



**PATROL PROCEDURES**

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| ✓ <b>new:</b><br><b>rescinds:</b><br><b>amends:</b> |                    | <b>cross-reference:</b>  |
|   |                    | <b>accreditation standards:</b><br>NYSLEAP Standard(s): 2.5, 14.1, 40.1, 43.2, 43.3, 47.6, 55.3 & 55.4 |
| <b>effective date:</b><br>August, 2020              | <b>amend date:</b> |  |

**I. PURPOSE**

The purpose of this Order is to establish and describe the policies and procedures, duties, and responsibilities for officers assigned to patrol operations.

**II. POLICY**

- A. The Tompkins County Sheriff's Office provides police emergency services 24 hours a day, seven days a week.
- B. In order to facilitate proactive patrol and to respond rapidly to all requests for emergency police service, the county is geographically divided into separate and distinct posts/zones. *See G.O. 106 Map of Patrol Areas.*
- C. Officers that are assigned to patrol operations will adhere to the procedures contained in this Order and will exercise good judgment, discretion, and act in a professional manner in the performance of these duties.
- D. Members of the office shall not work more than sixteen (16) hours consecutively without having a minimum of eight (8) hours off, before returning to work. Exceptions will be made when unforeseen emergency conditions exist and a supervisor has authorized the additional hours.

**III. PATROL PROCEDURES**

A. Post Assignments

- 1. Section V of this order establishes and describes specific post boundaries within the county. Officers are required to be aware of the boundaries of posts. A copy of the map which indicates the boundaries of the county is attached to *G.O. 106 Map of Patrol Areas* as well as posted in the Public Safety Building. Periodic review of staffing needs shall be made.
- 2. Post assignments will be assigned by the shift supervisor and will be made according to staffing levels and ongoing events in the county.

**Note:** Newly hired officers in the Field Training Program will be given a variety of post assignments to facilitate their knowledge of the entire county.

3. Assignments to other posts (e.g. Traffic Car) may be rotated at the discretion of the shift supervisor, the Sheriff or designee.
4. Officers shall not leave their assigned post(s) or geographic areas of assignment unless:
  - a. They first receive authorization from a supervisor; and advise the Communications Center, by radio or telephone, of their intentions;
  - b. They are on assignment from the Communications Center;
  - c. They are in pursuit of a violator if in accordance with office policy;
  - d. They are returning to the Public Safety Building for a duty-related reason or meal period;
  - e. They have been informed of a serious incident requiring immediate police action that will most likely result in the protection of life;
  - f. Exigent circumstances exist; or
  - g. They are completing their tour duty.
5. Patrol officers will not end their patrol tour more than forty-five (45) minutes prior to the end of their shift unless returning to the PSB to complete necessary paperwork, or with a supervisor's authorization.
6. Patrol officers will familiarize themselves with the geography within their assigned post areas. They shall be aware of hours of operation of business, areas of congestion, hazards, dangerous conditions, high crime areas and areas of frequent motor vehicle accidents.

#### B. Patrol Methods

1. Methods of patrol should not become a matter of routine. Periodic changes in patrolling procedures are encouraged; the following techniques should be utilized:
  - Varying routes to and from assigned patrol areas;
  - Avoid establishment of recognizable patterns (e.g. alternate times of coffee stops and meal periods, etc.)
2. Officers will immediately report:
  - Businesses or premises found unsecured (when appropriate);
  - Traffic control devices that are not functioning properly;
  - Traffic control signs that are down, missing, or damaged;
  - Street lights that are not functioning or are damaged;
  - Dangerous holes, ruts, or other obstructions in the roadway;

- Electrical or communications wires that are down;
- Water line leaks or breaks;
- Construction sites that are not properly barricaded or illuminated;
- Fires; or
- Other hazardous or dangerous conditions.

In addition to reporting to the dispatcher any of the above, the officer will submit a report for referral to the proper agency, department, etc. whenever any follow up is necessary. In all cases the officer must standby until some attempts have been made to correct the dangerous or hazardous condition by the patrol.

3. Officers shall patrol at a reasonable rate of speed. With patrols operating around the clock and often during times of adverse weather conditions, the operation of patrol vehicles shall be in accordance with conditions that prevail.
4. Officers will conduct directed patrols (e.g. bike patrol, boat patrol, etc.) as outlined in Office Orders.
5. Officers will conduct property checks as assigned by their shift supervisors. These checks may be shift and supervisor specific depending on the needs identified by the supervisor. A Spillman incident call screen will be generated to document the check, any activity observed, or actions taken by the officer.
  - a. Whenever property checks are performed, and a building is found to be unsecured, or open, the officer should not enter the building alone. The following procedure should be followed:
 

**Note:** There may be occasions when due to call volume and/or building layout that an officer searches a building without a second unit. Officers shall properly assess the situation prior to making this decision.

    - Notify the dispatcher.
    - Give an estimate of the situation.
    - Check building for security.
    - Request necessary assistance.
    - If, after attempting to secure the premises, this cannot be accomplished, an attempt should be made to notify the owner or manager requesting their assistance to secure the premises.
6. Officers will routinely converse with community members and other persons encountered when there is opportunity to do so. Officers shall work towards:
  - a. Promoting good community relationships;
  - b. Creating a sense of security for residents and maintaining law and order;
  - c. Preventing crimes and responding to calls for service; and
  - d. Developing valuable sources of information.

7. Patrol officers are responsible for enforcing all local, state and federal laws.
8. Patrol officers will also be responsible for enforcing parking regulations pursuant to the NYS Vehicle and Traffic Law and local ordinances.
9. When directing traffic or posted in or around a roadway all members will wear their high visibility ANSI approved vest. *See G.O. 802 High Visibility Traffic Vests.*

C. Procedures – Conduct

1. Officers will perform their duties in a professional, equitable, courteous and efficient manner.
2. All employees of the office shall give their name and badge number to any person upon request. Officers shall have their office issued Police ID card readily available while on duty.
3. Officers will not leave any Warrants, Orders of Protection, Subpoenas, Summonses, or other documents of a sensitive or time-critical nature in any office-owned vehicle.
4. Patrol units may arrange to meet with other patrol units when necessary. Patrol units will make the meetings as brief as possible.
5. All reports should be completed as soon as possible using direct entry into the records management system.
6. Handwritten reports shall be written legibly in ink.
7. Officers shall complete and submit for review all reports in a timely manner. The officer's immediate supervisor(s) is responsible to ensure that the reports are completed in a timely manner.
8. Officers assigned to a special detail shall not leave that assignment until properly relieved or upon instructions from a competent authority.
9. Officers must maintain mental and physical alertness throughout their tour of duty.
10. Officers while on-duty and in the public view may read only office-issued or office-related material, or other reading material that is work-related, i.e., promotional examination-related materials, periodicals, books, journals, etc. that relate to law enforcement, public safety, or related topics. Any such reading or studying will not be permitted to interfere with or divert an officer's attention from their police duties.
11. Members of the office while assigned to patrol of a fixed post shall not have their attention diverted from their task by watching videos, movies, television or other multimedia. Earphones or headsets are prohibited from being worn. A single Bluetooth earpiece is acceptable if used for "hands-free" cellular phone use and it does not interfere with the officer's hearing.

**Note:** Members are permitted to view multimedia that has been assigned as training as long as it does not interfere with or divert the officer's attention from their police duties.

12. It is the policy of the Tompkins County Sheriff's Office and Tompkins County that County telephones are to be used for business purposes only. Employees are expected to exercise reasonable discretion in using County cell phone or desk phones for personal use. Excessive incoming or outgoing calls during the workday can interfere with employee productivity and be distracting to others. *See Tompkins County Acceptable Use of County Information Technology Resources.*
13. While at work employees are expected to exercise the same discretion when using personal cellular phones as is expected for the use of County phones. Excessive personal calls during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others. Office personnel will not use cellular phones while driving unless there is an emergency. Officers shall make every effort to park the patrol vehicle when using their personal or the office cellular phone. On occasion, it is understood that personal calls will be received during work hours. These should be kept to a minimum in terms of number of calls as well as duration of calls. Hands free devices, such as Bluetooth, may be worn while operating the patrol vehicle. Office personnel will not be permitted to wear such hands free devices (i.e. Bluetooth) when outside of the patrol vehicle or engaging the public.

#### IV. **RADIO COMMUNICATIONS**

- A. Radio operations shall be conducted in accordance with Federal Communications Commission (FCC) and rules and office policies and procedures. Tompkins County Department of Emergency Response is the county agency responsible for communications.
- B. All vehicles used for routine patrol shall be equipped with a two-way radio transceiver and all uniformed officers engaged in a field assignment must maintain contact access to radio communications, to include utilizing portable radio transceivers when away from the vehicle to maintain communications with the Communications Center.
  1. All vehicles used by the office shall be assigned a unique vehicle identifier to be used during radio transmissions.
  2. All mobile and portable radio equipment assigned to field officers shall be capable of two-way operation on the inter-agency and all local law enforcement agency radio frequencies.
- C. While at an assignment, traffic stop, or other situations where the officer(s) is away from the patrol unit and mobile radio, officers will carry their assigned portable radios, and have it turned on, in order to maintain contact with the Communications Center.
- D. The Tompkins County Sheriff's Office operates on the Tompkins County radio system and has access to all County channels. Radio frequency channels assigned to TCSO radios and utilized by this office are designated and functionally allocated as follows:
  - CNTY PD DISP Main Channel;
  - SHERIFF CAR2CAR Second Channel;

- CNTY CAR2CAR
- STATUS 2
- P8
- P9
- PTAC10

- E. Radio transmissions shall be limited to pertinent information and should be as brief and concise as possible. To facilitate communications with interacting agencies plain language shall be used. Sheriff's Office personnel should no longer use 10 Codes.
- F. Officers will provide an accurate location to the Communications Center when being polled to determine the nearest available unit (i.e. "closest car concept"). *See MOU Dispatch Procedures For Requests For Police Services Nearest Available Unit Concept.*
- G. Requests for additional assistance (e.g., additional police units, Fire Department, EMS) from patrol units as a call should, whenever possible, be made through the Communications Center.
- H. Officers will contact the Communications Center whenever a traffic stop is made, or the officer happens upon an incident, and advise the Communications Center of:
1. The location of the incident or traffic stop;
  2. The license plate number, description and number of occupants of the vehicle stopped;
  3. The nature of the incident;
  4. Any request for additional assistance; and
  5. Officers will call back in service immediately upon completion of the traffic stop or incident investigation.
- I. Officers will call back into service upon completion of an assignment. If additional follow-up investigation at a different location(s) is needed, the officer will advise the Communications Center.
- J. Police operations are more efficient and officer safety is enhanced when communications personnel, supervisors and fellow officers know the status of on-duty officers, their locations, the nature of cases, and developments in their investigation. Office members are required to communicate with the Communications Center upon:
1. Receiving or acknowledging a radio communication;
  2. Arriving at the scene of an incident;
  3. Leaving their patrol vehicle;
  4. Initiating vehicle or pedestrian stops; and

5. Entering in or out of service.

K. The officer's status shall be monitored, recorded and updated continually during all traffic stops, incidents and assignments. *See Tompkins County Department of Emergency Response Status Check (300.128) and Emergency Button Activations (300.115) Policies.*

## V. POST BOUNDARIES

- A. **325 Zone:** That geographic area bordered on the north by the Cayuga County line, on the east by the Cortland County line, and on the south by a line from the Cortland County line to Route 34B westward to Scofield Road, then in a southerly direction to an area south of Route 13, then west to the area of Scofield Road, then south along the Cayuga Heights boundary, then west to the City of Ithaca boundary, then north along Route 13 and north along a line in the center of Cayuga Lake to Cayuga County.
- B. **326 Zone:** That geographic area whose eastern border is the Cortland County line, with a northern border from the Cortland County line to Route 34B and west to Scofield Road. South along Scofield Road to the Cayuga Heights boundary then southwest to the City of Ithaca boundary. From the city boundary then southeast along Coddington Road continued southeast through portions of the Town of Ithaca, Danby and Caroline, north of Coddington Road to the Tioga County line
- C. **327 Zone:** That geographic area whose northeastern border consists of portions of the Town of Ithaca, Town of Danby, Town of Caroline west of Coddington Road East and that portion of the Town of Newfield east of Route 13.
- D. **328 Zone:** That geographic area defined on the southern border as Route 13 South, to City of Ithaca boundary, and north along the center of Cayuga Lake to Cayuga County, and bordered on the north and west by the Counties of Cayuga, Seneca, and Schuyler.

## VI. PRE-SHIFT BRIEFING

- A. The on-duty Sergeant shall be responsible for conducting a Pre-Shift Briefing as follows:
1. A Line at 2300 hours.
  2. B Line at 0700 hours.
  3. C Line at 1500 hours.

**Note:** If officers are reporting for special assignments (STEP Detail, DWI Detail, Special Shift, O.T. Detail, etc.) the on-duty supervisor will ensure that a pre-shift briefing is conducted for officers reporting at other times.

### B. Reporting for Pre-Shift Briefing

1. Pre-shift briefing for patrol officers will be conducted in the briefing room commencing promptly at the designated times outlined in section A in order to:

➤ Advise officers of any officer safety information or pertinent intelligence reports.

- Brief officers with information necessary for effective patrol activity.
  - Notify officers of changes in schedules or assignments.
  - Update officers regarding developments in on-going investigations.
  - Issue and explain new orders or changes to existing orders.
  - Schedule/assign shift-level in-service training.
  - Provide updated information from PowerDMS or other sources.
  - Evaluate officer readiness for duty.
2. Supervisors shall inspect officers at pre-shift briefings in order to identify and correct deficiencies and to ensure that officers are fit for duty. Supervisors shall observe each officer with regards to:
- Mental condition (obvious distress, depression or bizarre behavior);
  - Physical condition (obvious illness, injury, intoxication, grooming and hygiene); and
  - Uniform and equipment.

### C. Sergeant's Daily Shift Report

1. Sergeant's shall maintain the Sergeant's Daily Shift Report. This file shall be updated by the Sergeant prior to each pre-shift briefing in order to ensure the relevance of the information presented. When updating the report, supervisors will include:
- Post assignments;
  - CID member on-call;
  - Special details (Traffic, Warrants, Boat, Bike etc.);
  - Airport Coverage;
  - Active Missing Persons Cases;
  - Active File 01's
  - Major Calls and Notifications
  - Requests for special attentions and directed patrols; and
  - Other material pertinent to the Sergeant's duties.

## VII. MEAL PROCEDURES

- A. Officers (including investigators and supervisors) may take their assigned meal period at the Public Safety Building, a Sheriff's Office satellite office, their residence (within Tompkins County), a restaurant located within the county, or may order from an outside establishment and have it delivered or they may pick it up. The aforementioned meal location options will be limited dependent on the post/zone assignment of the officer.
- B. The following procedures will be followed:
1. The officer will continually monitor their portable radio during their meal period and maintain readiness to take an assignment.
  2. The officer will leave the location of said meal period and respond to an incident or an assignment when directed by the Communications 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 Communications Center. If the complaint requires an immediate response the officer will provide such assistance as is necessary or appropriate.

4. Failure to follow these procedures will constitute grounds for requiring the officer in question to take their meal period only at the Public Safety Building. Violations of this order will be referred by the officer's Supervisor to the Lieutenant for further action.

Attachments:

- A. *Tompkins County Acceptable Use of County Information Technology Resources Policy*
- B. *Tompkins County DOER Status Check (300.128) Policy*
- C. *Tompkins County DOER Emergency Button Activations (300.115) Policy*
- D. *Sergeant's Daily Shift Report*
- E. *MOU Dispatch Procedures for Requests for Police Services Nearest Available Unit Concept.*

By Order Of



Derek Osborne  
*Sheriff*