



Eric Hawkins  
Chief of Police

# ALBANY, NEW YORK

## POLICE DEPARTMENT

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ALBANY, NEW YORK 12210



1789

### PATROL FUNCTION GENERAL ORDER NO: 3.1.00

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<b>Volume 3:</b> Operations	<b>Chapter 1:</b> Patrol and Investigations
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<b>Issuing Authority:</b> Chief Eric Hawkins	<b>Page:</b> 1 of 4

**PURPOSE:** The purpose of this policy is to establish procedures and various tasks associated with the patrol function. The importance of patrol to the community cannot be overestimated; the uniformed officer is frequently the most visible component of the law enforcement network and the mainstay of police work.

**POLICY:** It is the policy of the Albany Police Department to ensure that patrol officers perform their duties and conduct themselves in a professional, courteous, polite, and efficient manner, at all times. The manner in which patrol officers carry out their responsibilities affects not only the quality of justice but also citizen's perceptions of law enforcement and the criminal justice system.

**DEFINITIONS:** **Patrol** – Patrol means the act of moving around or through a specified area for the purpose of observation, inspection, security, and improving the quality of life.

#### I. PATROL FUNCTION

- A. The primary function of patrol is to provide police services to the public on a continuous basis; twenty-four (24) hours a day, seven (7) days a week, and shall consist of three (3) rotations of eight (8) hour shifts.
  1. Patrol officers are assigned to patrol stations/shifts based on conditions outlined in the employee's respective collective bargaining agreement.
  2. Sergeants shall prepare a daily briefing to include zone assignments to include a desk officer during all shifts, based upon available staffing levels and the needs of the community.
  3. In order to provide frequency and consistency in patrol assignments, team policing zones shall be comprised of several patrol zones.
    - a. Officers may be assigned to team policing zones on a consistent basis.
    - b. These team policing zones may be selected by patrol officers on a seniority basis, and sergeants shall utilize these selections when making zone assignments.
  4. An officer's days off are based on conditions outlined in the employee's

respective collective bargaining agreement.

**B.** Police services include, but are not limited to the following:

1. Preventive patrol methods directed toward the detection and correction of conditions that threaten public peace, endanger life and property, or indicate possible criminal activity;
2. Respond to calls for service;
3. Crime prevention activities, by maintaining high visibility, staying alert to conditions that could facilitate criminal activity, and taking appropriate corrective action;
4. Conduct preliminary investigations of all crimes, offenses, and incidents;
5. Traffic direction and control, including traffic law enforcement;
6. Regulate certain businesses or activities, as required by laws and/or ordinances;
  - a. Patrol officers shall familiarize themselves with places of business, industries, or amusements within their assigned area.
  - b. Patrol officers should attempt to ascertain hours of business.
7. Maintain public order pursuant to federal, State, and local laws;
8. Provide primary emergency services, as situations warrant, and support services to the fire department;
9. Develop positive relationships in the community, while also fostering confidence and respect; and
- 10.** Report information to appropriate department personnel.

**C.** Officers shall perform their duties and conduct themselves in a professional, courteous, polite, and efficient manner, at all times.

**D.** Officers shall patrol a designated patrol area or beat on foot, motorcycle, bicycle, patrol vehicle, or other vehicle assigned.

**E.** While on patrol in a specified area, officers shall be responsible for various tasks including, but not limited to the following:

1. Properly perform all duties and assignments;
2. Check doors and windows of businesses and residential property, as directed;
3. Investigate suspicious activities and making arrests for violations of federal, State, and local laws and ordinances;
4. Properly enforce all laws and ordinances;
5. Direct traffic and enforcing parking regulations;
6. Maintain order in crowds at special events;
7. Answer questions for, and directing, the public;
8. Report serious defects in streets and in other related matters requiring the attention of the Department of General Services, the Water Department, Parks and Recreation, or any other City department;
9. Complete any daily reports, as required;
- 10.** Issue Uniform Traffic Tickets (UTTs);
- 11.** Issue parking tickets;

12. Issue appearance tickets;
13. Attend scheduled court appearances;
14. Complete any other assignments, as directed by the Chief of Police or his/her designee;
15. Be responsible to, and under the supervision of, their immediate supervisor; and
16. Be in attendance for hours specifically assigned.

**F.** Sworn personnel shall be considered on-duty at all times, for the purpose of rendering police service.

**G.** All sworn police officers are agents for the City of Albany, and as such, have authority to act as complainants in acts committed against City property, and exercise lawful and reasonable authority over the use of City property.

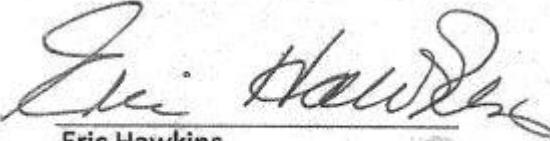
## **II. BASIC PATROL TECHNIQUES**

- A.** Patrol officers shall familiarize themselves with areas of congestion, hazards, dangerous conditions, as well as areas of frequent motor vehicle accidents.
- B.** Patrol methods shall include periodic changes in patrolling methods and routes, as to not become a matter of routine.
- C.** Whenever possible, patrol officers shall patrol residential and business areas at a slow rate of speed. They shall acquaint themselves with local business merchants and the residents of their patrol area. They shall also conduct street checks on suspicious persons and/or vehicles observed. The presence of patrol officers in the areas shall:
  1. Empower the patrol officer and community to improve the quality of life and reduce crime;
  2. Create good community relations and trust in the police;
  3. Create a sense of security to residents and businesses; and
  4. Develop sources of valuable information in solving crimes and targeting high crime areas.

## **III. DAILY ROUTINE**

- A.** All patrol officers shall report for duty fifteen (15) minutes prior to the beginning of their scheduled tour of duty to receive daily assignments and roll call information.
- B.** Roll call shall be held at the beginning of each shift to help officers prepare for their tour of duty and shall be conducted by a patrol supervisor. The agenda may include, but is not limited to the following:
  1. Inspect patrol officers appearance, uniform, equipment, and overall readiness;
  2. Zone/beat and vehicle assignment;
  3. Review and/or correct reports;
  4. Training issues and/or roll call training;
  5. Review new or amended written directives; and

6. Check department email.
- C. Promoting communication, cooperation, and team policing among all job functions is an important goal of the Albany Police Department. The department provides a number of resources to enhance communications among different job functions. Procedures that may be used to disseminate information may include, but is not limited to the following:
  1. Bulletins:
    - a. The Albany Crime Analysis Center (ACAC) regularly distributes information regarding crime trends and wanted persons. This information shall be relayed at shift briefing by the patrol supervisor.
  2. Team Leaders:
    - a. The team leaders of each unit shall relay pertinent information to their team members relating to crime trends/statistics and wanted persons within their area.
  3. Detectives:
    - a. Detective/supervisors and detectives shall periodically attend roll call briefings conducted for patrol officers to facilitate the exchange of information and enhance interdepartmental relationships
- D. Officers shall inspect all personal and department equipment, including firearms for any defects or damage. Any defects or damage shall immediately be reported to the shift supervisor. The supervisor shall ensure that all necessary paperwork is completed.



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