

SCRANTON POLICE DEPARTMENT POLICY

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October 1, 2019

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07-005

Policy Subject:
Patrol Procedures

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PLEAC Standard(s):

I. PURPOSE

To familiarize all patrol officers regarding the expected conduct and procedures of all the duties involving the patrol division.

II. POLICY

All officers assigned to patrol duty shall utilize patrol techniques designed to prevent and deter crime, arrest violators, and assist the public.

III. ASSIGNMENT

The city of Scranton is divided into five (5) patrol sectors. The sectors are geographically broken down as follows:

1. Central City
2. North
3. South
4. West
5. Green Ridge

Patrol Officers are assigned to specific sectors on a daily basis. It shall be the officer's responsibility to be knowledgeable of, and aware of the boundaries of his/her assignment.

Patrols shall not leave their assigned sector unless:

- A. Dispatched by a supervisor or Lackawanna County Communications Center to another sector of the city.
- B. Prior authorization by a supervisor.
- C. In close pursuit of a violator.

- D. Completing their tour of duty.
- E. An incident is reported to them outside their area of assignment which requires immediate police action of which they are capable of rendering.
- F. They are backing up or checking on the welfare of another officer or detective which is responding to a call for service, or has made a vehicle stop in another sector. The assisting officer will notify the dispatcher and a supervisor that he/she is responding to assist the other unit. The supervisor may cancel this backup unit after assessing the nature of the call, the availability of other patrol units in the immediate area, and any other mitigating factors.

IV. PROCEDURES

- A. With patrols operating continuously and often during times of adverse weather conditions, the operation of patrol vehicles shall be in accordance with prevailing conditions and in the following manner:
 - 1. Operate at casual speeds, being observant and inquisitive.
 - 2. Patrol officers shall patrol assigned areas at a slow rate of speed whenever possible. Presence of patrol units in these areas will potentially:
 - a. Create good community relations.
 - b. Create a sense of security to residents.
 - c. Prevent crimes.
 - d. Develop valuable sources of information.
- B. Patrol officers shall familiarize themselves with places of business, industries, or amusements within their assigned area. They shall attempt to ascertain hours of operation, congestion, hazards, dangerous conditions, areas of known criminal activity, as well as areas of frequent motor vehicle accidents.
- C. The patrolling of industrial, commercial and residential properties is a significant part of the patrol function. Efforts shall be made to check these areas during each tour of duty.
- D. When a building is found to be unsecured, the officer will not enter the building alone. The following procedures shall be followed:
 - 1. Notify the dispatcher and a supervisor.
 - 2. Provide an assessment of the situation.
 - 3. Request necessary assistance.
 - 4. Check the interior of the building (utilize a K-9 if available).
 - 5. The dispatcher should attempt to notify the owner or manager. Their presence at the scene should be requested to secure the building.
- E. Officers shall be mindful of and immediately report to the dispatcher:
 - 1. Traffic control devices that are not operating properly.
 - 2. Traffic control signs down, missing, or damaged.
 - 3. Railroad gates or signals that are damaged or not operating.
 - 4. Dangerous holes or ruts in the roadway.

5. Electrical or communications wires that are down.
6. Water leaks or breaks.
7. Construction sites not properly barricaded or illuminated.
8. Any and all other conditions which have the potential to pose a safety hazard to the public.

V. PROCEDURES – CONDUCT

All Police Personnel shall strictly adhere to and enforce the chain of command within their daily duties, assignments, functions and/or communications (verbal and written) within the Scranton Police Department.

- A. Patrol officers will perform their duties in a professional, courteous, polite and efficient manner.
- B. Passengers will not be permitted to ride in patrol units, except in the line of duty, or with the express permission of the supervisor, or as a participant in the ride-along program in accordance with section VI of this policy.
- C. Patrol units shall not congregate or call for meetings, unless absolutely necessary for the performance of a work related task.
- D. There shall be no more than **two (2)** patrol officers, while on duty, at any particular restaurant or diner at one time, except where a supervisor or investigator may meet with that unit. There will be no more than **two (2)** marked patrol units at a restaurant, diner or other business establishment at one time. This applies to lunch and/or dinner; it is not intended to limit the number of police personnel who may respond to a call for service from any particular restaurant.
- E. Patrol units shall not respond to calls without first notifying the dispatcher. Should a unit require additional assistance, it shall be requested through the dispatcher or supervisor.

Exception: In exigent circumstances where it is reasonable to believe an officer needs assistance an officer is to respond and notify the dispatcher of their response when it does not interfere with the emergent communication of an officer and dispatcher.

- F. When an officer is assigned to assist another unit at an incident and additional assistance is no longer required, the assisting unit shall promptly notify the dispatcher and resume patrol duties.
- G. Upon completion of assignments, officers shall immediately call back into service through the dispatcher. (This shall not be construed to mean that an assignment is completed only after all reports are prepared).

- H. All police reports, initial and supplementals, shall be completed **prior** to departing from duty unless the commanding officer (command car) of the shift expressly gives permission to the officer to finish the report on his/her next shift. The commanding officer **shall not** permit an officer to end his/her tour of duty without completing their reports under the following conditions:
1. Felony crimes/incident reports.
 2. Arrests in which the violator is scheduled for a preliminary arraignment within the next 24 hours.
 3. Accidents involving serious injury or death.
 4. Any non-reportable hit and run accident with information that may identify the hit-and-run driver and/or vehicle shall be entered into the reporting system.
 5. Any incident which requires follow-up by the Detective Division prior to the initial reporting officer's next shift.
 6. When an officer is not scheduled to work in the next twenty-four hours. This includes all reports by the initial reporting officer and all officers that have information pertaining to the incident which requires them to complete a supplemental report. In the instance that an officer is approved to complete his/her report on their next shift, he/she shall complete the report at the beginning of their shift. (Refer to Policy 07-011 Initial Police Reports/Report Writing).
- I. Use of the siren and/or emergency lighting equipment when not warranted is forbidden. Good judgment and common sense shall be employed in the use of the emergency equipment.
- J. All officers are required to provide their name, rank, and/or badge/micro number to any person when requested, while on duty or acting in the capacity of a police officer.
- K. The Sergeants in the area sectors will be notified and assume command of the following incidents until relieved by a Lieutenant or higher command:
1. Any injury to a police officer.
 2. Major crimes to include all sex offenses, homicide, attempted homicide, kidnapping, robbery, or any incident where a death may occur.
 3. Accidents involving a police vehicle.
 4. Barricaded/Hostage situations.
 5. Disasters, catastrophes, or severe weather producing emergency conditions.
 6. A complaint or incident involving a police officer.
 7. Serious accident, injury, or incident involving any City of Scranton personnel or property.
 8. Any incident involving the use of deadly force or any discharge of a firearm by a police officer (on or off duty) other than in the course of training.

9. Any other incident where a supervisor is requested by an officer or where the supervisor feels he/she may be needed.
- L. Officers shall immediately notify their supervisor when any city property, including, but not limited to, vehicles, radios, weapons, police badge/identification or other police equipment/property, in their custody or control (no matter how temporary) has been either lost, damaged (however slight), or stolen or has caused injury to a person and/or damage to the property of another.
- M. In cases of any death, officers will notify their supervisor of the known circumstances of the death.
- N. The Commanding Officer (command car) shall be responsible for making timely notification to the Captain on the following incidents:
 1. Suspicious deaths.
 2. Accidents involving fatal or serious bodily injury and/or serious property damage.
 3. All traffic accidents involving City police vehicles.
 4. Injury to police officers requiring immediate hospital care and/or when the injury will prevent the officer from reporting for his/her next scheduled shift.
 5. All incidents involving off duty police officers.
 6. Armed robberies.
 7. All shootings.
 8. All rapes.
 9. All stabbings or life threatening incidents.
 10. Actual or improvised explosive devices.
 11. Two alarm fires.
 12. All high profile arrests, including any arrests of public or high profile officials.
- O. All traffic accidents involving City of Scranton Police Officers, either on or off duty, shall be investigated by a supervisor of a higher rank, where possible, than the officer involved in the traffic accident.
- P. All incidents involving off duty Scranton Police Officers, which the police respond to, shall be investigated by a supervisor of a higher rank, where possible, than the officer involved in the initial incident.

VI. SPECIAL PROGRAMS/DETAILS

Upon determination by the Chief of Police and/or the Captain, special programs or details may be established to meet specific needs of the police department and/or to enhance good public relations. Officers who are assigned or volunteer to

participate in a special unit or program shall conform to all the rules and regulations of the Scranton Police Department.

A. Ride-Along Program

Civilians or students doing internships may ride with on-duty police officers during all or part of their tour of duty with the permission of Chief of Police.

1. Persons wishing to participate in the program should submit a signed “request/waiver” form to the Chief of Police for approval.
2. The shift commander shall ensure that the name of the participating person is indicated on the duty detail and that Comm Center is aware of the ride-along.
3. All ride-along participants shall wear the proper attire (business casual). All participants must be properly groomed.

By Order Of:

Chief Carl R. Graziano
Superintendent of Police
Scranton Police Department