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ALBANY, NEW YORK

POLICE DEPARTMENT

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ASSAULTS UPON DEPARTMENT PERSONNEL GENERAL ORDER NO: 3.1.30

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PURPOSE: The purpose of this policy is to establish procedures regarding assaults upon personnel of this department.

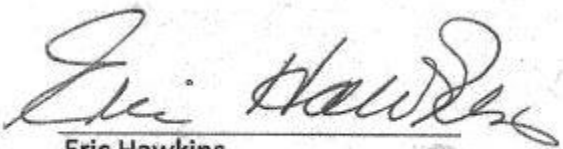
POLICY: It is the policy of the Albany Police Department to establish written procedures on how to handle incidents where personnel of this Department have been assaulted.

I. ASSAULTS UPON DEPARTMENT PERSONNEL

A. When a member of this department is assaulted while in the performance of his/her duty, the following shall apply:

1. The involved employee shall, as soon as possible, advise a supervisor of the incident.
2. The supervisor shall notify the Commander or duty officer, as well as, the Criminal Investigation Unit (CIU) supervisor in order to commence follow-up investigation of the incident.
3. The following steps shall be completed when conducting a preliminary investigation:
 - a. Observe all conditions, events, and remarks made;
 - b. Locate, identify, and interview the complainant, witnesses, and potential suspects;
 - c. Maintain and secure the crime scene, including any potential evidence; and
 - d. Arrange for the collection of evidence through the on-scene supervisor.
4. The injured employee's supervisor shall also notify the Commander of the Office of Professional Standards.
5. When appropriate, EMS shall be summonsed and the employee shall receive medical treatment.
6. Where the injury to the employee is readily visible, photographs of the employee's injury will be taken. These photographs shall clearly indicate both the employee and the injury.

- a. These photographs should be taken by Forensic Investigation Unit (FIU) personnel, if available.
 - b. Supervisors may use camera equipment available at their respective divisions, if FIU is unavailable.
7. As soon as possible, the involved employee shall complete and submit a Standardized Incident Report documenting the injury, medical treatment received, and any photographs taken.
8. The injured employee shall also complete all Workers' Compensation 207-C and C-3 paperwork.
9. When the injured employee is unable to complete the necessary paperwork it will be the responsibility of the employee's immediate supervisor to ensure the paperwork is completed.
10. The on-scene supervisor shall complete an Intra Departmental Correspondence detailing his/her action(s) taken relating to the incident.



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