

Patrol

400.1 PATROL ORGANIZATION AND RESPONSIBILITIES

Agency Content

The Patrol Division is responsible for providing direct police services to the public. The Patrol Division has primary responsibility for providing continuous patrol coverage and traffic control. In order to provide for continuous patrol coverage, Patrol is divided into three overlapping "watches" (e.g. overlapping eight-hour tours of duty) based on Department need. A Captain commands each of the three watches and is also assigned a district (designated as North, Southwest, Southeast). Subordinate command and supervisory officers assigned to each watch are accountable to their respective Commanding Officer. As many police officers and supervisory officers staff the Patrol Division as the Chief of Police deems necessary.

400.2 PATROL ASSIGNMENTS

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Elements of the Patrol Division shall be deployed to provide law enforcement services twenty-four (24) hours a day, seven (7) days per week throughout the year. Shift changes for members of the Patrol Division shall be staggered in order to provide for uninterrupted patrol coverage. Shift change times for patrol territory units shall occur as follows:

- (a) Odd numbered territory cars are designated as early cars. The change of shift times for early cars are:
 - A Watch 2200hrs.
 - B Watch 0600hrs.
 - C Watch 1400hrs.
- (b) Even numbered territory cars are designated as late cars. The change of shift times for late cars are:
 - A Watch 2300 hrs.
 - B Watch 0700 hrs.
 - C Watch 1500hrs.
- (c) The change of shift time(s) for any other supplementary patrol component of the Patrol Division, if any, shall occur at times designated by the Chief of Police.

400.3 PATROL SUPERVISORS DUTIES AND RESPONSIBILITIES

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Patrol supervisors shall be responsible for the enforcement of Department rules and regulations, orders, and procedures within their assigned jurisdiction. Supervisors shall also be responsible for the discipline, punctuality, attendance, appearance, good order, and efficiency of members under their control. The duties of patrol supervisors shall include, but are not limited to:

- (a) Performing specific duties and functions as assigned by superiors.

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- (b) Obeying all lawful orders.
- (c) Performing assigned tasks.
- (d) Providing leadership and guidance in developing loyalty and dedication to the police profession.
- (e) Training, directing, supervising, and evaluating members in their assigned duties.
- (f) Recommending remedial or disciplinary action for inefficient, incompetent, or unsuitable members to the Chief of Police.
- (g) Communicating orders, information, and instructions.
- (h) Informing the relief shift of all necessary police matters.
- (i) Being present at and conducting prescribed roll calls.
- (j) Inspecting personnel, vehicles, and equipment at established intervals.
- (k) Reporting absentees and any deficiencies in personnel and equipment to a superior officer.
- (l) Ensuring that Departmental resources are used effectively.
- (m) Ensuring that recovered property is handled in accordance with appropriate statutes and Department procedures.
- (n) Accounting for all moneys and valuables received, processed, and disbursed in conformance with Department procedures.
- (o) Inquiring into the circumstances of all arrests to assure that all persons are processed in conformance with Department policy and procedures.
- (p) Knowing and conforming to the current bail provisions of the Criminal Procedure Law of the State of New York.
- (q) Reporting promptly, through the chain of command, matters of importance to a superior officer.
- (r) Ensuring that all appropriate government and police agencies are informed of emergencies and hazards that require their attention.
- (s) Directing activities of subordinate members toward the purpose of achieving the goals and objectives of the Department.
- (t) Performing all other duties that are required of them as a member of the Department.
- (u) Maintaining a professional bearing and rendering professional courtesy to superior officers.
- (v) Assembling and removing details and parades in a professional manner.
- (w) Ensuring that required notifications are made.
- (x) Relaying information through the chain of command to appropriate organizational components of the Department.
- (y) Patrol supervisors shall, without unnecessary delay, respond to the scene on a crime or incident whenever:

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1. Requested by a subordinate.
2. Directed by a superior.
3. Required doing so in accordance with established Departmental policies or orders.
4. The crime or incident is of a serious nature or consequence.

400.4 PATROL OFFICERS DUTIES AND RESPONSIBILITIES

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The duties and responsibilities of Patrol Officers shall include, but are not limited to:

- (a) Being responsible for the diligent and conscientious performance of the duties imposed upon them by law, by the rules, regulations and procedures of the Department, and the lawful orders of their superior officers.
- (b) Be courteous, respectful and professional at all times, to citizens, members of the Department and individuals representing other organizations, in all forms of communications.
- (c) Promptly respond to all calls for service and handle all calls in the appropriate amount of time necessary to conduct a thorough preliminary investigation, based on the nature of the call.
- (d) Constantly and alertly patrolling their assigned beat(s), giving particular attention to those locations most vulnerable to the commission of crime.
- (e) Thoroughly acquainting themselves with their assigned area of patrol and do all in their power to prevent any breach of the peace or violation of law.
- (f) Familiarizing themselves with the location of all Departmental, fire, and other communications facilities within the city.
- (g) Continually checking the security of the business places on their beats after closing hours.
- (h) Continually inspecting assigned patrol areas, carefully noting any condition requiring police attention and, in accordance with applicable procedures, taking whatever action is necessary in the situation.
- (i) Preparing a memorandum of current complaints and all matters of police interest relating to their beat and giving proper attention to the same.
- (j) Keeping a memorandum of all occurrences or information received which may be of interest to any branch of the Department or other agency or upon which a report may be required and promptly transmitting the same.
- (k) Giving particular attention to premises where narcotics, dangerous drugs, liquor, vice, or gambling laws may be violated and doing all in their power to prevent such activity and immediately reporting their observations and actions taken to their supervisor.
- (l) Carefully observing conditions which could lead to the development of crime or criminal opportunities, taking such preventive action as the condition may indicate,

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and reporting their observations, actions, or recommendations to their supervisor as soon as practical.

- (m) Giving particular attention to streets of heavy traffic, signalized intersections, and traffic control signs. The responsibility of patrol officers in the enforcement of traffic violations is as great as in the enforcement of other laws and failure to take appropriate action upon view of a traffic violation may subject the officer to disciplinary action as for any other neglect of duty.
- (n) When leaving a mobile unit, calling in their location to the E911 Communications Center.
- (o) Unless otherwise directed, carrying their portable radio communications equipment, which shall be turned to the "on" position at all times, so that the portable radio is audible whenever a transmission on a mobile unit is not within hearing distance.
- (p) Making notifications as required by Department procedures.
- (q) A police officer assigned to a specific geographical area is responsible for the provision of police services, both reactive and proactive, within the assigned area.

400.5 ASSIGNED AREAS

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Officers assigned to the Uniform Bureau shall patrol and respond to calls for service within the confines of their assigned beat, unless directed by the dispatcher or a supervisor, to patrol or respond to a call in another beat.

If an officer is involved in an investigation or pursuit of a person or motor vehicle and is required to leave their assigned beat, the dispatcher shall be notified immediately.

On completion of an investigation or other police action, officers shall return to service and their beat, immediately.

If a second vehicle is sent to a call, the assisting officer(s) shall return to service and to their respective beats as soon as it is determined that their service is not needed.

400.6 COMMUNICATIONS AND CONTACT WITH 9-1-1

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Whenever an officer is required to leave their patrol vehicle, he/she will notify the dispatcher of the location and reason for leaving the vehicle. Officers will notify the dispatcher verbally or utilize the Mobile for Public Safety (MPS) Field Event function.

- (a) The Field Event function allows officers to self-dispatch themselves on an event from the mobile data terminal in their patrol vehicle. The data is transmitted to the E911 Communications Center.
 1. With the exception of Property Checks, the dispatcher is required to verbally acknowledge the officer's unit number, event type, and location.

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2. If the Unit initiating the Field Event does not receive a verbal acknowledgement from the dispatcher, he/she must verbally ask the dispatcher if they received the Field Event.
3. When a self-initiated Field Event is received for a Property Check with no previous DR# assigned, the dispatcher will verbally acknowledge that a property check was received but will not broadcast the location.
4. Officers may self-dispatch themselves on the following event types via MPS:
 - (a) ESCT/F (Escort/Funeral).
 - (b) ESCT/M (Escort/Money/Bank).
 - (c) HAZD (Hazardous Condition).
 - (d) PCHK (Property Check – no previous DR assigned).
 - (e) TRAF/C (Traffic Complaint – investigation only).
 - (f) VEH/A (Abandoned Vehicle).
 - (g) VEH/D (Disabled Vehicle).
 - (h) VEH/PC (Parking Complaint – investigation only).
- (b) Officers will not use the Field Event function for traffic stops or to place themselves out on any call where there is an apparent officer safety concern. In these cases, officers will utilize proper voice radio procedures.
- (c) If the MPS system is down or not functioning properly, officers will verbally place themselves out on calls instead of attempting to use the Field Event function.
- (d) When an officer is out of service for a period of time in excess of twenty minutes, the dispatcher shall broadcast an officer status check and give the car number.
- (e) An officer receiving a status check will immediately inform the dispatcher regarding the status of the call.
- (f) If the officer does not immediately respond, informing the dispatcher why they are still out of service, the dispatcher will dispatch an additional unit and/or a supervisor to assure the officer's safety.

Detectives will notify the dispatcher of the location and reason for leaving their vehicle. If they are conducting a follow-up investigation, they will give the dispatcher the DR# of the investigation.

When performing a vehicle stop for any reason, and prior to leaving the police vehicle, the officer will notify the dispatcher verbally via the police radio the following details:

- (a) Location of the vehicle stop.
- (b) The license plate number of the vehicle being stopped.
- (c) The vehicle's make, model (if known), color, and number of occupants.
- (d) At the conclusion of the stop, the officer will notify the dispatcher when they return to service. This may be done either verbally or through the MPS system.

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When leaving a police vehicle to perform a vacant house check, book and check, or business check, the officer will give the dispatcher the DR# for the location to be checked. The officer must notify the dispatcher when he/she returns to the police vehicle. The officer will record their out of service time and return to service time in their daily log. These checks will be made by the officer(s) in service (code one), available for emergency calls.

- (a) Officers may also use the MPS Field Event function to put themselves out on a property check when no previous DR has been assigned to the address.
- (b) If an opened or unlocked door or window of any business establishment or vacant house is found, the officer must immediately notify the dispatcher and request assistance to make a complete inspection, or inform the dispatcher of his/her intent to check further.
- (c) No inspection shall be made by an officer inside any structure where an unlocked or open door or window has been found until the dispatcher has been notified.
- (d) An Open Window/Door Report (Form 13.7) shall be completed by the officer who initiated the call.

Whenever officers intend to enter an establishment that serves alcoholic beverages to check for violations of the law, they must first notify the dispatcher by radio of the location of the premises to be checked. Officers are required to follow procedures detailed in the Department's policy governing alcohol beverage control.

400.7 BEAT INSPECTION AND REPORTING HAZARDS

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Members are responsible for inspecting and reporting hazardous or potentially hazardous conditions on their assigned beats. If a hazardous condition is observed which endangers life or property, or which might create a civil liability to the City of Syracuse, the condition shall be immediately reported to the E911 Communications Center data dispatcher (Channel #2) who will notify the appropriate agency.

Hazardous conditions include but are not limited to:

- (a) Holes, unprotected excavations, or broken pavement in the street.
- (b) Irregularities in curbs or sidewalks.
- (c) Power or telephone lines down.
- (d) Unauthorized or damaged traffic signals or signs.
- (e) Blind corners where trees or shrubs obstruct the view.
- (f) Obstructions of any kind on any street or sidewalk.
- (g) Improperly protected construction material or equipment.
- (h) Any construction not protected by light or barricade.
- (i) Large numbers of persons congregating in a building in such a manner that their presence might constitute a fire hazard.

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- (j) Street lights out.
- (k) Buildings or property frequented or inhabited by homeless persons, which need to be secured to prevent entry.
- (l) Any other hazards which may endanger life or property.

If the hazard represents a serious threat to life and property, the reporting officer shall notify their supervisor, isolate the hazard, and wait for the appropriate agency to eliminate or minimize the hazardous condition.

All beat cars bordering Onondaga Creek are to check the creek area as often as possible during their tour of duty, with special attention given to the starting and closing times of schools, and when the water level is unusually high.

400.8 FORCED ENTRY INTO BUILDINGS

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Under the following circumstances, but not limited to, an officer may force entry into a building:

- (a) A delayed forced entry might endanger the life or the well-being of a person.
- (b) A delayed forced entry might endanger the property of another.
- (c) A delayed forced entry might result in the destruction of evidence or contraband, in instances where it is legally permissible to forcibly enter the premises.
- (d) The principal of close pursuit would legally apply.

If time allows, the officer will contact the building superintendent, landlord, or other person who may have the keys to the structure.

Whenever force is used to gain entry, the following procedure will be followed:

- (a) An Incident Report must be completed detailing the circumstances and reason for the forced entry.
- (b) Photos will be taken of the location of entry, by an Evidence Technician or a supervisor, illustrating any property damage resulting from the forced entry, however slight.
- (c) If an owner is not on the scene during a forced entry, the officer will complete a Syracuse Police Department Notice of Forced Entry form # 13.8 and post it at the entry site.
- (d) If the owner is not present, the investigating officer will ensure that the building is physically secured before leaving the scene.
 1. Officers can contact the DPW via the 911 Center's data channel for assistance in securing premises.

400.9 COMPLETION OF TOUR OF DUTY

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Patrol officers shall be called to the garage at the end of each tour of duty in-groups, at the direction of the dispatcher. No uniform patrol car shall leave their respective territory until directed to do so by the dispatcher or without permission of a supervisor.

Uniform patrol Sergeants will, when possible, report to the Police Garage prior to the officers under their supervision, and will supervise the officers going off-duty. They shall review all reports not previously submitted, examine reports for completeness and accuracy, returning those that are not complete or accurate. Reports will be approved by supervisors by signature and IBM# and will be forwarded to the Central Records Division.

Supervisors responsible for field units will account for all assigned employees at the end of each tour of duty, to ensure their safety. If it is determined that an employee is working over-time, the supervisor must notify the Commanding Officer of the shift coming on duty so that adequate supervision and relief may be assigned.

400.10 COMPLETION OF DAILY ACTIVITY LOG

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All Police Officers and Community Service Officers assigned to field duty within the Uniform Bureau will complete an Officer's Daily Log (Form 13.8A) and submit it upon completion of their tour of duty.