

NIAGARA FALLS POLICE DEPARTMENT GENERAL ORDER

EFFECTIVE DATE: 09/18/2013	SUBJECT:	Number 311.00 (NYSLEAP O-43-2)
RESCINDS: 04/15/2003	OFFICER STATUS	Number of pages 2

I. POLICY:

- A. It is the policy of the Niagara Falls Police Department that all personnel notify the dispatcher of their status throughout their tour of duty. This is necessary to ensure the safety of each officer, to coordinate all Department units in case of an emergency and to account for all personnel at the end of each shift.

II. PROCEDURE:

- A. All personnel shall maintain radio contact with the police dispatcher at all times while in-service unless he/she otherwise specifies to the dispatcher, and receives approval for, an alternate method of contact.
- B. Officers will notify the dispatcher of their status regarding vehicle stops and calls for service. Officers will notify dispatch as to the vehicle plate number and location. If circumstances dictate, officers will also provide dispatch with the type of vehicle, number of occupants, description of occupants and reason for the stop.
- C. Other encounters with citizens shall also result in officers providing dispatch with pertinent details, such as the location of the encounter, number of persons, reason for the stop, and any other pertinent information that might be deemed necessary for future investigative purposes.
- D. Meal Break:
1. Officers will be allowed a thirty-minute lunch break during each regular tour of duty. Officers will maintain a portable radio in the operating mode and will be subject to any calls for service during this break if deemed necessary by the desk lieutenant.
- E. Radio Contact:

1. Supervisors and the police dispatcher shall monitor all radio transmissions and follow-up on unusual time lapses. It is the officer's responsibility to notify the dispatcher of his/her status and any changes in status which result from investigations, arrests, or other circumstances.

F. Two Officer Units:

1. When a patrol unit is operating with two officers, the police dispatcher will be made aware of it. Any changes in the number of officers assigned to a patrol unit during the tour of duty will be promptly reported to the police dispatcher.
2. In all cases, each officer in a two-officer unit will take his/her lunch independent of the other, keeping the unit in service at all times.
3. When the two-officer unit is involved in an arrest, one officer shall complete the arrest paperwork and booking procedure while the other keeps the unit in service, unless otherwise directed by a supervisor.