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ALBANY, NEW YORK

POLICE DEPARTMENT

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ASSAULTS UPON DEPARTMENT PERSONNEL

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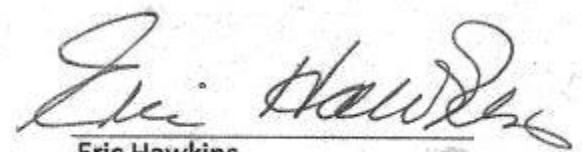
PURPOSE: The purpose of this policy is to establish procedures regarding assaults upon personnel of this department.

POLICY: It is the policy of the Albany Police Department to establish written procedures on how to handle incidents where personnel of this Department have been assaulted.

I. ASSAULTS UPON DEPARTMENT PERSONNEL

- A.** When a member of this department is assaulted while in the performance of his/her duty, the following shall apply:
 - 1.** The involved employee shall, as soon as possible, advise a supervisor of the incident.
 - 2.** The supervisor shall notify the Commander or duty officer, as well as, the Criminal Investigation Unit (CIU) supervisor in order to commence follow-up investigation of the incident.
 - 3.** The following steps shall be completed when conducting a preliminary investigation:
 - a.** Observe all conditions, events, and remarks made;
 - b.** Locate, identify, and interview the complainant, witnesses, and potential suspects;
 - c.** Maintain and secure the crime scene, including any potential evidence; and
 - d.** Arrange for the collection of evidence through the on-scene supervisor.
 - 4.** The injured employee's supervisor shall also notify the Commander of the Office of Professional Standards.
 - 5.** When appropriate, EMS shall be summonsed and the employee shall receive medical treatment.
 - 6.** Where the injury to the employee is readily visible, photographs of the employee's injury will be taken. These photographs shall clearly indicate both the employee and the injury.

- a. These photographs should be taken by Forensic Investigation Unit (FIU) personnel, if available.
 - b. Supervisors may use camera equipment available at their respective divisions, if FIU is unavailable.
- 7. As soon as possible, the involved employee shall complete and submit a Standardized Incident Report documenting the injury, medical treatment received, and any photographs taken.
- 8. The injured employee shall also complete all Workers' Compensation 207-C and C-3 paperwork.
- 9. When the injured employee is unable to complete the necessary paperwork it will be the responsibility of the employee's immediate supervisor to ensure the paperwork is completed.
- 10. The on-scene supervisor shall complete an Intra Departmental Correspondence detailing his/her action(s) taken relating to the incident.



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