

Document Name	Description
110.01 - Written Directive System	The purpose of this Directive is to establish policy and procedure for the development, dissemination, and adherence to written Directives.
110.02 - Organizational Structure	The Garner Police Department is the primary law enforcement agency in the Town of Garner and is charged with providing a full range of law enforcement services.
110.03 - Department Goals and Objectives	The purpose of this Directive is to list the overall goals of the Garner Police Department. The Department designs and evaluates activities based on written statements of goals and objectives using the procedural guidelines provided.
210.01 - General Management of Reports	The purpose for this directive is to establish guidelines for completing daily, monthly, quarterly, and annual reports.
210.02 - Command Protocol/Supervisory Accountability	The purpose of this Directive is to establish the responsibilities of the Chief as well as an order of precedence for command of the Department when the Chief of Police is unavailable. This Directive establishes procedures for communication, coordination, and cooperation among agency functions.
210.03 - Limits of Authority and Discretion	The purpose of this Directive is to establish Departmental limits of authority and guidelines for imposing accountability on use of discretion.
210.04 - Agency Jurisdiction and Mutual Aid	The purpose of this Directive is to establish guidelines for this agency's jurisdiction and for rendering aid to adjacent or concurrent law enforcement agencies when necessary.
210.05 - Oath, Ethics and Values	The purpose of this policy is to establish and define a Mission Statement, Oath of Office and ethical behavior that must be subscribed to by all sworn personnel in the Department.
210.06 - Officers as Agents for Private Property	The purpose of this policy is to establish guidelines and standards so that officers of the Garner Police Department can act as agents of property owners for the purpose of enforcing trespassing laws set forth by G.S. 14-159.13.
210.07 - Fiscal Management	The purpose of this Directive is to provide for the authority and responsibility of fiscal management within the Garner Police Department.
210.08 - Social Media	To provide guidelines for department employees concerning the release of information to social media sites in order to ensure the protection of the property, images and reputation of the Garner Police Department and its employees. This directive is not meant to address one particular form of social media; rather social media in general, as advances in technology will occur and new tools will emerge.

220.01 - Planning and Research	The purpose of this Directive is to establish procedures for the planning and research functions of the Garner Police Department.
220.02 - Crime Analysis	This Directive establishes guidelines for the function of crime analysis.
310.01 - Allocation and Distribution of Personnel	The purpose of this directive is to establish procedures for assigning and distributing all Garner Police Department personnel and resources according to Department and community needs.
310.02 - Classification and Benefits	The purpose of this Directive is to establish policy and procedure for employee compensation and benefits.
310.03 - Recruitment	The purpose of this directive is to provide guidelines for the recruitment of qualified applicants who reflect the Department values of commitment, integrity, and professionalism.
310.04 - Selection	The purpose of this Directive is to set uniform procedures for the selection process of employees. The Garner Police Department is committed to selecting and hiring highly qualified candidates who possess applicable skills and who are sincerely motivated to pursue a career in law enforcement.
310.05 - Career Alternatives & Opportunities Program	To encourage employee development and to select the most qualified persons for all sworn Department positions using competency-based evaluation and selection processes.
310.06 - Performance Evaluations	The purpose of this Directive is to establish policy and procedure for the administration of the Department's performance appraisal system. To achieve its stated objectives, a law enforcement agency must be able to depend upon satisfactory work performance from all its members. Performance appraisal is the measurement of the employee's on-the-job performance of assigned duties by the employee's supervisor. The nature and the quality of a person's performance have a bearing on their working life in the agency, on the manner in which they relate to management, and on their assignments and promotions. It is important that the principles of appraisal be applied to ensure the best use of human resources available, to ensure that personnel problems can be identified and dealt with promptly
310.07 - Awards Program	The policy of the Garner Police Department is to recognize individual employees, teams of employees, and members of the public for significant accomplishments and contributions to the Department and the community.
310.08 - Secondary Employment	The purpose of this Directive is to set forth guidelines to govern secondary employment by employees of the Garner

	Police Department.
310.09 - Line of Duty Death Policy	The purpose of this written directive is to establish governing procedures for department members when they are called upon to provide family notification and/or victim assistance for a line of duty death or serious injury involving a member of the department.
310.11 - Early Intervention System	The purpose of this directive is to establish policy and procedure for the administration of the Department's Early Intervention System as a means of improving employee performance and avoiding the need for disciplinary action whenever possible.
310.12 - Physical Fitness	It is the policy of the Garner Police Department to ensure that all sworn employees can perform the essential functions of a sworn police officer. We also encourage physical fitness for our employees as a means of promoting officer and public safety and the professionalism of the Department.
310.13 - Military Deployment and Reintegration Program	The purpose of this directive is to develop and maintain a comprehensive deployment and reintegration program for Department employees who are called to and subsequently return from military service. This is accomplished by providing individual and family support along with instruction at the Department level in those subjects pertinent to established methods, techniques, and procedures.
310.14 - Temporary Duty Assignments	The purpose of this directive is to establish the authority for assigning eligible personnel to temporary duty in lieu of requiring an absence from work and/or the use of personal leave time.
320.01 - Complaint Investigation	The purpose of this directive is to establish guidelines controlling the investigation of complaints involving the Garner Police Department and/or our employees so that we instill and maintain public trust in the organization and ensure sound ethical behavior by all employees. More detailed procedures and information regarding complaint investigation is found in the Department's Internal Affairs Manual.
320.02 - Disciplinary System	It is the policy of the Garner Police Department to administer discipline in a fair and equitable manner consistent with the provisions of the Town of Garner Personnel Policies and Procedures Manual.
320.03 - Grievance Procedures	The purpose of this Directive is to provide the employee with information on the grievance process for the Town of Garner. The Town has established a formal grievance procedure. Specific procedures for filing and processing of grievances are

	found in the Town of Garner Personnel Policies and Procedures Manual.
320.04 - Sexual Harassment	The purpose of this Directive is to establish policy and procedure to address sexual harassment in the workplace.
330.01 - Training Development	The Garner Police Department will use all available resources to provide employees with continuous, relevant, and innovative job-related training. This directive supplements GPD directive 310.05 Career Alternatives & Opportunities Program.
330.02 - Field Training and Evaluation Program	The purpose of this directive is to provide an overview of the Field Training and Evaluation Program utilized by the Garner Police Department.
330.03 - Bloodborne Pathogen Exposure Control Plan	It is the policy of the Department that all employees utilize universal precautions in order to minimize the likelihood of exposure to infectious diseases. All police personnel are to comply with the safety procedures contained in this directive when confronted with blood or bodily fluids, items contaminated with blood or bodily fluids, or persons of identified high-risk groups.
330.04 - Respiratory Protection Plan	It is the Policy of the Garner Police Department to outline how we identify and evaluate hazards warranting respiratory protection, respiratory equipment needs, and provide training in the proper use, selection and care of respiratory equipment. This program complies with 29CFR 1910.134 and related North Carolina Codes.
410.01 - Uniform/ Equipment for Officers	The purpose of this directive is to specify the requirements for the issuance, wearing, maintenance, and disposal of equipment and uniforms for officers.
410.02 - Inspections	The purpose of this directive is to establish policy and procedures for Departmental Inspections.
420.01 - Department Vehicles	The purpose of this directive is to establish guidelines for issuing, maintaining, marking, and equipping Department vehicles not defined as special purpose vehicles.
420.02 - Special Purpose Vehicles	The purpose of this directive is to establish guidelines for issuing, maintaining, and equipping special purpose vehicles utilized by the Garner Police Department.
430.01 - Computers & Electronic Messaging Devices	The purpose of this Directive is to provide officers with guidance on the proper use of department owned computers and related electronic messaging systems utilized in this agency for purposes of disseminating electronic mail, utilizing services of the internet and related electronic message transmission devices.

430.02 - Use of Recording Devices	To establish guidelines and procedures for employee use of recording devices to reliably and lawfully record contacts with others.
430.03 - Alcohol Screening Devices	The purpose of this directive is to establish guidelines for the use of portable alcohol screening devices.
510.01 - Evidence and Property Submission	The purpose of this directive is to establish procedures for the security, handling, submission, and regulation of evidentiary, found and recovered property and the maintenance of the chain-of-custody when appropriate and necessary.
510.02 - Collection and Preservation of Evidence	The purpose of this Directive is to establish and carry out a standard method for the collection and preservation of evidence that is obtained by the Department.
510.04 - Agency Owned Property	To establish Department guidelines to govern Town-owned and Police Department assigned assets, equipment, and property.
510.05 - Records Management	The purpose of this Directive is to establish guidelines for the administration of the Department's Records Management System.
610.01 - Personnel Rules and Regulations	The purpose of this policy is to establish rules and regulations to guide and direct all Department employees, with specific requirements for sworn employees in the performance of their duties as Garner Police Officers.
710.01 - Use of Force	This directive serves as guideline for the use of force and reporting by sworn officers for the Garner Police Department. The directives contained in this section are for agency use only and do not apply in any criminal or civil proceedings. These directives will not be construed as creating a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of these directives will only form the basis for agency administrative sanctions. Violations of law will be the basis for civil and criminal sanctions in recognized judicial settings.
710.02 - Weapons Authorization & Use	The purpose of this policy is to establish policies and procedures for the authorization and use of Department issued and Department approved firearms and other weapons by sworn employees.
710.03 - Service of Legal Process	The purpose of this directive is to establish policy and procedures for the service of legal process documents in accordance with existing laws.
710.04 - Prisoner Custody Responsibilities	It shall be the policy of the Department to take every reasonable precaution to provide security and prevent escape, injury, or death to police personnel, prisoners, or other citizens while maintaining custody of and transporting prisoners.

810.01 - Emergency Vehicle Response	The purpose of this directive is to establish guidelines for emergency vehicle operation and the use of emergency vehicular warning devices.
810.02 - Vehicle Pursuit	The purpose of this directive is to establish guidelines to be followed during vehicular pursuit. Vehicular pursuit of fleeing suspects can present a danger to the lives of the public, police officers, and suspects involved in the pursuit. When carried out under carefully prescribed conditions it is acknowledged that vehicular pursuits are necessary to protect the public and benefit society. However, no assignment is of such importance, and no task is to be expedited with such emphasis, that the principles of safety become secondary. This directive is designed for internal Departmental use and is not intended to create a higher standard of care or performance than normally required by law.
810.03 - Special Response Team Operations	The purpose of this directive is to establish guidelines and procedures for the activation and deployment of the Department's Special Response Team.
810.04 - Crisis Negotiation Team	The purpose of this is to establish policy and procedure for the deployment of the Crisis Negotiation Team (CNT).
810.05 - High Risk Incidents	The purpose of this directive is to establish guidelines and procedures for the execution of special operations, including but not limited to responding to and managing high-risk incidents.
810.06 - Incident Command System	The purpose of this directive is to establish a systematic and logical plan for police response to all hazards, including critical and high risk incidents, in the Town of Garner utilizing the Incident Command System (ICS).
810.07 - All-Hazards Planning & Response	The purpose of this directive is to establish guidelines for planning for and responding to critical incidents, special events and unusual occurrences occurring in or otherwise impacting the Town of Garner. (Note " high risk situations are defined and addressed in GPD directive 810.05 " High Risk Incidents).
810.08 - Searches and Planned Operations	The purpose of this Directive is to establish policy, procedures and guidelines for the execution of searches, search warrants and planned operations. The Fourth Amendment of the Constitution of the United States regulates searches and seizures of persons and property. It is imperative that officers conduct such actions in a lawful manner, acting as a reasonably cautious and prudent officer would act based on his training and experience.

810.09 - Search & Recovery Operations	The purpose of this Directive is to establish policy and procedures to be used during incidents involving lost or missing persons.
810.10 - Department On-Call Procedure	This directive establishes guidelines for all police personnel who are compensated for being placed on-call or on stand-by. The purpose of the patrol on-call schedule is to provide the patrol supervisor with the option of calling in additional personnel, if needed. The purpose of the investigation on-call schedule is to ensure an investigator is available to respond after normal business hours when needed.
820.01 - Patrol Operations	The purpose of this directive is to establish standard operating procedures for Patrol Division operations related to shift assignments, district assignments, shift changes, shift rotation, and other general operational information.
820.02 - Telephone Reporting	The purpose of this Directive is to establish a telephone reporting program to respond to citizen complaints or requests in a timely, efficient manner.
820.03 - Victim-Witness Assistance	The purpose of this Directive is to establish policy and procedures regarding the development, implementation and perpetuation of appropriate victim/witness assistance programs.
820.04 - Domestic Violence	This document establishes a standardized policy for effective response to domestic violence related calls.
820.05 - Escorts	The purpose of this Directive is to establish guidelines for police vehicular escorts by members of the Garner Police Department.
820.06 - Other Agency Notification	The purpose of this Directive is to establish guidelines for circumstances, requiring the notification of the Medical Examiner, Street/Highway Department, Public Utilities, and News Media.
820.07 - Canine Unit Administration and Operations	The purpose of this directive is to establish policies and procedures for the Garner Police Department's Canine Unit.
820.08 - Identity Fraud	The purpose of this directive is to establish procedures for reporting and investigating the crime of identity theft.
820.09 - Bias Free Policing	This policy prohibits bias based profiling and establishes procedures to ensure that no law enforcement actions taken by members of the Garner Police Department are taken solely because of race, ethnicity, national origin, gender, sexual orientation, religion, economic status, age, cultural group, or other identifiable group.
820.10 - Procedures for Missing Persons	The purpose of this directive is to establish procedures for reporting and investigating missing persons.

820.11 - Interaction with the Mentally Ill	The Garner Police Department is committed to treating all persons with fairness, respect, and dignity. Realizing that mentally ill persons can present challenges for law enforcement interaction, the Garner Police Department has established this policy for the protection of persons during these encounters.
820.13 - Ride-Along Program	The purpose of this directive is to establish guidelines for the department's Ride-Along Program.
830.01 - Traffic Administration	The purpose of this directive is to establish policy and procedure for traffic administration, traffic engineering pertaining to the police function, and supplemental traffic services.
830.02 - Traffic Law Enforcement	The purpose of this directive is to establish policy and procedure for the enforcement of traffic laws and regulations.
830.03 - Traffic Accident Investigation	The purpose of this Directive is to establish policy and procedures to be followed during a traffic accident investigation.
830.04 - Traffic Engineering	The purpose of this Directive is to establish guidelines between the Garner Police Department and local traffic engineering and highway department authorities for close coordination and cooperation, which are essential to the maintenance of a safe and efficient highway system.
830.05 - Traffic Direction and Control	The purpose of this directive is to establish guidelines to assist personnel in their duties pertaining to the movement and control of vehicles and pedestrians.
830.06 - Traffic Ancillary Services	This directive serves as a guideline for the Department's handling of the many diverse traffic-related ancillary services. These services are activities that have an indirect effect on traffic flow and are often responses to citizen-generated requests for assistance.
830.07 - Traffic Checking Stations	Establishes guidelines and procedures to be used for the physical construction and operation of a checking station.
840.01 - Criminal Investigations	The purpose of this directive is to establish policy and procedure to ensure effective and efficient investigations of criminal activity and related incidents.
840.02 - Vice, Drugs and Organized Crime	The purpose of this directive is to establish policy and procedure for the investigation of activity associated with drugs, vice, and organized crime.
840.03 - Confidential Informants	This directive establishes policies and procedures for the use and control of confidential sources of information and the control and disbursement of funds intended for assisting with investigations.

840.04 - Intelligence Activities	The purpose of this Directive is to establish policy and procedures for gathering, analyzing, and distributing information regarding intelligence activities affecting the enforcement operations of the Garner Police Department.
840.05 - Juvenile Operations	The purpose of this directive is to establish policy and procedure relating to juvenile operations for the Department. Sworn and civilian employees are responsible for proper procedures in juvenile matters; sworn employees are responsible for selecting the least restrictive course of action appropriate to the situation and the needs of the juvenile. It will be necessary to cooperate with Juvenile Court Counselors, Social Service Workers, and other agencies to coordinate efforts and share information.
850.01 - Crime Prevention & Community Relations	The purpose of this Directive is to describe Community Services and the Garner Police Department's commitment to Crime Prevention and Community Relations. Community Services will develop and implement comprehensive programs designed to foster and improve police/community relations, and to anticipate and appraise crime risks and initiate action to reduce or remove such risk.
850.02 - Animal Control Program	The purpose of this Directive is to provide a description of the Animal Control Program, the duties and responsibilities of an Animal Control Officer, and guidelines for proper response to animal related calls for service by both animal control officers and police officers.
850.03 - Police Communications	The purpose of this directive is to provide regulations and procedures for the radio dispatch of police calls for service, and for ensuring effective radio communication among police units and the Raleigh Emergency Communications Center (RECC).
850.04 - Volunteer Resources	The purpose of this Directive is to provide guidance on using volunteers to assist the department, improve community relations, and form working partnerships between the department and the community.
850.05 - Media Relations and Public Information	To establish procedures outlining the timely release of information to the public, media, and other organizations without compromising Department operations and the safety of all personnel or violating local, state, or federal laws.
850.06 - Volunteer Police Chaplain Program	The purpose of this directive is to establish procedures and guidelines for the volunteer position of Police Chaplain for the Garner Police Department. Police Chaplains are not intended, nor do they wish to replace an individual's clergy or faith.
850.07 - Pharmaceutical Drug	The Garner Police Department recognizes the value of

Disposal Program	cooperation with a pharmaceutical drug disposal program that provides safe and efficient means for the collection and proper disposal of pharmaceutical drugs no longer needed by the public. The intent of the Medicine Drop Permanent Collection Box Program is to provide citizens a convenient method to properly remove unneeded medications from their homes, thereby reducing the possibility for accidental or intentional misuse. This program also provides an environmentally safe alternative to disposing of medications in the community landfill, sewer or septic systems.
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