

NEW HAVEN DEPARTMENT OF POLICE SERVICE

GENERAL ORDERS



GENERAL ORDER **400**

EFFECTIVE DATE: MARCH 1, 2012

PATROL OPERATIONS

400.1 PURPOSE

The purpose of this General Order is to establish administrative procedures that will ensure uniformity and compliance with regulations pertaining to the Operations Division.

400.2 POLICY

It is the policy of the New Haven Department of Police Service to maintain order and to provide law enforcement, emergency response, and social service functions to the citizens who reside, work and visit in the City of New Haven.

400.3 PROCEDURES

A. PATROL FUNCTION

- The Patrol Division is comprised of police districts. Each district is a geographic area that is staffed with uniformed police officers responsible for providing 24-hour a day police service.
- The patrol component shall be responsible for the following major activities:
 - a. **Preventative Patrol:** Officers shall patrol in a manner that may prevent criminal activities, traffic accidents, traffic violations, maintain public order, and identify and remedy public hazards. This style of patrolling may be random or, in conjunction with

crime analysis data or intelligence information, be directed toward specific trends or anticipated activity.

- b. **Response to calls for service:** Officers shall be dispatched to emergency and non-emergency calls to provide service in response to specific requests.
- c. **Crime prevention:** Officers shall participate in activities designed to anticipate, recognize, and appraise crime risks and shall initiate action to remove or reduce such risks. Unlike preventive patrol, crime prevention activities shall focus on a partnership between the police and the community.
- d. **Investigation of offenses:** Officers shall conduct investigations into criminal offenses. This responsibility includes preliminary investigation which includes but is not limited to the following:
 - i. secure the crime scene
 - ii. determine the nature of the offense
 - iii. identify and interview witnesses
 - iv. determine the circumstances of the offense
 - v. collect evidence
 - vi. obtain statements
 - vii. identify and interrogate the offender
 - viii. apprehend/arrest the offender
 - ix. complete reports
- e. **Traffic accident investigation:** Officers shall investigate motor vehicle accidents that result in damage to vehicles and/or property, injuries to people, etc. and take the proper enforcement action.
- f. **Traffic enforcement:** Officers shall warn, cite, or arrest persons alleged to have violated a traffic law, ordinance, or regulation.
- g. **Maintaining public order:** Officers shall take action intended to identify and correct situations that, while possibly not criminal in nature, may serve to disrupt public peace and order. Situations may include disorderly persons, civil disputes, public eyesores or annoyances, etc.

B. COORDINATION WITH OTHER DIVISIONS

- Communication, coordination and cooperation between members of the patrol division and other departmental functions will be accomplished by the following means:

- a. Interoffice memorandums
- b. Regular or special staff meetings called by the Chief or any Assistant Chief of Police.
- c. Informal meetings among supervisors of various divisions
- d. Intelligence reports
- e. Administrative reports
- f. Emails
- g. Direct contact

C. DETAIL

- The daily detail will reflect the shift for each officer and supervisor assigned on that day.
- The daily detail shall indicate officer assignments for the particular shift. These may include beat assignment, vehicle assignment, or any directed patrols or special assignments.
- The duty roster will be completed on the day of its effective date.
- When the final entry has been made, the roster shall be made available to the Police Communication Supervisor and Police Communications Dispatchers.

D. OPERATIONAL PROCEDURES

- Roll Calls
 - a. A formal roll call shall be conducted prior to each shift. The roll call will be conducted by the Shift Commander; however, this duty may be delegated to a Supervisor if appropriate.
 - b. Roll call shall be attended by all oncoming police personnel. Commanders of other units are encouraged to have representatives attend roll call for the purpose of information exchange.
 - c. Officers shall report to roll call in department issued uniform, fully equipped, and physically and mentally prepared for duty. At roll call, the Shift Commander or Supervisor will include but not be limited to:
 - i. Inspection of officers equipment and uniform
 - ii. Brief officers with information regarding daily patrol activity with particular attention to unusual situations and changes in the status of wanted or

- missing persons, stolen vehicles, and major investigations
- iii. Notify officers of changes of assignments
- iv. Notify officers of new directives or changes in directives
- v. Issue specialized assignments or selective enforcement duties
- vi. Disseminate any other necessary orders or information
- vii. Training and/or education purposes

- Radio Call Numbers

- a. All district police officers shall be equipped with a portable radio.
- b. When contacted via the police radio, officers will be identified by their beat number. Officers initiating radio transmissions shall first identify themselves with this number.

- Assignments Requiring Multiple Officers

- a. Two or more officers shall be assigned to answer all calls for service when a high probability for danger or confrontation exists, or when the nature of the situation is not available.

- Assignments Requiring Supervisor Presence

- a. It is the responsibility of each supervisor to monitor radio transmissions and respond, as circumstances permit, to the scene of incidents in which supervisor involvement may be required to expedite resolution of the incident.
- b. Supervisors shall respond to all major crimes, injuries or accidents involving officers, complaints or inquiries involving officers, civil disturbances, natural or man-made disasters, and other incidents of a significant nature. Upon arrival, the supervisor shall assess the situation, deploy personnel, notify proper specialized units or command staff, and take any other appropriate action.

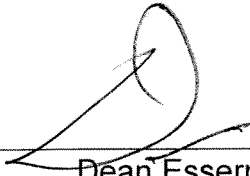
- Assignments Requiring Preliminary Investigation by Officers

- a. Officers shall be responsible for the initial investigation of all incidents that they encounter, or to which they are assigned, unless otherwise directed by a supervisor. The extent to which they continue the investigation shall generally depend upon the complexity of the investigation. Certain investigations may be transferred to the Investigative Services Division.

- Field Interviews
 - a. While on patrol, officers are encouraged to conduct field interviews where appropriate. Field interviews shall generally be conducted when one or more of the following conditions are present:
 - i. The officer has reasonable suspicion that the subject may have committed, may be committing, or may be about to commit a crime.
 - ii. The officer believes the subject may be a hazard to self or others.
 - b. Field interviews shall be documented with a field interview card and/or a case incident report.
- Emergency Notifications
 - a. A patrol supervisor shall usually handle situations requiring the notification of next-of-kin of deceased, seriously injured, or seriously ill persons.
 - b. In situations where suspicious circumstances are present; a death, injury, or illness notification shall be deferred to members of the Investigative Services Division.
 - c. Notifications related to serious traffic accidents shall be made by the supervisor of the Crash Investigation Team.
 - d. All other requests for emergency notifications not specifically addressed above shall be forwarded to a patrol supervisor for determination of a proper course of action.
 - e. All emergency notifications shall be made in person, promptly, and in a compassionate manner. As needed, assistance shall be obtained from a victim/crisis response team member, a spiritual advisor, a relative, or a close friend.
- Public Service Notifications
 - a. While on patrol, officers shall be alert for situations that require corrective action by other agencies such as power outages, situations that involve public utilities, which endanger life or property and hazardous roadway damage or debris.
 - b. The officer assigned to the incident is responsible for summoning assistance through the Public Safety Answering Point (PSAP) to

correct conditions requiring attention from the Department of Public Works, Traffic and Parking, Public Utilities or other outside agencies.

- c. Officers shall assess the seriousness of the situation to permit the affected agency to gauge their response.



Dean Esserman
Chief of Police



2/8/2022

Date