A. Policy

Police-initiated building inspections are one method of reducing the threat of burglary. By checking, the officer can lessen the probability of an occurrence or quickly ascertain that a crime has occurred. If a crime has been committed, a search must be conducted to collect significant data on the method of operation, the point of exit and entry, the time frame, and other information imperative to the timely reporting of the preliminary investigation.

B. Procedure

1. Checking Buildings as a part of Patrol
   a. All buildings within the patrol area must be checked at least once (1) each tour of duty.
      1) The officer must advise the Dispatcher when checking a building or group of buildings - 10-23 into and 10-24 out of.
      2) Give exact address or location of the building to be checked.
      3) If it is suspected that a prowler is in the building or in the vicinity, additional officers will be requested.
   b. Always carry a flashlight when checking buildings.
      1) When searching the area, hold the lighted flashlight away from and to the side of the body.
2) Do not carry the flashlight in the gun hand.

3) Attempt to maintain a continuous beam from the flashlight, as intermittent bursts will affect the officer's vision in a dark room.

c. Check all doors and windows thoroughly.
   1) Depress the latch, or turn the knob, when checking doors. Inspect padlocks for signs of tampering or defects.
   2) Inspect the window sills for pry marks and disturbance of dirt particles.

d. Know the normal appearance of the building.
   1) Look for unusual conditions:
      a) Lights not turned on.
      b) Window shades drawn, etc...
      c) Doors standing ajar.
   2) Office appearance:
      a) Location of safes, cabinets, etc...
      b) Furniture and equipment arrangement.
   3) Officers should be constantly aware of the possibility of authorized persons being in the area. Check ID Cards.

e. Check for ladders, barrels, boxes, etc..., against walls of building - which may indicate possibility of prowlers on roof.

f. Be alert for "Lookouts" in vicinity.
   1) Lookouts are usually in place where they can observe an officer's movements, and yet be seen by associates on the inside.
   2) The Lookout should be apprehended immediately only if it appears he/she will flee before assistance arrives.
3) Be observant for any subject with a walkie talkie radio, as he may be a Lookout (use of C.B. radio is not uncommon).

g. Be alert for unusual noises.

h. Do not get into the habit of checking a building at the same time each day or night.

2. Procedures When an Open or Unlocked Door/Window is Discovered

   a. Notify the Dispatcher at once, giving the location of the building and what has been detected. Request additional assistance if needed and repeat location.

   b. Do not enter the building until assistance (if requested) has arrived.

      1) Guard the most likely avenue of escape.

      2) When assisting officer arrives, disclose your location by radio.

3. Searching a Building

   a. The Senior Officer at the scene will be in charge of the search. If no ranking officer is present, the officer assigned to the area, in which the building is located, will be in charge. In the event the area officer is not present, the first officer receiving the call or discovering the condition will be in charge - pending arrival of the Supervisor.

   b. The Supervisor will determine whether the situation is a burglary in progress, actual break-in, or a breach of security. The determination of the Supervisor will determine which of the following actions are taken:

      1) Burglary in progress: (Suspect is, or is believed to be, still on scene.)

         a) Officers will be posted outside the building to prevent possible escape of prowlers before the building is entered by the search party.

            1 Positions covered will be such that all exits from the building are visible to the officers.

            2 The officers must remain at their assigned positions until the search is complete.
b) Contact Charleston Police Department and request that a canine unit be dispatched to the location.

1 If in the event that Charleston Police canine units cannot respond or that a significant delay in their response might represent an officer safety issue, Charleston County Sheriff’s Canine units may be requested.

2 Upon the arrival of the Canine Officer, the Supervisor will brief the unit of the situation and upon completion of the briefing the Canine Officer will assume command of the incident until resolution of the incident. The arrest will be the responsibility of the Medical University of South Carolina, Department of Public Safety Officers.

2) Actual Break-in: (A break-in has occurred but the suspect is not believed to be on scene.)

a) Officers will be posted outside the building to prevent possible escape of prowlers before the building is entered by the search party.

1 Positions covered will be such that all exits from the building are visible to the officers.

2 The officers must remain at their assigned positions until the search is complete.

b) Going through doors or within the building:

1) Officers will not enter a building or any facility under this situation with a weapon drawn.

a Officers will grip their weapons, while maintaining the weapon in the holster, with their thumbs resting of the thumb strap of the holster.

b Officers will draw their weapons only in the defense of their lives or the life of another in accordance with Policy and Procedure #56
When an officer draws his/her weapon a Use of Force Report will be accomplished and submitted in accordance with Policy and Procedure #56 (Use of Force and #57 (Weapons).

2) Slowly open the door about one inch, stand back away from the door and listen for a moment.

3) If all appears to be in order, continue to open the door cautiously. One officer will enter standing and the other will enter in crouched (low) position. One officer should go to each side of the door, stop, look and listen before proceeding. When searching the room the officers will position themselves in such a manner as to provide cover for each other. Both officers should not be moving at the same time. The stationary officer will provide cover for the officer that is moving. If the lights are turned off, do not turn them on. You may need to use your flash light. Remember your academy training and do not use your light in any manner that would illuminate yourself or your partner.

d) Buildings with two or more floors will be searched from the bottom up - securing or controlling any elevators and stairways.

e) Entering Locked Offices or Labs (CALEA 91.3.1.c)

1 In conducting security checks of offices, labs, etc..., the doors to the above will be checked. If the doors are secure and there is no indication of breach of security, or no call has been received to investigate the inside of the area, the officer will not unlock any doors to enter any areas.

2 There will be times when emergency conditions will dictate that an officer enter the areas mentioned in "A" above. REMEMBER, MANY AREAS ON THE CAMPUS CONTAIN TOXIC OR HAZARDOUS MATERIAL. There should be a
sign on the door to indicate the type material inside. IF YOU ARE NOT SURE ABOUT THE SIGN, CALL THE SUPERVISOR BEFORE ENTERING. NEVER ENTER A ROOM UNLESS YOU ARE SURE THAT IT IS SAFE.

3 Anytime offices or labs are found open, or an officer is required to enter under an emergency condition, the Dispatcher will be notified prior to entering.

f) Checking the Inside of an Office or Lab Area (CALEA 91.3.1.c)

1 At no time will a member of this Department enter lockers, desks, cabinets, etc..., to determine if anything is missing. If in the opinion of the Supervisor On-Duty there has been a break-in, the area will be secured until the occupant can inventory the area for loss. There will be times that the occupant will be unable to conduct an inventory until a later time. A complete report will be made by the investigating officer.

g) When the Incident is Completed

1 The Senior Officer, or the Officer in Charge, should advise the Dispatcher.

3) Breach of Security: (A point of entry (i.e. open door, window etc.) with no signs of visible signs of forced entry is found or reported.)

a) Officers will be posted outside the building to prevent possible escape of prowlers before the building is entered by the search party.

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c. Facilities That are Vulnerable to Theft/Burglary

1. Certain areas and facilities throughout the campus, such as pharmacies, safes, waiting rooms, some offices, etc..., are especially vulnerable to theft or burglary, and require special attention. Each Post Order contains a list of vulnerable facilities. **AT THE START**
OF EACH TOUR OF DUTY, the assigned officer must review the Post Orders and comply with all instructions.

NOTE: WHEN AN INCIDENT OCCURS, WHICH REQUIRES MORE THAN ONE OFFICER, THE SUPERVISOR WILL DETERMINE HOW MANY OFFICERS ARE NEEDED TO SECURE OR CHECK THE AREA.