

NIAGARA FALLS POLICE DEPARTMENT GENERAL ORDER

EFFECTIVE DATE: 10/07/2013	SUBJECT: SPECIALIZED UNITS	Number 344.00 (NYSLEAP O-43-6)
RESCINDS: 04/01/2008		Number of pages 10

I. Purpose:

- A. The Niagara Falls Police Department maintains and trains personnel for specialized units and positions to supplement the Department in its goals of law enforcement.

II. Policy:

- A. All personnel assigned to these units shall be trained and/or certified as required by laws of the State and meet or exceed these requirements.
1. Training of these units shall be an ongoing and continuous process.

III. Procedure:

The following are specialized units and positions within the NFPD:

A. Administrative Division:

1. The Administrative Division is responsible for the operations of the following:
 - a. Emergency Response Team
 1. Responds to hostage situations, barricaded subjects, or any other situations that require special weapons and tactics.
 2. Objective is to save lives.
 3. Called out at any hour of the day or night upon request from the Shift Commander.

4. ERT Commander and/or other designated alternate commanders shall lead the ERT at any given situation.
 5. Shall be outfitted with any such special equipment as designated by the Superintendent of Police or designee.
 6. Shall train frequently as a team in order to maintain effectiveness.
 7. Includes negotiators and snipers.
- b. Office of Professional Standards
1. Responsible for conducting investigations into employee misconduct, and any other investigation assigned by the Superintendent of Police or designee.
 2. NFPD members assigned to this unit shall work full-time and report to the Deputy Superintendent of Police/OPS.
 3. Personnel assigned to this function must successfully complete specialized training and maintain periodic updates.
- c. Firearms Training Unit
1. Personnel assigned to this function are chosen by the Superintendent of Police or designee and must have successfully completed advanced firearms proficiency training.
 2. Additionally, officers assigned to this function must be certified as instructors through the Division of Criminal Justice Services.
 3. Firearms Training Unit officers are responsible for maintaining the Firearms Range; to include security of NFPD weapons, record keeping, and training.
 4. FTU officers shall conduct regular firearms proficiency training for all members of the department; and shall notify the Administrative Captain if any member does

not maintain the minimum standard of firearms proficiency at any time.

5. FTU officers shall also conduct training in less than lethal devices and issue certain other equipment at the direction of the Superintendent of Police.

d. Law Enforcement Academy

1. Personnel assigned to the Academy are chosen by the Superintendent of Police and must be certified as instructors through DCJS.
2. Officers assigned are responsible for directing new police recruits through the basic academy by preparing examinations, filing progress reports, classroom instruction, counseling and maintaining discipline.
3. One officer shall be designated a co-director of the academy and shall be responsible to the Superintendent of Police.
4. He/she shall keep the Superintendent of Police apprised of all circumstances related to the progress of recruits.
5. The NFPD co-director shall work toward these goals through collaboration with the Niagara County Sheriff Department's designated co-director.
6. The NFPD co-director shall assist the Administration Division with in-service training as directed by the Superintendent of Police.
7. Other Officers assigned to the academy are responsible to the co-director of the academy while conducting academy business.

e. Records Unit

1. Records personnel are responsible for the filing and proper upkeep of police reports as directed by the Administrative Captain.

2. They are also responsible for collecting the appropriate fees for various documents as requested by members of the public and other governmental agencies.
 3. Records personnel shall conduct computer data entry and maintenance of police reports as directed by the NFPD System Administrator.
- f. Joint Terrorism Task Force
1. Detectives assigned to the Joint Terrorism Task Force shall report directly to the Superintendent of Police or designee for specialized instructions on dealing with confidential matters of national security.
 2. Detectives engaged in this task force must collaborate with law enforcement personnel from various local, state and federal agencies.
 3. Detectives assigned shall participate in any specialized training offered through this assignment.
- g. Grant Writer
1. NFPD members assigned to Grant Writing are responsible for the preparation and filing of reports associated with applying for and following up with the grant process.
 2. The Grants Writer shall report to the Administrative Captain.
 3. The Grant Writer shall remain updated through specialized training in order to enhance his/her skills.
- h. Field Intelligence Unit
1. NFPD members assigned to Field Intelligence shall gather law enforcement sensitive information from various sources, analyze the information, and disseminate it to the proper law enforcement recipients.
 2. The FIU members shall report to the Administrative Lieutenant.

3. The FIU members shall participate in specialized training in order to enhance their skills in this area.
- i. Community Services Unit
 1. The CSU members shall report to the Deputy Superintendent of Police/OPS.
 2. CSU members shall engage in various activities to promote the NFPD throughout the community, including:
 - a. Assisting Block Clubs with crime prevention support;
 - b. Organizing Citizen and Youth Police Academies;
 - c. Participating in Bicycle patrols;
 - d. Taking part in speaking engagements on behalf of the Superintendent of Police and the NFPD
 3. CSU officers shall participate in specialized training in order to enhance their skill set.
- B. Traffic Division:
1. The Traffic Division consists of Traffic Officers and the Crash Management Team.
 - a. Traffic Enforcement and Investigation
 1. Traffic officers are responsible for radar operation and the enforcement of NY State Vehicle and Traffic Laws.
 2. Traffic officers also conduct accident investigations and engage in promoting the orderly flow of traffic throughout the City.
 3. Traffic officers report to the Traffic Captain.
 4. Traffic officers shall keep specialized training and certifications current for radar, breath test operator and other specific skills.

b. Crash Management Team

1. The Crash Management Team shall be activated at the request of the Shift Commander when an accident involving death or serious physical injury occurs.
2. The CMT shall conduct a complete investigation into the cause of an accident, including taking statements, examining physical evidence, filing necessary reports, taking appropriate measurements, and filing appropriate charges.
3. The Crash Management Team shall fall under the direction of the Traffic Division Commander.
4. Officers assigned to this team shall receive specialized training prior to being assigned and shall attend regular training to update their skills.
5. Once the CMT takes control of an accident scene, they shall maintain control of the scene until they relinquish it.

C. Criminal Investigation Division:

1. The Criminal Investigation Division consists of CID Detectives, the Crime Scene Unit, the Warrant Services Unit and the Domestic Violence Unit.
 - a. CID Detectives
 1. CID Detectives are responsible for follow-up of criminal investigations as assigned by the Chief of Detectives or designee.
 2. These include homicides, sex offenses, violent crimes, property crimes and other offenses defined by the NY State Penal Law.
 3. CID Detectives shall receive generalized training regarding interview techniques and court testimony and specialized training in homicide investigation, sex offenses, auto theft and arson investigations.

4. Detectives shall periodically receive refresher courses in these fields and attend conferences to meet with other investigators in their field of expertise.
 5. CID Detectives report to the Detective Lieutenant, CID, who reports to the Chief of Detectives.
- b. Crime Scene Unit
1. The Crime Scene Unit is responsible for the processing of crime scenes, including photographs, fingerprints, and the collection of evidence.
 2. The Crime Scene Unit maintains regular work hours and is called out to a crime scene at the direction of a detective or a supervisor.
 3. Officers assigned to the Crime Scene Unit report to a Detective Lieutenant, who reports to the Chief of Detectives.
 4. The Crime Scene Unit also processes the fingerprints and photographs of prisoners incarcerated by the NFPD, pursuant to the Criminal Procedure Law.
 5. The Crime Scene Unit maintains and stores records pertaining to those arrested by this agency, and maintain regular correspondence with New York State regarding the state registry.
 6. Crime Scene officers shall receive specialized training in crime scene processing prior to their assignment, and shall receive regular updates during the course of their assignment.
- c. Warrant Services Unit
1. Officers assigned to the WSU work full-time and report to the Detective Lieutenant, CID, who reports to the Chief of Detectives.
 2. WSU Officers assist crime victims in preparing applications for warrants of arrests, submit warrant paperwork to the appropriate court offices, track paperwork until a warrant is either issued or rejected,

and ultimately locate the subjects of arrest warrants and bring them into custody.

3. WSU Officers shall work closely with the Patrol Division, sharing information about wanted subjects, and shall keep logs of warrant execution attempts.
4. WSU Officers shall attend specialized training in order to enhance their skills in this field.

d. Domestic Violence Unit

1. NFPD members assigned to the Domestic Violence Unit work full-time and report to the CID Lieutenant, who reports directly to the Chief of Detectives.
2. Detectives assigned work in conjunction with the Niagara County Domestic Violence Program and investigate all reported instances of domestic violence in the City.
3. NFPD members assigned to this unit shall receive specialized training in this regard.

D. Youth Aid Division

1. The Youth Aid Division is responsible for Juvenile Investigations, the GREAT (Gang Resistance) Program and the School Resource Officers.
 - a. YAD Detectives
 1. Youth Aid detectives conduct follow up investigations involving criminal activity by persons less than 16 years of age.
 2. YAD detectives shall receive specialized training in dealing with juvenile suspects and shall attend periodic refresher training and seminars with other professionals in this field.
 3. YAD detectives report to the YAD Detective Captain.
 - b. GREAT (Gang Resistance Training)

1. The GREAT Program is staffed part-time by specially trained members of the NFPD and officers assigned to these programs report directly to the Youth Aid Division Commander.
2. GREAT officers work in conjunction with the Niagara Falls School District and conduct programs at different schools within the city aimed at promoting gang resistance.
3. Officers assigned to this program shall use any and all agency equipment specifically for their purpose.

c. School Resource Officers

1. School Resource Officers report directly to the Youth Aid Division Commander and work full-time at Niagara Falls High School and other District Schools when assigned.
2. School Resource Officers provide educational and career counseling services to high school students, and provide additional security enhancements to the existing security staff at the high school.
3. SRO's use equipment and office space made available to them by the Niagara Falls School District.
4. SRO's shall receive continuing specialized training for this assignment.

E. Narcotics and Intelligence Division:

1. The Narcotics and Intelligence Division consists of detectives and is responsible for narcotics investigations, liquor law violations, illegal gambling investigations, organized crime/vice activities, and other such special investigations as assigned by the Superintendent of Police.
2. Much of the work in this division requires the use of confidential informants.
 - a. NID Detectives

1. Detectives are assigned full-time to this division and report to the Narcotics and Intelligence Division Commander.
2. All detectives shall receive specialized training prior to their assignment in the division and shall receive periodic updates thereafter.
3. Members of this division shall use any and all equipment assigned to this unit for investigative purposes, including surveillance and monitoring equipment requiring additional specialized training.