

Eric Hawkins
Chief of Police

ALBANY, NEW YORK
POLICE DEPARTMENT
165 HENRY JOHNSON BOULEVARD
ALBANY, NEW YORK 12210



1789

SPECIAL OPERATIONS UNIT
GENERAL ORDER NO: 3.4.00

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PURPOSE: The purpose of this policy is to establish policies and procedures for the Special Operations Unit.

POLICY: It is the policy of the Albany Police Department to use the services of the units that comprise Special Operations in the accomplishment of law enforcement duties.

I. SPECIAL OPERATIONS UNIT

A. The Special Operations Unit is under the direct command of the Commander of Center Station and Special Operations. The Commander of Center Station and Special Operations is directly responsible for the Special Operations Lieutenant.

1. The Special Operations Lieutenant is directly responsible for the following:

a. The Traffic Safety Sergeant who is directly responsible for the following:

- i.** Traffic Safety Officers; and
- ii.** School Crossing Officer (SCO) Supervisors, who are directly responsible for the following:

a) School Crossing Officers (SCO).

b. The K-9/Mounted Sergeant who is directly responsible for the following:

- i.** Hostler;
- ii.** Animal Control Officers; and
- iii.** K-9/Mounted Officers.

c. The Honor Guard supervisor who is directly responsible for the following:

- i.** Honor Guard Officers.

II. TRAFFIC SAFETY OFFICERS

A. Traffic Safety Officers are under the direct supervision of the Traffic Safety Sergeant, and consists of officers on motorcycles and vehicles. Traffic Safety Officers are specially trained in a number of precise skills, and focus on reducing motor vehicle and pedestrian crashes through education and enforcement of the New York State Vehicle and Traffic Law.

1. Traffic Safety consists of specialized positions and functions, which include:

- a.** Speed Enforcement Officers; and
- b.** DWI Enforcement Officers.

B. Speed Enforcement Officers:

1. Duties and Responsibilities:

- a.** Patrol designated areas, with primary duties concerning the objective enforcement of Vehicle and Traffic Laws;
- b.** Testify in court and at hearings concerning the use, operation, and theory of assigned equipment and Vehicle & Traffic Law;
- c.** Complete all necessary and required federal, state, local, and departmental paperwork concerning Vehicle and Traffic Laws;
- d.** Respond and investigate crashes, specifically serious and fatal crashes, and submit all necessary reports and diagrams; and
- e.** Perform other related duties as directed by a supervisor.

2. Qualifications and Training:

- a.** A comprehensive working knowledge of all aspects of Vehicle and Traffic Laws and DWI laws and procedures;
- b.** A graduate of a New York State recognized Radar Lidar Operator Course or must be able to successfully complete course within one (1) year;
- c.** A graduate of a New York State recognized Advanced Roadside Impaired Driving Enforcement (ARIDE) or be able to successfully complete a course within one (1) year;
- d.** Must be a certified Technical Accident Investigator, or must successfully complete the certification process to become a Technical Accident Investigator, which consists of the following four (4) modules:
 - i.** Basic Crash Management;
 - ii.** Intermediate Crash Management;
 - iii.** Advanced Crash Management; and
 - iv.** Technical Crash Management.
- e.** Must also successfully pass a certified DCJS Traffic Crash Reconstruction course;

- f. Must be able to successfully complete the Forensic Scan Certification Course;
- g. Ability to aid other department members with regards to Vehicle & Traffic matters;
- h. Must possess a valid NYS Class "M" license or be able to pass such test upon assignment and before motorcycle operator training;
- i. Must successfully pass a NYS DMV motorcycle operator certification course; and
- j. Must successfully pass a DCJS Police Motorcycle Operator's Course.

C. DWI Enforcement Officers:

1. Duties and Responsibilities:

- a. Patrol designated areas, with primary duties concerning the objective enforcement of DWI Laws;
- b. Testify in court and at hearings concerning the use, operation, and theory of assigned equipment and Vehicle & Traffic Law;
- c. Complete all necessary and required state, county, and departmental paperwork concerning DWI and DWAI arrests;
- d. Respond and investigate crashes, specifically serious and fatal crashes, and submit all necessary reports and diagrams; and
- e. Perform other related duties as directed by a supervisor.

2. Qualifications and Training:

- a. A comprehensive working knowledge of all aspects of Vehicle and Traffic Laws and DWI laws and procedures;
- b. Ability to instruct and aid other departmental members with regard to DWI and DWAI court preparation and testimony;
- c. A graduate of a New York State recognized Radar Lidar Operator course or must be able to successfully complete course within one (1) year;
- d. A graduate of a New York State recognized Advanced Roadside Impaired Driving Enforcement (ARIDE) or able to successfully complete course within one (1) year;
- e. A graduate of a New York State recognized Drug Recognition Expert (DRE) School or must be able to successfully complete a course;
- k. Must be a certified Technical Accident Investigator, or must successfully complete the certification process to become a Technical Accident Investigator, which consists of the following four (4) modules:
 - i. Basic Crash Management;
 - ii. Intermediate Crash Management;
 - iii. Advanced Crash Management; and
 - iv. Technical Crash Management.

- f. Must also successfully pass a certified DCJS Traffic Crash

Reconstruction course;

- g. Must be able to successfully complete the Forensic Scan Certification Course; and
 - h. Ability to aid other department members with regards to Vehicle & Traffic matters.
- i. It is not a requirement for DWI Enforcement officers to possess a class "M" driver's license or complete a motorcycle operator's course.

D. All Traffic Safety vehicles and motorcycles shall be operated and maintained, in accordance with current directives in GO 3.3.00 – Department Vehicles.

III. MOUNTED PATROL UNIT

- A. The Mounted Patrol Unit is under the direct supervision of the K-9/Mounted Patrol Sergeant, and in addition to their everyday patrol functions, Mounted Patrol officers are responsible for attending community events, conducting presentations, and providing security and crowd control.
- B. Officers assigned to the Mounted Patrol Unit shall successfully complete training in a certified New York State Division of Criminal Justice Services (DCJS) Basic Mounted Police Officer Course.
- 1. The objective of the Mounted Patrol Unit is to provide for public safety with highly visible pro-active patrol.
 - 2. The Mounted Patrol Unit shall be used for patrol and special details, as authorized by the Unit Commander.
 - 3. The K-9/Mounted Patrol Sergeant shall assign Mounted Unit officers to various duties in the day-to-day operations of the Unit.
 - 4. Officers assigned to the Mounted Unit shall be responsible for the care and condition of the department mounts.
 - a. This shall include the care of the barn and issued equipment.
 - b. The K-9/Mounted Unit supervisor shall direct officers in this operation.
 - 5. All Mounted Unit vehicles shall be kept clean and neat and may be inspected at any time by the Unit supervisor.
 - a. This shall include vehicle inspections and maintenance, as per GO 3.3.00 – Department Vehicles.
 - 6. Mounted officers are required to wear breeches, riding boots and a safety helmet when riding the horse, unless directed otherwise by the K-9/Mounted Unit supervisor.
 - a. Mounted Unit officers shall be exempt from carrying equipment that will interfere with the safe operation of the mount.
 - 7. Mounted officers shall be responsible for the care of the necessary

equipment for their mount provided to them by the department.

- a. These items consist of the saddle, pad, bridle, and blankets.
8. Unless authorized by the K-9/Mounted Unit supervisor, only department members who are assigned to the Mounted Unit shall be authorized to ride the police mounts.
9. Mounted duties shall include, but are not limited to the following:
 - a. Vehicular and pedestrian control;
 - b. Crowd control;
 - c. Highly visible pro-active patrol;
 - d. Special events;
 - e. Public relations;
 - f. Searches for lost or wanted persons;
 - g. Search for fugitives, escapees, or wanted subjects in areas that are not easily accessible by officers on foot or vehicle;
 - h. Respond to calls for service, as assigned by the dispatcher;
 - i. Participate in parades and ceremonies;
 - j. Assist in surveillance operations;
 - k. Provide a highly visible police presence on horseback to all areas of the City, with special attention to the downtown areas and all City parks;
 - l. Routine patrol when not responding to specific calls for service;
 - m. Assist in snow emergency details;
 - n. Assist in VIP and dignitary protection;
 - o. Assist the New York State Police with security and crowd control at State owned properties and facilities;
 - p. Assist various federal law enforcement agencies with security and crowd control at federally owned properties and facilities;
 - q. Assist the New York State Park Police and various local agencies with mounted patrol training;
 - r. Host and give tours of the stables at Stevens Farm to various school and civic groups;
 - s. Perform maintenance and repairs to the physical property at Stevens Farm;
 - t. Order and retrieve all related horse supplies, gear, and tack;
 - u. Maintain all related vehicles and horse trailers; and
 - v. Perform other related duties as directed by a supervisor.
10. Mounted Patrol Unit limitations shall include the following:
 - a. Mounted Unit Officers should not ride on roadways during times where there is a potential risk of vehicles sliding due to weather or any other conditions; however deployment in any weather condition shall be at the discretion of the Unit supervisor.

IV. CANINE UNIT

- A. The Canine (K-9) Unit is under the direct supervision of the K-9/Mounted Patrol Unit Sergeant; except when deployed to patrol, at which time, K-9 officers shall

be under direct supervision of the South Station Sergeant. In addition to their everyday primary duties, the K-9 Unit provides an atmosphere of community awareness and positive public relations through various community programs, K-9 demonstrations, and highly visible police patrol.

1. K-9 Teams complete various additional assignments, including:

- a.** Search for missing and lost persons;
- b.** Aid in the apprehension of dangerous criminals;
- c.** Explosive and narcotic detection;
- d.** Collaborative efforts with US Customs and Boarder Protection, as well as various partnerships with federal, state, and local law enforcement agencies; and
- e.** Other related duties as directed by a supervisor.

2. Training:

- a.** Each new K-9 and handler shall complete an accredited or approved K-9 handler training course, prior to assuming duties as a K-9 Team.
 - i.** All training shall be in accordance with the New York State Division of Criminal Justice Services Police Canine Training Standards.
- b.** A pre-trained handler and a K-9 shall conduct an in service training with a DCJS certified trainer and pass a New York State certification course.
 - i.** The Albany Police Department recognizes the New York State Division of Criminal Justice Services Canine standards in Patrol, Tracking, Narcotics, Article and Explosive Detection.
- c.** K-9 maintenance training shall be conducted to adhere to DCJS standards.

3. Training Records:

- a.** The handler shall complete a monthly training report, including locations and hours;
- b.** Copies of the training report shall be forwarded to the Training Unit; and
- c.** Copies of the training report shall be placed in the K-9's record.

B. An Albany Police K-9 Team consists of a trained dog handler (sworn police officer) and a certified police working dog.

- 1.** All K-9 Teams are certified in patrol/tracking, and evidence and narcotics detection. In addition, one Albany Police Department K-9 Team is also trained in explosives detection.

2. K-9s live at their handling officer's home and are available for emergency assignments twenty-four (24) hours a day.
3. On-duty department personnel may request assistance of the K-9 Team through a sworn supervisor.
 - a. If there are no K-9 Teams on-duty, a sworn supervisor may authorize a Team to be called in.
 - b. When the Albany Police Department has no K-9 Teams available, the supervisor may call an outside agency for mutual aid.
4. K-9 handlers shall be consulted when formulating plans of action for effective K-9 application, based upon the immediate circumstances of a situation. Some examples of situations in which a K-9 Team might be used consist of the following:
 - a. Building searches;
 - b. Tracking suspects;
 - c. Open seeks (clearing open areas);
 - d. Searches for lost persons;
 - e. Narcotics detection;
 - f. Explosive detection;
 - g. Evidence detection;
 - h. Accelerant detection;
 - i. Handler/officer protection; and
 - j. Public relations.
5. The K-9 Team is intended as support for all units/stations within the department.
 - a. Arrests made or evidence recovered as a result of the use of the K-9 Team will be considered to have been accomplished by the requesting officer/supervisor.
 - b. When the K-9 Team responds to any call, the handler shall be responsible for submitting a K-9 Utilization Report, APD Form # [REDACTED] shown on pages 16 and 17 of this order, documenting actions taken by the Team.
 - i. This shall include incidents where the K-9 is not deployed and remains in the handler's department vehicle.
6. The K-9 Team is assigned a patrol vehicle equipped with a kennel system and all necessary emergency equipment.
 - a. Handlers shall only use vehicles assigned and designated for that purpose.
 - b. All assigned dog handling equipment shall be stowed neatly in the K-9 vehicle.
 - c. All K-9 vehicles shall be kept clean inside and out.
 - d. K-9 units may be inspected at any time by the Unit supervisor, and shall follow current directives regarding vehicle inspections and maintenance, as per GO 3.3.00 – Department Vehicles.

- e. While on vacation leave or other extended leave, and the handler will not be able to respond to K-9 call ups, the vehicle shall be secured at Stevens Farm.
 - f. Handlers will be allowed to take their assigned vehicles to their residence while off-duty to ensure quick response to emergency calls and to permit the required training of the K-9 while in an off-duty status.
7. As per current applicable Agreement, the K-9 Team is provided an at home kennel for the K-9 while off-duty, as well as all necessary food and medical care for the K-9. The K-9 Handler shall be responsible for maintaining all K-9 related care and records, including but not limited to the following:
- a. Veterinary health care records of the canine;
 - b. Dog bite memorandums;
 - c. Awards and certifications;
 - d. Training records and certifications, which shall be forwarded to the Training Unit; and
 - e. Any other records, as directed by Unit supervisors.

8. Dog Bite Memorandum:

- a. Whenever a K-9 is deployed, which results in a bite, the handler shall complete the following paperwork:
 - i. Standardized Incident Report (SIR);
 - ii. K-9 Utilization Report;
 - iii. Intra Departmental Correspondence (IDC);
 - iv. Suspect Resistance Form; and
 - v. For bites that break the skin, notification to the Albany County Department of Health.
- b. Whenever a K-9 is involved in an off-duty incident which results in an injury to another, the handler shall complete the following:
 - i. Notify the on-duty supervisor; and
 - ii. Complete an IDC and SIR.
- c. A supervisor shall be advised as soon as possible after the bite, and shall thoroughly investigate and review the situation.
- d. Copies of all reports shall be forwarded to the Chief of Police and copies shall be placed in the K-9's records.

9. General Rules:

- a. The K-9 shall be deployed to apprehend fleeing suspects and/or to overcome resistance of arrestees only after due consideration of the nature of the offense, the danger to the public should the subject not be apprehended, officer safety, and after considering other methods of apprehension.

- b. K-9s shall be deployed for building searches and area searches:

- i. During building searches, where it is known,

- c. K-9s shall not be used for crowd control, except when it is necessary to prevent death or injury to innocent people or to prevent assaults on police personnel.
- d. K-9s shall not be used to apprehend persons under the influence of intoxicating substances, except when a crime is involved and after careful consideration of circumstances.
- e. K-9s shall not be used to apprehend mentally disturbed persons, except when a crime is involved and after careful consideration of circumstances.
- f. Personnel shall not engage the K-9 without permission of the handler.
- g. Personnel shall not approach a police K-9, except in the presence of and with the permission of its handler.
- h. After physical apprehension by a K-9, only the handler or an officer, at the handler's direction, shall approach and place the suspect under arrest.
- i. The use of the K-9 is subject to all laws, rules, and regulations pertaining to use of force.

10. Procedures for Retired K-9:

- a. It shall be the decision of the Chief of Police to retire a K-9. When the determination has been made to retire the K-9, the current handler may have the option of adopting the K-9 and keeping the dog as his/her own.
- b. It will be understood that the person who adopts the retired dog will be responsible for the complete and total maintenance and control of the animal.
- c. If the current handler decides not to adopt the K-9, the K-9 shall stay in the custody of the Albany Police Department and the Commanding Officer of Special Operations or his/her designee will be responsible for finding a suitable home for the K-9.
- d. An Albany Police Department Retired Police K-9 Form, APD Form # shown on page 18 of this order, and an Albany Police Department Property Report shall be completed when any person adopts a retired police K-9, including the handler.

V. HONOR GUARD

- A. The Albany Police Department's Honor Guard is comprised of a sworn supervisor

and sworn officers. The Honor Guard Supervisor is under the direct command of the South Station/Special Operations Commander. The sole purpose of the department's Honor Guard is representing the Albany Police Department at special ceremonial functions, such as ceremonies, funerals, parades, special events, and special requests.

1. Duties and Responsibilities:

- a. Attend selected functions which include, but are not limited to:
 - i. Ceremonies – Local and out of town;
 - ii. Funerals – Departmental, local, and out of town;
 - iii. Parades – Local and out of town;
 - iv. Special Events; and
 - v. Special Requests – As approved by the Chief of Police or his/her designee.
- b. Wear the issued Honor Guard Uniform in the prescribed manner.
- c. Conduct him/herself with dignity at all functions and events.
- d. Be responsible for the upkeep and cleaning of issued uniform items and equipment.
- e. Abide by the decisions and directions of the Commanding Officer and be responsible for his/her actions.
- f. Attend all meetings or drills, as assigned.

2. Qualifications and Training:

- a. Must successfully complete an eight (8) hour department held training course successfully demonstrating various marching techniques and other functions required.
- b. Must present a positive professional appearance in uniform;
- c. Good judgment and ability to reason clearly and soundly;
- d. Must show good attitude towards the department, the public, and peers;
- e. Must have no injuries/illness which would inhibit their ability to, or be exasperated by, long periods of standing, walking, marching, or carrying flags, banners, rifles, etc.;
- f. Must have the ability, and be willing to, alter hours of work, at various times and on short notice;
- g. Must have the ability to travel, including over night and out of town, if required;
- h. Must be willing to attend meetings, drills, or functions; and
- i. Must successfully complete probationary period, in order to be eligible to apply.

VI. ANIMAL CONTROL OFFICERS

- A. The City of Albany Animal Control Officer position is a full time, twenty-four (24) hour a day resource that is under the direct supervision of the K-9/Mounted Patrol Unit Sergeant.

1. Animal Control Officers (ACOs) respond to a wide variety of complaints ranging from routine requests for information, to animal abuse and neglect cases.
2. All ACOs are charged with enforcement of various laws and ordinances designed to protect citizens and animals alike. All matters are handled professionally, with an emphasis on awareness and education to pet owners.

B. Duties and Responsibilities:

1. Enforce the provisions of the Albany City Code Chapter 115 and the New York State Agriculture and Markets Law Section 118, governing the running of dogs at large and the licensing of dogs by their owners;
2. Enforce all other applicable state, county, and local laws and ordinances;
3. Investigate and prioritize dog related complaints from City residents;
4. Investigate reports where humans or animals have been bitten by a dog;
5. Respond to calls where dogs are euthanized/dispatched by an officer, except for wildlife (in which the Department of Environmental Conservation (DEC) will respond);
6. Respond to incidents where an animal poses a potential hazard (e.g., rabies);
7. Pick-up, transport, and impound of stray dogs;
8. Respond to calls for injured or sick animals;
9. Respond to calls for deceased dogs;
10. Respond to incidents involving dead crows;
11. Issue summonses and warning tickets for dog control and canine waste violations;
12. Prepare reports documenting incidents and investigations;
13. Patrol the City, as directed;
14. Be on call twenty-four (24) hours a day; and
15. Perform other related duties, as directed by a supervisor.

C. Qualifications and Training:

1. A minimum of a high school diploma or high school equivalency diploma;
2. Attend job specific training;
3. Present a positive professional image;
4. Good judgment and ability to reason clearly and soundly;
5. Ability to establish and maintain cooperative relationships with other public officials and with the general public;
6. Ability to read and interpret related laws and specifications;
7. Have and maintain a valid New York State driver's license; and
8. Physical condition commensurate with the demands of the position.

D. When responding to incidents involving animals, personnel shall follow current directives in GO 3.1.10 – Responding to Emergency and Non-Emergency Calls.

E. All Animal Control vehicles shall be kept clean and neat and may be inspected at any time by the Unit supervisor.

1. This shall include vehicle inspections and maintenance, as per GO 3.3.00

VII. SCHOOL CROSSING OFFICERS

A. The School Crossing Officer Program is a function of the Special Operations Unit and is under the direct supervision of the School Crossing Supervisors.

1. The Administrative Services Bureau Support Staff assist the Traffic Safety Sergeant with the administration of the program.
2. SCOs work for short periods of time when children are traveling to and from school, and play a major role in safeguarding the passage of school children across heavily traveled streets.

B. Duties and Responsibilities:

1. School Crossing Officers (SCOs) are part time non-sworn employees, and as such, do not have any law enforcement authority.
2. SCOs are responsible for facilitating students safely across roadways, at designated locations and times.
 - a. SCOs shall, at all times, display conduct which will be of credit to the department and the City of Albany. The SCO shall:
 - i. Be neat in appearance;
 - ii. Be prompt and on-time;
 - iii. Keep his/her uniform vest and equipment clean and in good repair;
 - iv. Refrain from drug/alcohol/tobacco use while on-duty;
 - v. Be diplomatic;
 - vi. Act without evidence of indecision;
 - vii. Display confidence and composure;
 - viii. Treat all persons fairly;
 - ix. Maintain self-control; and
 - x. Take pride and interest in assigned duties.
 - b. SCOs shall inform motorists with appropriate signals that the children are crossing or are about to cross the roadway.
3. SCOs do have the responsibility to report unsafe traffic conditions, or any other situation that might prove harmful to children. These reports shall be made to the on-duty Traffic Safety Sergeant at (518) 462-8783 for correction.
4. SCOs are required to be at their post, when scheduled, with all appropriate equipment and in a condition to successfully complete their assignment.
 - a. Upon arriving at their post, SCOs shall note any potentially hazardous situations, such as illegally parked cars, and notify the City of Albany Police and Fire Communications at (518) 438-4000.
 - b. SCOs shall remain at the curb, on the sidewalk nearest to the point where children are approaching. The SCO shall leave this point only when crossing children, or in the case of an emergency.

- c. The SCO shall not unnecessarily hold up the flow of traffic.
- d. The SCO shall use the hand-held stop sign in the prescribed manner at all times.
- e. The SCO shall only cross children between the proper white crosswalk markings.
- f. The SCO shall report any difficulties with unruly children to the school principal.
- g. The SCO shall work closely with school officials to insure the safety and behavior of the children.
- h. The SCO shall not allow bikes to be ridden or children to run while crossing the roadway.
- i. The SCO shall point out all unsafe actions by the children, showing them the proper procedures for crossing the roadway (caution against throwing snow balls, two (2) on a bicycle, running across roadway, staying between crosswalk lines, etc.).
- j. Depending on the number of children using the crosswalk each duty period, SCOs shall group children on the sidewalk away from the curb, but in view of approaching motorists.
 - i. The SCO shall remain between the curb and the children, facing the children.
 - ii. While grouping children, the SCO shall keep in mind that children are impatient and should not be kept waiting more than a short period.
 - iii. Inclement weather must also be considered when delaying the crossing for any length of time.
- k. The SCO shall be sure the children know what is expected of them (when to start crossing, where to cross, etc.).
- l. When ready to cross the children, SCOs shall wait for an appropriate gap in the traffic and then proceed to the center of the roadway. The SCO shall then hold up the stop sign, and, when all traffic is stopped, signal for the children to cross.
 - i. The SCO shall maintain this position until all children are safely across the roadway.
 - ii. The SCO should then proceed back to his or her original position to hold back stragglers and regroup the children for the next crossing.

C. Training and Qualifications:

- 1. Working knowledge of traffic laws and regulations;
- 2. Ability to exercise judgment and be alert to detect possible danger to children;
- 3. Ability to work in varying climate conditions;
- 4. Ability to deal successfully with children, police officers, and the general public;
- 5. Ability to exercise good judgment;
- 6. Ability to understand and follow oral and written instructions;
- 7. Physical condition must commensurate with the demands of the position;

- and
8. Must attend job specific training.

A. Selection Criteria:

1. Applicants for SCO positions shall submit an application to the Traffic Safety Sergeant for review and filing.
2. The Traffic Safety Sergeant will then review the applications and schedule applicants for interviews.
3. Applicants must be at least eighteen (18) years of age at the start of the school year and be of good character and reputation.
4. The applicant must have the ability to understand and carry out simple oral and/or written instructions.
5. SCOs must be able to work during inclement weather.
6. Applicants who are selected for employment must fill out all necessary department paperwork and receive training prior to assignment to a school crossing post.

B. Uniforms and Appearance:

1. School crossing guards shall be clean and neat in appearance and wear the full school crossing officer uniform, so as to be distinctively identified by the motoring public.
2. School crossing guard uniforms shall consist of a reflective vest and reflective stop sign, which shall be worn and utilized at all times while on post.

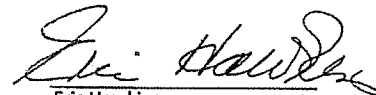
C. School Crossing Guard Posts:

1. SCOs will be deployed to locations where students require assistance to safely cross roadways.
2. SCOs will only be assigned to those crossings which have been approved by the Albany Police Department.
3. SCOs are required to be on post, on time, each school day.
 - a. SCOs shall remain on post during the prescribed duty times, unless school is delayed or closed for weather or other reasons.
 - b. Crossing times vary by posts and each SCO shall be notified by a supervisor of the exact AM and PM times.
 - c. It shall be the SCOs responsibility to check the local media for school cancellations and/or delayed openings.
 - d. A City School District of Albany School Calendar may be obtained at Police Headquarters, 165 Henry Johnson Boulevard or at <http://www.albanyschools.org/district/calendar/calendar.html>.
 - e. Unless an emergency arises, all personal appointments are to be made on off-duty time.
 - i. If an emergency arises and the SCO is going to be absent, he or she shall notify the Traffic Safety Unit Supervisor at least two (2) hours prior to the start of assignment.

- f. SCOs shall obey all orders from ranking members of the Police

Department and the supervisors of the Traffic Safety Unit.

4. The department identifies locations for SCOs by establishing criteria, gathering data, and then analyzing that data to identify which street crossings require a School Crossing Officer.
5. SCOs posted in crossings with traffic control devices shall:
 - a. Take a position on the side of the street children are approaching.
 - b. Group children away from curb, but in view of motorists.
 - c. Caution children to wait for your signal to cross.
 - d. On proper green signal or walk light, shall:
 - i. Enter the roadway;
 - ii. Stand on the intersection side of crosswalk; and
 - iii. At stop sign intersections, wait for a gap in traffic before proceeding into the roadway.
 - e. Attract attention of motorists maneuvering to make turns (eye contact, whistle).
 - f. Raise your hand in their direction and indicate "STOP".
 - g. When assured all traffic is stopped, signal children to cross.
 - h. Remain in roadway until all children are safely across.
 - i. Return to curb and signal traffic facing green to proceed.
6. School delays & cancellations can be located on the following:
 - a. Local television stations - WTEN, WRGB, WNYT, YNN;
 - b. Newspapers – Times Union, etc.; and
 - c. The following web sites – www.news10.com, www.cbs6albany.com, www.wnyt.com, www.ynn.com, and www.timesunion.com.
7. Annually, the Traffic Safety Sergeant, in conjunction with Administrative Services Bureau Support Staff, shall conduct a documented review of proposed School Crossing Officer posts to determine if a need still exists for a SCO at the current locations.
 - a. This annual review shall utilize data between the dates of January 1st and December 31st of each calendar year, and shall be completed by January 31st of each year.
 - b. It shall be the responsibility of the Traffic Safety Sergeant to submit a written report to the Chief of Police detailing the results of the review. This written report shall indentify the locations requiring SCOs
 - c. If it is determined that due to a lack of student pedestrian traffic the need for an SCO no longer exists at a given location, the SCO will be reassigned to another location where needed.


Eric Hawkins
Chief of Police

Albany Police Department Canine Utilization Report							
Day/Date:		Incident Number:		Utilization Number:			
Incident Time:		Time Called:		Arrival Time:		Time Cleared:	
Location of Incident:				Location of Utilization:			
Supervisor Requesting:				Back-Up Officer:			
Type of Utilization:							
Unit Assisted:				Agency Assisted:			
Temperature		Wind Direction/Speed		Lighting		Precipitation	
Narrative:							
Canine Team:						Date Submitted:	
Supervisor Reviewing:						Date:	
* Diagram required on canine supplemental report for tracks, area searches, and evidence searches*						Page 1 of ____	
APD #406 (Rev. 10/07)							

Albany Police Department

Canine Utilization Supplemental Report

Day/Date: **Incident Number:** **Utilization Number:**

Location: **Canine Team:**

*** NOT TO SCALE***

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ALBANY, NEW YORK
POLICE DEPARTMENT
165 HENRY JOHNSON BOULEVARD
ALBANY, NEW YORK 12210



RETIRED POLICE K-9
Albany Police Department
K-9 Unit

165 Henry Johnson Blvd., Albany, N.Y. 12210

To:

From:

Subject: Retired Police K-9

Reference is made to the transfer of retired police K-9 _____ to you, _____.
_____ is a _____ year old German Shepard, _____ lbs, color _____. _____ was officially retired on MM/DD/YYYY.

As we discussed, we do have certain requirements of those persons to whom we transfer our retired K-9's. They are as follows.

1. The dog must be well maintained.
2. The dog may not be used as a working Police Dog.
3. The dog may not be sold or given to anyone else.
4. The dog must be allowed to live out its natural life and only be put down on a veterinarian's order (and then properly buried.)
5. The Department may occasionally inspect the dog and his living conditions, after giving you adequate notice.
6. If any of the above conditions are not met, this Department may regain possession of the dog.
7. The dog must be duly licensed, as per New York State Ag & Mkts Law.

It is understood that when accepting this retired K-9 you are responsible for complete maintenance and control of the dog and assume all liability.

If these terms are agreeable to you, please sign this letter and have it witnessed, indicating your willingness to follow its terms.

I hereby agree to the above stipulation.

Recipient _____ (Signature) _____ Date: _____, 20____

Recipient _____ (Print name) _____

Witness: _____ (Signature) _____ Date: _____, 20____

Witness: _____ (Print name) _____

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