

# MEDINA POLICE DEPARTMENT GENERAL ORDER

**ORDER NO:** 2017-025

**SUBJECT:** Patrol Procedures

**EFFECTIVE DATE:** 14, September, 2017

**RESCINDS ORDER NO:** 99-02-02

**DISTRIBUTION:** Patrol Officers and Supervisors

**PURPOSE:** To establish general guidelines for the patrol officer and patrol supervisor to follow when performing day to day routine patrol and law enforcement duties.

I. **POLICY:** It is the priority of the Medina Police Department to utilize the most effective procedures for providing police service to the community. The following patrol, supervision and enforcement guidelines ensure the effectiveness and safety of Medina's police officers and the security of its citizens.

II. **PROCEDURE:**

A. Patrol Area

Patrol officers are assigned to a specific patrol area within the Village of Medina. It shall be the officer's responsibility to be knowledgeable of the boundaries of his assignment. Patrol area maps shall be conspicuously posted within the Medina Police Department. The boundaries of said area may be adjusted by the department when additional property is annexed within the Village of Medina.

B. Routine Patrol Methods

1. Random Patrol

- a) Routine vehicle operation with patrol operating around the clock and often during periods of adverse weather conditions, the operation of patrol vehicles shall be in accordance with conditions that prevail.
- b) Operate at casual speeds, being observant and inquisitive.
- c) Remain alert to potential hazards, dangers or traffic problems.

2. Patrols shall travel residential areas at a slow rate of speed whenever possible. Presence of patrol units in these areas it intended to:

- a) Create good community relations.

- b) Create a sense of security to residents.
  - c) Prevent criminal behavior.
  - d) Develop sources of information.
3. Surveillance of industrial, commercial and residential properties is a part of the patrol's duties. Whenever property checks are performed and a building is found to be unsecured the officer will not enter the building alone unless a backup officer is unavailable. Following are procedures to be adhered to:
- a) Notify dispatcher.
  - b) Give a description of the situation.
  - c) Check the building for security of exterior.
  - d) Request necessary assistance.
  - e) Notify owner or manager to request assistance in checking the building and securing same.
  - f) Document the incident through an incident report on SJS.
4. Officers will, whenever possible, include regular foot patrol in their tour of duty. This shall be in either a business district or a high crime area in an effort to deter crime and promote community relations. A- Line officers **are required** to physically check doors in the business district of downtown Main St. during their tour of duty.
5. Patrol shall remain non-repetitive in nature varying routes, alternating coffee breaks and meal periods, and avoiding habit forming patterns. Officers are not to park patrol vehicles together in the immediate vicinity of one another when on meal periods or coffee breaks. It is encouraged that officers alternate their meal times, but if eating together be mindful of the parking of patrol vehicles and the duration of the time spent at an establishment.
6. Officers shall make a constant effort to find, report and correct hazardous conditions in their patrol area. These shall include, but are not limited to the following:
- a) Traffic control devices not operating properly.
  - b) Traffic signs down, missing or damaged.
  - c) Railroad gates or signals not operating.
  - d) Dangerous holes or ruts in roadways.
  - e) Electrical wires down.
  - f) Water leaks or main breaks.
  - g) Construction sites that are not properly barricaded.
7. Property checks shall be conducted by officers on all shifts. A job card should be created, and the property check log should be completed

reflecting that the property was checked. Periodic checks should also be completed to maintain the security of village property, including city hall, police and fire stations, clerk's office, DPW, etc.

#### C. Notification of Next of Kin in Cases of Death or Serious Injury

1. These notifications can place the officer in a delicate and uncomfortable situation. The following procedures should be used whenever possible and practical:
  - a) Notification should be made as promptly as possible.
  - b) The presence of a minister or relative/close friend should be obtained whenever possible before notification.
  - c) If notification has to be made alone the officer should offer assistance to the next of kin in contacting a relative or close friend or minister.
  - d) Officers delivering emergency notification shall endeavor to be as complete as possible and to relay the source of information.

#### D. Patrol Investigations

1. Patrol officers of the Medina Police Department are required to conduct a thorough investigation of all crimes that are reported to them. In many cases the patrol officer will conduct the entire investigation for the preliminary stage through to the arrest of the perpetrator whenever possible. There are cases, however, when the investigation must be referred to a ranking officer (Sgt. Lt., Chief) for further follow up. This referral is made by the Patrol Supervisor in compliance with current Department General Orders regarding the investigative and reporting procedures of the organization. Following are some guidelines which will help determine when a referral to a ranking officer would be appropriate.
  - a) When there are solvability factors present that have not yet been exhausted for any reason.
  - b) The case required in-depth investigation outside of the Village limits.
  - c) The investigation becomes complex and will require extensive and ongoing follow-up efforts.
  - d) The case is related to other investigations being conducted by other officers.
  - e) The investigation requires coordination with other law enforcement agencies.

The Supervisor on duty shall immediately notify the Lt. and Chief of any serious felony offense involving physical violence, substantial property loss or damage, death or serious physical injury.

#### E. Supervision

The duty Sergeant or Officer in Charge (O.I.C) shall respond to all incidents, but are mandated to report to serious incidents. Serious incidents shall include, but are not limited to, the following:

1. Major crime investigations.
2. Barricade/hostage situations.
3. Serious MVA's and all MVA's involving police vehicles.
4. Injury to a police officer.
5. MVA or injury involving Village personnel.
6. Complaints regarding police personnel.
7. Working fires.
8. All incidents involving serious physical injury or death.

#### F. Ejustice and Department Voicemail Messages

During an officer's tour of duty, all officers will make multiple checks of both the Ejustice Portal messages and departmental voicemails.

#### G. Traffic Stops

Officers are **expected** to conduct regular traffic stops in an effort to insure compliance with NYS Vehicle and Traffic Law and Village ordinances.

Officers must keep in mind that in many cases this activity is the only direct contact that a member of the community may have with the police; therefore it is extremely important to keep the interaction on a professional level. Following are some guidelines which should be followed when conducting a traffic stop:

1. Before making the stop:
  - a) Maintain a reasonable distance between the subject vehicle and the police unit.
  - b) Locate a safe spot to stop the vehicle.
  - c) Advise the dispatcher of the plate number and location of stop via radio and create an incident number on the CAD system.
  - d) Position the police unit behind and to the left of the subject vehicle to provide for maximum safety of the officer.
  - e) Utilize the appropriate emergency equipment:
    - Emergency lights – Should always be operated during emergency driving conditions. When used to protect the scene of a traffic incident or vehicle stop, emergency lights shall be used

in a manner with maximizes the protection of the scene without blinding on-coming traffic, i.e. headlight flashers.

- Siren/PA System – May be necessary to alert or warn the subject driver and the public in general.
- Hazard warning lights – These four way flashers should be used to provide additional safety during traffic stops as well as any other situation where a police car is stationary with its other emergency lights operating, such as an accident scene, or other incident.
- Alley lights – These provide for additional light to the area of the stop or accident scene with can be helpful at night.
- Takedown lights and spotlight – These are to be used in hours of darkness to illuminate the passenger compartment of the subject vehicle.
- Flares- The placement of department 30 minute flares can be helpful in cases of an extended traffic stop on a heavily traveled route and at accident scenes.

#### H. High Visibility Clothing

Each officer is supplied with a highly reflective raincoat and reflective vest for use by patrol personnel. Officers are **required** to wear either the vest or the reflective raincoat when assigned to traffic direction posts or during periods of prolonged traffic direction.

#### I. Speed Measuring Devices

1. Certification – All department owned radar units shall be certified and calibrated by the Bureau of Municipal Police in accordance with the standards of that agency. This process must be conducted at least once a year.
2. Training and operation – All officers who are required to utilize radar equipment when performing their assignments shall be thoroughly trained in the use of that equipment. This shall include the initial training for original operator certification and then continual familiarization of operational procedures and techniques through constant use of the equipment. Manufacturer's manuals and instructions shall be available for reference within the department.
3. Maintenance and repair – All repairs are to be made only by the manufacturer of the equipment or by a certified repair representative. The units shall be kept in good working order and it shall be the operating officer's responsibility to report any deficiencies with the equipment to his supervisor.

4. Radar certification and maintenance officer – The Chief of Police will designate an officer by current directive to be responsible for the following:
  - a) Coordination of the annual calibration of this equipment.
  - b) Repairs to the units.
  - c) General use and deployment of the units.
  - d) The maintenance of all records relating to calibration and repair of the units.
  - e) Liaison with the court and District Attorney’s office regarding radar matters.
  
5. Radar Operating Procedures
  - a) Appropriate location – In selecting an operating site the officer will first consider the safety of the location with respect to himself and the violator being stopped.
  - b) Calibration – This testing procedure should be done before operation at a particular location and immediately after terminating such operation. A test shall also be conducted after issuing every summons for a speed violation.
  - c) Radar enforcement technique:
    - Observe vehicular traffic at the location.
    - Pick out the vehicle in violation.
    - Estimate the violator’s speed.
    - Verify the speed with the radar unit.
  - d) Court testimony – The following elements must be established at trial:
    - Time, date, place and location of the vehicle was checked, identity of the operator, and speed of the vehicle.
    - The officer’s training, experience and qualifications.
    - That the radar unit was operated properly.
    - That the unit used has received proper certification of calibration and maintenance.
    - That an independent observation of the speed of the vehicle was made and coincides with the radar results.

J. Traffic Law Violators (Special Situations)

1. Juvenile violators – In cases where a juvenile is apprehended for a traffic violation the contact shall be handled in accordance with Department policy relating to juvenile procedures. In all cases, the parent or guardian of the violator shall be contacted and advised of the situation. Juveniles

shall not be issued standard Uniform Traffic Tickets but instead, the matter shall be recorded on an incident report.

2. Non-resident violator – In most situations non-residents should be treated the same as local violators. Officers should be aware of the reciprocal agreements among states regarding those who fail to comply with assigned court dates and appearances, and should advise the violator that such failure to comply may result in the suspension of his driving privileges. In cases where an officer has reason to believe that the violator will not comply with a summons, he should advise his supervisor of same and make arrangements for the violator to post bail to insure appearance in court.
3. Diplomats/Consular officials – Diplomats and, in certain cases, their families will not be served with a summons once their identity has been established. A police officer involved with a person having diplomatic immunity must keep in mind that unless imminent danger to life will result, a diplomat is not to be restrained, detained or transported against his will once it has been established that he is entitled to diplomatic immunity. However, a person may be reasonably detained until such time as his immunity is established.

In cases where an officer is uncertain on how to proceed with a person claiming to possess diplomatic immunity, he must notify his Supervisor. In addition, the United States Mission to the United Nations will be consulted. This Mission will be able to provide information relating to handling diplomats and their staff as well as assisting in establishing their identities.

Any incidents involving diplomats or claims of diplomatic immunity will be reported to the Chief of Police by any and all officers involved in such contacts.

#### K. Roadblocks

A roadblock is an effort to look for a specific individual or group of individuals or to block the exit of a person fleeing apprehension. Roadblocks can be used only with permission of a supervising officer and are not to be confused with a traffic checkpoint.

#### L. Traffic Checkpoints

Traffic checkpoints may be established only with permission of an O.I.C. or above and must be conducted in accordance with the following procedures:

- a) Site must be an area which will minimize any risk to the public and will

not present any extraordinary degree of inconvenience to the motoring public.

- b) There must be adequate warning through the use of the patrol vehicle's emergency lights during hours of darkness or extended checkpoints. Traffic cones, and/or flares should be used to direct traffic to the checkpoint in a safe manner if applicable.
- c) There must be a minimum of two uniformed officers at the Checkpoint to insure officer safety.
- d) A non-discriminatory, random system shall be used to determine what cars will be checked.
- e) Inquiry – Upon directing a vehicle to the checkpoint area, officers shall inquire into the following:
  - Vehicle registration
  - Inspection sticker
  - Drivers license
  - Insurance Card
  - Other apparent violation
- f) Intoxicated drivers – While inquiring into information such as contained in section d above, the operator should be observed. If observations raise reasonable grounds that the person is operating in violation of section 1192 of the Vehicle and Traffic Law, sobriety or the use of drugs will be explored. The operator may then be requested to exit his vehicle for a psycho motor test and/or an alcohol screening test. If the driver passes the tests he will be allowed to proceed. If he does not, he will be placed under arrest in accordance with the Vehicle and Traffic Law and Department Policy.

By Order Of:

Chad Kenward  
Chief of Police