

# Smithfield Police Department



2018

End of Year Report

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**2018 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 three 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.

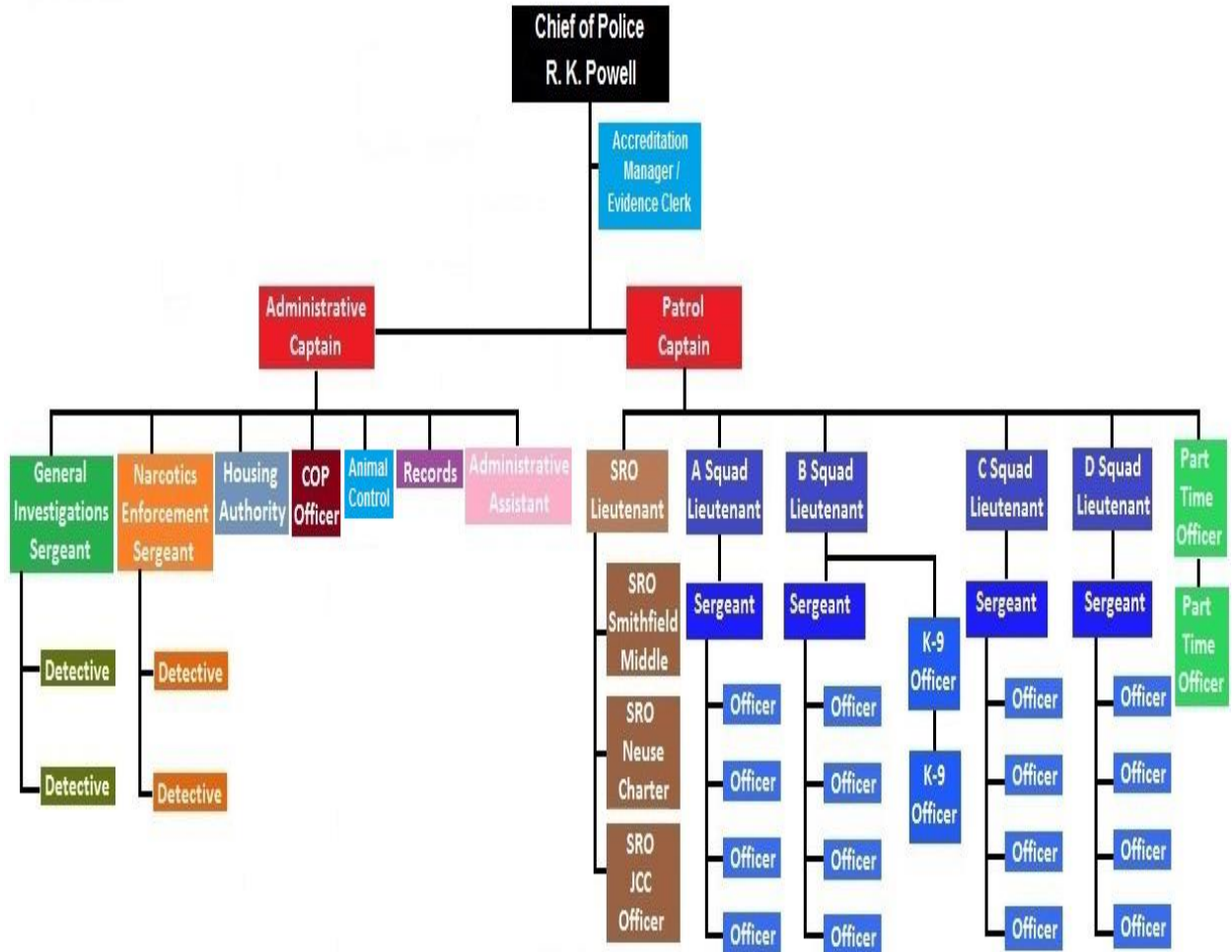
The Support Services Commander which holds rank of Captain and supervises the Investigative Division which includes the Narcotics Division, Animal Control, Records, Community Policing, Housing Authority Officer and the Administrative Secretary/Receptionist; he also serves as the Public Information Officer. 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, 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



# Section 2

# **Smithfield Housing Authority**

**By**  
**Officer K.B. Smith**

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Smithfield Housing Authority has six neighborhoods in various areas of Smithfield. They consist of 205 residential apartments with 430 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 2011 to 2018 year end. These are performance measures which create a baseline for the future.

### **REPORTS TAKEN ON SMITHFIELD HOUSING AUTHORITY PROPERTY:**

January 1, 2012 - December 31, 2012.....	24
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

### **ARRESTS ON SMITHFIELD HOUSING AUTHORITY PROPERTY:**

January 1, 2012 - December 31, 2012.....	9
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

### **EVICCTIONS DUE TO CRIMINAL ACTIVITY:**

January 1, 2012 - December 31, 2012.....	4
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

### **CRIMINAL HISTORIES COMPLETED:**

January 1, 2012 - December 31, 2012.....	215
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

Smithfield Housing Authority 2018

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,  
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## **Smithfield Middle School Resource Officer**

### **2018 Year End Report**

This will make Officer Stewart's second 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.

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 8<sup>TH</sup> grade career day. During career day the SRO presented and explained information to approximately 40 8<sup>th</sup> grade students about the steps necessary to enter into a law enforcement career. The SRO answered numerous questions the 8<sup>th</sup> 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.

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 order, domestic violence protection orders and various other orders. After school the SRO patrols bus stops and problem areas for illegal bus passing.

**GO KNIGHTS!**



Kickball during intramurals

## 2018 Year End Report

### Johnston Community College



During the year 2018, Officer Duane-Douglas Ealy and Officer Rickey Lloyd Parker performed the duties of SRO at Johnston Community College. Unfortunately, due to the Family Educational Rights and Privacy Act (FERPA), we cannot legally give details into the private affairs of individual students. Consequently, this would not only create a liability for the College but the police department as well.



However, both officer Ealy and I have assisted the college with the trespass and expulsion of five individuals who by their actions were determined to be a threat to the students, staff, and faculty of Johnston Community College.

Also, we have likewise worked with the Child Development Center as active participants with domestic issues such as restraining orders (50B), and child custody issues. By maintaining an active presence reading to the children, it not only creates an environment to influence the children positively enrolled at the on-campus daycare, it likewise indicates to parents and guardians that there is an active Smithfield Police presence on the JCC campus.

Also, Officer Ealy did work as an active participant assisting the Driver's Education instructor, thus emphasizing the necessity of safety to the students enrolled in the two on-campus Johnston County high schools.

As SRO's at JCC we completed 100's of bank escorts without incident, thus ensuring the safety of the college couriers. We likewise completed more than 23 wreck reports, assisted EMS/Fire 11 times during episodes of student distress, answered 15 larceny calls, and defused a stalking situation involving a confused student and her instructor.

In addition to traditional police duties, we also completed 66 campus reports that are specifically related only to Johnston Community College.

Please Note: Officer Ealy and myself are very proud of the low crime numbers at Johnston Community College. This is a direct result of constant patrol by both foot and patrol vehicles. By maintaining a continuous and deliberate presence at Johnston Community College, the Smithfield Police Department has achieved both safety and security for the students, faculty, and staff at the college.



## 2018 Year End Report of Neuse Charter School



A School Resource Officer (SRO) wears many hats during the course of a year. The SRO is on their assigned campus for the purpose of preventing antisocial behavior through education, communication, and understanding between school personnel, youth, police, and the community through various programs supported by Neuse Charter School (NCS), the Town of Smithfield, and the Smithfield Police Department. The SRO works to maintain a peaceful campus environment by: Carrying out the responsibilities of a certified law enforcement officer; Presenting on criminal justice and other related topics; and Acts as an advisor and/or resource to students/staff by furnishing guidance on law related issues and ethical concepts, and provides individual counseling as needed. The SRO also works to build positive relationships with the students at the school to which they are assigned. The relationships that are built allow for the SRO to engage in positive encounters with students, prior to them having to deal with law enforcement in a threatening/stressful environment outside of the school setting.

Officer S. Cook transitioned to Neuse Charter School from Johnston Community College during the summer of 2018. NCS is a K-12 public charter school. The Executive Director of NCS runs all operations of administration. At NCS there are three Academic Leaders (principles) responsible for elementary, middle, and high school grade levels. For each academic group is a full time counselor that works with each leader. There is also a Dean of Academics (K-12) to focus on the school's continual evaluation of academic success and improvement.

Since transitioning to NCS in August, Officer Cook has had many opportunities to interact with students and staff. Several of the opportunities have included classroom presentations. Officer Cook has presented on topics such as Careers in Law Enforcement, where he provided information regarding Local, State, and Federal law enforcement agencies. Information on the Basic Law Enforcement Training program and information on how to become certified as a law enforcement officer in the state of NC was also presented. Officer Cook has had the opportunity to make presentations to the Freshman Seminar. During these

presentations, Officer Cook was asked to speak about bullying; ways to recognize bullying, how to deal with bullies, and how to report bullying to school administrators and law enforcement. Officer Cook was also able to present to the Forensics class, information about implied consent offenses. During this presentation, Officer Cook provided information on how law enforcement detects impaired drivers and explained to them the process from the traffic stop to adjudication. Officer Cook also demonstrated and allowed students to attempt the standardized field sobriety testing, utilizing "Impaired Vision" goggles to simulate impairment.

Officer Cook regularly reads to elementary students during story time. Officer Cook is also present during recess with younger students. SMPD badge stickers are regularly passed out and parents have expressed gratitude for being seen by the elementary students regularly.

As has been mentioned for the last several years, carpool is considered an on-going issue at NCS. Until the last quarter of 2017, vehicles parked on Booker Dairy Road in order to line up for carpool. During the last half of the year, a new driveway to NCS was completed by the NCDOT off of Kellie Drive. Officer Cook and NCS administrators met with the DOT Engineer over the project to look into ways to utilize the new entrance to the school and examined the traffic impacts of a few different traffic patterns. A decision was made on a way to have carpool flow on campus through Kellie Dr. At the time of this report the main entrance to the NCS campus is closed to all traffic. The only way onto the NCS campus is through Kelly Dr. This is due to the Booker Dairy Rd. expansion. NCS administrators are aware that once the Kellie Dr. project and Booker Dairy Rd. expansion are complete there will be additional traffic concerns, and are already considering options for this growth.

NCS is growing the campus by opening a new auxiliary gym facility. This building is used by the primary academy for gym. There are several new classrooms in the auxiliary gym to include Spanish, an art classroom, and band room. The school is also looking forward to the fundraising and building plans for the next phase of growth on campus, the elementary and middle school buildings.

The position of School Resource Officer is an important position on a school campus. This partnership between the Town, Police Department, and School has been and will continue to be a partnership that is needed and appreciated by those on the school campus; including the staff, students, and parents.

## Smithfield Police Department Canine (K-9) Unit 2018 Report



The Smithfield Police Department started our K-9 program in 2010 to provide a higher level of service to our citizens. The program is allocated two K-9 teams assigned to the Patrol Division. Each team consists of a sworn Police Officer handler and a Police K-9. We currently only have one operational team consisting of K-9 Diesel and his handler Officer J.B. Cutchins. K-9 Argo was retired and his handler Officer K.H. Hundley resigned from the agency in July of 2018. Officer Cutchins and Diesel were the first team and began their tour of duty in February of 2011.

The dogs we utilize are dual-purpose police canines; which mean they are trained to detect narcotics along with performing patrol duties such as tracking and article searches. Our current dog (Diesel) is a European bred German Sheppard obtained and certified through Ventosa Kennel of Scotland Neck.

The K-9 teams are utilized to apprehend suspects, locate missing persons, contraband and other evidence. When properly used, a K-9 team greatly increases the degree of safety to



citizens within a contained search area, enhances officers' safety, significantly increases the likelihood of a suspect apprehension and dramatically reduces the amount of time necessary to conduct a search.

### K-9 Activities by Month



#### January:

- 6 Vehicle Searches
- Article Search
- 3 Suspect Tracks
- Person Search

#### February:

- 6 Vehicle Searches
- Suspect Track

#### March:

- 8 Vehicle Searches
- 3 Residence Searches
- Motel Interdiction

#### April:

- 16 Vehicle Searches
- 3 Residence Searches

May:

- 5 Vehicle Searches
- Motel Interdiction

June:

- 2 Vehicle Searches
- Residence Search

July:

- 5 Vehicle Searches
- Residence Search
- Pharmacy Investigation

August:

- 8 Vehicle Searches
- Residence Search

September:

- 6 Vehicle Searches
- 2 Motel Interdictions
- Person Search

October:

- 10 Vehicle Searches
- 3 Residence Searches
- Motel Interdiction

November:

- 4 Vehicle Searches
- School Locker Sniff
- Suspect Track
- Motel Interdiction



December:

- 2 Vehicle Searches
- Residence Search
- Motel Interdiction



## **Results of K-9 Activities for 2018**

486 Grams of Marijuana Seized

11.36 Grams of Heroin Seized

24.15 Grams of Methamphetamine Seized

17.2 Grams of Cocaine Seized

102 Dosage Units of Illegal Prescription Medications Seized

\$6,352.00 of U.S. Currency Seized

13 Guns Seized

1 Apprehension as a Result of Suspect Tracks

82 Charges of Possession of Drug Paraphernalia

75 Charges of Misdemeanor Possession of Controlled Substances

38 Charges of Felonious Possession of Controlled Substances

24 Charges of Possession with the Intent to Sell and Deliver Controlled Substances

6 Charges of Maintaining a Vehicle/Dwelling for Controlled Substances

1 Charge of Sell & Deliver Controlled Substances

## Evidence 2018 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 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 2018. 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	50	
Drugs	493	
Bikes	2	
Money	42	\$18,552.83
Miscellaneous Items	923	
Total	1510	



A total of 1510 items were logged into evidence during the year of 2018. These items are added to the items that already have been logged into evidence. There are currently 8532 items, with 178 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

## 2018 Year End Report

### General Information

The Smithfield Police Department's Criminal Investigation Division is comprised of three investigators, one being a Sergeant. The Sergeant supervises the field operations, investigations, and certain assigned administrative duties by the Administrative Captain. The three general investigators 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 is responsible for supervising the investigative sergeant's, along with the administrative duties and spokesperson. 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 2018 calendar year, 111 cases were assigned to the three general investigators with 29 general crime cases being assigned to the two narcotic investigators for a total of 140 criminal cases. This was a decrease of 14 cases from the year of 2017. With the loss of the fourth general investigator, the Narcotics Investigators assumed the responsibility of the 29 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 29 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 of the police department.

In 2018 the department saw a decrease in property crimes such as residential and commercial burglaries from 108 in the year 2017 to 74 in the calendar year of 2018, a 31% decrease. Misdemeanor and felony larcenies decreased from 494 in the calendar year of 2017 to 395 in 2018, an 20% decrease. Embezzlements saw a decrease from 15 in the calendar year of 2017 to 5 in 2018, a 67% decrease. Forgeries and counterfeits saw a decrease from 53 reported cases in 2017 to 42 in the year 2018, a 31% decrease. Robberies were down 41% in 2018 from the year 2017. In 2017, 5 commercial robberies were reported and 1 in the calendar year of 2018. Robberies against person decreased from 17 in 2017 to 12 in 2018. Assaults were down 22% in 2018 from the year of 2017. In 2017, 51 assaults were reported and in the calendar year of 2018, 40 were reported. Violent assaults were down from 79 in 2017 to 55 in the year of 2018, a 30% decrease. Sexual offenses were up 150% against children from 3 being reported in 2017 and 7 reported in the year 2018. More DSS cases were worked but not substantiated. Rapes reported in 2017 was at 6 and 2 reported in 2018, a 67% decrease. In 2017, 1 homicide was reported and still under investigation. 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 have to call in other detectives to assist on certain crime scene's which has proven difficult at times with only three investigators. 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 and the

less 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 detective positions and one Supervisor (Sergeant) assigned to the Division of Narcotics Enforcement (DNE). The Division has operated with one Detective and the Supervisor, with the second Detective position being “filled” but vacant since the end of 2015 when the Division was reduced to its current staffing. 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 2018 Detectives assigned to DNE have been assigned as lead investigators on twenty nine (29) criminal investigations (not narcotics related), these case 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 JOCO Justice. Operation JOCO Justice was a six month long narcotics investigation starting in January of 2018 and ending in June with, over 100 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 2018 Detectives conducted two street level enforcement campaigns with North Carolina Alcohol Law Enforcement Agents. The campaigns targeted criminal activity occurring around business 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.

Detectives also assisted North Carolina Department of Corrections (Probation and Parole) on two separate operations, the operations were conducted as part of the Governor’s approach to the Safe Street initiative. Detectives were assigned to teams consisting of Local, State and Federal Law Enforcement Agencies in an attempt to locate and arrest wanted (absconders) probation/parole violators.

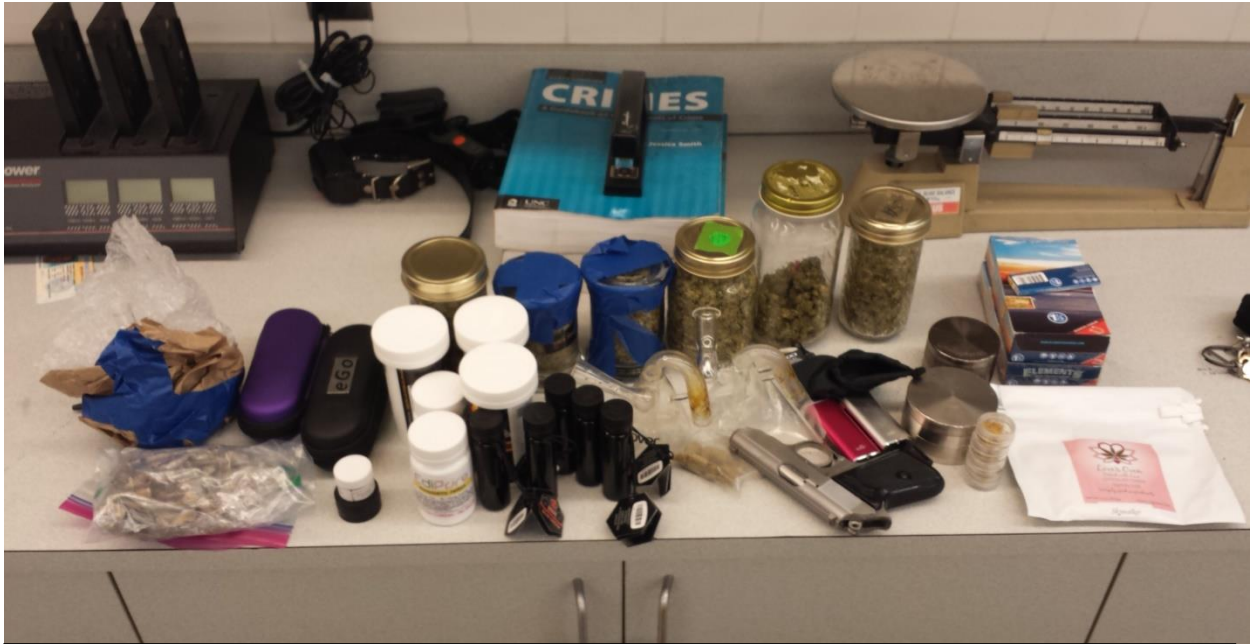
Much of 2018 detectives assigned to the Division of Narcotics Enforcement worked to build a better working relationship with the North Carolina Department of Public Safety, Bureau of Alcohol Tobacco and Firearms and the United States District Attorney’s Office in an effort to prosecute narcotics traffickers 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, 2018 to December 31, 2018, DNE detectives generated the following statistics in regards to 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:
106	16	3

**Annual Seizures:**



Marijuana Seizures: 1712.5 Grams





Crack Cocaine Seizures: 45.2 Grams



Drug Diversion Seizures: 428



Heroin 18 grams

Cocaine (powder): 179 Grams

Methamphetamine: 84.8 grams

Clandestine Methamphetamine labs (1) located inside of residence

Firearms Seizures: 3

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.

	<b>2017</b>	<b>2018</b>
<b>Calls for Service</b>	<b>22,887</b>	<b>22,332</b>
<b>Incident Reports Taken</b>	<b>1,848</b>	<b>1,623</b>
<b>Accident Reports</b>	<b>896</b>	<b>884</b>
<b>Arrest Reports Taken</b>	<b>1,402</b>	<b>1,301</b>
<b>Citations Issued</b>	<b>2,269</b>	<b>2,738</b>
<b>Parking Tickets Issued</b>	<b>112</b>	<b>111</b>

# Smithfield Police Department Annual End of Year Firearms Report 2018



## 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) 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 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 are conducted at the Howell Woods Learning Center owned and operated by the Johnston Community College. The college offers two different ranges and a newly installed 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 the summer of 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. 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. In 2015 the Criminal Justice Educations and Standards Commission implemented 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 multiple combat courses within the Shoot House Range.

#### **IV. 2018 Smithfield Police Department Firearms Statistics and Results**

Smithfield Police Dept. Cumulative Department Average= 95.8%

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 = 4

Number of Officers qualifying 95% to 89.9% = 21

Number of Officers qualifying 85% to 94.9% = 15

Number of Officers failing to qualify with 85% or higher on FIRST attempt = 0

Number of Officers failing to qualify with 85% or higher on SECOND attempt = 0

Number of Officers failing to qualify with 85% or higher on THIRD attempt = 0

Total Officers requiring remedial training = 0

Number of Officers failing to qualify due to improper course of fire = 0

Total Officers qualifying = 40



## Community Policing Report 2018



By

Officer V. Denoble

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 88 community events in 2018. This is nearly a 30% total increase in events from the 2017 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 first annual "Trunk or Treat Contest." I was able to receive donations from local businesses and churches to provide prizes for the best decorated trunks in the 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 annually.

The Smithfield Police Department along with several other organizations provided Thanksgiving dinner to over 40 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 hosted an event called "Shop with a Cop." This event is designed to take less fortunate families who are in need of 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), The Venomous Riders, Wal-Mart and several cash donations from other shoppers at Wal-Mart helped make this event possible. Together a little over \$2,000 was raised for 18 children to purchase gifts this year. Some of those children even purchased gifts for their siblings.

The Smithfield Police Department hosted their annual Christmas Party for families in need. This year we partnered with Toys for Tots and several other organizations. The party had food, entertainment, ornament making and toys for all those who attended. The Police Department was able to provide 509 children with a toy and stocking stuffers for Christmas.

Officers attended the 2018 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 Officer V. Denoble directly if you can provide any ideas or have any questions regarding community policing. You can reach Officer Denoble by email at [Vdenoble@smithfieldpd.org](mailto:Vdenoble@smithfieldpd.org) or by phone (919-934-2121).

# 2018 Accreditation Report



The Commission on Accreditation for Law Enforcement Agencies, Inc., (CALEA) was created in 1979 as a credentialing authority through the joint efforts of law enforcement's major executive associations. Those agencies are:

- International Association of Chiefs of Police (IACP)
- National Organization of Black Law Enforcement Executives (NOBLE)
- National Sheriffs' Association (NSA)
- Police Executive Research Forum (PERF)

CALEA's purpose was to establish a body of professional standards and to develop an accreditation process to administer its initial credentialing program, Law Enforcement Accreditation. This was completed by 1983, and the first agency was accredited in 1984.

Our agency went before the Commission in March 2015. We received our Advanced Law Enforcement Accreditation award at this hearing, becoming the 13th nationally accredited law enforcement agency of our size in the state.

In October 2017, our agency went through a re-accreditation process with CALEA Assessors. Our agency presented before the Commission in March of 2018 to receive our re-accreditation award in Frisco, TX.

There are approximately 459 standards, within about 40 chapters with which we are required to be within compliance. Most of these standards require we have a written directive (policy). We are required to show proof of compliance with the standards as well. Many of these standards have "bullets" (subsections) within them, which makes the number of actual proofs/documentation required much higher than 459. It is not sufficient to only say we do

things properly or a certain way; we must actually show it. Proofs may be interoffice memos, emails, photos, rosters, forms, incident reports, budget documents, citations and many more.

# CALEA Standards Chapters

<b>Law Enforcement Role and Authority</b>	<b>Agency Jurisdiction and Mutual Aid</b>	<b>Contractual Agreements for Law Enforcement Services</b>
<b>Organization and Administration</b>	<b>Direction</b>	<b>Planning/Research, Goals/Objectives, Crime Analysis</b>
<b>Allocation/Distribution of Personnel</b>	<b>Fiscal Management &amp; Agency Property</b>	<b>Classification/Delineation of Duties and Responsibilities</b>
<b>Compensation, Benefits, and Conditions of Work</b>	<b>Grievance Procedures</b>	<b>Disciplinary Procedures</b>
<b>Recruitment</b>	<b>Selection</b>	<b>Training &amp; Career Development</b>
<b>Promotion</b>	<b>Performance Evaluation</b>	<b>Patrol</b>
<b>Criminal Investigation</b>	<b>Vice, Drugs, and Organized Crime</b>	<b>Juvenile Operations</b>
<b>Crime Prevention &amp; Community Involvement</b>	<b>Critical Incidents, Special Operations &amp; Homeland Security</b>	<b>Internal Affairs</b>
<b>Inspectional Services</b>	<b>Victim/Witness Assistance</b>	<b>Traffic</b>
<b>Detainee Transportation</b>	<b>Legal Process</b>	<b>Communications</b>
<b>Records</b>	<b>Collection and Preservation of Evidence</b>	<b>Property and Evidence Control</b>

The process has begun again, and the agency is currently in our second re-assessment phase. We must ensure that our agency continues to maintain compliance with all applicable standards. This includes gathering proofs of compliance from all of the various departmental operations including, but not limited to; personnel matters, budgeting, recruitment, patrol operations, criminal investigations, evidence and records. We will also be responsible for submitting timely annual reports to the Commission. The information provided on these annual reports greatly enhance the next on- site assessment by giving the Commission details about agency compliance matters and other significant events related to accreditation.

Accreditation now runs on a 4 year cycle, so our next on-site assessment will be October 2021

## Smithfield Police Department

# 2018 PROMOTIONS & AWARDS

## Promotions & Advancements

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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 (Completed as a POI)

- A. Successfully complete one (1) year probation
- B. Receive Radar certification
- C. Receive Standardized Field Sobriety Testing certification
- D. Receive Intoximeter certification
- E. Been awarded the Basic Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission
- F. 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. Completed training hours to include:
  - 40 hours of Management/Supervision training
  - Field Training Officer (FTO) certification
  - Crisis Intervention Training (CIT) certification
- G. 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 2018 Smithfield Police Department Advanced the following personnel through Career Ladder

### Advancement from POI to POII

D. Barbour                      7/2/18

### Advancement from POII to MPO

R. Parker                        2/12/18

W. Faircloth	7/2/18	S. Cook	3/12/18
M. Jernigan	7/2/18	B. Sittig	7/2/18
R. Wooden	7/2/18	J. Turney	7/2/18
M. Renteria	2/12/18		

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 (2) 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. 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 (2) 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. 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 (2) annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal

## 2018 Promotions

**Sergeant:  
B.W. Smith promoted on August 13, 2018**



Sgt. B.W. Smith Receiving his Oath of office.

## Awards

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Every year 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 End of Year Report will be for the previous year's nomination. The Officer of the Year is awarded to a Police Officer for recognition of continuous, year-long performance in the following area(s):

- 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 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 operation.

Officers of the Smithfield Police Department nominated Detective J. Wheeler to be awarded the 2017 Officer of the Year Award.



Detective J. Wheeler was presented with the Officer of the Year award on May 1, 2018.

Congratulations to all personnel who were promoted and those who were awarded in 2018. These achievements continue to demonstrate the commitment and dedication Officers exhibit to serve and protect the citizens of Smithfield.

# 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 (41) sworn police officer positions. Currently the Department has a total of five (5) officers who hold the Intermediate Law Enforcement Certificate and eighteen (18) officers who hold the Advanced Law Enforcement Certificate.

During 2018, the following officers received certification awards;



## K-9 Officer Jordan Cutchins

On May 18, 2018, Officer Cutchins was awarded his Advanced Law Enforcement Certificate from the North Carolina Criminal Justice Education and Training Standards Commission. Mayor Andy Moore presented Officer Cutchins with the Advanced Law Enforcement Certificate at the July 10<sup>th</sup>, 2018 town council meeting.

**Smithfield Police Department**

**Annual Report**

**Field Training Program**

2017

By: Officer J. D. Barbour

Field Training Coordinator



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.

During the past year the department hired one new officer. This officer began field training, and showed promise to become a proficient officer. However, that individual found that this career field was not a good fit for him.

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.

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.”***



