authorized only for those who have attended the standard basic course and who demonstrate competency. All advanced and specialized training shall be authorized in accordance with the department policy and as dictated by operational objectives.
- D.** Documented periodic training is encouraged. Training can be refresher to advanced, as determined by the bicycle patrol supervisor (Community & Support Services Supervisor) in conjunction with a qualified instructor.

IV. Equipment

The Barre City Police Department supplies appropriate bicycles and equipment for use in the bicycle patrol program. Only department bicycles shall be utilized in the program.

- A.** Each bicycle will be equipped with the following:
 - Front and rear reflectors
 - Rear pack containing supplies
 - Water bottle holder
 - Bike locking device
 - Front and rear lights (blue “pursuit” lights inclusive)
 - Audible signal/siren
- B.** Approved bicycle helmets and cycling gloves will be worn.
- C.** Bicycle program uniforms will consist of:
 - Bike Patrol polo shirt
 - Bike Patrol shorts
 - Bike Patrol athletic shoes
 - Bike Patrol ballistic vest carrier

V. Responsibilities

- A.** Prior to initiating bicycle patrol, bicycle officers shall inspect their equipment to ensure that it is in proper working order.
- Minor maintenance or repairs will be done by the bicycle officers.
 - Repairs that cannot be completed by officers will be completed by an authorized bike dealer/shop or certified bike mechanic.
- B.** Bicycle officers and supervisors shall exercise discretion in determining whether to use a bicycle on patrol when excessively high or low temperatures or other weather conditions may make the use of bicycles inadvisable or hazardous. Bicycles should not be operated when temperatures are below 33 degrees or if roads or the bike path are icy or snow covered, or if lightning is present.
- C.** Whenever possible, bicycle officers should give an audible warning of their approach from the rear, maintain reasonable speeds, and exercise caution when patrolling locations where pedestrians are present. They should not operate where prohibited by city ordinance unless emergency circumstances dictate otherwise.
- D.** Bicycle officers shall notify dispatch of all potential enforcement contacts, to include their exact location.
- E.** In arrest situations, bicycle officers shall request a cruiser for the transport.
- A bicycle officer shall not secure a detainee to an object and leave them unattended.
 - The bicycle officer shall respond to the station to process the arrestee in accordance with normal procedure.
- F.** When leaving bicycles unattended, bicycle officers shall, whenever possible, do the following:
- Secure their bikes with a bike lock to an immovable stationary object in an easily monitored location unless engaged in emergency situations, such as foot pursuits, that preclude this requirement.
 - Take reasonable precautions to ensure that the bicycle does not obstruct pedestrian or vehicular traffic.
 - When not in use, all police bicycles and equipment shall be stored in a designated area.
- G.** Bicycle Supervisor Responsibilities
- The bicycle supervisor shall oversee the selection and training of all bicycle officers.
 - The bicycle supervisor shall oversee the inventory and maintenance of all department bicycles and issued equipment.

VI. Cancellation

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

AUTHORITY:

Braedon S. Vail, Chief of Police

, 2024

Index As:

Bicycle Officer
Bicycle Patrol
IPMBA



Barre City Police Department

Barre, Vermont

Braedon S. Vail
Chief

OPERATIONAL PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Community Policing & Problem Solving	425	XX/XX/24

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 community represents an area that includes people of diverse cultures, backgrounds, and interests. The Barre City Police Department (BCPD) is committed to serving all members of the community by fostering strong police-community relationships and by partnering with the community to collaborate on preventing, deterring, and addressing crime and disorder. One way to accomplish this mission is through the use of community policing and collaborative problem solving.

Purpose: The purpose of this policy is to provide guidance on implementing a comprehensive community policing and problem-solving plan throughout BCPD.

Contents:

- I. General
- II. Definitions
- III. Community Partnerships and Engagement
- IV. Collaborative Problem Solving & Crime Prevention
- V. Organizational Transformation
- VI. Community & Support Services Supervisor
- VII. Patrol Officer Responsibilities
- VIII. Supervisory Responsibilities
- IX. Command Leadership
- X. Cancellation

I. General

Community policing principles are at the heart of BCPD's operations and administration. It is the responsibility and duty of all BCPD personnel to engage in community policing on an ongoing, day-to-day basis. BCPD will expect all of its members to adhere to the principles of community policing in everything that they do, from their daily interactions with people to encounters where they must enforce laws and policies. The value of community policing – including positive engagement, problem solving,

and community input – shall be emphasized by BCPD leadership and recognized throughout the department.

II. Definitions

- A. **Community** - The community is the people living, visiting and/or working in a particular area, as well as people who share formal or informal interests and characteristics that bring them together. This includes but is not limited to people’s shared geographies, activities, ideals, languages, and norms.
- B. **Community Policing (or Community-Oriented Policing)** - A philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and the fear of crime. BCPD’s community policing efforts include three core components:
- **Community partnerships** are involved in defining, prioritizing, and addressing crime problems.
 - **Problem solving** is a process that uses police and community members’ expertise to identify and understand the underlying issues that create crime, disorder, and fear of victimization.
 - **Organizational transformation** flattens the department, decentralizes units, and provides executive support for community partnerships and collaborative problem solving.
- C. **Community Engagement** - Community engagement is the key to the implementation of community policing. Community engagement refers to activities that foster positive interactions between community members and BCPD members, employ community policing ideals, create opportunities for constructive exchanges, and foster substantive collaboration between the community and BCPD, while enhancing trust and legitimacy. BCPD will expect officers across the department to engage positively with the community through three specific methods: informal community engagement; formal community engagement; and daily problem solving.
- D. **Problem Solving** - Processes through which the specific concerns of communities are identified and the most appropriate remedies to abate these problems are found. Uses police and community members’ expertise to identify and understand the underlying issues that create crime, disorder, and fear of victimization.
- E. **Daily Problem Solving** - Efforts to address or resolve problems and issues within the areas that BCPD officers serve. These problems can range from minor disputes to high-risk environmental conditions or lesser offense issues. While these problems may not always present an immediate public safety concern, if left unaddressed, they could lead to future issues and calls-for-service. Through daily problem solving, officers will work with community members to address community concerns on an ongoing basis.
- F. **Formal Community Engagement** - Participation in neighborhood and community meetings/events, establishment of external partnerships that focus on long-term programs to promote and foster police-community interactions, and outreach efforts in all neighborhoods. Formal community engagement activities are typically coordinated and administered within

BCPD.

- G. Informal Community Engagement** - Ad hoc opportunities to interact with community members. Central to this activity is interaction and conversation with community members. Simply being present does not qualify as informal engagement. Informal community engagement activities typically are undertaken by BCPD officers without centralized coordination or administration.
- H. Member** - All members of the BCPD, including employees, officers, and volunteers, unless the term is otherwise qualified (e.g., member of the public, etc.).
- I. Officer** - All sworn police officers, at any rank.
- J. Problem-Oriented Policing (POP)** - When daily problem solving may not be enough to address the identified problem, a more thorough, long-term problem-solving approach is necessary. POP is a preventative policing approach that seeks to understand the underlying conditions for why crime and disorder repeats in particular geographies. The POP approach is a more intensive problem-solving method that includes the Scanning, Analysis, Response, and Assessment (SARA) decision-making model.

III. Community Partnerships and Engagement

- A.** Community engagement is a core element of BCPD's operational philosophy. BCPD expects that all members behave in a manner and engage in activities that support community engagement. The goal of community engagement is to create a sense of trust between officers and community members.
- B.** To emphasize its role as a community partner and public servant, BCPD shall seek to learn from and partner with community members and thereby be responsive to their policing needs and preferences. Officers will not impose upon the community, but rather will work with the community to help foster a safe and supportive environment.
- C.** Community engagement will be carried out in a nonbiased manner across every segment of the community, including people of diverse faiths, races, ethnicities, cultural identities, national origins, gender identities or expressions, sexual orientations, disabilities, and socio-economic backgrounds.
- D.** BCPD members shall conduct positive informal engagement activities with members of the community. Informal engagement activities may include, but are not limited to:
 - Conducting foot patrols when practical.
 - Conversing with merchants and community members while on foot patrol.
 - Seizing opportunities that present themselves to engage in activities with children in neighborhoods.
- E.** BCPD members shall create, seek out, and participate in formal engagement opportunities with the community. These opportunities may include, but are not limited to:

- Allowing community members to join in opportunities offered by the police, including problem-solving teams, community action teams, and training.
- Meeting with community groups as frequently as possible and as needed in order to maintain open lines of communication and to remain responsive to any known concerns.
- Hosting talkback sessions, either independently or in conjunction with community organizations or groups, throughout the year that allow community members to voice concerns and for BCPD to provide answers or follow up on those concerns.
 - Members of BCPD who attend talkback sessions should strive to be receptive to criticism and input, ensure that community members are heard and respected, and have the capacity to engage in conversations about hard topics with respect and without judgment.
- Holding regular community talks and updates by the Chief of Police, which could include spotlights on the community engagement work of individual officers.
- Hosting events that promote relaxed, positive interactions between BCPD and members of the community (e.g., food and toy drives, socials, National Night Out, Coffee with a Cop with BCPD officers, etc.).
- Using social media to solicit input from the community and disseminate information to the community.

F. Community Survey - surveys are conducted of the attitudes and opinions of the Barre City Community members. The survey form is available on the department website.

- Surveys seek to understand the community's opinions regarding:
 - Overall BCPD performance
 - Community Safety
 - Perceptions of officer performance
 - Recommendations and suggestions for improvements
 - The quality of BCPD's policing and how policing affects public trust
- Survey results will be compiled annually, with a written summary made available to the public on the police department website.
- The survey may be supplemented by focus groups or interviews with community members to ensure that individuals of diverse backgrounds, experiences, and perspectives are included in the survey process.

G. BCPD shall make publicly available its objectives, community problems, successes, and crime trends which will be posted on the police department website.

IV. Collaborative Problem Solving & Crime Prevention

Collaborative problem solving is the tactical arm of community policing and will be central to daily implementation of community policing. BCPD's problem solving efforts will largely center around three

activities: problem analysis; daily problem solving; and POP. BCPD will collaborate with members of the community to develop problem solving and crime prevention methods.

- A. **Problem Analysis:** BCPD will work to understand the policing needs of Barre's diverse community, including those working and visiting the community.
- B. BCPD will use a variety of methods to gather information from community members about their policing needs and concerns. These methods include, but are not limited to:
 - Discussions held during informal engagement activities.
 - Feedback gathered during talkback sessions, meetings with community groups and other formal engagement activities.
 - Feedback solicited through the police department website.
 - Analysis of crime/calls for service data.
- C. NOTE - When gathering information, members should be clear they are not conducting surveillance or intelligence-gathering in order to aid in the prosecution or investigation of a community, group, or specific person. Any information gathering done by BCPD in this capacity should be focused on learning the needs of a community or group in order to aid the operations or performance of BCPD in responding to those needs. Community members should be able to trust that BCPD's only motive is improving relationships between the community and BCPD, thereby improving quality of life in the City of Barre.
- D. BCPD will use the information gathered to:
 - Identify the community's policing priorities.
 - Develop strategies to address these priorities. These strategies should focus on programs that address community concerns, specific crimes, and specific geographic areas of the community based on crime data.
 - Identify expected outputs and outcomes for each priority.
 - Identify data collection methods to track implementation and outcomes.
- E. BCPD will create a report to provide officers with an understanding of the resources, problems, and conditions within the community to deepen officers' knowledge of the community and facilitate problem-solving which will include breakdowns of crime data by crime type and geographic area.
- F. **Daily Problem Solving** - Daily problem solving refers to ongoing, daily efforts to address or resolve different problems and issues within the community.
 - These problems can range from minor disputes to high-risk environmental conditions or lesser offense issues. Although these problems might not always present an immediate public safety concern, if left unaddressed, they can lead to future issues and calls for service.

- G. POP** - When daily problem solving is not adequate to address an identified problem, BCPD shall use POP. POP is a preventative policing approach that applies a more thorough, long-term problem-solving strategy.
- H.** POP includes the Scanning, Analysis, Response, and Assessment (SARA) decision-making model, which will guide BCPD members in how to identify problems, analyze data and associated factors, develop appropriate responses, and evaluate the results of those responses. The SARA steps are as follows:
- **Scanning** - Identify, prioritize and select reoccurring problems in collaboration with community input and data analysis.
 - **Analysis** - Conduct a rigorous analysis to understand the underlying root causes of the problem(s).
 - **Response** - Determine and implement a response that is contextual to the specific problem through problem solving and crime prevention techniques.
 - **Assessment** - Evaluate the impact of a particular response to determine if the response was effective.

V. Organizational Transformation

BCPD shall infuse the principles of community policing and problem solving at all levels of agency administration, including staffing, policies, training, and accountability.

- A. Police Advisory Committee:** In an effort to engage the community and solicit feedback regarding BCPD’s policies and practices, The City of Barre has established the Police Advisory Committee.
- The purpose of the Police Advisory Committee is to:
 - Provide support and community insight to the Barre City Police Department
 - To facilitate transparency
 - To enhance trust between the Barre City Police Department and the community
 - To facilitate community education and conversation with the Barre City Police Department
 - The Police Advisory Committee shall be composed of five (5) volunteer members with significant ties to the Barre City community appointed by the City Council.
 - The Police Advisory Committee will have the authority to:
 - Review BCPD metrics involving crime;
 - Review current and prospective BCPD policies, procedures, and training; and
 - Provide recommendations on current and prospective BCPD policies, procedures, and training
 - The Police Advisory Committee will meet monthly.

- B. BCPD Policies** - BCPD will ensure that its policies and procedures reflect community policing principles and national best practices.
- The Police Advisory Committee will have the authority to review and provide feedback on new and existing BCPD policies.
 - Policies, excepting those that would pose a safety risk to department operations and tactics will be posted on the police department website to encourage transparency and inform the community about its operations.
 - BCPD will provide proposed policy changes or new draft policies to the Police Advisory Committee for feedback in advance of implementing those policies. BCPD will consider feedback as it finalizes policies.
- C. Training** – BCPD Training will incorporate community policing throughout its curricula to continually reinforce the importance of community policing. This includes, but is not limited to, training in the use of force, fair and impartial policing, procedural justice, investigative stops, searches, arrests, etc.

VI. Community & Support Services Supervisor (future)

While it is the duty and responsibility of all BCPD personnel to engage in community engagement and problem-solving activities, the Department's Community & Support Services Supervisor (CSSS) serves as the community policing specialist and POP coordinator for BCPD. The CSSS liaises between BCPD personnel, the Barre City community, and relevant city agencies and organizations. The CSSS will provide technical assistance for all officers to make community policing a part of their daily function, with a focus on daily problem solving and positive informal engagements. The CSSS will:

- A.** Regularly spend a portion of their tour of duty responding to community-generated calls for service to keep abreast of current conditions and involved in daily patrol operations.
- B.** Build and maintain partnerships with community members and entities within the Barre area. This includes:
- Being the direct, dedicated liaison between BCPD and the merchant community.
 - Engaging with community members to explore and create new program opportunities and awareness campaigns.
 - Helping to identify, develop, and participate in formal engagement opportunities in the community.
- C.** Learn the policing needs of the diverse range of community members in order to ensure that the operation of BCPD is in response to, and not averse to, those needs.
- D.** Maintain BCPD's Community Policing programs and efforts.
- E.** Encourage and support daily problem-solving activities by officers and provide follow-up on open cases where external support/additional resources may be required.

- F. Monitor progress by BCPD towards addressing problems reported by members of the community.
- G. Lead BCPD's problem solving efforts by developing and implementing strategies to address crime and environmental issues affecting the community, police, and community resources, including:
 - Using the SARA model to facilitate POP efforts.
 - Focusing POP efforts on high crime areas and other areas with sustained problems.
 - Working closely with merchants and community members to address the underlying problems.
- H. Organize focus groups and input opportunities for community members and officers in shaping BCPD's community policing efforts.
- I. Communicate trends, problems, and engagement opportunities to BCPD personnel.
- J. Receive input and feedback from officers on problem solving efforts and issues

VII. Patrol Officer Responsibilities

Front-line patrol officers play the most critical role in BCPD's community policing and problem-solving strategies. Every officer is considered a community policing officer and will be expected to infuse the principles of community policing in everything they do. Patrol officers shall:

- A. Maximize positive interactions with members of the community throughout their shifts.
- B. Build relationships with the community members who live and work in the community. Officers should become familiar with the schools, businesses, and community groups in the community.
- C. Conduct informal engagements during each shift, including conducting foot patrols when practical based on call volume, weather conditions, and opportunities for community involvement.
- D. Notify the CSSS regarding recurring problems that may require a more in-depth, POP approach through sustained action or inter-agency collaboration.
- E. Build public trust by acting with procedural justice during enforcement-related situations.
- F. Maintain a professional relationship with community members.
- G. Appropriately document all informal/formal engagement activities, daily problem-solving activities, and POP activities in Valcour.

VIII. Supervisory Responsibilities

In addition to those responsibilities for fostering public trust required of their officers, supervisors should maximize positive interactions with members of the community through their example and

leadership. Supervisors will:

- A. Build relationships with the community members who live and work in the community.
- B. Participate in the development of community policing and problem-solving plans.
- C. Inquire with officers regarding ongoing problems they encounter and connect the CSSS to these problems for POP.
- D. Regularly emphasize community policing to subordinates
- E. Assess effectiveness of officers implementing community policing in performance evaluations.

IX. Command Leadership

Continued reinforcement by the Chief of Police and Deputy Chief of the importance of community policing is crucial to the success of BCPD's community policing efforts. Executive command will therefore demonstrate BCPD's commitment to community policing by:

- A. Developing community policing and problem-solving policies and practices for BCPD
- B. Ensuring an organized orientation around community policing efforts that align with BCPD's staffing plan. This includes developing a deployment plan that enables officers to participate in community policing and problem-solving activities.
- C. Regularly recognizing outstanding community policing efforts.
- D. Formally commanding officers who conduct exemplary community policing and problem solving at awards ceremonies.
- E. Attending community public safety meetings to work proactively with the community on problem solving and crime prevention.
- F. Considering community policing and problem solving in promotional opportunities.
- G. Monitoring the implementation of BCPD's community policing plan and holding supervisors accountable for effective implementation.

X. Cancellation

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

AUTHORITY:

Braedon S. Vail, Chief of Police

, 2024

Index As:

Community Oriented Policing
Community Policing
Crime Prevention
CSSS
Problem Oriented Policing
POP



Barre City Police Department

Barre, Vermont

Braedon S. Vail
Chief

OPERATIONAL PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Language Access Services	431	XX/XX/24

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 (BCPD) will reasonably ensure that LEP persons receive meaningful access to its law enforcement services and activities, while not demanding undue strain on BCPD members. The BCPD does not discriminate against or deny anyone access to services, rights, or activities due to their national origin or any other protected personal characteristics.

Purpose: To establish language access procedures for BCPD members to follow when encountering LEP persons whose primary language is not English and who have a limited ability to read, write, speak, or understand English.

- Contents:**
- I. Definitions
 - II. General
 - III. Identification of Primary Language
 - IV. Use of Interpreters for Verbal Communication
 - V. Reporting
 - VI. Animal Cruelty Complaints
 - VII. Cancellation

I. Definitions

- A. Interpreting/Interpretation** - The act of listening to a communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.

- B. Language Line** - A service through which BCPD members can access telephone interpreters 24/7 in 200+ languages (and video remote interpreters for American Sign Language). BCPD members can access Language Line via the application on their BCPD cell phones or by placing a call to Language Line.
- C. Limited English Proficient (LEP) Person** - A person whose primary language is not English and who has a limited ability to read, write, speak, or understand English. LEP persons may be competent in English in certain types of communication (e.g., speaking or understanding) but still be LEP for other forms of communication (e.g., reading or writing). LEP designations can also be specific to context, meaning that a person may have adequate English ability to function in one setting but not in others.
- D. Member** - All members of the BCPD, including employees, officers, and volunteers.
- E. Officer** - All sworn police officers, at any rank.
- F. Primary Language** - The language in which a person most effectively communicates. BCPD members should note that many languages have regional variations (e.g., Puerto Rican vs. Honduran Spanish).
- G. Translation** - The conversion of context from one language (source language) into an equivalent context in another language (target language) while retaining the same meaning.

II. General

- A.** Title VI of the Civil Rights Act of 1964 and the Safe Streets Act of 1968 require recipients of Federal financial assistance to provide meaningful language access. More importantly, the BCPD recognizes the importance of effective communication between its members and the diverse communities they serve.
- B.** Language barriers impede the effective delivery of law enforcement services in a variety of ways. Ineffective communication with LEP victims, witnesses, and suspects creates investigative and evidentiary challenges and prevents LEP persons from fully understanding important rights, obligations, services, and even jeopardizes safety.
- C.** The BCPD will make every reasonable effort to provide meaningful and timely assistance to persons with LEP through a variety of methods, including language identification cards, translated forms and documents, and language interpreting. Language Access will be provided at no cost.
- D.** When it is apparent in police related matters that effective communication is not possible due to a language barrier, BCPD members shall take reasonable steps to provide language access in the LEP person's primary language.
- BCPD members who interact with LEP persons will inform them that language access services are available free of charge and that BCPD will provide them with this service.

- As a best practice, members should ask a person in which language they prefer to communicate with the officer/member.
- The BCPD member shall not attempt to struggle through an encounter in English with an LEP person when that person is unable to express themselves in English, or if they request language assistance, unless presented with exigent circumstances.
- BCPD members shall not tell any LEP person that they must learn English to use police services or that they must provide their own interpreter.
- It is important for BCPD officers to effectively communicate the reason for a law enforcement action or contact, the need for information, and the significance or consequences of enforcement actions they intend to take. For example, a BCPD officer shall not request consent to search if the BCPD officer cannot communicate with an LEP person.

III. Identification of Primary Language

- A. If an LEP person is unable to communicate what their primary language is, the BCPD member shall attempt to identify the person’s primary language through one of these methods:
- Opening the Language Line application on their BCPD cruiser cellphone (the “Insight” app) and scroll the list of languages for the person to point to their primary language;
 - Calling the Language Line by choosing in the mobile app the language that they believe may be correct, and the Language Line interpreter can assist the BCPD member in identifying the person’s language; or
 - Asking the person to point to their language using Appendix A of this directive.

IV. Use of Interpreters for Verbal Communication

A. Telephone Interpreters (Language Line)

- BCPD’s primary method for providing language accessibility for verbal communications between BCPD members and LEP persons is through its approved telephone interpreter service. BCPD contracts with Language Line Solutions (“Language Line”) to provide telephone interpreter services in over 200 languages. Language Line interpreters are available by phone on a 24/7 basis, 365 days per year.
- BCPD members shall access Language Line services by one of the following methods:
 - Navigating to the Language Line app on their BCPD cruiser cellphone (the app is called “Insight”, and the icons says “Interpreters”), or
 - Calling BCPD’s account access number.

- See Appendix B – Quick Reference Guide for accessing Language Line.
- Once the member is connected to a Language Line interpreter, they shall:
 - Explain the situation to the operator (e.g., that the member is a police officer responding to a scene and is trying to understand someone on scene who is on speaker phone with them).
 - Once the exchange with the LEP person has begun, the member shall speak directly to the person and not to the interpreter (e.g., ask “What did you see happen?” instead of saying, “Ask her what she saw happen”).
 - Not have side conversations with the interpreter.
 - Attempt to verify with the LEP person that they understand what was said.

B. Onsite/In Person Professional Interpreters

- There are certain circumstances where it would be advisable for members to obtain the assistance of a professional onsite (in-person) interpreter. These instances may include circumstances requiring more important, lengthy, and complex communications, such as formal witness and victim interviews, and/or an interrogation of a person suspected of a crime.
- Formal crime victim interviews and custodial interrogations of a person suspected of a crime potentially involve statements with evidentiary value, upon which a person may be impeached in court. As such, accuracy is a priority. Moreover, a failure to protect the rights of LEP persons during arrests and custodial interrogations presents risks to the integrity of the process. Members must recognize that miscommunication during custodial interrogations may have a substantial impact on the evidence presented in any related criminal prosecution. Therefore, it is strongly preferred that for any custodial interrogation or taking of a formal statement where the suspect or witnesses’ legal rights could be adversely impacted, a professional onsite interpreter is used. All custodial interrogations of LEP persons shall be recorded unless exigent circumstance(s) exist.
 - NOTE: In-person interpreters are better equipped to take in more contextual information – such as the person’s body language, posture, and nonverbal demeanor – that may help them better interpret the meaning of the person’s words and/or more accurately convey the person’s message.
- When the officer is planning to conduct a formal victim or witness interview or a custodial interrogation, or if the officer otherwise believes that the use of an in-person interpreter would be in the best interest of BCPD and the integrity of the investigation, the officer shall consult their supervisor for approval to request an in person professional interpreter.
- In addition, Miranda warnings shall be provided to a suspect or witness in their primary language. It is strongly recommended that an in-person interpreter assists with the provision of Miranda warnings to ensure the person understands their rights fully.

- If Miranda warnings have been translated into the person's primary language, the officer will use the translated Miranda form for the person to sign.
- In the case of a language for which forms have not been translated and in the case of illiteracy, forms will be read to the suspect or witness in their primary language using either an in-person interpreter or a telephone interpreter. When a form is read to the suspect or witness in their primary language, that oral communication will be recorded.

C. Use of Family, Friends and/or Bystanders

- Using an LEP person's family or friends or asking bystanders to interpret can cause a breach of confidentiality, a conflict of interest, or inadequate interpreting.
- Therefore, absent exigent circumstances, members shall only use family/friends/bystanders to interpret for very informal, nonconfrontational exchanges and only to obtain basic information. It may be acceptable for a member of the public to interpret, for example, if it will expedite the delivery of police services without adversely impacting the quality of those services. In making this determination, the member shall consider the following factors:
 - Nature and importance of the police services being provided,
 - Apparent linguistic capacity of the interpreter, and
 - Apparent impartiality of the interpreter.
- Officers are prohibited from using an LEP person's family or friends to interpret for domestic violence situations, unless exigency exists since friends or family may have biases that impact how they convey the message, they may not interpret accurately, and/or it may put the victim at greater risk.
 - For domestic violence situations requiring urgent communication due to someone's safety being at immediate risk or the need to obtain descriptive information about a fleeing suspect, a family member may be temporarily used as an interpreter to stabilize the situation. Once the situation is stabilized, the officer shall call Language Line to verify the details of the incident and proceed with their casework.
- The suspect of any type of incident, including in domestic violence situations, shall not be used as an interpreter.
- Members shall not use children as interpreters for any kind of police incident unless there exists an exigency and no other options are available. Since BCPD members have access to Language Line interpreters 24/7, it should be extremely rare that this circumstance occurs. Children may lack the cognitive ability,

V. Reporting

- A. Whenever an incident report is prepared regarding an incident involving an LEP person, the report shall identify the primary language spoken by the LEP person, the method of language access provided (e.g., telephone interpreter, professional onsite interpreter, etc.), interpreter contact information and/or ID number (in the case of telephone interpreters), and any additional applicable details about the language service provided.
- B. Wherever applicable, and if reasonably available, members shall use translated forms available in the LEP person's language. In instances of illiteracy or where there is not a translated version of the form available, members shall:
- Use an interpreter by having the member read the form in English, and the interpreter will interpret it into the non-English language to ensure that the person understands the information and/or the form that they are signing.
 - If an in-person interpreter is present, that interpreter can instead read the English document aloud to the LEP person in their non-English language.
 - Translation websites and/or applications (e.g., Google Translate, among many others) shall not be used to translate documents containing vital information, nor those where a person is waiving a right or signing for comprehension of their rights. This is because their accuracy is inconsistent, and their use can compromise a person's lawfully protected rights. Similarly, websites or applications that translate spoken words into another language shall not be used when the message being transmitted contains vital information and/or a discussion of waiver or comprehension of a person's rights.
- C. Whenever a translated form is used or an English form is conveyed to an LEP person through an interpreter, the member shall write in the incident report that either the translated form was used or that the English form was communicated via interpreter, as applicable.

VI. Training

- A. BCPD will provide periodic training to all personnel on its language access procedures, including how to access telephonic interpreters, onsite professional interpreters, and translated documents. Field Training Officers shall conduct such training for new officers during the field training period.

VII. Cancellation

This written directive cancels and replaces **Barre City Police Department Operational Policy “Limited Language Proficiency” dated January 27, 2015**, and cancels, replaces and supersedes any directives in conflict therewith.

AUTHORITY:

Braedon S. Vail, Chief of Police

, 2024

Index as:

Interpreter
Language
LEP
Limited English Proficient Person
Translation



Barre City Police Department

Barre, Vermont

Braedon S. Vail
Chief

TRAFFIC PROCEDURES

<u>Subject:</u> Sobriety Checkpoints	<u>Number:</u> 507	<u>Effective Date:</u> XX/XX/24
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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 conduct sobriety checkpoint operations in a manner consistent with federal and state court rulings to reduce the number of motor vehicle crashes on highways in which alcohol and drugs have been identified as contributing factors.

Purpose: To establish uniform procedures for the authorization and use of sobriety checkpoints that aid in the detection and apprehension of drivers who are under the influence of, or impaired by alcohol and/or drugs and, offer a significant deterrent to potential drunk and drugged drivers.

Contents:

- I. General
- II. Procedures
- III. Reporting
- IV. Cancellation

I. General

Under normal circumstances, an operator of a motor vehicle cannot be stopped by law enforcement officers in Vermont unless, at the very least, some traffic infraction has occurred, or the officer has reasonable suspicion based upon specific behaviors which they identify as consistent with operator impairment or other violations of Vermont law. Thus, an officer on patrol who seeks to enforce the DUI laws can only respond to their observation of weaving and/or similar types of dangerous driving maneuvers. However, the Supreme Court of the United States has indicated that law enforcement may utilize roadblocks for the purpose of traffic checks to determine driver licensing and car registration status, to check individuals in the immediate area of a crime scene or criminal incident, and to ascertain the conditions of a vehicle or its driver.

- A.** Experience has shown that motor vehicle traffic check points have been successful in achieving substantial, short-term results in deterring alcohol related offenses, as well as other law enforcement concerns. Checkpoints can also be highly effective in raising the visibility of overall

enforcement programs to the public.

B. The selection of roadway locations will be based primarily on the number of alcohol/ drug related crashes occurring at those locations. Other factors, such as the frequency of DUI arrests, complaints from citizens and community officials, may also be considered.

- The exact site of the roadblock will be selected considering its relative safety for motorists and department personnel.
 - Sobriety checkpoints will be discontinued during inclement weather.
- Sites selected shall have a safe area for stopping motorists and must afford oncoming traffic sufficient sight distance that allows drivers to safely stop upon observing the checkpoint team.

C. Checkpoint times and locations will be approved in writing by the Chief of Police or their designee in advance.

- Checkpoint Operations will be announced to the local news media at least one week prior to the event.

II. Procedures

At least one supervisor holding the rank of Corporal or above, and who has completed the “Supervising Sobriety Checkpoints” training course through the Vermont Criminal Justice Training Council will be assigned to each sobriety checkpoint detail to directly supervise the operation. The supervisor will designate a unique radio channel for sobriety checkpoint operations.

A. Planning & Approval

The checkpoint supervisor will complete a Roadside Sobriety Checkpoint Pre-Activity Planning report at least two weeks prior to the checkpoint and forward it to the Chief for approval.

- The checkpoint site will be preselected as well as any alternative sites.

B. Briefing

Each checkpoint operation will start with a briefing to all personnel involved. The briefing will include a review of the purpose of sobriety checkpoints, checkpoint procedures, an introduction of all participants and observers, and assignments of specific duties and responsibilities, and review of this policy.

- Members of the States Attorney’s Office, media, community leaders, and support organizations, are encouraged to attend both briefings and checkpoint operations.

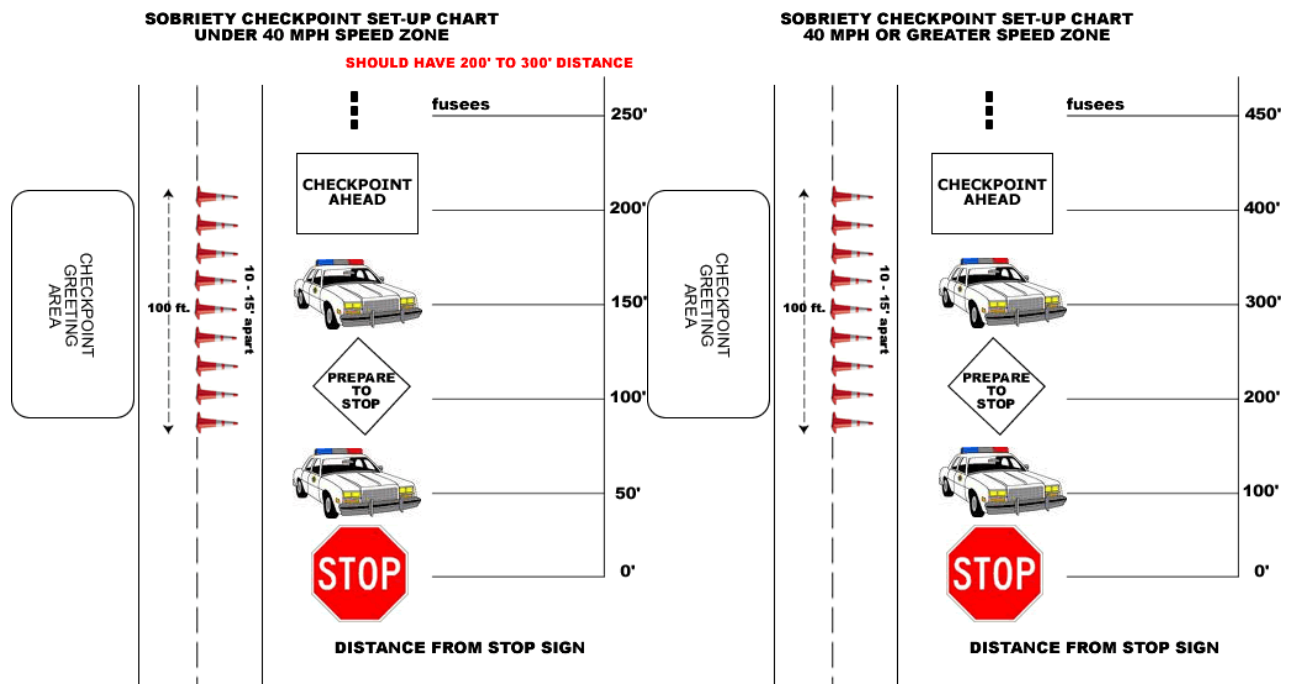
C. Set-up

Each site will be staffed by a sufficient number of members to maintain a safe and effective operation as follows:

- Members assigned will wear the uniform of the day, body armor and reflective vests.

- If available, a Drug Detection K-9 Team may be assigned to the checkpoint.
- If available, a Drug Recognition Expert may be assigned to the checkpoint
- If stopping vehicles in one direction only, a minimum of 4 officers is required. If stopping vehicles in both directions, a minimum of 5 officers is required.
- Flares and/or reflectors will be used to illuminate the site.
- Traffic cones will be placed to establish controlled traffic patterns that ensure the safety of officers and the general public.
- Warning signs will be erected to give advance notice of the impending stop ahead and its nature. Other warning signs will be placed accordingly within the checkpoint site.
- Marked cruisers with emergency lights utilized shall be positioned appropriately.
- Determine a safe area in conjunction to the checkpoint for additional screening of suspected violators.
- Barricades **will not** be used to block oncoming traffic.
- The checkpoint supervisor will video or photograph the completed setup. It is encouraged to do a “drive through” video recording of the completed setup.

D. Layout -The checkpoint site shall be set up relative to the speed zone of the selected site, 40mph and above, or zones below 40mph. Signage, greeting area and other implements shall be arranged and formatted in the following manner:



E. Traffic Flow

The traffic stopping sequence will be predetermined by the checkpoint supervisor. Example: every

car gets stopped, every other car gets stopped, every third car gets stopped, etc. All traffic approaching the checkpoint will be stopped in accordance with the predetermined stopping sequence, **except emergency vehicles responding to an actual emergency**. The supervisor will predetermine a maximum safe distance for anticipated backups. Traffic backups will be continuously monitored.

- If the traffic backup reaches the maximum safe distance, operations will be temporarily suspended, and all cars in-line will be waved through the checkpoint to neutralize the dangerous condition.

F. Stop

The initial stop will be brief, and all motorists will be treated in a courteous and non-discriminating manner. Officers will approach each motorist and state:

- Good evening, we are conducting a sobriety/safety checkpoint tonight to make the roads safe for you and everyone else. Have you consumed any alcohol or illegal narcotics today? Please be sure to utilize seat belts and child restraint systems. Please drive safely on Vermont highways.
- During the brief stop, officers will look for the following factors that indicate intoxication:
 - Odor of an alcoholic beverage
 - Slurred speech
 - General appearance
 - Other behavior normally associated with the DUI violator.
- A combination of these factors may give sufficient reasonable grounds to believe the person is driving while intoxicated, with impaired ability, or under the influence of drugs.
- If there is no immediate evidence of intoxication or other apparent violation, the motorist will be thanked, given any complementary brochure concerning impaired driving if available and being used, and permitted to safely proceed.

G. Arrest

If reasonable suspicion exists that a motorist is operating under the influence of alcohol/ drugs, the observing officer will:

- Cause the vehicle to be moved out of line to a safe area for secondary screening.
- Ask for and take the operator's license and registration.
- Conduct field sobriety tests to determine sobriety.
- If sufficient evidence of intoxication is discovered, the driver will be arrested and processed in accordance with **Barre City Police Department Operational Procedure #407, Arrest, Custody & Transport**.

- If sufficient staffing exists to continue checkpoint operation, a minimum of two officers should conduct sobriety screenings.
- Body Worn Cameras will be utilized when screening/arresting operators.

- H.** A sobriety checkpoint will be maintained for a designated period unless dangerous traffic congestion occurs at that location, or circumstances arise that would warrant cancellation of the remainder of the detail, as determined by the supervisor in charge.
- I.** No action will be taken toward a motorist solely on the basis of a refusal to lower their vehicle window, answer a question, or if the motorist legally turns around or turns off the roadway before the checkpoint. Officers should, however, carefully observe such vehicles to determine if they are being operated competently.

III. Reporting

- A.** The supervisor in charge of each checkpoint will complete a Sobriety Checkpoint Activity Record which captures the following information:
- The date and time of the checkpoint
 - Location of the checkpoint
 - Number of interruptions or breaks in the operation
 - Length of time of the checkpoint
 - The number of officers at the checkpoint
 - The number of motorists checked
 - The number of arrests, citations, complaints and warnings issued by specific charge
 - Information regarding prior media announcements (attach newspaper clippings if possible)
 - Unusual occurrences
 - General public attitude
 - Basis for the selection of the specific checkpoint sites
- B.** The supervisor in charge of each checkpoint will create an Incident Report in Valcour with the call type “Directed Patrol – Other.” All Barre City officers working the checkpoint will be assigned to the Incident Report. The narrative should give a brief synopsis of the checkpoint activity, arrests, unusual occurrences if any, and include any allied agencies assisting with the checkpoint.
- C.** A copy of the approved Roadside Sobriety Checkpoint Pre-Activity Planning report, press notification email, and Sobriety Checkpoint Activity Record will be scanned and attached to the Incident Report.

IV. Cancellation

This directive cancels and replaces **Barre City Police Department Operational Policy titled “Roadblock Guidelines” dated March 25, 2015**, and cancels, replaces supersedes any directives in conflict therewith.

AUTHORITY:

Braedon S. Vail, Chief of Police

, 2024

Index As:

DUI
Driving Under the Influence
Roadside Sobriety Checkpoint Pre-Activity Planning
Sobriety Checkpoint
Sobriety Checkpoint Activity Record



Barre City Police Department

Barre, Vermont

Braedon S. Vail
Chief

TRAFFIC PROCEDURES

<u>Subject:</u> Towing Service	<u>Number:</u> 509	<u>Effective Date:</u> XX/XX/24
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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: To ensure that only qualified commercial motor vehicle tow service operators respond when Barre City Police personnel request a towing service.

Purpose: To establish procedures for establishing, maintaining, and utilizing vehicle towing and roadside assistance services in an equitable manner that satisfies the needs of the public, Barre City Police Department, and tow service providers.

- Contents:**
- I. Responsibility and Authority
 - II. Eligibility for Reliable Towing Businesses
 - III. Tow Truck Service Applications
 - IV. Preliminary and Random Inspections
 - V. Complaints Against Towing Businesses
 - VI. Appeal
 - VII. Distribution of Requests for Towing
 - VIII. Winter Parking Ban Towing
 - IX. Cancellation

I. Responsibility and Authority

The supervisor assigned adjunct responsibility for towing service oversight (Towing Services Supervisor) is responsible for the following:

- A. Establish and maintain a list of reliable towing businesses.
- B. Provide the Emergency Communications Center with a list of reliable towing businesses.
- C. Approves the inclusion, exclusion, or removal of any towing business from the established list

consistent with Barre City Police Department policy.

- D. Include all towing businesses on the list of reliable towing businesses that make application and meet all established criteria. The number of towing businesses for a given area will not be limited.
- E. Creates and maintains a rotation list to equitably assign calls for all the towing businesses on the list of reliable towing businesses.

II. Eligibility for Reliable Towing Businesses

A towing business will be included on an approved list if it:

- A. Complies with all applicable Federal, State, and local statutes, ordinances, and regulations.
- B. Only engages in business practices that could not be construed to constitute a conflict of interest with the City of Barre or the Barre City Police Department.
- C. Conducts business in a manner that is in the best interest of the public and the Barre City Police Department.
- D. Responds to all reasonable requests for towing services.
- E. Possesses tow truck(s) properly registered by the State Department of Motor Vehicles and can perform normal towing operations in a safe manner.
- F. Complies with established Police Department towed vehicle storage and release procedures.

III. Tow Truck Service Applications

Applicants submit a completed Tow Truck Service Application with all the required documentation to the Towing Services Supervisor. Applicants will be provided with a copy of this directive accompanying the application form.

- A. The Towing Services Supervisor will assign a designee to confirm and gather information, as required, concerning the application.
- B. The Towing Services Supervisor will conduct an on-site inspection of the company and its tow trucks to confirm the accuracy of the information on the application.
- C. A towing business will not be considered for the approved list if the business owner or manager:
 - Fails to submit the required information.
 - Makes any willful misstatement of fact.
 - Refuses to permit an inspection of the business premises and tow trucks to confirm the

information on the application.

- D. The Towing Services Supervisor will check the driving record of all tow truck operators of the business submitting the application to ensure compliance with State licensing requirements.
- E. The Towing Services Supervisor will review the application and attachments, making a final recommendation to the Chief of Police to approve or deny the application.
- F. The Chief of Police will notify the businesses in writing of the approval or denial of their application, including the reason for denial.
- G. Following initial approval, all towing businesses that are on an approved list and are responding to requests from the Barre City Police Department, must renew their applications annually during the month of August using Tow Truck Service Application.

IV. Preliminary and Random Inspections

The Towing Services Supervisor will conduct an on-site inspection of each applicant towing businesses' office and storage facility locations to assure conformance to all policy criteria.

- A. Periodic follow-up inspections will be conducted on a random basis to ensure that each towing business meets all applicable criteria.
- B. If a towing business refuses to permit a personal inspection by the Towing Services Supervisor for the purpose of confirming that the towing business meets all established criteria, that towing business will not be considered for placement on an approved list or, if already on an approved list, it will be removed from the list.

V. Complaints Against Towing Businesses

Violation of any of the requirements for inclusion on the list of reliable towing businesses, or of any federal, state, or local statute or ordinance may be cause for immediate suspension and/or removal of a towing business from the list, following a Barre City Police Department investigation.

- A. Complaint investigations may be initiated upon receipt of a complaint from a citizen, police officer or any private or public organization.
- B. All information received by Barre City Police Department employees pertaining to an alleged violation of requirements, statutes or ordinances will be recorded appropriately.
- C. Barre City Police Department employees receiving information of alleged violations of requirements, statutes or ordinances will promptly forward the information to the Towing Services Supervisor.
- D. Barre City Police Department employees will initiate appropriate enforcement action when statutes or ordinances have been violated and will report the information appropriately in an incident report.

- E.** Any supporting documents and/or copies will be attached to the incident:
- Bills and receipts
 - Citations, Warnings, etc.
 - Incident reports (relating to criminal acts by tow service employees, owners, managers, etc.)
- F.** Following a complaint investigation which results in a conclusion that the complaint is valid, the Towing Services Supervisor will notify the towing service in writing that:
- A complaint/deficiency was received/noted.
 - A specific requirement, statute, or ordinance has been violated.
 - The deficiency that must be corrected.
 - If the deficiency relates to equipment or personnel qualifications, the equipment or personnel may not be used for Barre City Police Department towing requests until the deficiency has been corrected and verified by the Towing Services Supervisor.
 - A follow-up investigation will be conducted to ensure corrections have been made.
- G.** Following a complaint investigation that results in a conclusion that the complaint is valid, the Towing Services Supervisor may take whatever action he/she deems appropriate within the scope of their authority consistent with this section.

VI. Appeal

When the Towing Services Supervisor has determined that a towing business has failed to comply with all the necessary requirements for inclusion on the list of reliable towing businesses or has suspended or removed a towing business from the list, the towing business may appeal the Towing Services Supervisor's decision.

- A.** The towing business owner may request an informal review of the decision with the Towing Services Supervisor.
- B.** The Towing Services Supervisor will make a recommendation to the Chief who will in turn render their decision in writing to the towing business owner.
- C.** The decision of the Chief will be final.

VII. Distribution of Requests for Towing

The Towing Services Supervisor will provide the Emergency Communications Center with a list, including any updates, of reliable towing businesses which will be divided by subsequent rotation.

- A. Whenever Barre City Police Department personnel request a towing business to remove a vehicle, which the owner/operator is unable to decide on disposition for whatever reason, the dispatcher will be asked to dispatch the next towing business in rotation from the list of reliable towing businesses.
- This **does not include** vehicles owned by the City of Barre or vehicles being seized as evidence of a crime (search warrants, etc.). These such vehicles will be towed utilizing the contracted towing service congruent with the winter parking ban contract as described in section VIII of this directive.
- B. Personnel must provide sufficient information on the vehicle to allow the dispatcher to determine the type of towing apparatus required.
- C. The dispatcher will consult the list of reliable towing businesses and:
- Determine which reliable towing business is next on the rotation for that date.
 - Request that next reliable towing business to respond.
 - Verify with the towing business that they are able to respond within one-half hour.
 - If the towing business is not capable of providing the service requested, or other exigent circumstances exist the dispatcher will:
 - Request the next following reliable towing business on the rotation capable of providing the service requested.
- D. Once a tow service is called and is enroute, they **will not** be cancelled in favor of a service that is perceived to be closer or more likely to provide a timelier service.
- E. When exigent circumstances exist requiring immediate response, and the next towing business on the rotation advises of a delayed response time not conducive to the circumstances, the dispatcher may deviate from the normal procedure, with concurrence of the requesting officer, and request the next following towing business in line on the rotation that can provide the required service in a more efficient or expeditious manner to quickly alleviate the situation.
- The request will be recorded as a response for that towing business.
 - Reliable towing businesses by-passed in these situations will be requested for the next response.
- F. If a reliable towing business is requested, but will not respond for whatever reason, the request will be recorded on the rotation list, be considered as a response, and the next reliable towing business will be requested.
- G. All requests for a towing business response will be appropriately documented within Valcour corresponding to the related incident.

VIII. Winter Parking Ban Towing

- A. Due to logistics and appropriate response times for the towing of vehicles in violation of the City of Barre’s Winter Parking Ban, the wrecker rotation described herein does not apply. All other stipulations of this policy shall apply.
- B. Annually, an RFP process is conducted with subsequent contract award for a single towing company to provide the service for the upcoming fiscal year.
- C. Unless otherwise specified, all legally registered vehicles towed for Winter Parking Ban violations are towed to the Public Safety Complex. Vehicles not retrieved within seven (7) days after the date of towing will be removed by the contracted towing service to their impound lot or place of business.
- D. All abandoned or unregistered vehicles are towed to the contracted service’s impound lot or place of business.
- E. The towing service awarded the contract will be required to submit a statement to the City at least once a month listing all vehicles towed, showing for each the registration plate number and state, make of vehicle, date of towing, and location from which the vehicle was towed.

IX. Cancellation

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

AUTHORITY:

Braedon S. Vail, Chief of Police

, 2024

Index As:

- Towing Service
- Tow Rotation List
- Tow Service Compliant
- Tow Truck Service Application



Barre City Police Department

Barre, Vermont

Braedon S. Vail
Chief

SPECIAL OPERATIONS

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Critical Incident Response & Management	901	XX/XX/24

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 establish procedures that will ensure the protection of life, property and provide order during any critical incident handled by the Barre City Police Department, or during a unified response to a local emergency under authority of the City of Barre Emergency Operations Plan.

Purpose: To provide Barre City Police Department personnel with an all-hazards plan for the expeditious response to natural and man-made disasters or critical incidents that is flexible enough to address the expanding scope and sophistication of emergency operations.

- Contents:**
- I. Introduction
 - II. Initial Response
 - III. Supervisory Responsibilities
 - IV. Command & Control
 - V. Unified Command Post
 - VI. Tactical Operations Center/Staging Area
 - VII. Bomb Threats
 - VIII. Barricaded Subjects & Hostage Incidents
 - IX. Active Threats
 - X. Military Aircraft Accidents
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 - XII. Mass Arrests
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 - XIV. Mass Casualties/Fatalities
 - XV. Notifications
 - XVI. Incident De-Escalation and Debriefing
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I. Introduction

While the law enforcement mission is often handled with a few officers, there are situations that may quickly escalate into major incidents. Thorough planning is a fundamental requirement when responding to natural and manmade disasters, civil disturbances and other critical, terrorist, or unusual incidents. This directive establishes a clear point of control during Police Department operations that is readily adaptable with other emergency plans to ensure the unity of command and integrated communications during situations involving multiple agencies.

- A.** This directive does not require the activation of all components described herein for minor incidents, but only those components necessary to handle each single incident.
- Individual patrol shifts may employ portions of this plan as necessary during, but not limited to:
 - Special events,
 - Approaching calls for service of an unknown or heightened risk, or
 - Managing incidents that may be easily contained.
- B.** During these types of occurrences, it is recognized that no one can prescribe for every conceivable action or procedure. In such cases, these guidelines are not intended to limit initiative, judgment or immediate and decisive action required to provide the appropriate and effective emergency services necessary to minimize the loss of life, reduce property damage and ensure order.
- C.** The Chief of Police is the designated Critical Incident Commander for the Barre City Police Department. As Critical Incident Commander, the Chief is responsible for all critical incident response planning, coordination, and the oversight of all field operations during any critical, emergency or disaster incident.
- D.** Barre City Police Department personnel shall receive periodic training related to Critical Incident Response & Management that includes but is not limited to: agency plans, tabletop and practical scenarios, multi-agency exercises, HAZMAT Response, the National Incident Management System, etc.

E. Definitions

- **Emergency** – Any occurrence whether threatened or actual, which requires immediate action to meet potential or existing threats to life, property, and order, to include bomb threats, hostage, or barricade incidents.
- **Disaster** – Any natural or man-made event, catastrophe, civil disturbance, or hostile attack. A hazardous occurrence of unusual or severe effect that threatens or causes extensive damage to life or property and requires extraordinary measures to protect lives, meet human needs or achieve recovery and order.

II. Initial Response

A prompt response is critical to life saving efforts, and significant to ensure the preservation of evidence for any investigation that may follow an incident. However, responding officers will, in the performance

of their duties, operate Police Department motor vehicles in a manner consistent with safety and in accordance with **Barre City Police Department's Traffic Procedure #501 "Emergency Driving"** and applicable Vermont Law.

- A. While enroute and upon arrival, officers should observe all conditions to include departing persons and vehicles, events and remarks made by bystanders.
- B. Upon approaching the scene, officers must consider the nature of the event, and not park or enter an area that may result in additional personal risk or increase their possibility of chemical, biological or radiological contamination.
 - Personnel must be cognizant of environmental dangers that may be present from downed power lines, fuel spillage, ruptured natural gas lines, etc.
- C. The officer first arriving at the scene of an emergency or disaster will serve as the incident commander until relieved by supervisory personnel.
 - The first officer on the scene will briefly survey the scene and adjacent areas, determine what conditions exist and notify the Barre City Emergency Communications Center, (ECC) of their observations and any assistance required.
 - Should the officer determine that a contaminated area exists, or other dangers are present, they will advise responding police and emergency services personnel of:
 - The location of contamination, or the hazard area;
 - Avenues of approach that route responders uphill and upwind;
 - Any Material Safety Data Safety, (MSDS) placards observed.
- D. **Officers must remain cautious** if the incident involves an explosion of an unknown or suspicious origin; secondary devices or additional explosives may be present.
 - Extreme caution must be exercised if the incident involves military vehicles or aircraft.
- E. The on-duty ECC Communications Dispatchers will ensure the on-duty patrol supervisor is made aware of the observations and request(s) for assistance.
- F. Generally, until emergency medical services have arrived on the scene, the officer's primary responsibilities are to preserve lives and administer first aid treatment to injured persons.
 - If persons can be quickly moved to safety without undue personal hazard, officers should immediately do so.
- G. Upon arrival of emergency medical units or, if first aid is not required, officer(s) will prevent unauthorized entry into the area, maintain scene security and preservation, detain, and separate any witnesses to the incident.

H. Preservation of Evidence

It shall be the responsibility of officers and supervisors working at the incident scene to ensure that evidence is preserved. Unless disruption is necessary to assist the injured or to effect an arrest, the incident scene must remain undisturbed until the completion of an examination for

evidence.

- All evidence at the scene will be documented, to include but not limited to bodies, body parts, wreckage, and personal effects.
- All evidence or property recovered from the incident will be processed in accordance with **Barre City Police Department Investigative Procedures #608, “Collection & Preservation of Evidence, and #609, “Property and Evidence Management”**, and as further described in this directive.

III. Supervisory Responsibilities

Upon arriving at the scene, the senior ranking on-duty supervisor will establish a temporary command post and staging area away from direct involvement with causalities and on-scene personnel, yet close enough to provide adequate command and control over the incident.

- A.** Prior to the arrival of the Critical Incident Commander, or in minor situations not requiring activation of the entire Incident Command System, patrol vehicles may be assigned to locations within the operation and their radios utilized as a means of maintaining communications.
- B.** The supervisor will briefly survey the scene, adjacent areas, and evaluate the progress or assessment reports from police personnel, EMS crews and other emergency personnel on scene, and:
 - Determine what conditions exist and notify the Chief with a prediction of the incident’s potential and any special needs.
- C.** The Chief is the designated Critical Incident Commander during critical incidents.
 - The Chief and Deputy Chief are designated key personnel requiring notification in the event of **any** activation of the Barre City Emergency Operations Plan, or during any emergency mobilization of Police Department resources for critical incidents.
 - The Emergency Communications Center (ECC) will be notified of any activation of the Emergency Operations Center.
 - The patrol supervisor and/or Deputy Chief shall notify the Chief of the incident and any action taken, directed, or recommended.
- D.** Should the incident involve the presence of hazardous materials (HAZMAT), or the possibility of chemical, biological or radiological contamination, the command post and staging area shall be established upwind, updrift, and not adjacent to the incident.
 - The ECC will be advised of the location of the command post and staging area.
- E.** The supervisor is responsible for completing an initial detailed situation report and providing periodic updates to ECC until the arrival of command personnel.
- F.** The on-duty Communications Dispatcher will establish radio priority for the incident, or if

applicable, a primary radio channel for the incident and direct all personnel involved to switch to the designated channel.

- Personnel shall maintain standard radio discipline.

G. During minor situations not requiring activation of the entire Incident Command System, or until the arrival of the Critical Incident Commander and command personnel, the supervisor is responsible for determining and requesting what, if any additional resources may be necessary to minimize the loss of life, reduce property damage and ensure order to include, but not limited to:

- Additional police personnel, (Vermont State Police, neighboring municipal agencies);
- Vermont State Police (VSP) Tactical and/or other specialty units;
- Fire, Emergency Medical, and Rescue units;
- HAZMAT units;
- Police Canine Teams for;
 - Locating explosives and explosive devices;
 - Conducting searches of buildings and open areas for intruders;
 - Locating explosives and explosive devices;
 - Searches for evidence;
 - Tracking of criminal, missing and lost persons;
 - Providing assistance at high-risk arrest situations;
 -
- Explosives Ordinance Disposal and Bomb Squad Units;
- State Highway/City DPW equipment/ personnel;
- Local Utility Company equipment/personnel;
 - Oil, propane and electric;
 - Telephone company;
 - Cable Company.

H. Additional arriving police and requested personnel will be assigned by the supervisor to meet the demands of the incident, to include the establishment of an inner perimeter to contain the incident.

I. Establish the Inner Perimeter

The supervisor will establish and maintain an inner perimeter to include the immediate area surrounding the scene that officers can seize and control without endangering their own safety, to isolate the incident and prevent physical movement into, from and around the scene to prevent further contamination and:

- Prevent additional people from entering the area and becoming endangered;
- Protect the integrity of the investigation by maintaining scene security;
- Maintain evidence chain of custody;
- Allow for undisturbed work by law enforcement and fire/rescue personnel;
- Control number of personnel and volunteers arriving at the scene;
- Keep casualties/fatalities from public view.

J. The supervisor is responsible for maintaining communications and unity of command with the Fire Department Incident Commander and, the commander of each allied or assisting agency until the arrival and/or designation of the Critical Incident Commander.

IV. Command & Control

Upon notification from the supervisor, the Chief will determine whether their response to the scene is appropriate. The on-scene Incident Commander may change throughout the incident.

A. After arriving at the scene and evaluating the supervisors initial detailed situation report and any progress or assessment reports from other police, EMS and emergency personnel on scene, the Incident Commander shall establish, document, and implement an action plan (or strategy) that minimizes the risk to victims, hostages, bystanders and Law Enforcement/Fire/Rescue Personnel by:

- Controlling and allocating available resources;
- Integrating resources from multiple agencies under a Unified Command;
- Establish an outside perimeter;
- Establishing entry and exit routes to the incident;
- Providing the designated key personnel with frequent updates.

B. Chain of Command

All personnel regardless of rank are subordinate to the on-scene Incident Commander and will adhere to the provisions of the chain of command as directed in Barre City Police Department policy.

- During incidents involving a response by multiple agencies, the Incident Commander shall ensure the unified command of personnel from each allied or assisting agency.
- Members of all agencies, units and components, regardless of agency, must understand the chain of command, and respect the intrinsic chain of command for each individual direct-action group.

C. Budgeting/Finance

A continuing event may require additional funding. During a Critical Incident, the Chief of Police or their designee will establish and maintain liaison with th Finance Department to:

- Complete emergency purchase requests, documenting all expenses to include on duty and overtime compensation, meals, emergency equipment expenditures, prepare any local, state, and federal reimbursement documents, etc. related to the incident.
- Prepare and submit accident and injury reports, documenting all injuries to department members, damage to agency equipment, and injuries caused by members to non-agency property or persons.

D. Emergency Mobilization

The Chief, or in their absence, the Deputy Chief will determine if a call-back to duty of additional Barre City Police personnel is necessary and, issue activation orders accordingly.

- Upon notification from the Chief or the Deputy Chief, the on-duty supervisor or ECC Specialist will contact the requested Police Department employee(s) by utilizing the

agency roster and direct them to respond to the Police Department or, the primary assembly area when designated.

- Unless otherwise stated, activated personnel shall report immediately in the uniform of the day and all associated equipment in a state of readiness.
- Depending upon the nature of the incident and the duration of the manpower commitment, personnel in all Police Department divisions may be reassigned as necessary to support operations.
- The Incident Commander may restrict the type of calls for service that may be responded to by the Police Department.

E. Emergency Operations Center

The Chief, or their designee will represent the Police Department during an activation of an emergency with emergency management personnel.

F. Public Facility Security

The Barre City Police Department is responsible for providing security and control of restricted areas, vital installations and critical resources. These facilities may include, but are not limited to:

- Public Safety Building, including the Emergency Operations Center
- City of Barre, City Hall
- Public Works & Highway Facility
- Drinking water and water treatment centers.
- The Chief, or in the Chief's absence the Deputy Chief, will represent the Police Department in any decision-making process concerning Public Facility Security.

G. Military Support

When a disaster is of such scope or severity as to make the provision of police services beyond the capability of state and local law enforcement agencies, assistance may be requested from the Vermont National Guard.

- Any requests for military assistance will be made by the City Manager and/or Mayor, through the Chief of Police; no members of the Barre City Police Department will request military assistance on their own.
- A formal announcement of a “**State of Emergency**” issued by the Governor of Vermont indicates that a situation exists which requires extraordinary effort or procedures to counteract or overcome. It may suspend or modify local law and procedures to include a declaration of martial law as permitted under Vermont Law.
- The City Manager and/or Mayor or their designee and the Chief of Police will represent the City in any decision-making process considering a “**State of Emergency**” during an activation.

V. **Unified Command Post**

The Incident Commander shall designate a Unified Incident Command Post outside of the inner perimeter, but close enough to the incident to provide adequate security, command, and control over field operations.

A. The Unified Command Post serves as the Incident Commander's work area and will be equipped and staffed to provide integrated communications between multiple agencies and ensure multi-agency coordination that permits emergency personnel to fulfill their on-scene responsibilities by establishing a unity of leadership among multiple agency commanders.

B. The Unified Command Post may be staffed by the following multi-agency personnel:

- The Incident Commander;
 - Senior commanders/staff personnel of allied law enforcement agencies;
 - Emergency Fire, Medical & Rescue Services commanders/representatives;
 - Tactical Team and Hostage Negotiation Team Commanders (if required);
 - Vermont Medical Examiner or their designee (if required);
 - Public Information Officer;
 - Emergency Communications personnel;
 - Historian;
 - Washington County States Attorney, or designee;
 - City and other local government officials, if/as needed;
 - Representatives of local commercial services (power, telephone, etc.)
 - Any additional personnel/resources deemed appropriate by the on-scene commander.
- Access to the Command Post is limited to persons authorized by the Chief/Critical Incident Commander.

C. **Situation Maps**

Detailed sectional maps of the City of Barre are available for use in plotting field operations during a critical incident. All officers may utilize these maps for rapid deployment.

D. **Traffic Control**

The Incident Commander is responsible for establishing traffic control and management to route motorists around the outside perimeter of the incident.

- Assistance may be requested from allied law enforcement agencies, state, and local highway personnel.

E. **Public Information & Community Relations**

To provide for the timely dissemination of critical information to members of the community, the Incident Commander will designate a Press Staging Area that is separate from the Unified Command Post to stage members from the news media, press and public information officers.

- Members of the news media and press will be restricted to the Press Staging Area, unless otherwise directed by the Incident Commander.

- **Rumor Control** - The circulation of rumors shall be controlled through the timely release of reports to the news media relating to the incident.
 - Under no circumstances will any member of the Barre City Police Department, either directly or indirectly, give any information concerning the situation to any unauthorized person(s) or the news media without authorization from the Chief.

VI. Tactical Operations Center / Staging Area

In certain circumstances, the Incident Commander will need to designate a Tactical Operations Center, (TOC) or Staging Area adjacent to or in close proximity to the Command Post and appoint a TOC Commander.

- A. The TOC Commander will implement the decisions and directions of the Incident Commander regarding the deployment of equipment, personnel, and specialized resources.
 - The TOC commander will monitor assigned tasks to insure their implementation and accomplishment.
- B. The TOC will serve as the permanent staging area for additional personnel and resources arriving at the scene. All incoming personnel and equipment will be logged to include time of arrival.
- C. **Equipment**

The TOC Commander will continually assess the equipment needs of the situation and provide for its transportation, staging and distribution at the TOC may include but is not limited to:

- Stakes and flags
- Casualty tags
- Charts and clipboards
- Cameras – still and video
- Fluorescent paint
- Measuring devices
- Large evidence envelopes
- Boundary tape
- Purification masks
- Nitrile and heavy-duty rubber gloves
- Assorted tools (shovels, pry bars, rakes)
- Auxiliary lighting
- Power generator
- Assorted sizes of tarps
- Large trash bags
- BCPD property and evidence forms

VII. Bomb Threats

Upon receipt of a bomb threat, an officer will be dispatched immediately, and the on-duty supervisor notified. The ECC Communications Dispatcher shall attempt to retrieve **ALL** detailed information from

the caller.

A. Responding personnel should consider that the threat may be false, or there may be an actual explosive device that could inflict great personal injury and property damage.

- Personnel should never consider a bomb threat routine or false until all applicable action has been taken to establish the validity of the call.
- All personnel arriving at the scene will establish an inner perimeter, and park at a designated location as directed by the Critical Incident Commander.
- No additional radio transmissions should be made within the inner perimeter.
- When possible, a landline telephone should be used to maintain contact with the Emergency Communications Center.

B. Once the steps described in Section I, Initial Response and Section II, Supervisory Responsibilities have been accomplished, the Incident Commander shall establish and implement a strategy or (action plan) that minimizes the risk to potential victims, bystanders, and Law Enforcement Personnel to include:

C. Evacuation

The primary evacuation decision will generally rest with the person responsible for the control of the threatened premises. If a device is located, then the Incident Commander will order evacuation. This includes the evacuation of Barre City Schools.

- Decisions to evacuate personnel from the threatened area should be conducted in a swift, orderly, and discreet manner. Evacuees should be moved to a location a minimum of 300 feet away from the threatened area.

D. Explosives Detection Canine

The use of an explosive detection canine team will be requested at the earliest possible opportunity to assist with the search. For large facilities, additional canine teams should be requested through The Vermont State Police.

E. Search

A Search must be planned and executed with precision through coordination with the person responsible for control of the threatened premises.

- Personnel searching for a suspected device shall don appropriate personal protective equipment (PPE) such as helmets, eye protection, etc.
- When searching for a device, personnel should examine areas usually open to the general public first. These areas include hallways, restrooms, vacant rooms, supply closets, stairwells, boiler rooms, fire extinguisher cabinets, and waste cans.
- Areas outside of the building include behind shrubbery, window and door ledges, and other areas where common sense indicates.

F. Suspected Explosive Device

In the event a suspected bomb is located, all persons except the minimum law enforcement personnel necessary to protect the device from disturbance will be evacuated.

- The supervisor will immediately notify the Emergency Communications Center by telephone. **(The telephone in the same room as the suspected device shall not be used).**
- Do not touch, move, tamper, or attempt to disarm a suspected device.
- The Emergency Communications Center will notify the **Vermont State Police, Bomb Squad at 802-748-3111** to respond for assistance.
- Once personnel from the Bomb Squad arrive, the remaining law enforcement personnel will be evacuated to the perimeter. Only Bomb Squad personnel will be permitted entry unless they request additional manpower.

G. Field Reporting

The initial Incident Report shall be completed by the officer first assigned to the incident. At the discretion of the Critical Incident Commander, Supplemental Reports will be submitted by personnel assisting with the incident.

VIII. **Barricaded Subject & Hostage Incidents**

During any Barricaded Subject or Hostage incident, where the offender has isolated themselves and is **not** actively engaged in causing death or serious bodily injury, police officers shall consider the lives of hostages, civilians and law enforcement personnel involved to be of the utmost importance. Command and supervisory personnel must continuously assess the limitations of available police personnel and equipment, ensuring that any action taken before the arrival of specialized tactical units is reasonable and necessary given the totality of the circumstances.

- A. Officers shall immediately avoid any confrontation with the suspect(s), isolate and contain the situation by establishing an inner perimeter as described in Section I, Initial Response and Section II, Supervisory Responsibilities of this directive.
- Immediately notify the on-duty Supervisor and Emergency Communications Center of the situation, request assistance and:
 - Take immediate steps for the protection of innocent or injured persons by evacuating them from the immediate area. Isolate all witnesses and evacuated persons for identification and debriefing.
 - Contain the situation, attempt to avoid confrontation, and prevent escape until the arrival of additional personnel.
 - Perimeter officers should be armed with patrol rifles, and;

- When possible, don appropriate personal protective equipment (PPE) such as external vests, helmets and eye protection, and when available
- Radios should be placed in stealth mode
- Avoid negotiating with the suspect(s) unless the suspect(s) initiates the conversation. Once a Crisis Negotiator is on the scene, the Crisis Negotiator must conduct all negotiations.
- Brief the on-duty supervisor upon arrival at the scene.

B. The on-duty ECC Communications Dispatcher will ensure that the on-duty supervisor is aware of the incident, and at the on-duty supervisor's direction;

- Contact the Deputy Chief to request/initiate activation of the Vermont State Police Tactical Services Unit (TSU) and Crisis Negotiation Unit (CNU). Timely requests are critical and will greatly increase safety and contribute to a successful resolution.
- Dispatch fire, rescue, and emergency medical services personnel to assist with the evacuation and treatment of injured persons.

C. Supervisory Responsibilities

The on-duty Supervisor shall immediately respond to the scene, assume command, brief the Deputy Chief of the situation and:

- Assess the first responding officer's information and determine the need for rescue of critically injured persons, further evacuation, and/or shelter-in-place orders.
 - At minimum the immediate area, including any adjacent dwellings/businesses where the situation is occurring should be evacuated. Based on the number of assailants and weapons involved, an evacuation of additional areas may be required.
 - As necessary, initiate emergency rescues of downed police officers or civilians trapped in the hot zone. Assignment of arriving police officers into protective roles, such as designated marksman, ballistic shields, or the availability of an armored rescue vehicle and screening smoke should be considered beforehand.
- Ensure that inner and outer perimeters are maintained, and the suspect(s) is not permitted to leave the area or become mobile. Arriving law enforcement personnel should be assigned to strategic locations on the inner perimeter as directed by the Critical Incident Commander.
 - **ALL** police personnel are reminded to utilize cover, not just concealment while establishing and maintaining the perimeter to contain the suspect(s).
- Once a perimeter is set, additional responding officers with advanced tactical training should be formed into an immediate action team with rapid breaching and less-lethal capabilities. Primary responsibilities of the immediate action team are to prevent escape, take the suspect into custody if surrender occurs, or move to stop an immediate threat.
 - This team should continuously assess its limitations and transition its duties to TSU once TSU is on scene and mission capable.

- When possible, commence with negotiations once perimeter and immediate action teams are established. This may result in safe surrender, assist with gathering intelligence and slow suspect actions while allowing time for tactical resources to arrive.
- Establish a location outside of the inner perimeter where victims and witnesses will be taken for investigative follow-up. Assign an Officer to stay with them. Witnesses and victims should be advised not to discuss the incident with each other or any other unauthorized person.
- Maintain an event log, situation board, and personnel roster with locations.

D. The Deputy Chief shall immediately notify the Chief of Police and assign additional resources, including;

- Allied law enforcement, fire, rescue, and emergency medical personnel
- Mobilization of off-duty, specialty, and investigative personnel.

E. Field Reporting

The lead investigator for the incident will be responsible for the completion of an Incident Report documenting the incident and action taken.

- All Police Department personnel assigned to the incident will document their assignment and participation in a Supplemental Report using the original Incident Report Number assigned to the incident.

IX. Active Threats

Defined as an offender or offenders actively engaged in causing death or serious bodily injury to persons at a location containing multiple victims during an ongoing event. Active Threats can include any incident where the threat to lives is ongoing, and prompt law enforcement response is necessary to stop the threat. Active Threats differ from other types of emergency responses in that the potential for loss of life is significant if the threat is not immediately addressed. Active Threats require immediate action consistent with policy and training.

A. Response – Responding to Active Threats will be consistent with Barre City Police Department’s Traffic Procedures 501: “Emergency Driving.” Upon arrival, the initial responding officer will assess the scene for actionable information such as gunfire, running or yelling, casualties, or the smell of gunpowder.

- If first responding officers believe that the incident is currently resulting in the loss of life or serious bodily injury to those involved, officers shall locate, engage, and neutralize the threat.
 - If there is a lack of actionable information, consider a limited breach of the building and wait for additional officers to arrive.
 - Once the scale of the incident is known, the Critical Incident Commander will make requests for additional resources as needed.

- When feasible, the decision to evacuate versus shelter in place will be the result of collaboration between the entity responsible for the location and the Critical Incident Commander.
- If the threat is not active, and a reasonable officer would believe that the incident is NOT currently resulting in the loss of life, or in serious bodily injury to those involved, arriving officers will set up a perimeter and treat the incident as a barricaded subject or hostage situation. (*See section VIII of this policy*).

B. Notifications – Once the incident is confirmed as an Active Threat, a Public Information Officer will be designated and/or notified.

- The Public Information Officer will respond to the scene and will be responsible for the dissemination of information to the media and public, consistent with **Barre City Police Department's Operational Procedures #426: "Media Relations."**
- The Public Information Officer will make timely notifications to the public and the news media regarding safety instructions, as well as to dispel rumors and alleviate public fears.

X. Military Aircraft Accidents

Military aircraft may contain high explosives, ammunition, nuclear weapons, or fuel. Police Department personnel must be mindful of the possibility of the presence of these dangers as well as any classified material possibly present at the crash site.

- A.** In cases of military aircraft accidents that occur in Vermont, the **Vermont Air National Guard** located in Burlington, Vermont will be notified at **(802) 652-8001**. This command will accept the call and will be responsible for the investigation.
- B.** Upon the arrival of the proper military authorities, Barre City Police Department personnel will accede to their requests and render necessary assistance.
- C.** The public relations officer of the closest military installation will answer all inquiries from the public and media.

XI. Hazmat/Biological/Radiological Incident

Barre City Police Department personnel at the scene of a suspected hazmat, biological or radiological incident must be cognizant of the level of expertise required to effectively address an incident of this nature and seek the advice and guidance of trained emergency response personnel.

- A.** The Command Post and Tactical Control Operations Center will be established outside of the perimeter of a contaminated area and upwind/upgrade from the event.
- B.** Police Department personnel not equipped with protective clothing and gear will not enter an area suspected of chemical, biological or radiological agent contamination.
- C.** If not already notified, the Emergency Communications Center (ECC) will be immediately

advised of any HAZMAT, biological or radiological substances present at the scene of any incident.

- ECC will be responsible for notifying the appropriate agencies for a response to the incident.
 - Barre City Fire Department will be notified and shall take command of the scene.
 - Any toxic or chemical spills will be immediately reported to the **Vermont Emergency Management Hazardous Materials Team at 1-800-641-5005.**
 - Any reported HAZMAT biological or radiological incident will be reported to the City Health Officer as soon as practical.
 - The Health Officer will assist the on-scene commander and command staff as well as the Fire Department.
 - Area hospitals must be advised of the possibility of an influx of casualties, especially those that may be contaminated and may compromise the facility. It may become necessary to dispatch police personnel to area hospitals to assist their security forces. **(Refer to Section XIII.)**
- D. Police Department personnel must be cognizant of the possibility of exposure and contamination from persons and vehicles leaving the site of a HAZMAT, biological or radiological incident.
- E. The Critical Incident Commander will maintain accountability of all Police Department personnel at the incident to insure proper decontamination and debriefing procedures.

XII. Mass Arrests

In addition to those procedures included in **Barre City Police Department's Operational Procedure #407 "Arrest, Custody & Transport,"** during a critical incident or during a civil disturbance, it may be necessary to make arrests of numerous individuals over a relatively short period of time. In order for this process to be handled efficiently, safely, and legally, the Incident Commander shall ensure that:

- A. The appropriate Correctional Facility supervisor is immediately notified of the expected number of arrests,
- B. A secure area will be identified and designated, including in the field, if necessary for confining detainees awaiting transport;
- An arrest processing team will be designated to establish security and field process all detainees for transportation;
 - All arrested individuals will be field searched and properly identified prior to transportation;
 - Juvenile offenders will be separated by sight and sound from adult arrestees and processed in accordance with **Barre City Police Department's Operational Procedure #410 "Juvenile Operations."**

- All injured prisoners will be provided medical treatment before being transported.
- All evidence and weapons will be processed in accordance with **Barre City Police Department's Investigative Procedure #609 "Property & Evidence Management."**

C. The Barre City Police Department is committed to establishing cooperative partnerships with the criminal justice community both within and outside the City of Barre. To this end, the Police Department will enter into formal agreements that provide mutual benefit to Barre City residents as well as neighboring jurisdictions.

- The Washington County State's Attorney's Office provides twenty-four hour access to an on-call Deputy State's Attorney for prosecutorial or legal assistance and, given advance knowledge, should be consulted during the planning stages of any planned events.
- The Washington County Sheriff's Office can assist in obtaining transport vans equipped for the specific purpose of transporting multiple arrestees and, given advance knowledge, should be consulted during the planning stages of any planned events.
- Should the individual(s) be in custody for an extended period of time, a secure and private area for provisions for basic human needs of food water and sanitary facilities should be made available.

XIII. Evacuations

The decision to evacuate an area or population will be a joint decision between law enforcement and fire/rescue personnel. The Critical Incident Commander shall consider the lives of civilians, fire/rescue and law enforcement personnel involved to be of the utmost importance and provide for a swift, orderly, and discreet evacuation.

A. The decision to evacuate should take into account;

- The area actually damaged or threatened,
- In the case of potential contamination, downwind or low-lying areas,
- The danger from fire/explosives should be considered as priority movements,
- An examination of current weather to include wind direction and speed,
- The number of persons to be evacuated,
- Procedures for the sick, aged and infirmed,
- Temporary shelters for evacuees.

B. The Chief, or in the Chief's absence, the Deputy Chief will represent the Police Department in the evacuation decision-making process during an activation of the City's Emergency Operations Plan.

- The Chief, or Deputy Chief, will immediately inform the Incident Commander and ECC of the area to be evacuated.
- The Critical Incident Commander will assign a Police Department Supervisor to coordinate agency participation and responsibility if an evacuation is ordered.

C. **Transportation**

During an activation of the City's Emergency Operations Plan, the Police Department Supervisor responsible for evacuation operations shall contact the most local and available bus services and coordinate transportation resources for evacuation use.

XIV. **Mass Casualties/Fatalities**

A mass casualties/fatalities incident (MCFI) occurs when there are more casualties and/or fatalities than local resources can handle. The early stages of MCFI involve rescue and emergency medical treatment. Later stages will entail body recovery/transport and morgue operations.

- A. The on-duty supervisor will ensure the Deputy Chief of Police is notified. The Deputy Chief will assign appropriate investigative resources and order a recall of agency personnel as needed. The Deputy Chief will notify the Chief of Police.
- B. Once rescue operations cease, the scene shall be treated exclusively as a crime scene and be managed in accordance with **Barre City Police Department Investigative Procedure #601 "Criminal Investigations."**
- C. The Vermont State Police Bureau of Criminal Investigations (BCI) will be contacted and requested to assume lead investigative and case management responsibilities.
 - The Washington County State's Attorney shall be notified, and;
 - The on-call Medical Examiner will be contacted.
- D. The Medical Examiner will have authority for the legal status of all corpses. The Medical Examiner will also approve and control any on-site or temporary morgues.
- E. During an activation of the City's Emergency Operations Plan, the Critical Incident Commander will provide the Emergency Operations Center with an initial assessment of citizen fatalities, injuries or reported missing as a result of the incident.
 - The Critical Incident Commander will provide periodic updates throughout the operation.
- F. **Additional Resources** - Should state and local resources become overwhelmed, the following federal agencies will also assist upon request. All such requests will be made after consultation with the Critical Incident and lead Investigative Commanders:
 - **The Federal Bureau of Investigation (FBI)** - The Federal Bureau of Investigation (FBI) Disaster Squad may be called to a mass fatalities incident. The FBI will pay for all expenses for the squad's response.
 - **The Federal Emergency Management Agency (FEMA)** - The Federal Emergency Management Agency will dispatch a Disaster Mortuary Team (DMORT) at no cost if requested.
- H. **Family Assistance Center (FAC)** - The Deputy Chief or their designee may request the assistance of the Red Cross, the Community Outreach Specialist, the Mental Health Clinician

and other area family, faith and human service providers to assist with a Family Assistance Center (FAC) for relatives of the victims.

- The FAC will provide assistance information and access to services for relatives while protecting them from unwanted media contact.
 - Medical personnel will be requested to assist staff at the FAC
 - Resources permitting, each family will be assigned a representative.
 - Follow-up media releases should be provided to relatives before general release.
- The FAC will not be located within sight or sound of the temporary morgue but should be close enough to allow investigators and the ME access to family members.

XV. Notifications

A. Area Hospitals

Area hospitals should be notified by ECC personnel of any mass casualties/fatalities incident and the possibility of a large influx of patients. Any information regarding possible HAZM/ZT, biological and/or radiological contamination must be included with the notification. Area hospitals include but are not limited to:

- **Central Vermont Medical Center (CVMC)**, 130 Fisher Road, Berlin, VT (802) 371-4100
- **University of Vermont Medical Center**, 111 Colchester Ave, Burlington, VT (802) 847-0000
- **Gifford Medical Center**, 44 S. Main St, Randolph, VT (802) 728-7000
- **Rutland Regional Medical Center**, 160 Allen St., Rutland, VT (802) 775-7111

B. The National Transportation Safety Board

The National Transportation Safety Board (NTSB) will be notified of any incidents involving the following:

- All U.S. civil aviation accidents,
- Selected highway accidents,
- The regional NTSB office for Vermont is:

Eastern Regional Office
45065 Riverside Pkwy
Ashburn, VA 20147
Phone (571)223-3930 (0800 to 1630 hours) or,
Emergency 24-hour reporting number for NTSB is (844) 373-6290

XVI. Incident De-Escalation and Debriefing

The Critical Incident Commander is responsible for initiating the de-escalation and termination process, which includes, but is not limited to:

- A. Ensure that all law enforcement personnel engaged in the incident are accounted for and assess the number of personal injuries.
- B. During an activation of the City's Emergency Operations Plan, the Police Department Supervisor responsible for evacuation operations shall coordinate transportation for the return of evacuees if necessary.

C. Incident Reporting

The investigator assigned to the incident is responsible for completion of an Incident Report documenting the incident and actions taken.

- All Barre City Police personnel assigned to the incident will document their daily assignment and participation via Supplemental Report, using the original Incident Number assigned to the incident. Allied law enforcement and disaster assistance agencies assisting at the incident will be requested to provide a report detailing their involvement and personnel assignments at the incidents.

D. Post Incident Debriefing & Stress Management

It is accepted that incidents involving HAZMAT, biological and/or radiological agents and mass arrests, casualties and/or fatalities are far removed from our daily lives. The reality is far different from expectations, responders are both excited and anxious and the previous experience with a single death does not prepare personnel.

- The department's Mental Health Clinician, and related employee assistance (EAP) services or other assistance deemed appropriate by the Chief will be made available to all participating BCPD personnel. The Chief may also implement ongoing Critical Incident Stress or Peer Support Debriefing services to evaluate the ongoing impact of the incident on participating personnel.
- Barre City police supervisors at the scene will be alert for any signs of difficulties by assigned personnel that may be related to the stress of the incident and allow these persons to seek assistance.

E. After Action Review

At the completion of the incident, the Deputy Chief will conduct and document a post action review with the Incident Commander and other personnel involved in the incident.

- The review will be a forum for team members to offer information for the improvement of training, response, operations, and planning.

XVII. Cancellation

This written directive cancels and replaces **Barre City Police Department Operational Policy “Critical Incident Investigation & Review (Department Personnel)”** dated March 29, 2012, and cancels, replaces and supersedes any directives in conflict therewith.

AUTHORITY:

Braedon S. Vail, Chief of Police

, 2024

Index as:

Active Threats
Arrest, Mass
Bomb Threat
Barricade Situation
Evacuation
Hostage Incident
Inner Perimeter
Incident Management
Casualty, Mass

BARRE CITY POLICE DEPARTMENT
TOW TRUCK SERVICE APPLICATION

The information herein requested is considered necessary for the efficient administration of towing services by the Bare City Police Department. The submission of this questionnaire or its acceptance by the Barre City Police Department shall not be construed to be an exemption from any type of licensing required by either local ordinance or State statute. A willful misstatement of fact in the completion of this questionnaire or violation of any business practices considered being detrimental to the best interest of the general public or the Barre City Police Department shall be considered sufficient grounds for removal from an approved list. Any changes in the information provided in this questionnaire must be reported promptly, in writing, to the Barre City Police Department, Towing Services Supervisor.

It shall be understood that vehicles towed at the request of the Barre City Police Department will be in the exclusive custody of the towing business, unless otherwise specified by the Barre City Police Department. Disposition of such vehicles will be made by the towing business in accordance with State statute and Barre City Police Department procedure.

I DO HEREBY DECLARE AND AFFIRM UNDER THE PENALTIES OF
PURJURY THAT THE CONTENTS OF THE AFOREGOING APPLICATION
ARE TURE AND CORRECT TO THE BEST OF MY KNOWLEDGE,
INFORMATION, AND BELIEF; AND I SO INDICATE BY SIGNING BELOW
IN THE DESIGNATED SPACE. I AGREE TO SUPPLY ANY ADDITIONAL
INFORMATION NEEDED IN CONNECTION WITH THIS APPLICATION.

ANY FALSE INFORMATION WILL BE SUFFICIENT
GROUNDS FOR DENIAL OF THE APPLICATION

SIGNATURE OF APPLICANT	DATE

SUBSCRIBED AND SWORN TO BEFORE ME _____

THIS _____ DAY OF _____ 20_____.

NOTARY PUBLIC

BARRE CITY POLICE DEPARTMENT
TOW TRUCK SERVICE APPLICATION

Part 1

Trade Name of Business: _____

Address of Business: _____

Mailing Address (If different from above) _____

Telephone Numbers: Day _____ Night _____

Hours of Business: _____

Owner's Full Name: _____

(First) (Middle) (Last)

Date of Birth: _____ Home Telephone: _____

Home Address: _____

Driver's License No. _____ State: _____

Manager's Full Name: _____

(First) (Middle) (Last)

Date of Birth: _____ Home Telephone: _____

Home Address: _____

Driver's License No. _____ State: _____

Tow Truck Driver's Name: _____

(First) (Middle) (Last)

Date of Birth: _____ Home Telephone: _____

Home Address: _____

Driver's License No. _____ State: _____

Tow Truck Driver's Name: _____

(First) (Middle) (Last)

Date of Birth: _____ Home Telephone: _____

Home Address: _____

Driver's License No. _____ State: _____

BARRE CITY POLICE DEPARTMENT
TOW TRUCK SERVICE APPLICATION

Part II

Services Provided Other Than Towing (Answer These Questions YES or NO):

Fuel – Gasoline _____ Diesel Fuel _____ Propane _____

Tires – Sell _____ Automobile _____ Truck _____

Tire Repair _____ Automobile _____ Truck _____

Motor Repairs _____ (Includes Radiator Hose, Fan Belts, Batteries, Etc.)

Road Service _____ (Change Flats & Minor Repairs Along the Roadside)

Credit Cards Accepted (List Cards) _____

Road Service Agency (AAA, Etc. – List Agencies) _____

Part III

Location of Storage Lot: _____

Capacity _____

Security (Fence, etc.) _____

Is the Business properly licensed under any applicable statutes and ordinances? _____

_____ (Submit copy of License with Application)

BARRE CITY
TOW TRUCK SERVICE APPLICATION

Part IV

Tow Trucks - List each truck providing Year, Make, and Registration Information.

Year	Make	Tag No.	State	Class of Vehicle
------	------	---------	-------	------------------

Year	Make	Tag No.	State	Class of Vehicle
------	------	---------	-------	------------------

Year	Make	Tag No.	State	Class of Vehicle
------	------	---------	-------	------------------

Year	Make	Tag No.	State	Class of Vehicle
------	------	---------	-------	------------------

Year	Make	Tag No.	State	Class of Vehicle
------	------	---------	-------	------------------

Are all vehicles properly insured? _____
(Submit proof for each vehicle)

FOR BARRE CITY POLICE DEPARTMENT USE ONLY
TO BE COMPLETED BY THE TOWING SERVICES SUPERVISOR:

APPROVED: YES _____ NO _____

DATE: _____

SUPERVISOR: _____

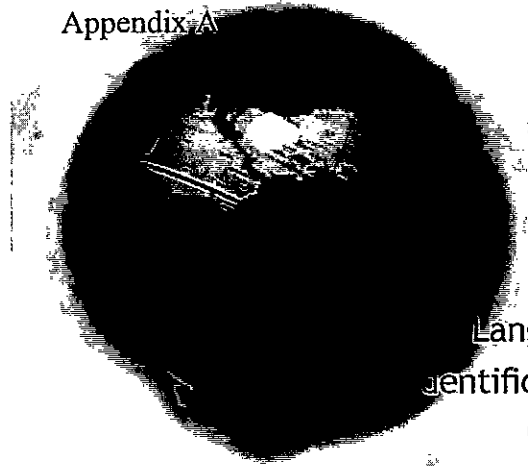
REMARKS: _____

REVIEW:

Signature – Chief of Police

Date

Appendix A



Language
Identification
Guide

I speak...

This language identification guide is a tool for law enforcement and other criminal justice agencies to identify the language of individuals they encounter who do not speak English.

I speak is provided as a partnership effort of the Bureau of Justice Assistance and the Ohio Office of Criminal Justice Services.

I speak ...

A

Arabic

أنا أتحدث اللغة العربية

Armenian

Ես խոսում եմ հայերեն

B

Bengali

আমি বাংলা কথা বলতে পারি

Bosnian

Ja govorim bosanski

Bulgarian

Аз говоря български

Burmese

ကျွန်တော်/ကျွန်မ မြန်မာလို ပြောတတ်ပါတယ်

C

Cambodian

ខ្ញុំនិយាយភាសាខ្មែរ

Cantonese

我講廣東話 (Traditional)

我讲广东话 (Simplified)

Catalan

Parlo català

Croatian

Govorim hrvatski

Czech

Mluvím česky

D

Dari

من دری حرف می زنم

Dutch

Ik spreek het Nederlands

F

Farsi

من فارسی صحبت می کنم

French

Je parle français

G

German

Ich spreche Deutsch

G

Greek

Μιλώ τα ελληνικά

Gujarati

હુ ગુજરાતી બોલુ છુ

H

Haitian Creole

M pale kreyòl ayisyen

Hebrew

אני מדבר עברית

Hindi

मैं हिंदी बोलता हूँ ।

Hmong
Kuv has lug Moob

Hungarian
Beszélek magyarul

I

Ilocano
Agsaonak ti Ilokano

Italian
Parlo italiano

J

Japanese
私は日本語を話す

K

Kackchiquel

Quin chagüic'ká chabal' ruin' rí
tzújon cakchiquel

Korean

한국어 합니다

Kurdish

man Kurdii zaanim

Kurmanci

man Kurmaanji zaanim

L

Laotian

ຂ້ອຍປາກພາສາລາວ

Latvian
Es runāju latviski

Lithuanian
Aš kalbu lietuviškai

M

Mandarin
我講國語 (Traditional)
我讲国语/普通话 (Simplified)

Mam
Bán chiyola tuj kíyol mam

Mon
အဲဟို အာဂျင်ဗာန်

N

Norwegian

Jeg snakker norsk

P

Persian

من فارسی صحبت می کنم.

Polish

Mówię po polsku

Portuguese

Eu falo português do Brasil
(for Brazil)

Eu falo português de Portugal
(for Portugal)

Punjabi

ਮੈਂ ਪੰਜਾਬੀ ਬੋਲਦਾ/ਬੋਲਦੀ ਹਾਂ।

Q

Qanjobal

Ayin tí chí wal q´anjob´al

Quiche

In kinch´aw k´uin ch´e quiche

R

Romanian

Vorbesc românește

Russian

Я говорю по-русски

S

Serbian

Ја говорим српски

S

Sign Language (American)



I, ME



SIGN, SIGN LANGUAGE

Slovak

Hovorím po slovensky

Somali

Waxaan ku hadlaa af-Soomaali

Spanish

Yo hablo español

Swahili

Ninaongea Kiswahili

Swedish

Jag talar svenska

T

Tagalog

Marunong akong mag-Tagalog

Thai

พูดภาษาไทย

Turkish

Türkçe konuşurum

U

Ukrainian

Я розмовляю українською мовою

Urdu

میں اردو بولتا ہوں

V

Vietnamese
Tôi nói tiếng Việt

W

Welsh
Dwi'n siarad

X

Xhosa
Ndithetha isiXhosa

Y

Yiddish
איך רעד יידיש

Yoruba
Mo nso Yooba

Z

Zulu
Ngiyasikhuluma isiZulu

Barre City Police Department

HOW TO ACCESS AN INTERPRETER

1. DIAL: **866-874-3972**
2. PROVIDE: **701987**
3. INDICATE: the language you need
4. PROVIDE: additional information, if required.

Document the interpreter name and ID number for your reference.
Brief the interpreter and give any special instructions.

IMPORTANT INFORMATION:

WORKING WITH AN INTERPRETER - At the beginning of the call, interpreters identify themselves by name and ID number. Note this information for reference. Then tell the interpreter the nature of the call. Speak directly to the limited English proficient or Deaf or Hard of Hearing individual, not to the interpreter, pausing at the end of a complete thought. To ensure accuracy, your interpreter may ask for clarification or repetition.

3-WAY CALL – INITIATING/RECEIVING A CALL - Use the conference feature on your phone and follow the instructions provided to connect to an interpreter. If you are initiating the call, get the interpreter on the line first, then call the limited English proficient individual. If you are receiving a call, ask the caller to "Please Hold," and then conference in the interpreter.

PHONE INTERPRETING EQUIPMENT - If you have interpreting equipment, use one handset to call into LanguageLine, once connected to the interpreter, give the second handset to the limited English proficient individual.

CUSTOMER SERVICE - To provide feedback, commend an interpreter, or report any service concerns, visit www.LanguageLine.com and click on the "Client Resources" tab, scroll to "Voice of the Customer" and complete the form.

LEARN MORE Visit www.LanguageLine.com or call 1-800-752-6096 for more information on our language access solutions.

Partnering with Your LanguageLine Solutions® Interpreter to Ensure Effective Communication

1

STARTING THE SESSION

- Allow the interpreter to start the session by giving you their name and Interpreter ID. Document this information for reference.
- Introduce yourself to the interpreter.
- Brief the interpreter and state the goal of the session and provide any specific instructions.
- Introduce yourself and the interpreter to the limited English proficient, Deaf, or Hard-of-Hearing individual.

2

DURING THE SESSION

- Address the limited English proficient, Deaf, or Hard-of-Hearing individual, not the interpreter. The interpreter will be your voice. Keep in mind that everything stated will be interpreted.
- State information in short, concise sentences. When stating complicated or detailed information, speak at a slow pace and pause often. This allows the interpreter to note, retain, and relay the information. The interpreter may sometimes ask for repetitions or clarification.
- Avoid technical jargon and try to explain specialized terms or concepts.
- Avoid interrupting the interpreter or talking at the same time.
- Do not ask interpreters for their opinion.

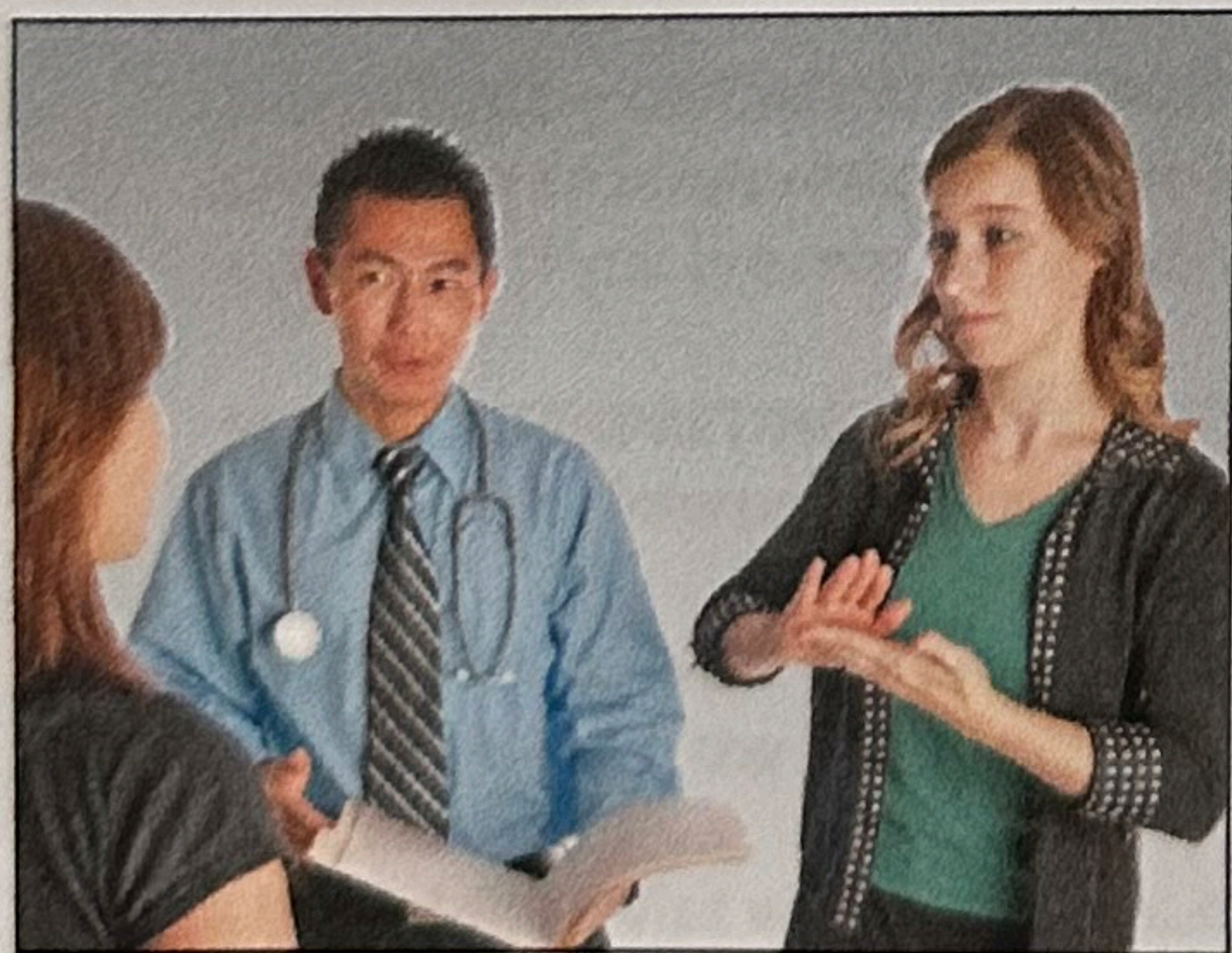
3

ENDING THE SESSION

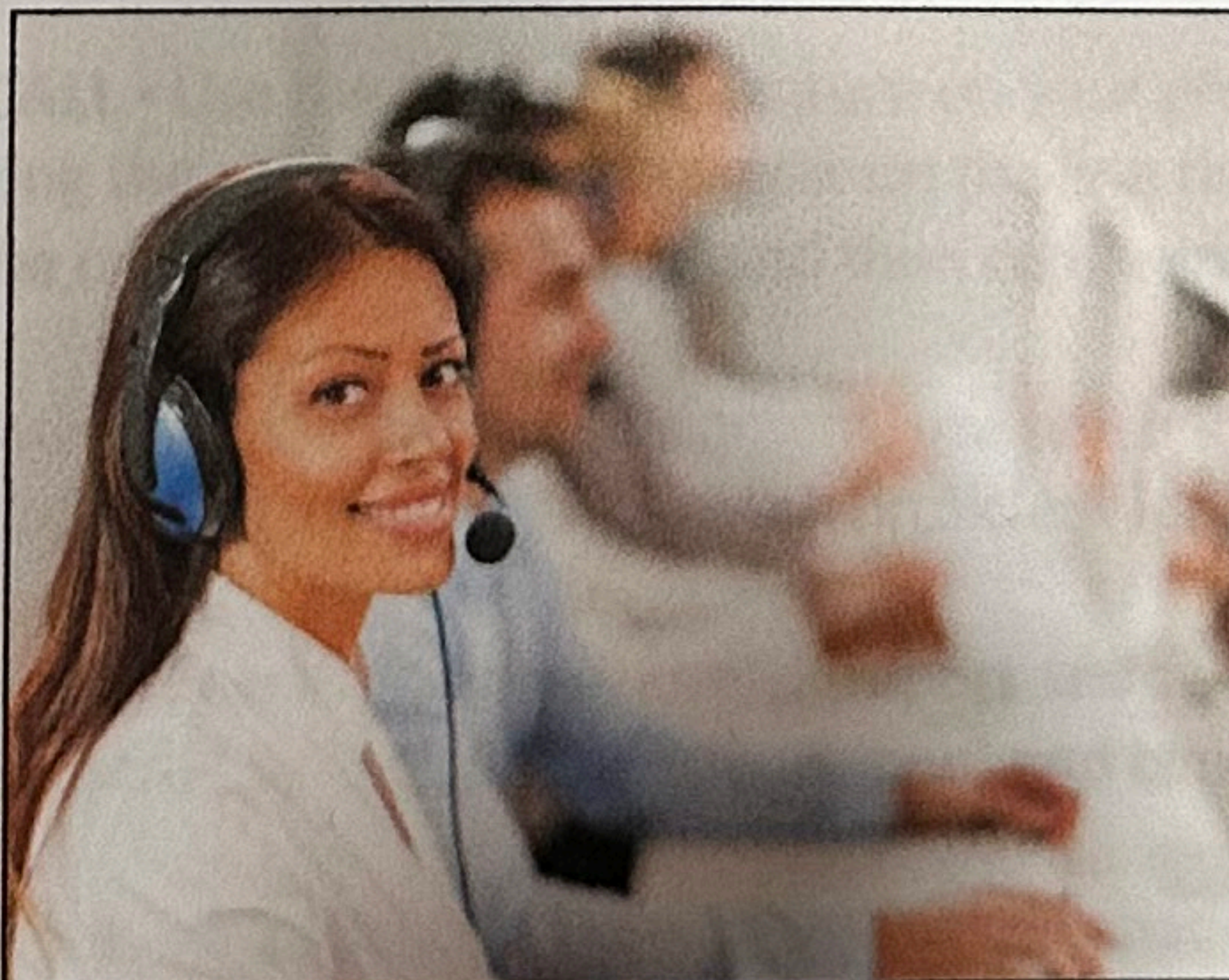
- Ask the limited English proficient, Deaf or Hard-of-Hearing individual if they understood, or if they have any questions or concerns.
- Allow the interpreter to interpret everything before ending the session.

FOR MORE INFORMATION

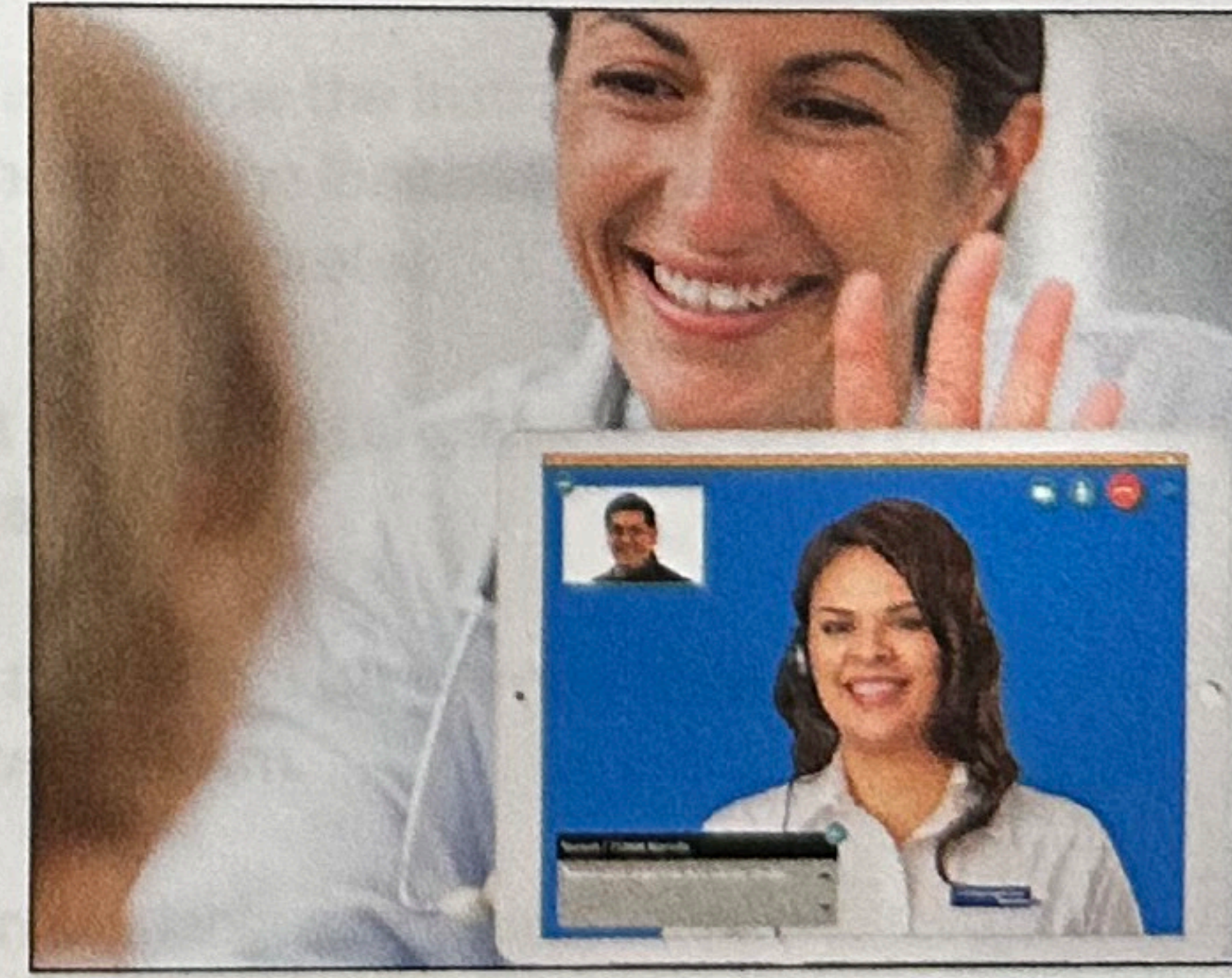
www.LanguageLine.com / 1-800-752-6096



Onsite Interpreters



Phone Interpreters



Video Interpreters

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