

Geneva Police Department GENERAL ORDERS		POST ASSIGNMENTS AND PATROL PROCEDURES	
<input type="checkbox"/> new: <input checked="" type="checkbox"/> rescinds: Policy & Procedure 2.5: 39.1: 40.2: 43.2: 47.6; 55.5 <input type="checkbox"/> amends:		cross-reference: Accreditation/Recognition standards: C.A.L.E.A.: NYS L.E.A.P.: 2.5; 39.1; 40.2; 43.2; 43.3; 47.6; 55.5	
effective date: 2.26.04		issue/amend/review date: 2.26.04 / 10.30.13 / 5.13.20	
I. PURPOSE	The purpose of this General Order is to establish and describe the geographic boundaries of patrol posts and the policies, procedures, duties, and responsibilities for officers assigned to patrol.		
II. POLICY	<p>A. It is the policy of the Geneva Police Department to facilitate proactive patrol and to respond to all requests for emergency police service by dividing the City into separate and distinct posts. A map of the service area is posted both in the Communications Center and Muster Room of the Department.</p> <p>B. Patrol staffing needs will be reviewed by the Chief of Police or the Chief's designee on an annual basis during the budget preparation process.</p> <p>C. Patrols will respond to emergencies on a 24-hour basis, seven days a week.</p> <p>D. Officers that are assigned to patrol operations will adhere to the procedures contained in this Order and will exercise good judgment, discretion, and will act in a professional manner in the performance of their duties.</p>		
III. PATROL PROCEDURES	<p>A. <u>Post Assignments and Boundaries</u></p> <ol style="list-style-type: none"> 1. Officers will be assigned to specific patrol areas on a daily basis. It shall be the officer's responsibility to be knowledgeable and aware of their assignments. 2. Post assignments are made by shift supervisors. The following are the geographic description of post assignments. <ol style="list-style-type: none"> a. <u>Car West</u> This Patrol Section covers the south side of Castle Street from the edge of Seneca Lake to West North Street; then the south side of West North Street to Pre-Emption Road (does not include the intersection of Co. Rd. 4 & 6), the east side of Pre-Emption Road to Reed Street Ext. to include the Assembly of God Church ; covers the north side of Reed Street Ext. to Reed Street; the east side of Reed Street to Hamilton Street; then the north side of Hamilton Street to White Springs Road; the east side of White Springs Road to Jay Street; the north side of Jay Street to Slosson Lane; then the east side of Slosson Lane to Snell Road; the north side of Snell Road to Lochland Road (American Legion) and east to the edge of Seneca lake; from the south City limit at the edge of Seneca Lake; All properties northeast to East Castle Street at the edge of Seneca Lake. Car West is responsible for all areas within this Section. 		

III. PATROL PROCEDURES (CONT.)

b. Car East

This Patrol Section covers the north side of Castle Street from the edge of Seneca Lake to West North Street; then the south side of West North Street to Carter Road (the only City area on the north of West North Street in this area is the North Street School) and small area west of Crescent Drive; on the east side of Carter Road to Angelo Street; it covers both sides of Angelo Street; then the City line goes from the north side of Angelo Street to North Genesee Street near Avenue C; North Genesee Street to Avenue E to Humbert Street to Avenue B to Lehigh Street to Gates Avenue to North Exchange Street just to the north of Freihofers Bakery and the New York Telephone Garage; The section then runs to the east of North Exchange Street to Forge Avenue. It covers both sides of Forge Avenue to the west side of Pre-Emption Street to Route 5 & 20 near the State Park; from the State Park to the Chamber of Commerce and then back to the edge of Seneca Lake at East Castle Street. Car East is responsible for all areas within this Section.

c. Beat One (1) Patrol

This Patrol Section covers the fronts and rear of the buildings on Exchange Street from Castle Street south to South Exchange Street at the Recreation Complex; from the Recreation Complex to the south side of the Seneca Street Parking Lot to Seneca Street; on Seneca Street to Main Street and then to the One-way section of William Street to the FLCC Campus property line. The Middle School property line north to Milton Street; Milton Street to Castle Street west on Castle Street to the Geneva Free Library property line and then east on Castle Street to the Elm Street Lot to include the Finger Lakes Times Building and then back to Exchange Street. Beat Patrol One is responsible for all areas within this Section.

d. Beat Two (2) Patrol

This Patrol Section covers the fronts and rears of the buildings on the north side of Castle Street from East Castle Street to Genesee Street; from Geneva Street to the Exchange Street Parking Lot; to Exchange Street on Exchange Street to Railroad Place; on Railroad Place to Public Safety Building and then to Lake Street and back to East Castle Street. Beat Patrol Two is responsible for all areas within this Section. This Section including the front and rear of buildings on the east side of Linden Street, Post Office and City Hall, to include the rear of the buildings adjacent to the City Hall Parking Lot.

3. Officers shall not leave their assigned posts unless they:
 - a. First receive authorization from a supervisor of their intentions;
 - b. They are dispatched to a call off their post;
 - c. They are in pursuit of a violator; or
 - d. Become aware of an incident requiring immediate police action, which they are capable of rendering or exigent circumstances exist (Supervisor shall be advised immediately of same).
4. Patrol Officers will not leave their assigned posts more than thirty (30) minutes prior to their tour of duty unless authorized by the duty supervisor to return to the Public Safety Building (PSB) to complete necessary paperwork or with permission of the duty Supervisor.

III. PATROL PROCEDURES (CONT.)

5. Patrol Officers will familiarize themselves with the residential areas and places of business, industry and amusement within their assigned posts. They shall ascertain hours of operation, being aware of areas of congestion, hazards, dangerous conditions, as well as areas of frequent motor vehicle accidents.

B. Patrol Methods

1. Patrol methods should not become a matter of routine. Periodic changes in patrolling procedures and building checks are encouraged. The following techniques should be utilized:
 - a. Varying routes to and from assigned areas.
 - b. Avoid setting any type of recognizable pattern while patrolling.
2. Officers shall be constantly vigilant for any potential violations of law and shall be knowledgeable of their patrol area and will attempt to determine the reason for any strange or unusual activity occurring therein.
3. With patrols operating around the clock, and often during times of adverse weather conditions, the operation of patrol vehicles shall be in accordance with prevailing conditions. Patrols should:
 - a. Operate at casual speeds, being observant and inquisitive.
 - b. Make periodic stops to observe traffic conditions and traffic flow.
4. Officers when so assigned will conduct foot patrol.
5. Officers will check all Property Checks on their assigned posts on a daily basis for the duration of their tour. Officers will call the either radio the E911 Center or create the check on Police Mobile.
6. Officers shall acquaint themselves with merchants and citizens, and routinely speak with community residents and other persons encountered during their tour of duty whenever the opportunity presents itself so as to foster support and cooperation with citizens. Officers shall work towards:
 - a. Promoting good community relationships;
 - b. Creating a sense of security for citizens;
 - c. Preventing crimes and acts of vandalism in the community; and,
 - d. Developing sources of valuable information.
7. Patrol Officers are responsible for enforcing City Municipal Laws, New York State Vehicle and Traffic Laws, the Penal Law of the State of New York and any other New York State Law when applicable..
8. Observations of industrial, commercial and residential properties are part of patrol duties. Efforts should be made to check all of these areas by patrols during their tour of duty. Officers should not just drive by the building, but shall when feasible physically check doors and windows. Whenever a check is done and the premises found unsecured or open, the following will be done:
 - a. Notify the E911 Center;
 - b. Request appropriate assistance if necessary;

III. PATROL PROCEDURES (CONT.)

- c. Check building;
 - d. Advise the E911 Center to contact a representative for the building and;
 - e. Secure same or cause it to be secured.
9. Patrols shall be observant for and will immediately report the following to the E911 Center:
- a. Traffic control devices that are malfunctioning;
 - b. Traffic signs that are down, missing, or damaged;
 - c. Railroad gates or signals that are damaged or not functioning properly;
 - d. Dangerous roadway conditions (e.g., holes, obstructions, etc.);
 - e. Electrical or communication wires down;
 - f. Water main leaks or breaks;
 - g. Construction sites not properly barricaded/illuminated;
 - h. Street lights that are out, malfunctioning or damaged;
 - i. Fires; or
 - j. Any other dangerous or hazardous condition.

C. Preliminary Investigations- Patrol Officers

1. The preliminary investigation process is the aggregate of specific and documented activities performed by patrol officers immediately after an incident is brought to their attention. During this initial phase, the majority of case-solving information is developed and qualified, and offense solvability can be determined. The quality of the preliminary investigative effort and the accurate reporting of that effort directly affect the investigative outcome. Members of the Police Department will conduct vigorous and thorough investigations of all information observed or brought to their attention. Patrol personnel will:
- a. Proceed to the incident scene immediately, but cautiously, being alert for possible suspects or suspect vehicles.
 - b. Upon arrival, aid and comfort the victim and secure the scene to protect physical evidence.
 - c. Locate and identify victims, witnesses, suspects and/or complainants.
 - d. Transmit to other police units information of immediate relevance directed at intercepting the suspect or suspect vehicle.
 - e. Obtain and record a complete description of the crime/suspect and/or property taken (serial numbers, model colors, value, etc.) or damaged.
 - f. Expend the amount of time necessary to conduct a thorough preliminary investigation bounded by the character of inquiry appropriate in each case and Supervisory approval.

III. PATROL PROCEDURES (CONT.)

- g. Continue the preliminary investigation until:
 - i. All useful information has been obtained from victim(s), witnesses, neighbors, or other people present in the area (neighborhood canvas).
 - ii. All useful evidence has been identified and preserved at the crime scene and in the immediate area.
- h. At the conclusion of the preliminary investigation:
 - i. Submit all reports for Supervisory review.
 - ii. Advise victim of current case status, explaining same, and how to provide additional information, if acquired.
 - iii. Offer appropriate assistance, (e.g., crime prevention, victim assistance, etc.)
- i. Conduct follow-up investigations as assigned. Depending on the locality or complexity of the incident, or other indicated need for a specialized investigation, the LT/DB may assign the case to the Detective Bureau.

Note: Nothing in this Order shall preclude members having different assignments from working together on a follow-up investigation, providing that their respective supervisors are aware of and approve same, and such activity will cause no impairment of a components main function.

D. Patrol Officers - Communication With Other Department Components

- 1. Communication, coordination and cooperation between patrol officers and other components of the Department are essential to the efficient operation of the Department.
- 2. It is imperative that when information is developed by patrol officers that may help in a criminal investigation, the information is relayed to the Detective Bureau. Also, it is important that the Detective Bureau keep the patrol officers informed of any information that would assist them in the prevention of criminal activity or to assist the Bureau in developing further information. This is accomplished partially by the information supplied in police reports and supplemental reports. However, informal communication between officers of all branches of the Department is recommended and encouraged.

E. Hazardous Highway Conditions

- 1. Anytime an officer on patrol observes a hazardous road condition, the officer shall advise Communications who will if necessary notify the proper person, department or agency to correct and/or eliminate the condition. **See § III (B)(9)(a-j).** Hazardous road conditions include but are not limited to:
 - a. Traffic control devices that are malfunctioning;
 - b. Traffic signs that are down, missing, obstructed or damaged;
 - c. Railroad gates or signals damaged or not functioning properly;
 - d. Dangerous roadway conditions (e.g., holes, broken pavement, obstructions);
 - e. Water main leaks or breaks;
 - f. Construction sites not properly barricaded/illuminated;
 - g. Flooded/slippery road conditions; or
 - h. Debris on roadway.

III. PATROL PROCEDURES (CONT.)

2. Upon becoming aware of a hazardous highway condition, officers should attempt to rectify the situation if feasible. In the event the problem cannot be corrected and is a threat to highway users, officers should safeguard the scene until repair crews arrive, by utilizing flares, cones, barricades or temporary traffic signs.
3. Officers or the E911 Center shall complete a Call for Service regarding the incident outlining the details of the hazardous condition and steps taken to correct the situation. Complaints will be forwarded to the duty Sergeant who will see that such complaint is forwarded to the proper City Department or other entity responsible for follow-up action, if necessary.
4. Some hazardous situations may demand immediate notification of local radio stations in order to request immediate public service announcements. The Chief of Police or his designee shall contact local media for this purpose.

F. Conduct

1. Officers will perform their duties and conduct themselves at all times in a professional, courteous, polite, and efficient manner.
2. Passengers will not be permitted in patrol vehicles except in the line of duty with the express permission of the shift Supervisor. The Chief of Police may authorize civilian ride-alongs. A Geneva Police Department Waiver and Release from Liability Form must be completed for each ride-along.
3. Patrol units shall not congregate or call for "meets" unless to convey duty-related information or to discuss duty related matters. If a meet is necessary, it shall be arranged as close to the patrol boundaries as possible and shall be as brief as possible.
4. Except as dispatched for a call for police service, there shall be no more than one patrol vehicle at a restaurant at one time, and no more than one patrol officer in a restaurant at one time except when two patrol officers are assigned together or with the permission of the shift Supervisor.
5. Patrol Units shall not respond to calls in another sector without first being dispatched. Should a unit require assistance, a request for same shall be made through the shift Supervisor.
6. Whenever a patrol is assigned to assist or back-up another unit, that unit is to notify the E911 Center and return to patrol as soon as assistance is no longer needed.
7. Officers dispatched to assignments will acknowledge the assignment, and then will advise the E911 Center upon arrival at the location of the assignment.
8. Upon completion of assignments, patrols will immediately call back in service through the E911 Center. This does not mean an assignment is completed only after all reports are prepared. There may be emergency calls awaiting response.
9. Officers **will not** leave any Warrants, Subpoenas Summonses, Orders of Protection, or other legal, sensitive, or time critical documents in any Department owned vehicle.

<p>III. PATROL PROCEDURES (CONT.)</p>	<p>10. Officers will contact the E911 Center whenever a traffic stop is made, or the officer happens upon an incident, and advise the Dispatcher of:</p> <ol style="list-style-type: none"> a. The location of the incident or stop; b. The license plate number of the vehicle stopped; c. The nature of the incident; and d. Any requests for additional assistance. <p><u>Note:</u> Officers will call back in service immediately upon completion of the traffic stop or incident investigation.</p> <p>11. All reports should be completed as soon as possible and submitted for review prior to leaving at the end of the officer's tour of duty. If circumstances or good cause exist preventing the completion of the report at that time, the Supervisor may authorize that the report be completed at a later date.</p> <p>12. Whenever assigned to a specific special assignment, the assigned officer(s) shall not leave the post of assignment unless properly relieved, or upon the direction of a Supervisor.</p> <p>13. Except in an extreme emergency, officers will operate patrol vehicles only on constructed roadways, driveways, parking lots, or any area where a vehicle can be safely operated.</p> <p>14. Officers will not use police vehicles to push or tow another vehicle or object unless an extreme emergency exists and same is authorized by the duty Supervisor.</p>
<p>IV. LUNCH PROCEDURES</p>	<p>A. Officers may take their assigned lunch period at the Public Safety Building, a restaurant facility located within the City of Geneva subject to sub-paragraph 1 below, or at their home provided it is located within the City of Geneva or other location approved by the duty Supervisor.</p> <ol style="list-style-type: none"> 1. Officers may not take their lunch periods at an establishment that is exclusively a bar that does not have a separate dining area. However, officers may take their lunch periods at restaurant facilities within the City of Geneva that also serve alcoholic beverages, provided that the facility has a dining area separate from the bar area, and permission is granted by the Chief of Police or his designee (See G.O. 305 § III (A)(10)). Officers will use the separate dining area at all times. <p>B. The following procedures will be followed:</p> <ol style="list-style-type: none"> 1. Officers will notify the E911 Center that they are taking a lunch period, and give the location. 2. The officer will leave the location and return to service or take an assignment when directed by the E911 Center or a Supervisor. 3. If approached by a person with a complaint or request for police service, the officer will courteously assist the person. If the complaint is of a non-emergency or non-urgent nature the officer will assist by relaying the complaint to the E911 Center. If the complaint requires an immediate response the officer will advise Communications and provide such assistance as is necessary or appropriate.

<p>IV. LUNCH PROCEDURES (CONT.)</p>	<p>4. Officers will continually monitor their portable radios while on their lunch period, and be available to respond to calls if needed. Upon completion of the 30-minute lunch period, the officer will notify the E911 Center that they are back in service. If the location of the lunch period is outside the officer's assigned post, officers will promptly return to their assigned post when the lunch period is completed.</p> <p>C. Violations of this order will be referred by the officer's immediate Supervisor to the duty Lieutenant for further action.</p>
<p>V. SUPERVISORS NOTIFICATION</p>	<p>A. At times, patrol officers will encounter a situation or event, which requires the presence of a supervisor at the scene. A duty Supervisor will respond to the following incidents:</p> <ol style="list-style-type: none"> 1. Serious felony cases (e.g., homicide, robbery, rape, kidnapping, etc.); 2. Suicides and natural deaths; 3. Fatal or serious accidents/fires; 4. Injury to an officer; 5. Accident involving a City-owned vehicle; 6. Barricaded/hostage situation; 7. Incidents involving the use of force; 8. Missing person searches; or 9. Any disaster, catastrophe, or severe weather that is causing emergency conditions. <p style="text-align: right;">Approved By</p> <p style="text-align: right;">MICHAEL J. PASSALACQUA <i>CHIEF OF POLICE</i></p>