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Approval: Chief of Police	Manual: Policy and Procedure			

I. PURPOSE

The City of Kinston Police Department is committed to the highest standard of courtesy and professionalism in all contacts with the public and between employees in the workplace. Bias for or against any person because of race, gender, religion, politics, ethnicity, national origin, life-style, economic status, age, culture or other identifiable group characteristic, or similar personal characteristics **IS PROHIBITED**. All officers and employees must avoid taking action or using language that is reasonably understood to be derogatory to any such group, or reflects bias for or against any such group.

II. DEFINITIONS

- A. **Bias:** Prejudice in favor of or against one thing, person, or group compared with another, usually in a way considered to be unfair.

III. POLICY

- A. Stopping a vehicle or person, issuing a citation, searching a person or vehicle, making an arrest, or taking any action in traffic contacts, field contacts, seizing assets or initiating the forfeiture of property solely because of race, ethnicity, national origin, or any other group characteristic of an individual **IS PROHIBITED**.
- B. Annually all officers must successfully complete the mandatory training courses mandated by the State of North Carolina. Mandatory training courses will include a focus on prohibiting bias-based profiling, ethnic or cultural diversity, community relations, and professionalism toward the public and in the workplace, including legal aspects of bias-based profiling
- C. All officers must accurately record all data required by North Carolina General Statute (NCGS) on the Traffic Stop Report Form SBI-122. Checkpoint stops and stops to investigate any crime other than a Chapter 20 offense need not be recorded under NCGS. The Department Records Section is responsible for data entry of SBI-122's into the SBI system.
- D. Supervisors must:
1. Enforce this policy as it applies to all officers and employees.
 2. Ensure the requirements of NCGS are understood and complied with by subordinate officers.
 3. Review completeness of SBI-122 prepared by subordinate officers.
 4. Counsel and correct any subordinate officer or employee concerning any action or language that reasonably indicates bias prohibited by this policy or a violation of this policy.

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5. Initiate and document disciplinary action against any officer or employee if counseling does not correct a bias problem, or in the case of an intentional, serious violation.
- E. All citizen complaints alleging bias in action or language must be documented and investigated promptly, thoroughly, and impartially. Appropriate disciplinary action must be taken and documented to ensure future violations by the same officer or employee will not occur.
1. All supervisors must continually monitor Traffic Stop Data submitted by subordinate officers to be alert to any pattern or practices suggesting a violation of this policy. Closer supervision and counseling may be appropriate in any given case.
 2. The Department shall annually document a review of Traffic Stop Data to determine patterns or practices in law enforcement activities that suggest a violation of this policy. Disparities should be investigated to determine if policy violations have occurred.
 3. Remedial training and counseling may be required whenever an officer or employee has engaged in conduct or used language that is reasonably interpreted as violating this policy. A serious, intentional violation of this policy may result in disciplinary action to include suspension, demotion, or termination.