

## Appendix

### X. Rules and Regulations Categorized

Misconduct	Level
1.1(a) No member or employee shall not violate or attempt to violate a law of the United States of America, or of this state, or any laws, local laws or ordinances of the jurisdiction in which he may be present, or violate or attempt to violate any authoritative instruction, current directive, rule or regulation, policy or procedure, general or special order, or any other lawful order.	5
1.1(b) Employees shall not knowingly aid, abet, or assist another person in the violation of any of the above.	5
1.2 Employees shall be held personally responsible for knowing and adhering to the Rules and Regulations, orders, current directives, procedures and policies of the Department, City Ordinances, and State and Federal Laws affecting their duties.	3
1.2 (a) Returning from Absence: Employees returning to duty from any absence shall acquaint themselves with all directives or amendments of the Department, which have been issued in their absence.	2
1.3(a) Employees shall comply with all lawful orders. Non-compliance shall be insubordination.	3
1.4 Orders must be given in clear, understandable language, civil in tongue, and issued in pursuit of Department business in accordance with all legal requirements.	1
1.5(a) Employees who are given any instruction or order which conflicts with any previously received instruction or order shall call this fact to the attention of the person issuing the second order. If so directed, the latter order shall be obeyed. Previous orders or instructions shall be countermanded only when necessary. The supervisor issuing the countermanding instruction or order shall be held responsible for that action.	1
1.5(b) Any order issued by a supervisor and conveyed by a subordinate to another subordinate shall have the same force and effect as though it was issued directly. The intermediary conveying the order shall inform the other from whom the authority came.	1
1.6 Employees shall not be insubordinate.	3

2.1 (a) Members shall protect life and property, preserve the peace, prevent violations of the law, detect and arrest violators of the law and enforce those laws of the United States, the State of New York, and the local laws and Ordinances of the City of Rochester over which the Department has jurisdiction.	3
2.1 (b) Employees shall perform their duties in a competent manner.	2
2.2(a) Officers shall respectfully furnish their name and badge number to any person requesting that information when they are on duty or presenting themselves as police officers.	3
2.3 Employees shall respond to their duties as directed by established authority.	2
2.4(a) Employees shall report for duty on: 1) routine assignment 2) dispatcher notification 3) callback	3
2.4(b) Officers shall present themselves for duty at the time and place specified by established authority and in the manner established by current directives	3
2.5 Employees shall not be absent from duty or place of duty assignment without permission from their supervisor if in accordance with current directors	3
2.6 Members shall take prompt and responsible action in any crime or emergency situation or in any situation in which substantial and irreversible damage would result from failure to take police action, whether on or off-duty.	4
2.7 All employees are charged with the responsibility of fostering and maintaining a high degree of cooperation. Employees shall coordinate their efforts with: 1) other employees of the Department 2) other city employees 3) other public agency representatives so that teamwork may ensure maximum achievement and continuity of purpose in attaining the objectives of the Department.	3
2.8 Employees who are in doubt as to the nature or detail of their assignment shall immediately seek clarification from their supervisor	2
2.9 Employees will inspect their areas of assignment as soon as possible after beginning their tour of duty and as often as possible during their tour of duty, reporting any condition requiring police attention or the attention of any other City department or agency.	1

2.10 Employees shall not leave their area of assignment unless: 1) on assignment from dispatches, 2) authorized by a supervisor, 3) an incident outside of their immediate area requires police attention, 4) in close pursuit of a violator of law	1
2.11 Employees must exhibit and maintain an impartial attitude toward complainants, violators, witnesses, suspects, or any other person	2
2.12 Employees shall, whether on or off-duty, aid, assist, and protect their fellow employees in the performance of their duties.	2
2.13 Employees shall render all possible police service to any citizen seeking information or assistance.	3
2.14 Employees shall ensure that any injured or ill person is given the opportunity for medical attention	4
2.15 Members shall make arrests in full compliance and conformity with all laws and Department procedures.	4
2.16(a) Employees shall not undertake any investigation or other official action, which is not part of their regular duties without obtaining permission from their supervisor, unless exigent circumstances require immediate action. An officer taking such action must notify their supervisor as soon as possible after the incident.	1
2.16(b) Employees shall not undertake or maintain continued involvement in any investigation of any current or former family member, in-law, close personal friend, or any business in which the officer has a proprietary interest (unless approved by the Commanding Officer)	3
2.17 Employees shall appear when subpoenaed or directed and notify their supervisor of the subpoena or directive. They shall not absent themselves from any trial.	2
2.18 Employees shall appear when subpoenaed or directed and notify their supervisor of the subpoena or directive. They shall not absent themselves from any trial or hearing except for a good cause in which case they shall seek permission from either the Assistant District Attorney, the RPD Court Liaison Officer or other persons in authority over the court, hearing board, internal investigative body or persons authorized to take testimony per current directives.	1
2.19(a) Employees shall not loiter or sleep on duty.	1

2.19(b) While on duty, employees shall not congregate about public places or engage in recreation or games of chance unless approved by a supervisor.	1
2.19(c) Off-duty employees shall not congregate or loiter about public places while in recognizable uniform.	2
2.20 Employees shall not, in public view, read newspapers, periodicals, or books while on duty. Publications and material pertaining to the police field may be read or studied as long as proper and sufficient performance of assigned duties is not impaired.	1
2.21 Employees shall address supervisors by title, unless otherwise specifically directed by the supervisor.	1
2.22 Employees shall not conceal themselves while on duty except for police purpose.	3
2.23 Performance of Duties a) Employees shall not neglect their duty. b) Employees shall not commit an act of misfeasance. c) Employees shall not commit an act of malfeasance. d) Nonfeasance is prohibited.	3
3.2 Employees shall not utilize their on-duty time to the pursuit of any private business, private enterprise, or personal association	2
3.3 Employees shall not use or attempt to use their official position, badge, or credentials for any personal gain	4
3.4 Employees shall not seek or accept the influence or intervention of any person outside of the Department for the purpose of personal preferment or assignment	1
3.5 Employees shall not engage or authorize others to engage, on their behalf, in the sale of any tickets nor the solicitation <sup>3</sup> of any form of donation or contribution in a manner that indicates or implies any connection with the Department without the written permission of the Chief.	1
3.6(a) Employees shall not solicit or accept gifts, gratuities, loans, or fees when there is any direct or indirect connection between the solicitations or acceptance and their Departmental employment, or when such a connection could be inferred.	1
3.6(b) Employees shall not accept any reward offered as a result of any service rendered in the line of duty.	3

3.7 Employees shall not solicit, suggest, recommend, advise, or counsel the engagement or retention of any specific attorney, legal firm, bail bondsman, company, or another person or firm for any person as a result of police business. This prohibition shall not apply to employees making such recommendations to their relatives.	2
3.8 Employees shall not offer or give bail for any person in custody, unless for a relative or with permission of the Chief.	2
3.9 Employees shall not, except as provided by the Criminal Procedure Law and current directives: a) withdraw arrest charges once filed or solicit their withdrawal without approval of the Chief of Police, or b) void traffic charges unless approved by their division Commanding Officer; whether the arrest or charges were made on or off duty.	4
3.10 Employees shall not communicate any information that may enable a person to evade arrest or punishment, or enable them to dispose of any evidence or contraband	2
3.11 Employees shall not use the powers of their office to render assistance in the pursuit of matters which are strictly private or civil in nature except in those matters where they are required by law to so exercise their powers or where a breach of the peace has occurred or is imminent.	2
4.1(a) Employees shall conduct themselves in both their private and professional lives as to avoid bringing discredit upon the Department	1
4.1(b) Employees shall not engage in conduct, on or off-duty, that adversely affects the efficiency of the Department, or that has a tendency to impair public respect for the officer and/or the Department, or impair confidence in the operation of the Department.	4
4.2(a) Employees shall be courteous, civil, and tactful in the performance of their duties	3
4.2(b) No member shall not express or otherwise manifest any prejudice concerning age, marital status, handicap, disability, race, creed, color, religion, national or ethnic origin, sex, sexual preference, or other personal characteristics	5
4.2(c) Employees shall not use harsh, profane, insolent, or intentionally insulting language toward any person	3
4.3 No member shall be directly or indirectly interested in the manufacture or sale of alcoholic beverages	2

4.4(a) Employees shall neither knowingly associate with persons generally known to have a reputation of criminal conduct, nor frequent places where criminals are known to congregate, except in the performance of their assigned duties	3
4.4(b) Employees shall not associate with any person or organization that advocates hate, prejudice, or oppression of any racial, ethnic, religious, LGBTQIA+ group, or which disseminates defamatory material	5
4.5 Employees shall not knowingly enter or remain on the premise of any place wherein the laws (federal, state, or local) are violated.	5
4.6 Employees are required to be truthful in speech and writing, whether or not under oath.	5
4.7 Employees shall not initiate or repeat malicious rumors.	3
4.8(a) Employees shall not discuss any evidence arising out of a criminal investigation or civil proceeding with the media or any other person outside of the RPD without the knowledge and permission of a supervisor or any established authority.	2
4.8(b) Employees shall not discuss any evidence arising out of a confidential investigation with anyone whatsoever without the knowledge and permission of a supervisor or any established authority.	3
4.9 Employees shall not share police information to which they have access or which comes to their attention. They may not make available any information contained in police records, radio communications, photographs, computers, or any other relevant police files.	3
4.10(a) Employees shall not address the public, appear on the radio or television, write any articles or correspondence in relation to RPD.	2
4.10(b) Employees shall not publicly criticize other officers by speech, writing, or other expressions.	1
4.11(a) Employees shall not join or be a member of any organization or society whose object or purpose, either directly or indirectly, would adversely affect the discipline or conduct of the employee and consent of the Chief of Police.	2
4.11 (b) Employees shall not knowingly be connected with or be a member of any subversive organization except in the line of duty and with the knowledge and consent of the Chief of Police.	4

4.12(a) Employees shall not, directly or indirectly, use or threaten to use their power or authority in the aid of or against any political party, organization, association, or candidate.	4
4.12 (b) Employees shall not appoint, promote, transfer, retire or punish an officer or member of a police force, or ask for or aid in the promotion, transfer, retirement or punishment of an officer or member of a police force because of the party adherence or affiliation of such officer or member, or for or on the request, direct or indirect, of any political party, organization, association or society, or of any officer, member of a committee or representative official or otherwise of any political party, organization, association or society.	4
4.12 (c) Employees shall not solicit, collect or receive any money for any political fund, club, association, society, or committee.	4
4.13 Employees shall not seek, claim, litigate, or solicit, nor shall they accept, any money or compensation for damages or expenses incurred by them in the line of duty	4
4.14 Employees shall pay all just debts and satisfy legal liabilities incurred by them.	1
4.15 Employees shall not spend any money or incur any financial obligations in the name of RPD.	1
4.16 a) All correspondence leaving the Department shall be issued only with the signature of the Chief of Police or as authorized by the Chief of Police. b) The official letterhead shall not be used for unofficial correspondence.	1
4.17 Employees shall not possess or use business cards bearing Departmental affiliation and/or rank, except as authorized by the Chief of Police, and then only in the furtherance of official business.	1
4.18 Employees are responsible for the proper care and use of property and equipment assigned to or used by them. Officers must immediately report in writing any damage to equipment and document any facts surrounding the nature and cause of the damage	1
4.20(a) Employees shall not operate Department vehicles, on or off-duty, if they have consumed any alcoholic beverage	5
4.20(b) Employees shall not drink or purchase any alcoholic beverage while on duty	3
4.20(c) Employees who are off duty and in uniform shall not drink any alcoholic beverages if in public view	3

4.20(d) Employees on or off-duty, shall not consume alcoholic beverages to the point that renders them unfit to perform or report for duty, or which results in the commission of any act which either discredits the Department or violates any of these rules	3
4.20(e) Employees shall not appear for duty or be on duty while under the influence of intoxicants, or with the odor of intoxicants on their breath.	4
4.21 Employees shall not engage or participate in any form of illegal gambling.	3
4.22 Employees shall not chew or smoke tobacco in such a manner as to adversely affect the professional image of the Department. They shall not use tobacco while in direct contact with the public, while engaged in traffic direction or where use of tobacco is in violation of the law.	1
4.23(a) Employees shall not possess or use any non-prescribed controlled substance.	3
4.23(b) Employees who use prescribed controlled substances under the direction of a physician shall not abuse said substances.	3
4.23(c) Employees shall not begin any investigation related to trafficking of controlled substances without prior permission of the supervisor or Commanding Officer of the Special Investigations Section.	1
4.24 Employees shall not provide character references for pistol permit applications for anyone other than fellow officers.	1
4.25 Harassment based on age, marital status, handicap, disability, race, creed, color, religion, national or ethnic origin, sex, sexual preference, gender identity, or any other personal characteristic is prohibited.	5
4.26 Employees shall not destroy or deface any official written notice relating to police business.	2
4.27 Employees shall answer questions, respond to lawful orders, and render material and relevant statements in an internal investigation or PAB investigation when asked.	4
4.28 Employees who are under an order of suspension shall contact the Professional Standards Section daily, either by telephone or in person, or as directed by the Chief of Police or their designee.	2
4.29 It is not the intent of the Rochester Police Department to regulate the social interactions or relationships freely entered into by employees. However, employees of different ranks or titles will not fraternize with subordinates if the relationship between the employees will: a) Compromise authority, chain of command, discipline, morale and mission accomplishment, or b) Create a sense of partiality or unfairness, or c) Involve the improper use of rank or title for personal gain.	3



5.1(a) Employees shall not steal, alter, falsify, tamper with, withdraw or request that any other person do the same to any report, letter, request, or other communication that is being forwarded through the chain of command. The removal of any record, card, report, letter, document, or other official file from the Department or the permitting of inspection of same, except by process of law or as directed by the Chief of Police or a superior, is prohibited. Additionally, the obtaining/duplicating or attempted obtaining or duplicating of any information from Department files, sources or reports other than that to which one is properly entitled in accordance with one's duties/assignments is prohibited. This shall not apply to the correction of errors.	5
5.1(b) Employees shall not dissuade any other employee from originating and submitting any lawful or proper report, whether on criminal or disciplinary matters.	5
5.1(c) Employees shall not falsely make or submit any type of official report or knowingly enter or cause to be entered any inaccurate, false, or improper information on the records of the Department.	5
5.2 Employees shall report, in accordance with current directives, all violations of the law, Rules and Regulations, General Orders and current directives of the Department. All such violations shall be reported in writing to a supervisor in the Department.	4
5.3(a) Employees shall report to their supervisors all suspected places of illegal activity discovered or coming to their attention while on or off duty.	2
5.3(b) Employees shall report all suspicious persons, vehicles, and incidents in accordance with current directives.	1
5.4(a) Employees who are requested or subpoenaed to testify or give evidence or who intend to testify or give evidence on behalf of the defense in any criminal action shall immediately notify their supervisor, the Professional Standards Section and the prosecuting attorney of such request, subpoena, or intention to testify prior to testifying.	1
5.4(b) Employees who are requested or subpoenaed to testify or give evidence against the Department or the City of Rochester in any civil action shall immediately notify their supervisor and the Professional Standards Section of such request or subpoena. The Professional Standards Section will in turn notify the Corporation Counsel's Office.	1
5.5 Employees, whether on or off duty, shall communicate promptly to their supervisors in accordance with current directives, all information on crimes, criminal activity or important events which may involve the Department or its employees of which they have knowledge.	2

5.6(a) Employees shall be personally responsible for reporting immediately, both to their supervisors and the Professional Standards Section, any arrests, including traffic violations or court actions instituted against them with the exception of divorce proceedings or child support. However, any contempt of court arising from divorce or support proceedings must be immediately reported as required above.	2
5.6(b) Employees, upon receipt of a notice of claim or lawsuit, arising out of their employment, shall note on the document(s) served the time, date, location and how or by whom served and shall immediately forward the original to Professional Standards Section. Failure to forward immediately may result in their own liability for the action	2
5.7 All employees must: a) Have an operative telephone at their residence; and b) Shall report their current residence address, and the telephone number at that residence, in accordance with current directives.	1
6.1(a) Supervisors shall ensure that officers under their command perform their full duty. Supervisors shall provide efficient, effective, and meaningful direction to subordinates.	2
6.1(b) Supervisors or temporarily assigned supervisors must provide a good example in both conduct and appearance, have a thorough understanding of the rules and procedures of the Department, and shall assist and instruct subordinates in the proper performance of their duties.	2
6.2 Supervisors who overlook, condone or fail to take action on incompetence or misconduct on the part of their subordinates shall be guilty of neglect of duty.	4
6.3 Supervisors shall treat officers with courtesy and establish an atmosphere of mutual respect.	2

I. General Orders Categorized

<p>105 §III( C ) Members will respond to and perform police functions at any location as directed by the dispatcher or competent authority regardless of section or beat assignment.</p>	<p>4</p>
<p>115 §II(D) Employees will be responsible to access their email accounts, pursuant to General Order 380, Computer and Software Use, to acknowledge receipt and review of disseminated written directives issued by established authority. This will be accomplished thru the use of the Laserfiche system to distribute written directives. The procedure will entail a link to Laserfiche being sent through departmental email that lead to the new/revised written directive. Recipients will click on the link to review the directive and upon completion, they will check a box that the directive has been received.</p>	<p>1</p>
<p>115 §III(B)Section/Unit Commanding Officers will:</p> <ol style="list-style-type: none"> <li>1. Ensure that those under their command routinely check their email accounts, pursuant to G.O. 380.</li> <li>2. Ensure that those under their command are aware of all General Orders, Administrative Orders, and Training Bulletins (to include Roll-Call Training issued by PDS), and their availability on the RPDWEB.</li> <li>3. Review all General Orders, Administrative Orders, and Training Bulletins (to include Roll-Call Training issued by PDS) as they are issued.</li> </ol>	<p>1</p>
<p>115 §V(C) It is the responsibility of the Commanding Officer issuing such documents to:</p> <ol style="list-style-type: none"> <li>1. Obtain permission for issuance of the document from the appropriate organizational Commanding Officer; and</li> <li>2. Ensure that the document does not conflict with already established policies and procedures, orders, rules, regulations, etc.; and</li> <li>3. If a conflict is discovered, take steps to rectify the conflict by amending the document or suggesting a change in the previously issued order; and</li> <li>4. Annually review and, if necessary, update the document, ensuring that such reviews are provided to all personnel affected by them. An electronic copy of each original document and any records documenting the annual review will be sent to the Records and Evaluation Section.</li> <li>5. Provide a copy to the Research and Evaluation Section to be maintained in a file</li> </ol>	<p>1</p>
<p>205 §II(B) Lateral police officers who have transferred from another law enforcement agency will complete an academic training, the length of which is to be determined (minimum of seven weeks) by the Professional Development Section (PDS). Upon successful completion of the academic portion, out-of-County laterals will be required to successfully complete a FT&amp;E program for a minimum of 14 weeks, and in-county</p>	<p>2</p>

laterals will be required to complete a FT&E program for a minimum of eight weeks	
205 §II(C) Former Department members who are reinstated following a absence of over one year must complete a specifically developed needs-based instructional program of a minimum of seven weeks.	2
205 §II(D) Department members who are reinstated following a Military or Administrative leave of absence of over one year must complete a specifically developed needs-based instructional program	2
205 §II(E) Members who are reinstated following any absence of less than one year will complete a training program as directed by the Chief of Police	2
205 §III(C ) The Patrol Division Section Field Training Coordinator (FTC) is responsible for: 1. Coordination and monitoring of Probationary Officers assigned to each FTC and informing the FT&E Administrator of the Probationary Officer's progress. 2. Review of all Patrol Officers Evaluation Forms, RPD 1265 Attachment A), Stage I Alternate Week Evaluation Reports, RPD 1378 (Attachment B), NYS final Summary and any other reports or information relative to the Probationary Officer's progress or lack thereof during the probationary period. 3. Developing documentation of training efforts and results and maintenance of these reports in a Field Training and Evaluation file. 4. Assisting the FT&E Administrator with the assignment and rotation of Probationary Officers. 5. Assisting the FT&E Administrator with the selection and review of FTOs. 6. Encouraging support for the program and keeping the Section Commanding Officers regularly informed by acting in a liaison capacity among supervisors and command.	1
207 §V(A)(8) All employees will review and update their Emergency Contact Notification Form, RPD 1414, at the time of their annual performance evaluation, or as significant life changes (e.g., marriage, divorce, death of listed family member, etc.) occur to ensure that the information contained therein is current, accurate, and available in the event of a serious personal incident involving the employee. This form will be reviewed by the employee's immediate supervisor and forwarded to the Office of the Chief for entry into RPD's Law Enforcement Records Management System (LERMS). Emergency access to this information is available to supervisors in LERMS.	1
210 §II(A) Members of the Rochester Police Department (RPD) will report sick or injured and unable to report for duty only when suffering from an illness or injury that would prevent the performance of their police duties.	2

<p>210 §II(B) Members will not feign sickness or injury, nor will they deceive or attempt to deceive any physician, surgeon, Commanding Officer or other established authority concerning their physical or mental condition.</p>	<p>3</p>
<p>210 §II(C ) Members must report to their supervisor any suspected medical condition which may affect their fitness for duty, whether or not the condition is diagnosed or a course of treatment has been prescribed.</p>	<p>2</p>
<p>210 §II(D) Members are responsible for discussing their job duties with their physician to determine if any medication prescribed will affect work performance. If such medication may have an effect, members will report the use of that medication to the police physician in order to determine if restrictions are necessary.</p>	<p>2</p>
<p>210 §III(A)(1) Members will remain at home during their regularly scheduled hours of work and are not to leave their residence or place of confinement during such hours except:</p> <ul style="list-style-type: none"> <li>a) When authorized by an on-duty supervisor in their Division/Section/Unit of assignment; or</li> <li>b) To obtain professional medical treatment; or</li> <li>c) To perform physical therapy prescribed in writing by the member's physician for recovery treatment. A copy of same must be submitted to the member's Commanding Officer prior to commencing such therapy. The Commanding Officer's decision on restrictions may be appealed through the chain of command or ultimately by the Chief of Police in consultation with the member's physician.</li> <li>d) When the member's disability is a service-connected injury, as determined by the Chief of Police.</li> </ul>	<p>3</p>
<p>210 §III(A)(2) Before returning to duty, after an absence of three or more consecutive regular work days, report to the Police Physician for examination and written authorization. In those cases where such examination cannot be conducted due to the Police Physician's schedule, the examination and authorization will take place at the earliest possible opportunity after return to duty, but no later than seven calendar days from the date of the member's return. Any member who is granted sick leave due to a service connected injury or illness must be examined by the Police Physician and authorized to return to work prior to returning to duty in every case. A return to work form will be faxed to personnel by the Police Physician. Comply with the following specific duties: a) For injuries incurred in the line of duty: Members injured while on duty will immediately notify their supervisor. For a life threatening injury or illness, members should be treated at the nearest emergency room. For other injuries or job-related illnesses during clinic hours, call 585-922-4173 prior to being treated at Work Ready, located at 2701 Culver Road, 2nd floor, (Monday-Friday, 0800-1630 hours). For other injuries or job-related illnesses that occur after Clinic hours and that require immediate</p>	<p>1</p>

<p>medical attention, members should go to Rochester General Hospital.</p> <p>b) Discontinuation of tour due to illness/injury not service connected: When a member discontinues a tour of duty due to injury or illness, the member will be on sick leave and will be subject to all the provisions of applicable orders. Discontinued tours will not be considered as absence from duty in determining loss of furlough or personal leave days. The member must report sick to Call Reduction/311 as outlined in this Order if wishing to use sick leave on working days subsequent to this discontinued day</p> <p>c) Injury or illness to a member off duty:</p> <p>(1) Members becoming ill or injured off duty and unable to report for their next scheduled tour of duty will either personally, or if physically incapable, by representative, report their unavailability as soon as possible, but not later than one hour prior to the start of their next tour of duty, to Call Reduction/311.</p> <p>(2) After three or more sick days, the member must visit a physician of their choice for examination or treatment of the reported illness or injury and report the findings to their supervisor. The member will obtain a Physician's Report, which will state the date of exam, nature of illness, any restrictions imposed by the physician, ability to return to work and date of return. The member will present the Physician's Report to the Police Physician. The Police Physician will maintain the report in the member's medical file and complete a written Certification to Return to Work. Any visit to a private physician will be at the member's expense. However, a member may be ordered to report to the Police Physician to be examined at any time.</p> <p>(3) If any member is unavailable for duty longer than 14 calendar days and is declared ambulatory by a physician, the member will report on each payday, in person, to their Commanding Officer. Members declared not ambulatory by their physician will notify their Commanding Officer of same.</p> <p>(4) If a member is unavailable for duty for longer than thirty 30 calendar days, the member will report to their personal physician again for examination and obtain a Physician's Report which will be forwarded to the Police Physician.</p> <p>(5) Before returning to duty, after an absence of three or more consecutive regular workdays, the member will bring all Physician's Reports to the Police Physician and obtain a completed Certification to Return to Work from the Police Physician after examination.</p> <p>(6) If the member is not returning to work, the Physician's Report will be delivered to the Police Physician. This procedure will be repeated every 30 days thereafter until the member returns to duty. This provision may be waived at the direction of the Chief of Police</p>	
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<p>210 §III(B.1) Supervisors will Regularly and routinely monitor any sick leave granted to a member; to include home visit(s), review of doctor’s appointment dates and consultation with the Police Physician to ensure that private physician reports have been received.</p>	2
<p>210 §III(B)(3) Supervisors will make contact in person or by phone with all members on sick leave. After the initial contact, additional weekly contacts will be made, and reported on the Ill or Injured Officer Contact Form, RPD 1247, which is available online on the RPDWEB. If the member is unavailable for more than 14 calendar days, this report will be completed when the member reports as directed in III.A.2.c.(3), above. Prior to a week, a member’s supervisor shall make no contact when the supervisor is informed verbally or in writing that the nature of the member’s illness is due to a “medical condition.” The 1247 report will be forwarded to the Personnel Office. This provision may be waived only at the written direction of the Chief of Police.</p>	1
<p>210 §III(B)(4) Supervisors will Comply with the following specific duties:</p> <p>a) Injuries in Line of Duty</p> <p>(1) The on-duty supervisor of the injured member will:</p> <p>(a) Respond promptly to the scene, investigate the circumstances of the injury and notify the Commanding Officer of the Patrol Section, or the appropriate Commanding Officer if not within the Patrol Division, via the chain of command;</p> <p>(b) Notify the Deputy Chief of the Administration Bureau (DCA) or the Administration Bureau Captain if the member is seriously injured, disabled or unconscious, or if care is given at other than Rochester General Hospital.</p> <p>(c) Notify the ill or injured member's family, as necessary (reference G.O. 280, Serious Personal Incidents);</p> <p>(d) Complete an Injury and Exposure Report, RPD 1250, via the RPDWEB, using the original CR number of the incident in which the member was involved, indicating:</p> <p>(i) That a service-connected injury has occurred;</p> <p>(ii) Time, date and location of the incident;</p> <p>(iii) Specific injury and body part(s) affected;</p> <p>(iv) Whether this injury is new or a recurrence of a previous injury.</p> <p>(v) How the injury occurred. The Injury and Exposure Report is to be completed regardless of whether the injury occurred during a crime, miscellaneous accident, motor vehicle accident, or other incident.</p> <p>(e) Initiate Officer’s Disability Report, RPD 1246, if it appears likely that the member will be absent from the next scheduled tour of duty due to the on-duty illness or injury.</p> <p>(f) Forward the original Injury Exposure Report and the Officer’s Disability Report if appropriate, to the Personnel Office by the end of the tour of duty. A copy of the Injury Exposure Report will be forwarded to the Research and Evaluation Section.</p>	2

<p>(g) Ensure that the member is aware that the member is to complete the Exposure of an Emergency Response Employee Request for Information Form, RPD 1252, Attachment C) concerning exposure to bloodborne pathogens by an emergency response member, if such an exposure did occur and that said form is forwarded to the Department's Designated Officer (DO) as per G.O. 285, Communicable Diseases.</p> <p>(2) The DCA or the Administration Bureau Captain will notify the Police Physician if the member is seriously injured, disabled or unconscious, or if care is given at other than Rochester General Hospital.</p> <p>b) Illness on Duty</p> <p>When a member is to discontinue a tour of duty due to illness, the supervisor may, at their discretion, direct the member to seek medical attention from the Police Physician. If a member is so directed, the supervisor will submit an intra-departmental correspondence through the chain of command to the Deputy Chief of Police of the appropriate Bureau for subsequent forwarding to the Personnel Office, detailing to whom and for what services the ill member was sent, and the member was so directed. Any additional sick leave days will require the filing of RPD 1246 by the supervisor.</p>	
<p>211 §IV (A)(1)(a) Members will insure that the OAP provider completes and immediately forwards the Officer's Disability Report, RPD 1246, to the Police Personnel Office. It is the member's ultimate responsibility to insure that their absence be reported to the Department in accordance with all rules and regulations.</p>	1
<p>215 §III (F)(1) Members will report once a month, or as directed, to the member's personal physician (or Police Physician if the illness/injury is duty related) to verify whether the limited duty assignment should continue. The evaluation will be documented on RPD 1249. The Chief of Police may waive this requirement upon written request of the member's personal physician or Police Physician.</p>	2
<p>215 §III (F)(2) <i>Members will adhere to all limitations as directed by the Case Management Committee, personal physician, and/or Police Physician.</i> The supervisor who has oversight of the member on limited duty will monitor compliance with the limitations.</p>	1
<p>215 §III (F)(2) Members will adhere to all limitations as directed by the Case Management Committee, personal physician, and/or Police Physician. <i>The supervisor who has oversight of the member on limited duty will monitor compliance with the limitations.</i></p>	2



<p>215 §III (G)(1) Prior to reporting for full duty, the member will: a) Notify the Commanding Officer in his limited duty assignment of his impending return to full duty prior to his return to full duty.</p> <p>b) Have their personal physician (or Police Physician if illness/injury is duty related) complete and sign RPD 1249.</p> <p>c) Contact the Police Physician with the completed RPD 1249. The Police Physician will examine the member for certification to return to full duty status.</p> <p>d) Submit the Officer's Disability Report, RPD 1246, (Attachment B) and RPD 1249 through the chain of command to the Personnel Office.</p> <p>e) If applicable, participate in a training program specifically designed to familiarize the member with any new or revised policies or procedures initiated since the member's absence from his regular assignment.</p>	2
<p>220 §V (A.6) Members will, When working overtime at a Special Event, training, project or meeting, have the appearance and Overtime Report verified by the appropriate supervisor or other competent authority.</p>	2
<p>220 §V (A.7) Immediately submit Overtime Reports to their supervisor or Special Event supervisor for each instance of overtime worked with necessary documentation (e.g., court notifies, summonses, subpoena).</p>	1
<p>220 §V (A.8) When submitting Overtime Reports past the pay period in which the overtime was worked, will submit an IDC with the Overtime Report citing the reason(s) for the delay.</p>	1
<p>220 §V (C ) Supervisors will:</p> <ol style="list-style-type: none"> <li>1. Authorize only necessary overtime work.</li> <li>2. Receive, verify, and ensure legible completion of overtime reports submitted by subordinates, reviewing and verifying documentation (e.g., court notifies, summonses, subpoenas).</li> <li>3. Forward completed overtime reports to the Personnel Office each day</li> </ol>	2
<p>225 §III (B) Section Command personnel are responsible for:</p> <ol style="list-style-type: none"> <li>1. Ensuring that accurate records are kept in regard to sick leave, lateness, or failure to report for scheduled duty training or court appearances;</li> <li>2. Notifying the Police Personnel Office by inter-departmental correspondence upon a subordinate member's being or failing to report for scheduled duty, training, or court appearances.</li> </ol>	2
<p>225 §III (C) Any Sections or Units to which members report for overtime or training are responsible for notifying the member's supervisor if members are late or fail to report (e.g., Professional Development Section, Special Events Section or Specialty Teams).</p>	2

<p>230 § V(A)  Members will be allowed to “trade time” with another member of the same rank, in the same section and same assignment, or supervisors on the same platoon in the same section, or in the same rank from different platoons within the same section, under the following conditions:  1. The trading of time must be completely voluntary between the members, free from reprisals or sanctions by supervisors.</p>	2
<p>230 § IV  (A) Members will be allowed to “trade time” with another member of the same rank, in the same section and same assignment, or supervisors on the same platoon in the same section, or in the same rank from different platoons within the same section, under the following conditions:  ...  2. The reason for the trading of time must be attributed to the member’s desire or need to attend to personal matters.  3. Requests for trading time will be in writing, utilizing the Request for Trading Time Form, RPD 1256, (Attachment B).  4. RPD 1256 will be signed by both members involved in the trade, and submitted to their supervisor for approval and signature. The supervisor will promptly act upon the request.</p>	1
<p>230 § IV  (A) Members will be allowed to “trade time” with another member of the same rank, in the same section and same assignment, or supervisors on the same platoon in the same section, or in the same rank from different platoons within the same section, under the following conditions:  ...  6. The member who does not report as agreed upon will be held responsible for his or her absence.</p>	3
<p>230 §V (C) Compensatory Time: The supervisor will:  1. Respond in writing within forty-eight (48) hours of receipt of the request.  2. Approve the request unless approval would unreasonably interfere with the ability to provide police services.  3. If the request is not granted, articulate the reason(s) for the denial.</p>	1
<p>235 §III (A)(1) Submit two copies of a military order plus a completed Request for Military Leave, RPD 1291, (Attachment) to the immediate supervisor. Such orders shall be submitted at least thirty days prior to the date leave is requested. Any change or cancellation requires the submission of an amended form to the immediate supervisor.</p>	1

<p>235 §III (A)(2) Submit proof of attendance to his/her supervisor on the next regularly scheduled workday. Acceptable proof of attendance is:</p> <ul style="list-style-type: none"> <li>a) An original signed statement which includes date(s) and times of attendance, name and signature of a military commanding officer;</li> <li>b) Any original military attendance form signed by a military commanding officer;</li> <li>c) A military pay voucher with dates of attendance clearly indicated</li> </ul>	1
<p>235 §III(B) Supervisors will: Grant paid leave(s) of absence only for a maximum of thirty days per calendar year;</p> <ul style="list-style-type: none"> <li>2. Forward copies of every military order including proof of attendance provided by their subordinate to the Personnel Office and maintain a copy of it in the employee's section/unit folder with documentation of attendance.</li> <li>3. Report military days as outlined by current directives.</li> <li>4. Conduct an annual audit of the section's records and advise the Personnel Office of any discrepancy. Section files may be purged on a yearly basis</li> </ul>	2
<p>240 §III (A) . Members will submit a Request for Transfer, RPD 1349, (Attachment) to the Chief of Police through the Chain of Command.</p>	1
<p>245 §II (A) All employees, while in additional employment, will adhere to the requirements of this Order and conduct their behavior and activities in a manner as set forth in the RPD's Rules and Regulations, specifically Sections 2.6, 2.15, and 2.23.</p>	Refer to more specific rules
<p>245 §II (B) Officers may not engage in any employment other than with the RPD without prior approval as set forth in this Order. Volunteer work will not require approval unless it is volunteer security work, at which time the employee will adhere to all other requirements of this Order</p>	1
<p>245 §II (C ) Employees will not wear or use uniforms or equipment that is issued or owned by the RPD or City of Rochester (COR) in their additional employment.</p>	2
<p>245 §II (D) Employees will not devote any of their on-duty time to the pursuit of any private employment, business, or private enterprise.</p>	3
<p>245 §II (E) Additional employment hours cannot exceed a total of 20 hours during each week that a member is scheduled to work a minimum of 41.25 assigned duty hours for the RPD (per NYS General Municipal Law, Article 10, §208(d)).</p>	2
<p>245 §II (G) Employees will not access or use RPD or City information systems, data, records management systems or reports for additional employment. This does not preclude employees from utilizing information sources available to the general public for additional employment, e.g. crime data and maps available on the RPD public website, provided such activity does not occur on RPD duty time.</p>	4

<p>245 §III (A) Employees will document all significant aspects of each additional employment request on the Additional Employment Request Form, and submit one copy of RPD 1079, along with any required attachments, through the chain of command to the appropriate Bureau, Division or Section Commanding Officer (or Chief of Police if organizationally applicable).</p>	1
<p>245 §III (B) Each Commanding Officer will review the request form and recommend either approval or disapproval. Reasons for disapproval will be cited, such as (but not limited to) those listed in Section VI. below.</p>	1
<p>245 §III (D) If an employee requests to work in a part-time security capacity, the employee will additionally:</p> <ol style="list-style-type: none"> <li>1. Submit a copy of a badge or identification furnished by the prospective employer identifying the applicant employee as an employee of that business.</li> <li>2. Be considered an employee of that business while actively working part-time. The applicant employee will identify himself as an employee of that business and not as a member of the RPD.</li> <li>3. NOT be permitted to use the RPD ID or badge in the performance of the additional employment. The ID may be presented to an on-duty officer in the event of the employee making an arrest as a private person, or any other situation where identification to another police officer may be necessary.</li> <li>4. If affecting an arrest while acting in an additional employment capacity, the employee will make the arrest as a private person and deliver the arrestee to an on-duty police officer.</li> <li>5. Use his home or employer's address on all arrest documents.</li> <li>6. Appear in any subsequent court appearances relating to this arrest on the employee's own time with no compensation by the RPD. On-duty employees will be required to request time off for their appearances. No employee will appear in court in uniform nor act as a representative of the RPD for these appearances.</li> </ol>	2
<p>245 §III (E) II if additional employment is to be performed while the member is on limited duty, the member must submit a Doctor's Statement verifying that the additional employment will not interfere with or further aggravate the employee's illness or injury which is preventing him or will further prevent him from performing his duties as assigned by the RPD. The Police Physician will verify such Doctor's Statement if the injury/illness occurred off duty.</p>	1

<p>245 §III (F) Any employee who requests permission to teach police-related topics will:</p> <ol style="list-style-type: none"> <li>1. Submit RPD 1079.</li> <li>2. Sign the Training/Instruction Waiver, RPD 1437, (Attachment B).</li> <li>3. Not use RPD manuals, lesson plans or other training materials produced by the Department and therefore owned by the RPD and COR.</li> </ol>	1
<p>245 §III (B) The employee's supervisor will:</p> <ol style="list-style-type: none"> <li>1. Indicate their concurrence or non-concurrence with the employee's suggestion, including the merits or feasibility of implementing the suggestion and the basis of their conclusion;</li> <li>2. Sign and indicate the date received and forwarded in the space provided on the Suggestion Memorandum and check the appropriate box indicating whether any attachments have been made to RPD 1281;</li> <li>3. Forward the suggestion through the Chain of Command to the Chief of Police;</li> </ol>	1
<p>245 §III (C) Section/Division/Bureau Commanding Officers will review and forward the Suggestion Report with appropriate comments to the Chief of Police within ten (10) business days.</p>	1
<p>260 §II (A) All Rochester Police Department (RPD) employees must list their residence address and a telephone number, whether listed or unlisted, with the Department, and must report any changes as soon as they occur. A post office box number will not be accepted as a sufficient address.</p>	1
<p>260 §II (C ) Employees will only access, or provide to other employees, roster information for official business use only</p>	3
<p>260 §II (D ) Unless authorized by the Chief or Deputy Chief of Police, information contained in the Personnel Roster shall not be released by any employee to anyone not employed by the Department</p>	3
<p>260 §III (A ) All employees will immediately complete a Personnel Roster Change Form, RPD 1268, upon any change in status that will exceed sixty (60) days. This form is available on the RPD WEB, and will be submitted to his/her Commanding Officer electronically via the RPD WEB. Police Officer Recruits will submit their form to the Recruit Class Counselor.</p>	1
<p>260 §III (B ) Commanding Officers will:</p> <ol style="list-style-type: none"> <li>1. Review RPD 1268, print and retain one copy of the form for the employee's personnel file.</li> <li>2. Verify that the changes are accurately recorded and notify Personnel if errors appear in the subsequent issue of the roster.</li> </ol>	1

<p>265 §III (B ) Members willing to work special events will:</p> <ol style="list-style-type: none"> <li>1. Complete and return the availability calendar to the Special Events Section no later than the 15th of the month preceding the period for which members are to be scheduled;</li> <li>3. Notify the Special Events Section within 48 hours prior to the scheduled event when the member needs to cancel an assignment (see Selection Process III.A.2.);</li> <li>4. Notify either the Special Events Section, the event supervisor, or Headquarters respectively (to relay the message) if a member must cancel with less than 48 hours notice.</li> <li>5. Report as required with equipment listed on the Special Order.</li> </ol>	1
<p>115 §II(D) Employees will be responsible to access their email accounts, pursuant to General Order 380, Computer and Software Use, to acknowledge receipt and review of disseminated written directives issued by established authority. This will be accomplished thru the use of the Laserfiche system to distribute written directives. The procedure will entail a link to Laserfiche being sent through departmental email that lead to the new/revised written directive. Recipients will click on the link to review the directive and upon completion, they will check a box that the directive has been received.</p>	1
<p>115 §III(B)Section/Unit Commanding Officers will:</p> <ol style="list-style-type: none"> <li>1. Ensure that those under their command routinely check their email accounts, pursuant to G.O. 380.</li> <li>2. Ensure that those under their command are aware of all General Orders, Administrative Orders, and Training Bulletins (to include Roll-Call Training issued by PDS), and their availability on the RPDWEB.</li> <li>3. Review all General Orders, Administrative Orders, and Training Bulletins (to include Roll-Call Training issued by PDS) as they are issued.</li> </ol>	2
<p>115 §V(C) It is the responsibility of the Commanding Officer issuing such documents to:</p> <ol style="list-style-type: none"> <li>1. Obtain permission for issuance of the document from the appropriate organizational Commanding Officer; and</li> <li>2. Ensure that the document does not conflict with already established policies and procedures, orders, rules, regulations, etc.; and</li> <li>3. If a conflict is discovered, take steps to rectify the conflict by amending the document or suggesting a change in the previously issued order; and</li> <li>4. Annually review and, if necessary, update the document, ensuring that such reviews are provided to all personnel affected by them. An electronic copy of each original document and any records documenting the annual review will be sent to the Records and Evaluation Section.</li> <li>5. Provide a copy to the Research and Evaluation Section to be maintained in a file</li> </ol>	1

<p>201 (V) Police Officer Recruits are subject to all General Orders, Rules and Regulations, and policies of the RPD and to the Rules and Regulations of the Monroe County Public Safety Training Facility. Violation of any of the above rules, regulations, or orders may be cause for termination.*</p> <p>*Nothing in this disciplinary matrix limits or is intended to limit the Chief’s discretion to terminate recruits or probationary employees.</p>	5
<p>205 §II(B) Lateral police officers who have transferred from another law enforcement agency will complete an academic training, the length of which is to be determined (minimum of seven weeks) by the Professional Development Section (PDS). Upon successful completion of the academic portion, out-of-County laterals will be required to successfully complete a FT&amp;E program for a minimum of 14 weeks, and in-county laterals will be required to complete a FT&amp;E program for a minimum of eight weeks</p>	1
<p>205 §II(C) Former Department members who are reinstated following a absence of over one year must complete a specifically developed needs-based instructional program of a minimum of seven weeks.</p>	1
<p>205 §II(D) Department members who are reinstated following a Military or Administrative leave of absence of over one year must complete a specifically developed needs-based instructional program</p>	1
<p>205 §II(E) Members who are reinstated following any absence of less than one year will complete a training program as directed by the Chief of Police</p>	1

205 §III(C ) The Patrol Division Section Field Training Coordinator (FTC) is responsible for:

1. Coordination and monitoring of Probationary Officers assigned to each FTC and informing the FT&E Administrator of the Probationary Officer's progress.
2. Review of all Patrol Officers Evaluation Forms, RPD 1265 (Attachment A), Stage I Alternate Week Evaluation Reports, RPD 1378 (Attachment B), NYS final Summary and any other reports or information relative to the Probationary Officer's progress or lack thereof during the probationary period.
3. Developing documentation of training efforts and results and maintenance of these reports in a Field Training and Evaluation file.
4. Assisting the FT&E Administrator with the assignment and rotation of Probationary Officers.
5. Assisting the FT&E Administrator with the selection and review of FTOs.
6. Encouraging support for the program and keeping the Section Commanding Officers regularly informed by acting in a liaison capacity among supervisors and command.



<p>205 §III(D )FTOs will be responsible for:</p> <ol style="list-style-type: none"> <li>1. Field training and the related evaluation of the Probationary Officer's response to training.</li> <li>2. Completion of Patrol Officers Evaluation Form, RPD 1265, during each tour of duty when training/supervising Probationary Officers.</li> <li>3. Completion of a Report Exemplar Cover Sheet, RPD 1382 (Attachment C), and report in instances where a probationary officer's performance is of such exceptional merit considered beyond the expected performance level of a Probationary Officer.</li> </ol> <p>NOTE: The FTO will attach a sample of the Probationary Officer's report and DOR to the Report Exemplar Cover Sheet to be submitted to the Patrol Division Section Field Training Coordinator</p> <ol style="list-style-type: none"> <li>4. Completion of Stage I Alternate Week, RPD 1378, prior to attendance at meetings scheduled by the FT&amp;E Administrator.</li> <li>5. Utilize the Continuation Form, RPD 1381 (Attachment D), as an addendum to any of the reports or information completed relative to the Probationary Officer's progress or lack thereof.</li> <li>6. Completion of RPD Probationary Officer Checklist, DORs and Alternate Week Evaluations, and NYS Final Summary.</li> </ol>	1
<p>205 §V(A )Each Probationary Officer will be required to complete two (2) stages of the probationary process as follows:</p> <ol style="list-style-type: none"> <li>1. STAGE 1: Assignment to one patrol Section for a minimum of 16 weeks working with at least three different FTOs. Extensions in Stage 1 will be at the discretion of PDS.</li> <li>2. STAGE 2: Upon completion of the FT&amp;E program, probationary officers will be assigned per the current Collective Bargaining Agreement.</li> </ol>	1
<p>207 §V(A.8) All employees will review and update their Emergency Contact Notification Form, RPD 1414, at the time of their annual performance evaluation, or as significant life changes (e.g., marriage, divorce, death of listed family member, etc.) occur to ensure that the information contained therein is current, accurate, and available in the event of a serious personal incident involving the employee. This form will be reviewed by the employee's immediate supervisor and forwarded to the Office of the Chief for entry into RPD's Law Enforcement Records Management System (LERMS). Emergency access to this information is available to supervisors in LERMS.</p>	1
<p>210 §II(A) Members of the Rochester Police Department (RPD) will report sick or injured and unable to report for duty only when suffering from an illness or injury that would prevent the performance of their police duties.</p>	2

<p>210 §II(B) Members will not feign sickness or injury, nor will they deceive or attempt to deceive any physician, surgeon, Commanding Officer or other established authority concerning their physical or mental condition.</p>	<p>3</p>
<p>210 §II(C ) Members must report to their supervisor any suspected medical condition which may affect their fitness for duty, whether or not the condition is diagnosed or a course of treatment has been prescribed.</p>	<p>2</p>
<p>210 §II(D) Members are responsible for discussing their job duties with their physician to determine if any medication prescribed will affect work performance. If such medication may have an effect, members will report the use of that medication to the police physician in order to determine if restrictions are necessary.</p>	<p>2</p>
<p>210 §III(A)(1) Members will remain at home during their regularly scheduled hours of work and are not to leave their residence or place of confinement during such hours except:</p> <ul style="list-style-type: none"> <li>a) When authorized by an on-duty supervisor in their Division/Section/Unit of assignment; or</li> <li>b) To obtain professional medical treatment; or</li> <li>c) To perform physical therapy prescribed in writing by the member’s physician for recovery treatment. A copy of same must be submitted to the member's Commanding Officer prior to commencing such therapy. The Commanding Officer’s decision on restrictions may be appealed through the chain of command or ultimately by the Chief of Police in consultation with the member’s physician.</li> <li>d) When the member’s disability is a service–connected injury, as determined by the Chief of Police.</li> </ul>	<p>2</p>
<p>210 §III(A)(2) Before returning to duty, after an absence of three or more consecutive regular work days, report to the Police Physician for examination and written authorization. In those cases where such examination cannot be conducted due to the Police Physician's schedule, the examination and authorization will take place at the earliest possible opportunity after return to duty, but no later than seven calendar days from the date of the member's return. Any member who is granted sick leave due to a service connected injury or illness must be examined by the Police Physician and authorized to return to work prior to returning to duty in every case. A return to work form will be faxed to personnel by the Police Physician. Comply with the following specific duties: a) For injuries incurred in the line of duty: Members injured while on duty will immediately notify their supervisor. For a life threatening injury or illness, members should be treated at the nearest emergency room. For other injuries or job-related illnesses during clinic hours, call 585-922-4173 prior to being treated at Work Ready, located at 2701 Culver Road, 2nd floor, (Monday-Friday, 0800- 1630 hours). For other injuries or job-</p>	<p>1</p>

related illnesses that occur after Clinic hours and that require immediate medical attention, members should go to Rochester General Hospital.

b) Discontinuation of tour due to illness/injury not service connected: When a member discontinues a tour of duty due to injury or illness, the member will be on sick leave and will be subject to all the provisions of applicable orders. Discontinued tours will not be considered as absence from duty in determining loss of furlough or personal leave days. The member must report sick to Call Reduction/311 as outlined in this Order if wishing to use sick leave on working days subsequent to this discontinued day

c) Injury or illness to a member off duty:

(1) Members becoming ill or injured off duty and unable to report for their next scheduled tour of duty will either personally, or if physically incapable, by representative, report their unavailability as soon as possible, but not later than one hour prior to the start of their next tour of duty, to Call Reduction/311.

(2) After three or more sick days, the member must visit a physician of their choice for examination or treatment of the reported illness or injury and report the findings to their supervisor. The member will obtain a Physician's Report, which will state the date of exam, nature of illness, any restrictions imposed by the physician, ability to return to work and date of return. The member will present the Physician's Report to the Police Physician. The Police Physician will maintain the report in the member's medical file and complete a written Certification to Return to Work. Any visit to a private physician will be at the member's expense. However, a member may be ordered to report to the Police Physician to be examined at any time.

(3) If any member is unavailable for duty longer than 14 calendar days and is declared ambulatory by a physician, the member will report on each payday, in person, to their Commanding Officer. Members declared not ambulatory by their physician will notify their Commanding Officer of same.

(4) If a member is unavailable for duty for longer than thirty 30 calendar days, the member will report to their personal physician again for examination and obtain a Physician's Report which will be forwarded to the Police Physician.

(5) Before returning to duty, after an absence of three or more consecutive regular workdays, the member will bring all Physician's Reports to the Police Physician and obtain a completed Certification to Return to Work from the Police Physician after examination.

(6) If the member is not returning to work, the Physician's Report will be delivered to the Police Physician. This procedure will be repeated every 30 days thereafter until the member returns to duty. This provision may be waived at the direction of the Chief of Police

<p>210 §III(B.1) Supervisors will Regularly and routinely monitor any sick leave granted to a member; to include home visit(s), review of doctor’s appointment dates and consultation with the Police Physician to ensure that private physician reports have been received.</p>	2
<p>210 §III(B.3) Supervisors will make contact in person or by phone with all members on sick leave. After the initial contact, additional weekly contacts will be made, and reported on the Ill or Injured Officer Contact Form, RPD 1247, which is available online on the RPDWEB. If the member is unavailable for more than 14 calendar days, this report will be completed when the member reports as directed in III.A.2.c.(3), above. Prior to a week, a member’s supervisor shall make no contact when the supervisor is informed verbally or in writing that the nature of the member’s illness is due to a “medical condition.” The 1247 report will be forwarded to the Personnel Office. This provision may be waived only at the written direction of the Chief of Police.</p>	1
<p>210 §III(B.4) Supervisors will Comply with the following specific duties:</p> <p>a) Injuries in Line of Duty</p> <p>(1) The on-duty supervisor of the injured member will:</p> <p>(a) Respond promptly to the scene, investigate the circumstances of the injury and notify the Commanding Officer of the Patrol Section, or the appropriate Commanding Officer if not within the Patrol Division, via the chain of command;</p> <p>(b) Notify the Deputy Chief of the Administration Bureau (DCA) or the Administration Bureau Captain if the member is seriously injured, disabled or unconscious, or if care is given at other than Rochester General Hospital.</p> <p>(c) Notify the ill or injured member's family, as necessary (reference G.O. 280, Serious Personal Incidents);</p> <p>(d) Complete an Injury and Exposure Report, RPD 1250, via the RPDWEB, using the original CR number of the incident in which the member was involved, indicating:</p> <p>(i) That a service-connected injury has occurred;</p> <p>(ii) Time, date and location of the incident;</p> <p>(iii) Specific injury and body part(s) affected;</p> <p>(iv) Whether this injury is new or a recurrence of a previous injury.</p> <p>(v) How the injury occurred. The Injury and Exposure Report is to be completed regardless of whether the injury occurred during a crime, miscellaneous accident, motor vehicle accident, or other incident.</p> <p>(e) Initiate Officer’s Disability Report, RPD 1246, if it appears likely that the member will be absent from the next scheduled tour of duty due to the on-duty illness or injury.</p> <p>(f) Forward the original Injury Exposure Report and the Officer’s Disability Report if appropriate, to the Personnel Office by the end of the</p>	2

<p>tour of duty. A copy of the Injury Exposure Report will be forwarded to the Research and Evaluation Section.</p> <p>(g) Ensure that the member is aware that the member is to complete the Exposure of an Emergency Response Employee Request for Information Form, RPD 1252, Attachment C) concerning exposure to bloodborne pathogens by an emergency response member, if such an exposure did occur and that said form is forwarded to the Department's Designated Officer (DO) as per G.O. 285, Communicable Diseases.</p> <p>(2) The DCA or the Administration Bureau Captain will notify the Police Physician if the member is seriously injured, disabled or unconscious, or if care is given at other than Rochester General Hospital.</p> <p>b) Illness on Duty</p> <p>When a member is to discontinue a tour of duty due to illness, the supervisor may, at their discretion, direct the member to seek medical attention from the Police Physician. If a member is so directed, the supervisor will submit an intra-departmental correspondence through the chain of command to the Deputy Chief of Police of the appropriate Bureau for subsequent forwarding to the Personnel Office, detailing to whom and for what services the ill member was sent, and the member was so directed. Any additional sick leave days will require the filing of RPD 1246 by the supervisor.</p>	
<p>211 §IV (A.1.a) Members will insure that the OAP provider completes and immediately forwards the Officer's Disability Report, RPD 1246, to the Police Personnel Office. It is the member's ultimate responsibility to insure that their absence be reported to the Department in accordance with all rules and regulations.</p>	1
<p>215 §III (F)(1) Members will report once a month, or as directed, to the member's personal physician (or Police Physician if the illness/injury is duty related) to verify whether the limited duty assignment should continue. The evaluation will be documented on RPD 1249. The Chief of Police may waive this requirement upon written request of the member's personal physician or Police Physician.</p>	2
<p>215 §III (F)(2) Members will adhere to all limitations as directed by the Case Management Committee, personal physician, and/or Police Physician.</p>	2
<p>215 §III (F)(2) ...The supervisor who has oversight of the member on limited duty will monitor compliance with the limitations.</p>	2

<p>215 §III (G.1) Prior to reporting for full duty, the member will: a) Notify the Commanding Officer in his limited duty assignment of his impending return to full duty prior to his return to full duty.</p> <p>b) Have their personal physician (or Police Physician if illness/injury is duty related) complete and sign RPD 1249.</p> <p>c) Contact the Police Physician with the completed RPD 1249. The Police Physician will examine the member for certification to return to full duty status.</p> <p>d) Submit the Officer's Disability Report, RPD 1246, (Attachment B) and RPD 1249 through the chain of command to the Personnel Office.</p> <p>e) If applicable, participate in a training program specifically designed to familiarize the member with any new or revised policies or procedures initiated since the member's absence from his regular assignment.</p>	2
<p>220 §V (A.6) Members will, when working overtime at a Special Event, training, project or meeting, have the appearance and Overtime Report verified by the appropriate supervisor or other competent authority.</p>	1
<p>220 §V (A.7) Immediately submit Overtime Reports to their supervisor or Special Event supervisor for each instance of overtime worked with necessary documentation (e.g., court notifies, summonses, subpoena).</p>	1
<p>220 §V (A.8) When submitting Overtime Reports past the pay period in which the overtime was worked, will submit an IDC with the Overtime Report citing the reason(s) for the delay.</p>	1
<p>220 §V (C ) Supervisors will:</p> <ol style="list-style-type: none"> <li>1. Authorize only necessary overtime work.</li> <li>2. Receive, verify, and ensure legible completion of overtime reports submitted by subordinates, reviewing and verifying documentation (e.g., court notifies, summonses, subpoenas).</li> <li>3. Forward completed overtime reports to the Personnel Office each day</li> </ol>	2
<p>225 §III (B) Section Command personnel are responsible for:</p> <ol style="list-style-type: none"> <li>1. Ensuring that accurate records are kept in regard to sick leave, lateness, or failure to report for scheduled duty training or court appearances;</li> <li>2. Notifying the Police Personnel Office by inter-departmental correspondence upon a subordinate member's being or failing to report for scheduled duty, training, or court appearances.</li> </ol>	2
<p>225 §III (C) Any Sections or Units to which members report for overtime or training are responsible for notifying the member's supervisor if members are late or fail to report (e.g., Professional Development Section, Special Events Section or Specialty Teams).</p>	2
<p>230 §III (A.3) Requests for trading time will be in writing, utilizing the Request for Trading Time Form, RPD 1256, (Attachment B).</p>	1

<p>230 §III (A.4) RPD 1256 will be signed by both members involved in the trade, and submitted to their supervisor for approval and signature. The supervisor will promptly act upon the request.</p>	<p>1</p>
<p>230 §V (C) Compensatory Time: The supervisor will:</p> <ol style="list-style-type: none"> <li>1. Respond in writing within forty-eight (48) hours of receipt of the request.</li> <li>2. Approve the request unless approval would unreasonably interfere with the ability to provide police services.</li> <li>3. If the request is not granted, articulate the reason(s) for the denial.</li> </ol>	<p>1</p>
<p>235 §III (A.1) Submit two copies of a military order plus a completed Request for Military Leave, RPD 1291, (Attachment) to the immediate supervisor. Such orders shall be submitted at least thirty days prior to the date leave is requested. Any change or cancellation requires the submission of an amended form to the immediate supervisor.</p>	<p>1</p>
<p>235 §III (A.2) Submit proof of attendance to his/her supervisor on the next regularly scheduled workday. Acceptable proof of attendance is:</p> <ol style="list-style-type: none"> <li>a) An original signed statement which includes date(s) and times of attendance, name and signature of a military commanding officer;</li> <li>b) Any original military attendance form signed by a military commanding officer;</li> <li>c) A military pay voucher with dates of attendance clearly indicated</li> </ol>	<p>1</p>
<p>235 §III(B) Supervisors will: Grant paid leave(s) of absence only for a maximum of thirty days per calendar year;</p> <ol style="list-style-type: none"> <li>2. Forward copies of every military order including proof of attendance provided by their subordinate to the Personnel Office and maintain a copy of it in the employee's section/unit folder with documentation of attendance.</li> <li>3. Report military days as outlined by current directives.</li> <li>4. Conduct an annual audit of the section's records and advise the Personnel Office of any discrepancy. Section files may be purged on a yearly basis</li> </ol>	<p>1</p>
<p>240 §III (A) . Members will submit a Request for Transfer, RPD 1349, (Attachment) to the Chief of Police through the Chain of Command.</p>	<p>1</p>
<p>245 §II (A) All employees, while in additional employment, will adhere to the requirements of this Order and conduct their behavior and activities in a manner as set forth in the RPD's Rules and Regulations, specifically Sections 2.6, 2.15, and 2.23.</p>	<p>Refer to more specific section</p>

<p>245 §II (B) Officers may not engage in any employment other than with the RPD without prior approval as set forth in this Order. Volunteer work will not require approval unless it is volunteer security work, at which time the employee will adhere to all other requirements of this Order</p>	<p>1</p>
<p>245 §II (C ) Employees will not wear or use uniforms or equipment that is issued or owned by the RPD or City of Rochester (COR) in their additional employment.</p>	<p>1</p>
<p>245 §II (D) Employees will not devote any of their on-duty time to the pursuit of any private employment, business, or private enterprise.</p>	<p>2</p>
<p>245 §II (E) Additional employment hours cannot exceed a total of 20 hours during each week that a member is scheduled to work a minimum of 41.25 assigned duty hours for the RPD (per NYS General Municipal Law, Article 10, §208(d)).</p>	<p>1</p>
<p>245 §II (G) Employees will not access or use RPD or City information systems, data, records management systems or reports for additional employment. This does not preclude employees from utilizing information sources available to the general public for additional employment, e.g. crime data and maps available on the RPD public website, provided such activity does not occur on RPD duty time.</p>	<p>3</p>
<p>245 §III (A) Employees will document all significant aspects of each additional employment request on the Additional Employment Request Form, and submit one copy of RPD 1079, along with any required attachments, through the chain of command to the appropriate Bureau, Division or Section Commanding Officer (or Chief of Police if organizationally applicable).</p>	<p>1</p>
<p>245 §III (B) Each Commanding Officer will review the request form and recommend either approval or disapproval. Reasons for disapproval will be cited, such as (but not limited to) those listed in Section VI. below.</p>	<p>1</p>



<p>245 §III (D) If an employee requests to work in a part-time security capacity, the employee will additionally:</p> <ol style="list-style-type: none"> <li>1. Submit a copy of a badge or identification furnished by the prospective employer identifying the applicant employee as an employee of that business.</li> <li>2. Be considered an employee of that business while actively working part-time. The applicant employee will identify himself as an employee of that business and not as a member of the RPD.</li> <li>3. NOT be permitted to use the RPD ID or badge in the performance of the additional employment. The ID may be presented to an on-duty officer in the event of the employee making an arrest as a private person, or any other situation where identification to another police officer may be necessary.</li> <li>4. If affecting an arrest while acting in an additional employment capacity, the employee will make the arrest as a private person and deliver the arrestee to an on-duty police officer.</li> <li>5. Use his home or employer's address on all arrest documents.</li> <li>6. Appear in any subsequent court appearances relating to this arrest on the employee's own time with no compensation by the RPD. On-duty employees will be required to request time off for their appearances. No employee will appear in court in uniform nor act as a representative of the RPD for these appearances.</li> </ol>	1
<p>245 §III (E) If additional employment is to be performed while the member is on limited duty, the member must submit a Doctor's Statement verifying that the additional employment will not interfere with or further aggravate the employee's illness or injury which is preventing him or will further prevent him from performing his duties as assigned by the RPD. The Police Physician will verify such Doctor's Statement if the injury/illness occurred off duty.</p>	1
<p>245 §III (F) Any employee who requests permission to teach police-related topics will:</p> <ol style="list-style-type: none"> <li>1. Submit RPD 1079.</li> <li>2. Sign the Training/Instruction Waiver, RPD 1437, (Attachment B).</li> <li>3. Not use RPD manuals, lesson plans or other training materials produced by the Department and therefore owned by the RPD and COR.</li> </ol>	1

<p>245 §III (B) The employee's supervisor will:</p> <ol style="list-style-type: none"> <li>1. Indicate their concurrence or non-concurrence with the employee's suggestion, including the merits or feasibility of implementing the suggestion and the basis of their conclusion;</li> <li>2. Sign and indicate the date received and forwarded in the space provided on the Suggestion Memorandum and check the appropriate box indicating whether any attachments have been made to RPD 1281;</li> <li>3. Forward the suggestion through the Chain of Command to the Chief of Police;</li> </ol>	2
<p>245 §III (C) Section/Division/Bureau Commanding Officers will review and forward the Suggestion Report with appropriate comments to the Chief of Police within ten (10) business days.</p>	1
<p>260 §II (A) All Rochester Police Department (RPD) employees must list their residence address and a telephone number, whether listed or unlisted, with the Department, and must report any changes as soon as they occur. A post office box number will not be accepted as a sufficient address.</p>	2
<p>260 §II (C ) Employees will only access, or provide to other employees, roster information for official business use only</p>	3
<p>260 §II (D ) Unless authorized by the Chief or Deputy Chief of Police, information contained in the Personnel Roster shall not be released by any employee to anyone not employed by the Department</p>	3
<p>260 §III (A ) ALL employees will immediately complete a Personnel Roster Change Form, RPD 1268, upon any change in status that will exceed sixty (60) days. This form is available on the RPD WEB, and will be submitted to his/her Commanding Officer electronically via the RPD WEB. Police Officer Recruits will submit their form to the Recruit Class Counselor.</p>	1
<p>260 §III (B ) Commanding Officers will:</p> <ol style="list-style-type: none"> <li>1. Review RPD 1268, print and retain one copy of the form for the employee's personnel file.</li> <li>2. Verify that the changes are accurately recorded and notify Personnel if errors appear in the subsequent issue of the roster.</li> </ol>	2

<p>265 §III (B ) Members willing to work special events will:</p> <ol style="list-style-type: none"> <li>1. Complete and return the availability calendar to the Special Events Section no later than the 15th of the month preceding the period for which members are to be scheduled;</li> <li>3. Notify the Special Events Section within 48 hours prior to the scheduled event when the member needs to cancel an assignment (see Selection Process III.A.2.);</li> <li>4. Notify either the Special Events Section, the event supervisor, or Headquarters respectively (to relay the message) if a member must cancel with less than 48 hours notice.</li> <li>5. Report as required with equipment listed on the Special Order.</li> </ol>	2
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<p>310 §III (A ) Members below the rank of Sergeant, or non-sworn employees who are made aware of a personnel complaint or Quality of Service Inquiry (QSI) alleging employee misconduct, will immediately notify a supervisor</p>	2
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<p>310 §III (B)(1) A supervisor (sworn or non-sworn) who is made aware of alleged employee misconduct or who has been summoned to receive a complaint or QSI will Respond to the complainant’s location within 30 minutes of the complaint call if the complaint involves an allegation of excessive force, injury, or a potentially criminal act by an employee. If the response time will be in excess of 30 minutes in such cases, it will be the supervisor’s responsibility to contact the complainant and explain the delay</p>	<p>3</p>
<p>310 §III (B)(2) A supervisor (sworn or non-sworn) who is made aware of alleged employee misconduct or who has been summoned to receive a complaint or QSI will Provide for any appropriate medical treatment or medical examination as may be required</p>	<p>4</p>
<p>310 §III (B)(3) A supervisor (sworn or non-sworn) who is made aware of alleged employee misconduct or who has been summoned to receive a complaint or QSI will If the complaint is procedural or a policy issue, explain the procedure or policy to the complainant. If, after the investigation and explanation or conciliation is completed, the complainant is satisfied and the matter resolved, no report is necessary. However, the supervisor is required to properly code out the QSI via the Mobile Data Computer as follows:</p> <ul style="list-style-type: none"> <li>a) Enter the employees name or ID# who was the subject of the QSI.</li> <li>b) Enter a description of the QSI into the comments portion.</li> <li>c) Utilize the appropriate action / found codes</li> </ul>	<p>2</p>

<p>310 §III (B)(4) A supervisor (sworn or non-sworn) who is made aware of alleged employee misconduct or who has been summoned to receive a complaint or QSI will If the matter is not resolved, complete a Personnel Complaint Form, RPD 1253 (attachment), and:</p> <p>a) Immediately initiate, conduct, and document a preliminary investigation including:</p> <p>(1) Interviewing the complainant.</p> <p>(2) Locating and interviewing available witnesses.</p> <p>(3) Identifying all Department employees involved.</p> <p>(4) Collecting any evidence pertinent to the complaint.</p> <p>(5) Photographing the scene and the complainant as appropriate.</p> <p>(6) Upon request, providing a photocopy of RPD 1253 to the complainant, either by the supervisor making such copy at the time of the report, or by the supervisor requesting that PSS mail a copy to the complainant.</p> <p>(7) Submit the completed RPD 1253 form(s) and all other investigative documentation through the chain of command at the conclusion of the tour of duty to the Commanding Officer of PSS. If the preliminary investigation is not completed at the end of that tour, a copy of RPD 1253 and completed documentation must be forwarded at the end of the tour with the indication that further documentation is to follow.</p>	<p>2</p>
<p>310 §III (B)(5) A supervisor (sworn or non-sworn) who is made aware of alleged employee misconduct or who has been summoned to receive a complaint or QSI will, in the event that the complainant will not cooperate with the supervisor in the preliminary investigation, the supervisor will fully document his attempt to complete the investigation on RPD 1253. This documentation, along with any information obtained by the supervisor, will be forwarded through the chain of command at the conclusion of the tour of duty to the Commanding Officer of PSS.</p>	<p>2</p>
<p>310 §IV (A)(1) The Commanding Officer of PSS will Upon receipt of a complaint/investigation, identify the assignment as:</p> <p>a) Fleet Vehicle Accident – which may or may not require further investigation.</p> <p>b) Departmental Investigation – generally requiring further investigation by the employee’s assigned section/unit or PSS.</p> <p>c) Civil Claim – which may or may not require followup investigation by PSS, generally at the request of the Law Department.</p> <p>d) Incident Review – documents a citizen’s contact, which did not result in the initiation of an investigation.</p> <p>e) Citizen Complaint – requiring an investigation by the employee’s assigned section/unit or PSS.</p> <p>f) Conciliation – no further investigation is required if the conciliation is successful.</p>	<p>2</p>
<p>310 §IV (A)(2) The Commanding Officer of PSS will Maintain a central register of all complaints and investigations.</p>	<p>1</p>

310 §IV (A)(3) The Commanding Officer of PSS will ensure that a verification of receipt is sent to the complainant indicating that the complaint has been received for processing.	2
310 §IV (A)(4) The Commanding Officer of PSS will monitor and direct the processing and timely handling of all assignments registered in PSS	1
310 §IV (A)(5) The Commanding Officer of PSS will Conduct an investigation into incidents which allege (by any employee): a) Improper use of force. b) Violation of civil rights, to include bias based profiling. c) Misconduct equating to criminal conduct as directed by the Chief of Police. d) Any other assignment deemed appropriate by the Chief of Police.	4
315 §III (D) Upon receiving approval, the supervisor (in the presence of another supervisor) will: 1. Notify the employee of the test requirement and advise the employee that testing is for administrative purposes only. a) The PSS Drug / Alcohol Test Advisement Form, RPD 1342 (Attachment A) must be read and signed by the employee. b) The employee may, if he or she requests, telephone a union representative and/or an attorney to inform them of the testing order and request them to be present at the test. However, in no event will there be any unnecessary delay in the testing process as a result of the telephone call. c) The employee must provide necessary information and sign the necessary consents at the test site. 2. Transport the employee to the test site and proceed with the test. 3. Ensure that the employee does not eat, drink, smoke, or place anything in their mouth (e.g., cough drops, gum, etc.), or urinate before the test.	1
333 §II (A) No employee of the Rochester Police Department (RPD) will engage in discrimination or unwelcome or offensive, sexually oriented or otherwise intimidating conduct including, but not limited to, unwelcome references to another's age, race, creed, color, national origin, gender, sexual orientation, disability, marital status, or other personal ideologies or idiosyncrasies which has the purpose or effect of interfering with another's work performance or creates a hostile environment	5
333 §II (B) No employee will threaten, suggest, or imply that another employee's refusal to submit to sexual advances will adversely affect the other employee's employment, evaluation, compensation, advancement, assigned duties, or any other condition or benefit of employment.	4
333 §II (C) . No employee will suggest or imply that another employee's agreement to sexual advances may favorably affect that employee's conditions of employment	4

<p>333 §III (A) Each employee of the Rochester Police Department is responsible for assisting in the prevention of harassment through the following acts:</p> <ol style="list-style-type: none"> <li>1. Refraining from participation in, or encouragement of, actions that could be perceived as harassment.</li> <li>2. Reporting acts of harassment to a supervisor.</li> <li>3. Encouraging any employee who confides that he or she is being harassed or discriminated against to report these acts to a supervisor.</li> </ol>	4
<p>333 §II (A) No employee of the Rochester Police Department (RPD) will engage in discrimination or unwelcome or offensive, sexually oriented or otherwise intimidating conduct including, but not limited to, unwelcome references to another's age, race, creed, color, national origin, gender, sexual orientation, disability, martial status, or other personal ideologies or idiosyncrasies which has the purpose or effect of interfering with another's work performance or creates a hostile environment</p>	5
<p>333 §V (A) Each supervisor shall be responsible for preventing prohibited activities that would constitute employee discrimination, retaliation or sexual harassment. Responsibilities include, but are not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Monitoring the unit work environment on a daily basis for signs that harassment may be occurring;</li> <li>2. Counseling all employees on the types of behavior prohibited, and the department's procedures for reporting and resolving complaints of harassment;</li> <li>3. Stopping any action that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision;</li> <li>4. Taking immediate action to prevent retaliation towards the complaining party and to eliminate the hostile work environment where there has been a complaint of harassment pending investigation. If a situation requires separation of the parties, care should be taken to avoid actions that appear to punish the complainant.</li> </ol> <p>B. Each supervisor has an affirmative responsibility to assist any employee in the department who comes to that supervisor with a complaint of harassment in documenting and filing a complaint.</p>	4
<p>335 §II (A) Members may use only that level of physical force necessary in the performance of their duties within the limits established by Article 35 of the New York State Penal Law and consistent with the training and policies of the Rochester Police Department (RPD). Appropriateness of force used is dependent on the "totality of the circumstances" at the moment the force is used. The Use of Deadly Physical Force will be governed by G.O. 340.</p>	5
<p>335 §II (C ) All force used, to include displaying a chemical agent (PLS, O.C. and chemical munitions), with the exception of mere handcuffing, blanketing, escorting or application of hobble or spit sock, will require a</p>	2

Subject Resistance Report (SRR). This report will be completed in the current electronic format (Blue Team).	
335 §II (D ) Each member will complete biennial re-certification training with the Taser and the Taser will be used in accordance with this training	3
335 §II (H ) Any member present and observing another member using force that they reasonably believe to be beyond that which is objectively reasonable under the circumstances shall: 1. Intercede to prevent the use of unreasonable force if and when they have a realistic opportunity to do so; and 2. Promptly report the other member’s unreasonable use of force to a supervisor.	5
335 §III (A.1 ) Any member using force pursuant to their duties, or any off-duty member using force regardless of whether or not it is pursuant to their duty as a police officer, will, If on-duty and assigned a Body-Worn Camera (BWC), ensure the BWC is activated and recording in accordance with policy. See Body Worn Camera Manual.	4
335 §III (A.2 ) Any member using force pursuant to their duties, or any off-duty member using force regardless of whether or not it is pursuant to their duty as a police officer, will: immediately notify their immediate supervisor of the incident. a) If the supervisor is not on duty (e.g. Technicians on 1st or 3rd platoon), the supervisor in the Section of occurrence will be notified. b) In the case of off-duty incidents, the member will immediately notify the supervisor in the area of occurrence or if outside the City, the Commander of the Patrol Division or Staff Duty Officer and the police agency of jurisdiction. (Incidents that stem from additional employment will follow guidelines in G.O. 245.)	4
335 §III (A.3 ) After force is used, immediately evaluate the need for medical attention or treatment for that person upon whom the techniques were used and arrange for appropriate treatment when: a) The subject has a visible injury requiring medical attention, including injuries prior to the use of force; b) The Subject complains of injury or requests medical attention; c) OC, PLS or the Taser was used	4
335 §III (A.4.a) After application of OC or PLS, and when safe to do so, members will provide fresh air for the exposed person, and monitor their condition and breathing.	4
335 §III (A.4.b) At no time will a member touch, rub, or wipe the eyes or affected area of an exposed person	4
335 §III (A.5) After force is used, photograph all subjects upon whom the techniques were used prior to being released or brought to booking (non-custodial persons have the right to refuse)	1
335 §III (A.6) Report, or cause to be reported, all facts relative to the incident on the SRR, whether or not an arrest was made.	2



<p>335 §III (A.9) Prepare and submit the SRR and related reports to their supervisor by the end of their tour of duty, unless directed otherwise by a platoon supervisor. All criminal incidents will be documented on an RMS Incident Report with the appropriate ‘Occurred Incident Type.’ All copies of these report(s) will be forwarded together, along with other applicable reports, to the coordinating supervisor for approval</p>	<p>2</p>
<p>335 §III (A.10) Prepare and submit the SRR and related reports to their supervisor by the end of their tour of duty, unless directed otherwise by a platoon supervisor. All criminal incidents will be documented on an RMS Incident Report with the appropriate ‘Occurred Incident Type.’ All copies of these report(s) will be forwarded together, along with other applicable reports, to the coordinating supervisor for approval</p>	<p>2</p>
<p>335 §III (B.1) Supervisors will Respond to the scene of the incident immediately. If the member’s immediate supervisor is not available, such supervisor will arrange for another on-duty supervisor to respond to the scene.</p>	<p>2</p>
<p>335 §III (B.2) Supervisors will Ensure that members receive any necessary assistance, including medical treatment. They will also ensure that any injuries or exposures to members are properly documented on an Injury and Exposure Report, RPD 1250, and noted on the Prisoner Data Report (PDR) so that the judge conducting the arrestee’s arraignment is aware of the incident.</p>	<p>4</p>
<p>335 §III (B.3) Supervisors will Ensure that medical treatment for the subject is evaluated and provided per Section III.A.2.</p>	<p>4</p>
<p>335 §III (B.4) Supervisors will Ensure that photographs are taken of all subjects when force is used (non-custodial persons have the right to refuse).</p>	<p>2</p>
<p>335 §III (B.7) Supervisors will Ensure that all reports are prepared and submitted in accordance with Section III.A.8-9 of this Order. In the event that a member is unable to complete reports due to injuries or other exceptional circumstances, the supervisor will prepare or cause them to be. If the SRR is not completed by the end of the tour of duty, the supervisor will notify the Section Captain via e-mail. If the SRR will not be completed by the following day, the supervisor must get permission from the Section Captain or SDO. If permission is granted to extend the completion of the SRR past one day after the date of occurrence, the Section Captain or SDO will notify the Patrol Commander. If a paper SRR is completed due to an electronic reporting outage, the Section Captain is responsible to ensure that any draft reports and partially completed SRR packages are maintained in an identified location within Section and are readily available if needed and that any deferred reports are completed and submitted.</p>	<p>2</p>

335 §III (D.5) Platoon Commanding Officers will Ensure that training has been received if training was requested within the section, and that an Additional Training Report, RPD 1347, is completed and attached to the SRR	1
335 §III (D.7) Platoon Commanding Officers will Forward the original SRR and related reports to PSS within two weeks of the incident, unless approved otherwise by the Section Captain and proper notification to the PSS Commanding Officer	1
336 §II (A) All Members have an affirmative duty to intervene to prevent or stop any member from using unreasonable force or otherwise acting contrary to law or RPD policy.	5
336 §II (A) When Members observe using unreasonable force or otherwise acting contrary to law or RPD policy, they shall intervene when it is safe and feasible to do so	5
336 §II (C) All Members are expected to accept an intervention from another member when it occurs.	5
336 §II (D) All Members are prohibited from retaliating, interfering, or using intimidation or coercion against any other member who has performed his or her affirmative duty to intervene and report misconduct..	5
336 §III (B) A Member must as soon as practical, report the offending Member's unreasonable use of force or other misconduct to a supervisor.	4
336 §III (C) All supervisors, when made aware of an unreasonable use of force or other misconduct, are required to address the behavior by the applicable General Orders, including RPD General Order 301.	5
337 §III (C) Members are only authorized to use force that is objectively reasonable, necessary, and proportional, under the totality of the circumstances, in order to effect a lawful purpose, including to ensure the safety of a Member or third person, stop an attack, make an arrest, control a person evading a Member's lawful commands, or prevent escape	5
337 §III (D) Members shall use the least amount of force necessary based on the totality of circumstances and shall cease using any force once a person becomes compliant.	5
337 §III (E) Members using force must continually assess the situation and adjust the use of force as necessary. As a person's resistance decreases, Members shall decrease their use of force accordingly.	5
337 §III (F) Whenever safe and feasible to do so, prior to using force, Members should provide verbal commands. Members should defer using force for an objectively reasonable amount of time to allow the person to comply with the command	5

337 §III (J.1) When safe and feasible to do so, Members shall immediately evaluate the need for medical attention for the person upon whom force was used. Members shall request medical assistance without delay for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, is suicidal or encountering a mental health crisis, or who was rendered unconscious.	5
337 §IV (A.1) Members will not use force against persons who are handcuffed or restrained except to prevent injury; escape; or otherwise overcome resistance posed by the person; 1. Members shall not position a restrained person face-down for a prolonged period of time as it may cause positional asphyxia, or on their back as it may cause radial nerve damage to the wrist and forearm area. Restrained persons should be seated or placed on their side, as soon as safe and practical.	5
337 §IV (B) Members will not use force To coerce a confession;	5
337 §IV (C) Members will not use force As punishment or retaliation (e.g., force used to punish or retaliate against an individual for fleeing, resisting arrest or insulting a Member);	5
337 §IV (D) Members will not use force to respond to those engaged in the lawful exercise of First Amendment protected activity, including peaceful protest, the right to assemble, and recording police activity (unless a person's doing so impedes a Member's legitimate law enforcement function);	5
337 §IV (E) Members will not use force based on bias against the person's race, ethnicity, nationality, religion, disability, gender, gender identity, sexual orientation, immigration status, or any other protected characteristic;	5
337 §IV (F) Members will not use force to obtain blood, saliva, urine or other bodily fluid or cells, from an individual for the purpose of scientific testing in lieu of a court order where required; or	5
337 §IV (G) Members will not use force to extract an item from inside the body of a person, except where exigent circumstances are present	5
337 §IV (H) Members will not use force to stop a person from swallowing a substance that is already in their mouth. A Member may, however, use reasonable force to prevent a suspect from putting a substance in their mouth.	5
337 §IV (I) Member are further prohibited from using the following tactics: Using chokeholds, lateral vascular neck restraints and/or carotid restraints, strangleholds or otherwise impeding the normal breathing and blood circulation (including by blocking a person's nose or mouth) except in extreme circumstances where deadly physical force is authorized. For further procedures on the use of chokeholds and other restraints, Members will refer to G.O. 341 on Chokeholds	5

337 §IV (J) Member are further prohibited from using the following tactics: Firing warning shots	5
337 §IV (K) Member are further prohibited from using the following tactics: Discharging a firearm from or at a moving vehicle unless the Member reasonably believes that an individual or an occupant(s) of a vehicle are using or are about to use deadly physical force against the Member or another person.	5
337 §V (B) Members may use Deadly Physical Force, as defined by Article 10 of the New York State Penal Law, only when it is necessary to defend the Member or another person from what the Member reasonably believes to be the use or imminent threat of use of Deadly Physical Force or Serious Physical Injury. Members must be aware of their surroundings and the potential of harm to uninvolved individuals when using Deadly Physical Force.	5
337 §V (B) Members are prohibited from using deadly physical force against an individual who poses a danger only to him or herself	5
337 §V (H) Members are prohibited from using deadly physical force against an individual who poses a danger only to property (deadly force is justified when it is necessary to defend himself/herself or someone else from what he/she believes to be the imminent use of unlawful deadly physical force.)	5
337 §V (I) Members are prohibited from using deadly physical force on persons who are handcuffed or otherwise restrained absent special circumstances.	5
337 §V (J)(3) The patrol rifle will not be deployed or used in situations involving a civil demonstration, protest, or crowd control unless exigent circumstances exist involving a threat from firearms, explosives, or other dangerous weapons. Members will make every effort not to have rifles displayed during peaceful protest events and must adhere to all Special Teams policies and procedures relating to rifle deployments.	5
337 §VI (C)(2) Members shall refrain from using OC Spray against individuals who appear to be at a greater risk of injury, including the elderly, juveniles and those that are pregnant, unless the person is, at minimum, NonCompliant/Assaultive towards the Member or others. Members shall refer to G.O. 437 for further guidance on the prohibitions against using OC Spray on Juveniles	5
337 §VI (C)(3) Members who deploy OC spray on a person must continuously evaluate the person's need for medical attention, and when needed, provide the person with medical assistance as trained. Members must assist a person exposed to OC spray with decontamination as soon as it is safe and feasible to do so	5

<p>337 §VI (D)(3) The following uses of impact weapon strikes are prohibited unless Deadly Physical Force would be permitted:</p> <ul style="list-style-type: none"> <li>a) Using an impact weapon to intentionally strike persons in the head, neck, sternum, spine, groin or kidneys</li> <li>b) If the person is obviously pregnant.</li> <li>c) If the person is apparently elderly.</li> <li>d) If the person is apparently a juvenile.</li> <li>e) If the person is visibly frail. f) If the person is in apparent medical crisis.</li> <li>g) If the person is in physical control of a vehicle in motion</li> </ul>	5
<p>337 §VI (E)(1) Members may only use a CEW when:</p> <ul style="list-style-type: none"> <li>a) Grounds for arrest or detention are present and the person is, at minimum, Non-Compliant/Assaultive; or</li> <li>b) Such force is necessary to protect the Member or another person from immediate physical harm.</li> </ul>	5
<p>337 §VI (E)(2) Members shall avoid multiple repeated, prolonged, extended, or continuous CEW exposures. If the CEW is not achieving compliance, then consider alternative techniques that may be available. A total of fifteen (15) seconds or three standard (5 seconds) cycles of exposure is considered a significant safety point.</p>	5
<p>337 §VI (E)(3) Members shall allow for sufficient time for the person to comply prior to discharging the CEW again</p>	5
<p>337 §VI (E)(4) The following uses of a CEW are prohibited unless Deadly Physical Force would be permitted:</p> <ul style="list-style-type: none"> <li>a) If the person has been exposed to flammable material, such as gasoline or an alcohol-based pepper spray.</li> <li>b) If the person is obviously pregnant.</li> <li>c) If the person is apparently elderly.</li> <li>d) If the person is apparently a juvenile.</li> <li>e) If the person is visibly frail.</li> <li>f) If the person is in apparent medical crisis.</li> <li>g) If the person is in physical control of a vehicle in motion.</li> <li>h) If the person is in danger of falling from a significant height.</li> <li>i) More than three standard cycles or 15 total seconds of a CEW exposure upon a person during a single incident.</li> <li>j) If the person is fleeing and does not otherwise pose an imminent threat of physical harm to the Member or others.</li> </ul>	5

337 §VI (G)(2) When using a spit sock, Members must: a) Continually observe the detainee; b) Remove the spit sock and request medical assistance without delay if there are any indications or respiratory stress or any other indications requiring medical attention. c) Continually assess the need for the spit sock.	5
337 §VI (G)(3) Members using a spit sock must report the use of the spit sock by notifying a supervisor. Members must also document on an SRR, why the spit sock was applied and whether the officer observed any ill effects to the person – or lack thereof – caused by the application of the spit sock	4
338 §III (C) Members will use de-escalation tactics and techniques in all situations involving juveniles when it is safe and practicable to do so. This includes, but is not limited to, using a calm and natural demeanor with juveniles and explaining the purpose of the interaction in an age-appropriate manner.	4
338 §IV (A)(1) If force against a juvenile becomes necessary, Members should use only the level of force that is necessary and proportional to the threat	5
338 §IV (A)(2) Members are prohibited from using chemical agents, including OC Spray, chemical munitions, and Pepperball Launching System against juveniles unless the juvenile is noncompliant/assaultive, poses an immediate threat of harm to the Member or others, and there are no reasonable alternatives.	5
338 §IV (A)(3) Members are prohibited from using an impact weapon to strike a juvenile unless deadly physical force would be permitted. This restriction does not apply to such weapons being used for non-impact purposes including escorting a juvenile.	5
338 §IV (A)(4) Members are prohibited from using a Conducted Electrical. A Conducted Electrical Weapon (CEW) against a juvenile unless deadly physical force would be permitted. .	5
338 §IV (B)(1) Members shall not handcuff juveniles who the Member reasonably believes to be aged 12 and under unless the juvenile presents a danger to themselves or others	5
338 §IV (B)(4) Members shall not transport juveniles with adult prisoners	4
338 §IV (B)(5) Members shall not transport male and female juveniles in the same vehicle.	3
338 §IV (B)(5) Members shall not transport male and female juveniles in the same vehicle.	3

<p>338 §IV (C)(1) Members shall render medical assistance consistent with their training and request medical assistance when appropriate. Members shall request medical attention for a juvenile when the following conditions are present:</p> <ul style="list-style-type: none"> <li>a) Juvenile displays a serious illness or injury;</li> <li>b) Juvenile is suicidal or encountering a mental health crisis;</li> <li>c) Juvenile is intoxicated due to alcohol and/or drug use;</li> <li>d) Juvenile requests medical treatment; or</li> <li>e) Juvenile otherwise displays an apparent need for medical attention</li> </ul>	5
<p>338 §IV (C)(2) Members will document whether they render aid on an RMS Incident Report.</p>	1
<p>338 §IV (C)(3) Members will ensure appropriate medical attention for a juvenile prior to processing when necessary.</p>	5
<p>338 §IV (C)(4) A Member who uses force against a juvenile and/or takes a juvenile into custody shall ensure that the juvenile’s parent or other PLR is aware of the juvenile’s condition, status, and location as soon as practicable.</p>	4
<p>340 §III (A)(1) Members are justified in removing firearms from holsters and/or gun mounts and pointing the firearm if the member reasonably believes:</p> <ul style="list-style-type: none"> <li>1. That a person or a situation poses or may pose an immediate threat of death or serious physical injury either to themselves or another person.</li> </ul>	4
<p>340 §III (D) Discharge of a firearm from or at a moving vehicle is prohibited unless the member reasonably believes that the occupant(s) of the vehicle are using or are about to use deadly physical force against the member or another person. Therefore, shooting at a fleeing vehicle that is traveling away from the member and is no longer a threat to the member or a third person is prohibited.</p>	5
<p>340 §IV (E)(1) The patrol rifle will not be deployed or used in situations involving a civil demonstration, protest, or crowd control unless exigent circumstances exist involving a threat from firearms, explosives, or other dangerous weapons.</p>	4
<p>340 §V (D) KEIP should only be used when lesser levels of force have been unsuccessful or their use is inappropriate, as defined by the use of force continuum.</p>	4

<p>340 §V (F) The member with the less lethal shotgun should formulate a plan and be prepared to implement it. The plan should include, at a minimum:</p> <ol style="list-style-type: none"> <li>1. Deadly physical force coverage by another member;</li> <li>2. A takedown team of a least two (2) members;</li> <li>3. Notification to all members on scene that impact projectiles are going to be deployed to prevent the firing of unintentional deadly physical force rounds, unless done so with cause.</li> <li>4. Providing the subject with an opportunity to comply. The subject should not be forewarned of being struck with impact projectiles, as this will only diminish any desired effect.</li> </ol>	4
<p>340 §VI (D). When deploying the PLS a member will make a notification over the police radio that they are on scene.</p>	3
<p>340 §VI (E). The PLS should only be used when lesser levels of force have been unsuccessful or their use is inappropriate, as defined by the use of force continuum</p>	4
<p>340 §VI (G). The member with the PLS should formulate a plan and be prepared to implement it. The plan should include, at a minimum:</p> <ol style="list-style-type: none"> <li>1. Deadly physical force coverage by another member;</li> <li>2. A takedown team of a least two (2) members;</li> <li>3. Providing the subject with an opportunity to comply without risk to the safety of members or others.</li> </ol>	4
<p>340 §VII (C). The CEW should only be used when lesser levels of force have been unsuccessful or their use is inappropriate, as defined by the use of force continuum. All applications of the TASER CEW are listed on the force continuum at level 3 on a subject who is demonstrating assaultive behavior.</p>	5
<p>340 §VIII When a member discharges a firearm, whether on or off duty, other than for training, legal hunting, or target practice, or uses deadly physical force with any instrument, he will immediately notify the on-duty supervisor of his Division, Section or Unit and submit the required reports following guidelines listed in Attachment A.</p>	1
<p>340 §VIII (A)(1) If a firearm discharge is accidental or unintentional and did not injure anyone: The member’s supervisor will respond to the scene and ensure that an Incident Report documenting the particulars is completed.</p>	1



<p>340 §VIII (A)(2) The member’s Section Platoon Commanding Officer will:</p> <ul style="list-style-type: none"> <li>a) Respond to the scene.</li> <li>b) Notify an on-duty supervisor within the area of occurrence if outside the jurisdiction of the City of Rochester.</li> <li>c) Conduct a preliminary investigation into the incident.</li> <li>d) Notify the Staff Duty Officer, if on duty, the Patrol Division Commander, if the incident occurred within his Patrol Division Command, and the member’s Bureau/Section/Division Commanding Officer</li> </ul>	1
<p>340 §VIII (B)(1) If the discharge of a firearm, which includes the less lethal shotgun, is directed at a person (whether or not that person is struck), or if as a result of any discharge, a person is injured or a death occurs:</p> <p>The member’s supervisor will:</p> <ul style="list-style-type: none"> <li>a) Respond to the scene.</li> <li>b) Call for medical assistance, if needed.</li> <li>c) Secure the scene and any evidence.</li> <li>d) Manage the scene by controlling access to it. Access is limited to: <ul style="list-style-type: none"> <li>(1) Evidence Technicians</li> <li>(2) Major Crimes Investigations</li> <li>(3) PSS personnel</li> <li>(4) District Attorney’s Office personnel</li> </ul> </li> <li>(e) Notwithstanding the need for medical attention, isolate and secure the involved member(s). Until directed to another location by a supervisor of the rank of Captain or higher, keep the involved member(s) at the scene or near the scene, out of view of the public, but accessible to responding Command Officers.</li> <li>(f) Gather preliminary information from the involved member(s) as to circumstances of the incident.</li> <li>(g) Establish a command post and staging area.</li> <li>(h) Advise their on-duty Commanding Officer.</li> <li>(i) Immediately prepare and submit an Incident Report, Subject Resistance Report, RPD 1377, and any other reports so directed by the RPD.</li> </ul>	4

340 §VIII (B)(2) If the discharge of a firearm, which includes the less lethal shotgun, is directed at a person (whether or not that person is struck), or if as a result of any discharge, a person is injured or a death occurs: The member's supervisor, or Section Platoon Commanding Officer, will notify the Staff Duty Officer if on duty, the Patrol Division Commander, if the incident occurred within his Patrol Division Command, and the member's Bureau/Section Commanding Officer. A response to the scene is required (whether the incident is on or off duty). If the scene is located outside the City of Rochester, the Patrol Division Commander or the member's Bureau/Section Commanding Officer, will determine whether to respond to the scene after considering:

- a) Apparent surrounding circumstances;
- b) Injuries to police and/or non-police personnel;
- c) Distance from the City of Rochester.

<p>340 §VIII (B)(3) If the discharge of a firearm, which includes the less lethal shotgun, is directed at a person (whether or not that person is struck), or if as a result of any discharge, a person is injured or a death occurs: The Patrol Commander will:</p> <p>a) Immediately notify the Deputy Chief of Operations, the Commanding Officer of PSS, and the member’s Bureau/Section Commanding Officer.</p> <p>a) Ensure that the involved member(s):</p> <p>(1) Receives medical assistance, if needed.</p> <p>(2) Is afforded privacy from inquiries from the public and all Departmental personnel not involved in the actual investigation of the incident.</p> <p>(3) Receives trauma crisis counseling as required in Section C below.</p> <p>b) Ensure that the involved member’s supervisor is relieved from the scene if experiencing psychological trauma.</p> <p>c) Initiate and coordinate a preliminary investigation of the circumstances surrounding the incident (unless otherwise directed by established authority) and promptly report the results of the preliminary investigation to the member’s Bureau/Division Commanding Officer, Deputy Chief of Operations, or the Chief of Police if applicable, according to the chain of command.</p> <p>d) Appoint supervisory personnel to make notify/transport of the involved member’s significant others.</p> <p>e) Be responsible for ensuring the notify/transport functions, to include periodic MDC updates.</p> <p>f) Except as directed by the Chief of Police, ensure that the firearm used (and any related equipment), other than the less lethal shotgun when used in an incident which there was no serious physical injury or death, is secured by a supervisor or an Evidence Technician and that said firearm is properly rendered safe when secured</p>	5
<p>340 §IX (B)When a member is assigned to administrative duty, they will:</p> <p>1. Refrain from routine exercise of patrol function arrest and intervention powers.</p>	4
<p>340 §IX (B)When a member is assigned to administrative duty, they will:</p> <p>...</p> <p>2. Refrain from any public discussion of their administrative assignment or circumstances related to the incident.</p>	1
<p>341 §II (A) RPD Members are prohibited from using chokeholds, lateral vascular neck restraints and/or carotid restraints, strangleholds or otherwise impeding the normal breathing and blood circulation (including by blocking a subject’s nose or mouth) except in extreme circumstances where deadly physical force is authorized.</p>	5
<p>342 §II (B) Members of the RPD, while on duty, will only carry standard service weapons, which will be loaded with ammunition specifically</p>	3

approved by the Chief of Police and issued by the RPD Firearms Training Unit.	
342 §II (G) It is the responsibility of all members to exercise due care in the safe handling or securing of all agency authorized firearms at all times. Service weapons will be properly secured in the duty holster. Service shotguns and patrol rifles will be properly secured in gun mounts. Due care will be exercised whenever members are justified/required in removing firearms from holsters and/or gun mounts (e.g. in the line of duty, entering Central Booking, appearing in Court or storage at the Section/home.)	2
342 §V (A) Members of the RPD may purchase, own, possess and/or carry only those handguns that are listed on a pistol or firearms permit, duly issued by a County of New York State or the Government of the United States, or any legal rifle or shotgun. Members are not authorized to purchase weapons as an exempt person (e.g. member's badge/police identification). Dual ownership does not exempt a member from registration requirements.	3
342 §V (B) Authority to carry a personally owned firearm on-duty, other than the Departmentally approved standard service pistol, will be granted only with the specific written approval of the Chief of Police. The member must: 1. Register the firearm with the Firearms Training Unit. 2. Successfully qualify with the firearm prior to the on-duty carrying of the weapon. 3. Successfully qualify with the firearm at least once a year thereafter	3
342 §V (C) When carried on-duty, personally owned firearms will be loaded only with ammunition issued by the RPD Firearms Training Unit.	3
342 §VI (C) Members will not use their standard service pistol, or any other equipment that is issued or owned by RPD or the City of Rochester, in their additional employment.	3
345 §II (A) When operating police fleet vehicles, whether on or off duty, all employees are to drive with due care and regard for the safety of all persons. All traffic laws will be obeyed and occupant safety restraint devices and applicable child restraint seats should be utilized to safeguard occupants from air bag injury, except when it would interfere with the safety of the employee	3
345 §II (B) Involved employees will report all police fleet vehicle accidents, including accidents with deer, as soon as possible in accordance with this directive	2
345 §II (C)(1) employees who are involved in any police fleet vehicle accident (except for police bicycles when no motor vehicle is involved) must personally file NYS Police Line of Duty Accident Report Form MV-104L (Attachment A), if: 1. There is a death or personal injury; or	2

<p>345 §II (C)(2) employees who are involved in any police fleet vehicle accident (except for police bicycles when no motor vehicle is involved) must personally file NYS Police Line of Duty Accident Report Form MV-104L (Attachment A), if:</p> <p>2. The amount of the damage sustained to any vehicle exceeds one thousand dollars, the amount specified in Section 605(a)1 of the Vehicle and Traffic Law.</p>	1
<p>345 §III (A)(1) Employees involved in Police fleet vehicle accident occurring within the City of Rochester will:</p> <p>a) Immediately notify or cause to be notified the Monroe County Emergency Communications Department (ECD) dispatcher indicating:</p> <p>(1) The location and extent of the accident.  (2) Whether emergency services are needed.  (3) Notification to their on-duty supervisor regarding the accident.  (4) Request notification to, and the response of the supervisor from the section of occurrence (if different from above) or when unavailable, an adjacent section supervisor.</p> <p>b) Protect and preserve the accident scene.</p> <p>c) If necessary, arrange to reroute traffic to allow movement of other vehicles.</p> <p>d) Identify any witnesses by securing their names, home addresses, place of employment, and telephone numbers.</p> <p>e) Not discuss or make any statements regarding the accident to non-police personnel. Refer all inquiries to the Corporation Counsel.</p> <p>f) Remain on scene, unless injured, until responding supervisor has authorized the involved employee to leave.</p> <p>g) Complete the MV-104L and attach a copy of it to the MV-104A. (MV-104A and MV-104L are not required for police bicycle accidents not involving a motor vehicle.)</p>	2

345 §III (A)(2) First responding member(s) to Police fleet vehicle accident occurring within the City of Rochester will:  
Follow current directives as outlined in General Order 501, Motor Vehicle Accident Investigations.

1 (see GO 501)

345 §III (A)(3) Supervisors of members involved in Police fleet vehicle accident occurring within the City of Rochester will: Respond to the scene of the accident and coordinate a thorough investigation to identify and address contributing factors.

b) Assign a member not involved in the accident to conduct the preliminary investigation and complete the MV-104A.

c) Immediately advise the Division/Section/Unit Commanding Officer of the nature and scope of the accident.

d) Interview or cause to be interviewed all possible witnesses and gather statements and records of interviews.

e) Ensure that appropriate photographs are taken of all fleet vehicle accidents.

f) Ensure that the MV-104L, (when applicable), is completed. Supervisors will place their signature as agent owner of police fleet vehicle.

g) Review and approve complete reports for accuracy and clarity. Photocopy two copies of the MV-104A and two copies of the MV-104L.

(1) Include one copy of MV-104A and MV-104L in the accident report package.

(2) Ensure that a copy of MV-104L and the MV104A are forwarded per current directives for data entry.

(3) Attach a copy of MV-104L to a copy of the MV-104A and forward to the Technical Services (TSS) Administrative Fleet Officer.

(4) Mail the original MV-104L via the mail room at Headquarters for postage to: Department of Motor Vehicles

h) Complete RPD 1230 outlining contributing factors of the accident and attach it as a cover to the accident report package. RPD 1230 will also be completed for any miscellaneous police bicycle accidents.

i) For avoidable fleet accidents, obtain a copy of the involved employee's driving history and attach it to the accident report package.

j) Initiate remedial action(s) and/or recommendations for disciplinary actions in compliance with current directives where accidents are deemed to have been avoidable, and corrective actions are indicated.

k) The involved vehicle must be taken to the Fleet Vehicle Maintenance Facility to obtain a damage estimate unless the responding supervisor determines that there is no damage to the vehicle or undercarriage.

l) Police bike estimates/repairs are to be conducted by authorized bicycle mechanics under contract with the RPD. The current contract vendor may be obtained from the police budget office. SUBJECT: ORDER# PAGE# POLICE FLEET VEHICLE ACCIDENTS 345 - 6 -

m) Forward the completed accident report package through the chain of command within two (2) business days of the fleet vehicle accident. Damage estimate, if delayed, may be forwarded once received

<p>345 §III (A)(4) Division/Section/Unit Commanding Officers of members involved in Police fleet vehicle accident occurring within the City of Rochester will:</p> <p>a) Review the accident report package for completion and accuracy, and the employee’s driving history to make a critical analysis of accidents determined after investigation to have been “avoidable”.</p> <p>b) Complete the applicable “Remarks” portion of RPD 1230, and:  (1) Either concur with or dissent to the previous conclusions, and indicate steps to be taken to identify recurrent patterns of driving skill deficiencies or lack of skills of the involved employee that warrant corrective action, if any. If additional investigation is indicated, return the accident report package to the subordinate for further explanation of documentation.  NOTE: Such analysis will not preclude remedial action and/or discipline instituted for individual incidents occurring throughout the year.  (2) Initiate remedial action(s) and/or institute recommendations for taking approved disciplinary action. This must be done in compliance with current directives where contributing factors are found and where corrective action is indicated.</p> <p>c) Forward the completed original police fleet vehicle accident report package through the chain of command to the Bureau Commanding Officer within two (2) business days.</p>	1
<p>345 §III (A.4) The Bureau Commanding Officer of members involved in Police fleet vehicle accident occurring within the City of Rochester will:</p> <p>a) Review the accident report package for completion and accuracy, and complete the applicable “Remarks” portion of RPD 1230 as indicated in Section III.A.4.b), above.</p> <p>b) Forward the accident report package to the Professional Standards Section (PSS) within two (2) business days.</p>	1
<p>350 §II (F) Non-uniformed employees, while on duty, will have either badge or ID clipped to their outermost garment in plain view in those instances where there is a need to be identified as an RPD employee (e.g. while inside the Public Safety Building, at an incident scene, etc.).</p>	3
<p>350 §II (G) An employee will not alter uniforms, weapons or equipment in any way without permission of the Chief of Police. Any alteration to firearms or leather gear must be performed/approved by the Professional Development Section (PDS).</p>	3
<p>350 §II (H) Employees of the RPD will not sell, give, exchange or trade police uniforms or equipment.</p>	3
<p>350 §II (J) Employees will not wear the issued uniform or equipment at any off-duty, non-compensated court proceeding or public appearance without the express approval of a commanding officer or supervisor.</p>	2
<p>350 §III (B) While on duty, employees will wear the issued uniform and equipment, unless excused by their supervisor</p>	1



<p>350 §V (K.6) a) Issued breast badge (large) will be worn on all outer uniform garments except rain gear, uniform shirt, authorized sweater, dress uniform overcoat or coverall.</p> <p>b) Issued shirt badge (small) will be worn on all uniform shirts and authorized sweaters.</p> <p>c) Issued hat badge will be worn on the regular uniform hat and authorized "Trooper Cap" style winter hat.</p>	2
<p>350 §V (K.10) Employees will wear issued Division, Section, and/or Unit designation collar insignia (polished) on both collar tabs of the uniform shirt.</p> <p>b) Command personnel will wear rank insignia on both collar tabs of the uniform shirt. Lieutenants and above will also wear rank insignia on the epaulets of outer garments (except rain gear)</p>	1
<p>350 §V (L.5) Bicycle Patrol - Members while assigned to bicycle patrol duty will wear the standard uniform with specified exceptions.</p>	1
<p>355 §II (A.1) If, for a valid reason, an employee finds it necessary to have an item of equipment or a part of their uniform repaired or replaced, the employee will:</p> <p>a) Complete a Request for Issue/Replacement Form, RPD 1259 (Attachment A).</p> <p>b) Submit the form to their immediate supervisor for approval. Supervisors will inspect items submitted by their subordinates and, if justified and approved, verify the request by completing the appropriate section of RPD 1259.</p> <p>c) Forward approved requests to the Quartermaster.</p>	1

<p>360 §II (F.2) During criminal investigation an employee will not disclose the following:</p> <ul style="list-style-type: none"> <li>a) Any prior criminal record of the suspect or arrested person or implication of a prior record. If convicted, the Chief may authorize the release of this information, as prior convictions are a matter of public record, with the exception of Youthful Offender adjudications.</li> <li>b) The existence of any comments or lack of comments by the arrested person (upon District Attorney's concurrence, the Chief may release this information).</li> <li>c) The identity or address of any witness.</li> <li>d) The possibility of the arrested person(s) pleading guilty to the offense charged or to a lesser offense.</li> <li>e) Any opinion, stated or implied, as to the guilt or innocence of the arrested person(s).</li> <li>f) Names of arrested person's family so as not to bring undue suffering to those not directly involved with the crime.</li> <li>g) Statements as to the character or reputation of a suspect or arrested person(s), witness, or victim.</li> <li>h) Any possible connection with any uncharged crime or crime pattern.</li> <li>i) The results of or refusal to take any test/examination (e.g., polygraph, breath test).</li> <li>j) Any photograph of a suspect or arrested person.</li> </ul> <p>NOTE: The Chief may authorize the use of a suspect's photograph; (e.g., if the suspect is at large and presents a danger to the community) and the Department has the authority to arrest the suspect.</p> <ul style="list-style-type: none"> <li>k) Any opinion regarding the merits of the case or quality of evidence gathered.</li> </ul>	3
<p>360 §V (B) Employees will not pose any suspect/arrested person, victim, or witness for photographing by the media or public.</p>	3

<p>365 §III (A) Members will allow persons to remain in the proximity of police activity occurring in public, and to observe, photograph, and record police activity; provided their presence is lawful, does not create a safety risk, and their activities do not interfere with police activity. If these conditions are met, members shall not:</p> <ol style="list-style-type: none"> <li>1. Order the person to stop such activity;</li> <li>2. Tell the person that his or her actions are not allowed, or require the member's consent;</li> <li>3. Request or demand a reason or explanation as to why the person is observing or recording police activity;</li> <li>4. Request or demand the person's identity unless there are grounds to seize the recording device (see § V. Seizure of Recording Devices, below);</li> <li>5. Detain the person because he or she is observing or recording police activity;</li> <li>6. Intentionally block or obstruct the person's view or recording device;</li> <li>7. Attempt to alter, erase, or destroy images or recordings, or demand or request the person do so; or,</li> <li>8. In any way threaten, intimidate, discourage or otherwise prevent a person from observing or recording police activity</li> </ol>	3
<p>365 §III (J) Members shall not under any circumstances alter, destroy, erase, or delete any recording, photograph, image, or sound from any recording device that is seized or voluntarily obtained from a nonmember pursuant to this General Order, or request or direct any other person to do so.</p>	4
<p>365 §IV (F)(1) In the event a person observing or recording police activity engages in conduct that interferes with police activity, members will take the least intrusive action necessary to ensure safety and the integrity of police actions while attempting to preserve the person's First Amendment right to observe or record police activity. Members will adhere to the following guidelines:</p> <ol style="list-style-type: none"> <li>1. If safe and feasible, members will request or direct persons to move to a location from where the person can continue to observe or record police activity without interfering with police activity, before effectuating an arrest. If the person moves to such a location, members will not make an arrest. An arrest should be made only if necessary, and no other reasonable option exists.</li> <li>2. If safe and feasible, members will request a supervisor to respond to the scene before making an arrest in the event the person(s) refuse to voluntarily move. The supervisor will attempt to secure the voluntary cooperation of the person(s) involved to move to an acceptable location and/or stop other conduct that interferes with police activity. If unable to resolve the situation through such means, the supervisor may direct the lawful arrest of such person(s) if necessary, and if no other reasonable option is available.</li> </ol>	4

365 §IV (F)(5). d) If a recording device is seized incident to the arrest, the seizing member will secure and turn it into the Property Clerk for safekeeping in accordance with Departmental policies and procedures, taking due care not to alter, damage, destroy, or delete any recordings or images.	4
365 §V (D) ... 2. Under no circumstances may members seize a recording device nor may they retrieve, access, view, or duplicate any recordings or images on the device under the frisk exception.	4
365 §V (F.1) Members who seize a recording device without a warrant will provide their name and contact information to the person from whom the device is seized.	3
365 §V (F.3) If a member intends to hold a recording device obtained through a warrantless seizure in order to obtain a warrant to retrieve, access, view, or duplicate any recordings or images on the device, the member will immediately notify a supervisor. The supervisor will: a) Review the circumstances with the seizing member to ensure that lawful grounds exist for the seizure; b) Ensure that assigned member(s) expeditiously obtain and execute a warrant; c) Request required assistance through normal Departmental channels; d) Notify the Staff Duty Officer (SDO) if the seizure is made during non-business hours and required assistance is not readily available;	3
380 §III (B) Employees are responsible for the correct operation and security protocol for access of all RPD computers, programs, data (to include release of), hardware, peripherals, and software applications used.	1
380 §IV (A)(4) . Employees will not modify, disconnect, or disable any computer hardware.	1
380 §IV (B)(2) a) .Employees will not make unauthorized copies of RPD owned software.	2
380 §IV (E)(1) c) All users of the Department’s e-mail system will: Not send messages of a political or religious nature.	3
380 §IV (E)(1) d) All users of the Department’s e-mail system will: not send messages that are threatening, obscene, demeaning, insulting, abusive, derogatory, and discourteous, or constitute harassment or intimidation of any type.	4
380 §IV (E)(1)(e) All users of the Department’s e-mail system will: not send messages that involve personal sale, solicitation, chain mail, or that are associated with any outside business activity.	2
380 §IV (E)(1)	5

g) All users of the Department's e-mail system will: Not use e-mail for illegal or unethical activities.	
380 §IV (F) (1) c) All Internet users will: Not use the Internet facilities to transmit threatening, obscene, or harassing materials or correspondence	4
380 §IV (F)(1) d) All Internet users will: not use the Internet facilities for private marketing or business transactions, unauthorized distribution of Department data and information, or for private advertising of products or services.	2
380 §IV (F)(1) e) All Internet users will: Not use the Internet facilities for solicitation of religious or political causes or unauthorized not-for-profit business activities.	3
380 §IV (F)(1)(e) All Internet users will: Not use the Internet facilities to view, copy or download any data, program or material that may be considered obscene, harassing or cause a hostile work environment. .	4
380 §IV (G.4) Employees should report any lost or stolen devices (to include cell phones that access City e-mail) to IT immediately, to minimize the risk of data loss or unauthorized access by a third party. .	1

401 §III (A)(1) Members will proceed to the incident scene immediately, but cautiously, being alert for possible suspect(s), suspect vehicle(s) or witnesses;	1
401 §III (A)(2) Members will when possible, use an issued camera to photograph a major scene prior to the arrival of an Evidence Technician, Fire Department, EMT, etc.;	1
401 §III (A)(3) Upon arrival members will provide aid and comfort to the victim(s), observe all conditions, events and remarks, and secure the scene to maintain and protect physical evidence, utilizing yellow crime scene tape, as applicable;	4
401 §III (A)(4) Members will locate, identify and separate witnesses;	2
401 §III (A)(5) Members will remove everyone from a scene once it has been stabilized and requires processing by an Evidence Technician;	2
401 §III (A)(7) Members will Utilize the Crime/Incident Scene Log, RPD 1237, when assigned to the entrance/exit point of a scene, which has been established by a supervisor or technician	1
401 §III (A)(8) Members will Interview the complainant, witness(es) and suspects;	3

<p>401 §III (A)(14) Members will Continue the preliminary investigation until:</p> <p>a) All useful information has been obtained from the complainant, victim(s), witness(es), neighbors and other people present in the area;</p> <p>b) Supporting depositions are taken from all victim(s) and witness(es) on arrest cases, field follow-up cases or any case of a stolen vehicle or firearm;</p> <p>c) All useful evidence has been identified and preserved at the crime scene and in the immediate area.</p>	3
<p>401 §III (A)(15)</p> <p>.a) Members will, at the conclusion of the preliminary investigation:</p> <p>a) Complete an Incident Report (IR) carefully recording in the narrative a complete summary of what took place during the alleged crime being reported and record all of the investigative steps taken, along with the outcome of those steps;</p>	1
<p>401 §III (A)(15)</p> <p>b) Members will, At the conclusion of the preliminary investigation: Select a recommendation in the Case Status box on the IR for supervisory review to either close the investigation with the appropriate selection, suspend the case investigation (office review) or continue the case (field);</p>	1
<p>401 §III (A)(15)(c) Members will, At the conclusion of the preliminary investigation: Advise the victim of the current case status (explaining the meaning of that status) and provide a copy of the Victim Information Sheet, along with an explanation of how to report additional information;</p>	3
<p>401 §III (A)(15)(d) Offer the assistance of the Neighborhood Service Center (NSC) Offices and Victim Assistance Unit, if needed</p>	3
<p>410 §II (C) Detention in an interview room without continuous control, observation and supervision will not exceed two (2) hours. Members will ensure that when a suspect is not under the continuous control, observation and supervision of a member, a visual observation of the suspect will be made at least every thirty minutes and documented on the Interview Form, RPD 1187</p>	3
<p>410 §II (D) Members will monitor detainees using audio and/or video devices if the detention area is so equipped, between the thirty minute face-to-face visual observations.</p>	2
<p>410 §IV (A) Members will remove and secure all weapons in lockers provided (firearm, ammunition, OC agents, CEW, etc.) prior to entering one of the interview or processing rooms with a suspect. Members will inspect the interview or processing room before securing the suspect and after release or transport to Central Booking to ensure that no weapons or contraband are present, and that the security features of the room are in good order. Security inspections will be noted on the Interview Form</p>	3

410 §IV (E) Interview rooms are located in close proximity to restrooms, and suspects will be allowed supervised access to water, restrooms, and other personal needs when necessary. Members must use good judgment in allowing this access without compromising the investigation, officer safety, the safety of the suspect, or enhancing the risk of escape.	3
411 §III (A)(1) At the beginning of any custodial interrogation, persons to be interviewed must be read their rights exactly as printed on the notification and waiver form (Attachment A)	4
411 §III (B)(1) Interview Form, RPD 1187, will be used to document the time(s), location(s), and officer(s) present during each step of a custodial interrogation. The form will be handwritten as the activity occurs and any and all officers involved in the investigation will use one form	1
411 §III (C)(4) Officers will have the defendant correct any mistakes in the statement within Voluntary Statement Form (RPD 1184) and give him the opportunity to make any changes he desires after the statement is read out loud. The defendant should be requested to initial any corrections or changes.	3
411 §III (C)(7) If a defendant offers a verbal statement but refuses to sign a formal statement, that statement (e.g., an oral synopsis by the interviewing officer) will be recorded on an Investigative Action Report (IAR), and made part of the Grand Jury Referral Package. If a defendant assists in the preparation of a written statement but refuses to sign it, the unsigned statement will be made a part of the case package.	1
412 §III (C ) A specific written plan will be developed, refined, and approved, prior to the commencement of any decoy operation, either by the Chief of Police, Deputy Chief of Operations (DCO), Patrol Commander, and the affected Section Platoon Commanding Officer.	2
412 §III (E ) All officers, including the "decoy officer", will wear, carry, or have readily available to them their police ID card and badge during the operation.	3
412 §V (O ) Supervisor will, after the completion of a decoy operation, Complete an After Action Report on the detail and forward it through the chain of command to the DCO.	1
413 §II (A ) Members of the Rochester Police Department (RPD) will comply with all legal mandates guiding identification procedures.	4
413 §III (D)(1 ) When making arrangements for the identification procedure, the administrator should simply advise the witness that he or she intends to conduct an identification procedure, and should not say anything about the suspect	3
413 §III (D)(2) The administrator, and all members having any contact with the witness, should be neutral, and not express any opinions or comments, or make any gestures that may influence the witness regarding the identification procedure, before, during and after the procedure (e.g. members should not make a radio transmission that they are transporting a possible suspect for identification)	2

<p>413 §III (D)(3) Until the identification procedure is completed and documented, the administrator should not comment about the procedure, or the next steps in the case. Unless the witness specifically asks the administrator or another member if someone is in custody, the witness should not be informed that an arrest has been made, or that they have a suspect that the witness will be viewing. Members should make no statements regarding the suspect, or any evidence connecting the suspect to the crime.</p>	<p>3</p>
<p>413 §III (D)(5) If there are multiple witnesses, they must be kept separated, and each procedure must be performed separately. Members should ensure that:</p> <ul style="list-style-type: none"> <li>a) No observation, contact, or conversation occur between the suspect or witness(es) prior to, during, and after the procedure.</li> <li>b) Witness(es) are advised to refrain from statements or outbursts which may be seen or heard by other potential witness(es) when identifying the perpetrator.</li> <li>c) No witness is told the results of the procedures conducted with other witnesses.</li> <li>d) Witnesses are told not to discuss with other witnesses what was said, seen, or done during the identification procedure.</li> </ul>	<p>2</p>
<p>413 §III (D)(6) Members must complete the appropriate form (RPD ShowUp Identification Form, RPD 1280; RPD Line-Up Form, RPD 1286; RPD Photo Array Form – Case Information, RPD 1287A; RPD Photo Array Form – Suspect Information, RPD 1287B; or RPD General Photo Query Form, RPD 1284) thoroughly and accurately. An Investigative Action Report (IAR) and/or Incident Report (IR) should also be completed, and will reference the applicable form that was used to document the identification procedure.</p>	<p>1</p>
<p>413 §V (G)(2) If counsel must be notified, members must:</p> <ul style="list-style-type: none"> <li>a) Make a reasonable effort to contact the suspect’s attorney.</li> <li>b) Allow the attorney a reasonable amount of time to appear (usually two hours, except if exigent circumstances compel a more prompt identification).</li> <li>c) Document all efforts made to contact the attorney</li> </ul>	<p>4</p>
<p>413 §V (J)(1) If a physical line-up identification is made, members will:</p> <ul style="list-style-type: none"> <li>a) Include the original RPD Line-Up Form, RPD 1286 in the Grand Jury Package and appropriately mark the Grand Jury Referral Report and all applicable accusatory instruments; and</li> <li>b) Upon supervisory review and approval, forward the Grand Jury Package to the District Attorney’s Office.</li> </ul>	<p>1</p>
<p>413 §V (J)(2) If a physical line-up identification is not made but the participant in the line-up is a suspect in the crime being investigated, members will:</p> <ul style="list-style-type: none"> <li>a) Include the original RPD Line-Up Form, RPD 1286 in the Grand Jury package; and</li> </ul>	<p>1</p>



b) Upon supervisory review and approval, forward the Grand Jury package to the District Attorney's Office.	
413 §V (L) Members should conduct a photo array when the witness can possibly identify a known suspect.	2
413 §V (M)(3) Any alterations made to photos in the array should be documented in RPD Photo Array Form – Suspect Information, RPD 1287B (Attachment D).	1
413 §V (M)(5) If there is more than one suspect, each suspect should be placed in a separate photo array with a different number. Each photo array should contain different fillers. Witnesses should view each photo array separately.	1
413 §V (Q)(1) f a photo array is conducted and charges will be commenced, whether an identification was made or not, members will: a) Include the original photo array along with the original RPD Photo Array Forms, RPD 1287A and RPD 1287B, in the Grand Jury package. b) Upon supervisory review and approval, forward the Grand Jury package to the District Attorney's Office or attach to accusatory instruments as applicable.	1
413 §V (Q)(2) If an identification is not made and no one will be charged, the original photo array and the original RPD Photo Array Forms, RPD 1287A and 1287B, should be included with the case file in the Section or Unit.	1
413 §VII (B)(3) In conducting the video identification procedure members will follow the same general procedures used in photo array procedures as applicable, including: a) Remain neutral. Do not comment on the identification before, during, or after the video identification procedure. b) Stand out of the eyewitness' line of sight, where practical, but still observe the witness as the witness views the video. c) So as not to distract the eyewitness, do not comment during the video identification procedure. d) Once the eyewitness has had an opportunity to view the video(s) ask the following questions: SUBJECT: ORDER# PAGE# EYEWITNESS IDENTIFICATION 413 - 18 -  (1) Do you recognize anyone in the video(s)? (2) If you do, which person to you recognize? (3) From where do you recognize that person? e) Preserve any video(s) used in the procedure by recording a copy of the video(s) onto DVD and securing as evidence at the Property Clerk Office. f) Fully document the procedure and result in the	2

appropriate departmental report (Incident Report or Investigative Action Report)	
413 §VII (C)(1) Members will not inform the non-eyewitness or indicate in any way the identity the subject of the investigation depicted in the video	3
413 §VII (C)(2) Members will not inquire or discuss with the non-eyewitness his or her familiarity with the subject of the investigation prior to the viewing of the video.	3
413 §VII (C)(3) Members will Remain neutral. Do not comment on the identification before, during, or after the video identification procedure	3
413 §VII (C)(4) Members will, Once the eyewitness has had an opportunity to view the video(s) ask the following questions: a) Do you recognize anyone in the video(s)? b) If you do, which person to you recognize? c) From where do you recognize that person?	2
413 §VII (C)(5) Members will Preserve any video(s) used in the procedure by recording a copy of the video(s) onto DVD and securing as evidence at the Property Clerk Office	2
413 §VII (C)(6) Members will Fully document the procedure and result in the appropriate departmental report (Incident Report or Investigative Action Report). Include detailed information describing the non-eyewitness' familiarity with the subject depicted in the video.	2
415 §III (D) Members will not conduct a warrantless search unless it meets the legal criteria for an exception to the search warrant rule.	5
415 §IV (D)(1) Review: A member may prepare the Application for a Search Warrant and Search Warrant documents for submission to his/her immediate supervisor, who will review its prima-facie content and form. Following an investigation establishing probable cause, the preparing member (with supervisory approval) or reviewing supervisor may consult with the on-call Assistant District Attorney (ADA) to further review and obtain legal advice prior to submission of these documents to the appropriate court. All search warrants for narcotics and/or guns must be reviewed by a SIS supervisor prior to submission to a judge for approval.	1
415 §IV (D)(4) In the event a Search Warrant is not executed, the applicant member must return the Search Warrant and Application to the court of issuance within ten (10) days of expiration.	1
415 §IV (E)(4) All supervisors in charge of warrant executions will complete Part I of the Search Warrant/Dynamic Entry Checklist (Attachment 5, RPD 1234) prior to its execution.	2

415 §IV (E)(5) The supervisor in charge of the warrant execution will hold a briefing prior to its execution. This briefing is especially critical when planning warrant executions involving agencies and personnel from outside of the RPD. It will be at this briefing that all personnel involved in the warrant execution will be notified of the following: ...	3
415 §IV (E)(6) b) Prior to the initiation of a search warrant execution, the designated supervisor will make the following notifies as necessary: b) Targets Inside the City of Rochester: (1) During normal business hours, a Platoon supervisor from the appropriate Section, or (2) During non-business hours, the Staff Duty Officer and a Platoon supervisor from the appropriate Section will be notified, who will ensure a uniformed officer or supervisor be present during the execution.	3
415 §IV (E)(7) a) During the entry to the target location, the following will occur: Presence and purpose will be announced	4
415 §IV (E)(7) b) Only force reasonably necessary to accomplish entry, assure safety of all persons, and protect against the destruction of evidence or contraband will be used. Any damage necessary or accidentally caused to the premise will be documented and photographed	5
415 §IV (E)(8)(a) If possible, the owner or person responsible for the premise will be given a copy of the search warrant (do not leave a copy of the affidavit) and be present during the search	3
415 §IV (E)(8) b) Photographs of the premise and any persons present will be taken prior to any search or disruption of the premise, or as soon as possible without jeopardizing officer safety. Nothing precludes the additional use of videography in documentation	2
415 §IV (E)(8) c) The designated search team members will conduct a thorough and orderly search for the items named in the warrant, done in such a manner as to avoid unreasonable disruption or damage to the premise or personal property contained therein.	2
415 §IV (E)(8) d) For all search warrants or dynamic entries, the Search Warrant/Dynamic Entry Checklist Part II (Attachment 5) will be completed and maintained post warrant execution.	1
415 §IV (E)(8) e) Photographs will be taken of all seized items at their point or location of discovery and prior to their collection.	2

<p>415 §IV (E)(9) Search Warrant Amendment</p> <p>In such cases where, during the course of the search, property is discovered that is not specified on the original search warrant (e.g., a search warrant specifying narcotics where stolen property is also located), members will:-</p> <p>a) Assign one member to secure and standby with the discovered property.</p> <p>b) Continue with the original search (if necessary).</p> <p>c) Not remove any property/evidence from the scene that is discovered and is outside the scope of the warrant.</p>	2
<p>415 §IV (E)(9) Search Warrant Amendment</p> <p>In such cases where, during the course of the search, property is discovered that is not specified on the original search warrant (e.g., a search warrant specifying narcotics where stolen property is also located), members will:</p> <p>a) Assign one member to secure and standby with the discovered property.</p> <p>b) Continue with the original search (if necessary).</p> <p>c) Not remove any property/evidence from the scene that is discovered and is outside the scope of the warrant.</p> <p>d) Write an amendment to the original search warrant, specifying property to be seized and probable cause to seize such property.</p> <p>e) Deliver a written amendment to the original issuing judge for review, approval, and signature. An oral request for an amendment may be done in person or by phone, however, a written amendment is preferred. In the instance that the issuing judge is unavailable, the entire warrant, including the original warrant and any amendments, must be delivered to the second judge.</p>	2
<p>415 §IV (E)(10) Upon completion of the search and subsequent seizure (if any), the following will occur:</p> <p>a) The premise will be photographed.</p> <p>b) A copy of the search warrant will be left in a conspicuous location if there is no one present to accept it (do not leave a copy of the affidavit).</p> <p>c) The premise will be left in a secure fashion, either in the control of a person of authority present, or physically secured.</p> <p>d) An inventory of seized items will be listed on RPD form 1217 (Property Custody Report) and, when possible, a copy will be left at the secured location.</p>	2

<p>415 §IV (E)(11) Upon seizing property pursuant to a search warrant, a member must write and subscribe a receipt itemizing the property taken, and the name of the court by which the warrant was issued (CPL 690.50(4)).</p> <p>(1) An inventory of seized items will be listed on RPD Form 1217 (Property Custody Report).</p> <p>(2) If property is recovered from a person, a receipt must be given to such person.</p> <p>(3) If property is recovered from the premises or a vehicle, a receipt must be given to the owner, tenant, or other person in possession of the property if he or she is present.</p> <p>(4) If the owner of the property is not present, the member must leave a receipt in the premises or vehicle from which the property was taken.</p>	3
<p>415 §VIII (A) Unless exigent circumstances exist, members will apply for a search warrant for a strip search or a body cavity inspection in accordance with Section V (Search Warrants) of this order. Strip searches and body cavity inspections without a warrant will be conducted only in accordance with this order</p>	5
<p>415 §VIII (C)(1) To conduct a strip search, members must have reasonable suspicion to believe that the arrestee is concealing evidence/weapon underneath the clothing, and the search must be conducted in a reasonable manner, with due regard for the arrestee’s privacy. To conduct a visual body cavity inspection, members must have a specific, articulable, and individualized factual basis supporting a reasonable suspicion to believe that the arrestee secreted evidence inside a body cavity, and the visual inspection must be conducted in a reasonable manner, with due regard for the arrestee’s privacy. Strip searches and visual body cavity inspections shall not be conducted in public, except under the most extraordinary circumstances, such as where necessary to save the life of an arrestee.</p>	5
<p>415 §VIII (C)(2) Field strip searches or visual body cavity inspections of prisoners without a warrant will be conducted only in the rarest of circumstances under exigent circumstances where the life of members or others may be placed at risk, and only with the explicit approval of a supervisor. Members will not conduct a strip search or visual body cavity inspection without a warrant of any person who has not been placed under arrest. Under no circumstances may members conduct a strip search or visual body cavity inspection of persons who are detained in a “DeBour” or “stop and frisk” situation</p>	5
<p>415 §VIII (C)(3) When reasonable suspicion exists to conduct a strip search or visual body cavity inspection, the arresting member will make a request for such action to his supervisor that clearly defines the basis for this action</p>	5
<p>415 §VIII (D.1) Members are prohibited from conducting manual body cavity searches themselves.</p>	5

415 §VIII (D)(3) If, during a visual examination of a subject during a strip search or visual body cavity inspection, the member observes an item that appears to be a weapon, evidence, or contraband, on the subject's body, the member may retrieve the item, unless doing so would involve removing it from within a body cavity or body organ	5
415 §VIII (D)(4) In the event that a visual examination of a subject during a strip search or visual body cavity inspection, or other information, establishes probable cause to believe that the subject is concealing a weapon, evidence, or contraband within a body cavity or body organ, the member will notify a supervisor, and arrangements will be made to apply for a search warrant, unless exigent circumstances exist. Such exigent circumstances include that the arrestee is in medical distress, or there is an imminent danger that the evidence would be lost or destroyed.	5
415 §VIII (D)(5) If exigent circumstances exist, the member will notify a supervisor and ensure that the subject is transported to a hospital facility for removal of the contraband by medical personnel. Any manual body cavity search without a search warrant must be approved by the Staff Duty Officer, a Captain, or higher RPD authority. Members will ensure that properly trained medical personnel conduct the search	5
415 §VIII (E)(1) a) Conduct these types of searches in a private secure area that affords the subject of the search dignity and privacy.	5
415 §VIII (E)(1) b) Conduct this type of search with the least number of members necessary, but in the presence of at least two members, and only by members of the same gender as the person to be searched. If it is determined the subject is a transgender person, members will search consistent with the gender expression of the prisoner, unless otherwise requested by the subject. If the gender expression is unclear, the member will respectfully ask how the person would like to be referred to, and by which gender officer by which gender officer the person would prefer to be searched.	5
415 §VIII (E.1.c) Document on an Incident Report or Investigative Action Report the details of the search, to include: ...	2
415 §X (B) All evidence/contraband discovered during a search and subsequently seized will be processed and preserved per current evidence handling procedures, and fully documented and described on the Property Custody Report.	1
415 §X (C) A copy of the completed Property Custody Report will be presented to the possessor/rightful owner of the property	3
415 §X (D) All seized property will be delivered to the custody of the Property Clerk pending later determination of property status, etc.	1

415 §X (E)(1) b) In the event a written consent is obtained, members conducting the search will utilize a Consent to Search Form, RPD 1353, (Attachment 6) to document the written and voluntary authorization by the person granting same.	1
415 §X (E)(1) c) In cases of third party consent, the member must inquire into the person's authority and competency to give consent, and then document that information/authority	4
415 §X (E)(2) In the event a written consent is refused but an oral consent is granted, another member or a responsible civilian will serve as a witness to the oral consent. The member receiving the permission to search will utilize the appropriate Departmental report form (e.g., Incident, IAR) to document the following: a) The actual words used by the consenting party and the circumstances surrounding the consent. b) The reason(s) why written consent was refused, as stated by the consenting party. c) The name, address, and phone number of the witness when the witness is a civilian.	2
415 §X (F)(2)(a) Consult with SIS personnel first to determine whether a Knock and Talk may jeopardize an ongoing investigation.	2
415 §X (F)(2) b) Notify a section supervisor that a Knock and Talk is being planned.	1
415 §X (F)(2) c) No more than two (2) uniform members should be visibly present at the location when initiating a conversation with the citizen	2
415 §X (F)(2) d) Conversation with the citizen must be in a nonthreatening manner, with no verbal force being exhibited.	4
415 §X (F)(2)(e) When possible, consent should be obtained as outlined in Section X.E, above. (1) Consent should be in the form of a two-step procedure: consent to enter and consent to search.	4
415 §X (F)(2)(f) Once consent is gained: (1) A member should remain with the citizen supplying the consent for officer safety reasons, and to provide the citizen with the ability to withdraw their consent.	4
415 § (F)(2)(f) (2) Additional members may be present to assist with a search, and for officer safety. (3) A complete search of the premises can be conducted, unless the consent is withdrawn.	2
415 §X (F)(2)(g) If consent is withdrawn after evidence / contraband has been located, the search must cease.	5

416 §II (A) Surveillance operations, beyond routine observations, will only be initiated following approval and authorization from a supervisor of appropriate authority for the scope of the operation (e.g., wiretaps)	4
416 §II (B) Non-consensual (intrusive) electronic surveillance always requires court authorization (warrants) and will only be used in accordance with Title III (Wiretapping and Electronic Surveillance) Omnibus Crime Control and Safe Streets Act of 1968 and the New York State Criminal Procedure Law Articles 700 and 705.	4
416 §IV (A)(6) Supervisors of any surveillance operation are responsible for: Provide subject/target descriptors to include: a) Background/history of the target: to include arrest/FIF records, known associates, methods of operation, mannerisms and habits, places known to frequent, vehicles used, routes traveled, weapons possessed, etc. b) Locations where the surveillance most likely will occur, and/or relocate to c) Photographs/videos/diagrams of targets.	1
416 §IV (A)(7) Supervisors of any surveillance operation are responsible for: Secure and supply team members with necessary equipment and supplies, to include: communications equipment, replacement portable batteries, photographic equipment, vehicles, maps, binoculars, expense money, disguises, credentials, etc.	1
416 §IV (B)(1) Members assigned to the surveillance operation are responsible for: Becoming familiar with all information relayed by the surveillance supervisor and examination of Department and external sources of information relative to the target	1
416 §IV (B)(6) Taking notes and completion of post-surveillance reports, to include at a minimum: identity and/or detailed descriptions of persons and vehicles observed, the activity occurring, including but not limited to: the date, time, and place of observation, weather conditions, approximate distance between observation point and site of activity, etc	1
417 §II (C) Any person who has been forced or coerced into taking the examination will not be examined.	5
417 §II (D) Members cannot use polygraph examination cannot be used as a substitute for good investigative processes. Examination results cannot serve as a final determinate; rather they should be used to develop leads and verify, corroborate or refute statements or refute an allegation(s) that cannot be verified or disproved by other investigative means	4
417 §II (E) No victim of sexual assault will be required or requested to submit an examination as prohibited by Section 160.45 of the New York Criminal Procedure Law.	5



417 §III (B) The requesting officer will either complete an investigation prior to an examination being scheduled, or consult with the examiner during the course of the investigation. Members are responsible for providing the examiner with all pertinent information concerning the case and for reviewing, clarifying or elaborating on that information as the examiner may deem necessary. This includes, but is not limited to: 1. Information that supports the use of an examination. 2. Background information on the subject to be examined. 3. Any statements made by the subject, complainant, or witnesses to include alibis.	1
417 §III (C) The investigating officer will ensure the examinee is notified of the time and location of the exam, and providing transportation if necessary. They will also notify the examiner immediately if the subject cancels an examination appointment.	1
417 §III (D) Members will not interrogate a subject just before they are to take an examination.	4
417 §III (E) Members will not attempt to explain procedures that will be used in the examination, but shall advise the subject that the exam is voluntary.	3
417 §III (F) The requesting member will be available to the examiner throughout the course of the exam, unless deemed unnecessary by the examiner. Members may arrange for a designee to attend the examination, only when the replacing member is knowledgeable in all aspects of the case	2
417 §III (F) The requesting member will be available to the examiner throughout the course of the exam, unless deemed unnecessary by the examiner. Members may arrange for a designee to attend the examination, only when the replacing member is knowledgeable in all aspects of the case	1
417 §III (H) No member involved in an investigation utilizing a polygraph will discuss the results of that examination or will in any manner convey information concerning the results of that examination to the examinee's employer (EPPA Sec. 801.4(c)).	3
417 §IV (A) Certifications shall be kept current, and proficiency in the use of equipment and examination procedures will be maintained	1
417 §IV (B) Examiners will keep their direct supervisor informed of all scheduled exams.	1
417 §IV (C) The Investigative Support Lieutenant will maintain a spreadsheet in CIS where each examiner will keep an accurate log of all examinations performed. This log will include case number, date of exam, and examinee's name and test results.	1
417 §IV ( D) Prior to the examination, all examinees will be required to agree to overt examinations and either sign a written consent form, provided by the examiner, or consent verbally on audio or video if recorded, in addition to waiving Miranda rights if legally required	4

417 §IV ( E) To prepare the examinee for the examination, the examiner will explain the examination procedures and review each test question to the examinee prior to the examination.	3
417 §IV ( F) No individual, other than the examiner and examinee will be present inside the examination room during the course of an examination.	2
417 §IV (I)(1) Examiners will take special care to ensure that any person under the age of 16 is suitable for testing in accordance with their training and judgment. Any examination of a person under the age of 16 also requires parental or legal guardian consent prior to testing. The consent must be in writing and in the possession of the examiner prior to the examination	4
417 §IV (I.)(3) Examiners will take special care to ensure that any person who is extremely agitated or angry is suitable for testing in accordance with their training and judgment. Such persons shall be given a period of time to become relaxed.	3
417 §IV ( J) Examiners will not conduct an exam that may compromise their integrity (e.g., exams done on people with whom the examiner has a potential or perceived conflict of interest). These examination requests must be deferred to a neutral examiner.	2
418 §II ( B) Members of the Rochester Police Department that are authorized to operate UAS as part of their official duties will follow all applicable Federal, State and Local laws and regulations governing the use of UAS including the COA issued by the Federal Aviation Administration (FAA)	3
418 §II ( C) Members of the Rochester Police Department that are authorized to operate UAS as part of their official duties will only use UAS as part of their official duties. Members may not use department-owned UAS for personal reasons, additional employment or any other non-RPD purpose	3
418 §II ( D) No DME (video or audio) produced by a UAS will be copied, duplicated, downloaded, converted or retained except as authorized for official RPD purposes	3
418 §III ( B)(3) All deployments of a UAV shall be documented with an After Action Report and shall include, but not be limited to: a. Reason for the flight b. Date, Time, Duration, Location of flight c. Name of Supervisor requesting UAV deployment d. Name of Supervisor approving UAV deployment e. Members assigned to operate the UAV f. Summary of deployment (actions, outcome) g. Description of DME captured	1
418 §III ( B)(5) AAP shall obtain a search warrant when there is reasonable belief that the flight pattern of a UAV or the collection of	4

<p>DME may intrude upon a place and time when a person has a reasonable expectation of privacy, as defined by New York State Penal Law Section 250.40 (1) 8.</p>	
<p>418 §III ( C) C. Restrictions on the use of UAVs  1. AAP shall only deploy department UAV’s for a public safety purpose as described in Section III B 1.  2. AAP shall not deploy department UAVs in an unsafe manner or in violation of FAA rules governing the use of UAVs by governmental agencies.  3. Weapons will not be affixed to UAVs.  4. AAP will only deploy and operate a maximum of two UAV’s at a time, per the Part 107 Certification of the pilot, within the defined incident perimeter unless approved by the Chief of Police, DCO, Patrol Commander or the Captain of SIS (or his designee).</p>	4
<p>419 §II ( B) The NYS ViCAP Sexual Assault Short Form (NYSPIN File 11 teletype) will be completed in strict accordance with this directive as required by the NYS Executive Law, Section 221-B, for all 1<sup>st</sup> degree sexual assaults and sexual assaults involving a serial or significant M.O</p>	2
<p>419 §III ( B)1) The investigating member will, after consulting with their supervisor, contact the Headquarters / Records Unit NYSPIN teletype operators by telephone or in person, for completion and immediate entry of the NYSPIN File 11 teletype for those offenses identified in Section II.B.</p>	1
<p>419 §III (C) Sexual Assault Interview Form, RPD 1440  1. Will be completed by the investigating member and submitted to their supervisor:  a) For all sexual assaults involving unknown suspects.  b) For sexual assaults involving known suspects when it is believed the suspect’s description or M.O. resembles that of similar type crimes.</p>	1

<p>419 §III ( D)(3)The primary investigating member will have the primary responsibility for the custody of the evidence collection kit.</p> <p>a) When possible, the primary investigating member will remain at the hospital until the physician has completed the examination of the sexual assault victim.</p> <p>b) In cases where the investigating member cannot remain at the hospital, the member will document such in the narrative portion of the RMS Incident Report (IR) and select ‘field’ as the case status. As soon as possible, the investigating member, or another member assigned the follow-up, will return to the hospital and secure the kit after it has been completed.</p>	2
<p>419 §III ( D)(4)The member receiving the evidence collection kit from the examining physician will:</p> <p>a) Document in the IR or IAR Case Update.</p> <p>b) Affix their signature, date and time in the designated space, and enter the CR# in the space marked “Police Case Number”.</p> <p>c) Complete the chain of custody required of police personnel on the front of the evidence collection kit.</p> <p>d) Immediately deliver the evidence collection kit to the Police Property Clerk’s Office per G.O. 450.</p>	1
<p>421 §III (D) When applying for City Court Warrants, members will:</p> <p>1. Prepare an accusatory instrument and make application for the warrant at City Court Room 123. Members may either go directly to City Court Room 123, or place the paperwork in the tray at RPD City Records, ensuring that it is logged in.</p> <p>a) Members will provide the defendant's name, address, sex, race, DOB, and MoRIS # (include a photo and/or physical description).</p> <p>b) Members will make every possible effort to verify a defendant’s identity (e.g., MoRIS, RMS, DMV checks) if information such as the defendant’s DOB is not known by the victim.</p> <p>c) A copy of the Incident Report must be attached to the accusatory instrument.</p>	1
<p>421 §III ( F) If a member is walking a warrant through, they will personally deliver the warrant and sign-out sheets to TSS (Warrants) for computer entry.</p>	1
<p>421 §IV ( E) Patrol Section Commanding Officers will assign responsibility for maintaining the section warrant system to the Section Warrant Coordinator, who will:</p> <p>1. Time stamp the warrant trackers immediately upon receipt from TSS.</p> <p>2. Establish a system for service of warrants.</p> <p>3. Ensure that all attempts and/or service of warrants are documented on a RMS Investigative Action Report (IAR) –</p>	1

<p>421 §IV ( F) Supervisors will:</p> <ol style="list-style-type: none"> <li>1. Ensure that all Arrest Warrant trackers are being followed up by the assigned members with due diligence, and all Bench Warrant trackers that are assigned to the section are being followed-up in a timely manner.</li> <li>2. Establish a system for service of warrants.</li> <li>3. Ensure that all attempts and/or service of warrants are documented on a RMS Investigative Action Report (IAR) –</li> </ol>	1
<p>421 §IV (G)(1) Members will:</p> <ol style="list-style-type: none"> <li>1. Verify the existence of any warrant prior to taking a subject into custody. This includes verifying the existence and present availability of the original warrant. The member will determine the individual's full name, date of birth, and any other information that will help to ensure positive identification.</li> </ol>	5
<p>421 §IV (G)(2) Serve the warrants that are individually assigned to them by using investigative steps, including:</p> <ol style="list-style-type: none"> <li>a) Neighborhood checks</li> <li>b) A review of past PDRs and/or JCRs for information regarding parents, employers, spouse(s), etc.</li> <li>c) License and registration checks, etc.</li> <li>d) A record check with MCSO, NYSP, etc.</li> <li>e) Department database checks for vehicles, associates, etc.</li> <li>f) City School District directory, if applicable</li> <li>g) Other available sources of information, including the Monroe Crime Analysis Center (MCAC)</li> </ol>	3
<p>421 §IV (G)(4) For all assigned Arrest Warrants, make as many attempts as is necessary to show the member's due diligence in attempting to locate the subject. If it has been clearly established that a subject no longer resides at a given address, successive attempts at that location are not required.</p>	2
<p>421 §V (A) For adult warrants served, members will:</p> <ol style="list-style-type: none"> <li>1. Prepare a PDR, including Family Court warrants (even when the defendant is brought to Family Court when court is in session), and deliver the prisoner to Booking (or Family Court); or issue an appearance ticket if required.</li> </ol>	2
<p>421 §V (B)(1) For juvenile warrants served, members will:</p> <ol style="list-style-type: none"> <li>1. Transport arrested juveniles to Headquarters and Records where arresting members will pick up the warrant. Members must complete and print two (2) copies of the Juvenile Contact Form. One copy will be left in the warrant tray at Records, the other will be attached to the warrant.</li> </ol>	3
<p>421 §V (B)(2) Transport the applicable warrant with the juvenile to the appropriate facility designated on the warrant. Contact the facility prior to transport to provide necessary admission data...</p>	4

421 §V (B)(3) Notify the youth's parent or a person responsible for the youth of the arrest and, if court is required, when and where the appearance will occur.	4
430 §II (E) Members cannot downgrade any missing person call for service that is waiting to be dispatched by the Emergency Communications Department (ECD)	4
430 §III ( E) No missing person report will be denied on the basis that: 1. The missing person is an adult; 2. The circumstances do not indicate foul play; 3. The missing person is a visitor to this jurisdiction; 4. The reporting person cannot provide all of the information requested; 5. The reporting person lacks a familial or other relationship with the missing person; or 6. For any other reason, except where there is direct knowledge that the person is in fact not missing and the exact whereabouts and welfare of the missing person are known at the time the report is being made.	4
430 §III (F)(2) Notification to NYS Department of Criminal Justice Services (DCJS) and the National Crime Information center (NCIC) Information must be forwarded to and accepted by City Records: a) Immediately for all children, young adults, and missing persons involving exigent circumstances. NOTE: Federal law defines immediately as within two (2) hours.	4
420 § III (F) (2)(b) As soon as possible, but no later than the end of the member's shift, for all adult missing persons that do not involve exigent circumstances.	3
430 §IV (A)(1) a) Members responding to a report of any type of missing person will: Respond to the scene promptly and conduct a thorough preliminary investigation.	3
430 §IV (A)(1)(b) Members responding to a report of any type of missing person will: Interview the reporting person, preserve the scene, and separate and secure witnesses, if deemed appropriate	3
430 §IV (A)(1)(c)Members responding to a report of any type of missing person will: Determine if exigent circumstances exist. If so, the member's immediate supervisor will be advised	2
430 §IV (A)(1)(d)Members responding to a report of any type of missing person will: Obtain a detailed description of the missing person	3

<p>430 §IV (A)(1)(e)Members responding to a report of any type of missing person will: without delay, provide the ECD Admin Dispatcher with the description of any person who is abandoned / unidentified, or a person who is missing under exigent circumstances, which will be recorded electronically in the All Points Bulletin file in the Computer Aided Dispatch system and forward to all RPD patrol office PC's having MDC functionality for the 72-hour board (by telephone if one is available)</p>	<p>3</p>
<p>430 §IV (A)(1)(f) Members responding to a report of any type of missing person will: Radio or MDC broadcast the missing person's description</p>	<p>1</p>
<p>430 §IV (A)(1)(g) Members responding to a report of any type of missing person will: Immediately follow-up, or request inter- or intra-agency coordination with another unit/agency to investigate any area/address where the missing person may be, and interview any persons that may have knowledge of the missing person's whereabouts. All information should be documented. Follow-up should include:</p> <ol style="list-style-type: none"> <li>(1) Search of the missing person's residence;</li> <li>(2) Neighborhood search;</li> <li>(3) Person(s) who last had contact with the missing person;</li> <li>(4) Relatives, friends, associates, school, place of employment;</li> <li>(5) Locations known to be frequented by the missing person;</li> <li>(6) Cellular phone or any phone numbers associated with the missing person;</li> <li>(7) Use of the Monroe Crime Analysis Center to locate and research any social media sites associated with the missing person.</li> </ol>	<p>3</p>
<p>430 §IV (A)(1)(i)Members responding to a report of any type of missing person will: Notify City Records for the appropriate DCJS/NCIC entry according to Section III.F.1-2.</p>	<p>1</p>
<p>430 §IV ( A)(1)(j) Obtain, whenever possible, at least one photograph of the missing person, which will be forwarded to CIS – Missing Persons for entry into LERMS as a digital image. The name, DOB, and CR # should be attached to the missing person's photograph before being sent. If the person is missing under exigent circumstances, members will scan and email the photograph to all members as well.</p>	<p>3</p>
<p>430 §IV ( A)(1)(k)Members responding to a report of any type of missing person will: Submit the completed report to their supervisor for review/approval as follows:</p> <ol style="list-style-type: none"> <li>(1) Immediately for all children, young adults, and missing persons with exigent circumstances.</li> <li>(2) No later than the end of that tour of duty for missing adults without exigent circumstances</li> </ol>	<p>2</p>

<p>430 §IV ( A)(1)Members responding to a report of any type of missing person will: If the missing person is located during the preliminary investigation:</p> <p>(1) Indicate the time and location at the conclusion of the narrative, and select “Missing Person Located” for the case status.</p> <p>(2) Make the appropriate referrals if necessary (e.g., counseling, School Resource Officer referral, FACIT, PINS, Pathways to Peace, or services offered through the National Center for Missing and Exploited Children).</p>	2
<p>430 §IV ( A.2)Members responding to reports of abandoned /unidentified persons will:</p> <p>a) Notify the member’s immediate supervisor.</p> <p>b) Complete all steps in Section IV.A.1.a-k.</p> <p>c) Obtain a complete description of the abandoned /unidentified person.</p> <p>d) Notify Child or Adult Protective Services.</p> <p>e) Ensure that the person’s description is entered, via City Records, into the NCIC Unidentified Person File.</p> <p>f) Utilize available appropriate inter- and intra-agency resources to identify the person (as identified in Section IV.A.1.g.1-7), as well as:</p> <p>(1) The National Center for Missing and Exploited Children;</p> <p>(2) State Missing Persons Clearinghouse.</p> <p>g) Once identification has been made, cancel all notifications.</p>	3
<p>430 §IV ( A)(4)</p> <p>b) Section Coordinators will: Assign or cause to be assigned for follow-up all missing person investigations.</p>	3
<p>430 §IV ( A)(4)</p> <p>c) Section Coordinators will: Track all investigations regarding missing persons that have occurred and will be followed-up within their section</p>	3
<p>430 §IV ( A)(4)</p> <p>d) Section Coordinators will: Coordinate with members of CIS for investigations in which their assistance may be needed (cases that may involve foul play or suspicious circumstances), or investigations where a person has been missing for more than thirty (30) days</p>	1



<p>430 §V (A)(3) If the above criteria for Amber Alert are met, the investigating member will:</p> <ul style="list-style-type: none"> <li>a) Immediately notify his or her supervisor.</li> <li>b) Complete and have a supervisor review: <ul style="list-style-type: none"> <li>(1) All necessary paperwork as outlined in Section IV.</li> <li>(2) The “Amber Alert Submission Form” (Attachment A) and</li> <li>(3) The “NY State Amber Alert Authorization to Publicize” form (Attachment B).</li> </ul> </li> <li>c) Have the parent or guardian of the missing child sign the “NY State Amber Alert Authorization to Publicize” form.</li> <li>d) Obtain, whenever possible, two (2) recent photographs of the missing person.</li> <li>e) Notify the Headquarters and Records on-duty supervisor or officer in charge for immediate teletype entry, and ensure the proper documentation is provided.</li> </ul>	2
<p>430 §V ( A)(4) Supervisors will:</p> <ul style="list-style-type: none"> <li>a) Confirm that the criteria set forth in V.A.1.a-b have been met.</li> <li>b) Ensure that the Headquarters and Records supervisor or officer in charge has been notified, provided the necessary documentation, and that the teletype entry has been completed.</li> <li>c) Follow guidelines outlined in Section IV.A.3.</li> </ul>	2
<p>430 §V ( B)(2) If the above criteria for Missing Child/College Student Alert are met, the investigating member will:</p> <ul style="list-style-type: none"> <li>a) Immediately notify his or her supervisor.</li> <li>b) Complete and have a supervisor review: <ul style="list-style-type: none"> <li>(1) All necessary paperwork as outlined in Section IV.</li> <li>(2) The “Missing Child/College Student Case Intake Report” (Attachment E) and</li> <li>(3) The “Missing Child/College Student Information General Authorization Form” form (Attachment F).</li> </ul> </li> <li>c) Have the parent, guardian, or spouse of the missing child/college student sign the “Missing Child/College Student Information General Authorization Form” form.</li> <li>d) Obtain a recent photograph of the missing person.</li> <li>e) Notify the Headquarters and Records on-duty supervisor or officer in charge for immediate teletype entry, and ensure the proper documentation is provided.</li> </ul>	2

<p>430 §V ( B.3) Supervisors will:</p> <ul style="list-style-type: none"> <li>a) Confirm that the criteria set forth in V.B.1 has been met.</li> <li>b) Ensure that the Headquarters and Records Supervisor or officer in charge has been notified, provided the necessary documentation, and that the teletype entry has been completed.</li> <li>c) Follow guidelines outlined in Section IV.A.3.</li> <li>d) Notify an ECD supervisor and/or personnel that this alert has been activated.</li> </ul>	2
<p>430 §V ( C.2) If the above criteria for Missing Vulnerable Adult Alert are met, the investigating member will: If the above criteria are met, the investigating member will:</p> <ul style="list-style-type: none"> <li>a) Immediately notify his or her supervisor.</li> <li>b) Complete and have a supervisor review: <ul style="list-style-type: none"> <li>(1) All necessary paperwork as outlined in Section IV.</li> <li>(2) The “Vulnerable Adult Alert Submission Form” (Attachment D).</li> </ul> </li> <li>c) Obtain a recent photograph of the missing person.</li> <li>d) Notify the Headquarters and Records on duty supervisor or officer in charge for immediate teletype entry, and ensure the proper documentation is provided.</li> </ul>	2
<p>430 §V (C)(3) Supervisors will:</p> <ul style="list-style-type: none"> <li>a) Confirm that the criteria set forth in V.C.1 has been met.</li> <li>b) Ensure that the Headquarters and Records Supervisor or officer in charge has been notified, provided with the necessary documentation, and that the teletype entry has been completed.</li> <li>c) Follow guidelines outlined in Section IV.A.3.</li> <li>d) Notify an ECD supervisor and/or personnel that this alert has been activated.</li> </ul>	2
<p>430 §VI ( B) The reporting patrol section of occurrence will be responsible for the continued follow-up of non-extenuating missing person investigations.</p> <ul style="list-style-type: none"> <li>1. In all cases of children and young adults missing without exigent circumstances, members will ensure follow-up contact is made with the reporting person within 72 hours to determine if the child or young adult is still missing and what, if any, services can be offered.</li> <li>2. Non-extenuating adult incidents will be followed up routinely within ten (10) days.</li> <li>3. An IAR must be submitted within the above timeframes documenting all investigative steps completed.</li> </ul>	2
<p>435 §II ( C) Members will transport juveniles taken into custody to either a parent/or other PLR for the juvenile’s care, court, an approved juvenile facility, or a juvenile intake facility without unnecessary delay, unless a juvenile needs to be interviewed or processed, or is in need of emergency medical treatment.</p>	4

435 §II ( D) Members will document any offense (felony, misdemeanor, or violation) that a juvenile commits on an RMS Incident Report (IR) with the appropriate occurred-incident type (numbers 1-22), even if the incident is closed by diversion.	1
435 §II ( F) A RMS-Mobile Juvenile Contact Form (JCR) will only be completed when a JD commits any offense (felony, misdemeanor, or violation). A JCR will also be completed for a person who is 16 years of age (17 years of age as of 10/1/2019), excluding traffic misdemeanors.	1
435 §II ( G) An RMS-Mobile Prisoner Data Report (PDR) will be completed when: 1. A 13, 14, and 15 year old is charged as a JO; 2. A 16 year old is arrested for any violation or charged with NYS VTL misdemeanors (17 year olds as of 10/1/2019) NOTE: VTL infractions can accompany a violation charge or VTL misdemeanor charge; 3. 16 year olds arrested for a felony and charged as an AO (17 year olds as of 10/1/2019).	1
435 §III ( A) An RMS-Mobile Prisoner Data Report (PDR) will be completed when: 1. A 13, 14, and 15 year old is charged as a JO; 2. A 16 year old is arrested for any violation or charged with NYS VTL misdemeanors (17 year olds as of 10/1/2019) NOTE: VTL infractions can accompany a violation charge or VTL misdemeanor charge; 3. 16 year olds arrested for a felony and charged as an AO (17 year olds as of 10/1/2019).	1
435 §III (C)(2) Members who take juveniles into custody will: a) Determine whether the juvenile is alleged to have been harmed or is in danger of being harmed; b) Immediately notify the parent/or other PLR that the juvenile has been taken into custody; and c) Complete the appropriate documentation, noting any applicable referral, and efforts to contact a parent/or other PLR.	4
435 §III (D)(1) When a juvenile, over the age of 7 and less than 16 years of age is taken into custody for a Status Offense (non-criminal act), members will document the details as stated in 3. and 4. below, and make every reasonable effort to turn the juvenile over to the custody of a parent/or other PLR or school if the juvenile is truant.	4
435 §III ( D.3) Members will document Penal Law violations on an IR with the appropriate occurred-incident type (1-22), complete a JCR, and close by Diversion (RMS Case Status ‘Exceptional Clearance/No Court Referral’)	1
435 §III ( D.6) For 16 year olds (17 year olds as of 10/1/19) arrested for a violation or VTL misdemeanor, members will complete a PDR with an Adult Appearance Ticket returnable to City Court Part I at 0930 hours, with the Accusatory Instrument (Information) filed with City Court.	1

440 §II ( B) In accordance with Section 413 of the Social Services Law, members are required to report incidents by filing the DSS-2221-A Form (Attachment A) when they have reasonable cause to suspect that the child coming before them in their official capacity is an abused or maltreated child where the parent, guardian, custodian, or other person legally responsible for such child comes before them in their official capacity and states from personal knowledge facts, conditions, or circumstances which, if correct, would render the child an abused or maltreated child	4
440 §III (A)(1) Members will respond and conduct preliminary investigations of all reports involving child physical/sexual abuse or maltreatment and; 1. Immediately report the incident to the 24-hour CPS Hotline at (585) 461-5690 and complete the DSS-2221-A Form. In no case will the time lapse between the initial investigation and written notification to the CPS Hotline be longer than 24 hours.	4
440 §III (A)(3) Members will take protective custody of the victim, regardless of arrest action if immediate danger is present (Section 417 of the Social Services Law).	4
440 §III (A)(4) Members will Immediately notify their supervisor of serious physical injury or sexual child abuse cases.	3
440 §III (A)(5) Members will Communicate any location changes with ECD with a contact telephone number for CPS Hotline personnel, when applicable	3
440 §III (A)(6) Members will take or cause to be taken photographs of the areas of trauma visible on the child victim, or if medically indicated, cause to be performed a radiological examination on the child. Members will inform medical staff that any photograph or x-rays they perform be forwarded to CPS as soon as possible. If photographs are taken with an issued camera, members will immediately forward the card to the Photo Lab for processing.	3
440 §III ( A)(7)Members will Ensure that physical evidence is collected when appropriate or as deemed necessary by their supervisor or CPS IMPACT personnel.	2
440 §III (A)(8)Members will Forward completed Form DSS-2221-A, the IR and related reports to their supervisor for review and approval.	2
440 §III ( B)(1) Supervisors will respond to serious physical injury or sexual child abuse investigations to assess the situation, and: 1. Ensure that necessary photographs are taken and physical evidence is collected	3
440 §III ( B)(2) Supervisors will Ensure the immediate notification of CPS Hotline, when appropriate	1
440 §III ( B)(3) Supervisors will Coordinate needed response of the Special Victim's Unit through chain of command in the event of an emergency.	3

440 §III (B)(4) Supervisors will Review the completed DSS-2221-A Form, IR and related reports for completeness and clarity.	2
440 §III (B)(5) Supervisors will If the case is of such a nature where immediate follow-up is required (e.g. suspect was not located at the time of investigation), or is an intra-familial child abuse case with juvenile perpetrator against juvenile victim, assign the case to a Special Victim's Unit supervisor for investigative assistance and/or field follow-up	3
440 §III ( B)(6) Supervisors will notify Special Victim's Unit supervisor through the chain of command of any death or serious physical injury to an infant or child.	3
440 §V (A) Members will take all appropriate measures, including CPS notification, to protect a child's life and health, including when appropriate, taking or keeping a child in protective custody without the consent of a parent or guardian when: 1. There is reasonable cause to believe that the circumstances or condition of the child are such that continuing in his or her place of residence or in the care and custody of the parent, guardian, custodian or other person responsible for the child's care presents an imminent danger to the child's life or health; or 2. Notified by a physician treating the child, whether or not additional medical treatment is required, and such physician has reasonable cause to believe that the circumstances or condition of the child are such that continuing in his place of residence or in the care and custody of the parent, guardian, custodian or other person responsible for the child's care presents an imminent danger to the child's life or health.	5
442 §II (C) RPD employees will make every attempt to ensure the safety of domestic violence victims and their minor children. This includes, but is not limited to, providing adult victims with information to obtain an Order of Protection, medical attention, assistance to obtain their essential personal effects, and aid to relocate and/or transport victims and their children to a safe place. A safe place may include, but is not limited to, a domestic violence program, the local residence of a family member(s) or friend(s), or a similar place where the victim(s) may enjoy reasonable safety and security from further harm.	5
442 §II (D) Members will arrest any person who is found to be in violation of an Order of Protection. The arrest will be made when it is established that an Order of Protection exists, its contents are verifiable at the scene (by examining the order) and upon inquiry to City Records and the member(s) has a reasonable belief that the suspect has knowledge of and has violated the order. Protective orders from out-of-state, other jurisdictions and/or tribal orders will be given full faith and credit.	4
442 §II ( E) Employees will not make any promise or assurance to any person that special attention or protection will be provided to any complainant, victim or family member above and beyond that found in II.C.	2

442 §III (A) All reports and allegations of domestic incidents will be investigated in person by a member of the RPD. Members WILL NOT refer a complainant to the Call Reduction Unit (311) for report purposes, per G.O. 460, Call Reduction Unit (311).	4
442 §III (B) All incidents dispatched as, or determined to be, a domestic incident will be cleared with the appropriate codes identifying such incident as domestic-related. Under no circumstances will the nature of the call be recoded, unless a thorough investigation clearly proves a domestic incident has not occurred.	2
442 §III (C) Members will complete a Domestic Incident Report (DIR) when any domestic incident occurs, whether or not an arrest is made. 1. For any domestic incident, both criminal and non-criminal, members are required to complete a separate DIR for each victim and/or suspect with separate crime report numbers for each.	3
442 §III ( D) Members will complete an Incident Report (IR) in addition to a DIR when a non-domestic related charge coincides with the domestic-related offense (e.g. Domestic harassment/resisting arrest: The DIR will support the victim’s domestic charge and the IR supports the resisting charge, with the City of Rochester being the victim)	2
442 §III (F) Pursuant to NYS Executive Law 646, any individual who has been the victim of a Designated Family Offense that occurred within the State of New York, upon alleging that it would be a hardship for him or her to make such complaint in the local jurisdiction in which such offense occurred, may make a complaint to any local law enforcement agency in the state regardless of where the act took place. a) Members will complete an incident report of the matter, as well as provide the complainant with a copy of the DIR, in accordance with Section E. 2(a) of this Order. b) Members must ensure that a copy of the incident report and completed DIR be promptly forwarded to the appropriate law enforcement agency with jurisdiction over the location where the incident is reported to have occurred for the purposes of further investigation.	3
442 §III (G)(1) In all arrest situations involving a domestic offense, members will: Write “DOMESTIC OFFENSE” in the Remarks section of the Prisoner Data Report (PDR).	1
442 §III (G)(2) In all arrest situations involving a domestic offense, members will: Write the letters “FO” in the upper right-hand corner of any completed family offense accusatory instrument.	1
442 §III (G)(3) In all arrest situations involving a domestic offense, members will: NOT issue an appearance ticket unless instructed to do so by the member's Platoon Commanding Officer, or in the case of a suspect under 18 years of age, at the direction of the District Attorney.	2

442 §III ( G)(4) In all arrest situations involving a domestic offense, members will: Advise the victim that the suspect may be released after arraignment	3
442 §III ( G)(5) In all arrest situations involving a domestic offense, members will: Make a reasonable attempt to locate the offender if the offender has left the scene prior to police arrival and document any such attempts.	3
442 §III (H)(1) Member(s) will make an arrest whenever a domestic violence offense, as defined in section I.D. of this Order, occurs in a member(s) presence. When a violation occurs in a member(s) presence, the member may accept an authorized citizen's arrest and then be witness to the occurrence.	3
442 §III ( H)(2)(c) Member(s) will not arrest suspects based solely on a domestic violation, but shall observe suspect(s) movements until the victim is brought to the location, identifies the suspect, informs the suspect of the reason for the arrest and then turns custody of the suspect over to the member	3
442 §III ( H)(2)(d) For domestic violations only, if the suspect is arrested, the member(s) will complete an accusatory instrument and the complainant will sign it.	2
442 §III (I)(1) Members will not inquire whether the complainant seeks an arrest in misdemeanor or felony cases. Members will investigate and arrest the suspect when there is reasonable cause to believe that a crime has been committed by the suspect, regardless of whether the victim desires prosecution of the suspect.	3
442 §III ( I)(2) Members will run a File 15 if the suspect is arrested for any of the misdemeanors listed in subdivision 2 of P.L. §240.75, and will charge the felony of Aggravated Family Offense if the suspect meets the criteria of the offense	2
442 §III ( I)(3) Members will file the accusatory instrument themselves if an offense occurred in their presence or if there is reasonable cause to believe that the suspect committed a crime in or out of their presence.	2
442 §III ( I)(4) Members will file an accusatory instrument and apply for a warrant themselves for all mandatory arrest crimes when the suspect is not at the scene or arrested. Members will not advise a warrant for any mandatory arrest crime	2
442 §III (I).(6) Members will make an arrest when there is reasonable cause to believe that a suspect has committed a domestic crime out of their presence. The arrest may be based on, but not limited to, the following: a) A signed statement from a witness; b) A statement from a suspect; c) Physical evidence which indicates that the suspect committed the crime.	4

442 §III (K)(4) Upon completion of service of the order, members are required to complete the Affirmation of Personal Service (Attachment A), which is attached to the order, and to forward this form to the appropriate court as indicated. Additional affirmation forms are available on the RPDWEB in the event that the original is misplaced. If the order cannot be served, the package will be returned to the petitioner for further attempts.	2
442 §III (K)(5)(a) When a member(s) respond to a complaint of a violation of an Order of Protection, they will: Read the order to determine what behavior is prohibited, and ensure that it is signed and valid. The order is in effect until 11:59 PM on the date of expiration.	2
442 §III (K)(5)(b) When a member(s) respond to a complaint of a violation of an Order of Protection, they will: Contact City Records to verify the above regardless whether the complainant has their copy of the order	2
442 §III ( K)(5)(d) When a member(s) respond to a complaint of a violation of an Order of Protection, they will: Arrest the violator and include in the DIR and/or IR the date of the order, identity of the issuing court and judge and nature of the conduct prohibited by the order.	4
442 §III ( K)(5)(e) When a member(s) respond to a complaint of a violation of an Order of Protection, they will: Charge the violator with either Criminal Contempt in the Second Degree, Criminal Contempt in the First Degree and/or Aggravated Criminal Contempt, and complete the appropriate pre-printed court information form(s).	3
442 §III ( K)(5)(f) When a member(s) respond to a complaint of a violation of an Order of Protection, they will: Return all violations of Orders of Protection, including Family Court Orders, to Criminal Court.	1
442 §III ( K)(5)(g) When a member(s) respond to a complaint of a violation of an Order of Protection, they will: Advise the complainant that the action may be pursued in both Family and Criminal Court.	3
442 §III ( K)(5)(h) When a member(s) respond to a complaint of a violation of an Order of Protection, they will: Complete a RMS Domestic Incident Report.	2
442 §III (K)(6) When the suspect has committed additional offenses during the incident, they will be charged accordingly. (These charges must be filed on separate accusatory instruments.) The victim may petition for another Order of Protection based on those additional charges.	3
442 §III (K)(7) Members will treat Supreme Court Show Cause Orders, which have appropriate protection language, as temporary Orders of Protection. Members must check the date by which the Show Cause Order must be answered, as these are enforceable until that date.	3



442 §III (K)(8) Members will tell the complainant to bring the Order of Protection to court. Members will not take the complainant's copy of any Order of Protection.	2
442 §III (L)(1)(a) Upon arresting an individual who is licensed to carry, possess, repair or dispose of firearms pursuant to Article 400 of the NYSPL, the arresting member will: a) Confiscate the pistol permit and all firearms, including long guns, when the incident involves crimes with physical violence or the threat of violence involving the use of a deadly weapon or dangerous instrument and;	3
442 §III ( L)(1)(b) Upon arresting an individual who is licensed to carry, possess, repair or dispose of firearms pursuant to Article 400 of the NYSPL, the arresting member will: Indicate on the accusatory instrument that the defendant is so licensed, and list the licensing authority and County of issuance.	1
450 §II (D) Employees will assume responsibility for all property coming into their possession as part of their official duties. This responsibility will continue until the property is transferred pursuant to requirements of this Order. As soon as possible, but not later than the end of their current tour of duty, employees will deliver or cause to be delivered, all evidence and any found, confiscated, or recovered property coming into their possession, to the custody of the PCO, or when closed, to the Property Clerk’s after hours storage room, as outlined in this directive.	2
450 §II (E ) Employees taking property into custody will complete a Property Custody Report (PCR), RPD 1217 (Attachment A), and any other appropriate reports, and deliver them with the property to the PCO.	1
450 §II (G) The employee who takes custody of property is responsible for requesting any necessary laboratory analysis and noting it on the PCR	1
450 §II (O) Members will not take custody of cash from an individual unless the cash is to be held as evidence, safekeeping, asset forfeiture investigations, or as found property. When cash is to be held for safekeeping, the member must articulate and document, on an appropriate RPD report, a legitimate reason for confiscating the cash.	3
450 §II (P) Members will notify their RPD supervisor of all cash seizure	2
450 §II (Q) At the start of each business day, the Special Investigation Section (SIS) Asset Forfeiture Officer will check with the PCO for all drug related cash seizures.	1
450 §III (A)(1) All property taken into custody will be: a) Accompanied by a completed PCR, and b) Properly sealed, tagged or marked; or c) If cash, drugs/suspected drugs, valuables, or	1

evidentiary items, sealed pursuant to Section III.A.4 of this directive.	
450 §III (A)(2) Property Clerks will enter all property received into the BEAST System. The BEAST System will be utilized to record all information entered on the PCR, and will be used to record the chain of custody for all property	1
450 §III (A)(3) The Property Clerk will secure all firearms, drugs, valuables and money in the appropriate vaults.	2
450 §III (A)(5) Any property or evidence taken into custody and/or transported which may contain body fluids, as defined in G.O. 285, will be properly packaged, secured, and labeled with the appropriate biohazard label.	2
450 §III (A.11) Drugs/Suspected Drugs a) Suspected evidentiary drugs will be field-tested only by qualified field drug test operators using the RPD’s approved drug identification methods. Members will indicate the results of the field test in the description area of the item on the PCR. b) The employee will count drugs in tablet or capsule form, such as pills, or count the number of packages containing pills/tablets/capsules. Employees will indicate the amount in the quantity column of the item on the PCR. c) All drugs or suspected drugs will remain in their original packaging and will be placed, separate from all other evidence, in a self-sealing, clear plastic, numbered, tampered-resistant bag. The employee will indicate the number of the tamper-resistant bag on the PCR. d) Employees will complete the evidence label on the tamper-resistant bag and place their initials across the seal.	1
450 §III (A)(13)(b) Employees will list the quantity of each cash denomination and total amount on the back of Page 1 of the PCR.	2
450 §III (A)(13)(d) Whenever confiscating cash, members will have the owner/alleged owner acknowledge the amount of cash by affixing their signature on the front of the PCR. Another member will witness the initial count and then conduct a second count in order to verify the total amount of cash. In the absence of the owner/alleged owner’s signature verification, the verifying member will then place his signature on the front of the PCR.	2
450 §III (A.13.e.2) When a member seizes cash estimated to be under \$5,000.00 or small quantities of coins or denomination (e.g., \$4,000 in \$100.00 bills): Conduct a cash count in the presence of the owner/alleged owner and a witnessing member; or	2

<p>450 §III (A)(13)(e)(3) When a member seizes cash estimated to be under \$5,000.00 or small quantities of coins or denomination (e.g., \$4,000 in \$100.00 bills): When conditions are such that a cash count cannot be conducted at the scene, the cash will be sealed in a self-sealing, clear plastic, numbered, tamper-resistant bag in the presence of the owner/alleged owner</p>	2
<p>450 §III (A)(13)(e)(4) When a member seizes cash estimated to be under \$5,000.00 or small quantities of coins or denomination (e.g., \$4,000 in \$100.00 bills): The cash and owner/alleged owner will then be transported in the same vehicle to the Central Investigations Section (SIS members may transport to SIS), where the member will remove the cash from the sealed tamper-resistant bag in the presence of another member and the owner/alleged owner. Members will document incidents in which the owner/alleged owner(s), who are not under arrest, refuse to accompany the member to the City Public Safety Building.</p>	2
<p>450 §III (A)(13)(e)(5) When a member seizes cash estimated to be under \$5,000.00 or small quantities of coins or denomination (e.g., \$4,000 in \$100.00 bills): The cash will then be sealed and delivered to the PCO as outlined in this directive.</p>	1
<p>450 §III (A)(13)(f) When a member seizes cash estimated by a RPD supervisor to be over \$5,000.00 or with larger quantities of coins and denominations (e.g., \$10,000.00 in \$5.00 bills):</p> <ol style="list-style-type: none"> <li>(1) The member will attempt to obtain a cash amount estimate from the owner/alleged owner, and</li> <li>(2) The cash will be sealed in the presence of a RPD supervisor and the owner/alleged owner, and delivered to the PCO as outlined in this directive.</li> <li>(3) On the next banking day, a member from Headquarters or the Special Investigation Section will accompany a PCO supervisor to the bank having the “City of Rochester, PCO” deposit account. The bank, in the presence of the member and the PCO supervisor, will then conduct an official cash count.</li> </ol>	2
<p>450 §III (A)(14)(b) Employees who are unskilled in computer technology and have not been adequately trained, will not attempt to analyze or search any computer file for potential evidence.</p>	1
<p>450 §III (A)(14)(e) If the computer is “OFF”, DO NOT turn it “ON” and follow procedure g (2-7) below.</p>	1
<p>450 §III (A)(14)(f) If the computer is “ON”, DO NOT turn it “OFF” and if possible, consult a computer forensic examiner before proceeding.</p>	1

<p>450 §III (A)(14)(g) If a computer forensic examiner is unavailable, employees will:</p> <ol style="list-style-type: none"><li>(1) Photograph the screen if it displays any significant data.</li><li>(2) Disconnect the power by unplugging the power cord from the back of the computer itself, then from any other power supply.</li><li>(3) Place evidence tape over each drive slot.</li><li>(4) Photograph and label the back of the computer components with existing connections.</li><li>(5) Label all connectors and cable ends to allow for reassembly as needed.</li><li>(6) When transporting, package components and transport and store components as fragile cargo.</li><li>(7) Keep away from magnets, radio transmitters or otherwise hostile environments.</li></ol>	1
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<p>450 §III (B)(1) The Property Clerk’s locker/storage room will be used for all general property storage during non-business hours of the PCO. When utilizing the Property Clerk’s locker/storage room, employees will:</p> <ul style="list-style-type: none"> <li>a) Follow the counting and sealing procedures outlined in Section III.A.11 (Drugs) and Section III.A.13 (Cash) above.</li> <li>b) Utilize the Property Clerk’s safe for the storage of cash and drugs, and the evidence refrigerator for the storage of blood samples and Sexual Offense Evidence Collection Kits.</li> <li>c) Complete the Property Safe and Refrigerator Deposit/Removal Log, RPD 1425 (Attachment C) when utilizing the Property Clerk’s safe or evidence refrigerator.</li> <li>d) Unload all firearms and affix gun ties to render them safe. Secure ALL firearm/weapons (unloaded and safe) in a locker.</li> <li>e) Secure property in the storage lockers. Long guns will be secured in the large upright lockers. Large bulk items (e.g., bicycles, stereo equipment, etc.) will be left in the storage locker room. Property left in the storage locker room will require an identification label (located in the property storage room) affixed to each item indicating the CR # and item # from the PCR.</li> <li>f) Place loose property in an unsealed manila envelope whenever the size of the item permits. The locker key along with the PCR must be secured with the property in the locker.</li> <li>g) Place the completed PCR with the property when not utilizing a storage locker.</li> </ul>	1
<p>450 §III (B)(3) At the start of each business day, a Property Clerk will remove all items from the property storage room and lockers, and will then return the property locker key to its respective locker. A member designated by the Commanding Officer of TSS and a Property Clerk will confirm the contents removed from the property safe. After verification of each item, both the Property Clerk and member will co-sign the Property Safe and Refrigerator Deposit/Removal Log, which will be retained at the PCO.</p>	1
<p>450 §III (C)(3) When evidence is signed out of the PCO, the employee must sign for it in the BEAST System.</p>	1
<p>450 §III (C)4) When cash is to be removed from the PCO, the removing employee must be accompanied by an on-duty supervisor from the employee’s assigned Division/Section/Unit. The employee, supervisor, and the Property Clerk must inspect the envelope for tampering. If the evidence has been tampered with, the Manager of Police Property, the Commanding Officer of the Technical Services Section (TSS) and the DCA will be notified through the chain-of command, and an investigation commenced.</p>	2
<p>450 §III (C)(5) When evidence is checked out of the PCO and the seal on the evidence envelope must be broken, the employee will secure the</p>	1

evidence and the old envelope, including the broken seal, inside a new secure envelope before turning the property back into the PCO.	
450 §III (E ) The Property Clerk will: 1. Receive and process evidence returned from the Monroe County Crime Lab and the D.A.'s Office. 2. Inspect each envelope or package to insure that it is properly sealed and identified before acceptance. 3. Utilize the BEAST system to record the transfer of evidence, as outlined in Section III.A.2. 4. Secure all firearms, drugs, valuables, and money in the appropriate vaults	1
450 §III (F)(1) Disposal of Property 1. No evidence returned to the RPD PCO by the D.A.'s Office will be disposed of or destroyed without written authorization from the D.A.'s Office.	3
450 §IV (A) Monthly inspections will be conducted by the Manager of the PCO to determine adherence to Property Clerk procedures.	1
450 §IV (B.2) It will be the responsibility of the Commanding Officer of TSS to conduct periodic audits/inventories of the property maintained in the PCO and inspections of the property storage areas. A report detailing the results of this random audit and/or inventory will be forwarded, through the chain of command, to the Chief of Police no later than ten (10) days after the completion of the audit procedures.	1
455 §III (A)(2) Employees of the RPD taking custody of any firearm will: Safely unload the firearm and render it safe for storage. If the employee is unsure of the proper handling of the weapon, their supervisor will request an on-duty firearms instructor, technician or SWAT member to assist in the safe handling of the weapon	2
455 §III (A)(3) Employees of the RPD taking custody of any firearm will: Complete the appropriate report(s) (Incident, etc.) detailing all circumstances leading to the custody of the firearm. Evidence Technicians will complete Technicians Evidence & Photo Report, RPD 1201, regarding only those firearms that they personally recovered during the processing of a crime scene or have taken custody from another employee	1
455 §III (A)(4) Employees of the RPD taking custody of any firearm will: Complete a Property Custody Report (PCR), RPD 1217	1
455 §III (A)(5) Employees of the RPD taking custody of any firearm will: Permanently but discreetly mark those firearms taken into custody as evidence in an arrest situation	1

455 §III (A)(6) Employees of the RPD taking custody of any firearm will: Deliver the firearm to the PCO, with a photocopy of the completed original report (Crime, Incident, etc.) attached to the PCR. Evidence Technicians will only need to provide a copy of the completed Technicians Report.	1
455 §III (A)(7) Employees of the RPD taking custody of any firearm will: Secure all firearms with a plastic tie to render them inoperable. Plastic ties are available at the PCO and the Technicians Unit	1
455 §III (A)(8) Employees of the RPD taking custody of any firearm will: Provided that the serial number is available, notify the Technical Services Section (TSS)/Records to determine if the weapon is stolen.	1
457 §II (C) Employees may use cameras only for official Departmental duties. Employees may not use cameras for personal reasons, additional employment or any other non-RPD purpose.	2
457 §II (D) No image or video produced by a camera will be copied, duplicated, downloaded, converted or retained except as authorized for official Departmental purpose	2
457 §III (C)(2)(b) To maintain the integrity of images captured using the SIS Unit camera, employees will ensure that: Under no circumstances will an image be deleted, altered or enhanced in any way. In the event that an image is unacceptable due to lighting, poor focus, etc., the image will remain on the SD card and another image captured.	3
457 §III (C)(3) To maintain the integrity of images captured using the SIS Unit camera, employees will ensure that: Images captured on the SIS Unit camera will be uploaded and tagged into the BWC storage system in accordance with upload procedures in the BWC Manual no later than the end of the shift. All files should be uploaded to the Primary Officer or Investigator's BWC Digital Evidence account.	3
460 §II (A) Non-emergency police services requested by telephone will be triaged by sworn members assigned to the Call Reduction Unit (311) as per established protocol	1
460 §II (B) Requests for non-emergency police services made to the Emergency Communications Department (ECD) will be referred to 311.	1
460 §II (C) Members dispatched to a scene will not make referrals to 311. The member will take the report in person if already there. When approached by a person requesting a report, a referral to 311 would be appropriate only if the officer is needed elsewhere for an emergency	3
465 §II (A) The RMS Incident Report (IR) will be used to record investigations of all criminal and non-criminal incidents, including Missing Person investigations, that have occurred within the City of Rochester (COR). Additionally, all out-of-jurisdiction incidents ( e.g. property stolen outside the COR but recovered within the COR) will be recorded on an IR.	1

465 §II ( B) Members will ensure that the proper Occurred Incident Type is selected when completing an IR.	1
465 §II (C) Members will document all investigative steps and relevant information on an IR whenever there is reasonable cause to believe a felony has been committed. The IR will also be submitted for felonies, whether or not the victim is cooperative, at the time of the incident	1
465 §II ( D) The responsibility to ensure compliance with all applicable provisions of the New York State Executive Law, Article 22, regarding crime victim compensation and services will be shared by all employees. Employees will provide victims with a copy of the Victim Information Sheet, (Attachments A or B), which contains this information.	2
465 §II ( E) Preliminary investigations will be guided by the policies and procedures detailed in the Rochester Police Department Preliminary Investigation Manual and other current directives. The member will conduct a thorough preliminary investigation and record all information as required on an IR.	2
465 §II ( F) Members will complete and submit RMS reports by the end of their tour of duty, unless directed otherwise by competent authority in accordance with this order.	1
465 §III (A) A complete description of the incident and any additional information not included in the drop-down data boxes will be recorded on the narrative page..	1
465 §III (B)(2) Members must ensure that each victim and suspect is linked to the appropriate offense of which they are a victim or suspect.	1
465 §III (B)(3) If an incident is initiated at a specific location and continues to a new location, that situation can be counted as a single incident and documented on one IR since it was continuous with the initial incident. If there is a separation of time between two offenses, they must be documented on two separate IRs.	1
465 §III (C ) Victims and witnesses who provide information regarding an offense and express fear of intimidation or victimization will be instructed to immediately contact the Emergency Communications Department (ECD; 9-1-1) should such an act occur, or if any threat of such an act is made. Furthermore, they may be referred to the Victims Assistance Unit during regular business hours.	2
465 §III (D ) Events of a non-criminal nature, or any other occurrence that must be documented and for which no other established form is appropriate (e.g. dog bite, miscellaneous accident, found property, open door investigations as outlined in Section 111.D.1.a-e, etc.) will be recorded on the IR.	1
465 §III (D ) Events of a non-criminal nature, or any other occurrence that must be documented and for which no other established form is appropriate (e.g. dog bite, miscellaneous accident, found property, open	1



door investigations as outlined in Section 111.D.1.a-e, etc.) will be recorded on the IR.	
465 §III (D)(1) An IR will be written for the following found property: a) Guns - the appropriate report is required when taking custody of any firearm that is turned into the Property Clerk' s Office. b) Property that may be associated with any extenuating circumstances or which has had tech work performed. c) Drugs - if not accompanied by another report. d) Out-of-jurisdiction property located within the COR ( e.g. stolen vehicle reported outside the COR and recovered in the COR), or any involvement in out-of-jurisdiction investigations. e) When so directed by a supervisor.	1
465 §IV (A.4) Members will notify City Records to ensure New York State Police Information Network (NYSPIN) entry is made, except in situations identified in Section IV.B. and C.	1
465 §IV (B) During an investigation of the report of a stolen vehicle, if the member finds that the victim does not wish to have the known suspect arrested, the member will not submit the IR and will advise the victim that no report will be taken, unless the offense is a domestic incident. The vehicle will not be reported to NYSPIN as stolen, nor will it be broadcast as stolen or wanted.	2
465 §IV (C) In cases where the name, address, date of birth or approximate age is known and the victim wants to apply for a warrant, the registered owner will be referred to the Complaint Intake Office (located on the second floor of the Public Safety Building). The vehicle will not be entered into NYSPIN as stolen, nor will it be broadcast as stolen or wanted. Once a warrant is issued, paralegals in the Warrant Intake Office will notify City Records, who will then make the NYSPIN entry.	2
465 §V (A) Members who respond to any incidents regarding stolen or recovered firearms will immediately notify City Records upon completion of their report, either by phone or in person, for immediate teletype entry and ensure that proper documentation is provided. Teletype Request, RPD 1339, should not be used and sent through Departmental mail in these cases, as it may cause unnecessary delay in teletype entry.	1
465 §VI (A) Members who respond to any felony assault (beating, stabbing or shooting) where the victim is 17-years-of-age or younger will make a request through ECD for a Family Crisis Intervention Team (FACIT) unit to respond. In the event the request is made when F ACIT is not working, ECD will assign the next available F ACIT member. FACIT will work in conjunction with Pathways to Peace to begin intervention with the victim and when appropriate, will also work with the victim's family and friends.	4

465 §VII (A)(1) Members will: issue to the victim or reporting person the Victim Information Sheet (Attachments A or B) and ensure that they are made aware of the listed support services that are available.	3
465 §VII (A)(2) Members Will: Fully explain the reporting and follow-up process to victims and reporting persons, including an explanation of terminology ( e.g. 11 office," 11 field," etc.) and answer any questions they may have.	3
465 §VII (A)(3) Members will: complete and submit reports by the end of that tour of duty, unless directed otherwise by competent authority	1
465 §VII (A.4) Members will: notify a platoon supervisor for any report that cannot be completed by the end of that tour of duty. The supervisor will grant approval to complete the report immediately, grant approval for completion during their following tour of duty or reassign it to the next platoon. If the following factors are present, the supervisor will not approve completion of the report during the following tour of duty, but will direct the original responding member to complete the report or arrange for it to be assigned to the next platoon: ...	1
465 §VII (A)(5) A platoon supervisor will review submitted reports by the end of that tour of duty or defer to a supervisor on the next platoon, depending on the circumstances of the incident. All reports must, however, be reviewed and accepted or rejected no later than the member's following tour of duty.	1
465 §VII (B) If a report is rejected, corrections will be made by the reporting member for resubmission. Supervisors must record all reasons for rejections using the electronic sticky note inside of the RMS, and will not make notations on a paper copy of the report.	1
475 §II (A) The Addendum Report, RPD 1189 (Attachment) is to be used as a continuation page for any report that is not in the RMS system, with the following exceptions.	1
476 §II (A) It is the policy of the Rochester Police Department that for all investigations, members will locate and identify victims and witnesses, and will document all information pertinent to the investigation	2
476 §II (A)(1) The member conducting the preliminary investigation is responsible for insuring that an Addendum/Deposition Report or a standard Supporting Deposition is obtained from the victim and/or witness without delay except: a) When the victim or witness refuses or is unable to do so due to medical reasons. b) When the case is a high priority, specialized, or of a sensitive nature and a supervisor determines that the supporting deposition should be taken by an Investigator or member of a specialized section or unit. c) When a supervisor or Investigator directs otherwise (e.g., supervisor suspends the preliminary investigation, or an Investigator takes	1

responsibility for the supporting depositions during the preliminary investigation).	
476 §II (A)(3) Any information that is not contained in the Addendum/Deposition Report will be documented on the standard Addendum Report or IAR.	1
476 §II ( A)(5) Before a victim or witness leaves, the member will obtain positive identification (i.e., official photo ID issued by a governmental agency, such as a driver’s license, Social Services ID, or military ID) and an accurate address and phone number. If the victim or witness does not have positive identification, the member will use other investigative means (e.g., MDT, Records, witnesses, etc.) until satisfied there is accurate victim/witness information. The member will then note what form and/or means of identification was used to verify the identity of the victim and/or witness on the standard Addendum Report or IAR.	1
480 §III (A)(2) Members must complete and submit reports by the end of that tour of duty. Members will notify a platoon supervisor for any report that cannot be completed by the end of that tour of duty, and will obtain approval to either complete the report immediately or during their following tour of duty	1
480 §III (A)(3) Once the IAR is submitted, a platoon supervisor will review submitted reports by the end of that tour of duty, or defer to a different platoon supervisor depending on the circumstances of the incident. All reports must, however, be reviewed no later than the member’s following tour of duty	1
480 §III (A)(3) Once the IAR is submitted, a platoon supervisor will review submitted reports by the end of that tour of duty, or defer to a different platoon supervisor depending on the circumstances of the incident. All reports must, however, be reviewed no later than the member’s following tour of duty	1
480 §III (A)(4) The reviewing supervisor will make a decision on either suspension or continuance of the investigation. After review and case status decision, the supervisor will approve or reject the report.	1
480 §III (A)(5) If a report is rejected, corrections will be made by the reporting member and re-submitted.	1
485 §II ( A) Members of the Rochester Police Department (RPD) will use the Records Management System (RMS) Mobile system to electronically record investigations of all criminal and non-criminal incidents that have occurred within the City of Rochester (COR).	1
485 §II (A) Members of the Rochester Police Department (RPD) will use the Records Management System (RMS) Mobile system to electronically record investigations of all criminal and non-criminal incidents that have occurred within the City of Rochester (COR).	1
485 §II (D)(2) Members will complete and submit all reports in the RMS Mobile system, allowing appropriate time during their shift to ensure	1

reports are completed prior to the end of their tour of duty, unless a platoon supervisor approves otherwise.	
485 §II (D)(4) Supervisors who approve a delay in completing a report in the RMS that extends beyond the member's tour of duty are responsible to ensure that the report is completed in the RMS no later than the member's next tour of duty, unless circumstances require it be completed sooner.	1
485 §II ( E.2) Level One RMS Unavailability: Members will follow procedures as outlined in Section III.D.2.	1
485 §II ( E.3) Level One RMS Unavailability: Supervisors will: a) Follow procedures as outlined in Section III.D.3 and 4. b) Notify the Office of the DCO during business hours, or if unavailable or afterhours, the SDO, if the outage was not scheduled.	1
485 §II ( F.2.) Level Two RMS Unavailability: Members will: a) Ensure they have an adequate supply of paper reports if needed. b) Complete all required reports in paper format while RMS is down. c) When RMS is restored, each member will enter all of the information (including the narrative) from their paper reports into RMS prior to the end of their tour of duty if possible, but no later than the end of their next tour of duty with supervisor approval. (1) It will be noted in the narrative that these reports were originally completed in paper format and later entered into RMS. The narrative must also indicate which member completed the paper report, and if different than the member entering the information into RMS, the reason noted. (2) Incidents will be entered into RMS in the following order, unless otherwise directed: (a) Any offense where Case Status is "cleared by arrest," and all extenuating, exigent, or priority Missing Persons. (b) Part I crimes. (c) Part II offenses. (d) All Others. d) Submit completed paper and RMS reports for supervisor approval.	1

<p>485 §II (F)(3) Level Two RMS Unavailability: Supervisors will: a) Ensure section report supply is sufficient for both current and future platoons. There should be enough to sustain operations for at least seventy-two (72) hours.</p> <p>b) Ensure the opportunity for members to enter written reports into RMS when it becomes available as soon as possible, but no later than the completion of their next tour of duty.</p> <p>c) Review and approve all completed paper reports. Until the information is entered into RMS, these reports will be stored within the section of occurrence, in a common area accessible to other members.</p> <p>d) Review and approve all submitted reports in RMS.</p> <p>e) Separate approved paper reports and distribute as follows:</p>	1
<p>485 §II ( F.4) The Platoon Commanding Officer (CO) will notify the DCO during business hours, or if unavailable or afterhours, the SDO, if the outage was not anticipated (i.e., for all instances other than previously announced scheduled maintenance).</p>	1
<p>485 §II ( G.2) Level Three RMS Unavailability: Members will:</p> <p>a) Ensure they have an adequate supply of paper reports.</p> <p>b) Complete all required reports in paper format while RMS is down.</p> <p>c) Submit completed paper reports for supervisory review by the end of their tour of duty, unless otherwise approved by a platoon supervisor.</p>	1
<p>485 §II ( F.4) Level Three RMS Unavailability Supervisors will:</p> <p>a) Ensure section report supply is sufficient for both current and future platoons. There should be enough to sustain operations for at least seventy-two (72) hours.</p> <p>b) Collect and review all paper reports by the end of their tour of duty if possible, but no later than the following tour of duty.</p> <p>c) Unless otherwise ordered by the Chief of Police or designee, separate approved paper reports and distribute as follows:</p>	1
<p>501 §III (A)(14) Members will proceed to the accident scene without delay, position the police vehicle to protect the scene utilizing emergency equipment, take charge of the scene upon arrival, and will: In the event a MV-104A report is not completed pursuant to Section III.A.13 listed above, members must:</p> <p>a) Complete photos of the vehicles' damage using the BWC, and tag them into the BWC system using the associated crime report number; and</p> <p>b) Provide the motorists with an accident exchange form; and</p>	2

<p>c) Advise the motorist to obtain NYS MV-104 Report of Motor Vehicle Accident, via the NYS DMV website, and to file the form with the DMV within 10 days of the accident. Additionally, vehicle operators should be advised to notify the registered owner's insurance carrier</p>	
<p>501 §IV (A)(1) Fatal or Life-Threatening Injury Accidents In addition to the procedures outlined in III.A., members will:</p> <ul style="list-style-type: none"> <li>a) Conduct the preliminary investigation and protect the scene and evidence from contamination.</li> <li>b) Notify their supervisor.</li> <li>c) Request that an evidence technician respond to the scene.</li> <li>d) Obtain depositions from witnesses.</li> <li>e) Complete the case package including the MV-104A as outlined in Section V. of this directive.</li> </ul>	2
<p>501 §IV (A)(3) Fatal or Life-Threatening Injury Accidents Supervisors will:</p> <ul style="list-style-type: none"> <li>a) Respond to the scene.</li> <li>b) Assess the situation and immediately notify the Section Platoon Commanding Officer (CO) and Staff Duty Officer (SDO).</li> <li>c) Request the needed response of additional support services (e.g. District Attorney's (DA's) Office) to the Section Platoon CO.</li> <li>d) Supervise the investigation and personnel deployment.</li> <li>e) When possible, ensure that the Section of occurrence is responsible for the preliminary accident investigation.</li> <li>f) Review completed reports for content sufficiency and clarity</li> </ul>	2
<p>501 §IV (A)(4) Fatal or Life-Threatening Injury Accidents. The Section Platoon CO will:</p> <ul style="list-style-type: none"> <li>a) Notify the Emergency Communications Department (ECD) to make notifications for the response of additional support services (e.g. DA's Office) during normal business hours.</li> <li>b) Notify the Section Commanding Officer and if during non-business hours, the Staff Duty Officer (SDO).</li> <li>c) During non-business hours, request the response of the Central Investigation Section (CIS) to provide technical investigative assistance.</li> <li>d) Assure that the Commanding Officer of Major Crimes is notified if there is any possible criminal involvement.</li> </ul>	2
<p>502 §V (H)(1) Members will document all contacts and requests to CBP and ICE for assistance, and all requests from CBP or ICE for RPD assistance, as set forth below. All such contacts and requests must be documented on a Field Interview Form (FIF) as set forth below. This FIF will be in addition to any other report required by RPD policies or procedures</p>	2
<p>505 §XI (A) Members will perform uniform hand signals and gestures for manual traffic direction and control and/or utilize temporary traffic control devices, such as flares/barricades and traffic cones to detour traffic when it becomes necessary to maintain a safe and efficient traffic</p>	2

flow, to include but not limited to: scenes of traffic accidents, fires, or during periods of adverse road or weather conditions.	
505 §XI (B) Members are not to open or adjust any traffic control box for the purpose of the manual operation of traffic control devices without authorization from Traffic Engineering	1
505 §XI (C) Members will wear issued reflective clothing at all times when directing or controlling traffic...	1
505 §XI (E) Employees will notify the Commanding Officer of the TEU for the handling or referral of suggestions concerning missing/damaged traffic control devices.	1
506 §III (B)(4) Arresting members will transport all defendants, per General Order 520, to the breath test location via their police vehicle. Defendants will be taken to the DWI processing area for the breath test and interviews.	2
506 §III (B)(6) Officers will conduct a 20-minute observation period of the defendant prior to a BTO test. The defendant will not be permitted to place anything in their mouth, such as alcohol, medication, chewing gum, pills, and candy. Also, smoking is prohibited. This 20-minute observation period should begin with the arrival at the testing site. The 20-minute time limit does not include transport time.	2
506 §III (C)(2)(b) Chemical Test Procedures - Blood. The arresting member will: Inform hospital authorities of the pending situation, stating that the patient is under arrest, and request that the attending medical staff withdraw two samples of blood from the defendant for chemical analysis. Members will inform the hospital staff of the time remaining for blood withdrawal, to conform to the two-hour time restriction (Vehicle and Traffic Law, 1194, 1b).	2
506 §III (C)(2)(c) Chemical Test Procedures - Blood. The arresting member will: Inform hospital authorities of the type of blood sample to be withdrawn for chemical analysis, as set forth in the procedures outlined in III.C.3.	2
506 §III (E)(2) Refusal to Submit to a Chemical Test 1. If the defendant refuses to submit to a chemical test, the arresting member will advise the defendant of the DWI Commissioner's Warning. The member should prepare for the test even after an initial refusal. After approximately 15 minutes, if the defendant continues to refuse to submit, the member will again advise the defendant of the DWI Warning. The member will, in addition to other necessary paperwork, complete: a) The DWI Warning Form and record the exact words of the defendant's reply and the time(s) of both refusals in the space provided on that form. b) The Report of Refusal to Submit to Chemical Test (Attachment B). The member will place a photocopy in the case package. From the multiply form, retain plies 2 and 4 (yellow/green) copy and submit remaining plies 1 and 3 (white/pink) to the Headquarters Desk prior to the defendant's arraignment. Ply 2 (yellow) will be presented to the	2

<p>Administrative Law Judge presiding over hearings for refusal to submit to a chemical testing.</p> <p>c) Members should keep a photocopy of RPD 1275 (DWI Warning) with plies 2 and 4 and also bring them to the refusal hearing. It contains different language than the DMV form.</p>	
<p>506 §III (F)(1) Interview of Defendant</p> <p>Upon completion of the chemical test or in cases of refusals, the arresting member will: Interview the defendant, as guided by the DCJS 3204, Supporting Deposition/Bill of Particulars Form (Attachment D) and DCJS NYS DWI Investigative Notes Card (Attachment E), to gather information in support of the arrest charge.</p>	2
<p>506 §V (B)(1)(b). Blood-Drug (or combination Drug/Alcohol) Evidence Vials</p> <p>Members will follow the same procedures as outlined in V.A.1., delivering the samples to the Toxicology Lab in the Medical Examiner's Office during normal business hours (Monday-Friday, 8 a.m. - 4 p.m.). The Medical Examiner's lab will not test for marijuana.</p>	2
<p>509 §II (C) RPD employees will strictly adhere to the requirements of this Order in requesting and reviewing requests to void PVSs.</p> <p>1. If, upon review, it is determined that the PVS was issued in error, it will be voided in accordance with the procedures set forth in this Order.</p> <p>2. If the PVS was not issued in error, RPD employees will consider the following factors in requesting or reviewing a request to void a PVS:</p> <p>a) The seriousness of the violation, e.g., handicap parking violations, violations creating a potential safety hazard, or violations that impede the flow of traffic, are considered more serious, and would require greater justification to void; and,</p> <p>b) The existence of any mitigating circumstances, e.g., an illness, injury, or other emergency situation; accommodation of a church or funeral service, neighborhood or community event, or other similar situation; or other circumstances which, in the judgment of the RPD employee, justifies the exercise of discretion.</p>	2
<p>509 §IV (B) Division/Section/Unit Commanding Officers will ensure that:</p> <p>1. Adequate supplies of PVS's are maintained in the division/section/unit and that the tickets are stored in a secure area.</p> <p>2. The originals of the Section Unit Distribution Log, RPD 1313, (Attachment C) are maintained by the division/section/unit.</p> <p>3. Audits, as outlined in Section VI, are conducted as well as any necessary follow-up as to determine disposition(s) of outstanding/unissued PVS's</p>	2
<p>509 §VII (B) Patrol Division Responsibilities</p> <p>When a parked and unattended scofflaw is located, employees will check with the PVB (at 428-7482), by phone or through ECD, for verification that the vehicle is a City of Rochester PVB scofflaw, if this cannot be verified the vehicle will not be towed, instead a delayed job card will be created via ECD for an employee to check for the vehicle during PVB hours. Once verified, the</p>	2



<p>employee will:</p> <p>a) If the vehicle is illegally parked, the employee will:</p> <p>(1) Issue a PVS for the appropriate violation and make arrangements for the vehicle to be towed to the Police Auto Pound.</p> <p>(2) Complete a Tow Report, RPD 1212, checking “Scofflaw” as the reason for the tow in box 13 and checking “yes” under “Hold On Vehicle” for the same reason in box 14.</p> <p>b) If the vehicle is legally parked, the employee will:</p> <p>(1) Notify ECD of the location and description of the vehicle and request a contract tow truck to the scene with an immobilizing device (boot).</p> <p>(2) Stand by the vehicle until the arrival of the tow truck. The vehicle will not be released to the owner.</p> <p>(3) Ensure that the tow truck operator installs the immobilizer and places the “Warning” decal on the driver’s side of the windshield.</p> <p>(4) Complete a Tow Report, RPD 1212, checking “immobilized” in box 12, “scofflaw” in box 13, and “boot” in box 20.</p> <p>(5) Notify PVB of actions taken and location of vehicle.</p> <p>(a) Twenty-four hours after the installation of an immobilizer, the PVB will request that ECD dispatch an employee to arrange for the vehicle to be towed to the Auto Pound. The dispatched employee will complete a Tow Report, RPD 1212, and check the appropriate boxes indicated in Section VII.B.3.a.(2) above.</p>	
<p>511 §II (A) Members will tow vehicles incident to any felony arrest under Article 220 (Controlled Substances Offenses) of the NYS Penal Law for seizure/forfeiture if:</p> <ol style="list-style-type: none"> <li>1. The value of the vehicle is in excess of \$5,000.00; and</li> <li>2. The vehicle is to be used for evidentiary purposes; or</li> <li>3. There is reasonable belief that the driver or owner of the vehicle knew that:</li> </ol> <p>a) The vehicle was being used to transport a controlled substance; or</p> <p>b) The person being arrested was in possession of a controlled substance.</p>	2
<p>511 §III (A)(3) In all towing situations, members will: When towing a recovered stolen vehicle, complete an Investigative Action Report (IAR) for all vehicles stolen in the City of Rochester, regardless of where it is recovered, and an Incident Report (IR) for all vehicles stolen from other jurisdictions and recovered in the City.</p>	2
<p>511 §IV (A) Illegally Parked and Abandoned Vehicles for Towing Members will issue a parking violation summons for the appropriate violation and instruct the tow truck driver to tow the vehicle to the Auto Impound. The summons will be placed on the dashboard of the vehicle, when possible, or placed on the vehicle’s windshield</p>	2
<p>511 §IV (B)(2) Members will tow a vehicle from private property for “Safekeeping” when the:</p> <ol style="list-style-type: none"> <li>a) Vehicle is left on said property pursuant to a Departmental initiated incident (e.g. abandoned during a vehicle chase); and</li> <li>b) Vehicle is not being held as evidence; and c) Owner of said property</li> </ol>	2

<p>has no knowledge of the vehicle or the vehicle's owner and has not given permission for the vehicle to be on said property. Towing procedures of such vehicles will be as outlined in Section III. 2 and 5 above.</p>	
<p>511 §IV (B)(3)(c) When responding to complaints of abandoned or junk vehicles on private property: Members will only be involved in towing abandoned or junk vehicles from private property at the request of an NBD employee</p>	2
<p>511 §IV (B)(4) When vehicles (parking problems, etc.) are to be towed from private property by the property owner, the member will:</p> <ul style="list-style-type: none"> <li>a) Advise the property owner to select and make arrangements with a private tow company having a tow permit issued by the City to have unwanted vehicles removed; and</li> <li>b) Not suggest or advise any specific tow company(s) for the property owner to consider for hire.</li> </ul>	2
<p>511 §IV (G) For vehicle relocations (due to a specific incident, e.g. snow emergency, street repair, street cleaning etc.) members will:</p> <ol style="list-style-type: none"> <li>1. Attempt to identify and locate the registered/titled owner of the vehicle through a registration check to facilitate relocation; and</li> <li>2. If unable to locate the registered/titled owner: <ul style="list-style-type: none"> <li>a) Request a contract tow truck through the Emergency Communication Department (ECD) to relocate the vehicle;</li> <li>b) Supply ECD with all pertinent vehicle data, as required in Section III. A. 2 of this Order; and</li> <li>c) Report the location to which the vehicle was towed, both on the Tow Report and to ECD.</li> </ul> </li> <li>3. Relocate all vehicles on the same street with the same contract tow company. When vehicle relocations occur on another street, a different contract tow company must be utilized.</li> <li>4. Prepare a Tow Report. In Box 13, REASON FOR TOW, members will check RELOCATED and enter the address to which the vehicle was relocated. Only one Tow Report will be completed per street. All additional vehicles will be documented on an Addendum Report, RPD 1189.</li> </ol>	2
<p>513 §III (B) The Commanding Officer of the Patrol Division, the SDO, or the Section Platoon CO will:</p> <ol style="list-style-type: none"> <li>1. Confirm the type and duration of the restriction and record the notifying person's name and time of police notification. Notification of the public via the media is the responsibility of the Communications Office at City Hall.</li> <li>2. Ascertain from DES supervisor the nature of the plowing activity and the area designated for plowing activities.</li> <li>3. Notify the Commanding Officer of the Technical Services Section so that sufficient Auto Pound staff and space may be arranged as needed.</li> <li>4. Determine the need for and monitor the use of off-duty personnel in attaining appropriate enforcement and towing throughout the City, checking periodically with the Emergency Communications Department</li> </ol>	2

(ECD) to check the efficiency of the operation. 5. Provide periodic updates to the Auto Pound to advise the staff as to the approximate number of vehicles remaining to be towed.	
513 §IV (D) For routine snow conditions with no declared restrictions, employees will cite illegally parked cars under the applicable violation and will tow vehicles as necessary to ensure the safe movement of vehicles and pedestrians.	2
513 §IV (G) If so directed by the Commanding Officer of the Patrol Division, the SDO, or a Patrol Section supervisor, personnel will announce their intentions to tow illegally parked vehicles over the vehicle's public address (P.A.) system. The police vehicle's red lights will be operated during this period. The following message will be announced at least twice:	2
513 §V (C) Snow detail officers will follow the tagging/towing procedures outlined in IV. above. In addition, they will: Begin ticketing/towing activity based on the priorities set by established authority or as assigned by the dispatcher per DES complaint. Detail officers may, if they are working in one area, tag a vehicle, make arrangements for a tow, complete the tow slip, and leave the vehicle unattended. Upon the tow truck's arrival, the officer will be notified by the dispatcher to return to the vehicle to give the tow operator the required forms.	2
515 §III (A)(3) Supervisors will: Ensure that no less than two members are available to operate the checkpoint safely, and that such operation will not unduly interfere with the flow of traffic	2
515 §III (A)(6) Supervisors will: Allow traffic to continue and not to be diverted to the checkpoint area when traffic delay in excess of two (2) to four (4) minutes might be expected. When congestion has eased so that the checkpoint may safely resume, traffic will again be diverted to the checkpoint area pursuant to the original plan.	2
515 §III (B)(3) Members will: Wear issued uniform equipment including reflective vest or issued rain gear with the high visibility side exposed.	2
517 §III (E)(9) Reports/Evidence All identifying information on the interpreter must be included in the report, including the interpreter's name, the time the interpreter was called, his/her time of arrival and departure. All written questions and responses between and among police officers and persons with hearing impairments must be treated as evidence and handled accordingly.	2
520 §III (A)(2) Every prisoner will be searched for weapons and contraband prior to being placed in the rear of the patrol vehicle.	2
520 §III (A)(9) Members must thoroughly hand-search all prisoners for weapons and contraband using the aforementioned procedures.	2
520 §III (B)(2) PTV personnel will: a) When taking custody of prisoners, scan the prisoner for weapons using a hand-held metal detector. The arresting member will assist as needed.	3

<p>All prisoners will be scanned prior to entering the PTV.</p> <p>b) When placing prisoners in the PTV, separate prisoners by gender by placing them in separate compartments in the rear of the vehicle. A transgender prisoner will be the only prisoner in the compartment, and cannot be placed with any other prisoner.</p> <p>c) Notify the Emergency Communications Department (ECD) when they are enroute to Booking, upon arrival, and when they are clear.</p>	
<p>520 §III (B)(12) Members transporting prisoners will be seated in the transporting vehicles as follows:</p> <p>a) PTV - both members to sit in the front of the vehicle.</p> <p>b) Police vehicle with a screen - member(s) will sit in front.</p> <p>c) Police vehicle without a screen - one member (the driver) in the front seat, with one member in the rear seat with the prisoner, gun side away from prisoner, when possible.</p>	2
<p>520 §III (C)(1)(a) Members transporting prisoners that are opposite gender or who are transgender will: Document the transport via Mobile Data Computer (MDC). The “Transport” function will be used when beginning, with destination and starting mileage entered. Beginning location must also be entered if not currently logged out there. Upon arrival, the “Transport Complete” function will be used and mileage entered.</p>	2
<p>520 §III (D)(4)(c) Depending upon the nature of the prisoner's condition, he will be transported by either ambulance or a police vehicle. Members will: In cases of ambulance transport, follow directly behind the ambulance to the hospital.</p>	2
<p>520 §III (D.4.d) Depending upon the nature of the prisoner's condition, he will be transported by either ambulance or a police vehicle. Members will: Unless injuries and conditions prohibit, upon arrival at the hospital and to the best extent possible, prior to exposure to hospital personnel (except security), scan the prisoner for weapons using a hand-held metal detector as provided by the hospital. The scanning is to be witnessed by hospital security staff, whose name(s) will be noted by the member in their report.</p>	2
<p>520 §III (D)(6)(d) Prisoners arrested under the Mental Hygiene Law will: Unless injuries and conditions prohibit, upon arrival at the hospital and to the best extent possible, prior to exposure to hospital personnel (except security), be scanned by a member for weapons using a hand-held metal detector as provided by the hospital. The scanning is to be witnessed by hospital security staff, whose name(s) will be noted by the member in their report.</p>	2
<p>520 §III (D)(7) Only after the hospital certifies release of the prisoner or the prisoner refuses treatment for non-life threatening injuries, will the prisoner be transported to the Booking Office. Any information concerning treatment received or refused should be noted on the PDR before it is given to the Booking Office staff.</p>	2

520 §IV (B) All prisoners will be scanned prior to entry, pursuant to Section III.F.	2
520 §IV (D) In the Booking Office and detention area, transporting members will: 1. Stand by while a search of the prisoner is completed. 2. Ensure Booking personnel have a copy of a completed PDR. 3. Advise Booking personnel of any known or suspected medical or mental problems of the prisoner. These should also be noted on the PDR.	2
520 §IV (F)(1) Medical Treatment of Unarraigned Prisoners Released to RPD Members Prisoners will be released from the Booking Office back to the custody of members of the Section from which the original offense occurred for emergency (hospital) medical attention.	2
520 §IV (F)(6) Medical Treatment of Unarraigned Prisoners Released to RPD Members Following medical evaluation, and upon returning to the Booking Office, the escorting member will notify their supervisor and the Booking Office of the nature of the prisoner's illness/injury.	2
520 §IV (H)(1) Juvenile Offenders who are to be arraigned in City Court will not be brought to City Court through public areas on the plaza level of the Civic Center Plaza. This includes the common access points, such as: a) Past or through the metal detectors on the plaza level; b) The exit door to the plaza near the metal detectors.	2
520 §IV (H)(2) Members will instead access City Court through the Monroe County Sheriff's Dept. as follows: a) Prior to transporting the defendant to the Civic Center Plaza, members will contact the MCSO Prisoner Transport Unit (after 0700 hours Monday – Friday) at 753-4146. If that number is busy, call 753-4145 or 4144. The Transport Corporal or supervisor will arrange for a Transport Deputy to meet the member and the juvenile offender for transport to City Court. NOTE: On weekends, call 753-4021 and ask for the on duty Sergeant or Lieutenant. b) A Transport Deputy will escort the member and the juvenile offender to the City court holding area, which will be cleared prior to arrival of the juvenile offender. Entry to the building will be gained via the glass doors of the Sheriff's Headquarters Building adjacent to the main street level entrance to jail intake. c) Following the arraignment, the Transport Deputy will escort the member and juvenile offender back.	2
520 §V (A) PROCEDURES FOR THE ESCAPE OF PRISONERS Transporting members will: 1. Immediately notify the dispatcher and provide a description of the	2

<p>escapee and any other pertinent information that will aid in their recapture.</p> <ol style="list-style-type: none"> <li>2. Immediately notify their supervisor.</li> <li>3. Assist in the search for the prisoner.</li> <li>4. Conduct a preliminary investigation of the appropriate additional criminal charges and document same. Members will adhere to the directives set forth in G.O. 560, Psychiatric Crisis Intervention, when a Mental Hygiene prisoner escapes.</li> </ol>	
<p>520 §V (B) PROCEDURES FOR THE ESCAPE OF PRISONERS Supervisors will:</p> <ol style="list-style-type: none"> <li>1. Coordinate a thorough search in proximity of the escape.</li> <li>2. Notify their Section/Unit Platoon Commanding Officer.</li> <li>3. Request additional assistance from other sections, units, or agencies as required.</li> <li>4. Conduct an administrative investigation into the circumstances surrounding the escape.</li> </ol>	2
<p>520 §V (C) If the escape occurs in another jurisdiction, the transporting member will:</p> <ol style="list-style-type: none"> <li>1. Notify the responsible law enforcement agency in that jurisdiction.</li> <li>2. Immediately notify their supervisor.</li> <li>3. Assist in all efforts to recapture the escaped prisoner.</li> <li>4. Document the incident and forward it through the chain of command to the Deputy Chief of Operations.</li> </ol>	2
<p>520 §VII (E) Any prescription or over-the-counter medications found on the prisoner will be turned over directly to Booking personnel by the transporting member with a notation on the PDR.</p>	2
<p>523 §III (C)(2) If the member determines that an Appearance Ticket is not appropriate for any valid, articulable reason (e.g. if during a member's conversation with a suspect it is found that the suspect is intoxicated and has made verbal threats to harm the complainant on the warrant after being released), the member must contact the issuing judge via chain of command or if past regular business hours, the on-call judge to request that bail be set. Members may contact the issuing judge or on-call judge via chain of command through the District Attorney's (DA's) Office or if past regular business hours, the on-call DA. The reason must be clear and concise, giving the judge all the information available so that he can make an informed decision.</p>	2
<p>523 §III (C)(3) If after receiving the member's reason for not issuing an Appearance Ticket and the judge determines that the member must follow the order on the warrant, the member will then issue an Appearance Ticket to the person and document the details and events of the arrest as well as the member's subsequent conversation with the judge on an IR, utilizing the Crime Report Number (CR #) on the warrant.</p>	2

<p>523 §III (C)(4) If after receiving the member’s reason for not issuing an Appearance Ticket and the judge determines that the member’s reason is valid and agrees that the member should not issue an Appearance Ticket, the member will then cause the suspect to be transported to MCSO booking and will document the reason for not issuing an Appearance Ticket and the judge’s name and time contacted in the “Remarks” block of the PDR.</p>	<p>2</p>
<p>526 §II (B) Civilian ride-along observers will be limited to persons 18 years-of age or older, unless otherwise approved by the Chief of Police or a Deputy Chief. RPD members are prohibited from participating in the Civilian Ride-Along Program with family members, significant others, acquaintances, or friends.</p>	<p>1</p>
<p>526 §II (C) Civilian ride-alongs or other accompanying of sworn officers is limited to Patrol Sections in a marked police vehicle, unless otherwise approved by the Chief of Police or a Deputy Chief</p>	<p>1</p>
<p>526 §V (E)(2) In the event a Civilian Ride-Along observer is injured, becomes ill, or is exposed to a toxic or hazardous substance during the ride- along, the following procedures will be adhered to: The supervisor will respond to the scene, and initiate notice to the Section Commanding Officer during business hours or the Staff Duty Officer (SDO) during non-business hours. If the situation involves a serious physical injury or death, the Section Commanding Officer or SDO will notify or cause to be notified the chain-of-command up to and including the Chief of Police</p>	<p>2</p>
<p>526 §V (E)(3) In the event a Civilian Ride-Along observer is injured, becomes ill, or is exposed to a toxic or hazardous substance during the ride- along, the following procedures will be adhered to: The ranking supervisor on scene will ensure that the incident is fully investigated and documented in accordance with applicable policies and procedures based on the specific circumstances</p>	<p>3</p>
<p>526 §V (E)(4) If the injury occurs on City property, members will follow the procedures in Administrative Order 56, Injury Investigation Report for Non-City Employees on City Property.</p>	<p>2</p>
<p>530 §II (D) Even if a pursuit may be initiated or continued due to reasonable suspicion to believe that the operator of, or a passenger within, the vehicle pursued has committed or is about to commit a crime listed in Appendix A, the pursuit shall not be initiated or continued if the risks associated with the pursuit outweigh the possible benefits as determined by a review of the following factors:</p> <ol style="list-style-type: none"> <li>1. Reason for the response or pursuit; seriousness of the incident or charges</li> <li>2. Traffic density/pedestrian volume</li> <li>3. Weather/road conditions</li> <li>4. Speed involved</li> <li>5. Member’s driving skill/specialized training</li> <li>6. Time of day</li> </ol>	<p>2</p>

<p>7. Type of area (business vs. residential)  8. Type of road  9. Condition of police vehicle  10. Availability of additional police vehicles to assist at the scene or to intercept pursued vehicle  11. Knowledge of the offender’s identity and danger to the community if the suspect is not immediately apprehended  12. Danger caused by the operation of vehicle being pursued</p>	
<p>530 §II (E) Marked police vehicles engaged in an emergency response, day or night, will utilize emergency red lights, siren and alternating headlights. Only unmarked vehicles equipped with alternating headlights, siren and an authorized emergency red light will engage in an emergency response. In cases of crimes in progress, etc., the siren will be utilized up to the point where it may be heard at the scene of the crime; the lights will be utilized until they may be visible at the scene. Once the emergency response is terminated and when the use of lights and sirens are discontinued, members will respond in obedience to all traffic laws.</p>	2
<p>530 §II (F) Unmarked police vehicles not equipped with alternating headlights, siren and an emergency red light will not undertake an emergency response. If dispatched to a high priority incident, they will respond in obedience to all traffic laws. Unmarked police vehicles will not engage in pursuit driving</p>	3
<p>530 §III (B)(3) Supervisor’s Responsibilities  a) Immediately acknowledge responsibility for management of the pursuit by stating on the air, car number and the fact that they are responding to the area. (Example: “Clinton 127C, I will take management of this pursuit.”)  b) Assume sole supervisory responsibility for monitoring the pursuit until termination, regardless of what geographic area the pursuit enters, or which RPD Section personnel are involved, until or unless relieved by a higher-ranking authority.  c) Determine the reason for the pursuit, direction of travel, speed, vehicle description, occupant(s) description and weapons involved, if any.  d) Terminate any pursuit that does not involve an offense as defined in Appendix A or any pursuit that does not conform to the restrictions of this policy as outlined herein.  e) Terminate any pursuit where the risks to continue the pursuit outweigh the benefits. Constantly evaluate risks in continuing the pursuit as outlined in Section II.D.</p>	2
<p>530 §III (B)(5)(b)(1) The primary unit in pursuit and one back-up unit will be responsible for the actual pursuit. Other assisting units will take parallel courses and remain in the area of the pursuit.  (2) No more than two police vehicles (to include patrol vehicles from other agencies) and one supervisor will follow behind the suspect vehicle in a pursuit, unless:  (a) The supervisor managing the pursuit deems it necessary to have an</p>	2



<p>assisting unit or units partake in the pursuit, and authorizes such unit(s) on the air. This decision should take into account the number of occupants in the pursued vehicle, or other extenuating factors. The supervisor must assess the need for these unit(s) during the pursuit and cancel them if they are not necessary, or create a dangerous situation. Upon completion of the pursuit, the justification for these additional unit(s) must be documented in the narrative of the Post Pursuit Form, RPD 1408 (Appendix B).</p> <p>(i) Additional authorized units in the pursuit must maintain a safe distance behind the primary and back up unit that is reasonable and prudent, and adhere to the provisions contained in this order.</p> <p>(3) The back-up unit will assume radio communications responsibility, allowing the primary pursuing unit to devote full attention to driving. Exception: If the primary pursuing unit is a two-member vehicle, they may opt to maintain responsibility for radio communications. In such case, the passenger member will assume the communications responsibility.</p> <p>(4) The back-up unit will maintain a safe distance behind the primary pursuing unit that is reasonable and prudent under the existing conditions. Other than one supervisor, no other units will follow behind these two units unless authorized on the air by the supervisor managing the pursuit</p>	
<p>530 §III (B)(5)(c) There shall be no attempt by members to pass the primary pursuing unit unless a request is made to do so by the primary pursuing unit or unless directed by a supervisor.</p>	2
<p>530 §III (B)(5)(g) Pursuit Initiated by Another Jurisdiction</p> <p>(1) If requested by another jurisdiction and according to the RPD policies for pursuit engagements, RPD members may assist in a pursuit within the City limits provided all other provisions of this order are complied with.</p> <p>(2) If the pursuit is not in accordance with this Order, RPD supervisors will inform the pursuing agency over the air that the RPD will not participate in the pursuit. Members will also advise the pursuing agency of any known event(s) (e.g. a block party or parade) that may be in the imminent path of the pursuit. If the pursuit is not terminated, the only authorized action for RPD members is to block side streets for safety (paralleling is not allowed). RPD vehicles will not leave the City limits while assisting another jurisdiction without permission from an RPD supervisor.</p>	2
<p>530 §III (B)(5)(h) Pursuits Initiated in the City that Extend Outside the City of Rochester</p> <p>(1) If a pursuit extends beyond the City limits, only the two pursuing police vehicles and a supervisor will continue the pursuit. Pursuing members and supervisor will constantly evaluate the pursuit to determine if continuance of the pursuit is justified and/or if assistance from other police agencies is available.</p> <p>(2) If a pursuit extends beyond the Monroe County limits, the</p>	2

continuance of the pursuit shall be approved by the Section Commanding Officer or Staff Duty Officer	
530 §III (B)(5)(i) Traffic Control Devices Extreme care will be used when passing traffic signs or signals. Police vehicles will stop to ensure that all vehicular and pedestrian traffic is aware of and yielding to the emergency vehicle. When two or more emergency operated vehicles approach an intersection at the same time from different directions where traffic control devices are installed, said devices and the NYS V&T Law will determine the right-of-way.	3
530 §III (B)(5)(j) The primary and back-up units, and supervisor are responsible for the activities at the apprehension site. No other units will respond unless requested by the primary unit or supervisor as dictated by the situation	2
530 §III (B)(6)(b) A pursuit will be terminated under any of the following conditions: When a vehicle is pursued for a traffic violation alone or any other offense not listed in Appendix A.	2
530 §III (B)(6)(d) A pursuit will be terminated under any of the following conditions: When so ordered by any RPD supervisor or supervisor of jurisdiction into which a City pursuit extends.	2
530 §III (B)(6)(e) A pursuit will be terminated under any of the following conditions: When the pursued vehicle's location is no longer known by pursuing members	2
530 §III (B)(6)(f) A pursuit will be terminated under any of the following conditions: When radio contact is lost	2
530 §III (B)(6)(g) A pursuit will be terminated under any of the following conditions: When the member is unfamiliar with the area and is unable to accurately notify ECD of their location and the direction in which the pursuit is proceeding.	2
530 §IV (A) Each member involved in the pursuit will submit an addendum report detailing all actions taken, including (but not limited to) the deployment of tire deflation devices, blocking side streets etc.	2
530 §IV (B) SUPERVISOR'S RESPONSIBILITIES 1. After each pursuit situation, it will be the responsibility of the assigned supervisor to verbally notify their Commanding Officer. 2. Complete the Post Pursuit Form, RPD 1408, and review attached addendum reports. 3. Document car numbers of those vehicles involved in the pursuit and all those who respond to the apprehension site. 4. Note in the narrative of the Post Pursuit Form, RPD 1408, if an additional unit or units, other than the primary and back- up units, were authorized to partake in the pursuit, outlining the justification for the authorization. 5. Request an audiotape copy of the pursuit from ECD to include all transmissions on those channels affected by the pursuit. These audiotapes will then be forwarded to the Section Platoon Commanding Officer.	2

<p>6. At the discretion of the Section Platoon Commanding Officer, the managing supervisor of the pursuit may be directed to submit an intra-departmental correspondence (IDC) for any pursuit that does not conform to policy with an explanation as to why the pursuit did not conform and what corrective action was taken or is recommended.</p> <p>7. Attach the ECD printout to RPD 1408, and submit both to their Commanding Officer prior to ending their tour of duty. (This information is available by accessing the Section personal computers that contain MDC data).</p>	
<p>530 §IV (C) The Patrol Section Platoon Commanding Officer will advise the Staff Duty Officer or Patrol Division Commander, Deputy Chief of Operations (DCO) and the Chief of Police of the details of the pursuit as part of the daily report.</p>	2
<p>530 §IV (D) D. Section Commanding Officers will:</p> <ol style="list-style-type: none"> <li>1. Review all pursuits assigned to supervisors in their command in detail.</li> <li>2. Conduct a review of the audiotape of the pursuit and include the audiotape in the pursuit package.</li> <li>3. If deemed necessary, ensure that a “debriefing” session be held with the involved members within a reasonable amount of time after the pursuit.</li> <li>4. Prepare an IDC for any pursuit that does not conform to policy, outlining what occurred and the corrective measures taken or recommended.</li> <li>5. Forward the pursuit package containing RPD 1408 to the Commander of the Patrol Division within 10 business days of the pursuit unless otherwise directed.</li> </ol>	2
<p>540 §II (B) Employees being relieved are responsible for all calls until completion of their tour of duty or until relieved by the on-coming platoon. Employees will not cancel or "pass on" an assignment at shift change without supervisory approval. The dispatcher will then be notified by the supervisor to reassign the call to the next platoon or to another employee.</p>	2
<p>540 §II (D) Patrol personnel will maintain radio contact with the dispatcher at all times while in service unless they specify otherwise to the dispatcher</p>	2
<p>540 §II (H) Employees will refer questions regarding procedures, laws, etc. to their supervisor, not the dispatcher.</p>	2
<p>540 §V (C) In the interest of officer safety, dispatchers will immediately suspend all transmissions (hold the air) on the affected primary channel for any of the following call types: Vehicle Pursuit, Foot Chase, Officer in Trouble, Man with Gun, Robbery Alarm, after members arrive on scene for any other call type, dispatchers will hold the air as requested by any member. As soon as the situation has stabilized to the point whereby the secured channel is no longer necessary, a member will so advise the dispatcher, who will then return the channel to normal service</p>	2

540 §VI (A) When called by the dispatcher, members will respond with their section/unit name designation, car number, and location; e.g. "Clinton 207C, N. Clinton and Norton". Non-patrol vehicles (e.g.: Major Crime Unit assignments) will precede their radio call number by the word "Car" (e.g., "Car 207").	2
540 §VI (D) The employee assigned as the primary unit will advise the dispatcher of arrival at the scene by placing the unit "onscene" through the MDC. Other responding units will also advise of their arrival in this manner. Employees may use voice radio transmissions for "on scene" notifications for priority one calls	2
540 §VI (E) If an employee changes their location during an assignment, he will inform the dispatcher by performing a location change via the MDC, providing the new location. The exception to this is changes of an urgent nature, in which voice radio may instead be used, or lack of a MDC.	2
540 §VI (G) Employees calling out of service for non-dispatched assignments will do so by first advising the primary frequency. If the situation is urgent (traffic stop, suspicious person, fight, etc.), the primary dispatcher will take all applicable information and create an event. If the situation is non-urgent, the employee will take himself out of service via the MDC.	2
540 §VI (H) Members should use voice radio for all officer emergencies. The emergency button on the MDC should be used ONLY if voice radio is not available. Use of the emergency button does not provide the dispatcher with the unit's location.	2
540 §VI (I) Employees will advise the dispatcher when they are switching frequencies and will do so by broadcasting their car number and the frequency number they are switching to; e.g., Goodman 286C, Channel 2".	2
540 §VI (J) Employees requesting another unit to change to an alternate frequency will do so as follows: "Lake 241C to Lake 242C, Channel 4".	2
540 §VI (N) Nothing precludes the use of voice radio instead of the MDC under exigent circumstances, or if the vehicle is not equipped with a working MDC.	2
540 §VII (A) Field Supervisors will: 1. Respond to those situations that require the presence of a patrol supervisor at the scene for the purpose of assuming command. 2. Be responsible for the safety and actions of their employees and direct accordingly while notifying ECD. 3. Monitor radio communications and employees out of service with "held jobs" and correct deficiencies within their own command. 4. Receive and investigate reports of communication violations by employees and ECD personnel. If RPD supervisors and ECD supervisors cannot resolve issues, supervisors will forward an Intra-Departmental	2

Correspondence outlining the alleged incident through the chain of command to the Commanding Officer of the Section. 5. Monitor calls for service and backlogs of it in their respective sections via MDC and consider redeployment of units within their section.	
540 §VIII (A) All on-duty, uniformed personnel will carry portable radios in issued cases or on a belt attachment secured to their person, utilizing hand-microphones if available. Non-uniformed personnel will carry their radios in a careful manner. When a portable radio is not working or available, the employee will notify the dispatcher and a notation of that fact will be made on the dispatcher's lineup. Employees are responsible for the proper care and use of their portable radios.	1
540 §VIII (B) Off-Duty Use: a) Members requiring the use of their radios while off-duty to alert the dispatcher of an incident will use the call number "Car 110" Members assigned a specific call number (e.g., Chief, Deputy Chief, Commanders, Captains) may utilize that number during off-duty hours. b) Non-emergency requests will be made over Channel 3 or Channel 5, as appropriate; emergency requests should be made over the primary channel. c) The on-duty car assigned to assist the off-duty member will be assigned the job and will utilize their car number for the job incident. d) In those cases where the off-duty member completes the job without assistance from an on-duty member, he will utilize Car 110 for the ECD job incident, or their respective assigned call numbers as outlined above.	1
540 §IX (A) Personally owned scanners, monitors, or CB radios may be carried only with written permission of an employee's section/unit Commanding Officer. Approval to carry such equipment while on duty does not in any way imply Departmental liability for damage or loss of personal property.	1
543 §III (C) Employees wishing to broadcast stolen vehicles, wanted or missing person information will request permission to do so on their primary frequency only in extenuating situations. Otherwise, the MDC, or administrative channels for vehicles without MDCs, will be utilized.	1
550 §IV (B)(3) Members will: Approach the vicinity of the building and visually check the area for suspect(s) and suspect vehicle(s).	2
550 §IV (B)(7) Members will: Enter the building only after ECD has confirmed that the proper code has been received, and the appropriate "all clear" visual code is displayed by financial institution/bank personnel.	2
550 §IV (C)(2) Plainclothes members will follow procedures as directed in III.B. above, and will: Remain on the outer perimeter until the first uniformed member has entered the building	2
553 §IV (A)(1)(b) The Patrol Section: Responding members will: When necessary to enter a locked building, attempt to have the Emergency	2

Communications Department (ECD) notify persons with keys if no one is present at the alarm location	
555 §III (A) Members assigned to the K-9 Unit must successfully complete all phases of K-9 certification training as mandated by the RPD and the NYS DCJS Office of Public Safety	2
555 §III (B) K-9 teams, in order to maintain their State Certification, must attend all regularly scheduled maintenance training in order to maintain and enhance their skills.	2
555 §III (C) Police Explosive K-9 teams must be re-certified annually by a certified NYS DCJS OPS Police K-9 Examiner/Trainer.	2
555 §III (D) Police Patrol, Tracking, and Narcotics K-9 teams must be recertified tri-annually by a certified NYS DCJS OPS Police K-9 Examiner/Trainer.	2
555 §III (E) The K-9 Supervisor will: 1. Ensure that basic and in-service training and certification is conducted on a regular basis. 2. Maintain all training records and certifications of the K-9 unit, and provide copies to the Professional Development Section (PDS)	2
555 §IV (D) The member or supervisor at the scene of an incident will make a request for use of a K-9. The K-9 handler, upon arrival will evaluate, based on training received, whether the circumstances and / or conditions exist to warrant the use of K-9. It will be up to the handler to evaluate the situation and make the determination whether or not to utilize the use of a K9.	2
555 §IV (E)(3) K-9s will not be used: In building searches for known armed/barricaded suspects. K-9 may assist the SWAT team in these situations; usually on perimeter security upon direction of the on scene SWAT Commanding Officer, per G.O. 630, or the Incident Commander.	3
555 §IV (F) The Deputy Chief of the Operations Bureau (DCO), Special Operations Division (SOD) Commander, Staff Duty Officer (SDO), or the K-9 Sergeant may authorize off-duty K-9 activation. Whenever possible, the K-9 Sergeant should be contacted to ensure that the correct team(s) is deployed	2
555 §IV (G) The DCO, SOD Commander, SDO, or the K-9 Sergeant will authorize requests for service by K-9 units outside the City of Rochester. Requesting supervisors may confer with the K-9 Sergeant, or the on-duty K-9 officer, to ensure the requested services are viable, and adhere to current K-9 policies, before giving permission for the service request. K-9 teams authorized to go outside the City of Rochester will adhere to the provisions of this General Order	2
555 §V (A)(1) Building or Related Structure Searches for Suspects/Intruders Responding members will secure the building perimeter, to include points of entry and exits.	2
555 §V (B)(3) A back-up member will be assigned to the K-9 team during the tracking search. The back-up member will:	2

<p>a) Be the cover officer for the K-9 team; will stay with the handler at all times and follow the handler's instructions.</p> <p>b) Continually communicate the progress, and direction of the track.</p> <p>c) Assist in the collection and preservation of physical evidence found during the track.</p> <p>d) Monitor radio communication for the K-9 handler.</p> <p>e) Assist in apprehending the subject.</p>	
<p>555 §V (C)(3) Members will:</p> <p>a) Establish a perimeter of the area to be searched and avoid scene contamination.</p> <p>b) Be assigned the duties as described in Section V.B.3., above.</p>	2
<p>555 §V (F)(2)(c) School Searches</p> <p>The SOD Commander will be notified of any K-9 search of a school during regular school hours, when there are students on the premises.</p>	2
<p>555 §VIII (B) The individual handler assigned to the K-9 is responsible to care for the health and well-being of the K-9.</p>	2
<p>560 §III (D)(1)(a) Transporting Mentally Ill Patients</p> <p>1. Transports of persons taken into custody under Section 9.41 of the NYSMHL will be made by ambulance.</p> <p>a) With the approval of the member's supervisor, the individual may be transported in a marked police vehicle, if necessary.</p>	2
<p>560 §III (D)(4) Transporting Mentally Ill Patients Members will follow directly behind the ambulance to the hospital.</p>	2
<p>560 §III (D)(5) Upon arrival at the hospital, members will accompany the ambulance personnel and the individual into the hospital. Members will relay any pertinent information regarding the individual or incident to the appropriate hospital staff (Security, Medical, PAO)</p>	2
<p>560 §III (E)(2) Under present law, the decision to admit in an emergency situation is entirely up to the staff physician. There exists no procedure to ensure hospital retention of the individual. Therefore, the member will relate all information concerning the individual to the hospital's Psychiatric Assignment Officer (PAO) or other appropriate attending medical personnel.</p>	2
<p>560 §III (E)(3) Hospital security personnel, when taking custody of a mental hygiene patient, will do a thorough pat-down search of the patient in the presence of the member. The member taking custody, will make a notation in the narrative portion of the Monroe County Mental Hygiene Form the name of the hospital or security personnel and the time the member was relieved.</p>	2
<p>560 §III (F)(3) If an appearance ticket cannot be issued and the patient cannot remain unguarded, procedures concerning prisoner guards will be followed pursuant to G.O. 520.</p>	2
<p>560 §IV (A)(1) RPD Mental Hygiene Detention</p> <p>1. When a patient brought in by police transported under the NYSMHL escapes the custody of police or the hospital before/after evaluation, that</p>	2

person will be considered an extenuating missing person and investigated pursuant to G.O. 430, Missing Person Investigations.	
560 §IV (A)(2) RPD Mental Hygiene Detention If an individual, after evaluation by hospital psychiatric staff, is deemed to no longer be endangered or a threat to themselves or others, that person will be considered a non-extenuating missing person and investigated pursuant to G.O. 430, Missing Persons Investigations.	2
560 §V (F) Members will complete a Monroe County Mental Hygiene Form, citing NYSMHL Section 9.37, 9.43, 9.45, 9.55, 9.57 or 9.60 and the reason the “designee” authorized the transport of the individual.	2
585 §III (F)(5)(a) If the arrest cannot be made at the time of the initial report, the member(s) will: a) Complete an IR and advise a warrant, as directed in G.O. 421.	2
585 §III (K)(1)(a) Verifying Diplomatic Immunity a) If a member is confronted with a person claiming immunity, the member will immediately request official Department of State identification in order to verify the person’s status and immunity.	1

601 §II (A) Members of the RPD will respond to emergency situations when directed within the City of Rochester that pose a threat to public safety, and require the Department’s response to reduce the danger to life and property.	4
601 §II (D) In a civil demonstration, protest, or disorder situation, the SWAT Team will not be used (including SWAT Vehicles, weapons, equipment, and uniforms) without authorization of the Chief of Police or the Chief’s designee, unless exigent circumstances involving a threat from firearms, explosives, other dangerous weapons or instruments, or thrown projectiles exists, requiring an immediate response. NOTE: The SWAT Team may be activated and deployed to a staging area as part of an approved operational plan involving a civil demonstration, protest, or disorder situation. In such cases, actual operational deployment or use of the SWAT Team must be in accordance with this policy.	5
601 §III (A)(1) When directed, initial or first responding members will proceed to the scene of an emergency without delay. Once it has been determined that a major emergency situation is imminent or taking place, the initial responding members will: 1. Notify the Emergency Communications Department (ECD) of the nature and most specific location of the situation (including casualty information, number of participants, etc.), and request the response of a supervisor.	3



<p>601 §III (A)(2) When directed, initial or first responding members will proceed to the scene of an emergency without delay. Once it has been determined that a major emergency situation is imminent or taking place, the initial responding members will: Request to secure the current radio frequency in use for uninterrupted communication.</p>	<p>1</p>
<p>601 §III (A)(3) When directed, initial or first responding members will proceed to the scene of an emergency without delay. Once it has been determined that a major emergency situation is imminent or taking place, the initial responding members will: Contain the situation to the smallest possible area consistent with citizen and officer safety, and control of travel routes to attempt to prevent the escape of any involved suspects.</p>	<p>4</p>
<p>601 §III (A)(4) When directed, initial or first responding members will proceed to the scene of an emergency without delay. Once it has been determined that a major emergency situation is imminent or taking place, the initial responding members will: Direct additional responding members in and indicate any area(s) or route(s) to be avoided.</p>	<p>3</p>
<p>601 §III (A)(5) When directed, initial or first responding members will proceed to the scene of an emergency without delay. Once it has been determined that a major emergency situation is imminent or taking place, the initial responding members will: Direct responding members to positions that:</p> <ul style="list-style-type: none"> <li>a) Do not result in the exposure of members to “cross fire” situations.</li> <li>b) Assure an available escape route for responding members.</li> <li>c) Render exposure / contamination to dangerous chemicals or other hazardous materials, etc. unlikely.</li> <li>d) Will be utilized for potential vehicular pursuits, consistent with G.O. 530.</li> </ul>	<p>3</p>
<p>601 §III (A)(6) When directed, initial or first responding members will proceed to the scene of an emergency without delay. Once it has been determined that a major emergency situation is imminent or taking place, the initial responding members will: Establish an inner/outer perimeter around the situation, and deny all access to the area.</p>	<p>2</p>
<p>601 §III (A)(7) When directed, initial or first responding members will proceed to the scene of an emergency without delay. Once it has been determined that a major emergency situation is imminent or taking place, the initial responding members will: Request the necessary assistance of additional members to establish an outer perimeter.</p>	<p>2</p>

<p>601 §III (A)(8) When directed, initial or first responding members will proceed to the scene of an emergency without delay. Once it has been determined that a major emergency situation is imminent or taking place, the initial responding members will: Divert vehicular and pedestrian traffic away from the scene</p>	4
<p>601 §III (A)(9) When directed, initial or first responding members will proceed to the scene of an emergency without delay. Once it has been determined that a major emergency situation is imminent or taking place, the initial responding members will: Evacuate bystanders.</p>	5
<p>601 §III (A)(10) When directed, initial or first responding members will proceed to the scene of an emergency without delay. Once it has been determined that a major emergency situation is imminent or taking place, the initial responding members will: Secure all witnesses for interviews at a safe point outside of the inner perimeter.</p>	3
<p>601 §III (B) Non-uniformed responding members will have their ID card or badge displayed on their outermost garment.</p>	4
<p>601 §III (C) Initial responding supervisors will immediately respond to the scene, and:</p> <ol style="list-style-type: none"> <li>1. Assess the situation, and immediately notify the Section Platoon Commanding Officer and Staff Duty Officer (SDO).</li> <li>2. Activate the Incident Command System.</li> <li>3. As necessary, secure a radio frequency for the sole use of the members at the incident.</li> <li>4. Debrief the responding members, and ensure that responding members are advised as to the identity of the Incident Commander, the locations of the Operations/ Command Posts, staging area, media staging area, and any special instructions regarding the incident, including areas to avoid when responding.</li> <li>5. Ensure that on-scene non-uniformed members are not assigned to an inner perimeter function.</li> <li>6. Request the needed response of K-9 Unit members to assist with possible escape routes in case of foot pursuits, or to be utilized for searches, tracking, etc., as required.</li> <li>7. Request if needed the response of Police Evidence Technicians for the collection, processing, and preservation of evidence within the evidentiary perimeter.</li> <li>8. Request if needed the response of special services (e.g., Rochester Fire Department (RFD), ambulance, etc.).</li> <li>9. Isolate and secure the area by: <ol style="list-style-type: none"> <li>a) Evaluating the inner / outer perimeters established by first responding members and make adjustments as necessary.</li> <li>b) Initiating any necessary evacuation of bystanders or victims/injured persons within the inner perimeter, if possible to accomplish safely.</li> <li>c) Establishing a Field Command Post with telephone availability in a safe and accessible location within the outer perimeter, and notify ECD</li> </ol> </li> </ol>	2

<p>by phone of the address and telephone number of the location and the safest open route for other responding members.</p> <p>d) Ensuring that vehicular and pedestrian traffic has been adequately diverted.</p> <p>10. Request the needed response of a Mobile Command Post through the chain of command to ECD.</p> <p>11. Establish a police staging area where responding members will report (preferably within the outer perimeter as space and location permit).</p> <p>12. Ensure the logging of personnel at the scene utilizing the Emergency Operations Personnel Log, RPD 1240 (Attachment A, front &amp; back).</p> <p>13. Assign on-duty investigators with the responsibility for any suspect / incident background intelligence gathering</p>	
<p>601 §III (C) Initial responding supervisors will immediately respond to the scene, and:</p> <ol style="list-style-type: none"> <li>1. Assess the situation, and immediately notify the Section Platoon Commanding Officer and Staff Duty Officer (SDO).</li> <li>2. Activate the Incident Command System.</li> <li>3. As necessary, secure a radio frequency for the sole use of the members at the incident.</li> <li>4. Debrief the responding members, and ensure that responding members are advised as to the identity of the Incident Commander, the locations of the Operations/Command Posts, staging area, media staging area, and any special instructions regarding the incident, including areas to avoid when responding.</li> <li>5. Ensure that on-scene non-uniformed members are not assigned to an inner perimeter function.</li> <li>6. Request the needed response of K-9 Unit members to assist with possible escape routes in case of foot pursuits, or to be utilized for searches, tracking, etc., as required.</li> <li>7. Request if needed the response of Police Evidence Technicians for the collection, processing, and preservation of evidence within the evidentiary perimeter.</li> <li>8. Request if needed the response of special services (e.g., Rochester Fire Department (RFD), ambulance, etc.).</li> <li>9. Isolate and secure the area by: <ol style="list-style-type: none"> <li>a) Evaluating the inner / outer perimeters established by first responding members and make adjustments as necessary.</li> <li>b) Initiating any necessary evacuation of bystanders or victims/injured persons within the inner perimeter, if possible to accomplish safely.</li> <li>c) Establishing a Field Command Post with telephone availability in a safe and accessible location within the outer perimeter, and notify ECD by phone of the address and telephone number of the location and the safest open route for other responding members.</li> <li>d) Ensuring that vehicular and pedestrian traffic has been adequately diverted.</li> </ol> </li> <li>10. Request the needed response of a Mobile Command Post through the</li> </ol>	4

<p>chain of command to ECD.</p> <p>11. Establish a police staging area where responding members will report (preferably within the outer perimeter as space and location permit).</p> <p>12. Ensure the logging of personnel at the scene utilizing the Emergency Operations Personnel Log, RPD 1240 (Attachment A, front &amp; back).</p> <p>13. Assign on-duty investigators with the responsibility for any suspect / incident background intelligence gathering</p>	
<p>601 §III (D) ECD will:</p> <p>1. Designate one radio frequency for use by all members participating in the situation.</p> <p>2. Notify command staff and other members as directed, and record the time of notification and estimated time of arrival.</p> <p>3. Depending upon incident circumstances, dispatch appropriate RFD and emergency medical service (City contracted ambulance) response to the staging area, and to assist with the potential rescue and evacuation of injured persons.</p>	4
<p>601 §VII (B)(2) Hazardous Material Spill Members will immediately notify ECD to dispatch the RFD's Hazardous Materials Unit. The RFD will be the lead agency during a Haz-Mat emergency.</p>	1
<p>601 §VII (B)(3) Hazardous Material Spill If possible to accomplish safety, members will:</p> <p>a) Identify the material by the placard on the side of the container and the bill of lading / shipping papers (located near the driver's area).</p> <p>b) Consult the Department of Transportation's Emergency Response Guidebook for initial actions to be taken.</p> <p>c) Notify ECD of the placard markings for them to make contact with CHEMTREC. If safety concerns prohibit this action, await the arrival of the RFD.</p>	1
<p>601 §VII (B)(4) Hazardous Material Spill Members will not attempt rescue / evacuation of persons from the area until the chemical has been identified, and its hazards confirmed.</p>	3
<p>601 §VII (D)(1) Members will display a neutral position, and will not engage in demonstration-related conversation with participants.</p>	3
<p>601 §VII (D)(2) If crowd dispersal is necessary, supervisors will utilize the following in order:</p> <p>a) Verbal persuasion to request dispersal.</p> <p>b) Issuance of warnings.</p> <p>c) Physical attempts to move the crowd and/or effect arrests.</p> <p>d) Use of chemical agents, upon authorization of the Incident Commander or designee.</p>	5
<p>601 §VII (D)(3) The decision to deploy chemical agents, including Pepperball Launching System (PLS), will be made by the Incident Commander or the Incident Commander's designee</p>	4

601 §VII (D)(4) Upon dispersal of the crowd and if practical, the Commanding Officer at the scene will direct de-escalation procedures to members.	5
680 §II (B) The utilization of de-escalation, in accordance with G.O. 575, and patience will resound during a protest response and will be part of the planning and discussion process	3
680 §II (C ) The initial response to protest activity shall be to observe, and to not take action unless it is deemed to be necessary to ensure public safety.	3
680 §II (D) If it becomes necessary for a member to use force during a protest response, that force must be reasonable, necessary, and proportionate, within the scope of the policies and procedures of the Rochester Police Department, and in accordance with this G.O. and G.O. 337.	5
680 §II (E ) It is the duty of all members to intervene, in accordance with G.O. 336, if they observe a use of force which does not comply with the policies and training of the Rochester Police Department.	5
680 §II (F) All uniformed officers assigned to a protest or mass demonstration shall wear and activate their BWC at all time when in public view and/or when engaging in protest related activities	5
680 §III (A) The RPD will strive to engage in proactive community engagement with involved groups, organizers, and community leaders when Protest and Mass Demonstration Response there is knowledge of a protest, in order to build trust and ensure that the group is able to exercise their constitutional rights, and allow for the Department to provide safety to those participating, or who may be located nearby. 1. If available, the Department will work with identified community liaisons and mediators before, and during, an event. 2. The PIO shall provide updates to the media as necessary, to include: expectations and other information, such as road closures.	3
680 §III ( C) The planned response to a protest shall be documented on an Operational Plan, which shall be approved by The Chief or the Deputy Chief of Operations (DCO) and reviewed by Corporation Counsel. This plan shall outline: available information about the event, the name and rank of the Incident Commander, the planned response, and the roles and responsibilities of the assigned members. It will utilize the SMEAC format, in accordance with General Order 200. 1. The plan shall identify who is designated to authorize the use of force, which shall comply with this G.O. 2. The plan shall also make clear for members who they shall communicate information with, as part of their chain of command, to ensure that appropriate information is relayed to the Incident Commander.	1

680 §III (D) Members will display a neutral position, remain patient, and practice de-escalation where appropriate, and will not engage in demonstration related conversation with participants.	4
680 §III (E)(1) If crowd dispersal is necessary, supervisors will utilize the following in order: 1. Verbal persuasion to request dispersal.	5
680 §III (E)(2) If crowd dispersal is necessary, supervisors will utilize the following in order: 2. Issuance of warnings.	5
680 §III (E)(3) If crowd dispersal is necessary, supervisors will utilize the following in order: Upon authorization of the Incident Commander, and only if crowd dispersal is required due to life threatening conditions, use physical attempts to move the crowd and/or effect arrests. NOTE: Mass arrests will not occur unless authorized by the Chief of Police. a) It is the responsibility of the RPD to preserve the peace while protecting the rights of demonstrators to assemble peacefully and exercise free speech. Members will make all reasonable efforts to employ non arrest, but as required or directed, will make arrests as outlined in the G.O. (Situations which may lead to an arrest shall be discussed beforehand as part of the Operational Plan, and objectives shall be relayed to members during the protest roll call briefing). b) Chemical agents will not be used to disperse a crowd.	5
680 §III (E)(4) If crowd dispersal is necessary, supervisors will utilize the following in order: Upon dispersal of the crowd, the Commanding Officer at the scene will direct de-escalation procedures to members.	5
680 §III (F)(1) Use of Equipment and Force: 1. All use of chemical agents by MFF and/or Grenadiers must be approved by the Chief of Police or DCO.	5
680 §III (F)(2) Pepperball - Only those officers that have successfully completed an approved RPD PLS training course will be authorized to deploy the System, and their use shall be as limited as possible in a protest/mass demonstration setting, in compliance with this order. a) Pepperball use shall not be employed to clear crowds and shall only be used to address a specific articulable threat. Protest and Mass Demonstration Response b) Where possible, and when use is permissible according to this order, Pepperball shall not be deployed at individuals, and instead directed at an impact area, to ensure safety to those located nearby. If deployed at an individual, the target area of the throat, face, base of neck, and spine shall be avoided.	5
680 §III (F)(3) Use of Equipment and Force: OC spray - During a protest event, if an individual against whom OC Spray may be used is part of a group or crowd, the use of OC spray is only authorized after obtaining approval from the Police Chief or his/her designee.	5

680 §III (F)(4) Use of Equipment and Force: Long Range Acoustical Device (LRAD) – The LRAD may not be used for the purpose of emitting tones. a) The Rochester Police Department (RPD) possesses and may deploy LRAD for the following purposes: making notifications, relaying emergency orders, giving clear warnings.	5
680 §III (F)(5) Use of Equipment and Force: Any use of the above equipment, with the exception of the use of the LRAD to make announcements, and any other use of force, must be documented on a Subject Resistance Report, in accordance with G.O. 335.	5
680 §III (G)(1) Prohibited Actions During a Protest Response 1. Should protests become loud or disruptive, or with minor violations of the law, force will not be utilized.	5
680 §III (G)(1) Prohibited Actions During a Protest Response 1. Should protests become loud or disruptive, or with minor violations of the law, force will not be utilized.	5
680 §III (G)(2) Prohibited Actions During a Protest Response The patrol rifle will not be deployed or used in situations involving a civil demonstration, protest, or crowd control unless exigent circumstances exist involving a threat from firearms, explosives, or other dangerous weapons. Members will make every effort not to have rifles displayed during peaceful protest events and must adhere to all Special Teams policies and procedures relating to rifle deployments.	5
680 §III (G)(3) The presence of K9's will not be approved or be used as part of a response to riots or demonstrations as per current policy, but may be used for protective sweeps before or after Protest and Mass Demonstration Response an incident	5
680 §III (G)(4) The use of "kettling", defined as surrounding protesters and containing them within a small area while not allowing them safe means of egress, will not be utilized by the Rochester Police Department.	5
680 §III (G)(5) Officers shall not deploy Noise Flash Diversion Devices, commonly known as Flash Bangs, for protest related activities under any circumstances.	5
680 §III (G)(6) Tear gas will not be utilized in any outdoor protests/mass demonstrations under any circumstances.	5
680 §III (G)(7) In a mass demonstration, or protest situation, the Special Weapons and Tactics (SWAT) Team will not be used (including SWAT Vehicles weapons, equipment and uniforms) without authorization of the Chief of Police or designee NOTE: The SWAT Team may be activated and deployed to a staging area as part of an approved operational plan involving a protest or demonstration. In such cases, actual operational deployment or use of the SWAT Team must be in accordance with this policy.	5

680 §III (G)(8) Officers shall be prohibited from taping over badges and name plates without authorization from command staff. If such authorization is granted, officers may remove or cover those items but must replace them with their issued designated protest number which must remain visible at all times.	5
680 §IV When an Incident Command System (ICS) response is required, as outlined in General Order 601, the Command Post will be established in the Camera Room, located within the Technical Services Section, unless specified otherwise. Upon activation of the Command Post, the Commanding Officer of the Technical Services Section shall be notified to ensure the room has adequate supplies and staffing, and that all technology located within the room is working properly.	3
680 §IV (A)(1) Incident Command Objectives: 1. Identify an Incident Commander who will be responsible for the overall implementation of the Operational Plan	2
680 §IV (A)(2) Incident Command Objectives Utilization and implementation of the Unified Incident Command System. Coordination shall be made with agencies who will be assisting with the Operations (MSCO, NYSP, RFD, 911, etc.), and they shall have a workstation available at the Command Post. a) Corporation Counsel shall be part of the staff present during mass demonstrations and protests of any significance.	2
680 §IV (A)(5) Incident Command Objectives: Ensuring the preservation of the U.S Constitution rights for people to peaceably assemble.	5
680 §IV (A)(6) Incident Command Objectives: Providing for the health and safety of all public safety personnel, first responders, and the community	5
680 §V (A)(1) At the conclusion of an event, the Incident Commander will: 1. Ensure that the completion of all appropriate documentation takes place, along with BWC Downloads, and is forwarded as directed.	1
680 §V (A)(2) At the conclusion of an event, the Incident Commander will: Forward a summary of the incident to the PIO and Chief of Police, documenting any notable incidents to include, but Protest and Mass Demonstration Response not be limited to: arrests, any use of force, and/or use of chemical agents.	1
680 §V (A)(3) At the conclusion of an event, the Incident Commander will: Conduct a debriefing of the incident with detail command staff and supervisors to assess the execution of the Operational Plan, and address any deficiencies in its deployment.	1
680 §V (A)(5) At the conclusion of an event, the Incident Commander will: Coordinate with the Administration Commander for the use and/or deployment of the Officer Wellness Unit, as required.	5



BWC Manual §II (D) Members may use BWCs only for official RPD duties. Members may not use BWCs for personal reasons, additional employment, or any other non-RPD purpose.	1
BWC Manual §II (E) BWC recordings will not replace required reports or other required documentation.	1
BWC Manual §II (F) No video or audio recording produced by a BWC will be copied, duplicated, downloaded, converted, or retained except as authorized for official RPD purposes.	2
BWC Manual §II (G) Members will not post BWC recordings to the Internet, social media sites, or the media, or otherwise disseminate BWC recordings in any way unless specifically authorized by the Chief of Police. See G.O. 390, Social Media.	3
BWC Manual §II (H) RPD will review and retain BWC recordings in accordance with the retention schedule established in Appendix A.	2
BWC Manual §II (I) No RPD employee will change the settings and functions of a BWC, or alter the operation of any BWC or attempt to do the same unless assigned as a System Administrator and specifically authorized to do so by departmental policy.	3
BWC Manual §II (J) No RPD employee will use an electronic device or any other means in order to intentionally interfere with or alter the capability or operation of a BWC or any component of the BWC System.	3
BWC Manual §II (K) No RPD employee will alter, tamper with, delete, damage, or destroy any BWC or BWC recording or attempt to do the same unless assigned as a System Administrator and specifically authorized to do so by departmental policy.	4
BWC Manual §II (L) No RPD personnel will wear or use a privately owned BWC, or any other BWC not issued by the Department, while performing any duties on behalf of RPD.	2