

Smithfield Police Department



2020

End of Year Report

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2020 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.

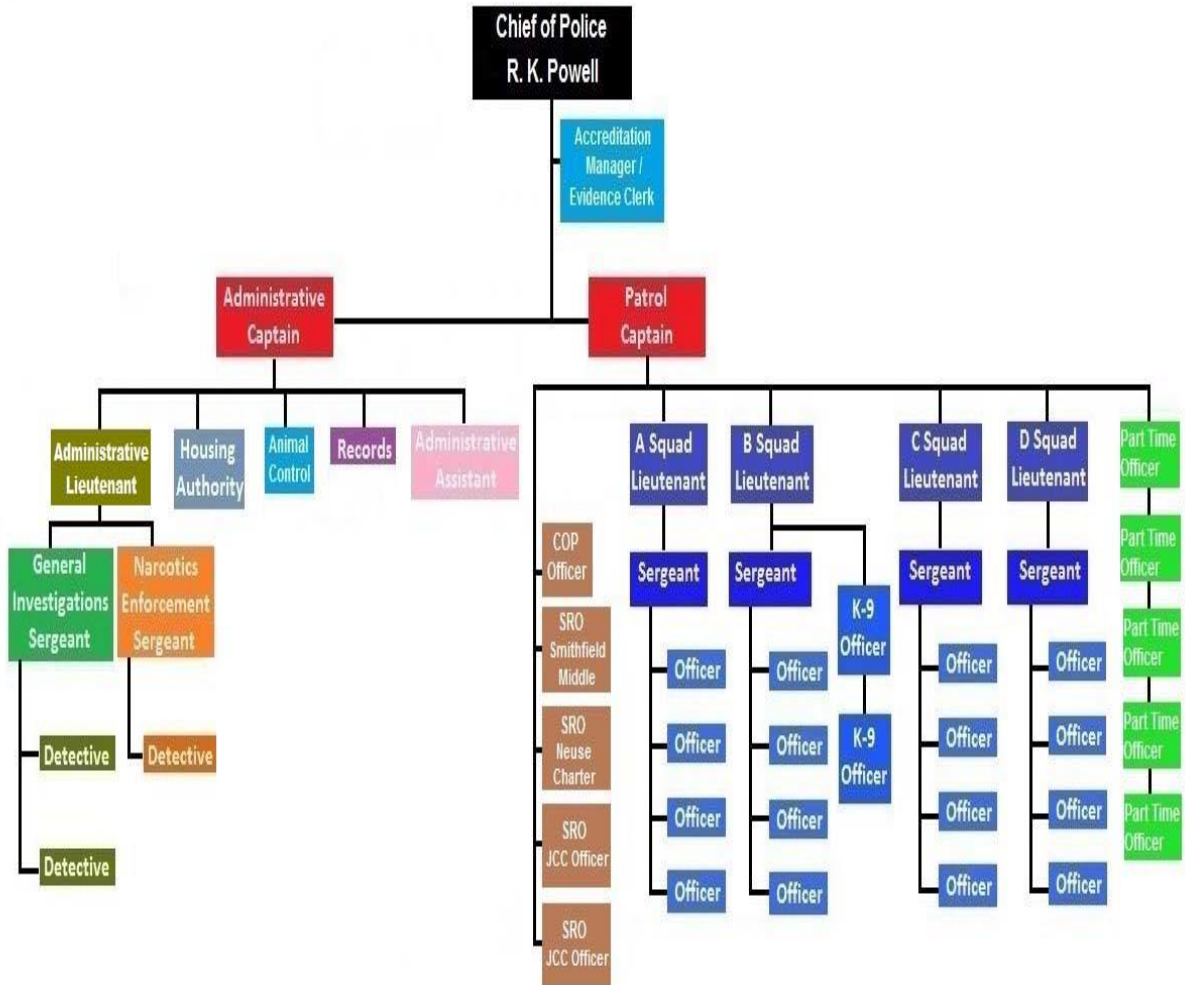
The Support Services Commander which holds rank of Captain and supervises the Investigative Division which includes the Narcotics Division, Animal Control, Records, Housing Authority Officer and the Administrative Secretary/Receptionist; he also serves as the Public Information Officer. He is responsible 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 / Furlonge 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 2014 to 2020 year end. These are performance measures which create a baseline for the future.

REPORTS TAKEN ON SMITHFIELD HOUSING AUTHORITY PROPERTY:

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
January 1, 2020 - December 31, 2020.....	21

ARRESTS ON SMITHFIELD HOUSING AUTHORITY PROPERTY:

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
January 1, 2020 - December 31, 2020.....	5

EVICTIONS DUE TO CRIMINAL ACTIVITY:

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
January 1, 2020 - December 31, 2020.....	5

CRIMINAL HISTORIES COMPLETED:

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
January 1, 2020 - December 31, 2020.....	67

Smithfield Housing Authority 2020

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.

In 2020, during the Covid Pandemic, Smithfield Housing had to adjust to trying times and new policies. Staff worked an adjusted schedule which included remote offices with limited contact with applicants and residents. At this time the full time Housing Authority Police position has been replaced with two courtesy Officers who live on the property.

Thank You,

Sgt. K.B. Smith

Smithfield Police Department

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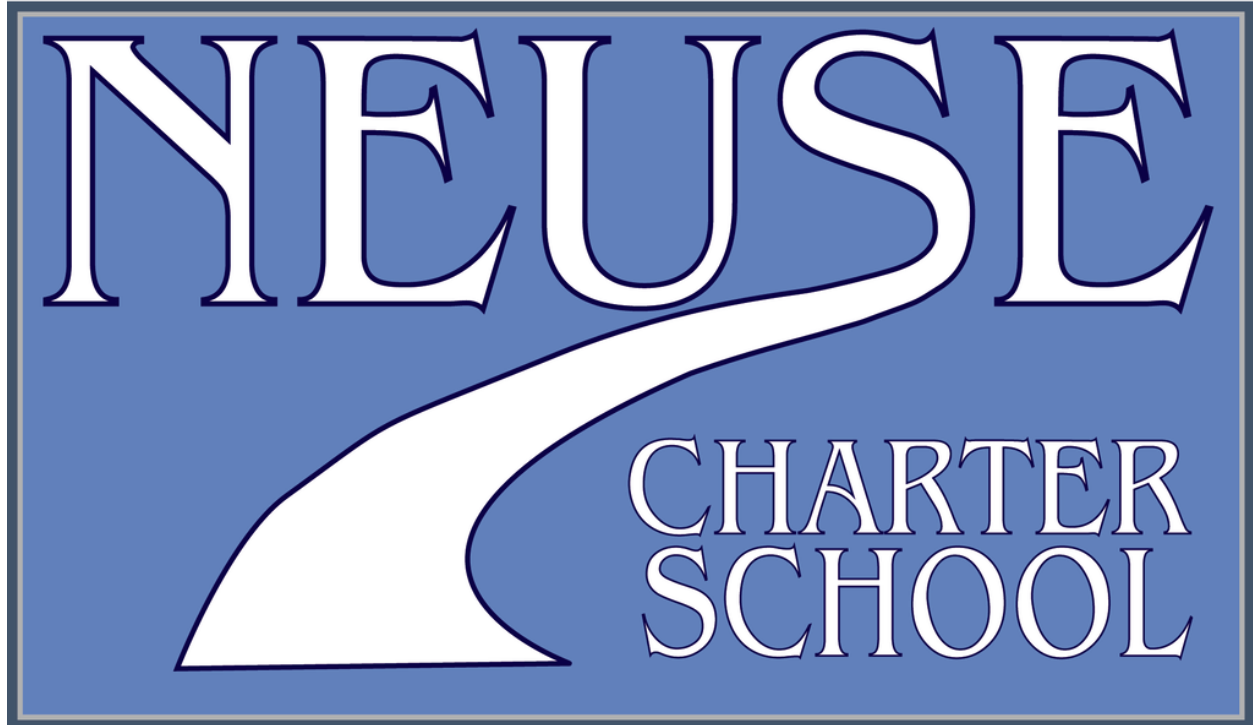
2020 Year End Report of Neuse Charter School and Smithfield Middle School

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 H.W. Sinclair 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

2020 has seen a lot of changes with Covid-19. Officer Sinclair has worked closely with the administration to ensure a smooth transition during the year

During the past school year, as in previous years, there have been several issues of bullying in the elementary, middle and high schools. Officer Sinclair 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 Sinclair and the students.

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.

Officer Sinclair 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.



2020 Year End Report of the Smithfield Middle School Resource Officer

This will make Officer Stewart's fourth 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. 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!



2020 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.

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 and Covid related events in the parking lot.

- **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, we assisted with Covid testing, as traffic control during the Pandemic.

- **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 100 bank escort in 2020. We took multiple 10-50 reports and assisted with in-area calls on numerous occasions.

In addition, we investigated multiple crimes, for example

Disorderly Conduct

Assault Physical

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 2020 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. K-9 Officer J. Sittig and his partner Karuz work with A and B squad. Officer M. Jernigan and his partner Titus work with C and D squad. K-9 Titus filled the position that had been vacant. The K-9's are trained in the detection of narcotics, finding evidence 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 to protect others as well.

We currently have one German Sheppard and a Dutch Sheppard 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 2020

Marijuana: 1.9 grams

Heroin: 61 grams

Methamphetamine: 3.7 grams

Cocaine: 2 grams

Opiates: 45 dosage units

Other: 0 grams

US Currency: \$1,266

Misdemeanor arrest: 10

Felony Arrest: 6

Evidence 2020 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 to 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 Lieutenant) 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 three weeks. The schedule assigns the Administrative Lieutenant or the Accreditation Manager with this task.

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 (mainly long guns) 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, handguns, 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 Superior Court Judge. 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 2020. 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	45	
Drugs	442	
Bikes	7	
Money	43	\$55,306.29
Miscellaneous Items	849	
Total	1386	

A total of 1386 items were logged into evidence during the year of 2020. These items are added to the items that already have been logged into evidence. There are currently 4603 items, with 266 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

2020 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 investigator's 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 a criminal on-call schedule. The division currently has two open investigator positions (one general and one narcotics).



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 and assisting the Department of Social Services. During the 2020 calendar year, 101 cases were assigned to three general investigators with 6 general crime cases being assigned to one narcotics investigator for a total of 107 criminal cases. This was a decrease of 24 cases from the year of 2019. With the open general and narcotics investigator positions, some less serious

cases that would normally be worked by an investigator were left with the patrol officer who initiated the investigation. Most of the on-call cases originally assigned to Narcotics are re-assigned to a general investigator. These case numbers do not include assisting the Department of Social Services, other law enforcement agencies, and assistance provided to the Narcotics Division in their normal duties.

In 2020 the department saw an increase in property crimes such as residential and commercial burglaries from 58 in the year 2019 to 72 in the calendar year of 2020, a 24% increase. Misdemeanor and felony larcenies increased from 381 in the calendar year of 2019 to 392 in 2020, a 3% increase. Embezzlements saw an increase from 1 in the calendar year of 2019 to 10 in 2020, a 900% increase. Forgeries and counterfeits saw a slight increase from 30 reported cases in 2019 to 31 in the year 2020. Robberies saw an increase from 12 in the calendar year of 2019 to 16 in 2020 for commercial and individual. However; commercial robberies went down 3 and individual robberies increased 7 from the year 2020.

In 2020, 47 aggravated assaults were reported, a slight decrease from 48 reported in the calendar year of 2019. Rapes decreased from 4 in the calendar year 2019 to 1 in 2020. All other sex offenses increased from 1 in 2019 to 7 in 2020. There were no homicides reported in 2020 as opposed to 2 investigated in 2019. Detectives also assisted other agencies investigating homicides that occurred in other jurisdictions where leads and/or suspects fell in our jurisdiction.

All together in 2020, there was an 3% decrease in reported violent crimes and a 7% increase in property crimes.

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 one (1) full time employee assigned to the Narcotics Division of Criminal Investigations. A Supervisor (Sergeant) is assigned to the Division of Narcotics Enforcement (DNE). The Division has operated with one Detective (Supervisor) from August 2019 until current. In addition to narcotics investigation, the Sergeant assigned to the Division of Narcotics Enforcement is also used to augment the Criminal Investigations Division. The DNE Sergeant has 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 2020 the DNE Sergeant has been assigned seven (7) criminal cases as the lead investigator for the criminal investigations (not narcotics related), these cases include such crimes as.

- Assault with a deadly weapon
- Sexual assault
- Robbery
- Child Abuse
- Fraud
- 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 Federal Bureau of Alcohol Tobacco and Firearms participated in Operation Crazy Frog. Operation Crazy Frog was a six-month long narcotics investigation in 2020 with 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

During 2020 the Sergeant assigned to the Division of Narcotics Enforcement continued the working relationship with the North Carolina Department of Public Safety, North Carolina Division of Alcohol Law Enforcement, Bureau of Alcohol Tobacco and Firearms and the United States District Attorney's Office to prosecute narcotics traffickers and violent felons on a Federal level. With this relationship numerous investigations conducted by Division of Narcotics Enforcement Sergeant 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, 2020 to December 31, 2020, 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:
99	7	8

Annual Seizures:



Marijuana Seizures: 5029 Grams



Crack Cocaine Seizures: 236.5 Grams



Drug Diversion Seizures: 9950



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>2019</u>	<u>2020</u>
Calls for Service	19,676	18,398
Incident Reports Taken	1,674	1,434
Accident Reports	992	745
Arrest Reports Taken	1,092	898
Citations Issued	1,779	1,618
Parking Tickets Issued	73	51

Section 3

Annual Training Report

Smithfield Police Department Annual End of Year Firearms Report 2020



I. State of North Carolina Criminal Justice Training and Standards & Smithfield Police Department Minimum Training Requirements

The North Carolina Criminal Justice Training and Standards Division have compiled a guideline for all law enforcement agencies throughout the State of North Carolina. The minimum standards are listed as follows:

State of North Carolina Annual In-Service Firearms Qualifications Specifications

(a) All certified law enforcement officers shall qualify for both day and night use with their individual and department-approved service handgun(s) and long guns (rifles and/or shotguns) at least once each calendar year. For the purpose of this specification, service handgun shall include any semi-automatic pistol or revolver. In addition to the requirements specified in Rule 09E .0105 of this Subchapter, the course of fire shall not be less stringent than the "Basic Training Law Enforcement Officers" course requirements for firearms qualification.

(b) All certified law enforcement officers who are issued or authorized to use a shotgun, rifle or automatic weapon shall qualify with each weapon respectively at least once each calendar year.

(c) The qualifications required by Paragraphs (a) and (b) of this Rule shall be completed with duty equipment and duty ammunition or ballistic equivalent ammunition to include lead-free ammunition that meets the same point of aim, point of impact, and felt recoil of the duty ammunition, for all weapons.

(d) All certified law enforcement officers who are authorized to carry an off-duty handgun(s) shall qualify with each such handgun consistent with the specifications as outlined in Rules .0105(1) and .0106(a) and (g) of this Section.

(e) To satisfy the training requirements for all in-service firearms qualifications, an officer shall attain at least 70 percent accuracy with each weapon.

(f) The qualifications required by Paragraphs (a) and (b) of this Rule must be achieved at least once in a single day in no more than three attempts in a single day for each course of fire and for each weapon for which qualification is required. Individuals not qualifying in a single day for each course of fire or for a certain weapon for which qualification is required shall be deemed as having failed and 12 NCAC 09E .0103(4) and (5) shall apply.

(g) The In-Service Firearms Qualification Manual as published by the North Carolina Justice Academy shall be applied as a guide for conducting the annual in-service firearms qualification. The Smithfield Police Department has requires more than the minimum standards set by the State of North Carolina. These modifications have been made in an effort to reduce liability and provide a safer environment for the citizens of Smithfield, NC. These modifications are defined in the General Orders Manual and are as follows:

Smithfield Police Department General Orders 403A: Firearms

The Smithfield Police Department adheres to the State of North Carolina Criminal Justice Training and Standards Annual In-Service Firearms Qualifications Specifications as referenced above. However, in addition, the Smithfield Police Department requires:

- Officers must qualify with at least 85% accuracy, both day and night, with their issued pistol(s) (in contrast to the 70% State requirement).
- Officers must qualify with at least 85% accuracy when utilizing a shotgun and/or rifle for a day and night course of fire (in contrast to the 70% State requirement).
- Officers received approximately 15 hours of training in a combination of classroom and range training (in contrast to the State minimum requirement of 6 hours).

II. Smithfield Police Department Firearms Classroom Training

All Smithfield Police Officers receive annual firearms classroom training on the basic marksmanship fundamentals to include, but not limited to, proper:

- Grip
- Stance
- Draw
- Sight alignment
- Sight picture
- Trigger manipulation
- Breath control

- Follow through
- Weapon nomenclature
- Cover
- Concealment
- Use of Force

Also included in the annual firearms classroom training is the Departmental Use of Force Policy and HR-218 Law Enforcement Safety Act (National Concealed Carry for Law Enforcement Officers) are reviewed and discussed in detail.



III. Smithfield Police Department Range Operations

Range Operations for shotgun and patrol rifle were conducted at the Howell Woods Learning Center owned and operated by the Johnston Community College. The college offers two different ranges and a shoot house. One range is set up for pistol and shotgun usage only. This range has a maximum distance of 40 yards and is equipped with a turning target system (pictured above). The second range is set up to accommodate pistol, shotgun and rifle training. This range has a maximum distance of 400 yards. The building of the Shoot House was completed in 2018 and the Smithfield Police Department was the first agency to utilize the live fire shoot house range for training. The shoot house is approximately 60 feet wide by 180 feet long. The house is comprised of five rooms and one long hallway. Live fire shooting is allowed inside the shoot house range therefore, this facility can be utilized for a variety of training. To include but not limited to, live

fire building searches, Rapid Deployment (Active Shooter Training), building entry and room clearing and various S.W.A.T. functions and combat courses. The use of these three facilities is free of charge for Smithfield Police Department use. However, a college employee or liaison must be present during all range operations. Range Operations for pistol qualifications were completed at the Johnston Correctional Range located near Hwy 70 and Turnage Rd. The Johnston Correctional range is also free of charge for our sworn officers to use.

Criminal Justice Educations and Standards Commission also has a mandatory Day and Night Combat Course. The course of fire was left to the agencies firearms instructors to design and implement. No set standard was established by the state, however, it was stressed that the combat courses should incorporate stress, decision making and be relative to the environment officers could encounter while performing their duties and responsibilities. Officer with the Smithfield Police Department satisfied this requirement by participating in a day and night combat courses.

Day Combat Course

Single Officer Response to an Armed Suspicious Subject

The student will start the exercise in the briefing position that conceals the course from view of the student during the briefing. The student will have his department issued pistol that will be loaded with two rounds of ammunition.

Briefing: The student is responding to a suspicious subject acting strangely in an open area of the local park. There are no people around the area that the subject is in. The subject is pacing in a circle holding a knife or other sharp object in one hand and appears to be angry and yelling. The student will be informed that there may be areas of cover that can and should be utilized during this course. The student will be informed that the scenario may result in a shoot or no shoot situation and the student should take the appropriate actions. There will be a standard silhouette target present, this target will be used if the student uses proper de-escalation techniques and will only be used to measure the student's grade for accurate firing of their duty weapon.

Response: Once the briefing is complete, the student will move around the concealment to the area at the 10-yard line between the short cover position and the tall cover position where the scenario begins. The subject will be represented at the 0-yard line by a realistic threat target holding a knife or other sharp object. The instructor will tell the student as they are moving up to the position that the subject is just standing there yelling and threatening to kill themselves and others. The officer should then recognize cover options and utilize them while attempting to de-escalate the situation through verbal interaction with the suspect. Upon effective verbal de-escalation by the student, the instructor will advise the officer that the subject throws the weapon away and stands with their hands up. The student will then be instructed to engage the standard silhouette target with the two (2) rounds in 5 seconds (again this is completed for the

purposes of grading accuracy to meet testing requirements, the realistic target also known as the subject holding the sharp weapon is NOT shot by the officer).

To pass this course, the student must perform the following;

- Attempt to de-escalate the situation through verbal interactions
- Recognize and properly utilize available cover
- Have both rounds fired within the silhouette of the target
- Demonstrate safe gun handling and weapon manipulation skills

Night Combat Course

Decision Making and Weapon Manipulation

The student will start the exercise in the target engagement position at the 10 yard line. The student will be facing four (4) realistic targets that are positioned in a line at the 0 yard line. Two (2) of the targets will be threat targets (shoot targets) that the student should engage with two rounds each and two (2) of the targets will be non-threat targets (no shoot targets) that the student should not engage. Each of the realistic threat targets will start by being concealed by a cardboard backer with attached cord to reveal the shoot or no shoot target. The instructor will reveal two (2) targets at a time by pulling the cardboard backer off by the string, the other two (2) targets will be revealed in the same manner as soon as the officer starts to shoot. The student will engage each target appropriately, using verbal commands and shooting only the targets that present a clear threat. The student will be required to properly clear any malfunction and continue the course.

To pass this course, the student must perform the following;

- Each threat target (shoot target) must have two (2) rounds in the silhouette of the target
- Not engage (shoot) the non-threat targets (no shoot targets)
- Demonstrate safe gun handling and weapon manipulation skills
- Use proper verbal commands during the encounter

IV. 2020 Smithfield Police Department Firearms Statistics and Results

Smithfield Police Dept. Cumulative Department Average= 94.7%

Smithfield Police Dept. Individual Cumulative High Score = 99.9%

Smithfield Police Department Individual Cumulative Low Score = 89.2%

Number of Officers qualifying 99% or higher = 6

Number of Officers qualifying 95% to 98.9% = 13

Number of Officers qualifying 85% to 94.9% = 21

Total Officers qualifying = 40

Community Policing Report 2020

As with almost all other facets of life and business, the past year proposed unique challenges to the Smithfield Police Department's Community Oriented Policing program. In years past, the Smithfield Police Department sponsored or assisted in a number of programs to offer aid and benefit to the community. In years past, the Ham & Yam Festival, National Night Out, Trunk or Treat, the Grinch Run, Shop with a Cop, and numerous "Coffee with a Cop" events offered opportunities for the Department to interact directly with the citizens we serve.

In addition to these events, the Smithfield Police Department has always taken special requests from our citizens to provide services for community events. In years past, these services have ranged from speaking to youth organizations such as the Girl and Boy Scouts, showing up at schools and daycare facilities to interact with children, to providing parking and traffic control at community events. Any citizen can request the assistance or presence of Officers by making a formal request to the Smithfield Police Department during normal business hours.

Unfortunately, many of these opportunities were lost in 2020 because of the need to practice social distancing as a protective measure against spreading Covid-19. The Ham & Yam Festival, where Officers typically attend a booth to interact with the public, was canceled. National Night Out, which is co-sponsored by many local police and fire departments within the county, was also canceled. Coffee with a Cop typically was held quarterly, however most events had to be canceled in 2020. The Police Department participated in only 15 community events in 2020. This is down from 89 community events we participated with in 2019.

Like most other organizations, the Agency adapted over the past year so that Community Policing services could still be provided. We shifted from large events where crowds gathered in close quarters to more personal or socially distanced events. We provided Eleven drive-by parades to offer our support to the community. These were performed for residents of a local rest home, birthday parties, and other occasions within the community. Officers still participated in a modified "Shop with a Cop" for Christmas, although interaction was virtual. The Police Department, along with Smithfield Parks and Recreation, also still held "The Grinch Stink, Stank, Stunk" toy drive. In years past, this event included a 5K run or a Jingle Bell Jog. For 2020 it remained simply a toy drop off to provide Christmas gifts for children in the community.

2020 has brought new challenges upon everyone. We have not been able to interact with the community in the same way that we could in years past, however Officers at the Smtihfield Police Department still strive to build and maintain public trust through interactions with our community. During every day calls for service, our Officers strive to provide the very best police services possible. Listening to our citizens and providing guidance in times of need, identifying and attempting to mentor at-risk youth, and seeking justice for our citizens who are the victims of crimes are all primary police functions that are still opportunities to offer community policing services.

There are other ways which the Smithfield Police Department can reach our community and citizens. The Smithfield Police Department has had a social media presence through our Department Facebook page for several years. The Department frequently uses this outlet to solve crimes, distributing public service announcements, and notifying citizens of specific upticks of criminal activity. We also strive to go above and beyond, such as reuniting pets with their owners. We encourage every one of our citizens to follow us on Facebook.



Positive interaction with our citizens serve as reminder to many of our Law Enforcement Officers why we chose this career in the first place. Until the day comes when we can meet face to face on a regular basis, Officers at the Smithfield Police Department will continue to do our part to meet the needs of our community in any way that we can. If you have any ideas or suggestions regarding ways we can continue reaching our community, or if you have a special community policing request, please contact Captain J. Grady at 919-934-2121 or jfgrady@smithfieldpd.org.

Report of New Hires

2020 brought many new faces to the Smithfield Police Department. In 2020, the department continued to spend a great deal of time both cultivating and hiring qualified individuals to be part of our team. Below are the names and information on those who were hired in 2020 and are still employed with the agency. At the end of 2020, the agency was left with 7 remaining vacancies, of which our administration is working diligently to fill, with qualified, quality employees, as soon as possible.

Officer Chandler Koewler



Figure 1 Photo courtesy of jocoreport.com

Officer Koewler joined the Smithfield Police Department on January 22, 2020 and has been assigned to the Patrol Division. Officer Koewler moved to North Carolina in 2004 where he completed high school in Wake County area. After graduating from high school, Officer Koewler enrolled in and completed Basic Law Enforcement Training at Johnston Community College in Smithfield. This is Officer Koewler's first job in law enforcement.

Officer Julie Carroll



Figure 2 Photo courtesy of jocoreport.com

Officer Carroll joined the Smithfield Police Department as a sworn police officer on June 1, 2020 and has been assigned to the Patrol Division. Officer Carroll is a Johnston County native and graduated high school from the Johnston County Public School system. Officer Carroll then attended NC State University where she obtained a degree in Criminology. Prior to being hired, Officer Carroll worked for the Department of Public Safety as a probation officer in Nash County and then in Johnston County. Officer Carroll was hired by the Smithfield Police Department in December of 2019, however Officer Carroll had to attend Basic Law Enforcement Training at Johnston Community College to obtain her certification before she could be sworn in as a police officer.

Officer Alexander Watts



Figure 3 Photo courtesy of jocoreport.com

Officer Watts joined the Smithfield Police Department as a sworn police officer on June 8, 2020 and has been assigned to the Patrol Division. Officer Watts is a Johnston County native and graduated high school from the Johnston County Public School system. Officer Watts is a student at Johnston Community College in the Criminal Justice program where he is working toward an associate's degree. Prior to being hired, Officer Watts worked for the Johnston County Sheriff's Office as a detention officer in the detention facility. Officer Watts worked in this capacity for approximately 2 years. Officer Watts was hired by the Smithfield Police Department in December of 2019, however Officer Watts had to attend Basic Law Enforcement Training at Johnston Community College to obtain his certification before he could be sworn in as a police officer. Pictured with Officer Watts at his swearing in ceremony are his mother and his uncle.

Professional Certificate Awards

The North Carolina Criminal Justice Education and Training Standards Commission established the Law Enforcement Officers' Professional Certificate Program. This program recognizes officers for their achievements in competence, education, training and years of experience as a full time, sworn law enforcement officer. An officer must apply for each of these certificates once they have met qualifications in both years of service as well as educations and training points. There are three levels of Professional Law Enforcement Certificate Awards, which are Basic, Intermediate and Advanced. Each application is reviewed and then voted on by the Commission.

The Smithfield Police Department has forty (40) sworn police officer positions. Currently the Department has a total of Six (5) officers who hold the Intermediate Law Enforcement Certificate and eighteen (15) officers who hold the Advanced Law Enforcement Certificate.



During 2020, the following officer received a certification award.

Officer David Sholes

On August 14, 2020, Officer Sholes was awarded his Advanced Law Enforcement certificate from the North Carolina Criminal Justice Education and Training Standards Commission.

Smithfield Police Department

2020 ADVANCEMENTS, PROMOTIONS, & AWARDS

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 for the 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

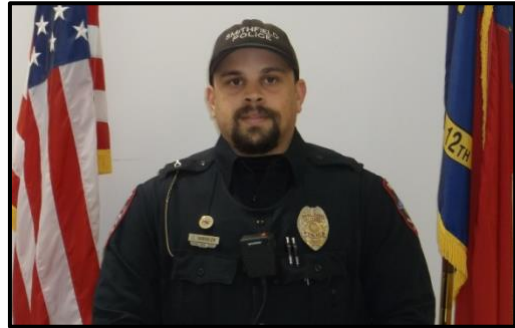
MPO advancement

- 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 or a rating of "Outstanding" on the last annual performance appraisal

In 2020, the Smithfield Police Department advanced the following personnel through Career Ladder:



**Officer J.D. Barbour was advanced from
from POII to MPO**



**Officer C.E. VanHalen was advanced
from POI to POII**

Promotions

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 Master Police Officer 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 May 2020 Smithfield Police Department promoted the following personnel:



C.M. Blinson was promoted to Sergeant



K.B. Smith was promoted to Sergeant



J.A. Wheeler was promoted to Sergeant

Awards

Each year, the members of the Smithfield Police Department complete an anonymous ballot to elect one of their peers to receive the Officer of the Year Award.

This award is presented in the year following the election, therefore, the Officer of the Year reported in this report will be for the year 2019. The Officer of the Year is awarded to a Police Officer for recognition or continuous, year-long performance in the following areas:

- Demonstrates a willingness and ability to set a professional example for peers and citizens alike both on and off duty;
- Demonstrates loyalty and dedication to the law enforcement profession and the Smithfield Police Department;
- The ability to consistently conduct investigations, make arrests, and prepare reports that are above average quality;
- Demonstrates a willingness and ability to provide constructive suggestions for improvements in department policy, procedure, equipment, training and operations.

Officers of the Smithfield Police Department nominated Officer Sean Cook to be awarded the 2019 Smithfield Police Department Officer of the Year Award.



Officer Cook stands with Captain J. Grady after being presented the Officer of the Year Award.
(photo courtesy of jcoreport.com)

In October 2020, Lieutenant Brian O’Branovich was recognized by the Johnston Now! Magazine as their 2020 Distinguished Police Officer. The magazine typically has an awards banquet with acceptance speeches, however, this year, due to the COVID pandemic, the acceptance speeches were recorded and posted online. Feel free to visit johnstonnow.com to view the October 2020 issue to read more about Lt. O’Branovich and to view his acceptance speech.

(photo courtesy of johnstonnow.com)



Annual End of Year Field Training Program Report



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 three (3) new officers have successfully 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 Captain 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
- k) These requirements may be waived at the discretion of the Chief of Police.

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

6. 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 Sergeant.
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 workday. 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 Sergeant and Team Lieutenant. The Chief of Police or his designee may shorten this week with a recommendation from the Team Lieutenant 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 Sergeant and Team Lieutenant.

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 five (5) 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 Sergeant and Team Lieutenant. The Chief of Police or his designee may shorten this week with a recommendation from the Team Lieutenant 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 Sergeant and Team Lieutenant 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.

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 Sergeant. The Team Sergeant will review and forward the checklist to the Team Lieutenant, who will review and forward with all signatures to the Program Coordinator. The Program Coordinator will then forward the Training Checklist to the Patrol Captain 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 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 Lieutenant

G. Team Lieutenant Responsibilities

1. Team Lieutenants will forward all documentation relating to the training of recruit officers to the Field Training Program Coordinator. The Team Lieutenants and the Program Coordinator will keep the Patrol Captain 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 Captain
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 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 Lieutenant will do a monthly performance evaluation detailing the probationary officer's performance.
3. The Team Lieutenant will do a monthly performance review for a six month period.

"Training new officers to be Leaders in our community."

