

CITY OF BARRE
Police Advisory Committee Agenda
Monday, February 12 , 2024

6:00 pm

Alumni Hall
Conference Room
Barre Auditorium
Barre, VT 05641

Join Zoom Meeting

<https://us02web.zoom.us/j/85091779970>

Meeting ID: 850 9177 9970

Telephone 1 929 205 6099

Open to the Public

1. Call to order.
2. Consider approval or adjustments of the agenda
3. Consider approval of previous meeting minutes
4. Receive guests
5. Councilor Waszazak's report
6. Chief's report
7. Discuss and consider approving 206 Automated Communications
8. Discuss and consider approving 210 Facility Access and Control
9. Discuss and consider approving 404 Patrol Rifle Program
10. Discuss and consider approving 806 Automated Crash Reporting System
11. Miscellaneous
12. Adjourn



Barre City Police Department

Barre, Vermont

Braedon S. Vail
Chief

FIELD REPORTING SYSTEM

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Automated Crash Reporting System	806	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: Members of the Barre City Police Department will process motor vehicle collision reports utilizing the Vermont Automated Crash Reporting System (WebCrash) as described herein.

Purpose: To establish procedures for processing motor vehicle collision reports.

Contents:

- I. Introduction
- II. Report Preparation
- III. Report Processing
- IV. Cancellation

I. Introduction

The Vermont Automated Crash Reporting System will be used to report all motor vehicle collisions, excepting minor parking lot collisions, investigated by the Barre City Police Department as required by the State of Vermont.

II. Report Preparation

The instructions and procedures for completing the State of Vermont Unified Crash Report through the Automated Crash Reporting System are contained in the Vermont Crash Manual which is available to all officers through the “menu button” of the Vermont Automated Crash Reporting System.

III. Report Processing

- A. The officer will complete the crash report for reportable collisions in the Automated Crash Reporting System. In the narrative section of the Incident Report, the officer will note its completion in Web Crash and submit the Incident Report to their approving supervisor through Valcour. After receiving the Incident Report for approval, the supervisor will then review the crash report in the Automated Crash Reporting System. Members are reminded that all ACRS reports are automatically transmitted to the State of Vermont and cannot be deleted once submitted.
- The Automated Crash Reporting System contains an automatic audit feature that will indicate whether all required fields have been completed.
- B. After reviewing the report for completeness and accuracy, the supervisor will approve or reject the ACRS report. Rejected reports are not automatically returned through the automated system, rather the supervisor must notify the officer that the report needs correction. Approved reports are submitted as completed reports to the State of Vermont.
- C. ACRS reports that have been approved by the supervisor will be submitted by the supervisor by utilizing the “submit” button on the toolbar. If a printed copy is needed, the ACRS report can be retrieved through the Automate Crash Reporting System.
- D. Supplement Reports – When additional information beyond the ACRS report is required, the supplement will be completed through the Valcour computerized Records Management System. Once the Supplement Report is approved by the supervisor, it can be added to the Automated Crash Reporting System, if necessary, as an attached file.

IV. Cancellation

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

AUTHORITY:

Braedon S. Vail, Chief of Police

, 2024

Index as:

Automated Crash Reporting System
WebCrash



Barre City Police Department

Barre, Vermont

Braedon S. Vail
Chief

ADMINISTRATIVE PROCEDURES

<u>Subject:</u> Automated Communications	<u>Number:</u> 206	<u>Effective Date:</u> X/XX/2024
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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 utilizes Automated Communications Systems to enhance agency performance, accessibility, and outreach.

Purpose: To provide security and establish procedures for the appropriate and official use of the various Automated Communications Systems used by Police Department members.

- Contents:**
- I. Definitions
 - II. Guidelines & Procedures
 - III. Prohibited Use
 - IV. Responsibility
 - V. Mobile Data Computers
 - VI. Vermont Law Enforcement Telecommunications System (VLETS)
 - VII. VLETS Messages
 - VIII. Authorized Use of OpenFox, NCIC and CJIS Systems
 - IX. NCIC Hits to Wants Verification
 - X. NCIC Hit Confirmation Procedures
 - XI. Security of VLETS Messages
 - XII. Cancellation

I. Definitions

A. Automated Communications Systems – include, but are not limited to, the use of local area networks, wide area networks, internet access, online commercial communications, e-mail access, mobile and desktop computers, telephones, voicemail, pagers, cell phones, and all other computer related communications provided by the City of Barre Government, the State of Vermont, National Crime Information Center (NCIC), and Federal Bureau of Investigation’s Criminal Justice Information System (CJIS).

B. CJIS – Criminal Justice Information Services

- C. **Law Enforcement Telecommunications System (OpenFox)** – a computerized databank providing law enforcement information and serving as a communications link with many law enforcement and criminal justice related agencies.

II. **Guidelines & Procedures**

The use of Automated Communications Systems is intended to support and promote official government business operations.

- A. All Automated Communications Systems hardware and software are the property of the Barre City Police Department, City of Barre Government, and/or the State of Vermont. All information stored, transmitted, received, or contained in the Automated Communications Systems utilized by the Police Department is the property of the Barre City Police Department, City of Barre Government and/or the State of Vermont.
- Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. City of Barre Government or the Barre City Police Department accepts no responsibility for harm caused directly or indirectly through its use.
- B. Individual members have no right or expectation of privacy in what is transmitted, received, or stored on City owned electronic and telephonic equipment.
- All information is subject to review or monitoring at any time, with or without notice from the City of Barre Government or its agents.
 - Deleting information does not purge the information from the system; therefore, deleted information is also subject to review.
- C. The City reserves the right to delete or retain any or all e-mail messages, computer files, or electronic data on the City systems after a City employee leaves City service. It is the responsibility of each City department, to include the Police Department, to ensure that access to City systems is terminated, and the City retains all computer files when an employee leaves service.
- D. **Security of user accounts and information**
- Password authentication is required for all user accounts which grant access to Automated Communications Systems computers, networks, and systems maintained by the Barre City Police Department, City of Barre, the State of Vermont, and the Federal Government.
- Rules for the creation and management of user passwords are governed by the agency overseeing the network, site, or computer to which the password provides access, to include but not limited to OpenFox, WebCrash, Valcour, etc.
- E. **Personally-Owned Devices** – No personally owned device, including but not limited to phones, tablets, computers, or other devices, will be used to connect with OpenFox and/or other CJIS. Only devices owned and maintained by the City of Barre Government or the State of Vermont may be used for OpenFox and/or CJIS access.

- F.** All City owned computers remain the property of the City. When a computer is inoperable and in need of repair or replacement, the Deputy Chief will take custody of the computer and maintain its security.
- Computers that are no longer serviceable will be stored securely until disposed of. The hard drive will be removed and will be erased in compliance with CJIS standards for sanitizing hard drives prior to disposal. The drive should be destroyed by a method such as boring holes in the hard drive or total breakage or otherwise. Remaining components are recycled through the electronics recycling program utilized by the City of Barre.

III. Prohibited Use

- A.** Communications, information, or images containing racial or ethnic slurs, or that are of a harassing or offensive nature based on race, national origin, sex, disability, or religion are strictly prohibited. Messages relating to, or in support of, illegal activities **will be** reported to law enforcement authorities as appropriate.
- B.** Use of the City's Automated Communications Systems for private or personal business activities, as defined in a commercial sense such as buying or selling of goods or services for a profit, is prohibited.
- C.** No employee shall intentionally seek or distribute information on, obtain copies of, or modify files, other data, or passwords belonging to other employees; or represent himself or herself as another person to gain access to data he or she would not normally have authorization to access or release.
- D.** The City's Automated Communications Systems shall not be used to promote political or religious causes.
- E.** Employees are expected to obey all copyright laws in the transmission and downloading of data. All violations of copyright laws are prohibited.
- F.** Use of the Automated Communications Systems to interfere with or disrupt network clients, services or equipment is prohibited. Disruptions include, but are not limited to:
- E-mailing messages with large attachments or images to a large number of persons
 - Propagation of computer worms or viruses
 - Unauthorized entry to any other machine accessible via the systems
- G.** The downloading, manipulation, alteration and/or installation of software to automated communications systems is prohibited without the express written authorization of the Deputy Chief of Police or their designee. The approval, modification and installation of all computer software **will be** approved and coordinated by the Deputy Chief or the City's Information Technology staff, if appropriate.
- Downloading of files and/or data should only be performed on a very selective

basis.

- Due to high bandwidth requirements, streaming media and large files, especially those with images, audio, or video, can adversely affect the performance of the Automated Communications Systems and should only be downloaded when absolutely necessary.

IV. Responsibility

Barre City Police Department databases, computer records systems and networks are part of the City of Barre's Government Automated Information Systems, which are maintained by the Deputy Chief of Police or their designee and/or the City's Information Technology staff, if appropriate, under established procedures for securing and storing network data, passwords, and monitoring access.

- A.** The Deputy Chief of Police or their designee is the liaison with City of Barre Government and the Police Department for all Automated Communications Systems assigned to the Police Department, including the Emergency Communications Center.
- Users will contact the Deputy Chief and/or IT Director, if appropriate, regarding all issues and requests regarding Barre City Police Department, and /or City of Barre Government, technology services and equipment.
- B.** The Deputy Chief of Police monitors access to Department computerized Arrest Records and other restricted files to ensure file integrity.
- Annually, the Deputy Chief of Police or their designee will audit the Police Department active user roster, comparing it against any roster maintained by the City of Barre IT Department to verify active user identification information.

C. Users

Users are responsible for their individual user accounts to all Automated Communications Systems. This includes accounts, usernames and passwords which grant access to computers, networks, and systems maintained by the Barre City Police Department, City of Barre Government, the State of Vermont, and the Federal Government. Misuse of accounts includes, but is not limited to:

- Using login credentials from another user;
- Failing to log out of a computer or other device no longer under the user's control, which may result in unauthorized access to an Automated Communications System;
- Allowing another to gain access to an Automated Communications System;
- Obtaining an account without the required authorization;
- Gaining access to a system without the required certification and account;

- Knowingly, and without prior authorization, downloading any software to a computer or device belonging to the Barre City Police Department, City of Barre Government, the State of Vermont, or the Federal Government;
- Knowingly violating licensing agreements or copyright laws;
- Providing law enforcement privileged information gained through Automated Communications Systems to someone not authorized to receive such information;
- Maintaining files, or copies of files, in either manual or electronic formats in a non-secure location without permission;
- Electronic format may include, but is not limited to, storage devices such as mobile phones, cloud-based storage, USB storage devices, DVDs, CDs, or cameras;
- Utilizing the technology resources of the Barre City Police Department, City of Barre Government, the State of Vermont, or the Federal Government, for personal or financial gain.
- All members of the Police Department will check their departmental e-mail account as close to the beginning of their tour of duty as possible, and at least once per working day and respond to any time sensitive matters. The City of Barre Government and the Barre City Police Department have no control over to whom incoming e-mail is addressed. Therefore:
 - If any employee or agency receives an e-mail that should have been transmitted to another employee or agency, the e-mail should be forwarded to the proper party as soon as practical.
 - In no case shall any employee or agency respond to an e-mail request belonging to another party unless they have been specifically authorized to do so.
 - Members will adhere to record retention laws or regulations for electronic files, data and e-mail, as they exist.
- Abuse of the Automated Communications Systems or violations of this Policy by any employee may result in disciplinary action up to and including termination in accordance with Barre City Police Department Policies and Procedures.
- Any perceived or suspected misuse of any Automated Communications System will be immediately reported to the reporting member's immediate supervisor for appropriate disposition and follow-up.

V. Mobile Data Computers (MDCs)

The Deputy Chief of Police or their designee is the administrator of the Mobile Data Computer (MDC) program. Any problems or concerns with the computer hardware or software will be

brought to the attention of the Supervisor and/or Deputy Chief of Police. Under no circumstances will any member make, or at their request have anyone else make any changes to the MDC, its software, or the installation and docking configuration without the permission of the Mobile Data Computer Administrator. The Mobile Data Computer program is subject to all regulations of the Automated Communications policy. In addition, the following section applies specifically to Mobile Data Computers.

A. MDC Use

- Members using an MDC are responsible for the security of the device.
- Members will follow all directives and protocols regarding the use of the MDC as directed by the Mobile Data Computer Administrator and this policy.
- Mobile Data Computer use while operating a moving motor vehicle is inherently dangerous. The safe operation of the vehicle is a member's primary concern and focusing attention on the operation of the MDC must not detract from this responsibility. Any essential information available from the MDC is also available from the Emergency Communications Center via radio, and members are to choose the appropriate resource based on the conditions at that time.
- Mobile Data Computers send and receive data wirelessly, and users should deactivate the device in any area where cellular telephone or radio use is restricted.

B. Equipment Problems and Repair

- All concerns with Mobile Data Terminal equipment, software and/or wireless connectivity will be brought to the attention of the Mobile Data Terminal Administrator and the member's supervisor.
- Members are responsible for the care and cleaning of the MDC's. An anti-static cleaning cloth is appropriate for cleaning the computer screen. No cleaning solution should ever be used on the computer. If additional cleaning is required, the MDC must be presented to the Mobile Data Terminal Administrator for evaluation.

C. Software Updates

Members will, upon notification from the MDC Administrator, promptly bring their MDC to the Administrator to receive essential software updates.

VI. Vermont Law Enforcement Telecommunications System (VLETS)

VLETS (OpenFox) is a computerized network providing law enforcement information and serving as a communications link providing access to the National Law Enforcement Telecommunications System (NLETS). Data accessed through this system includes motor vehicle and operator license information from all US states and territories as well as Canada, state wanted person records, and access to the National Crime Information Center (NCIC)

- A. VLETS is networked throughout the State of Vermont to include the Vermont State Police, county sheriff departments, all municipal police departments, and the Vermont Department of Corrections. The FBI, DEA, United States Secret Service, National Auto Theft Bureau, and other federal agencies are also members of the system.
- B. Full-Service Terminal Operators (FSTO's) can both enter and query data in the system. Less Than Full-Service Terminal Operators (LTFSTO's) can only query information. Both FSTO and LTFSTO members must successfully complete the annual NCIC certification in order to maintain their respective privilege level. Through the system, Members can access the National Crime Information Center (NCIC) computer in Washington, D.C., and the data files of the Department of Motor Vehicles (DMV) computer in Montpelier, Vermont.
- C. An Emergency Communications Center member is appointed as the NCIC Terminal Agency Coordinator (TAC). A TAC will ensure the respective installation, division, or unit meets all mandates and guidelines as established. The Deputy Chief of Police or their designee will oversee the TAC responsibilities and exercise close coordination and interaction with the TAC. The responsibilities of a TAC include:
 - Serving as NCIC Coordinator for the installation/division/unit
 - Performing monthly validations of records held within the NCIC system
 - Ensuring quality control
 - Ensuring NCIC operators within their respective assignments are NCIC certified
 - Serving as liaison with Vermont Crime Information Center (VCIC) staff
 - Assisting State and NCIC auditors during agency audits

VII. VLETS Messages

- A. **Criminal Records Checks** – Will be conducted via inquiry into automated files of the system and the Interstate Identification Index per guidelines of CJIS, VCIC, NCIC and NLETS.
- B. **Stolen Property** – Stolen property Messages will not be sent unless the property is of an unusual nature or possesses some unusual characteristic by which it may be easily identified. It should be noted that stolen property messages would be in addition to but would not supplant the requirement for entry of stolen property data into NCIC. When utilized, these messages should give the following information:
 - BOL if applicable
 - Stolen from (location)
 - Owned by
 - Name and address
 - Date and time
 - Articles
 - Total value (if known)
 - Wanted for investigation (if known)
 - Warrant (yes/no), will extradite (yes/no)
 - NIC number if applicable.

C. **Wanted Persons** – Wanted Person Messages should not be sent unless positive identification is possible. It should be noted that wanted person messages would be in addition to and would not supplant the requirements for entry of wanted person data into NCIC. When utilized, these messages should give the following information.

- Crime
- Time and location
- Name of person and full description (if known) include vehicles used and any other descriptive data that might assist the apprehending officer
- Indicate if armed or dangerous
- Warrant (yes/no), will extradite (yes/no)
- NCIC number if applicable.

D. **Missing Persons** – Missing Persons Messages should not be sent unless there is a definite address to be checked, or if unusual circumstances indicate that special efforts should be made to locate such person in a specific area. It should be noted that missing person messages would be in addition to but would not supplant the requirements for entry of missing person data into NCIC. When utilized, these messages should give the following information:

- Name of person and full description and address
- Date and time missing
- Any known addresses where subject may visit
- NIC number.

VIII. Authorized Use of VLETS, NCIC and CJIS Systems

A. The use of the VLETS (OpenFox), NCIC and CJIS systems are for official Barre City Police Department business or communications and legitimate law enforcement purposes. Messages sent over the system will be in accordance with the NLETS User and Technical Guide.

B. These systems are not to be used for political announcements and/or the dissemination of personal viewpoints. Any use of these systems by Barre City Police Department members for any personal reasons is prohibited.

C. There shall be no exceptions to this policy unless prior written approval is granted by the Chief of Police.

D. **Unauthorized Use of VLETS, NCIC or CJIS Systems** – Members are prohibited from using or assisting in the use of the VLETS, NCIC or CJIS system for personal reasons or for any purposes other than those authorized by the Barre City Police Department and those members found doing so may be disciplined.

- Unauthorized use means having no legitimate law enforcement purpose including but not limited to using the system to check on whether an automobile a member is interested in purchasing is stolen, to checking on a friend or neighbor to determine whether that person has a criminal record.

- All Barre City Police Department members found to be using or assisting another member in using the VLETS (OpenFox), NCIC or CJIS system for personal reasons or for any purposes other than those authorized by the Barre City Police Department may be disciplined up to and including termination.
 - All CJIS Criminal History records checks will include the last name of the requestor, case number and secondary dissemination, if any. If the requestor refuses to provide such information, the request shall be denied.
- E.** The Terminal Agency Coordinator (TAC), and/or Alternate Terminal Agency Coordinator (Alt-TAC) are responsible to ensure users are certified and privileges are commensurate with job functions on systems that contain Criminal Justice Information.
- VCIC provides an exemption for maintaining valid NCIC certification for individuals on military or medical leave.
 - Accounts for individuals on extended leave (more than 90 days) should be disabled.
 - The TAC will be notified of any changes to a CJIS account holder's employment status or position of responsibility and coordinate the adjustment or disabling of their CJIS account as appropriate.

IX. NCIC Hits to Wants Verification

In accordance with NCIC procedures, the Barre City Police Department will respond to all notifications from NLETS and the FBI when:

- A.** An allied agency inquires about an individual wanted by the Barre City Police Department;
- Members will immediately verify if the warrant is still active, and contact/advise the requesting agency of the warrant's status.
- B.** The Barre City Police Department inquires about an arrested individual wanted by an allied agency;
- Members will immediately contact the agency holding the warrant and determine the warrant's status.

X. NCIC Hit Confirmation Procedures

- A.** Requesting the Confirmation of an NCIC "Hit": An NCIC "Hit" indicating that a person is wanted is not sufficient probable cause for an arrest. When an officer runs a name through OpenFox/NCIC to check for warrants, the following procedure will be followed.
- Upon receipt of a "Hit" indicating the existence of a warrant, a message will be sent by either telephone, NLETS, or both requesting confirmation of the warrant.

- Through NLETS/NCIC, this request may be either an Urgent Request or a Routine Request. An Urgent Request requires the receiving agency to respond within 10 minutes, while a Routine Request requires a response within 1 hour. NLETS/NCIC is the preferred method of “Hit” Response for documentation.
- Generally, Communications personnel will contact the agency via phone and inform the agency of the “Hit” and that they will be sending a confirmation. The first confirmation request goes directly to the agency listed on the “Hit.” If necessary, a second and third request may be sent. If a third request goes unanswered, Communications personnel will contact the agency via phone and request to speak with a supervisor.
- Once the “Hit” is confirmed, the arrest shall be made. Additionally, a “Locate” message will be sent to the originating agency, thereby allowing the originating agency to remove the record from NCIC.
 - When the “Hit” is for a Missing Person, the act of sending the Locate will remove the record from NCIC automatically. In all other cases, when a Locate is sent, the originating agency becomes responsible for the removal of the NCIC record.

B. Responding to a Warrant Confirmation Request: When another agency conducts a warrant check through NCIC and finds the Barre City Police Department holds a Warrant for that individual, it shall be their responsibility to request a “Hit” confirmation.

- Upon receipt of a “Hit” Confirmation Request, the receiving member will attempt to confirm the existence of the warrant in the “hot” files/VOWS. This will be completed within 10 minutes if the request is listed as Urgent, and within 1 hour if the request is listed as Routine.
- A Confirmation Request can be returned with the following status:
 - Y: Yes, confirmed
 - N: No, Not Confirmed
 - E: Awaiting Extradition – the warrant is confirmed, but additional time is needed to verify that extradition will be authorized. This response must include a timeframe for the additional information (between 1 and 24 hours).
 - P: In the process of confirming – the responding member needs more time to confirm the status of the Warrant. This response must include a timeframe for the additional information (between 1 and 24 hours).

XI. Security of VLETS Messages

To ensure conformity to the Privacy Act, all OpenFox/NLETS messages being discarded will be shredded.

XII. Cancellation

This written directive cancels and replaces **Barre City Police Department Operational Policy titled “Communications” dated September 14, 2012**, and cancels, replaces and supersedes any directives in conflict therewith.

AUTHORITY:

Braedon S. Vail, Chief of Police

, 2024

Index As:

Automated Communications
Information Technology Director
Internet
Mobile Data Computer (MDC)
NCIC
NLETS
OpenFox
VLETS



Barre City Police Department

Barre, Vermont

Braedon S. Vail
Chief

ADMINISTRATIVE PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Facility Access & Control	210	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: Barre City Police Department personnel will ensure that all department facilities are secured and controlled in such a manner as to prohibit access by unauthorized persons while maintaining the integrity of CJIS records and other confidential information in accordance with applicable state and federal law.

Purpose: To establish procedures for controlling use and access to the Barre City Police Department, particularly those areas, including the Emergency Communications Center and other areas where Criminal Justice Information System (CJIS) information or other confidential police information is stored.

Contents:

- I. Physical Security
- II. Restricted Access Area
- III. Locker Rooms
- IV. Kitchen & Breakroom
- V. Visitor Pass & Identification Procedures
- VI. Vaping, Smoking & Use of Tobacco Products
- VII. Parking
- VIII. Snow Removal
- IX. Safe Exchange Zone
- X. Inspections
- XI. Cancellation

I. Physical Security

The City of Barre Public Safety Facility is located on an open campus, with several areas that are accessible to the general public. To provide for the safety and security of sworn and non-sworn police personnel, CJIS records and emergency communications equipment needed to ensure the continuous delivery of emergency communications services, the department has implemented several physical

security measures.

- A. Perimeter Doors** - All exterior doors providing access to the Barre City Police Department, except the front entrance door to the vestibule, will remain closed and locked at all times.
- The front entrance doors to the vestibule are unlocked at all times to provide access to the Emergency Communications service window and drug take-back and needle boxes.
 - The front entrance doors beyond the vestibule will remain locked at all times. Access beyond the vestibule is controlled by,
 - Card reader access for Police Department personnel, or
 - Call box audio direct dial to the Emergency Communications Center (ECC) and/or service window communication for use by the general public.
 - Rear access doors are restricted for use by City of Barre Public Safety Employees, or those guests accompanied and under the supervision of a member of the Barre City Police Department.
- B. Windows** - Personnel occupying work areas on the ground level containing windows will ensure that windows are closed and locked whenever the area is left unattended for extended periods.
- C. CCTV Public Safety Camera System** – The Barre City Police Department utilizes closed circuit video cameras (CCTV) to monitor activity in and around the Public Safety Building. The CCTV cameras are designed to operate 24 hours per day, seven days a week and are linked to the Emergency Communications Center (ECC). All CCTV cameras are live streamed continuously where they are selectively monitored by Communications personnel.
- Unless limited by technological constraints, CCTV recordings will be maintained through a digital video recorder (DVR) system for a period of at least thirty (30) days or more within a secure location.
 - All requests to view recordings captured by CCTV cameras will be made available only to the extent required by Vermont law. Audio and video footage that is evidence in an ongoing administrative or criminal investigation will not be disclosed to the public without prior authorization of the Chief of Police, absent such disclosure being compelled by a court or other governmental entity of competent jurisdiction.

II. Restricted Access Areas

Barre City Police Department work areas containing CJIS, Valcour and NCIC computer access; or, agency arrest, personnel, investigative and juvenile records, or any other confidential files are designated Restricted Access Areas.

- A.** Barre City Police Department personnel whose responsibilities include the use of CJIS, Valcour and NCIC access, or work with or in Restricted Access Areas shall ensure that all doors leading to restricted access areas are secured whenever the area is unattended or not in use.
- Computer monitors may be equipped with privacy filtering screens and situated in such a manner as to prevent unauthorized viewing of information from criminal justice

information records.

B. In order to maintain the security and integrity of restricted access areas, all personnel shall monitor these areas and immediately report any violation of this directive to their supervisor.

C. Identification of Restricted Access Areas

The Barre City Police Department, including the Emergency Communications Center are restricted access areas and are identified by signage prominently displayed indicating authorized personnel only.

III. Locker Rooms

The male and female locker rooms are for the exclusive use of police department personnel.

A. Members are each assigned a locker.

B. Members are to store their uniforms and other gear within the lockers.

C. Routine cleaning of the locker rooms and shower areas/bathrooms is completed by janitorial staff. However, it is the responsibility of individual members to keep the area neat and in an orderly manner.

IV. Kitchen/Breakroom

Kitchen/Breakroom areas are provided for employee meal breaks and/or the storing and preparation of meals.

A. Appliances such as a refrigerator, microwave, toaster oven and coffee maker are available for employee use.

- Members will clean up after themselves and keep the area sanitary and neat.
- Members using dishes and utensils will not leave them dirty in the sink or elsewhere.
- Appliances will be kept clean. Members using the microwave and/or toaster oven will clean any mess, spill, etc. after use.
- Members will not leave food to spoil in the refrigerator.

B. Breakroom tables and counters shall not be used for the processing and/or display of controlled dangerous substances.

C. It is the responsibility of the on-duty supervisor to ensure the cleanliness of breakroom areas.

V. Visitor Pass & Identification Procedures

No persons, other than uniformed police officers and persons escorted by Barre City Police Department personnel are permitted access to the Police Department beyond the front lobby without a visitor pass.

- A. Barre City Police Department officers not in uniform will display their badge and Police Identification Card upon request when inside the Police Department.
- B. Barre City Police Department civilian employees will display their Police Department Identification Card upon request when inside the Police Department.
- C. City of Barre employees will display their City Identification Card upon request when they are in the Police Department. City of Barre Identification Cards **DO NOT** authorize access to restricted areas.
 - City of Barre employees not otherwise satisfying CJIS security requirements and visitors requiring access to restricted areas must be accompanied by a Barre City Police Department Employee while inside restricted areas.

D. Use of Facilities by Allied Agency Personnel

Allied agency personnel often visit the Police Department for the purpose of collaborating on investigations. The Barre City Police Department Sally-port, processing area, holding cells, and interview room may be used by allied law enforcement agencies for the purpose of processing arrestees or conducting interviews with permission by the on-duty supervisor.

- Visiting law enforcement officers not in uniform will display their badge and Police Identification Card upon request when inside the Police Department.
- Visiting civilians from allied agencies will display their respective Identification Card, if any, upon request when inside the Police Department.
- Allied agency members utilizing the facility will adhere to this and other Barre City Police Department policies associated with the respective area/equipment being used. It is the responsibility of the on-duty supervisor granting permission for use to inform the user of any applicable guidelines.
- Barre City personnel **shall not** share or otherwise provide their door security access code, access fob or Identification Card with chip reader to visiting agency members. Visiting agency members not utilizing the front entrance, (i.e. undercover officers, etc.) shall physically be let in the rear entrance by a Barre City Police Department member.

E. Visitors

Police Department Visitor Passes will be issued by Communications personnel, the on duty supervisor or Administrative Assistant to all other persons not included above as follows:

- **Visitors Log**

A log will be maintained identifying those persons issued a visitor pass and documenting the following information:

- Date of issue
- Name of recipient
- Time issued
- Time returned

- Reason for visit
- Pass number
- Visitor passes shall be returned to Communications personnel each day as the visitor departs the Police Department.

VI. Vaping, Smoking & Use of Tobacco Products

To provide a smoke-free and sanitary work environment for all members and visitors, **all** members of the Barre City Police Department shall adhere to the following procedures.

A. **Prohibited Smoking Areas**

Vaping, smoking, or carrying lighted tobacco products is prohibited:

- In all buildings and facilities owned, leased, or rented by the City of Barre.
- In any City of Barre owned vehicle.
- Vaping and the use of tobacco products, in any form (i.e. chew, dip, etc.) by uniformed officers and other on-duty personnel is prohibited in the presence of the public or places open to public view.

B. **Designated Smoking Areas**

Smoking or carrying lighted tobacco products is expressly prohibited except in designated smoking areas, and during **designated work breaks**. The Barre City Police Department has identified the following designated smoking areas.

- The only designated smoking area will be in the area of the refuse dumpster on the backside of the public safety building located at the northernmost end of the building.
- Smokers **will not** litter the designated area with smoking products; rather, smoking products will be discarded appropriately.

C. **Smokeless Tobacco Products**

While on-duty, members may use smokeless tobacco products during **designated work breaks** in a discreet manner, and outside of the public view. Members **will not** use smokeless tobacco products in a manner that projects a non-professional image or creates unsanitary conditions.

- ### D. Employees not complying with this smoking policy will be subject to the appropriate administrative/disciplinary action.

VII. Parking

To provide adequate parking for all visitors and members of the Barre City Police Department, the following parking plan has been established.

- **Visitor parking** – the front parking area immediately adjacent the front of the Public Safety

building consists of twelve (12) parking spaces. The two (2) south-westernmost parking spaces being closest to the entrance are reserved and marked handicap parking spaces. The next two (2) parking spaces, beginning from the third space in from the designated handicap spaces, are marked and designated for use of visitors.

- **Employee parking** – two (2) parking spaces beginning from fifth space in from the designated visitor spaces are reserved for the Chief and Deputy Chief of Police. The remaining six (6) parking spaces may be used for employees reporting to duty on a first-come first-served basis. The parking area located northwest from the building and on the opposite side of the drainage pond is to be used for employees not otherwise parking in the six (6) spaces referred to above.
 - Members of allied law enforcement agencies may ask to leave a vehicle parked at the complex for purposes of carpooling or other travel. In these instances, those members will be directed to park the vehicle(s) in the parking area located on the opposite side of the drainage pond as described above as additional employee parking. More than two (2) vehicles should be discouraged.
 - Employees leaving their vehicle for an extended period (i.e., attending overnight training, etc.) shall use the employee parking area on the opposite of the drainage pond.
- **Agency Vehicle Parking** – the rear parking area adjacent Wobby Park and immediately adjacent the access road on the rear bank is to be used for patrol cars, not otherwise parked in the sally port, and detective vehicles (backed in for readiness).
- **No parking** – The area immediately adjacent to the front entrance of the Public Safety Building and the area at the southwestern tip of, and adjacent to, the drainage pond is designated as a no parking area to allow ample space for turning emergency vehicle operations and entering traffic. This area is to be kept free and clear of vehicles, marked vehicles, employee vehicles, allied law enforcement agency vehicles, or visitor vehicles shall not be parked in this area.

VIII. Snow Removal

Barre City DPW and Barre City Fire Department provide snow plowing for the public safety complex. The clearing of snow and ice on the front walkways of the Police Department is the responsibility of Barre City Facilities personnel. The clearing of snow from Department owned vehicles is the responsibility of the members of the Barre City Police Department. In addition to those maintenance instructions in **Barre City Police Department Administrative Procedure #211, titled “Fleet Operations,”** the following maintenance plan has been established:

- A. **Patrol Vehicles** – The on-duty supervisor of the overnight shift shall ensure the snow has been removed from all cruisers, whether in service or not, prior to 0700, and;
 - Members will move agency vehicles when requested by Fire Department personnel during the plowing of the parking lot to enable the plowing of the cruiser parking area.
 - Members will move their personal vehicles when requested by Fire Department personnel during the plowing of the parking lot to enable the plowing of the employee parking area.
 - On-duty supervisors of any shift will ensure that snow is removed from the in-service

cruisers periodically during storms for operational readiness, and;

- Coordinate the periodic removal of snow and sanding/treating for ice of the public, employee and agency owned vehicle parking areas with Fire Department and/or Public Works personnel.

B. Walkways

- On-duty supervisors working any shift will ensure that snow is removed from walkways periodically during storms for the safety of employees and visitors.
- When the walkways become icy, or just after shoveling to avoid icing, on-duty supervisors will ensure that ice melt is applied to the walkways for the safety of employees and visitors.

IX. Safe Exchange Zone (future)

A “Safe Exchange Zone” provides residents with a place to conduct face-to-face online sales, child custody exchanges, or meetings at which they might feel the need for recorded video monitoring. It is a safe way for individuals to conduct a transaction without providing strangers with their home addresses or having to meet in other places where they may not feel as safe.

- A.** The Barre City Police Department provides two parking spaces on a first-come, first-served basis as a Safe Exchange Zone. The only service offered by the Barre City Police Department is the use of the parking spaces.
- Two (2) parking spaces in the front parking lot, marked with green paint and appropriate signage, serve as the Safe Exchange Zone.
 - The Safe Exchange Zone is video monitored with a camera having zoom capability.
- B.** Transactions conducted in the Safe Exchange Zone are civil transactions. The safety of those involved, and the assurance of the items being sold or exchanged as legitimate are not implied or intended to be guaranteed.

X. Inspections

Staff and on-duty Patrol Supervisors will conduct random inspections of the facility to ensure compliance with the provisions of this directive. Patrol Supervisors will be particularly vigilant in their inspections between the hours of 1700-0700 daily, ensuring the safety of civilian employees and that the Department is secure, preventing unauthorized entry.

XI. Cancellation

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

AUTHORITY:

Braedon S. Vail, Chief of Police

, 2024

Index As:

Breakroom
Facility Security
Locker Rooms
Parking
Restricted Access Areas
Safe Exchange Zone
Snow Removal
Smoking
Tobacco Use
Visitor Passes



Barre City Police Department

Barre, Vermont

Braedon S. Vail

Chief

OPERATIONAL PROCEDURES

<u>Subject:</u> Patrol Rifle Program	<u>Number:</u> 404	<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 recognizes the increased threat to public safety posed by heavily armed suspects wearing ballistic protection. In response, the Barre City Police Department has implemented a Patrol Rifle Program to enable first responding officers to increase officer and public safety during high-risk incidents.

Purpose: To establish policy and procedures for the proper deployment and usage of patrol rifles.

Contents:

- I. Selection
- II. Equipment
- III. Procedures
- IV. Care & Maintenance
- V. Reporting
- VI. Removal from the Program
- VII. Cancellation

I. Selection

Upon successful completion of the Field Training & Evaluation Program, all Vermont Level III certified Barre City Police Officers will be assigned to the Patrol Rifle Program. Those officers participating in the Patrol Rifle Program will be issued and acknowledged by signature copies of applicable policies and procedures before being authorized to carry a Patrol Rifle.

II. Equipment

The semiautomatic Sig Sauer M400 and identical weapons manufactured by the Sig Sauer Company and chambered for the 5.56mm NATO cartridge are authorized for the Patrol Rifle Program. These rifles will be used **only** in the semi-automatic mode of fire.

- A. All rifles will be equipped with iron sights, a collapsible buttstock, stock, or other authorized trigger with no less than 4.5-pound pull, and barrels not longer than eighteen (18) inches.
 - Rifles will be fitted with a two-point sling, red dot or similar low variable power optic approved by the department armorer, and a heavy-duty weapon light (Surefire, Insight Technologies, or Inforce).
 - Only department approved and issued 5.56mm or .223 ammunition will be used for duty and training.
 - Rifles will be zeroed at fifty (50) yards with duty ammunition.
 - Rifles will be issued with four (4), (30) round Magpul Pmag or USGI-style aluminum magazines loaded with ammunition. Three (3), magazines will be stored in a ballistic plate carrier.
- B. A Patrol Rifle and ballistic plate carrier will be secured in each marked patrol vehicle.
- C. Personally owned rifles may be used provided they meet the above criteria and are approved in writing by the Armorer and Deputy Chief/Chief of Police.
 - The officer is responsible for the care and maintenance of their rifle.
 - A record will be maintained of the weapon and all range qualifications for the officer, including completion of the Officer Owned Firearm Authorization.
 - The original Officer Owned Firearm Authorization will be placed in the officer's personnel file.
- D. A Patrol Rifle and ballistic plate carrier will be secured in the firearm safe in the SRO office at the Barre City Elementary School during the school year.

III. Procedures

A. **Training and Qualification**

- Officers selected for assignment to the Patrol Rifle Program must successfully complete a patrol rifle course approved by the Vermont Criminal Justice Council, (VCJC).
- In conformance with the firearms training protocol identified in **Barre City Police Department Operational Procedure #402 "Authorized Firearms & Weapons,"** officers shall qualify semi-annually with their assigned or authorized rifle on the Vermont Criminal Justice Council Annual Patrol Rifle Qualification Course.
- During semi-annual qualification, participating officers will also receive familiarization training with the rifle, this procedure, and **Barre City Police Department Operational Procedure #401, "Use of Force."**

- All training and qualification records will be maintained in conformance with **Barre City Police Department Personnel Procedure #305 “Training.”**

B. Deployment Guidelines

- Qualified officers shall only use a rifle in certain circumstances. The decision to deploy a rifle shall be in conformance with the training provided and based upon the information and resources available to the officer at the time, the risks created by use of the rifle and the danger posed by the suspect.
- Trained and qualified officers may use patrol rifles to:
 - Provide an immediate tactical response to calls involving armed and/or violent offenders.
 - Increase citizen and officer safety during high-risk incidents.
 - Provide for more accurate and controlled shot placement.
 - Penetrate ballistic body armor.

C. Qualified Officers may deploy the patrol rifle under any of the following conditions, (this list is not all inclusive):

- High risk vehicle stops and similar patrol encounters;
- Perimeter containment; barricaded suspects, hostage situations, and high-risk search warrants;
- Rural or K9 searches for fleeing felons or persons suspected of being armed;
- Suppression of subjects wearing armor, heavily armed subjects, criminals at financial institutions or critical facilities;
- Response to active shooter events or complex coordinated terrorist attacks;
- Upon the order of a supervisor for an extraordinary event or protective operation.

D. Officers will always consider the potential consequences of their actions when making the decision to use a patrol rifle. In addition to **Barre City Police Department Operational Procedure #401, “Use of Force”, officers must consider the following factors:**

- Reduced use of hands when using the rifle. Officers should not search or handcuff a suspect while holding the rifle, generally handcuffing, or searching requires the assistance of another officer.
 - If no other option exists, the rifle will be on safe and slung tightly against the officer’s chest or across the officer’s back;
- Potential background targets and extended ballistic range of a rifle;
- The possibility that the presence of the rifle may incite or aggravate a situation as opposed to being a protective measure.

E. Transportation and Storage

Patrol Rifles will be kept in one of three (3) conditions:

- **Safe condition** - The rifle will be placed in safe condition when the rifle is going to be inspected, checked for maintenance or during an interruption on the shooting line. The safe condition is as follows:
 - Magazine removed
 - Bolt locked to the rear
 - Selector switch on SAFE
 - Ejection port visible
 - **Cruiser Ready** - The rifle will be kept in the cruiser ready condition at all times when the rifle is not deployed. The cruiser ready condition is as follows:
 - Loaded magazine inserted
 - Bolt forward on an empty chamber
 - Selector switch on SAFE
 - Secured in a vehicle rack or in a protective case
 - **Ready/Tactical:** The rifle will be placed in the ready condition when the rifle is deployed for training or duty. The ready condition is as follows:
 - Loaded magazine inserted
 - Round chambered in the rifle
 - Selector switch on SAFE until ready to fire.
- F.** The rifle shall be stored in the trunk of the officer's assigned vehicle in a protective case or locked in the vehicle rifle rack in the cruiser ready condition. The exception is when the rifle is deployed for an incident, maintenance, or training. After use, the rifle will be returned to cruiser ready condition and stowed.

IV. Care & Maintenance

- A.** Officers are responsible for the periodic cleaning and lubrication of their assigned rifles in accordance with their training.
- B.** Only the Armorer shall perform maintenance other than normal cleaning and lubrication.
- C.** All rifles will be inspected by the Armorer at least once per year. The Armorer will maintain all records of maintenance to the rifle.
- D.** Any mechanical failure of the rifle will be immediately reported to an agency Armorer.

- E. Any damage to the rifle will be reported per established procedure.
- F. At the beginning of every shift, officers should inspect the patrol rifle in their assigned cruiser to ensure proper condition of readiness, that the red dot sight is operational, and that the weapon light produces sufficient illumination.

V. Reporting

- A. Anytime a Patrol Rifle is deployed, other than training or maintenance, the officer will document the deployment in the Incident Report for the original call that resulted in the deployment detailing their actions before the end of their tour of duty.
- B. In conformance with **Barre City Police Department Operational Procedure #401 “Use of Force,”** whenever a Patrol Rifle is discharged other than for training or dispatching a wounded animal, a Use of Force Report will be completed and submitted before the shift is completed.

VI. Removal from the Patrol Rifle Program

- A. Remedial training, reassignment and removal of a police officer that fails to successfully complete the Vermont Criminal Justice Council (VCJC) training and qualification requirements with the Patrol Rifle will be in conformance with the firearms training protocol identified in **Barre City Police Department Operational Procedure #402 “Authorized Firearms & Weapons,”** except;
- B. The Chief of Police may remove officers from the Patrol Rifle Program based on agency need, supervisory or firearms instructor recommendation.

VII. Cancellation

This written directive cancels and replaces **Barre City Police Department Operational Policy titled “Patrol Rifle” dated March 29, 2014**, and cancels, replaces and supersedes any directives in conflict therewith.

AUTHORITY:

Braedon S. Vail, Chief of Police

Index As:

Patrol Rifle
M4 Carbine
Rifle

, 2024