



GENERAL ORDERS		NO: 14-11
BANK ALARM RESPONSE		
PAGE 1 OF 2		AUTHORITY: CHIEF CHRISTOPHER J. PREMO
EFFECTIVE DATE: 10/07/2014	AMMENDMENT DATE:	

Bank Alarm Response Policy

Daytime Response (Business hours when the bank is open)

1. Patrol will respond with emergency lights activated only.
2. Desk Officer will telephone the bank and tell the bank employee that there is an alarm activation and then ask the employee for the proper response phrase. **THE ONLY CORRECT RESPONSE IS THE MONTH THEN THE DAY THEN THE YEAR.** If an alarm comes in on 12/04/13 then the only correct response from the Bank employee will be December 4th 2013. Any response other than this and the Officer will consider it a duress situation. The following actions will be taken.
 - a. Immediately notify responding patrols and the shift supervisor of a duress situation. This can be done by simply telling the patrols that you have a duress response.
 - b. Patrols will hold their positions, monitoring the bank from a location that the suspect (s) cannot see you, but you can see the bank, and keeping the desk informed of any activity around the bank.
 - c. A second unit will then be dispatched if one is available otherwise you will notify the State Police for assistance.
 - d. Shift supervisor will notify the Chief of Police and then go to the scene.

UNDER THESE CIRCUMSTANCES A UNIFORMED OFFICER SHOULD NOT GO INTO THE BANK. The intent of this policy is to allow the suspect (s) to leave the bank before being confronted. We do not want a hostage situation.

Non- Duress Response (Bank employee gives the proper code):

1. Desk Officer will notify patrols of a non – duress response.
2. Patrols will hold positions and observe the bank long enough to make sure that customers are coming and going freely.
3. One Officer will then enter the bank and inform a bank Manager or assistant Manager and try to ascertain why the alarm was activated. Once the Officer is certain that no problem will exist he will notify the desk of same.

Nighttime Response (Bank is closed such as nights and weekends):

1. Alarm company will call the Police Department and will also call a bank employee (key holder)
2. Patrols will respond with emergency lights activated.
3. Patrols will take up a position from which they can observe the bank to see if there is any activity in or near the bank.
4. If it is found that entry into the bank has been made or there is a possibility that someone is in the bank, notify the shift supervisor at once and wait for further instructions. DO NOT ENTER THE BANK.
5. When an employee arrives the Officer will enter the bank FIRST and check the interior. Once the bank has been thoroughly checked the Officer and bank employee will try to ascertain why the alarm was activated.
6. When the bank has been checked and secured by the employee, the Officer will notify the desk and resume patrol.
7. If the bank employee chooses not to respond to the bank, the patrol will check the exterior of the bank and report its condition to the shift supervisor.



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February 17, 2015

To All Members:

There is a new policy for the body worn cameras. This is now in the rules and regulations. All members are to sign below that they have read this policy.

Sgt. Smith *BSM*
Sgt. Merrick *SM*
Sgt. Fountain *RF*
Sgt. Bolster *SB*
Officer Crawford *MRC*
Officer Miller *BM*
Officer Preve *AP*
Officer Martin *WRN*
Officer Andre *ilw*
Officer Hebert *UH*
Officer Young *TY*
Officer Arcadi *AA*
Officer Pecore *DP*

Chief Christopher Premo



GENERAL ORDERS		NO: 15-01
BODY WORN CAMERAS		
PAGE 1 OF 7		AUTHORITY: CHIEF CHRISTOPHER J. PREMO
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Body worn cameras:

I. Purpose

It is the purpose of this procedure to provide the Malone Village Police Department personnel with guidelines for the utilization, operation and maintenance of the issued Prima Facie Safety Vision video recording system.

II. Policy

It is the policy of the Malone Village Police Department that all personnel that are issued Prima Facie Safety Vision portable video recording devices, hereafter referred to as Body Worn Camera's, BWC, will effectively and responsibly use them as a safeguard for the department against false claims of misconduct and to ensure that all personnel are performing their duties to the highest standards of professional integrity. This policy does not govern the use of surreptitious recording devices used in undercover operations.

III. Procedures

A. Administration

The Malone Village Police Department has adopted the use of BWC to accomplish several objectives. The primary objectives are as follows:

1. BWC's allow for accurate documentation of police-public contacts, arrests, and critical incidents. They also serve to enhance the accuracy of officer reports and testimony in court.
2. Audio and video recordings also enhance this agency's ability to review probable cause for arrest, officer and suspect interaction, and evidence for investigative and prosecutorial purposes and to provide additional information for officer evaluation and training.
3. The BWC may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.

B. When and how to use the BWC

1. Officers shall activate the BWC to record as outlined in Section F. of this policy.
2. The BWC shall remain activated until the event is completed in order to ensure the integrity of the recording.
3. If an officer fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the officer shall document why a recording was not made, was interrupted, or was terminated.
4. Civilians shall not be allowed to review any recordings until authorized by the Chief of Police.

C. Officer responsibility

1. Police personnel shall use only BWC's issued by this department. At this time the authorized BWC equipment is the Prima Facie Safety Vision Body Worn Camera. Each officer will be assigned their own camera, and each camera has a unique serial number assigned to it. This serial number will be recorded and secured in each officer's personnel file. The BWC equipment and all data, images, video and metadata captured, recorded or otherwise produced by the equipment is the sole property of the Malone Village Police Department and are to be used for official department use only.
2. BWC equipment is issued to uniformed personnel and authorized by the Malone Village Police Department. Officers who are assigned BWC equipment must use the equipment unless otherwise authorized by supervisory personnel. While on duty, officer will wear the camera affixed to their uniform in a manner that properly secures the camera with the alligator clip backing.

3. The camera shall be worn in a manner and location on the uniform that is conducive to effective recording and evidence gathering, taking into consideration differences in body sizes and gender.
4. Police personnel who are assigned BWC's must complete an agency approved and/or provided training program to ensure proper use and operations. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates or other revision in policy and equipment.
5. Officers have a level of security access, as determined by the Chief of Police, to upload and review Prima Facie recordings on the Prima Facie computer by use of the software provided by Prima Facie.
6. Officers shall not edit, alter, erase, duplicate, copy, share or otherwise distribute in any manner BWC recordings without prior written authorization and approval of the Chief of Police or his or her designee.
7. Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.
8. If an officer is suspected of wrongdoing, or involved in an officer-involved shooting or other serious use of force, the department reserves the right to limit or restrict an officer from viewing the video file.
9. Requests for deletion of any recording (e.g., in event of a personal recording) must be submitted in writing and approved by the Chief of Police or his or her designee in accordance with New York State record retention laws. All requests and final decisions shall be kept on file.
10. Officers shall not in incident, arrest, and related reports when recordings were made during the incident in questions. However, BWC recordings are not a replacement for written reports.

D. Camera maintenance and care

1. Routine maintenance and care of the BWC is the responsibility of the individual officer who is issued the camera.
2. Each officer shall ensure that the BWC is kept clean and in working order, that the rechargeable battery is fully charged when reporting for duty each work day, and the video files are uploaded after each tour of duty to the designated computer.
3. When files are uploaded to the Prima Facie software, the date and time function will be checked for accuracy and any discrepancies reported to the officers' immediate supervisor.
4. Any malfunctions with the BWC, or the file upload process, will be immediately reported to a supervisor who will coordinate any necessary repairs or software troubleshooting with the Chief of Police or his or her designee.

E. Supervisory responsibility

1. Department personnel who hold the rank of Sergeant or above will act as designated system administrators for the department and will assign specific cameras to officers along with User ID and Password if required.
2. The Chief of Police or his or her designee will assign User ID's and Passwords to Sergeants or above designating them with system administrator status if needed. System administrator status allows the supervisor to review and copy any uploaded video filmed by a department issued BWC and set administrative settings within the software for deletion and retention of recordings.
3. Once uploaded to the Prima Facie computer, the recordings can be secured for indefinite retention, saved for on-going investigations and/or court use. Non evidentiary video and audio recordings will be maintained for a minimum of 90 days. After 90 days, to save storage space and improve the ease and usability of the program, non-evidentiary videos will be deleted from the computer. There is no guarantee that citizens or officers will be able to have access to non-evidentiary video recordings after 90 days. Video of evidentiary value will only be deleted after all criminal justice actions have ended, (keeping in mind statute of limitations on possible appeals, civil litigations and requirements to retain recordings due to the serious nature of the offense), and per NYS Record Retention laws allow for the deletion of the recordings.
4. Supervisory personnel shall ensure that officers equipped with BWC devices utilize them in accordance with policy and procedures defined herein.
5. At least on a monthly basis, supervisors will randomly review BWC recordings to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.
6. Supervisory personnel will be responsible for copying to DVD or other media any video/audio recordings requested by the District Attorney, or his or her designee, for case prosecution, discovery motions or for other reasons as deemed necessary by the District Attorney.
 - a. This media will be subject to the same security restrictions and chain of evidence safeguards as detailed in the agency's evidence control procedure.

F. Video File Retention

1. It will be the responsibility of the individual officer to upload video files to the designated Prima Facie computer located at the Malone Village Police Department. All files are to be securely uploaded periodically and no later

than the end of each shift. Each file shall note the information related to the date, BWC identifier and assigned officer.

2. Prima Facie Transfer Agent will be the video file management system used to simplify the upload, storage, and retrieval of video files recorded with the BWC's. Prima Facie Transfer Agent uploads the video files, and when completed, clears the BWC's memory so that it is ready to record again. All files are automatically secured by the software and no video files are deleted within the 90 days of recording.
3. All images and sounds recorded by the BWC are the exclusive property of this department. Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.
4. All access to BWC data (images, sound, and metadata) must be specifically authorized by the Chief of Police or his or her designee, and all access is to be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes.

G. Actions Requiring Mandatory Recording

1. Pursuits – All pursuits or chases involving persons attempting to elude an officer will be recorded. As soon as possible after the pursuit is ended, the immediate supervisor will be notified and the video will be uploaded by the officer to the designated computer via the Prima Facie Transfer Agent software. The video will be reviewed by the Chief of Police or designee as soon as possible.
2. Accident Scenes – Whenever possible, officers will activate their BWC and begin filming when arriving at the scene of an accident, while interviewing witnesses, or interviewing persons involved in the accident. This procedure should not be interpreted to mean that the BWC replaces the taking of still photographs of the accident scene or with other department issued camera equipment.
3. Enforcement Contacts – All contacts with the public involving law enforcement action will be recorded. A note will be made in the narrative of the report that video was obtained at the scene with the BWC and is on file.
4. Domestic/Civil Disputes – Domestic or civil disputes in which adversarial parties are present at the scene will be recorded.
5. Emergency Responses – When an officer responds to any call for service requiring the utilization of emergency lights and siren, activation of the BWC is required.
6. Distraught, Disorderly, Argumentative, EDP, or Angry Persons/Arrestees – When encountering these types of people, as soon as the tactical situation allows it to be safely accomplished, the BWC shall be activated. Every effort should be made to obtain accurate video and audio evidence.

7. All calls for service in which citizen contact is made.
8. All traffic stops
9. All citizen transports regardless of custody status (excludes authorized ride alongs).
10. All investigatory stops (stops involving the detainment of citizens).
11. Other incidents the officer reasonably believes should be recorded for law enforcement purposes.
12. Personnel are expected to use good judgment. All other official contacts with the public not outlined above should be recorded. When in doubt regarding any situation, the officer should opt to record.

Officers will note in incident, arrest and related reports when video/audio recordings were made during the incident in question.

H. Additional Procedures

1. Under no circumstances with the BWC be utilized for anything other than official departmental business, unless permission had been obtained from the Chief of Police or his or her designee.
2. The BWC's are provided as a tool to enhance operations and to protect officers and the department from frivolous complaints. Professionalism, courtesy, and service to the public is expected in each and every encounter.

I. Freedom of Information Requests

1. All digital video and audio files are subject to open records requests as allowed by law. Open records requests for any recordings made utilizing a BWC will be subject to application in the same manner as any other record maintained by the Malone Village Police Department open to a Freedom of Information request. All Freedom of Information requests, and the requested information and/or media, are not to be released until reviewed by the Chief of Police, or by his or her designee. In situations where the Chief of Police will be unavailable to review the request and provide the information requested in the time frame set by the Freedom of Information Law to make the records available to the requestor his or her designee shall review and release/deny said records.
2. Data recordings that are the subject of a denied open records request must be maintained until the dispute between the department and the person or entity requesting the recordings is resolved.

J. Restrictions on using the Body Worn Camera

BWC's shall be used only in conjunction with official law enforcement duties. The BWC shall not generally be used to record:

1. Communications with other police personnel without the permission of the Chief of Police.
2. Encounters with undercover officers or confidential informants.
3. When on break or otherwise engaged in personal activities.



GENERAL ORDERS		NO: 15-8
Bullet Proof Vest		
PAGE 1 OF		AUTHORITY: CHIEF CHRISTOPHER J. PREMO
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Purpose:

The purpose of this policy is to provide Law Enforcement Officers with guidelines for the proper use and care of body armor.

Policy:

It is the policy of this Law Enforcement agency to maximize Officer Safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of Officer Safety procedures.

Definitions:

Field Activities: Duty assignments and/or tasks that place or could reasonably be expected to place Officers in situation where they would be required to act in enforcement rather than administrative or support capacities.

Procedures:

A. Issuance of Body Armor

1. All body armor issued must comply with protective and related requirements prescribed under current standards of the National Institute of Justice.

2. All Officers shall be issued agency-approved body armor.
3. Body Armor that is worn or damaged shall be replaced by the agency. Body Armor that must be replaced due to misuse or abuse by the Officer shall be paid for by the Officer.

B. Use of Body Armor

1. Officers shall wear only agency-approved Body Armor.
2. Body Armor shall be worn by recruit Officers during both classroom and field training.
3. Officers that are assigned to a uniformed function and non-uniformed sworn Officers are required to wear Body Armor while engaged in field activities both on duty and during off duty employment unless exempt as follows:
 - a. When an agency-approved physician determines when an Officer has a medical condition that would preclude wearing Body Armor.
 - b. When the Officer is involved in undercover or plain clothes work that his/her supervisor determines could be comprised by wearing Body Armor; or
 - c. When the Department determines that circumstances make it inappropriate to mandate wearing Body Armor.

C. Inspections of Body Armor

1. Supervisors shall be responsible for ensuring that Body Armor is worn and maintained as required by this policy through routine observation and periodic documented inspections.
2. Annual inspections of Body Armor shall be conducted for fit, cleanliness, signs of damage, abuse and wear.

D. Care, Maintenance, and Replacement of Body Armor

1. Officers shall routinely inspect personal Body Armor for signs of damage and for general cleanliness.
2. As dirt and perspiration may erode ballistic panels, each Officer shall be responsible for cleaning personal Body Armor in accordance with the manufacturer's instructions.
3. Officers are responsible for the property storage, maintenance and care of Body Armor in accordance with manufacturer's instructions.
4. Officers are responsible for reporting damage or excessive wear to the ballistic panels or cover to their supervisor for the uniform supply function.
5. Body Armor will be replaced in accordance with guidelines and protocols established by the National Institute of Justice.

E. Training

The Training Officer shall be responsible for:

1. Monitoring technological advances in the Body Armor industry that may necessitate a change in Body Armor.
2. Assessing weapons and ammunition currently in use and suitability of approved Body Armor to protect against those threats.
3. Providing training programs that demonstrate Body Armor's stopping power under actual firing conditions and that emphasize its safe and proper use.
4. Maintaining statistics on incidents where armor has or has not protected Officers from harm, including traffic accidents.