

Smithfield Police Department



2019

End of Year Report

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2019 End of Year Report

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Section 1

Smithfield Police Department Organization

The Smithfield Police Department is comprised of forty-one full time sworn Law Enforcement Officers and four civilian personnel. The department currently has four part time reserve sworn Law Enforcement officers that can work special events or assignments if needed.

The Chief of Police serves as the ultimate authority for the Department. The Support Services Commander, Patrol Commander and Accreditation Manager work directly for the Chief of Police.

The Accreditation Manager, Animal Control Officer, Records Clerk, Administrative Assistant are all civilian personnel. The Accreditation Manager works directly for the Chief of Police. This position serves a dual role as Evidence Clerk for the department.

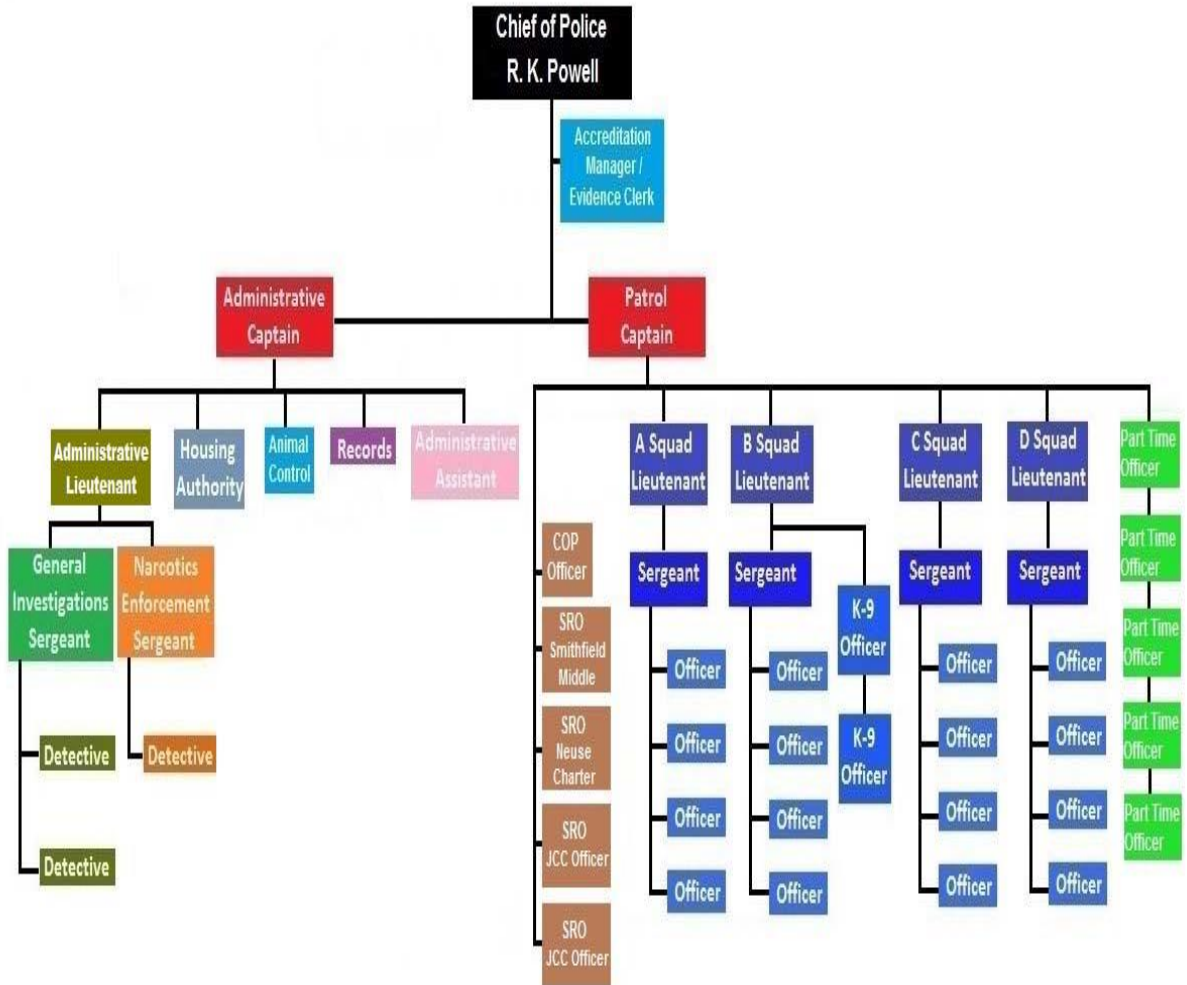
The Support Services Commander which holds rank of Captain and supervises the Investigative Division which includes the Narcotics Division, Animal Control, Records, Housing Authority Officer and the Administrative Secretary/Receptionist; he also serves as the Public Information Officer. He is responsible for the Professional Standards function as well as departmental training and any other duties assigned by the Chief of Police.

The Patrol Commander which holds rank of Captain and is responsible for the Patrol Division, fleet management, radar unit maintenance, equipment maintenance, canine units, reserve officers, school resource officers, community policing, special event planning and any other duties assigned by the Chief of Police.

The Patrol Division consists of four separate squads. Each squad consists of one Shift Commander which holds the rank of Lieutenant, one Sergeant and a four patrol officer positions. The officers assigned to the squads shall answer directly to their respective sergeant, who in turn reports to his/her Shift Commander. The Shift Commanders report directly to the Patrol Commander.

In the absence of the Chief of Police (out of town, incapacitated, or otherwise unable to command), the Captain with the most tenure (by time in the rank) assumes the duties as Acting Chief of Police. This responsibility filters down to the senior Lieutenant (by time in rank) should neither Captain be available.

Smithfield Police Department Organizational Chart



Revised 03/11/2020

Section 2

Division information & Stats

Smithfield Housing Authority

By
Officer K.B. Smith

Smithfield Housing Authority has six neighborhoods in various areas of Smithfield. They consist of 205 residential apartments with 420 residents. The following are the locations of Smithfield Housing Authority's property:

Brooklyn Circle: Dundee Street / S. Sixth Street / Mill Street / Crump Street / Glenn Street

Marrow Court: E. Rose Street / S. Fifth Street

Forbes Manor: Finney Drive

Woodall Heights: Martin Luther King Jr. Drive / Furlong Drive

Wilkins Court: Martin Luther King Jr. Drive / E. Lee Street / West Street

Edgerton Court: Dail Street / Maple Street

The following is what the Smithfield Housing Authority (SHA) expects from the Smithfield Police Housing Officer:

1. Run criminal background checks on all applicants and return results to SHA so the applicant can be considered for approval or rejection.
2. Participate in orientation program for new residents.
3. Check Police Department incident and arrest logs weekly and provide copies to SHA for any incidents involving residents or SHA properties.
4. Maintain a list of persons trespassed from SHA developments and help enforce trespassing laws if persons return to SHA developments.

5. Check in daily at the SHA main office, located at 801 S. Fifth Street.
6. Maintain complaint investigation forms, document investigations and issues involving the possible non-compliance of SHA lease rules. (Needed should we decide to terminate a lease).
7. Work a flexible work schedule as dictated by events and issues occurring at SHA properties.
8. Attend various Housing Associations "Protective Services Workshops" at SHA expense as budget allows.
9. Visit other public housing agencies to network with their Officers to gain ideas and best practices to better SHA.

Smithfield Housing Authority Statistics

The following are the statistics for 2013 to 2019. These are performance measures which create a baseline for the future.

REPORTS TAKEN ON SMITHFIELD HOUSING AUTHORITY PROPERTY:

January 1, 2013 - December 31, 2013.....	35
January 1, 2014 - December 31, 2014.....	36
January 1, 2015 - December 31, 2015.....	38
January 1, 2016 - December 31, 2016.....	43
January 1, 2017 - December 31, 2017.....	30
January 1, 2018 - December 31, 2018.....	27
January 1, 2019 - December 31, 2019.....	26

ARRESTS ON SMITHFIELD HOUSING AUTHORITY PROPERTY:

January 1, 2013 - December 31, 2013.....23
January 1, 2014 - December 31, 2014.....30
January 1, 2015 - December 31, 2015.....27
January 1, 2016 - December 31, 2016.....22
January 1, 2017 - December 31, 2017.....17
January 1, 2018 - December 31, 2018.....15
January 1, 2019 - December 31, 2019.....9

EVICTIONS DUE TO CRIMINAL ACTIVITY:

January 1, 2013 - December 31, 2013.....5
January 1, 2014 - December 31, 2014.....11
January 1, 2015 - December 31, 2015.....11
January 1, 2016 - December 31, 2016.....6
January 1, 2017 - December 31, 2017.....13
January 1, 2018 - December 31, 2018.....12
January 1, 2019 - December 31, 2019.....12

CRIMINAL HISTORIES COMPLETED:

January 1, 2013 - December 31, 2013.....229
January 1, 2014 - December 31, 2014.....203
January 1, 2015 - December 31, 2015.....207
January 1, 2016 - December 31, 2016.....196
January 1, 2017 - December 31, 2017.....187
January 1, 2018 - December 31, 2018.....175
January 1, 2019 - December 31, 2019.....111

Smithfield Housing Authority 2019

In 1991 the Smithfield Police Department and Smithfield Housing Authority partnered together to reduce crime within the Smithfield Housing Authority communities. The Smithfield Police Department applied for and won a grant to have an officer designated to reduce drug activity within the Smithfield Housing Authority communities. When the grant expired the Smithfield Housing Authority wanted to keep an Officer specifically working their property. Due to the success of that project the Smithfield Housing Authority decided to enter into a contract with the Smithfield Police Department to pay a portion of an officer's salary to work this position.

For all new applicants that applied with Smithfield Housing Authority we implemented an orientation process. In this process the Housing Authority Police Officer performs criminal background checks, performs interviews, presents the rules and regulations to all applicants that have been approved for housing and explain violations that could result in an eviction. By doing this we have reduced the criminal eviction rate significantly. With this process we have developed great tenants and excellent communities.

The Smithfield Housing Authority also maintains a trespass list. This allows SHA Officers to trespass anyone from the property that has caused problems on the property as well as anyone with a felony conviction or serious misdemeanor convictions.

To bring all the communities together and show appreciation for the residents doing an excellent job on reducing crime and taking back their neighborhoods, we have annual community cookouts. Our first community cookout was held in August 2007. We had hundreds of residents turn out for this cookout. We continue to have cookouts and have found this to be a great time for the residents to meet their neighbors. The children and the residents look forward each year to this event. It has been a great way to show the partnership between Smithfield Police Department, Smithfield Housing Authority and their residents.

Thank You,

Officer K.B. Smith

Smithfield Police Department

Cellular: (919) 320-3028

kbsmith@smithfieldpd.org



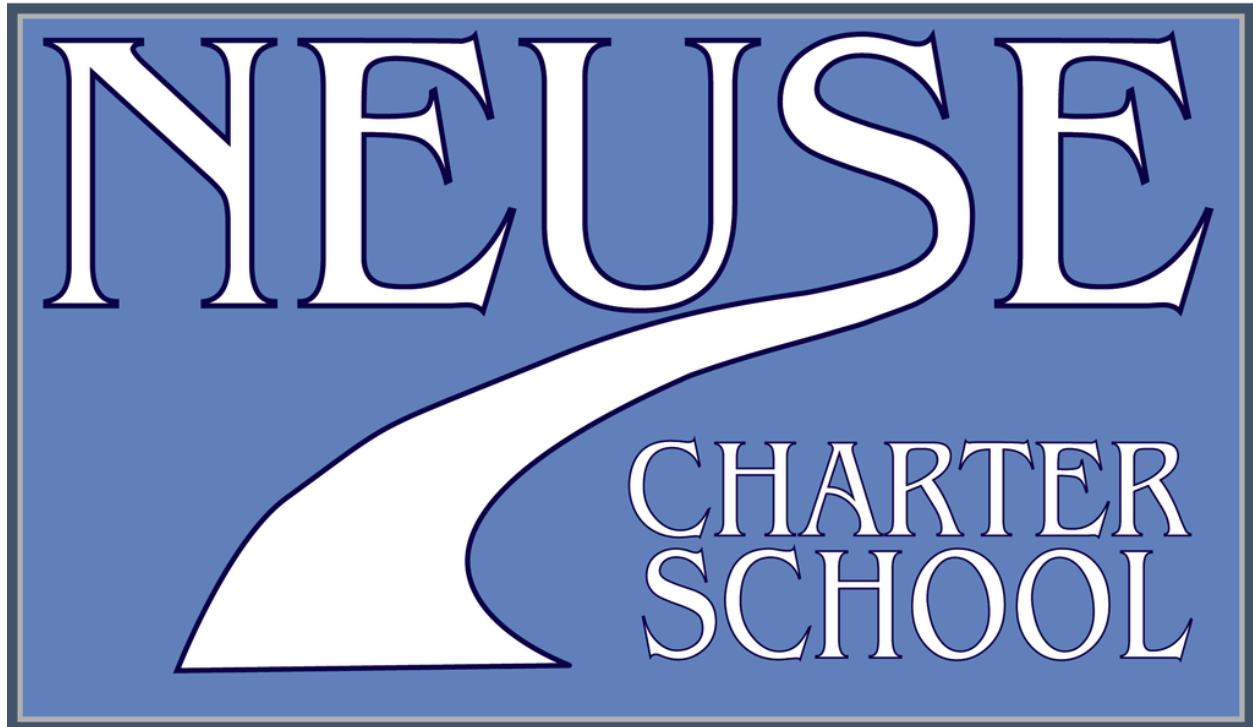
2019 Year End Report of Neuse Charter School and Smithfield Middle School

A School Resource Officer (SRO) has an important role in the community and has many responsibilities. Some of those responsibilities are as follows:

- Provide law enforcement and police services to the school and school grounds they are assigned.
- Work to prevent juvenile delinquency through close contact and positive relationships with students.
- Establish and maintain a close partnership with school administrators in order to provide for a safe school environment.
- Attend and participate in school functions.
- Develop and implement classes in law related education to support the educational efforts of the faculty and promote the profession of police officer.
- Work with guidance counselors and other support staff to assist students and help with conflict resolutions.
- Increase the visibility and accessibility of police in the school and be a positive role model.

The role of the School Resource Officer comes with many responsibilities. Not only does the SRO work to keep the school safe, but they also build positive relationships with the students. The School Resource Officer position provides a wonderful opportunity for students to engage with a police officer in a non-threatening environment. So often the only time people encounter police officers is during very stressful situations. Either they have been stopped by the police, have been involved in an accident, or the police have been called to their location after some crime has been committed. The School Resource Officer positions allow students to talk to a police officer and ask questions about what police officers do. The Smithfield Police Department currently has two School Resource Officers; Officer S.L. Cook is assigned to Neuse Charter School and Officer R.J. Stewart is assigned to Smithfield Middle School.

Welcome to



Home of the Cougars

Neuse Charter School

2019 has seen a lot of changes in the administration of Neuse Charter School. The previous Executive Director re-signed, and the Elementary School Principal resigned her position. A reshuffling of positions also occurred with the new Interim Executive Director combining responsibility to Middle and High School Principals with managing K-5. Officer Cook has worked closely with the administration to ensure a smooth transition to the new leadership.

During the past school year, as in previous years, there have been several issues of bullying in the elementary, middle and high schools. Officer Cook has had the opportunity to come into several classrooms in the elementary school and the high school and speak with the students

about bullying. He has also had the opportunity to work with the Freshman Seminar class to discuss bullying and ways to deal with bullies. Through these presentations, a positive dialogue was established between Officer Cook and the students.

Officer Cook also had an opportunity to work with the High School Forensic Science class. He was able to bring in a Detective to speak with the students about crime scene investigations and to also answer the student's questions about investigations and police work in general. He was also able to teach an entire section on the influence of impairing substances and how Police Officer's utilize Standardized Field Sobriety Testing to determine whether someone was impaired.

As in previous years, the biggest issue at Neuse Charter School remains traffic. The school has grown again over the past year and currently has over 900 students. The number of cars coming during student drop off and pick up has increased dramatically over the past few years. Unlike previous years however, we have been able to reroute traffic on the school grounds to help alleviate some of the traffic issues. Administration has also worked with parents to help reduce the number of accidents and traffic complaints on Booker Dairy Road. There has been a marked reduction in the number of vehicle accidents so far this school year. With the completion of the Booker Dairy Rd. project along with the Kellie Dr. extension project, traffic has been much more manageable. Officer Cook is no longer needed to direct traffic and is able to walk the carpool line and interact with students and parents.

Officer Cook looks forward to continuing to build the relationships established in the first half of the school year and building new relationships as new staff and students join the school.





2019 Year End Report of the Smithfield Middle School Resource Officer

This will make Officer Stewart's third year as the Smithfield Middle School Resource Officer. His primary responsibility is to provide immediate response to situations and incidents at the school. These services include, but are not limited to, emergencies of any type, active shooter response, liaison between the police department, parents, and the school, deterring and detecting criminal activity, educating and providing mentorship. An SRO is present during the school week as well as anytime school administration requests their presence during extracurricular activities which includes dances, academic events, sporting events, and public open houses.

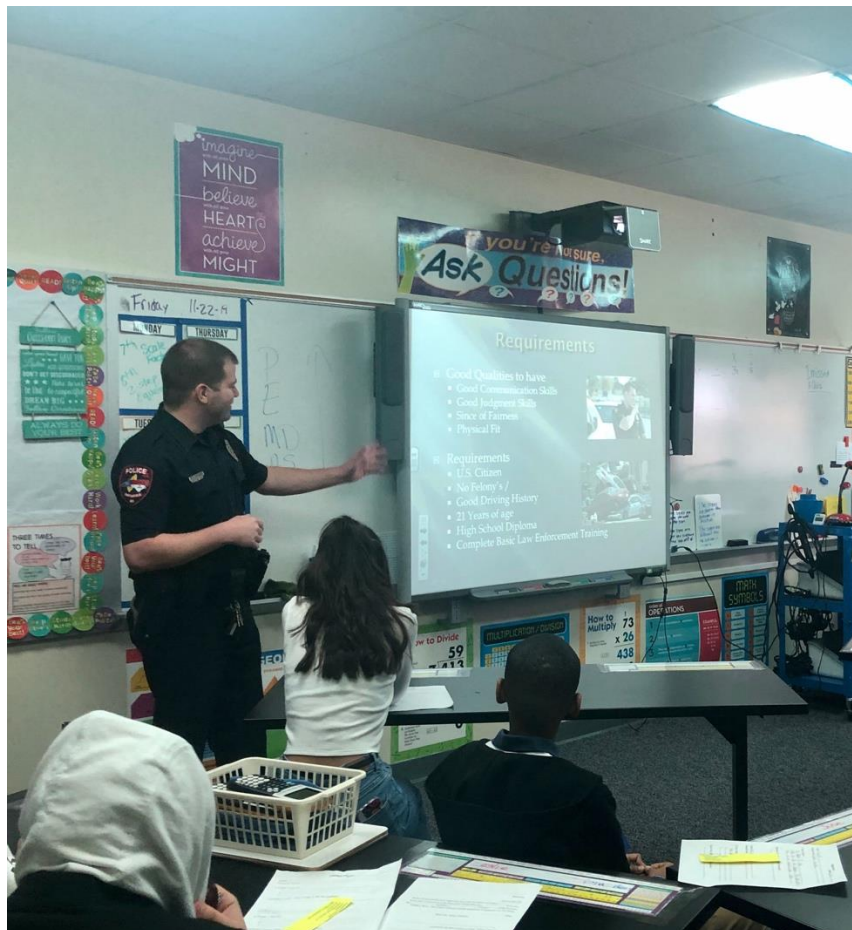
The SRO conspicuously monitors Buffalo Rd during arrival and departure times to act as a visual deterrent for speeders and aggressive drivers as well as assisting patrol squads with radar enforcement in the school zone. After school has taken in, the SRO patrols the school building as well as parking lot to protect against potential predators and unwanted persons. Throughout the day security checks are completed on the exterior doors to ensure they are properly closing and secured. The SRO interacts with and monitors students during their lunch period as well as during any large assemblies. Issues which arise at Smithfield Middle School which warrants the filing of Juvenile Petitions is handled by the SRO.

During the previous year Officer Stewart has assisted with numerous events and drills that include but are not limited to lock down drills, fire drills, tornado drills, shop with a cop and 8TH grade career day. During career day the SRO presented and explained information to approximately 40 8th grade students about the steps necessary to enter into a law enforcement career. The SRO answered numerous questions the 8th grade students presented relating to a

career in law enforcement. During the school day the SRO participates in various classes to include gym, intermural and any other class on request. The SRO is able to explain first-hand knowledge and accounts of the Judicial Process and explain potential dangers of drug and alcohol use and abuse.

During the last year the SRO assisted school administration with implementing new security procedures. The SRO assists the school social worker with truancy cases, helps clarify child custody orders, domestic violence protection orders and various other orders. After school the SRO patrols bus stops for potential issues as well as monitor problem areas for illegal bus passing.

GO KNIGHTS!



8th Grade Career Day

2019 JCC / SRO
End of Year Report

- **Johnston County High Schools / Early College and Career technical Learning Academy**



The student body at Johnston Community College is very diverse in both age and motive. For example, the college is home to two Johnston County High Schools. Also, the college maintains an active adult continuing education program. Needless to say, we are tasked with both monitoring high school students as young as thirteen, and convicted felons placed in on-campus continuing education classes by the courts.

- **Parking Enforcement / Parking Lot Safety**

To assist with this challenge, we have strived to remain available for both high schools at JCC. For example, Officer Ealy has been very active with the high school's driver's education program as a regular guest speaker. It should be noted that he spoke in January and September 2019. In addition, we talked to the Early College High School students in August of 2019 at the beginning of the school year on campus safety.

One of the main challenges we have continually faced at JCC is traffic enforcement and pedestrian safety in the campus parking lots. Safety in the parking lot becomes especially challenging in between daytime classes Monday through Thursday. To alleviate student concerns, we maintain an active police presence patrolling the parking lots and assisting students as necessary. Also, we do keep an active presence during the night hours as well.

Also, Officer Ealy and I have, on multiple occasions, assisted with event parking during conferences special events.

- **Care Team / Students in Crisis**



In a college setting like JCC, we do have dual roles as both enforcement and emotional support and encouragement. For example, Officer Ealy and Officer Parker are both members of the Johnston Community College Care Team. Our roles within the team are to be active participants within the affairs of those suffering a mental health crisis.

- **Community Outreach**

Officer Ealy and I were very fortunate to be active participants in multiple community outreach events. For example, on November 14th, we assisted with JOCO Works. This event brought nearly 4000 Middle School children from across the county over a two-day period.

Also, we assisted with the planning for National Night Out on August 6thby, securing generators, picnic tables, and extension cords.

- **Chid Care**

Officer Ealy and I, when possible, read books to the children in the daycare. It should be noted the many of the children know us by name.

- **Safety and Security**

Officer Ealy and I did over 200 bank escort in 2019. We took multiple 10-50 reports and assisted with in-area calls on numerous occasions.

In addition, we investigated multiple crimes, for example

2019-0000488 Felony Larceny

2019-0000514 Felony Identity Theft

2019-00021581 Forgery

2019-0001247 Disorderly Conduct

2019-0001366 Assault Physical

2019-0000482 Found Property

Larceny, Theft of Auto Parts

To name a few as well as responding to multiple disturbance and suspicious person calls.

- **Relentless Officer Presence**

Consequently, Officer Ealy, I believe that the single biggest accomplishment we have achieved is a low call volume, low property crime, and nearly non-existent call history via relentless officer presence and patrol.

Smithfield Police Department

2019 K-9 Unit Report

The Smithfield Police Department has had a K-9 Unit in effect since 2010 to provide the police department with a much-needed tool for the service of the community. The unit is made up of two K-9 teams. One of which is assigned to A and B squads and one assigned to C and D squad.

This year we have had a few changes to the unit. Officer Cutchins retired his K-9 Diesel and left the department. The position was filled by Officer J. Sittig and his K-9 partner, Karuz. There was a slight gap in the time that Officer Cutchins left and Officer Sittig was trained with his K-9 partner. At this time, we still have one K-9 position open and we hope to fill it in the near future.

The K-9's are trained in the detection of narcotics and also to track people. The K-9's have been utilized to track missing persons and also to find fugitives. The K-9's are also bite trained to protect their handler and also to protect others as well.



We currently have German Sheppard's that were obtained through Ventosa Kennels in Scotland Neck, North Carolina. The K-9 teams have to constantly train to comply with state regulations and have to recertify the K-9's every year. This is to ensure that the K-9's are withholding to the standards that are set by the state.

K-9 Activities for the Year of 2019

Marijuana:	71.7 grams
Heroin:	2.4 grams
Methamphetamine:	125.4 grams
Cocaine:	2.4 grams
Opiates:	14 grams
Other:	8 grams
US Currency:	\$3,855
Paraphernalia:	34
Misdemeanor arrests:	23
Felony arrest:	34



Evidence 2019 Year End Report



The most important part of any case is the preparation and storage of evidence. The chain of custody has to be without question, we must be able to show where the evidence is at all times and every time you may have come into contact with the evidence prior to it going to trial. In some cases, the evidence must be maintained for over 20 years due to the new orders surrounding the disposal of evidence. Due to case law, DNA evidence must be maintained indefinitely. The evidence must be properly handled for it to be admissible in court.

Patrol Officers or Investigators collect evidence and package it for submittal to the SBI lab for analysis or to be held for court purposes. The evidence and evidence sheets are inspected by the officer's respective supervisor before being placed into the temporary evidence storage lockers. There are twelve attached lockers to the front of the evidence room and four larger separate lockers in the booking room. Evidence that is too large is placed in a secure outside facility. The lockers are emptied on a daily basis by the evidence custodians.

The department currently has two evidence custodians that are responsible for the evidence room. One is a sworn police officer (Administrative Captain) and the other holds a civilian position (Accreditation Manager) within the police department. These individuals are the only people that have access to the evidence room. These individuals have other duties as well as the evidence room and have to make sure to allot time to the evidence room so that it

does not get backed up with items to be entered. It takes a minimum of 20 hrs. a week to keep the evidence room in proper working order. Some weeks this is difficult due to other issues that arise during the work week. We also have to make sure that evidence is taken to the SBI Lab in a timely manner. We have currently set up a time for evidence to be taken to the lab every two weeks. The schedule assigns a member of the narcotics division, the Administrative Captain or the Accreditation Manager.

The evidence has to be logged into the records management system prior to being placed into the appropriate storage bin that is located in the evidence room. The proper paperwork has to be completed and signed each time the custody of evidence exchanges from one person's control to another person. If it goes to the lab or court the appropriate paperwork has to be completed and the officer taking it has to sign for the evidence prior to it leaving the evidence room. The custody of the evidence then has to be changed in the records management system to reflect that the item(s) have gone to the SBI lab or to court.

The evidence room consists of one large room that is secured with two locks and is monitored by a security system (alarm). The evidence room is not very large and is often cramped due to the amount of evidence that is collected. A gun safe for securing weapons is also in this room, as well as a refrigerator that is used to keep items cold (biological items, etc.). A large steel cabinet is against the back wall so that narcotics, jewelry, and currency can be secured. One wall is covered with shelves that contain bins for each of the officers that are employed at the department as well as some that are no longer here. These bins maintain the officer's evidence that has been collected.

A drying cabinet for wet items is on the outside of the evidence room but has been placed inside a metal cabinet that is secured with a lock. The key to the lock has been provided for the entry of the drying cabinet by an officer or detective for items that are collected after hours which need to be dried. The key is then to be placed into a temporary storage locker, which may only be accessed by the evidence custodians, so as not to compromise the chain of custody or to provide an opportunity for anyone to tamper with the evidence. The importance surrounding the chain of custody cannot be emphasized enough when it comes to the success of a case when it goes to trial.

Evidence disposal is a time consuming, yet mandatory, part of maintaining the evidence room. The Smithfield Police Department publishes an ad in the legal section of the News & Observer regarding found and seized property. This ad is mandatory by state law and is used to notify the public of our intent to release or destroy items stored by the Smithfield Police.

The evidence custodian prepares a list of all items assigned to each officer which are in the evidence room. The officer then checks the disposition of each case and determines which

items may be released, destroyed, auctioned, or must be kept. Once the officer has completed his/her list it is given back to the evidence custodian. The evidence custodian then pulls each item that can be released, destroyed or auctioned and places it into a pending disposal location within the evidence room.

The evidence custodian then prepares a list of all items that are to be released, auctioned or destroyed. This list is then approved for disposal by a member of the Johnston County District Attorney’s Office as well as a District Court Judge or Superior Court Judge, depending upon the order. Once the list is approved for disposal, a copy is provided to the Johnston County Clerk of Courts Office.

The evidence custodian releases, auctions or destroys all items that are on the list. The case officer or evidence custodian attempts to contact the owners of all items which may be released. If all avenues of contact have been exhausted, then the item is destroyed.

The evidence custodian must contact and set up appointment times for items that may be released to the Johnston County Sheriff’s Office, Johnston County Clerk’s Office, North Carolina Department of Motor Vehicles, individual owners, gun dealer, or burnt in an incinerator.

The evidence custodian disposes of all items on the list pursuant to North Carolina and Federal Laws and is accompanied by a witness. Once all items are disposed of, the evidence custodian must then remove all items from the records management system. The evidence sheets for all items disposed must be marked and scanned into our records housing system (LaserFiche).

The following chart shows the types and amounts of items that were seized and logged into the evidence/property room during the year of 2019. It also shows the amount of money that was seized and logged into evidence. A total amount for narcotics could not be calculated due to various types of measurements depending upon the type of drug (pills, plants, seeds, powder, liquid, rock, vegetable, etc.).

Items Entered	Number of Items	Amount
Guns	30	
Drugs	670	
Bikes	16	
Money	42	\$22,585.60
Miscellaneous Items	1211	
Total	1969	

A total of 1969 items were logged into evidence during the year of 2019. These items are added to the items that already have been logged into evidence. There are currently 6292 items, with 212 items being held for Federal Cases. Space tends to become an issue when it comes to the storage of evidence because more comes in than can be disposed.

In some cases, we have to use secured storage areas at the local wrecker services to store vehicles if they have to be processed or stored for evidentiary purposes. The department needs a facility that would accommodate these items. If an extremely large item has to be stored for an extended period of time it becomes a matter of expense and the wrecker services want to free up their space for other projects. This type of area would only strengthen the chain of custody issue since no one else would have access to this type of evidence during the crucial evidence gathering time and the extended storage time if that becomes an issue.

In conclusion this area is very important to the department since the chain of custody when dealing with evidence can make or break a case when it goes to court. We will continue to grow with the times and stay on top of the most current procedures when it comes to dealing with evidence, however space is a major issue and the need to expand is becoming a greater and greater need.





Criminal Investigation Divisions 2019 Year End Report

General Information:

The Smithfield Police Department's Criminal Investigation Division is comprised of four investigators, one being a Sergeant, and one a Lieutenant. The Sergeant supervises the field operations, and certain assigned administrative duties by the Lieutenant. The two general investigators, Sergeant and Lieutenant carry a case load and are responsible for providing investigator expertise 24 hours a day, 7 days week via an on-call schedule with the assistance of a Narcotics Sergeant and Narcotics Investigator. The Narcotics Investigators were added to the on-call schedule with the loss of a general investigators position in 2015. An Administrative Captain oversees the division and is the spokesperson/ media contact. The Administrative Captain does not have a case load or an on-call schedule.



Operations and Statistics

The general investigators are responsible for serious, and/or high-profile misdemeanors, and felony cases that the patrol division does not retain. Felony cases assigned are those of homicide, violent assaults, robberies, suicides, suspicious deaths, sexual assaults, sex assaults against children, frauds, and some burglaries. General Investigators are also responsible for pre-employment background investigations for new hires within the police department. During the 2019 calendar year, 123 cases were assigned to the four general investigators with 8 general crime cases being assigned to the two narcotic investigators for a total of 131 criminal cases. This was a decrease of 9 cases from the year of 2018. With the loss of the fourth general investigator, the Narcotics Investigators assumed the responsibility of the 8 criminal cases due to the extended time needed to work the more complex cases such as fraud cases we see in this time of technology. Most of the on-call cases originally assigned to Narcotics are re-assigned to a general investigator. These case numbers do not include assisting Department of Social Services and assistance provided to the Narcotic's Division in their normal duties.

In 2019 the department saw a decrease in property crimes such as residential and commercial burglaries from 121 in the year 2018 to 93 in the calendar year of 2019, a 14% decrease. Misdemeanor and felony larcenies decreased from 390 in the calendar year of 2018 to 387 in 2019, an 3% decrease. Embezzlements saw a decrease from 5 in the calendar year of 2018 to 2 in 2019, a 3% decrease. Forgeries and counterfeits saw a decrease from 118 reported cases in 2018 to 115 in the year 2019. Robberies remained at 13 for commercial and individual. However; commercial robberies went up 6 and individual robberies decline 6 from the year 2018.

In 2019, 115 aggravated assaults were reported, an increase from 89 reported in the calendar year of 2018. A 26% increase. Violent assaults rose from 52 in 2018 to 67 in 2019. Misdemeanor assaults rose from 113 in 2018 to 210 in 2019, an 86% increase. Sexual offenses against children went from 5 in 2018 to 7 in 2019. More DSS cases were worked but not substantiated. Rapes reported in 2018 was at 2 and 4 reported in 2019, a 100% increase. In 2018, no homicide was reported. In 2019, 2 homicides were investigated. Detectives also assisted other agencies investigating homicides that occurred in other jurisdictions where leads and/or suspects fell in our jurisdiction. As with other towns the size of Smithfield that have adequate manpower, most felony cases such as burglaries and frauds are assigned to general investigators whether leads are prevalent or not in an attempt to develop those leads/ suspects. However, with losing detective positions, most cases are assigned back to patrol with the most serious being assigned to the general investigators for investigation. What makes our general investigators so unique and diverse, they are trained in all fields of criminal investigations. Without a crime scene technician, investigators call in other detectives to assist on certain crime scenes. Other departments that are our size have the capabilities of having specialized divisions that work specific crimes such as crimes against children, sex crimes, white collar crimes, major crimes, property crimes, domestic assault/family crimes, and have their own crime scene investigators. This leaves the narcotic investigators to specialize in their field. Our investigators continue to ensure that the citizens, businesses, and visitors in Smithfield are receiving the best and most professional service that can be provided by any law enforcement agency. Our goal remains to close cases quickly with the highest percentages possible with the least stress to victims and their families as possible. With the trends and negative sentiment in today's society, it is also our mission with integrity, honesty, and trustworthiness as always, in the past and present to remain fair and firm in the law, to protect, to serve, and investigate with the upmost professionalism



Smithfield Police Department

Division of Narcotics Enforcement (DNE)

General Information:

The Smithfield Police Department currently has two (2) full time employees assigned to the Narcotics Division of Criminal Investigations. A Detective position and one Supervisor (Sergeant) are assigned to the Division of Narcotics Enforcement (DNE). The Division has operated with one Detective (Supervisor) from August 2019 until current. Detectives assigned to the Division of Narcotics Enforcement are used to augment the Criminal Investigations Division. DNE Detectives have been assigned an on-call schedule to respond to calls from the Patrol Division to handle criminal investigations, in addition to investigating narcotics violations. During 2019 Detectives assigned to DNE have been assigned seventeen (17) criminal cases as lead investigators on criminal investigations (not narcotics related), these cases include such crimes as;

- Assault with a deadly weapon
- Sexual assault
- Robbery
- Child Abuse
- Fraud
- Arson
- Property Crimes

The Division of Narcotics Enforcement is also responsible for investigating drugs and vice crimes which threaten the wellbeing of the community. DNE detectives investigate such crimes as; possession of controlled substances, sale and manufacture of illegal narcotics, places maintained for the purpose of sale of illegal narcotics, pharmaceutical diversion, prostitution, the sale of non-tax paid alcohol and locations establish for the sale of non-tax paid alcohol. DNE detectives pursue prosecution of offenders under both state and federal law.

Current Operations:

DNE Detectives in cooperation with the Selma Police Department, Four Oaks Police Department and North Carolina Alcohol Law Enforcement participated in Operation Lone Ranger. Operation JOCO Justice was a six-month long narcotics investigation starting in June of 2019 and ending in December with, over numerous suspects being identified and charged for narcotics related violations. The operation targeted suspected narcotics dealers within the Smithfield Community. Detectives worked closely with the Johnston County District Attorney's Office on the prosecution of the street level narcotics dealers that were identified and charged during the Operation, attending numerous meetings with Assistant District Attorney's, numerous grand Jury settings and Superior Court settings during the prosecution stage of this operation.

During 2019 Detectives conducted two street level enforcement campaigns with North Carolina Alcohol Law Enforcement Agents. The campaigns targeted criminal activity occurring around businesses permitted for alcohol sales in the Town of Smithfield. These operations resulted in numerous citations being issued for traffic, alcohol violations along with arrests for various misdemeanor and felony violations of North Carolina General Statutes.

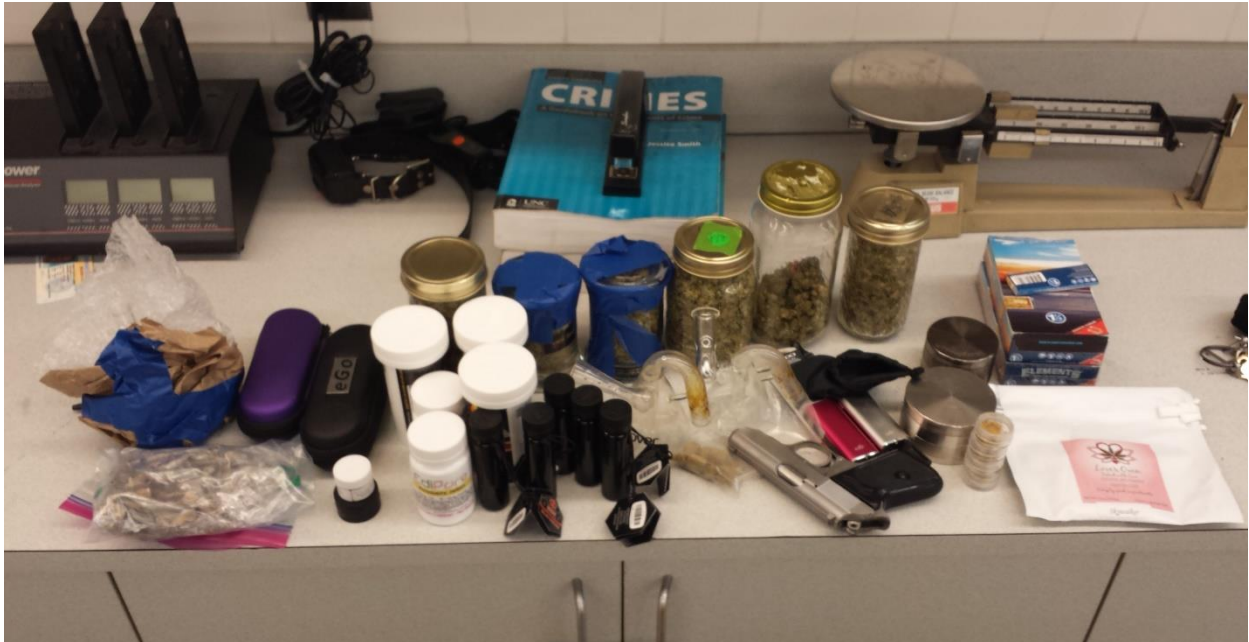
Much of 2019 detectives assigned to the Division of Narcotics Enforcement worked to build a better working relationship with the North Carolina Department of Public Safety, Bureau of Alcohol Tobacco and Firearms and the United States District Attorney's Office to prosecute narcotics traffickers on a Federal level. With this relationship numerous investigations conducted by Division of Narcotics Enforcement Detectives have been adopted by the U.S. Attorney's Office for Federal prosecution. These investigations include violations related to;

- Distribution of Heroin
- Manufacture of Methamphetamine
- Distribution of Cocaine (Crack)
- Death by Distribution
- Weapons violations

From January 1, 2019 to December 31, 2019, DNE detectives generated the following statistics regarding narcotics investigations. These statistics represent the quantity of investigations conducted by DNE detectives through informant and citizen tips, undercover purchases of drugs, adoption of investigations from patrol division, surveillance operations and area specific street patrols.

Narcotics Investigations Opened:	Narcotics Investigations Adopted from Patrol:	Firearms Related Investigations Opened:
120	10	5

Annual Seizures:



Marijuana Seizures: 1472 Grams



Crack Cocaine Seizures: 35.2 Grams





Heroin 11 grams

Drug Diversion Seizures: 277

Cocaine (powder): 71 Grams

Methamphetamine: 40.2 grams

Firearms Seizures: 5

U.S. Currency: \$3,984.00

Division of Narcotics Enforcement Goals:

1. Continue to work with other local, State and Federal agencies to identify, charge and successfully prosecute drug traffickers in Smithfield.
2. Continue to exchange information between DNE and other Divisions within the department to improve the "Team" approach to combating the narcotics trade in Smithfield.
3. Work with local pharmacies to train and team up to combat pill diversion and provide the pharmacies with information to assist law enforcement with the investigation of fraudulent prescriptions.

In the upcoming year, Narcotics Detectives plan to continue working in conjunction with other law enforcement agencies (both state and federal) to combat the narcotics trade. Efforts to share information and to pool resources will move forward, and we will work as a team with surrounding law enforcement agencies to maximize our effectiveness and to identify changing trends within the narcotics trade. Detectives will continue to be proactive in their investigative and enforcement duties and will continue to execute search warrants on the residences and businesses of suspected narcotics traffickers in Smithfield along with street level narcotics and vice investigations.

Yearly Record Totals Smithfield Police Department

RECORDS

The Records Section is responsible for data entry, crime analysis and submission of statistics to the State Bureau of Investigations. The department currently has one (1) Records Clerk, which is assisted by the department's Administrative Assistant.

In most instances, a uniformed patrol officer takes the initial report. Once the report is complete it is submitted electronically through the Records Management System. The officer will then turn in all handwritten notes and in-car camera recordings to the records section. The records section then verifies that all criteria are met for submission to the State Bureau of Investigations. Once verified, reports and all supplemental case information are scanned into the department's Laser Fiche system. This system allows the general public access to annotated reports. Access is granted for viewing through the public terminal in the police department lobby. The public can also receive a copy of a report through email, fax or picking up a copy in person. The records staff is available Monday through Friday from 8 am until 5 pm, excluding holidays.

	<u>2018</u>	<u>2019</u>
Calls for Service	22,332	19,676
Incident Reports Taken	1,623	1,674
Accident Reports	884	992
Arrest Reports Taken	1,301	1,092
Citations Issued	2,738	1,779
Parking Tickets Issued	111	73

Section 3

Additional Responsibilities, Training and Recruitment

Smithfield Police Department Annual End of Year Training Report 2019



- I. North Carolina Criminal Justice Training and Standards requires, every certified officer shall receive all required annual In-Service training topics as specified in 12 NCAC 09E.0102 and 12 NCAC 09E.0108 during the calendar year.**

“All certified officers shall be included, whether they are full-time, part-time, paid, unpaid, regular, reserve, auxiliary, honorary, or special. (Calendar year runs from January 1 through December 31 of every year.) Failure to participate in and successfully complete all of the Required Annual In-Service Training Topics during the calendar year of service will result in the suspension of the officer’s certification.

The in-service training requirements are outlined in the Administrative Code 12 NCAC 09E. In summary, these rules require that every law enforcement officer certified by the Commission must receive 24 credits of in-service training annually. The topics for this requirement are outlined in the Code.

All sworn officers holding NC General Certification on December 31 of the current calendar year must complete training between January and December.

The Administrative Code directs the North Carolina Justice Academy to develop instructor and student lesson plans and training aids for the “Required In-Service Training Topics.” Additionally, the NC Justice Academy will develop lesson plans that may be used for the Department Topic of Choice. These materials may be obtained at cost from the North Carolina Justice Academy and are also available via the instructor’s in-service page. The agency head is responsible for ensuring that all certified officers receive the training.”

II. 2019 Mandated Topics Description and Training Objectives

Best Practices for Officers During Community Dissent – 2 Hours

Course Description: To increase officers’ awareness during community dissent and times of rioting.

Objectives:

- Discuss relevant federal and state law as it applies to speech and lawful gatherings
- List five intelligence-led policing objectives when preparing for or encountering community dissent
- Describe best practices regarding transparency in communication regarding pre-incident or active incident community dissent
- Discuss best practices for actions to be taken during community dissent and reacting to actions by community dissenters
- List five areas to include when conducting an after-action elevation report for both private and public review

Domestic Violence: Law and Procedure Update – 2 Hours

Course Description: This lesson plan discusses how the law enforcement officer can help prevent child abuse and future acts of domestic violence by being familiar with current domestic violence and child abuse laws while taking the necessary steps to report suspected child abuse and conducting thorough investigations.

Objectives:

- Review current domestic violence laws and procedures as it applies to North Carolina law enforcement officers
- Review the requirements for reporting child abuse, neglect, and dependency
- Examine methods for conducting a criminal investigation as an evidence-based domestic violence prosecution if the victim is unable or unwilling to cooperate

Firearms Training and Qualification – 4 Hours (Minimum)

Course Description: To provide the participant with the knowledge, skills, and materials to complete the mandated annual in-service qualification

requirement. Review of State Laws pertaining to Use of Force as well as completing the Annual Policy Review of the respective agencies Use of Force Policy.

Objectives:

- Discuss and use the provisions of NC General Statute 15A-401(d)(2) – Use of Deadly Force, as well as any departmental policy relating to the use of force
- Identify and practice the provisions of NC General Statute 14-269 and Article 54 as it applies to concealed carry by sworn law enforcement personnel
- Describe and apply firearms safety on and off duty, on the range, and in the home
- Describe and demonstrate basic marksmanship fundamentals to include grip, stance, sight alignment, sight picture, and the draw
- Demonstrate the ability to attain a minimum qualification score of 70 percent (**STATE STANDARD**) or higher if the agency standards exceed state minimums (**AGENCY STANDARD is 85 percent**) on an approved course of fire for both day and night and also demonstrate the ability to pass a day and night decision-making course of fire. The officer will have three (3) attempts within a given day per course of fire

Law Enforcement Intelligence Update: Gangs & Divisive Groups – 2 Hours

Course Description: To increase awareness regarding gang activity and divisive groups currently known to operate in North Carolina.

Objectives:

- Identify various types of gangs and divisive groups
- Discuss key characteristics of gangs and divisive groups
- Review available resources and information related to gangs and divisive groups

Juvenile Law Update – 2 Hours

Course Description: During this course, we will review current juvenile law and discuss options available to criminal justice professionals. We will also discuss the importance of promoting relationship building with minorities and youth as a key to delinquency prevention. Some areas of discussion will include early intervention, effective programs and strategies, and current trends associated with juvenile arrests.

Objectives:

- Review current juvenile law and discuss options available to criminal justice professionals
- Discuss the importance of promoting relationship building with minority youth as a key to delinquency prevention

Legal Update – 4 Hours

Course Description: To understand recent legal changes through appellate case law and statutory updates. Knowing and understanding these changes allows officers and their agencies to better understand court ruling and assist District Attorneys in the prosecution of criminal acts.

Objectives:

- Discuss relevant federal and state case law as it applies to North Carolina law enforcement officers
- Review relevant North Carolina statutory changes and the practical implications for law enforcement officers
- Discuss any changes implemented by the North Carolina General Assembly or other government entities that would impact law enforcement

Opioid Awareness and Response – 2 Hours

Course Description: This lesson plan is designed to provide an overview of the hazards associated with opioids. The student will gain knowledge in how to safely interact with these substances and how to recognize signs of overdose and/or an exposure. Information will be given to assist with the investigation of these overdoses along with additional resources to aid in these investigations.

Objectives:

- Review current trends related to heroin and opioid use
- Recognize hazards and risks associated with opioids and Fentanyl
- Identify resources and information available to assist in hazardous drug-related matters

Individual Wellness: Coping with Stress and PTSD – 2 Hours

Course Description: To increase an officer's awareness when coping with stress and PTSD.

Objectives:

- Define stress, including eustress and distress
- Describe the positive and negative impacts of stress
- Evaluate possible ways to identify and cope with stress, including problem-focused and emotion-focused coping strategies
- Identify disorders relevant to stress, including adjustment disorder, acute stress disorder, and post-traumatic stress disorder
- Discuss resources available to help criminal justice professionals and family cope with stress and mental disorders relevant to stress.

III. 2019 Chief's Choice Topics

Bloodborne Pathogens – 2 Hours

Course Description: To familiarize the participant with the various bloodborne pathogens, methods to reduce exposure, and steps to follow in the event of exposure to bloodborne pathogen.

Objectives:

- Review the purpose of the Bloodborne Pathogen Standard in OSHA 29CFR 1910.1030
- Characterize the general symptoms and epidemiology of bloodborne diseases
- Distinguish the modes of transmission for bloodborne pathogens
- Recognize tasks and other activities which may involve exposure to blood or other potentially infectious materials
- Demonstrate the methods which prevent or reduce exposure to blood or other potentially infectious materials
- Illustrate the appropriate selection, storage, use, and disposal of personal protective equipment

Hazardous Materials – 2 Hours

Course Description: To provide the participant with the skills necessary to identify a hazardous materials incident, implement proper notification, and identify immediate threats to themselves and others through the use of the US DOT Emergency Response Guidebook.

Objectives:

- Define “hazardous materials” and the risks associated with them during a hazardous materials incident
- Describe the duties of an awareness-level first responder at the scene of a hazardous materials incident
- List the methods used to recognize the presence of a hazardous material, to include the identification of the possible material or substance based on readily available clues
- Demonstrate the ability to use the DOT Emergency Response Guidebook in identifying a hazardous material and appropriate first responder actions, to include notifying additional resources
- Recognize hazards when responding to potential incidents involving illicit drug laboratories and chemical suicides and how to implement appropriate protective measures

Leadership and Professional Development – 4 Hours

Course Description: To familiarize the student with their role in law enforcement leadership, and the important implications of professional development.

Objectives:

- List at least three characteristics of an effective leader
- List and describe at least three styles of leadership
- Define and describe three purposes of agency vision and mission statements
- List three key principles for leading and following organizational change

- Describe your role in customer service with regard to your coworkers in your organization
- Complete a personality leadership self-assessment to determine your leadership style

Rapid Deployment (Response to an Active Shooter) – 9 Hours

Course Description: To teach the student the mindset of most active shooters and the pivotal role in the change of that mindset when officers arrive on scene and confront the shooter. This course also teaches a different tactics to include but not limited to team movements, room entry, building clearing, decision making and surviving the incident through force on force training.

Objectives:

- Define the term “rapid deployment.”
- List the types of situations that may involve an “active shooter” requiring an immediate response.
- Describe the mindsets as it relates to an active shooter incident
- List in priority order the duties of the initial law enforcement response to an active shooter.
- Identify the role of the “contact team” and list the three (3) movement goals.
- Identify the following law enforcement responder roles:
 - a) Rescue team
 - b) Perimeter team
 - c) Evacuation team
- List the six (6) suspect options during the officer contact.
- List the officer options when the shooting stops and there is no suspect contact.
Describe the response concerns when explosive devices are detected.

IV. Other Voluntary Training

All employees within the agency are encouraged to participate in “Continuing Educational Classes”. Officer and Civilian employees find job related classes to further their professional development. A majority of these classes are free of charge as they are offered through several Community Colleges. Some classes or conferences require payment prior to attending. Prior to an officer or civilian attending class they are required to submit a “Training Request” through their chain of command indicating all costs, if any are associated with the training. The Chain of Command then evaluates the training request to ensure the training meets a reasonable application to the employee’s duties and responsibilities. The employees are then notified if their training request is approved so they can register for each class independently.

Some examples of classes that are tuition free:

- Radar (Radar Recert)
- Rapid Deployment (Active Shooter Training)
- Officer Survival
- Street Crimes (Gang & Drug Training)
- Intoximeter Training
- Standardized Field Sobriety Training
- Basic Criminal Investigation
- Crime Scene Investigation
- Community Policing
- Critical Incident Training (Assisting People with Cognitive Impairments)

Some examples of classes that require a tuition fee:

- Computerized Voice Stress Analyzer
- Recruiting and Retention
- K9 Officer Training
- Administrative Officer Management Program
- National Incident Based Reporting Transitional Training

V. Total and Average Training Hours

During the 2019 calendar year Smithfield Police Department Employees received more than 2290 Hours of Training. The average amount of training received by each sworn officer was 57.25 hours.

Community Policing Report 2019



By

Captain J. Grady

Last year was a very successful year for the Smithfield Police Department as far as community involvement and community policing projects. These projects consisted of presentations at the Police Department and local schools. Officers also participated in local community events to include the Ham and Yam Festival, Coffee with a Cop, The Grinch Run, National Night Out, Trunk or Treat contest, Thanksgiving dinner giveaway, Generosity feeds and Shop with a Cop.

The Smithfield Police Department set up, coordinated, attended and assisted in 89 community events in 2019. This is an increase in events from the 2018 year. One of those events hosted was Coffee with a Cop. This event is typically hosted quarterly. This is a great opportunity for the citizens of Smithfield to come and enjoy a cup of coffee and meet with officers from their local Department. This gave an opportunity to have good conversations and remove barriers from the community and the department. During the Annual Ham and Yam, Touch a truck and several other events the department had a booth which showcased the department's patrol vehicle, utility terrain vehicle, and informational packets for adults and stickers for the children. These events allowed officers to connect with citizens and engage them in conversation.

The Department hosted its second annual "Trunk or Treat Contest." The children who attended the event judged the competition. This event awarded prizes for first, second and third place. This event was a huge success. This event attracted almost 1,000 people. Over 15,000 pieces of candy were handed out to the children. Due to the popularity of the event, it was requested by children, parents and members of the town to have this contest again next year.

The Smithfield Police Department along with several other organizations provided Thanksgiving dinner to several families in need. The Men's Shelter and Harbor House were provided with large turkeys and canned food. All of the traditional Thanksgiving meal fixings and dessert were provided at no cost.

For Christmas the Smithfield Police Department assisted in an event called "Shop with a Cop." This event is designed to take less fortunate families that need assistance and provide Christmas Presents at no cost to their families. The Smithfield Police Department received several donations from various groups and organizations. The Fraternal Order of Police (Lodge 88), Wal-Mart and several cash donations from other shoppers at Wal-Mart helped make this event possible.

Officers attended the 2019 Generosity Feeds campaign. This event helps to assist children who are on food assistance. During the school, children who are on food assistance while at school do not have access to traditional eating habits at the home. Many go without eating breakfast, lunch and sometimes dinner several days during the Christmas break. This program allows those children to have food when not in school. This year we were able to prepackage 18,244 meals for children in need of food.

There are many opportunities for our Police Department to better our community by participating in these types of events. They help build better relationships with the community, other agencies and town departments We encourage everyone to help support the Community Policing Program. Please contact Captain J. Grady directly if you can provide any ideas or have any questions regarding community policing. You can reach Captain Grady by email at ifgrady@smithfieldpd.org or by phone (919-934-2121).

Traffic Enforcement



Traffic Enforcement is one of the many duties' officers conduct on a daily basis in order to encourage drivers to comply with the traffic laws of North Carolina. It helps with reducing traffic accidents which can cause personal injury, property damage or death. In order to accomplish these goals, the Smithfield Police Department utilizes methods such as check points, speed enforcement and the use of the mobile speed display trailer. The areas targeted for traffic enforcement can be based on several factors such as citizen complaints, frequent accidents at a certain location and observation of traffic violations by officers. The Smithfield Police Department also participates in the North Carolina Governor's Highway Safety program.

The following traffic enforcement actions were taken in 2019 from January 1st through December 31st.

Driving While Impaired	82
NOL/DWLR	394
Speeding Violations	320
Other traffic Offences	1542

Total: 2338

The police department also investigated accidents which occurred within the Town of Smithfield.

North Carolina Governor's Highway Safety Program



The Smithfield Police Department has been participating in the North Carolina Governor's Highway Safety Program for many years. The NCGHSP is dedicated to promoting highway safety to reduce traffic accidents and fatalities stemming from traffic accidents through planning and safety programs. During the year of 2019 NCGHSP conducts campaigns in order to accomplish its goals. These campaigns include:

- Booze it and Loose it
- Click it or Ticket
- No need to Speed
- Child Passenger Safety

Our department participates in the campaign by providing traffic enforcement data to the NCGHSP which are tallied with data from other agencies to obtain statewide statistics on how effective the programs are in the State. Data provided to the NCGHSP included types of citations written, Driving While Impaired and Drug charges. The stated does provide statistical information but, only for the counties as a whole and not individual departments.

During the state campaigns, when statistics are submitted our department receives points which can be redeemed at the end of the year to obtain free equipment. Last year we had 300 points on the GHSP/grant. With the points from the previous year we were able to purchase LIDAR. It is our goal to continue accumulating points and receive more items through the NCGHSP that will benefit our department next year

Radar Units

In 2019 the Smithfield Police Department purchased 2 new Stalker DSRE radar units and LIDAR. With the new purchases the department now has a total of 19 radar units. The department also has a Kustom Signals Inc. Talon hand held unit. The Talon is utilized by officers in situations where their patrol vehicle radar is not feasible.

The Smithfield Police Department maintains the following units:

- Kustom Signals Inc. Golden Eagle II (10)
- Kustom Signals Inc. Golden Eagle II Directional (3)
- Applied Concepts Inc. Stalker Dual DSR-E (4)
- Kustom Signals Inc. Directional Talon (1)
- MPH Industries Bee III (1)



Report of New Hires

2019 brought many new faces to the Smithfield Police Department. In 2019, the department spent a great deal of time and effort on hiring qualified individuals to be part of our team.

Below, you will see the names and information on those who are still employed with the agency. At the end of 2019, the agency was left with 6 remaining vacancies, of which our administration is working diligently to fill, with qualified, quality employees, as soon as possible.

Officer Leslie Hufton



Officer Hufton joined the Smithfield Police Department on July 09, 2019 and has been assigned to the Patrol Division. Officer Hufton previously served as a Deputy with the Wilson County Sheriff's Office for four years before joining our agency. Officer Hufton comes to the Smithfield Police Department with an associate degree in Criminal Justice.

Officer Damon Kenny



Officer Kenny joined the Smithfield Police Department on February 11, 2019 and has been assigned to the Patrol Division. After high school, Officer Kenny enlisted in the US Army. After being discharged from the Army, Officer Kenny attended Basic Law Enforcement Training at Johnston Community College, and upon graduation, joined the Smithfield Police Department.

Officer Kevin Perry



Officer Perry joined the Smithfield Police Department on July 01, 2019 and has been assigned to the Patrol Division. Officer Perry previously served with the Spring Hope Police Department and the Franklin County Sheriff's Office for 8 years before joining our agency. He graduated from Basic Law Enforcement Training at Johnston Community College in 2010.

Officer H. Wayne Sinclair



Officer Sinclair joined the Smithfield Police Department on March 31, 2019 and has been assigned to the Patrol Division. Officer Sinclair previously served as an officer with the Raleigh Police Department for approximately 10 years, after serving with the Johnston County Sheriff's Office for approximately 16 years. While at the Sheriff's Office, Officer Sinclair served as a patrol deputy for approximately 3 years, a Property Crimes Detective for approximately 3 years, and a Major Crimes Detective for approximately 6 years before leaving to join the RPD.

Officer Adriane Stone



Officer Stone joined the Smithfield Police Department on March 04, 2019 and has been assigned to the Patrol Division. Officer Stone has served for approximately 6 years combined with the NC State Highway Patrol, and most recently the Johnston County Sheriff's Office, serving as a patrol deputy, SAFE Team member, and school resource officer. She graduated from the NC State Highway Patrol's 130th Academy in 2013.

Officer Angie Tyndall



Officer Tyndall joined the Smithfield Police Department on September 16, 2019 and has been assigned to the Patrol Division. Officer Tyndall has served since 1998 in both the Johnston and New Hanover County Sheriff's Offices, beginning as a Detention Officer, working her way up to Detective in Major Crimes / Homicide. Born and raised in Johnston County, Officer Tyndall wanted to return to the area following a series of events and is happy to be returning home and joining the Smithfield Police Department.

Smithfield Police Department

2019 PROMOTIONS & AWARDS

Promotions & Advancements

Members of the Smithfield Police Department are eligible for advancement through Career Ladder as well as promotions within the department.

The career ladder program provides advancement of police officers who demonstrate increasing levels of knowledge, skills, and abilities. An entry level Officer obtains POI (Police Officer I) when they have met the requirements to be employed as a Police Officer with the Town of Smithfield. Once eligible for Career Ladder advancement, an officer can be advanced to POII (Police Officer II) and MPO (Master Police Officer). Each level of Career Ladder has certain minimum requirements which must be met for the candidate to be advanced. A brief description of the minimum requirements for each advancement is as follows:

POII advancement

- A. Must have completed the following as a POI:
 - Successfully completed one (1) year probation and probationary requirements as a POI
 - Receive Radar Certification
 - Receive Standardized Field Sobriety Testing Certification
 - Receive Intoximeter Certification
- B. Been awarded the Basic Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission
- C. Have received a rating of "Satisfactory" or higher on the last annual performance appraisal

MPO advancement

- A. Served as a POII for one (1) year
- B. Complete training hours to include
 - 40 hours of Management/Supervision training
 - Field Training Officer Certification
 - Complete Crisis Intervention Team (CIT) Certification
- C. Have received a rating of "Better than Satisfactory" or higher on the last two (2) annual performance appraisals

In 2019 Smithfield Police Department Advanced the following personnel through Career Ladder



**Officer D.A. Sholes was advanced from
from**

POII to MPO



Officer M.A. Renteria was advanced

POII to MPO

As an officer moves through Career Ladder the requirements become more stringent as the Officer is now looking a potential promotion. Promotions within the department are Sergeant, Lieutenant and Captain. As mentioned earlier in Career Ladder advancement, there is a minimum requirement for each promotion and a brief description is as follows:

Promotion to Sergeant

- A. Served as a Police Officer II for two years
- B. completed a total of 172 training hours
- C. Must complete a First Line Supervision course within twelve months of being promoted to Sergeant
- D. Been awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission
- E. Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal.

Promotion to Lieutenant

- A. Served as a Sergeant for two years
- B. Within 12 months of promotion to Lieutenant, an officer must complete a Law Enforcement management program such as AOMP, FBI National Academy, etc.;
- C. Have been awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission
- D. Have received a rating of “Better than Satisfactory” or higher on the last two annual performance appraisals or a rating of “Outstanding” on the last annual performance appraisal.

Promotion to Captain

- A. Served as a Lieutenant for two years
- B. Have completed a Law Enforcement management program such as AOMP, FBI National Academy, etc.;
- C. Have been awarded the Advanced Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission
- D. Have received a rating of “Better than Satisfactory” or higher on the last two annual performance appraisals or a rating of “Outstanding” on the last annual performance appraisal.

In 2019 Smithfield Police Department Promoted the following personnel:



J.S Beyer was promoted to Lieutenant
In April 2019



Photo courtesy of JoCoreport.com

W.T. Lee was promoted to Sergeant
in April 2019

Smithfield Police Department
Annual Report
Field Training Program
2019



The Smithfield Police Department's Field Training Officer (FTO) Program is necessary to ensure that recruits are trained to be professional and effective law enforcement officers. The goal of the program is to produce officers who are an asset to the department and the community.

The FTO program also helps limit liability toward the Town of Smithfield. Law Enforcement Agencies, who do not properly train their officers, run the risk of being sued if it can be shown that training could have prevented or mitigated an error. The FTO program is essential and must be taken seriously. This is where recruits learn the fundamental skills that form building blocks for the remainder of their careers.

The FTO program is a structured program that all new recruits are required to complete. Prior to this, they must have completed a Basic Law Enforcement Program and be certified by the State of North Carolina. The Field Training program has both formal and informal components. It also includes both hands-on and classroom training. There are eight phases of training lasting a minimum of 54 days.

Training can be extended if a recruit needs additional time to satisfactorily complete the requirements of field training. While this is rare, occasionally a recruit is unable to reach the standards set by the department in order to be released from training and must be separated from the department.

The training is broken down into eight phases, during which each recruit is assigned a Field Training Officer. This is an experienced officer who has successfully completed a program on the training of new officers. During each phase, the recruit is required to perform and learn certain duties. These tasks cover a variety of subjects and include most situations that the recruit will face while on duty. When a task is successfully demonstrated by a recruit, it is documented by his or her training officer. This year six new officers have completed the Field Training program.

The department currently has six (6) active patrol officers who are trained and certified as Field Training Officers. There are several more that currently work in other assignments, such as investigations or in supervisory roles. These investigators and supervisors can be utilized if the need arises, however the department aims to utilize patrol officers to train new recruits.

The department has an FTO Coordinator, who oversees all FTO paperwork as each phase is completed. This is another form of ensuring that the recruit and the FTO have completed all necessary paperwork associated with field training, as well as documenting what types of situations and scenarios the recruit has been exposed to and trained on.

Chapter 500

Personnel Policy 502: Field Training Program

I. POLICY STATEMENT

It is the policy of the Department to provide a program of standardized field training to enhance the formal instruction received by recruit officers, facilitate their transition from the

classroom to the field, and to familiarize them with the policies and procedures of the Department.

II.COMMENTARY

The purpose of this directive is to establish policy and procedure governing the Department's Field Training Program.

The field training of new officers is an important adjunct to the formal classroom instruction received in Basic Law Enforcement Training (BLET) and should be as carefully organized and administered. The selection process for Field Training Officer (FTO) is crucial to a successful program since many of the values, tactics, and attitudes of the FTO are passed on to the inexperienced officer. The relevance of field training will be enhanced by providing guidelines and instruction to the FTO.

III.DEFINITIONS

A. Field Training Officer (FTO) – An officer selected to provide training and limited supervision to new officers entering law enforcement from BLET.

B. Recruit Officers – Those newly sworn officers who have joined the Department following graduation from an approved Basic Law Enforcement Training (BLET) program, or by virtue of lateral transfer from another law enforcement agency.

IV.PROCEDURES

A. Field Training Officer Requirements

1. Applicants for the position of Field Training Officer will apply by forwarding a memorandum to the Field Training Coordinator and should have the endorsement of their Team Commander.
2. The Field Training Coordinator will present applications to the Patrol Division Commander who will present suitable applicants to the Chief of Police. The Chief of Police will make the final selection(s).
3. Applicants must meet the following criteria:
 - a) A minimum of two years of general law enforcement experience;
 - b) A minimum of one year of service as a police officer with the Town of Smithfield;
 - c) A rating of Satisfactory or higher on his/her most recent annual performance evaluation;
 - d) No disciplinary action for a period of one year prior to submitting application.

e) These requirements may be waived at the discretion of the Chief of Police.

4. Before serving as a Field Training Officer, appointees must successfully complete a Field Training Officer Course administered by an accredited training provider. This course should include the following:

a) An overview of all forms and materials used in the program

b) The role of the Field Training Officer in training the recruit officer

c) A review of technical areas of law enforcement

d) Principles of effective communication

e) Principles of adult education

f) An introduction into basic management theory, leadership styles, and motivation theories

g) Techniques of field instruction

h) Counseling methods

i) Legal and ethical issues regarding training and evaluation

j) A review of the Basic Law Enforcement Training curriculum

5. These requirements may be waived at the discretion of the Chief of Police.

6. Field Training Officers shall be provided with specialized in-service training on an as needed basis.

7. Candidates who successfully complete the Field Training Officer program of instruction will be placed on a roster of certified Field Training Officers. The maintenance of an officer's status as Field Training Officer will be dependent upon continued satisfactory performance as evaluated by their Team Commander.

B. Assignment to Field Training

1. All newly hired sworn officers will be assigned to the Field Training Program. This includes officers who join the Department from other agencies.

2. Upon completion of orientation, the recruit officer will be assigned to a Patrol Squad and to primary and Secondary Field Training Officers. The recruit and FTO are under the command of the Team Supervisor.

3. The length of field training assignments shall be 8 phases. The Chief of Police may, at his/her discretion, authorize a shorter or longer training cycle. However, under no circumstance will the field training period be less than four weeks in duration.

C. Field Assignment Rotation

1. Following are the 8 phases of the Field Training Program:

Phase 1: Orientation: (Variable number of days)

This phase will start on the recruit's first official work day. It will run until such time as the recruit can be sworn in and formally assigned to a Field Training Officer. During this phase the recruit officer will be trained on various topics as denoted on the Trainee Orientation Checklist form. Training on the department's Use of Force policy will also be conducted by a qualified individual and documented on the Use of Force Acknowledgement form. (Field Training Officer has no responsibility at this time.)

Phase 2: Observation: (3 days)

During this phase the recruit officer will be instructed for (3) working days, learning under the guidance of the primary FTO.

Phase 2 will begin formal instruction with the Field Training Officer. This can be a mixture of classroom and hands on training. Weekly Performance Reports will be completed.

Phase 3: Field Performance: (10 days)

During this phase the recruit officer will perform the duties of a patrol officer for ten (10) working days under the guidance of the primary FTO. Each day the recruit will be evaluated with a daily evaluation on his/her performance. A Weekly Evaluation will be done by the FTO, Team Supervisor and Team Commander.

Phase 4: Field Performance: (10 days)

During this phase the recruit officer will perform the duties of a patrol officer for ten (10) working days under the guidance of the primary FTO. Each day the recruit will be evaluated with a daily evaluation on his/her performance. A Weekly Evaluation will be done by the FTO, Team Supervisor and Team Commander.

The Chief of Police or his designee may shorten this week with a recommendation from the Team Commander based on the recruit's performance.

*The recruit may switch to a Secondary FTO for the next phase of training. *

Phase 5 (Secondary FTO): Field Performance: (10 days)

During this phase the recruit officer will perform the duties of a patrol officer for ten (10) working days under the guidance of the secondary FTO. Each day the recruit will be evaluated with a daily evaluation on his/her performance. A Weekly Evaluation will be done by the FTO, Team Supervisor and Team Commander.

Phase 6: Field Performance: (10 days)

During this phase the recruit officer will perform the duties of a patrol officer for ten (10) working days under the guidance of the secondary FTO. The FTO will ride the last three (3) days in plain clothes consistent with departmental dress code. This is to prepare the recruit for Solo Phase. Each day the recruit will be evaluated with a daily evaluation on his/her performance. A Weekly Evaluation will be done by the FTO, Team Supervisor and Team Commander. The Chief of Police or his designee may shorten this week with a recommendation from the Team Commander based on the recruit's performance.

Phase 7: Solo Phase: (7 days)

During this phase the recruit officer will perform the duties of a patrol officer for seven (7) working days under the guidance of the secondary FTO. The secondary FTO will only shadow the recruit and be a back-up unit on all calls. The FTO, Team Supervisor and Team Commander will do a weekly performance report and write a memorandum requesting the release of the recruit from field training.

2. During all phases of the Field Training Program, calls for service requiring a check-in will necessitate the dispatch of a second car, as the Field Training Officer should become involved only in emergency situations.

Phase 8: Completion of Training

This is the Administrative Phase to formally complete all files, forms, and documentation. The Field Training Officer has no assigned responsibilities.

D. Field Training Manual

1. The Field Training Officer will use the *Field Training Manual* in training the recruit officer. During orientation, the Program Coordinator will furnish the recruit officer with a *Field Training Manual* along with other necessary documents and materials.

2. Each recruit officer shall retain the Training Checklist during his/her period of assignment in the Field Training Program. The Field Training Officer shall use the Training Checklist to record the progress of the recruit officer and shall complete the Training Checklist and all evaluation instruments in conformance with the *Field Training Manual*.

3. The Field Training Officer will complete the Training Checklist and forward with a recommendation to the Team Supervisor. The Team Supervisor will review and forward the checklist to the Team Commander, who will review and forward with all signatures to the Program Coordinator. The Program Coordinator will then forward the Training Checklist to the Patrol Commander and the Chief of Police

E. Field Training Officer Responsibilities

1. Be responsible for the field training of the assigned recruit officer;

2. Complete a daily observation report on a recruit at the end of each shift to be used in completing performance rating forms;

3. Evaluate and complete a performance rating form on the progress of the recruit officer after every seven days/nights worked and shall forward these forms to the Team Supervisor;

4. Use required forms and materials pertaining to the Field Training Program;

5. Recommend the termination of a recruit officer when the evaluation process indicates a likelihood that the recruit officer will not be able to properly perform the duties and/or carry out the responsibilities necessary for successful job performance.

F. Team Supervisor Responsibilities

1. Be responsible for monitoring the training of the recruit officer by the Field Training Officer

2. Conduct bi-weekly evaluation interviews with the recruit officer and the Field Training Officer

3. Forward all evaluation documentation to their Team Commander

G. Team Commander Responsibilities

1. Team Commanders will forward all documentation relating to the training of recruit officers to the Field Training Program Coordinator. The Team Commanders and the Program Coordinator will keep the Patrol Commander and other appropriate personnel informed of any problems with the recruit officer's performance.

H. Field Training Program Coordinator Responsibilities

1. Be responsible for staff control and coordination of the Field Training Program
2. Be responsible for the instruction of Field Training Officers, the training of Team Supervisors as it relates to the Field Training Program and orientation of command personnel in Field Operations
3. Forward all records relating to the training of recruit officers to the Patrol Commander
4. The Field Training Guide Checklists and a copy of the memo requesting release of the recruit from Field Training will be retained by the Program Coordinator to be placed in the recruit's training file.
5. The applicable evaluation and the memo requesting release of the recruit from Field Training, along with any other documentation deemed to be necessary, will be placed in the recruit's personnel file maintained in the office of the Chief of Police.

I. Patrol Division Commander Responsibilities

1. Review all documentation pertaining to the Field Training Program to maintain program integrity
2. Review documentation and make recommendations to the Chief of Police concerning a recruit's suitability for a position
3. Maintain close contact with the Program Coordinator ensuring that all departmental goals are being accomplished
4. Assign recruits to specific teams for training

J. Probationary Period

1. The trainee will be in probationary status for one year. The year starts from his/her date of hire.

2. Once released from field training the Team Commander will do a monthly performance evaluation detailing the probationary officer's performance.

3. The Team Commander will do a monthly performance review for a six-month period.



“Training new officers to be Leaders in our community.”