

**GREECE POLICE DEPARTMENT**  
GREECE, NEW YORK

<b>GENERAL ORDER</b>	<b>ISSUE DATE</b> 02/03/12	<b>EFFECTIVE DATE</b> 02/03/12	<b>NUMBER</b> 485B
<b>SUBJECT:</b>		<b>N.Y.S. ACCRED. STD.</b> 50.1, 50.7, 55.5	<b>RESCINDS</b> 485A
<b>CRIMINAL INTELLIGENCE / DRUG ACTIVITY FIELD INTERVIEW FORM</b>			

**Entire Order Modified**

**I. PURPOSE**

To provide guidelines for the preparation, distribution and use of the Criminal Intelligence/Drug Activity Field Interview Form (F.I.F.).

**II. POLICY**

- A. The Greece Police Department utilizes two types of F.I.F. forms to report and record the results of observations, police information received and facts obtained by an officer during their tour of duty or while off duty.
1. F.I.F. long form- This form is located on the police intranet and is used when the department member needs to document a significant amount of information (vehicle info, long narrative)
  2. F.I.F. card- This form is a hand held card that officers may use to document activity while on patrol that does not require a long form. This card is designed for a short narrative.
- B. All F.I.F.'s will have the CR# on the top of the page. In the case of a multiple subject stop, one CR # may be used to record all persons involved. If additional pages are needed, an Addendum Report(s) will be used.
- C. The F.I.F.'s generated will only be used to transmit criminal intelligence information relating to persons or premises to other members of the Greece Police Department or other police agencies.

**III. RESPONSIBILITIES**

- A. Officers shall:
1. Complete F.I.F.'s concerning any suspicious persons, activity or field stop of a known offender when observations of an intelligence-related nature are made. The reason for the field stop should be noted on the F.I.F.
  2. Submit forms for supervisory review once completed. If the observations are made off duty, the F.I.F. will be submitted as soon as possible or during the next scheduled tour of duty, depending on the nature and urgency of the information obtained.

3. If the information obtained is confidential in nature, the officer shall immediately notify their supervisor who will follow the guidelines listed in section B of this order.

B. Supervisors shall:

1. Review the submitted F.I.F.'s to ensure that the data contained on the report is complete.
2. Determine if the F.I.F. is for general distribution or is confidential in nature.
  - a. If the F.I. F. is for general distribution the supervisor should approve the F.I.F. and immediately place one copy on the Platoon Information board at each precinct and send one copy to the Road Patrol Crime Coordinator.
  - b. The original F.I.F. should be sent to the C.I.D. Supervisor.
  - c. If confidential in nature, the F.I.F. should be approved and forwarded directly to the C.I.D. Supervisor and not distributed as listed in subdivision B.2.a of this order. Information contained on a F.I.F. that is deemed confidential will be distributed on a need to know basis. The C.I.D. Supervisor should be immediately notified if the information contained in the F.I.F. is considered urgent or time sensitive.

C. The Criminal Investigation Division (C.I.D.) supervisor shall:

1. Review the submitted F.I.F. reports, extracting any information which may be important to an investigation.
2. Distribute F.I.F.'s to appropriate units, C.I.D. Crime Coordinator, officers or other police agencies. Reports of a confidential nature (e.g. vice and organized crime information) will be maintained in a secure file in C.I.D. and released only on a need to know basis.

Note: If the target of a F.I.F. is a juvenile, the F.I.F. shall be kept in a file separate from the adult F.I.F.'s.

BY ORDER OF:

---

TODD BAXTER  
CHIEF OF POLICE

## GREECE POLICE DEPARTMENT

GREECE, NEW YORK

<b>GENERAL ORDER</b>	<b>ISSUE DATE</b> 02/04/14	<b>EFFECTIVE DATE</b> 02/04/14	<b>NUMBER</b> 501E
<b>SUBJECT:</b>  PATROL PROCEDURES & PRELIMINARY INVESTIGATIONS		N.Y.S. ACCRED. STD. 39.1, 40.1, 40.2, 40.3 41.2, 41.3, 42.3, 42.4, 50.1, 50.3, 55.1	RESCINDS 501D 401B

\*\*\* indicates section amended

### I. PURPOSE

To familiarize officers and supervisors regarding the expected conduct and procedures of patrol duties and preliminary investigations.

### II. POLICY

Police Officers and supervisors assigned to the Road Patrol shall utilize patrol techniques designed to prevent and deter crime, arrest violators and assist the public. The following guidelines ensure the effectiveness and safety of the Town of Greece Police Officers and the security of its citizens.

### III. ASSIGNMENT

A. The Town of Greece is divided into geographical precincts. Each precinct is divided into sectors. The geographical precincts and sector boundaries of the Greece Police Department are described in G.O. 105.

1. Patrol Officers are assigned to specific geographical patrol areas on a daily basis. It shall be the officer's responsibility to know the boundaries of their assignment.
2. Officers should remain in their assigned patrol sector when possible. The assigned patrol area is the primary responsibility of the patrol officer.
3. Officers will ensure they have the proper equipment to perform their duties.
4. Officers should be knowledgeable of the area that they patrol. This includes:
  - a. Checking the Watch Commanders Reports, Crime Coordinator boards or any other source of information pertinent to their patrol area.
  - b. Reviewing Special Attentions and reports of criminal activity.
5. Prior to leaving the lot, unless on an emergency call, officers will conduct a vehicle inspection in accordance Greece Police Department General Order 344, Vehicle Assignment and Inspection.

## IV. GENERAL PROCEDURES AND METHODS

## A. Patrol Driving

## 1. Defensive Driving

- a. Officers shall refer to their mandated defensive driver training. Training is mandated by the Supervisor of the Town of Greece for all Town of Greece employees who operate a town owned vehicle. Said training is required to be conducted every three years.

Note: a majority of police officers, who are injured or killed, are done so in motor vehicle accidents.

## 2. Emergency Driving

- a. Officers shall adhere to Greece Police Department General Order 530, Police Vehicle Emergency Operation.

## 3. Seat Belts

- a. Officers are reminded to follow G.O. 346 for seat belt guidelines.

## 4. With patrols operating continuously, the operation of patrol vehicles shall be:

- a. Operated in a manner that sets an example to the citizens of the Town of Greece.
- b. Used to patrol residential areas at a slow rate of speed whenever possible. Patrol presence will potentially create good community relations, create a sense of security, prevent crime and develop sources of information.
- c. In accordance with prevailing conditions.
- d. Done with changes in patrol procedures and not become routine or predictable.

## B. Responding when directed

1. Officers shall respond to all calls for service without delay as directed by E.C.D., a supervisor or any other competent authority.

## C. Preliminary Investigations

1. The preliminary investigation process is the aggregate of specific and documented activities performed by officers immediately after a crime or incident is brought to their attention. During this initial phase, the majority of case-solving information is developed and qualified and the offenses solvability can be determined. The quality of the preliminary investigative effort and the accurate reporting of that effort directly affect the investigative outcome. Common sense and good judgment are essential in determining the

amount of time spent on a specific preliminary investigation. The process must be tailored to the gravity and character of the crime and/or the circumstances involved.

2. Upon arrival, officers shall: (Note: Not listed in specific order)
  - a. Secure the scene and provide aid to any victims.
  - b. Obtain and relay relevant information to other responding units.
  - c. Initiate a crime scene log if necessary.
  - d. Call a technician if necessary.
  - e. Locate and interview witnesses and people with knowledge.
  - f. Take statements and supporting depositions if necessary.
  - g. Take the suspect into custody if applicable and probable cause exists.
  - h. Document the incident and all relevant information on the appropriate report(s).
  - i. Notify a supervisor if needed or if required in section J of this order.
3. Officers shall continue their preliminary investigation until all useful information and evidence has been obtained. At the conclusion of the preliminary investigation officers shall:
  - a. Provide the victim with their contact information and the case # so that if any additional information is obtained it may be provided to the officer at a later time.
  - b. Explain how the victim or person involved may obtain a copy of the police report.
  - c. Offer the services of the Victims Assistance Coordinator (see G.O. 442 and 443)

#### D. Follow Up Investigations

- \*\*\*
1. Officers will conduct follow up investigations as assigned or directed by a supervisor. In certain circumstances officers may be directed by a supervisor to conduct follow up investigations normally assigned to CID. Additional investigative action by the officer will be documented on an IAR.
  2. If an officer is made aware of additional information regarding a report already taken by another officer, that officer shall document the information on an IAR and inform the original reporting officer of the new information obtained.

## E. Traffic Enforcement

1. Traffic control shall be conducted through Vehicle and Traffic Law enforcement, the investigation of motor vehicle accidents, directing of traffic, and random patrol.

## F. Enforcement of Laws

1. Officers shall proactively enforce laws, conduct traffic stops, check special attentions, serve warrants, conduct directed patrol, and conduct other police functions when not on an assignment.

## G. Reporting Hazardous Conditions

1. Officers shall make a constant effort to find, report, and correct hazardous conditions in their patrol districts. These shall include but not be limited to the following:
  - a. Traffic control devices not operating properly, missing or damaged.
  - b. Dangerous holes or ruts in roadways.
  - c. Electrical or communications wires down.
  - d. Water leaks or breaks.
  - e. Construction sites that are not barricaded.

## H. Commercial/Business/Residential Area Patrol

1. The surveillance of industrial and commercial areas is a significant part of the patrol function. Efforts should be made to check these areas during each tour of duty. Officers should attempt to ascertain the hours of operation and establish points of contacts for businesses within their assigned areas.
  - a. When a building is found unsecured, the officer will follow current training guidelines, request necessary assistance, check the interior of the building utilizing K-9 when appropriate, notify the owner and attempt to secure the building and document the incident properly.

\*\*\*

## I. Specialized Vehicles (Motorcycle, Patrol Bike, Snowmobile, etc.)

1. Specialized vehicles may be utilized by properly trained and authorized members to achieve the department's mission, provided such use is situation-appropriate, safe, and consistent with applicable policy, specifically Greece Police Department General Order 557.

## J. Incident Commander

1. The first Patrol Officer on scene of any incident is considered the Incident Commander until relieved by higher command.

## K. Supervisor Notification

1. Officers will notify their supervisor immediately when:
  - a. They are conducting a preliminary investigation of a burglary.
  - b. They are investigating any death.
  - c. They are investigating any serious felony offense involving physical violence, substantial property loss or damage or a substantial physical injury.
  - d. They need to leave the Town of Greece to conduct an investigation. Prior approval should be obtained if practical.
  - e. They are investigating a serious motor vehicle accident or a motor vehicle accident involving a police or Town of Greece vehicle.
  - f. They have been involved in the use of force.
  - g. An on-duty police officer or town employee has been injured.
  - h. Someone is making an allegation or complaint against a police officer.
  - i. Additional resources are needed or requested.

## V. PROCEDURES – CONDUCT

- A. Patrol Officers will perform duties in a professional, courteous, polite and efficient manner, obeying all rules, policies and orders of the department.
- B. Passengers will not ride in patrol units except in the line of duty, or with the express permission of a supervisor, or as a participant in the “Ride-Along” Program.
- C. Patrol units shall not respond to calls without first notifying the dispatcher unless exigent circumstances exist. Should a unit require additional assistance, including fire or EMS, it shall be requested through the dispatcher.
- D. There shall be no more than two Road Patrol officers on a code 37 or code 38 at the same location at one time unless approved by a supervisor.
- E. Upon completion of a job or when they are no longer required, officers shall promptly return to service and resume patrol.

Page 6 G.O. 501D

- F. All reports shall be legible in black ink or typed. Blue Ink may be used to sign reports. All reports will be submitted prior to the end of the tour of duty for a supervisor's review and forwarded to Staff Services. If the report cannot be completed, the officer will notify a supervisor and complete a Report on Hold form as directed in G.O. 150. This form will be attached to the available paperwork and put in the hold box. Any follow-up needed will be noted on the original report and documented on an Investigative Action Report.
- G. Officers assigned to a special detail shall not leave that assignment until properly relieved or upon instruction from competent authority.
- H. Use of the siren and/or emergency lighting equipment when not warranted is forbidden. Good judgment and common sense shall be employed in the use of emergency equipment.
- I. All officers and supervisors are required to provide their name, badge and/or IBM number to any person when requested to do so when on duty or acting in the capacity of a police officer. Officers will wear a nametag and badge on the outer-most garment with the exception of rain gear.

## VI. SUPERVISION

- A. In addition to the duties listed in G.O. 101, supervisors are responsible for ensuring the officers under their command have the resources and equipment available to perform their duties as described in this order.
- B. When notified of an incident by an officer as described in section IV (J), the supervisor shall evaluate the need to respond and request additional resources (e.g. C.I.D). Supervisors will respond to all serious incidents, death investigations, use of force, employee injuries or accidents.
- C. Supervisors will review all reports and:
  1. Ensure correct crime classification, legibility, sufficiency of information.
  2. Ensure that officers conduct thorough preliminary investigations.
  3. Approve and classify completed reports and submit them to Staff Services.
  - \*\*\* 4. When a follow up investigation by the reporting officer is deemed appropriate, the investigation will be assigned to the reporting officer. If CID follow up is deemed appropriate, the road patrol supervisor will ensure timely and appropriate notifies are made to CID.
  5. Ensure follow up investigations are properly documented and completed.



\*\*\* VII. CRIMINAL INVESTIGATION DIVISION SERGEANTS

- A. When a supervisor requests that CID respond to the scene of an incident, CID shall respond to the scene or designated location as prescribed in GPD GO 403 and;
  - 1. Assume responsibility for the investigation of the incident. Patrol will be responsible for traffic and crowd control and protecting the overall scene of the incident. The highest ranking officer on scene will maintain overall responsibility for the scene of the incident.
  - 2. Work with the patrol officers and command officers to ensure that a proper investigation is conducted.

By Order of:

---

Todd K. Baxter  
Chief of Police

**GREECE POLICE DEPARTMENT**  
GREECE, NEW YORK

<b>GENERAL ORDER</b>	<b>ISSUE DATE</b> 12/27/11	<b>EFFECTIVE DATE</b> 12/29/11	<b>NUMBER</b> 505C
<b>SUBJECT:</b>  <b>VEHICLE &amp; TRAFFIC ENFORCEMENT</b>		<b>N.Y.S. ACCRED. STD.</b> 33.3, 47.1, 47.2, 47.4, 47.5	<b>RESCINDS</b> 505B 509C
		<b>DISTRIBUTION</b>	

**ENTIRE ORDER MODIFIED**

**I. PURPOSE**

To familiarize members regarding proper procedures relative to violations of the New York State Vehicle and Traffic Law.

**II. POLICY**

Officers of the Greece Police Department will fairly and impartially enforce the provisions of traffic laws to:

- A. Prevent and/or reduce the severity of motor vehicle accidents.
- B. Promote traffic safety.
- C. Encourage compliance with traffic laws.
- D. Relieve traffic congestion.
- E. Address special attention requests.

**III. TRAFFIC STOPS**

Officers must keep in mind that in many cases this situation 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. Officers should follow procedures to ensure the officers and motorists safety. The following are general guidelines that should be followed when conducting a traffic stop:

- A. Ensure that the traffic stop is conducted in a safe location and maintain a reasonable distance between the subject vehicle and the police unit.
- B. Advise the dispatcher of the location of the stop and the plate number and adhere to current directives pertaining to communications procedures.
- C. Position the police unit according to current training to provide the maximum safety to the officer and motorist.

Page 2 G.O. 505C

- D. Utilize the appropriate emergency equipment (e.g. emergency lights, siren, warning lights, cones, flares and spot lights).
- E. If the officer chooses to issue a traffic summons, G.O. 507 should be followed.
- F. The arrest and release of persons arrested for driving while under the influence of drugs or alcohol will follow G.O. 506.

#### IV. TRAFFIC LAW VIOLATORS (Special Situations)

- A. Violators – Officers are advised that the courts have ruled that an arrest for a traffic infraction is only proper where the driver does not have sufficient identification to issue a traffic summons (*People v. Ellis 62 NY 2nd 393*). Sufficient identification is considered any identification that would lead a reasonable person to believe that the motorist is who he says he is regardless if he is in possession of a license or not. For example, if a motorist is stopped for an infraction but has no license with him, however, he gives a name and produces some identification that would lead you to believe he is who he says he is, then he may not be physically arrested. This does not, however, prevent the officer from towing the motorist's vehicle if the officer believes that the person is unlicensed. In addition, the court has stated that if the motorist was stopped during a traffic check point that is on-going and will continue for a time period, then the motorist should be given an opportunity to contact someone to bring his license to the scene if it cannot be determined via computer that he has one. In this case, the officer will advise the motorist that he will be detained, for a reasonable time, until his license is brought to the scene.
- B. 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 and a Juvenile Contact Report will be completed. The vehicle will be towed at the officer's discretion and according to the Greece Police Department's current towing policies.
- C. Non-Resident Violator – 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/her driving privileges.

#### V. TRAFFIC ENFORCEMENT UNIT (T.E.U.)

- A. Traffic Enforcement Officers- Will have a designated supervisor who reports to the Operations Captain. Traffic Enforcement Officers will carry out the duties assigned by the supervisor. These duties include but are not limited to, enforcing the Vehicle and Traffic Law, checking special attentions, investigating motor vehicle accidents and answering calls for service.

## VI. COMMERCIAL VEHICLE INSPECTION UNIT (CVI)

- A. The Greece Police Department has officers that are certified to conduct Commercial Vehicle Inspections. A supervisor will be designated by the Chief of Police to oversee this unit. All CVI members require specific training courses prior to becoming a member of the unit. All training and guidelines will be followed when conducting inspections.

## VII. ADMINISTRATION (PROFESSIONAL SERVICES BUREAU)

- A. The Professional Services Bureau supervisor is responsible for the administrative and support functions related to Vehicle and Traffic Enforcement. These duties include:
1. The maintenance of speed measuring devices (as listed in sub VIII)
  2. The administration of the STOP-DWI program and other traffic safety grants.
  3. Attempting to secure grants or related equipment for use in vehicle and traffic enforcement.
  4. Coordinating with the Operations Bureau to identify problem traffic or motor vehicle accident areas to target enforcement.
  5. The certification of breath test equipment (as listed in sub IX).
  6. The certification and training of breath test operators.
  7. Preparing analytical data related to D.W.I. arrests and Vehicle and Traffic Law enforcement.
  8. Accountability of Alco-Sensor Units.
  9. Accountability of tint meters.

## VIII. SPEED MEASURING DEVICES

- A. Certification – All department-owned radar units shall be certified and calibrated in accordance with the standards of the Bureau of Municipal Police.
- B. Training and Operation – All officers who utilize radar equipment when performing their assignments shall be trained in the use of that equipment in accordance with the standards of the Bureau of Municipal Police. This includes the initial training for original operator certification. Manufacturer's manuals and instructions shall be available for reference within the Professional Services Bureau.
- C. 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 their supervisor and the Professional Services Bureau.
- D. Radar Certification and Maintenance Officer – The Professional Services Bureau shall be responsible for the following:
1. Coordination of the semi-annual calibration of this equipment
  2. Repairs to the units

3. General use and deployment of the units
  4. The maintenance of all records relating to calibration and repair of the units
  5. Liaison with the court and District Attorney's Office regarding radar matters
- E. Radar Operating Procedures
1. Appropriate Location – In selecting an operating site, the officer will first consider the safety of the location with respect to himself/herself and the violator being stopped.
  2. Calibration – This testing procedure should be done at the beginning and the end of the shift.
  3. Radar Enforcement Technique- Officers will use current training guidelines and procedures when conducting radar enforcement.

IX. MAINTENANCE OF RADAR AND BREATH TEST EQUIPMENT AND RECORDS

The Professional Services Bureau is responsible for:

- A. Regularly inspecting and testing all radar units owned by the department; ensuring that all units, antennas, wires, hold buttons, tuning forks and cases are clean and in good working order and maintained in one vehicle at a time.
- B. Monitor the radar units and if any unit is not in good, legal working order, taking it out of service and sending it for repairs in a timely manner.
- C. Ensuring that all legal requirements for FCC Licensing and certification and calibration of units and tuning forks are completed in a timely manner.
- D. Maintaining copies of up-to-date FCC Licenses and state calibration certificates.
- E. Ensuring that all breath test equipment is regularly inspected and tested in accordance with state mandate; ensuring proper maintenance is performed as needed; ensuring that all legal documents (e.g. calibration tests) are properly maintained.

BY ORDER OF:

\_\_\_\_\_  
TODD BAXTER, CHIEF OF POLICE