

		DIRECTIVE 3.1			
SUBJECT Uniformed Services Division		NO. PAGES 39			
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ISSUED BY: Chief Michael J. Szczerba <i>Michael J. Szczerba</i> Chief of Police Reviewed: 2/1/2012					

Uniformed Services Division

Directive: 3.1

The Division will be comprised of four (4) platoons, designated "B" through "E", with each platoon staffed by [REDACTED]

[REDACTED] Each platoon will be organized into squads, [REDACTED]. Additionally, each platoon will have assigned [REDACTED]

Squad 1 of each platoon will be assigned to the districts east of Market Street and, also, north of the Brandywine River (#11, #12, #13, and #14) including the downtown Market Street business district (walking officer #30). Squad 2 of each platoon will be assigned to the districts south of the Brandywine River and west of Market Street (#16, #17, #18, and #19). (CALEA 2.1.1, 41.1.1c)

Each platoon will assign officers to fill radio districts 11, 12, 13, 14, 16, 17, 18, and 19. Also, platoons will assign officers to walking assignments to the downtown business district, Market Street Mall area, as 30 and 31 radio districts. To the extent possible, assignments to platoons, squads, and districts will remain constant to allow for the greatest degree of district integrity and uniformity in supervision and training. (CALEA 41.1.1d, c)

Supplemental and strategic assignments (i.e. Traffic Enforcement Detail) will be determined and staffed in accordance with current needs. This decision will be made by the Uniformed Services Division Captain and/or Watch Commander.

The Neighborhood Policing Unit is responsible for conducting programs and activities aimed at improving relations between the Department of Police and the community; however, the responsibility for achieving the Department's community relations objectives will be shared by all personnel.

A. General:

1. Vehicle Maintenance

The Vehicle Maintenance Officer will ensure that repairs are scheduled during the period when the vehicle is not in service.

2. Meal Periods

Officers working less than a [REDACTED] will be allowed [REDACTED] for their allowed meal break. Officers working a [REDACTED] will be allowed [REDACTED] for their approved meal break. As in the past, however, prevailing activity will dictate the feasibility of this benefit at any given time. There will be no more than [REDACTED] at any eating establishment at one time.

All meal breaks will be taken within the city limits. Any requests for meal breaks outside the city limits must be approved by the officer's immediate supervisor or watch commander. All watch commanders will take into consideration time of day and street activity when authorizing approval.

3. Radio Response

All Uniformed Services Division, Special Operations Division, and Forensic Science Unit personnel answering a radio message initiated by Communications, will provide both their proper call number and their current location; e.g., "16-A, Fourth and Market Streets."

4. Signing Out Property

All vehicles, and shotguns used for the officer's tour of duty will be signed out in the appropriate log and approved by the squad supervisor. All equipment signed out is to be returned to the House Sergeant's Office or Uniformed Services Division Sergeant's Office at the end of the tour of duty.

The Mobile Data Terminals are assigned to individuals and will be stored in a secure location. Any damage or problems will be documented in the appropriate manner and forwarded to the Communications Technology Unit.

All property will be turned in at the end of an officer's tour of duty unless a longer time period is authorized by a Staff Officer of this department.

5. Work Schedule (CALEA 41.1.1a, b, c, f)

The following work schedule will be employed by the Uniformed Services Division Platoons B thru E:

[REDACTED] | [REDACTED]
[REDACTED]

[REDACTED] | [REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED].

In-service training will be undertaken while each platoon is working as is practical, feasible and necessary in conjunction with the Human Resources Division.

B. Uniformed Services Division Commanding Officer:

The Uniformed Services Division Commander directs and supervises the Uniformed Services Division Watch Commanders, Executive Lieutenant, Neighborhood Policing Lieutenant, and the K-9 Supervisor. In addition to any special assignments that he might receive from the Inspector of Uniformed Operations, in the chain of command, he will perform the following tasks:

1. Shall be responsible for all equipment assigned to the Uniformed Services Division.
2. Shall be responsible for statistical information.
3. Shall maintain records of all police activities in the division.
4. Shall be responsible for any disciplinary actions taken against Uniformed Services Division officers.
5. Shall be responsible for all Uniformed Services Division operations and duties, which shall include the House Sergeant and Turnkey areas.

C. Executive Officer:

The Executive Officer reports to and is supervised by the Commanding Officer. The Executive Officer is responsible for the handling of Division activities at Central. In addition, he will perform the following tasks:

1. Maintain the Division's records.
2. Maintain the Division payroll.
3. Will assume the Division Commander's responsibilities in his absence.
4. Coordinate all activities with other divisions.
5. Coordinate special assignments.
6. Review the documented weekly inspection of the House Sergeant's Office and Turnkey area with the House Sergeant. If necessary, he shall be responsible for contacting the maintenance vendor for services.
7. Review the documented weekly security inspection which shall include, but not be limited to:

- [REDACTED]

A copy of this inspection shall be submitted to the Chief of Police, through the chain of command.

8. Acts as the liaison with the Vehicle Maintenance Officer and the Motor Vehicle Shop regarding the vehicles assigned to the Uniformed Services Division.
9. Provides for the administrative review of temporary detention areas and procedures at least once every 3 years. (CALEA 71.4.3 #6-#9)

D. Watch Commander (Uniformed Services Division Lieutenant)

The Platoon Lieutenant will serve as the Watch Commander for each platoon. As such, he is responsible for assuring all necessary police uniform services duties are performed during his tour of duty. In addition to his regular duties as shift commander, the Uniformed Services Division Lieutenant will also be responsible for the following:

1. All police activity during his watch.
2. Division Commander in the absence of the Division Commander and the Executive Officer.
3. Supervisory responsibilities in the Turnkey's Office and House Sergeant's Office.
4. Inspections, roll calls, and dissemination of police information.
5. Adjusting the districts as needed, and assignment of overtime and personnel.
6. Drug depository, and money tagged as evidence or found property. The Watch Commander's designee (not below the rank of sergeant) may also assume these responsibilities.
7. Make notifications to superior officers and investigators of activities as needed.
8. Advising oncoming platoon supervisors of activities during his shift.
9. Shall encourage and support communication, coordination, and cooperation between Uniformed Services Division and other divisions by distributing departmental communications, directives, memos, subpoenas, etc., to the platoon.
10. Vehicle availability for on-coming shift.
11. Maintenance of overtime.
12. Inspection of Uniformed Services Division complex.
13. Inspection and supervision of officers working extra jobs.
14. Shall be responsible for scheduling of vacations and days off for personnel assigned to his platoon.
15. Shall insure that all vehicles assigned to his platoon are properly and safely operated and maintained.
16. Shall receive and process documentation of officers reporting off duty, sick or injured.

17. Shall act as immediate supervisor of sergeants assigned to his platoon.
18. Shall issue press releases in the absence of the public information officer.
19. Shall be the duty officer in the absence of a regularly scheduled duty officer, and shall prepare the duty officer's report.
20. Shall submit to the Human Resources Division a list of hours worked by personnel under his command for those shifts for which shift differential is paid.
21. Shall have access to central records information at all times.

E. Squad (Street) Sergeant:

The Squad Sergeant is directed and supervised by the Uniformed Services Division Watch Commander.

The Squad Sergeant is responsible for the direction and supervision of the district Uniformed Services Division officers in his squad.

In addition to any special assignments that he might receive from the Uniformed Services Division Watch Commander, in the chain of command, he will perform the following tasks:

1. Shall conduct ongoing and off going shift roll call, at which time he will inspect the squad, paying attention to physical appearance and condition of equipment. Information pertaining to significant activities in each district will be distributed at this time; (CALEA 41.1.2)
2. Shall, at irregular hours, inspect and supervise his subordinates and when necessary, counsel, train, initiate disciplinary action, insure that his subordinates are familiar with criminal, traffic and any other applicable laws, and departmental procedures, insure that his subordinates are familiar with problems in that district, and insure that the squad operates as efficiently as possible;
3. Shall receive, review, approve, and forward incident reports from District Uniformed Services Division Officers during and at the end of his tour of duty;
4. Shall complete, review and/or act upon, when necessary, the following reports:
 - a. Daily worksheets;
 - b. Attendance log;
 - c. Request for days off;
 - d. Overtime records;
 - e. Progress reports from training officers;

5. Shall testify in any court to which he has been subpoenaed;
6. Shall be responsible for the representation of management to his subordinates and his subordinates to management.
7. [REDACTED] will supervise Squad 1 of his platoon, Northern Command (north of the Brandywine River) including the downtown business district when necessary. He will also supervise the Traffic Enforcement Detail Officers with the odd number designators (i.e. [REDACTED]).
8. [REDACTED] will supervise Squad 2, Eastern Command (east of Interstate 95). He will also supervise the Traffic Enforcement Detail Officer with the even number designators (i.e. [REDACTED]).
9. [REDACTED] will supervise Squad 3, Western Command (west of Interstate 95).
9. Street Sergeants will guide their subordinates in the proper procedures for conducting preventive patrol and preliminary investigations.
10. Sergeants will be responsible for responding to all major crimes.
11. Shall investigate and report damage to police vehicles.

F. House Sergeant:

The House Sergeant is responsible for Uniformed Services Division activities at Central. The House Sergeant reports to and is directed and supervised by the Uniformed Services Division Watch Commander. The House Sergeant is responsible for supervising the Turnkey and Transport Officer.

In addition to any special assignments that he might receive from the Uniformed Services Division Watch Commander, in the chain of command, he will perform the following tasks:

1. Receipt and Maintenance of Prisoners:
 - a. Shall, at the start of his shift, inspect the cells for physical condition and contraband; (CALEA 71.4.3)
 - b. Shall, at the start of his shift, inspect prisoners to ensure their maintenance in accordance with existing procedures;
 - c. Shall maintain the arrest logs (adult and juvenile) and review arrest reports for accuracy and completeness;
 - d. Shall ensure that prisoners appear in court as scheduled;

- e. Shall see that proper feeding and meal voucher logs are maintained, and assure that appropriate medical care is provided to prisoners pursuant to this Directive and documented in the appropriate format;
- f. Shall ensure that all Uniformed Services Division facilities are maintained in a neat, clean, and functional condition.
- g. The House Sergeant or his designee will accompany other members of this department who have a need to inspect prisoners, communicate, or otherwise be within the confines of the detention area. Further, the House Sergeant will ensure compliance of all directives dealing with the Turnkeys office and prisoners.
- h. Ensure that the Turnkey on duty maintains the Prisoner Sign-In-Log (adult and juvenile) properly.
- i. Ensures that all paperwork Magistrate Justice of Peace Court 20 is delivered as soon as possible.
- j. The House Sergeant will inspect the fire extinguisher, fire alarm system display board, and [REDACTED] daily. The day work House Sergeant will test the fire extinguisher equipment and alarm system [REDACTED]. The results of these tests will be noted on the weekly inspection form. The equipment will also be inspected by the vendor annually. The automatic fire alarm system, as well as, the fire extinguisher, shall meet the approval of the Delaware Fire Marshall's Office. (CALEA 71.4.3)

2. Miscellaneous Tasks:

- a. Receives and processes officers reporting off-duty sick or injured. It will also be the duty of the midnight shift house sergeant to forward a copy of the sick slips to the dispensary via intra-departmental mail on a daily basis.
- b. Investigates and reports on use of force claims by prisoners;
- c. Receives and processes citizen's complaints;
- d. Ensures that prisoners are fingerprinted and photographed according to existing procedures through Live Scan;
- e. Ensures the proper disposition and custody of juvenile offenders and documents via departmental information any juvenile who is held past the six (6) hour time limit with the cause for same;
- f. Maintains adequate supply of reports and other necessary materials by completing a weekly inventory sheet of the House Sergeant's Office;

- g. Processes repossessed car slips;
- h. Investigates any injuries sustained or claimed by prisoners; and
- i. Shall ensure that tools and all maintenance equipment will be kept in their proper storage areas and not left in the House Sergeant/Turnkey area.

Additionally, he will supervise any non-sworn authorized nonessential personnel who have reason to enter the holding area (i.e. maintenance, repairmen etc.) ensuring that no unauthorized items are left behind.

- j. Shall prepare a crime report or departmental information report, and notify the watch commander immediately, of any of the following occurrences in the holding area, such as:
 - 1. injury
 - 2. illness, or
 - 3. any other unusual occurrence
- k. Shall ensure that prisoners do not receive any visitors and/or packages.
- l. Shall ensure that a first aid kit is available at all times. The first aid kit shall be replenished as necessary and subjected to the weekly inspection conducted by the House Sergeant and is reviewed by the Executive Officer. (CALEA 71.4.3)
- m. Process visitors coming into the building.

G. Turnkey:

The Turnkey is directed and supervised by the House Sergeant. The turnkey is responsible for the care and supervision of persons held in the custody of the Wilmington Department of Police. In addition to any special assignments that he might receive from the House Sergeant, in the chain of command, he will perform the following tasks:

- 1. Receive Prisoners:
 - a. Ensure that all prisoners are logged into applicable logs; (CALEA 71.3.1a)
 - b. Ensure that the current whereabouts of all prisoners are known;
 - c. Will inventory and store the personal property of arrestees in a locked storage cabinet after the arresting officer removes the prisoner's personal possessions and completes the Detainee Assessment/ Property Receipt;

- d. Ensures that all prisoners coming into the Turnkey's area are searched for weapons/contraband; (CALEA 71.3.1b)
- e. Ensures that prisoners who have been previously arrested and processed and are currently being charged with any new offense are processed through Live scan, and arrest reports are completed and/or updated; (CALEA 71.3.1b)
- f. Ensures that outstanding warrants, etc., are pulled;
- g. Checks on the existence of new warrants on prisoners through the DELJIS system and JP Court 20;
- h. Ensures the timely appearance of defendants to the Court or by videophone for arraignments and determines bail status of prisoners;
- i. Ensures that identification procedures are followed for prisoners who have not been previously processed by making the proper notification to the Forensic Science Unit; and (CALEA 71.3.1b)
- j. Assigns prisoners to cells, maintaining records of cell assignments. (CALEA 71.3.1b)

2. Maintains Prisoners:

- a. Monitors the well being of prisoners, either through video cameras or through in-person checks conducted at adequate intervals to ensure the safety of the prisoners. (CALEA 71.3.1c)
- b. Ensures that whenever a prisoner is unconfined from the detention cell, [REDACTED] will be present. [REDACTED] officers will remain until such a time as that prisoner is secured, or other final disposition is reached, i.e. telephone calls, processing, taking of property, release, etc. [REDACTED] must also be present whenever an officer enters an occupied cell or whenever an officer must have direct physical contact with any prisoner.
- c. Inspect cells for contraband and/or weapons after prisoner(s) are released from custody and prior to assigning any prisoner(s) to a cell.
- d. Reports any health or other problems with prisoners to the House Sergeant, and on the Detainee Assessment/Property Receipt Form. This shall include but not be limited to:
 - 1. current health of the detainee;
 - 2. medications that a detainee might need;
 - 3. behavior, including state of consciousness and mental status;
 - 4. body deformities, trauma markings, bruises, lesions, jaundice, ease of

- 5. movement, etc.
visible signs of or complaints of injury.

e. Ensures that prisoners are fed appropriately. (CALEA 71.3.1a)

3. Releases Prisoners:

- a. Shall verify the identification of all detainees.
- b. Shall inventory and return property to detainees upon release.

4. Miscellaneous:

- a. Inspect cells for contraband and physical condition with the Turnkey of the previous shift before relieving that Turnkey.
- b. Responsible for arranging prisoner access to telephone as appropriate.
- c. Assists House Sergeant with complaints.
- d. Ensures that all cell doors are kept closed and locked whether occupied or unoccupied.
- e. Maintains Log Books (CALEA 71.3.1a)

Two separate log books will be maintained: one exclusively for adults and one exclusively for juveniles. It shall be the responsibility of the Turnkey to ensure that all personnel have their prisoner(s) signed into one of the logs.

All prisoners, whether they are arrested or detained, must be signed into one of the logs.

The sign-in log will include the following columns:

Prisoner(s) Name/Race/Sex/Age
Time:
Arresting Officer (& Division):
Case Number:
Reason:
Disposition:
Time Released:

It is the responsibility of the arresting or detaining officer to make sure that the above information is logged and completed upon arriving at Central with the prisoner(s).

If for some reason an entry cannot be filled out by the officer at the time of arrival, it will be his responsibility to see that it is completed as soon as the information is available.

It will be the responsibility of the Turnkey to maintain and keep the logs updated. The Turnkey, upon assuming his duties, will enter his name and badge number, platoon, shift and the date on the next blank line of the sign-in logs.

The House Sergeant will be ultimately responsible for the sign-in logs. It will be his duty to check the logs at the beginning and at the end of his tour to see that the logs are being maintained correctly.

H. House Sergeant's Office:

It is essential that this area be securely maintained for the temporary detention of prisoners, with the objective of maintaining the safety and well being of the officer(s), the detainees, and the public.

The purpose of this Directive is to establish policy and procedures which will assist in the achievement of this objective.

1. Policy and Procedure:

- a. All officers will receive training and/or orientation in the operation of the House Sergeant's Office and Turnkey's area.
 - (1) All officers newly assigned to work in the House Sergeant's Office and/or the Turnkey area will receive, at a minimum, two hours of additional training and/or orientation in the operation of these areas.
 - (2) This training will be conducted by an officer with a minimum of one year experience in the related position.
 - (3) The training will be documented and forwarded to the Human Resource Division via the chain of command. (CALEA 71.2.1 #1-#3)
- b. Only sworn members of the Wilmington Police Department, outside police agencies, constables, military police officers, federal agents, probation and parole officers and Office of the Attorney General Detectives are permitted into the detention area while prisoners are present. Authorized nonessential personnel will be entered into the log prior to entering the holding area. All prisoners will be secured prior to authorized nonessential personnel entering the holding area. All prisoners will be secured prior to authorized non-essential personnel entering the holding area. The House Sergeant will have

the authority to grant access to nonessential personnel not identified in this directive to the area. However, it is the House Sergeant's responsibility to insure that the rights of the detainee are not violated and to insure the safety of all concerned. (CALEA 71.3.3c)

- c. The release of arrestee information should be disseminated only to other agencies within the Criminal Justice System in accordance with existing state and federal regulations.
- d. The arrestee log book shall be kept in the House Sergeant's Office and is not and SHOULD NOT be made accessible to unauthorized personnel. Two arrestee log books will be maintained, one to be used solely for adults, and one to be used solely for juveniles.

2. Physical Design and Structure:

The House Sergeant's Office and Turnkey Area consists of [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] (CALEA 71.1.1)

a. Physical Requirements:

- 1. The lighting level in the House Sergeant's Office and Turnkey Area shall be at least 20 foot-candles.
- 2. Each cell shall be air conditioned, contain toilet facilities, and a bed.
- 3. Blankets shall be available to a detainee upon request, except when the detainee is disorderly or known to be suicidal.
- 4. Cameras shall be located in each cell so that the prisoners can be observed by closed circuit television. The House Sergeant and Turnkey can communicate with the prisoners through the electronic audio system. (CALEA 71.4.1 #1-#4)

3. Safety:

a. The emergency/fire evacuation plan charts will be displayed in the House Sergeant's office.

b. [REDACTED]
[REDACTED]
[REDACTED]

- c. [REDACTED] will respond immediately to House Sergeant's Office and will report to the House Sergeant to assist in the safeguarding and evacuation of prisoners.
 - d. Fire extinguishers shall be located on the southern wall of the holding area and in the shotgun/copier room. (CALEA 71.4.3, 71.4.3c #3)
4. Sanitation:
- a. Upon removing a prisoner from a cell, the turnkey will check the cell for damage and cleanliness. If the cell is badly damaged it will not be used until it is safe and repaired. Appropriate charges will be placed against the defendant who committed the damage.
 - b. The Turnkey shall remove any debris in the cell(s).
 - c. The House Sergeant's Office will be cleaned daily by the contracted cleaning company.
 - d. Cleaning personnel are not permitted in the turnkey area when prisoners are being processed. However, if a prisoner is locked in a cell, cleaning personnel will be permitted to clean the unoccupied cells and other rooms in the facility. The authorized nonessential personnel log will be completed for all cleaning personnel entering the holding area. A member of the house crew will monitor all authorized nonessential personnel during their stay.
 - e. Exterminators are contracted to maintain a pest control program on a regular basis. Any major problem with pests observed during the House Sergeant's inspection will require the House Sergeant to document the results and forward them to the Executive officer.
5. Security and Control:
- a. The Turnkey will ensure that no prisoner be allowed out of the cells unless it is for medical purposes; the interview of the prisoner by a police officer; or the interview of the prisoner by legal counsel. (CALEA 71.5.1)
 - b. The House Sergeant will be responsible for all keys to the House Sergeant's Office.
 - c. Officers needing access to the cell area and cells must get authorization and the keys from the Turnkey.
 - d. The identification room door will be locked when the room is not in use.
 - e. The House Sergeant's Office and the Turnkey area doors will be locked even

when no prisoners are in the area.

f. [REDACTED]

g. No loose items will be stored in the Sally Port.

h. No culinary utensils will be permitted in the holding area.

6. Gender:

a. Female prisoners will be placed in cells, separated by sight and sound from male prisoners. (CALEA 71.3.1e)

b. If the prisoner is a member of the opposite sex of the Turnkey, the Turnkey will attempt to locate an officer of the same sex as the prisoner to search the prisoner. If a member of the same sex is not available, and the possibility exists that the prisoner is armed, or poses a danger to himself or another person, the Turnkey, in the presence of another officer, will perform a "pat down" search of the prisoner.

c. To the extent possible, whenever an officer is required by circumstances to have physical contact with a detainee of the opposite sex, such contact shall occur only in the presence of at least one other officer. However, in emergency circumstances, physical contact may be required even where only one officer is present.

7. Receiving Prisoners

a. [REDACTED]

b. The officer will log the prisoner into the appropriate turnkey prisoner sign in log (adult or juvenile).

c. The prisoner will be placed in an available interview room to complete processing. The arresting officer(s) will remove the prisoner's personal

property and record same on the Detainee Assessment/ Property Receipt. The arresting Officers will also search the defendant and complete the Detainee Assessment/ Property Receipt questions to the fullest extent possible.

- d. The arresting officer will complete the initial arrest paperwork (i.e. pedigree, defendant information) and advise the turnkey of the prisoner's status (awaiting officer's arrest paperwork or *capias* arrest).
- e. The prisoner's property will be turned over to the turnkey who will inventory and secure same in the prisoner property lockers. The prisoner will be placed in an assigned cell by the turnkey to await further processing. If there has been an occasion for the prisoner to be separated from the arresting officer, a pat down of the prisoner will occur prior to the prisoner being placed in the cell.
- f. Officers conducting a warrant, summons, or on-site arrest will notify the house sergeant and obtain an arrest number to complete the DELJIS arrest paperwork. When completed, the arresting officer will turn the paperwork over to the turnkey for preliminary approval.
- g. The arresting officer will verify the defendant's "W.P.D Ident" status through the CAD system. If the defendant has been previously processed by WPD, the arresting officer will continue the booking procedure of all charges on Live Scan. If the defendant is a "new process", the arresting officer will complete the arrest report by placing the defendant's two fingerprints on the arrest report and turning over the paperwork to the turnkey. The Forensic Science Unit will complete the processing for the defendant. Under no circumstances will a prisoner be taken before a court, or have bail consideration submitted prior to all aspects of the procedures for the processing of prisoners being completed.

All paperwork will be submitted to the House Sergeant for final approval prior to the defendant being taken to or video phoned by the appropriate court.

- h. The defendant will be confined to the holding area until he/she is transported to the appropriate court or is brought before the court via videophone.
- i. Once a disposition is obtained from the court, the defendant will be released after signing the appropriate paperwork or permitted to make a phone call regarding bail arrangements. The turnkey will return the defendant's property and stand by for an inventory by the defendant prior to release or commitment to a correctional facility.

8. Temporary Holding Cell

- a. The Temporary Holding Cell is to be used to provide a secure location to safely detain prisoners for brief periods of time.
 - b. It is not intended to take the place of a cell, nor is it to be used as a place where prisoners may be left unattended.
 - c. The door to the Temporary Holding Cell will be locked and closed at all times.
 - d. No prisoners will be placed in the Temporary Holding Cell for longer than two (2) hours. Officers shall note the time the prisoner was placed in and removed from the cell in the narrative of the crime report.
 - e. All persons must be searched before being placed in the cell.
9. Prisoners Received From Other Agencies
- a. Positive identification will be made of the person presenting the detainee for detention, including verification of the person's authority.
 - b. If the person presenting the detainee is not known, appropriate credentials must be presented to the House Sergeant. In the absence of credentials, phone calls may be necessary for verification.
 - c. Prisoners received from outside agencies during transport will be logged in the "Prisoners Received from Other Agencies Log" which is located on the back page of the Turnkey Log. A crime report will be generated for any prisoner who is placed in detention during transport (6.15, E). The report will detail the identity of the requesting officer and the circumstances surrounding the prisoner's detention.
10. Overcrowding of Detention Facility

When the Detention Facility is filled to capacity [REDACTED] due to mass arrests or a large number of individual arrests, NCCPD, DSP and Capitol Police facilities will be used.

The House Sergeant will notify the Watch Commander of the overcrowding situation. The House Sergeant will make contact with the aforementioned agencies to arrange for confinement of any new prisoners and assign an officer to coordinate arrestee processing from the satellite location.

When dealing with a taskforce operation or roundup with multiple anticipated arrests, prior notification will be made to the appropriate agency representative.

11. Prisoner Complaints of Injury, Illness or Use of Force

- a. When a prisoner is brought into turnkey, his medical condition shall be Documented in the Detainee Assessment/Property Receipt. In addition, the prisoner's medical condition shall be communicated to any officer/agency taking custody of the prisoner.
- b. If a prisoner complains of any injury of illness, or if the turnkey observes any signs of injury or illness, the turnkey will immediately take the necessary action to have the prisoner transported to the appropriate hospital for treatment. The prisoner must be transported to the hospital even if he subsequently withdraws his complaint or states that he does not want medical treatment. The transporting officer will prepare a Supplemental Report documenting the circumstances of the complaint, transport and treatment. The Supplemental Report, along with the hospital treatment paperwork, shall be forwarded through chain of command.
- c. If a prisoner arrives in turnkey with any type of medication, the medication shall be taken from the prisoner and kept with the prisoner's other property. If the prisoner states that he needs to take the medication, or if the written instructions on the medication so indicate, the prisoner shall be transported to the appropriate hospital. No member of the Department shall dispense medication to a prisoner. The transporting officer shall prepare a Supplemental Report, which, along with the hospital treatment paperwork, shall be forwarded through chain of command.
- d. If a prisoner complains that force was used during his arrest, or that he sustained injury during his arrest, the following action shall be taken: If the arresting officer is present in turnkey at the time that the prisoner makes his/her complaint, the arresting officer will immediately notify the appropriate supervisor of said complaint. The arresting officer will document the complaint in the crime report. The appropriate supervisor will investigate the complaint and prepare a Departmental Information and take any other necessary action.
- e. If the arresting officer is not present in turnkey at the time that the prisoner complains that force was used during his arrest, or that he sustained injury during his arrest, the turnkey will immediately notify the appropriate supervisor of said complaint. The appropriate supervisor will investigate the complaint and prepare a Departmental Information and take any other necessary action.

12. Arrestees Rights

- a. It is the basic legal right for an arrestee to have access to an attorney. The arrestee will be given the right to contact or confer with an attorney if he requests to do so, at the earliest opportunity.
- b. All attorneys that have responded to the House Sergeant's Office to confer with an arrestee will be searched for weapons and contraband prior to being allowed access to the arrestee. This search shall be as unobtrusive as possible; preferably using "pat down" search techniques and/or the metal detector.
- c. An arrestee will be granted a local phone call or collect call, if requested, in the presence of the House Sergeant/Turnkey. Where the safety of either the prisoner or an officer is in jeopardy, the House Sergeant/Turnkey may defer granting the request until any safety issues have been resolved. The reasons for any deferral or denial of the request must be documented in the prisoner's log book.
- d. No person will be detained for an unreasonable period of time, pursuant to State Statute 11 Del. C. §1909, without being arraigned. The arrestee's opportunity to make bail will not be impeded by the Wilmington Department of Police.

13. Escape Procedures

- a. If an arrestee escapes from the House Sergeant's Office, the Watch Commander will be notified. (CALEA71.3.3d)
- b. WILCOM will be advised and will alert [REDACTED] of the escape. The Watch Commander or his designee will organize a [REDACTED]. Additional assistance may be requested [REDACTED]. When the escapee is captured, all involved personnel and agencies will be notified. (CALEA 71.3.1d)

The arresting officer will charge the subject with escape and any other appropriate charge(s), and make a full report of the incident.

- c. The Watch Commander will make the appropriate notifications to the Command Staff based on the circumstances surrounding the incident.

14. Supervision of Detainees

- a. The House Sergeant is responsible for the safety, security, and welfare of all

persons detained or jailed at the Detention facility.

- b. The Turnkey will responsible for the monitoring of the audio/visual equipment to insure the detainee's safety, and will advise the House Sergeant if any problems arise. (CALEA 71.5.1a)
- c. The House Sergeants will pass on information to the House Sergeant relieving them, including the number of prisoners being detained. Only authorized personnel are permitted in the House Sergeant's Office and the monitors will not be in the public's view so as to protect the detainees' privacy. The audio/visual equipment is to be used for official purposes only.
- d. Because of the nature and design of the facility, detainees will not be permitted to receive mail, packages etc. while being detained.
- e. As previously mentioned, a prisoner may not receive medication which is prescribed by a physician while in custody. Prisoners in need of prescribed medication must be transported to a medical facility for the medication to be administered by hospital personnel. A Departmental Information report will be submitted by the House Sergeant if no arresting officer is available detailing the prisoner's condition and need for medication. A copy of the medical release paperwork will accompany the memorandum. If the arresting officer is still available, the transport to the hospital will be covered in the original crime report.
- f. The arrestee will not be permitted visitors and will not be allowed out of the cell until taken out for processing except for medical purposes, the interview of the prisoner by a police officer, or the interview of the prisoner by legal counsel. Officers are only allowed to enter an occupied cell when authorized to do so by the House Sergeant or his designee.

No authorized person shall be admitted to the processing, holding or cell area who has not secured their firearm in the appropriate gun locker. (CALEA 71.5.1b)

All officers processing prisoners shall insure that their weapons are secured prior to entering the holding area.

I. District Uniformed Services Division Officer:

The District Uniformed Services Division Officer reports to and is supervised by the Squad (Street) Sergeant.

In addition to any special assignments that he might receive from his superior officers, in the chain of command, he will perform the following tasks:

District units will be responsible for conducting all police activities in their district, including answering calls for service and conducting crime suppression activities. District units should ordinarily respond initially to cases requiring investigation and be expected to gather field information relative to the incident.

In addition to answering calls for service, district officers will be expected to engage in certain self-initiated activities designed to preserve the peace and prevent crime in their assigned district. Examples of these tasks are:

1. District officers will patrol their assigned districts in an effort to deny the opportunity for the commission of crimes, and to apprehend law breakers. District officers will be guided by their supervisors in the use of various patrol tactics to achieve the aforementioned goals.
2. District officers will acquaint themselves with known trouble spots and chronic complaint areas on their assigned district, and will take appropriate actions to correct these situations.
3. District officers will acquaint themselves with locations on their district where illegal vice activities occur and will take appropriate action to correct such activities. District officers will disseminate the information to other district officers and to the Drug, Organized Crime and Vice Division. If the district officer requests to take action relative to a vice investigation, he/she shall coordinate this effort with his supervisor and other police units.
4. District officers will become aware of safety hazards on their districts and take appropriate action to see that the problem is corrected.

The Communications Center will be notified of any safety hazard. The officer will request that the Communications Center notify the appropriate agency to correct the hazard.

5. District officers will acquaint themselves with known criminals and the locations of criminal activity on their assigned district. This information should be collected and forwarded to the Uniformed Services Division Captain's office and other related police units.
6. Shall conduct security checks of [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
7. District officers will be alert for suspicious person(s) on their district and complete field interrogation reports when appropriate.
8. District officers will make themselves aware of traffic problems on their

district and will take action to correct moving violations, parking complaints, fire hydrant violations, and other parking violations hazardous to public safety.

9. District officers will acquaint themselves with business owners and shopkeepers on their district and will obtain any mercantile information and forward same to the Communications Division.
10. District officers will communicate to other officers working the same district, on other shifts, all pertinent information concerning the activities on the district.
11. District officers will be responsible for the maintenance of the vehicle assigned to their district. Officers will conduct a weekly inventory/ inspection of vehicles [REDACTED] of each week. All inventory/ inspection forms will be forwarded to the Executive Officer or his designee. This will include ensuring that the following items are well maintained in their district vehicles:
 - a. first-aid kit;
 - b. flares (minimum of 12);
 - c. fire extinguisher;
12. Shall complete, on a daily basis, the daily car sheet and traffic summons record, accurately recording the necessary information, and shall submit required reports on investigations, etc.
13. Shall, as training officers, write daily progress reports on the new officers for the initial FTO period (24 weeks), according to existing procedures;
14. Shall appear in court as subpoenaed;
15. Shall be responsible for a prisoner's safety and provide aid as needed.
16. Vacant Houses - All district officers will check each location [REDACTED] [REDACTED] Officers will receive information regarding vacant properties during daily roll call from the special attention log. Officers will log the building check on the daily car sheet.

If during an inspection of a vacant building, damage is discovered or reported, then the officer involved shall submit a Crime Report and obtain an original case number from the Communications Center.

In addition, the damage with the case number should be listed in the special attention log in order to document the damage for other officers.

NOTE: All personnel are to use extreme caution when conducting operations in or around vacant buildings. [REDACTED]

[REDACTED] If access is imperative, officers should call for appropriate [REDACTED]

The district unit will often be required to remove itself from availability to answer complaints, in order to carry out these assigned tasks. The unit will notify the Communications Center and will maintain radio communications at all times. The district unit may be recalled from self-initiated activities to answer calls for service at the discretion of the dispatcher.

17. District officers shall not use confidential informants without prior documented approval from their immediate supervisor and assistance from the Criminal Investigation or Drug, Organized Crime and Vice Division.
 - a. If approval is obtained, procedures governing the use of informants for the Criminal Investigation and Drug, Organized Crime and Vice Division will be followed.

District units will not leave the boundaries of their district without first notifying the Communications Center.

When responding to calls for service, districts units will take time and effort to perform as complete a preliminary investigation as possible. When conducting preliminary investigations, officers will, for all calls, ensure the steps set forth below are followed: (CALEA 42.2.1a, 42.1.4)

- a. Observe all conditions, events surrounding the incident, as well as any remarks heard.
- b. Locate and identify witnesses. (CALEA 42.2.1b)
- c. Maintain crime scene and protect evidence. (CALEA 42.2.1c)
- d. Interview the complainant and any witnesses. (CALEA 42.2.1d)
- e. Interrogate the suspect (if available).
- f. Collect, or cause to be collected, any evidence present. (CALEA 42.2.1e)
- g. When appropriate, affect the arrest of the criminal.

h. Report the incident fully and accurately.

J. Wagon Transportation Officers:

1. Shall be responsible for the safe and secure transportation of prisoners detained at police headquarters to and from the [REDACTED]. A lone officer will not, under any circumstances, transport multiple prisoners to court. If multiple prisoners need to be arraigned, it will be the responsibility of the House Sergeant to arrange for an additional transport officer. If no additional transport officer is available, the House Sergeant will ensure that only one prisoner is transported at a time.
2. Shall be responsible for the safe and secure transportation of prisoners committed by the court to any prison facility.
3. They shall assist the Turnkey in the booking and processing of prisoners.

K. Traffic Enforcement Detail Uniform Services Division Officer:

Officers assigned to the Traffic Enforcement Detail will be primarily concerned with enforcing the traffic laws of the State of Delaware. The key responsibilities of the Traffic Enforcement Detail Officer are:

1. Accidents
2. DUI enforcement
3. Speed/ aggressive driving enforcement
4. Traffic Control(i.e. traffic flow at major scenes/ funeral details)
5. Parking enforcement
6. Traffic Control Device Enforcement
7. Assists Traffic Division during major incidents when needed

Officers are also responsible for the continuing responsibilities of the District Uniform Services Division Officer.

L. Crime Scene/Accident Reports:

Selected Uniformed Services Division Officers, Traffic Unit Officers and Forensic Science Unit Technicians, when processing a crime or accident scene will submit a detailed report. The report should include at least the following:

1. date and time of arrival at the scene
2. location of the crime or accident scene
3. name of the victim, if known
4. name of the suspect, if known
5. action taken at the scene to include number of photographs taken, measurements taken and a listing of physical evidence collected at the scene
6. case or complaint number assigned to the incident

M. Neighborhood Police Unit (NPU)

The NPU will, on a citywide basis, attempt to improve the quality of life in the City of Wilmington by providing a more direct line of communication between the community and the police department. This improved communication will increase the department's ability to provide services and protection to residents and business people, whether through our own resources or referrals to other agencies.

Goals of NPU

1. To decrease the amount of criminal activity within the City of Wilmington.
2. To create community awareness of crime problems and offer methods to increase the Police Department's ability to deal with criminal activity.
3. To work in partnership with community organizations and individual citizens to deliver a comprehensive set of services through interventions, referrals, and linkages to governmental agencies.

N. Neighborhood Policing Lieutenant

The NPU Lieutenant reports to and is supervised by the Commanding officer of the Uniformed Services division. He is responsible for ensuring that programs and activities aimed at improving Police and Community relations are implemented. In addition to any special assignments that he might receive from the Commanding Officer of the Uniformed Services Division in the chain of command, he will perform the following tasks:

1. Supervise and direct the duties of all personnel assigned to the NPU.
2. Ensure that all NPU members comply with departmental procedures and orders.
3. Makes recommendations, through the chain of command, pertaining to

disciplinary actions of all members of the Unit.

4. ensures that all division files and equipment are maintained in an up-to-date and correct manner.
5. Recommends new policies and/or procedures to improve the operation and efficiency of the Unit and the Department of Police.
6. Ensures that a monthly report is submitted to the Commanding Officer of the Uniformed Services Division. The report shall include, but not be limited to:
 - a. Staffing levels of the Unit.
 - b. Statistical data for all arrests and/or citations issued by officers in the Unit.
 - c. Any or all significant arrests or highlights of police action done by members of the Unit.
7. Ensures that a quarterly report is submitted to the Commanding Officer of the Uniformed Services Division. The report should include, but not be limited to:
 - a. Description of current concerns voiced by the community.
 - b. Description of potential problems that have a bearing on law enforcement activities within the community.
 - c. Prepare a written statement of recommended actions that address previously identified concerns and problems.
 - d. Prepare a written statement of progress made toward addressing previously identified concerns and problems. (CALEA 45.2.2)
8. Conducts inspections, roll calls, and dissemination of police information.
9. Monitor drug depository and money tagged as evidence or found property by personnel under his command.
11. Make notifications to superior officers and investigators of crimes, activities etc. as needed.
12. Advise oncoming platoon supervisors of activities during his shift.
13. Shall encourage and support communication, coordination and cooperation between Uniformed Services Division and other divisions by distributing departmental communications, memos etc to the platoons.
14. Monitor and maintain overtime.
15. Shall be responsible for scheduling of vacations and days off for personnel assigned to his platoon.

16. Shall receive and process documentation of officers reporting off duty, sick or injured.
17. Shall act as an immediate supervisor of Sergeants assigned to his platoon.
18. Shall issue press releases in the absence of the Public Information Officer.
19. Shall have access to central records information of his personnel at all times.

O. Neighborhood Policing Sergeant

The NPU Supervisor is directed and supervised by the Commanding Officer of the Community Services Division. The NPO supervisor is responsible for the performance of the tasks assigned to his personnel. In addition to any special assignments that he might receive from the Commanding Officer, in the chain of command, he will perform the following tasks:

1. Shall direct, supervise, and train the NPO officers in the performance of their assigned duties.
2. Shall, at the beginning of each tour of duty, conduct roll call of unit personnel.
3. Shall conduct daily inspections of personnel, their uniform and equipment.
4. Shall, at the beginning of each tour of duty, distribute daily bulletins, new directives, memorandums, mail, and other correspondence.
5. Shall serve subpoenas according to existing procedures.
6. Shall prepare an assignment sheet and distribute the sheet to appropriate divisions.
7. Shall make the necessary entries in the roll call book.
8. Shall prepare a unit personnel sheet according to existing procedure.
9. Shall review for accuracy and completeness all reports from unit personnel.
10. Shall review and sign personnel's daily activity reports.
11. Shall maintain comp logs for NPU personnel.
12. Shall maintain penalty time book according to existing procedures.
13. Shall supervise personnel as they perform their various functions.

14. Shall investigate and ensure the proper completion and dissemination of reports of departmental accidents or on-duty injuries of subordinates.
15. Shall investigate and ensure the proper completion and dissemination of reports pertaining to subordinates use of departmental equipment.
16. Shall maintain division vehicles and equipment in operating condition.
17. Shall coordinate the activities of the NPU with other members of the Department.

P. Neighborhood Policing Officer (NPO)

The NPO is directed and supervised by the NPO supervisor. In addition to any special assignment that he might receive from the NPO supervisor, in the chain of command, he will perform the following tasks:

1. NPO will patrol primarily on foot or bicycle, performing the general duties of patrol officers, adhering to all departmental directives, policies, and procedures.
2. During their tour of duty, NPO will patrol their assigned district. They are required to remain within the boundaries of that district unless told otherwise by a supervisor or Wilcom.
3. NPO are expected to adjust their schedule (within FLSA guidelines), tailoring their hours and areas of patrol to the particular crime trends and needs of the community they serve.
4. Whenever possible NPO are to attend community meetings on their district, providing a direct line of communications between community residents and the police department.
5. NPO is to review, on a regular basis, crime statistics, special attentions, and requests for police assistance for their district so that they can best address the problems present.
6. NPO will, through referrals to other agencies provide better access to government and community based services.
7. NPO will initiate various police activities on their district, coordinating and implementing their actions with that of other officers from their own division and other divisions.
8. NPO will initiate contacts with community residents and business people, attempting to develop meaningful dialogue. The officers will solicit input them and make them aware of police practices and the various services available.

9. NPO is to be mindful of the fact that some groups claiming to represent legitimate community interests may in fact be attempting to the police for their own benefit. All officers will refrain from supporting any group or organization that is secretive, subversive, or suspected of criminal activity.
10. Shall serve as a liaison between the Department and specific neighborhoods, developing and maintaining lines of communication which can be utilized to share mutual concerns and effectuate resolutions to problems.
11. Shall acquaint the general public, as well as individual citizens, with the operation of police activities and publicize departmental objections, problems and successes.
12. Shall look at the feasibility of establishing community groups where such groups do not exist.
13. Shall design projects and programs to develop citizen responsibility in the maintenance and preservation of law and order, and to engender citizen cooperation with the police.
14. Implementation and monitoring of Neighborhood Watch Programs or Block Watch Programs.
15. Investigations and recommendations as to upgrading industrial security, both internal and external.
16. Employee awareness of Crime Prevention techniques upon approved criteria and training by the Wilmington Department of Police.
17. Implementation of new programs, and continuation of existing programs, directed at educating the elderly in Crime Prevention techniques.
18. Implementation of programs specifically designed to discourage criminal activity. This shall include:
 - a. targeting programs by crime type and geographic area on the basis of an analysis of local crime data; (CALEA 45.1.1a)
 - b. targeting programs to address community perceptions or misperceptions of crime; and (CALEA 45.1.1b)
 - c. evaluating the effectiveness of crime prevention programs at least every two years. (CALEA 45.1.1c)
19. Provide available approved resources to groups requesting Crime Prevention information.

20. General public relations activity which would further the goals and objectives of the Police Department within assigned neighborhoods.
21. Shall attend schools, business and social meetings and perform any other duties pertinent to better relations between the police and the Community as directed by the Chief of Police, or Inspector of Uniform Operations.
22. Shall be responsible for creating, improving and coordinating matters of mutual interest between the communities and the Wilmington Department of Police, as they relate to the functions of the Department organizations and intergroup relationships.
23. Shall assist in preventing, reducing, and eliminating racial and intergroup tensions, problems and conflicts both on the part of police, as well as the community.
24. Shall serve as a liaison between the Department and specific neighborhoods, developing and maintaining lines of communication which can be utilized to share mutual concerns and effectuate resolutions to problems.
25. Shall work quietly and "behind the scenes" with community leaders, as well as in the public view as the situation demands.
26. Shall act swiftly and effectively to quell potential tension situations involving the police and the citizenry and, when such situations erupt, to work to restore order and mutual rapport.
27. Shall acquaint the general public, as well as individual citizens, with the operation of police activities and publicize departmental objectives, problems and successes.
28. Shall look at the feasibility of establishing community groups where such groups do not exist.

Q. Administrative Clerk I Administrative Assistant

The Administrative Clerk I is supervised by the Commanding Officer and the Executive officer of the uniformed Services Division. In addition to any special assignment that he might receive from his supervisor, he will perform the following tasks:

1. Create spreadsheets on Excel. Enter data as necessary to keep up to date. (i.e. Car sheets, inventory of equipment issued, car fleet.,etc)
2. Create memos, reports and compose letters as requested using Word.
3. Keep inventory of supplies, uniforms and equipment issued. Document is in Excel.

4. Enter car sheets daily to complete monthly report by deadline.
5. Check attendance daily for MET.
6. Pick- up mail in the morning from Watch Commanders office.
7. Check mailboxes in the Records Dept.
8. Distribute incoming mail received.
9. Answer the phone, take messages, retrieve messages and make sure messages are distributed to correct division or individual.
10. Create files when needed and maintain them up to date.
11. Responsible for any other tasks or duties as assigned by the Executive Lieutenant or the Captain of the Uniformed Services Division.

R. Uniformed Services Division Vehicles:

1. District Uniformed Services Division Patrol Vehicles:

All vehicles currently assigned to the Uniformed Services Division are regulated and approved by the City of Wilmington. All vehicles are four door sedans with a police package and are equipped with: (CALEA 70.4.1, 70.4.2)

- a. light bar/ exterior lighting package
 - b. siren/ exterior public address system
 - c. prisoner partition
 - d. mobile radio
 - e. exterior Wilmington Department of Police graphics
 - f. shot gun rack
 - g. fire extinguisher
 - h. first aid kit w/ blanket
 - i. 12 flares
2. Objectives of operation/ usage
- a. The vehicle is used for the transportation of officers during daily activities.
 - b. The transportation of prisoners from the location of arrest to central or designated alternative location
3. Instructions and limitations of usage
- a. The Uniformed Services Division vehicles are used for officers assigned

to routine patrol activities. The vehicles are four door sedans with an enhanced police package as defined in the City of Wilmington contract for full size police sedans.

- b. Vehicles may be used for [REDACTED] as appropriate and consistent with Directive 6.8.
- c. Officers shall make themselves familiar with the vehicle's operating manual.

4. Authorization for use

- 1. Persons permitted to operate this vehicle:
 - a. any sworn member of this department
 - b. no other person will be permitted to operate this vehicle without the consent of the Watch Commander

5. Qualifications and training

- a. The operator must possess a valid license from the officer's State of residence.
- b. The operator must make themselves familiar with the vehicle's operating manual.

6. Maintenance responsibility

- a. Scheduled maintenance to the vehicle is the responsibility of the Department's "Vehicle Maintenance Officer".

S. Uniformed Services Division Special Vehicles:

1. Uniformed Services Division Transport Van (Wagon):

- a. Uniformed Service Division Vans are equipped with a prisoner security grate. (CALEA 70.4.1, 70.4.2)
- b. Objectives of operation/usage
 - 1. The transport of prisoners from location of arrest.
 - 2. The transport of prisoners to and from designated court and correctional facilities.
 - 3. The transport of large items.
- c. Instructions and limitations of usage
 - 1. The transport vans (wagons) are utility vehicles and not a high performance vehicle, therefore certain limitations on usage are necessary:

- a. [REDACTED] are not permitted when operating this vehicle.
- b. Stopping distances are increased due to the increased weight of prisoners or equipment that is in the vehicle.
- c. Officers shall make themselves familiar with the vehicle's operating manual.
- d. Authorization for use
 - 1. Persons permitted to operate this vehicle:
 - a. any sworn member of this department
 - b. no other person will be permitted to operate this vehicle without the consent of the Watch Commander
- e. Qualifications and training
 - 1. Operator must possess a valid driver's license from the officer's state of residence.
 - 2. Make themselves familiar with the vehicle operating manual.
- f. Maintenance responsibility
 - 1. Scheduled maintenance to the vehicles is the responsibility of the Departments "vehicle maintenance officer".
 - 2. Emergency and everyday maintenance is the responsibility of officers assigned to the vehicle.
- g. Equipment
 - (1). The following list of equipment will be standard for the transport van, and will be maintained at all times:
 - (a). first aid kit
 - (b). mobile radio
 - (c). emergency lights
 - (d). prisoner security grate
 - (e). fire extinguisher

T. Uniformed Services Division Traffic Enforcement Detail Vehicles:

All vehicles currently assigned to the Uniformed Services Division are regulated and

approved by the City of Wilmington. All vehicles are four door sedans with a police package and are equipped with:

- Enhanced exterior lighting package w/o light bar
- Siren/ exterior public address system
- Prisoner partition
- Mobile radio
- Exterior Wilmington Department of Police graphics
- Shot gun rack
- Fire extinguisher
- First aid kit w/ blanket
- 12 flares

1. Objectives of operation/ usage

- a. The vehicle is used during for the transportation of officers during daily activities.
- b. The transportation of prisoners from the location of arrest to central or designated alternative location.
- c. Assists officers during the execution of traffic enforcement details.

2. Instructions and limitations of usage

- a. The Uniformed Services Division vehicles are used for officers assigned to traffic enforcement detail activities. The vehicles are four door sedans with an enhanced police package as defined in the City of Wilmington contract for full size police sedans.
- b. Vehicle may be used for pursuit, as appropriate and consistent with Directive 6.8.
- c. Officers shall make themselves familiar with the vehicle's operating manual.

3. Authorization for use

- a. Persons permitted to operate this vehicle:
 1. Any sworn member of this department.
 2. No other person will be permitted to operate this vehicle without the consent of the Watch Commander.

4. Qualifications and training

- a. The operator must possess a valid license from the officers' state of residence.
- b. The operator must become familiar with the vehicle's operating

manual.

5. Maintenance responsibility
 - a. Scheduled maintenance to the vehicle is the responsibility of the Department's "Vehicle Maintenance Officer".

U. Uniformed Services Division, 30 passenger bus:

The Department is currently assigned a 2002 Champion, 30 passenger bus which is manufactured by Wolfington.

1. Objectives of operation/usage
 - a. The vehicle will be used for transporting [REDACTED]
[REDACTED]
[REDACTED]
 - b. Any other use outside of the scope of this directive must have prior approval by the Commander of Uniformed Services Division.
2. Instructions and limitations of usage:
 - a. [REDACTED] are not permitted when operating this vehicle.
 - b. Stopping distances are increased due to the weight of passengers and the design of the vehicle.
 - c. Officers shall make themselves familiar with the equipment and operation of the vehicle.
3. Authorization for use:
 - a. Persons permitted to operate this vehicle:
 1. Any sworn member of this department who has completed the required training.
 2. The Chief of Police, Commanding Officer of the Uniformed Services Division, Uniform Services Division Executive Officer or his designee will oversee the operation of the bus.
4. Qualifications and training:
 - a. The operator must possess a valid Commercial Driver's License

with passenger endorsement, from the officers' State of residence.

- b. The operator must become familiar with the vehicle's operating manual.
- c. All officers operating the bus must have completed approved training, which is conducted by the Executive Officer or his designee.

5. Maintenance Responsibility:

- a. Scheduled maintenance to the vehicle is the responsibility of the Department's "vehicle maintenance officer" and the Uniformed Services Division Executive Officer or his designee.
- b. Emergency maintenance is the responsibility of officer operating the vehicle at the time.

V. Bicycle Component

Mission Statement:

The Wilmington Department of Police Bicycle Patrol is a proactive component designed to establish and enhance public relations while deterring and preventing crime. Members shall also handle violations of the law in an attempt to eliminate criminal activity within specific areas.

1. Goals:

The goals of the bicycle component are to decrease the amount of criminal activity within the City of Wilmington and to present a positive and high profile police presence within the community.

2. Objectives:

The objectives of the bicycle component are to conduct law enforcement operations in the assigned districts and to work in partnership with community organizations in order to deliver a comprehensive set of services through interventions, referrals and linkages to other government agencies.

3. General Duties of Bike Patrol Officers:

- a. Bicycle Patrol
- b. Foot Patrol Duties
 - * Saturated Patrol
 - * Surveillance
 - * Decoy Operations
 - * Patrol of areas determined by divisional needs
 - * Special attention to parks and problem areas

- c. Shall Conduct Neighborhood Crime Watch Meetings.
- d. Shall attend and present programs to civic associations, schools, etc,
- e. Shall be available to attend and present programs at any approved "city" function when so designated to by the Commander of Community Services Division and/or Chief of Police.

4. Operations:

The Bicycle Officers are directed and supervised by the NPU Supervisor. The Bicycle Officers will adhere to the following guidelines:

Bike officers will receive their daily assignments from the supervisor. Daily assignments will be made at the discretion of the supervisor. Supervisors will make assignments of personnel based on expertise required to successfully complete the assignment, past activity of the officer and the ability of the officer to satisfactorily complete his assignment.

- a. Officers shall report promptly to roll call at the time and place designated by the supervisor. The officers shall be dressed in the uniform of the day as instructed by the supervisor.
- b. Shall assist patrol officers when necessary.
- c. All officers assigned to bicycles shall be proficient in riding the department's bicycles.
- d. It is the responsibility of each officer to care for the bicycle and accessory equipment assigned to them. Each officer shall, at least one hour a week, wipe down their bicycles and provide minor maintenance to all issued equipment.
- e. Officers of the Bicycle Unit shall wear the assigned riding helmet as directed in Section 7.13 of the Police Officer's Manual.
- f. Each Bicycle Patrol Officer shall be issued bicycle safety equipment and shall be held accountable for any lost, misplaced, or damaged items.

5. Restrictions:

- a. The bicycles shall not be operated [REDACTED]. This determination shall rest with the supervisor.
- b. Officers shall not operate bicycles on [REDACTED] without permission of a supervisor.
- c. In addition to the guidelines and procedures all officer shall adhere to

all General Orders, specifically those which describe the duties of all officers.

- d. Excessive absenteeism severely detracts from the unit's effectiveness and ability to complete assignments and goals. If a pattern of abuse appears, an officer shall be replaced by the Division Supervisor.
- e. All Bicycle unit officers shall abide by Departmental General Orders pertaining to meal breaks.
- f. Officers shall not switch or trade equipment with out authorization from the supervisor.

6. Approved Uniforms and Accessory Equipment:

- a. The Summer Bike Uniform will consist of a blue short Departmental Uniform shirt;
- b. Black mid-thigh length bike shorts made of a Suplex and lycra blend material with a padded lycra short underneath; (CALEA 41.3.4)
- c. Officers shall be clearly identifiable as "Bike Patrol" police officers of the Wilmington Police Department.

7. Prerequisites for Selection:

- a. Prior to being selected as a bicycle member, the officer should already have a moderate level of cardiovascular and overall body strength conditioning.
- b. Bicycle officers should not have a history of chronic injury or illness; specifically respiratory, ankle, knee, or lower back difficulties;
- c. Prior to being selected, officers shall be required to undergo a comprehensive physical exam provided through the medical dispensary.
- d. Prospective bicycle officers must be aware that public relations is an integral aspect of the Bicycle Patrol concept.

8. Training Procedures and Probationary Period:

- a. All bicycle patrol officers will receive and must complete 40 hours instruction and training. The training will consist of the development of bicycle knowledge and handling skills which will include, but not limited to:
 - 1. Jumping Curbs (head on and parallel);

2. Stair descents;
 3. Riding on various types of surfaces (grass, dirt, bricks, asphalt, gravel, wet surfaces, etc.).
 4. Rolling dismounts;
 5. Riding with one or more officers;
 6. Riding with vehicular traffic;
 7. Delaware traffic laws regarding bicycles .
- b. Bicycle Officers will be required to complete 8 hours of remedial bicycle training annually to maintain status in the unit.
- c. Officers shall be placed on probation for two weeks after completing the training program. During this time, the officer will be evaluated by their immediate supervisor and their training officer. Results of the evaluation will be documented and filed.
- d. If in the opinion of the Sergeant and/or training officer, the officer is unable to adjust to the demands of Bicycle Patrol, then the officer will return to their previous assignment.