

Geneva Police Department GENERAL ORDERS		DOMESTIC INCIDENTS & ORDERS OF PROTECTION	
<input type="checkbox"/> new: <input checked="" type="checkbox"/> rescinds: Policy & Procedure 68 <input type="checkbox"/> amends:		cross-reference: Accreditation/Recognition standards: C.A.L.E.A.: NYS L.E.A.P.: 44.1	
effective date: 8.12.03	issue/amend date: 6.28.11 / 5.15.20		

I. PURPOSE	The purpose of this General Order is to establish and describe policies and procedures for Department members in response to domestic violence and to offenses committed in domestic incidents, and to ensure compliance with the provisions of the Family Protection and Domestic Violence Intervention Act of 1994.
II. POLICY	It shall be the policy of the Geneva Police Department to respond to every report of domestic violence and to consider domestic violence as conduct that shall be investigated as would any other offense. Dispute mediation will not be used as a substitute for appropriate criminal proceedings in domestic violence cases. Department members shall protect victims of domestic violence and provide them with support through a combination of law enforcement and community services. The Department will further promote Officer safety by ensuring that Officers are fully prepared to respond to and effectively deal with domestic violence calls for service.
III. DEFINITIONS	<p>A. <u>Domestic Incident</u> - Means any dispute, violence, or report of an offense between individuals within a family or household where police intervention is requested. A domestic incident is not necessarily a violation of law.</p> <p>B. <u>Members of the same family or household</u> are defined as such by the Family Court Act and the Criminal Procedure law in that they:</p> <ol style="list-style-type: none"> 1. Are legally married to one another; 2. Were formerly married to one another; 3. Are related by consanguinity (blood relatives) or affinity (in-laws); 4. Are related by marriage; 5. Have a child in common regardless of whether they were ever married or lived together at any time; 6. Are not related by consanguinity or affinity but who are or have been in an "intimate relationship" regardless of whether such persons have lived together at any time. <p style="margin-left: 40px;">a. In addition to the above, Departmental Policy further includes:</p> <ol style="list-style-type: none"> 1. Persons not married to one another, living together in a family like environment, including persons of the same sex. <p>C. <u>Domestic violence</u> - Occurs when a family or household member commits or</p>

**III. DEFINITIONS
(CONT.)**

attempts to commit:

1. Any of the following which are designated as **Family Offenses**:
 - a) **Aggravated Family Offense**
 - b) **Aggravated Harassment 2nd Degree**
 - c) **Assault 2nd and 3rd Degree**
 - d) **Attempted Assault**
 - e) **Criminal Mischief Any Degree**
* **NOTE*** This includes damage to property of another which a person has some type of joint ownership (e.g. marital property). Intentional damaging such property is subject to a criminal offense when the person has no right to do so, nor any reasonable ground to believe that he or she has such right.
 - f) **Disorderly Conduct (including, for Family Court purposes only, disorderly conduct not in a public place)**
 - g) **Forcible Touching**
 - h) **Harassment 1st and 2nd Degree**
 - i) **Menacing 2nd and 3rd Degree**
 - j) **Reckless Endangerment 1st & 2nd Degree**
 - k) **Sexual Abuse 2nd Degree subdivision (1)**
 - l) **Sexual Abuse 3rd Degree**
 - m) **Sexual Misconduct**
 - n) **Stalking 1st, 2nd, 3rd and 4th Degree**
 - o) **Criminal Obstruction of Breathing or Blood Circulation**
 - p) **Strangulation 1st and 2nd Degree**
 - q) **Coercion 2nd Degree**
 - r) **Grand Larceny 3rd and 4th Degree**
 - s) **Identity Theft 1st, 2nd and 3rd Degree**
2. Offenses such as attempted murder, kidnapping, rape, unlawful imprisonment, coercion, arson or criminal mischief against another household/family member. Threats or acts of violence against the victim or others, or damaged property or harm to pets may in some circumstances form the basis of the offenses of tampering with a witness or intimidating a victim or witness. **The Criminal Courts have exclusive jurisdiction over these types of offenses.**
3. Coercive acts or conduct which, though non-criminal in nature, serve to instill fear of physical harm or property damage. Such a pattern may involve abusive language, physical or verbal threats of damage to jointly held marital property, or acts which violate the terms of an order of protection issued by the Family, Criminal or Supreme Courts.
 - D. Concurrent Jurisdiction** - Exists when different courts have jurisdiction over the same matter. A victim of a Family Offense may elect to proceed in either a civil or criminal court or in both. Criminal Courts and the Family Court have concurrent jurisdiction when:
 1. A designated Family Offense (see C.1. a-h listed above) is alleged to have been committed, **AND**
 2. A family/household relationship (see B. above) exists, **AND**
 3. The alleged offender is 18 years of age or older.**Note:** If either of the first two conditions is **not** met, a victim may only proceed in a criminal court for legal relief.
 - A.** A domestic incident call will be given the same priority and prompt response

<p>IV. DISPATCH PROCEDURES</p>	<p>as any other call for service. The E911 Center will dispatch at least two Officers.</p> <p>B. Upon receipt of a domestic incident call, the E911 Center will make every effort and relay the following information to the responding Officers:</p> <ol style="list-style-type: none"> 1. Whether the suspect is present and, if not, the suspect's description and possible whereabouts; 2. Whether weapons or dangerous instruments are involved or know to be at the location or if any other threats exist (e.g., dogs); 3. Whether medical assistance is needed at scene; 4. Whether the suspect or victim is under the influence of drugs or alcohol; 5. Whether there are children present; 6. Whether the victim has a current protective or restraining order; 7. Complaint history at that location; 8. Identity of caller (i.e., victim, neighbor, child). <p>*The computerized registry for orders of protection should be checked (when possible) prior to the arrival of Officers to inform them of any current order of protection and its terms and conditions.</p> <p>C. Police response to a domestic incident complaint shall not be canceled based solely upon a follow-up call requesting such cancellation. However, the responding Officers shall be advised of the request for informational purposes, and directed to continue their response.</p> <p>D. <u>All</u> calls dispatched as domestic incidents shall require completion of the Standardized Domestic Incident Form, unless the investigation indicates that no domestic incident occurred. The investigating Officer(s) will contact an on-duty Supervisor and outline the facts of the call. If the facts warrant a reclassification of the call (e.g. barking dog, harassment, loud music, etc.), the Supervisor may approve reclassification of the call.</p>
<p>V. RESPONDING OFFICER PROCEDURE</p>	<p>A. A domestic incident call signifies people are in need of help, and shall be responded to as quickly and safely as circumstances permit.</p> <ol style="list-style-type: none"> 1. Officer responding will activate their BWC immediately after receiving the complaint. <i>(See GO 409 Body Worn Cameras §VI)</i> <p>B. Upon arrival at the scene, Officers should be alert to sounds coming from the location to identify what is transpiring, and wait for backup Officers when appropriate.</p> <p>C. The responding on-scene Officer shall:</p> <ol style="list-style-type: none"> 1. Restore order by gaining control of the situation and separating the involved parties. 2. Separate and maintain visual contact with the parties involved. 3. Locate and visually check all occupants of the location to verify their safety and well-being. 4. Assess the need for medical attention and request that any required assistance be dispatched. 5. Interview all available parties and witnesses, separately if practicable. 6. After all interviews have been conducted, determine whether an offense has been committed, whether an arrest should be made, and

V. RESPONDING OFFICER PROCEDURE (CONT.)

whether other action should be taken. If an arrest is made, advise the victim that release of the suspect can occur at any time so that the victim can take desired safety precautions.

7. Advise the victim of the availability of shelter and other victim services in the community and provide the victim with a copy of the Victim Rights Notice. If necessary, read the Victim Rights Notice to the victim.
8. Collect and record potential evidence including spontaneous utterances by parties or witnesses. Where appropriate, canvass the area for witnesses, take photographs of injuries and/or property damage or, in accordance with Department policies, request the dispatch of appropriate crime scene investigators.
9. Complete the Standard Domestic Incident Report Form and any other reports necessary to fully document the Officer's response, whether or not an offense was committed or an arrest is made. Provide the victim with the victim's copy of the Standard Domestic Incident Report/Victim Rights Notice Form immediately upon its completion at the scene.
10. If the Officer has reasonable cause to believe a crime has been committed, the Officer will attempt to locate and arrest a suspect who has left the scene without unnecessary delay by:
 - a. Conducting a search of the immediate area;
 - b. Obtaining information from the victim and witnesses that will aid in apprehending the suspect; and
 - c. Continuing the investigation as necessary, or referring the matter to the proper unit for follow-up investigation and arrest or warrant application.
 - d. If the search for the offender is unsuccessful and the victim has elected to remain at the scene, advise the victim to call the Department if the offender returns.
 - e. Prior to leaving the scene, Officers should attempt to obtain a signed information or supporting deposition from the victim.

D. Responding Officers at the scene of a domestic incident shall provide the following assistance to victims and, where appropriate, the children or other family or household members:

1. Advise all involved parties about the serious nature of domestic violence, its potential for escalation, and of legal and social assistance available;
2. Assess the immediate safety and welfare of the children;
3. Remain at the scene until satisfied that the immediate threat of violence has passed or all appropriate options to protect and assist the victim have been exhausted;
4. Provide the victim with referral information regarding domestic violence shelters and services;
 - a. Family Counseling of the Finger Lakes – (800) 695-0390
 - b. Safe Harbors – (800) 247-7273
5. Assist in arranging for transportation or take the victim and family or household members to a place of safety.

A. All arrests shall be made in conformance with Section 140.10 of the Criminal Procedure Law and applicable Department policy and procedure. It is the responsibility of all Officers to be thoroughly familiar with and guide their

VI. OFFICER

**ARREST
PROCEDURE**

actions in accordance with CPL 140.10 and Department policy and procedure.

- B.** In all domestic incidents where a law has been violated, in addition to enforcing the law, the objective is to protect the victim. The victim should **not** be informed about or requested to make a civilian arrest when the Officer may make a lawful warrantless arrest. The purpose of this policy is to take the burden of an arrest decision away from the victim who may be ill-prepared to undertake it due to social, economic, psychological or other pressures and constraints. Even if the victim actively intercedes and requests that no arrest be made, a lawful warrantless arrest based on reasonable cause shall be made in accordance with CPL 140.10.
- C.** In the following specific circumstances, without attempting to reconcile the parties or mediate, an arrest shall be made when the Officer has reasonable cause to believe that the following violations have occurred:

 - 1. Any felony against a member of the same family or household (except certain forms of grand larceny 4 - Penal Law §155.30 [3], [4], [9] or [10]).
 - 2. Any misdemeanor constituting a Family Offense (see III C. 1) unless, **without inquiry by the Officer**, the victim requests otherwise. When such a request is spontaneously made, the officer may, nevertheless, make an arrest.
 - 3. A violation of an Order of Protection committed through the failure of the person to whom it was directed to comply with a "stay away" or "Refrain From" provision of such order, or through the commission of a Family Offense (see III C. 1.).

 - a. The order must be one issued pursuant to sections 240 and 252 of the Domestic Relations Law; Articles 4, 5, 6 or 8 of the Family Court Act; or section 530.12 of the Criminal Procedure Law, and it must have been duly served, or the person to whom it was directed has actual knowledge of it because he or she was present in court when the order was issued.
 - 4. In any of the above situations, officers will neither inquire as to whether the victim seeks an arrest of the offender nor threaten the arrest of any person for the purpose of discouraging requests for police intervention. See CPL, §140.10-4-c.
- D.** Officers are reminded that there is no requirement that a crime (felony or misdemeanor) must occur in the Officer's presence to authorize an arrest. A lawful warrantless arrest may, and often is, founded upon factors other than the Officer's direct observations. They include, but are not limited to, factors such as visible physical injury, property damage, signs of disruption at the scene, or statements made by the victim, children or other witnesses.
- E.** When an Officer has reasonable cause and is required to effect an arrest under this policy, the following examples are **not** valid reasons for failing to adhere to such policy:

**VI. OFFICER
ARREST**

<p>PROCEDURE (CONT.)</p>	<ol style="list-style-type: none"> 1. There may be financial consequences caused by an arrest. 2. The complainant has made prior frequent calls. 3. The involved parties appear to be impaired by alcohol or drugs. 4. The offender gives verbal assurance that he or she will not harm the victim. 5. The suspect lives on the premises with the complainant. 6. There is not an Order of Protection in effect. 7. The suspect and complainant are married or had a prior existing relationship.
<p>VII. CROSS COMPLAINTS</p>	<p>A. Officers are not required to arrest both parties when physical force was used against each other, but shall attempt to learn which party may have lawfully used physical force in accordance with Article 35 of the Penal Law:</p> <ol style="list-style-type: none"> 1. Cross-complaint arrests based solely upon the parties' allegations shall not be made. Where probable cause exists to believe that more than one family or household member has committed a family offense misdemeanor against one or more such members, the following policies shall apply: <ol style="list-style-type: none"> a. The Officer shall not inquire as to whether the victim seeks an arrest of such person, or b. Threaten the arrest of any person for the purpose of discouraging request for Police intervention. 2. Officers are not required to arrest both or all parties. However, the "primary physical aggressor" shall be arrested. The primary physical aggressor is not necessarily the person who was first to use force. During the Officer's investigation to determine who was the primary physical aggressor, the Officer shall consider the following: <ol style="list-style-type: none"> a. The comparative severity of any injuries inflicted by and between the parties; b. Whether any such person is threatening or has made threats of future harm against another party or another family or household member; c. Whether any such person has a prior history of domestic violence that the Officer can reasonably ascertain; Note – When investigating this factor at the scene, the following sources of information may be available: Agency records, eJustice Registry of Orders of Protection, criminal history, prior acts of violence against others, reports of other Officer(s) responding to address for past incidents and statements of neighbors or others in the residence. d. Whether any such person acted defensively to protect himself or herself or a third person from injury. 3. When investigating such a case, the Officer shall evaluate each person's complaint separately to determine who was the primary physical aggressor. The Officer shall not base a decision to arrest or not arrest on the willingness of a person to testify or otherwise

(CONT.)	<p>participate in a judicial proceeding.</p> <ol style="list-style-type: none"> 4. The arrest of the primary physical aggressor does not prohibit the Officer from arresting both or all parties. If more than one arrest is made, a separate Domestic Incident Report (DIR) shall be filed for each victim and each DIR shall cross reference to other. 5. No arrest shall be made for acts which Officers have probable cause to believe were committed in self-defense in accordance with Article 35.00 of the Penal Law of New York. 6. Should a complaint relating to the same incident be made at a later time - a delayed cross-complaint - it shall be investigated according to the guidelines outlined above and any arrest decision shall be made in a manner consistent with this policy. <p>A. When the Officer lacks legal authority to make a warrantless arrest, the victim should be informed of the opportunity to make a civilian arrest pursuant to the provisions of the Criminal Procedure Law. This is a useful alternative for those situations in which Officers are not authorized to make a summary arrest. Such an arrest, however, shall not be used as a substitute for an authorized arrest by the Officer as provided for in this policy. When civilian arrests are appropriate, Officers shall:</p> <ol style="list-style-type: none"> 1. Inform the victim, out of the presence of the suspect whenever possible, of the victim's right to make a civilian arrest. 2. Assist the victim in effecting and processing such an arrest. 3. In cases involving civilian arrest, the complainant shall sign the information. 4. Officers shall not take an arrested person into custody or take any other action on behalf of the arresting person if the Officer does not have reasonable cause to believe that the subject committed an offense and that the arrest is authorized. <p>B. In all arrests, other than civilian arrests, the Officer shall emphasize to the victim and the alleged offender that the criminal action is being initiated by the State and not the victim.</p> <p>A. Officers will provide victims of a Family Offense with the following information:</p>
VIII. CIVILIAN ARRESTS	<p>A. Officers will provide victims of a Family Offense with the following information:</p> <ol style="list-style-type: none"> 1. That there is concurrent jurisdiction with respect to family offenses in both Family Court and the criminal courts. Victims of family offenses may proceed in either or both the Family and criminal courts; 2. That a Family Court proceeding is a civil proceeding for purposes of attempting to stop the violence, end the family disruption, and obtain protection; 3. That a proceeding in the criminal courts is for the purpose of prosecuting the alleged offender and can result in a criminal conviction of the offender; 4. That a proceeding subject to the provisions of Section 812 of the Family Court Act is initiated at the time of the filing of a petition, not at the time of arrest and request for arrest (when Family Court is not in session, a criminal court may issue a temporary Family Court order of
IX. FAMILY OFFENSE ARREST PROCESSING	<ol style="list-style-type: none"> 1. That there is concurrent jurisdiction with respect to family offenses in both Family Court and the criminal courts. Victims of family offenses may proceed in either or both the Family and criminal courts; 2. That a Family Court proceeding is a civil proceeding for purposes of attempting to stop the violence, end the family disruption, and obtain protection; 3. That a proceeding in the criminal courts is for the purpose of prosecuting the alleged offender and can result in a criminal conviction of the offender; 4. That a proceeding subject to the provisions of Section 812 of the Family Court Act is initiated at the time of the filing of a petition, not at the time of arrest and request for arrest (when Family Court is not in session, a criminal court may issue a temporary Family Court order of

	<p>protection); and</p> <p>5. That an arrest may precede the initiation of a Family Court or a criminal court proceeding, but an arrest is not a requirement for commencing either proceeding. The arrest of an alleged offender shall be made under circumstances described in subdivision four of Section 140.10 of the Criminal Procedure Law.</p> <p>B. When a victim wishes to proceed in a criminal court, advise the victim that they are not required to be present at arraignment. If an Order of Protection is desired, the court should be advised of such request.</p> <p>C. When a victim wishes to proceed in Family Court on an offense, advise the victim that it will be necessary to appear in Family Court to file a petition.</p>
<p>X. NON-FAMILY OFFENSE ARREST PROCESSING</p>	<p>A. Offenses that are not designated Family Offenses, but which occur in domestic incident situations cannot be handled in Family Court. Criminal courts have exclusive jurisdiction over these acts (e.g., murder or attempted murder, criminal possession of a weapon, rape, unlawful imprisonment).</p> <p>B. Booking procedures, fingerprinting and photographing shall conform to current Department procedures and section 160.10 of the Criminal Procedure Law.</p> <p>C. Although the violation of an order of protection is not a designated Family Offense, Family Court has concurrent jurisdiction to enforce such an order when issued by it.</p>
<p>XI. ORDERS OF PROTECTION</p>	<p>A. <u>Orders of Protection</u> - Orders of protection and temporary orders of protection may be issued by a local criminal, family, county, or Supreme Court. Although the penalties for violating these orders are all similar, differences exist in the circumstances under which each may be obtained and the manner in which they should be enforced. Officers should be guided by the following distinctions when advising the public as to which forum may properly be of assistance in granting orders of protection:</p> <p>1. Local Criminal Courts and County Courts may issue a temporary order of protection which provides protection for victims of family offenses or other crimes when a criminal action is pending. They cannot issue a temporary order of protection unless an accusatory instrument has been filed. Local Criminal and County Courts may issue an order of protection upon conviction of any crime or violation.</p> <p>2. Local Criminal Courts have the authority to issue a Family Court order of protection when Family Court is not in session.</p> <p>3. Supreme Courts may issue an order of protection or a temporary order of protection in connection with an action for divorce, separation, or annulment.</p> <p>4. Family Court may, unlike the Supreme Court, county court, or local criminal court, issue an order of protection without any other action being brought when the parties are “members of the same family or household” as defined by the Family Court Act and the Criminal Procedure Law.</p>

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B. Enforcement- The following policy shall be followed in the enforcement of an order of protection:

1. The on-scene Officer shall make an evaluation of the facts and circumstance surrounding the incident.
2. A lawful warrantless arrest may be made based on probable cause even though the protected person may be unable to present a valid copy of the order, but the Officer shall attempt to verify the existence and terms of the order through Department records or eJustice. However, if the order is not produced or its existence cannot be verified, the matter should be investigated further to confirm or deny the existence and if appropriate, an arrest can be made at a later date. Also, the Officer should investigate if an arrest can be made for any other offense (e.g. harassment, assault, etc.) and any appropriate charge added later if the order is confirmed.
3. Where an Officer receives a complaint from a protected person or has an independent basis to believe that an order of protection has been violated, and has probable cause to believe that the terms of such order have been violated, an arrest shall be made for the appropriate degree of criminal contempt regardless of whether the prohibited conduct occurred in the Officer's presence. A copy of the order of protection shall be attached to the court accusatory instrument.
4. Whenever an arrest is made for violating an order of protection, a supporting deposition shall be taken from the complaining victim. This deposition shall include a statement that the terms of the order were violated and a description of the offender's behavior.
5. In instances where the conduct prohibited by the order of protection is also conduct constituting another offense, the offender shall be charged with violation of the order of protection (e.g. criminal contempt) and the independent offense.
6. In any case where an arrest has been made for violation of a criminal court order of protection, it is advisable for the protected person to be present at arraignment. In cases where a family court order was violated, the victim is required to appear in family court to file a petition and shall be so advised by the arresting officer.

C. Out of State Orders: Orders of protection issued in another State shall be given full-faith and credit in New York. When an Officer is presented with an order of protection issued in a state other than New York or by a tribal court, the Officer shall attempt to determine its validity, similar to assessment of a New York order. Unless clearly invalid, an out-of-state order will be presumed to be valid, and shall be enforced in the criminal court with jurisdiction over the acts constituting the offense. If the validity of the out-of-state order is in question, the Officer should arrest for a substantive charge if warranted, rather than for a violation of the order.

- A.** Officers will confiscate legally possessed weapons as evidence when the domestic incident involves violence with the weapon or its threatened use.
- B.** Officers will seize and confiscate illegally possessed weapons as contraband. Arrests for the appropriate weapons violations will be made.

**XII. FIREARMS &
OTHER WEAPONS**

	<p>C. Officers will accept legally possessed weapons which are voluntarily surrendered for safekeeping.</p> <p>D. Upon arresting an individual who is licensed to carry, possess, repair, and dispose of firearms pursuant to Article 400 of the NYSPL, the arresting Officer should, whenever practicable, notify the court of arraignment that the defendant is so licensed and also advise the court of the licensing authority and county of issuance.</p> <p>E. All weapons that come into possession of the Department as a result of domestic incidents will be processed following current Departmental procedures.</p> <p>A. <u>Geneva Police Department Sworn Personnel</u></p>
<p>XIII. INCIDENTS INVOLVING LAW ENFORCEMENT PERSONNEL</p>	<p>1. Any time sworn personnel become involved in a reported domestic incident or alleged domestic incident within the City, whether or not an arrest is made, the on-duty Supervisor will immediately be notified. The on-duty Supervisor will then immediately notify the Chief of Police or the Chief’s designee.</p> <p style="padding-left: 40px;">a. Copies of all reports will be forwarded to the Chief of Police as soon as possible.</p> <p>2. Any time sworn personnel become involved in a reported domestic incident or alleged domestic incident they shall notify an on-duty Supervisor as soon as is practicable. The on-duty Supervisor receiving this report shall notify the Chief of Police or the Chief’s Designee of the details.</p> <p>B. <u>Other Law Enforcement/Corrections Personnel</u></p> <p>1. Any time sworn personnel from another law enforcement agency or correctional officers become involved in a reported domestic incident or alleged domestic incident where an arrest is made, the on-duty Supervisor will immediately be notified. The on-duty Supervisor will then immediately notify the Chief of Police or the Chief’s designee. The Supervisor will also notify an on-duty Supervisor from the individual’s agency.</p> <p>A. Officer shall ascertain if any of the individuals involved in a reported domestic</p>
<p>XIV. INCIDENTS INVOLVING PERSONS ON PAROLE / PROBATION</p> <p>XIV. INCIDENTS INVOLVING PERSONS ON</p>	<p>incident or alleged domestic incident are under the supervision of parole or probation. In situations whereby officers are aware or believe that a subject within a DIR is under parole or probation supervision, the Officer will make notification to such Parole or Probation Department as soon as reasonably practicable</p> <p>B. Notification shall be made by telephone and/or by transmitting a copy of the DIR via fax or email. The manner and method of transmitting the document will be documented in the DIR.</p> <p>C. Notifications shall be as follows:</p> <p>1. For subjects under the supervision of New York State Division of Parole, by contacting the Domestic Violence Coordinator listed in directory. Copies of directory are located in Booking, Sergeant’s Office and Records Office as well as on the Public “Police / T” server located on any</p>

<p>PAROLE / PROBATION (CONT.)</p>	<p>Departmental computer.</p> <ol style="list-style-type: none"> 2. For subjects under the supervision of a Probation Department within New York State, by contacting the Domestic Violence Liaison for the county charged with the supervision of the subject. Copies of list are located in Booking, Sergeant’s Office and Records Office as well as on the Public “Police / T” server located on any Departmental computer. 3. For subjects under the supervision of the United States Department of Probation or Parole, or under the jurisdiction of any other state or tribal authority, by contacting the appropriate liaison for such jurisdiction.
<p>XV. APPEARANCE TICKETS & BAIL</p>	<ol style="list-style-type: none"> A. Following an on-scene arrest for a crime arising from a domestic incident, an appearance ticket shall not be issued. Instead, the Officer shall remove the alleged offender from the scene and complete pre-arraignment booking procedures in accordance with Department policy and Section 160.10 of the Criminal Procedure Law. B. Any deviation from this procedure must be approved by the Officer-in-charge, and the reasons for such deviation must be documented in the case file. C. Officers shall not assure victims that an arrested individual will remain in custody for any period of time due to the provisions of this policy. Such assurances to the victim might influence decisions regarding safety precautions that the victim may take.
<p>XVI. ADDITIONAL FUNCTIONS</p>	<ol style="list-style-type: none"> A. The Department will maintain a current listing of agencies that provide aid to victims of domestic violence. Officers will refer victims to these agencies when appropriate. B. Officers will arrange for the transport and accommodation of victims of domestic violence and their children at available shelters or other places of safety, or will assist in making such arrangements. <p style="text-align: right;">Approved By</p> <p style="text-align: right;">MICHAEL J. PASSALACQUA</p> <p style="text-align: right;">CHIEF OF POLICE</p>