

WOLFEBORO POLICE DEPARTMENT

SOP 3.1

Date Issued: 12/27/2019

Review: 02/25/2021

[Note: This written directive is for the internal governance of the Wolfeboro Police Department and, as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.]

By Order of:
Dean J. Rondeau, Chief of Police

PATROL DUTIES

Policy To provide patrol coverage that offers the best service to the community.

Purpose The purpose of this directive is to cover:

Shifts & rotation	Preparation
Special units	Sectors

Shifts & rotation REDACTED

Briefings Officers reporting for duty are required to make themselves aware of previous patrol activity, unusual situations, wanted subjects and changes made by department memos and orders.

This is done by reviewing and checking the following:

- Briefing by officer being relieved.
- Mailbox.
- Department E-mail. (Shift Summary)
- Dispatch log.

It is important even in this size agency that communications are open and conveyed to each other. This includes passing information both ways.

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**Preventive
Patrol**

To actively seek out risks to public disorder, safety and potential hazards
All aspects of patrol are geared toward prevention through opportunity
reduction.

Some of these methods include, but are not limited to:

- **Directed Patrol** – assigned by the Service Sgt. to deal with re-occurring problems or trends in complaints.
 - **Business Patrol** – establish personal contacts with businesses and familiarize themselves with the establishment in order to identify potential problems.
 - **Residential Patrol** – High visibility and develop personal contacts to develop effective communications and identify potential problems.
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**Mountain
Bike Unit**

Will be used by the department:

- Crowd control at events.
- Summer crime patrol.
- Special events.

Mountain bike patrol programs will only be used based on a written plan covering conditions and limitations of usage.

Officers must have specialized training in the operation of department mountain bikes.

The Operational Sgt. will maintain a list of officers that are authorized to ride the mountain bike.

The vehicle maintenance officer is responsible for overseeing the mountain bikes conditions and readiness.

Evaluation of Activities

The effectiveness of various traffic enforcement measures will be measured by reviewing citations and traffic-related reports. This comparison will be done against historical and demographic data or engineering changes in the service area.

If a particular traffic enforcement measure does not produce the desired results in an area by reducing or eliminating a traffic-related condition, then the measure will be discontinued, re-evaluated, identification of the specific problem, and re-implemented using the adjusted traffic enforcement measures or a completely different strategy to accomplish the objective.

A memorandum will be completed by the Operational Sgt or SSgt. illustrating their plan of action regarding the enforcement measures for an identified traffic problem. The memorandum will outline the enforcement objective, the specific enforcement measures to be used, location of operation, the time frame for the

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operation, and the expected results from enforcement measure. At the end of the operations time frame, the Operational Sgt. or SSgt. will complete a follow-up report outlining the results of the enforcement measure and whether they were successful, were adjusted for better effectiveness, or discontinued and why.

This memorandum and the subsequent follow-up memorandum should be forwarded through the chain of command to the Captain/Executive Officer for review.

Traffic Enforcement

The Wolfeboro Police Department seeks to promote traffic safety, uniform enforcement of all traffic laws, to education of the public regarding traffic safety, and recognizing the multiple options officers have when enforcing traffic laws.

Uniform Enforcement

The following guidelines are provided to assist officers in making decisions as to whether or not a traffic citation is warranted. These guidelines are to be used as guidance only, and as such should not supplement officer judgment in situations involving traffic violations. It is the policy of Wolfeboro Police Department to enforce all laws and regulations relating to traffic enforcement.

1. Speed Violations: traffic, weather and road conditions should be considered when making speed violation cases.
2. Public Carrier and Commercial Vehicle Violations: The severity of the hazard or violation must be considered when making these cases. Departments with specialized training in these areas can be called upon for assistance with these cases, such as the New Hampshire State Police Troop G.
3. Pedestrian and Bicycle Violations: The officer should consider traffic, weather, and road conditions as well as the potential of a collision occurring from the cyclist actions may cause.
4. Off-Road Vehicle Violations: Officers will enforce these traffic laws in a manner similar to any other traffic violation. Officers will be pro-active in regard to any violations involving unlicensed vehicles on the town streets, violations of off-road vehicle registration laws, misuse of public trails and parks, and improper use of traffic way crossings.
5. Equipment Violations: consider issuing citations for any equipment defect that has the potential to cause a potentially hazardous condition.

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6. Other Hazardous Violations: The traffic, weather and road conditions as well as the degree of the hazard should be considered when making these cases. The locations previous collision history may also be taken into consideration.

7. Non-Hazardous Violations: Officers may consider issuing a verbal warning unless repetitive or flagrant violations have occurred.

8. Multiple Violations: The officer may cite a violator for all offenses, if deemed necessary. For example, a motorist stopped for following too closely and subsequently found to be operating without a driver's license should be issued two separate citations. In other cases, a verbal warning may be given for a non-hazardous violation in conjunction with a formal citation for a more serious hazardous moving violation.

Traffic Enforcement Actions

Sworn officers are authorized to use their training and judgment to determine what charges, if any, will be made in a given traffic-related incident. Traffic enforcement actions will be appropriate for each violation of the law and will be applied in a fair, impartial, courteous, and professional manner.

Physical Arrest; A physical arrest is the most serious action an officer may take incidental to a traffic offense. An officer will write a citation and make a physical arrest when a driver is cited for:

1. Driving under the influence of intoxicating alcoholic beverages where the level of intoxication is .08% or more; .02% or more for drivers under the age of 21 and .04% or more for commercial vehicle drivers.
2. Driving under the influence of any drug where there is reasonable articulable suspicion or probable cause that the effect has rendered the driver a less safe driver;
3. Reckless driving.
4. Racing on highway or street.
5. Fleeing or attempting to elude a police officer.
6. Fraudulent or fictitious use of a driver's license.
7. Driving while license suspended or revoked (subsequent)
8. The commission of any felony in which a motor vehicle was used.

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Traffic Stops

General Procedures:

1. Traffic stops will be made only by marked Wolfeboro Police Department vehicles equipped with emergency lights and siren, unless approved by a supervisor.
2. Officers making traffic stops will turn on their emergency lights, sound the horn and siren, and motion the violator to stop.
3. If the violator fails to stop, spotlight, and take down lights may be used to gain attention.

REDACTED

Felony Stops

REDACTED

Standardized Field Sobriety Tests

REDACTED

Traffic Collisions

An officer will be dispatched to the scene of traffic collisions to include, but not limited to

1. Death or injury;
2. Hit and Run;
3. Impairment of a driver due to alcohol or drugs;
4. Damage to public vehicles or property;
5. Hazardous materials;
6. Disturbances between principals;
7. Major traffic congestion as a result of the collision;

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8. Damage to vehicles to the extent towing is required.

The officer initially dispatched to the scene of a traffic collision will normally be the investigating officer and in charge of all on-scene activities unless he or she is cancelled before arrival at the scene by radio dispatch, properly relieved by a supervisor. The first arriving officer at the scene of a traffic collision will:

1. Activate appropriate emergency equipment and park the police vehicle so as not to create an additional traffic hazard, evaluate any injuries, secure the scene to prevent other collisions, and request an ambulance, rescue unit, wrecker or other support services, if needed.
2. If the responding officer encounters a disturbance between any collision parties at the scene, advise dispatch for another unit to the scene and attempt to separate the individuals. If the situation is uncontrollable for one officer, wait until backup units arrive before attempting to intervene.
3. Conduct a preliminary investigation to determine the circumstances surrounding the collision. Driver's licenses, registration and insurance cards will be obtained from all drivers involved. Confirm accurate addresses, telephone numbers, and insurance coverage. Ensure that the drivers involve exchange insurance information. Witnesses will be separated and questioned to assist in determining the cause of the collision. The officer will note the position of all vehicles involved and protect the collision scene to preserve short-lived evidence such as debris, skid marks, etc. for possible follow-up investigations.
4. A report will be completed on IMC/Central Square if it involves death, serious injury, property damage, hit and run, impairment due to alcohol or drugs, hazardous materials or is chargeable and occurred on private property. (Motor Vehicle Accident Report)
5. When the collision occurs on private property and the incident does not involve death, serious injury, hit and run, impairment due to alcohol or drugs, hazardous materials or is chargeable on private property, a report will be completed in IMC/Central Square box indicating property owner will be filled out.

Hit and Run

When the collision involves a hit-and-run, the officer will do the following;

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2. Obtain necessary information that is relevant to the Hit and Run; such as, listing all evidence and observations collected at the scene. Be sure to mark “hit and run” on the Motor Vehicle Accident Report
3. If the hit-and-run results in a fatality, secure the scene and notify a supervisor to come to the scene. If the perpetrator is unknown or has not been apprehended and the injury is serious and will possibly result in death, the supervisor will advise Wolfeboro Central Dispatch to notify an Accident Reconstructionist along with the Chief and Captain/Executive Officer.

Traffic Control

- a. If the drivers involved in a minor collision have not cleared the roadway, clear it as soon as possible to restore traffic flow and direct the parties to a safe location to complete the investigation.
 - b. If the collision is serious and involves injuries or inoperable vehicles, request additional units through Wolfeboro Central Dispatch to help control traffic flow. Ensure the evidence from the collision is protected for possible follow-up investigation.
 - c. When it is safe to do so, and no traffic hazard exists, the officer will turn off the emergency equipment to prevent attracting attention to the collision. If a vehicle is inoperable, roll it as far out of traffic as possible and call a wrecker. Patrol vehicles will not be used to push disabled vehicles, unless authorized by a supervisor.
7. Officers may issue citation(s) if the evidence from the collision investigation or an independent third-party witness corroborates the statements made by one or more of the parties involved. Get current names, addresses and telephone numbers of all witnesses so the Prosecutor will know what witnesses to subpoena if the violator requests a trial. Prosecutor will let witnesses know the court date set for the violator.
 8. The investigating officer, or another designated officer, will ensure property belonging to collision victims, including their vehicle, is protected from theft or pilferage by controlling access to the collision scene. (Vehicle inventory will be conducted.)
 9. Complete the Motor Vehicle Accident Report on IMC/Central Square. Not all follow-up investigation activities are required in each traffic collision situation. Most investigations involving minor traffic collisions will end with the investigating officer’s accident and/or incident report completed at the scene. If DUI is a factor in the collision. The most extensive traffic collision follow-up investigations will involve fatalities or serious injuries that could result in death.
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10. The responding officer will stand by at the collision scene to assist the Accident Reconstruction Investigator.

Transporting civilians or arrestee.

Officers will give Wolfeboro Central Dispatch the name, date of birth, sex and mileage before transporting any individual. The officer will give the mileage to Wolfeboro Central Dispatch once arrived at his/her destination.

Sectors Will be assigned by the SSgt. (Depending on the need)