



**DIRECTIVE: 3.2**

<b>SUBJECT:</b> Special Operations Division			<b>Number of Pages:</b> 22			
<b>DISTRIBUTION:</b> All Personnel	<b>AMENDS:</b> N/A	<b>THIS ORDER CANCELS:</b> N/A				
<b>DATE OF APPROVAL:</b> 5/30/2017	<b>DATE OF ISSUE:</b> 5/30/2017	<b>APPLICABLE ACCREDITATION STANDARDS</b>				
<b>ISSUED BY:</b> Robert Tracy Chief of Police <b>Reviewed: 3/8/2017</b>		41.2.3	44.1.1	46.2.7	61.1.9	
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# SPECIAL OPERATIONS DIVISION

It is the responsibility of the Special Operations Division to promote safe movement of traffic and pedestrians, through and within the City of Wilmington. The Special Operations Division, as well as all uniformed personnel of the Department of Police, will be responsible for enforcing traffic laws and regulations, thereby reducing the risk of automobile accidents and as a result, reduce the risk to residents and visitors to the City of Wilmington.

The Special Operations Division is also responsible for all additional assignments within the Department of Police, including but not limited to the Crisis Management Tactical Team, Hostage Negotiation Team, Marine Unit, the Canine Unit, the School Resource Officers, Mobile Field Force Team, Honor Guard and Motorcycle Unit.

**A. Deputy Commander/Lieutenant**

The **Deputy Commander/Lieutenant** of the Special Operations Division is responsible for the overall operation of the Division. This includes planning, analysis, monitoring, and coordination of Special Events and traffic functions.

The **Deputy Commander/Lieutenant** of the Special Operations Division reports directly to the Inspector of Uniformed Operations.

**B. Administrative Supervisors**

The Special Operations Division is divided into three (3) units (Traffic, K-9, Satellite), with each unit having its own Administrative Supervisor. The Traffic Unit has a Traffic Sergeant, the K-9 Unit has a K-9 Sergeant and the Satellite units are supervised by the Deputy Commander/Lieutenant of the Special Operations Division.

The Special Operations Division Administrative Supervisors are directed and supervised by the **Deputy Commander/Lieutenant** of the Special Operations Division.



The Special Operations Division Administrative Supervisors **are** responsible for the efficiency of **their assigned unit** in the Division and for the completion of various statistical and analytical reports pertinent to **the respective unit**.

In addition to any special assignments that **the Administrative Supervisors** may receive by **their** superior officer, in the chain of command, **they** shall perform the following tasks:

1. **Maintain division office equipment and supplies.**
2. **Maintain the Division's inventory of supplies according to existing procedures.**
3. **Maintain the Division's vacation schedule and holiday schedule according to existing procedures.**
4. **Prepare the Division's annual report and annual budget request.**
5. **Serve subpoenas according to existing procedures.**
6. **Periodically supervise personnel as they perform their various functions.**

**B. Traffic Unit Sergeant:**

The **Traffic Unit Sergeant** is directed and supervised by the Commanding Officer of the Special Operations Division.

The **Traffic Unit Sergeant** is responsible for the efficiency of the Division and for the completion of the various statistical and analytical reports pertinent to traffic law enforcement.

In addition to any special assignments that he may receive by his superior officer, in the chain of command, he shall perform the following tasks:

1. **Maintain unit files according to existing procedures.**
2. **Maintain, according to existing procedures, the following:**
  - a. **Fatal accident report file;**
  - b. **Division roll call book;**
  - c. **Department accident report file;**
  - d. **Title 21;**
  - e. **City Ordinances, Volumes I and II; and**
  - f. **State Criminal Code Book.**
3. **Prepare orders pertaining to coverage of all parades and events in which the Special Operations Division must participate.**
4. **On a monthly basis, prepare and distribute the following statistical reports:**
  - a. **The departmental accident report;**
  - b. **The accident report analysis data form;**
  - c. **The accident comparison summaries;**
  - d. **The hit and run accident investigation reports;**



- e. Program Measures Report;
  - f. Other statistical surveys as necessary for management and grants etc., and
  - g. An analysis of traffic accidents to include geographic, temporal, and causative factors.
5. Complete the personnel sheet for office personnel according to existing procedure.
  6. Maintain the Division's productivity records according to existing procedures.
  7. On a daily basis, review and critique all completed accident reports for accuracy, completeness of form and conclusions, and return for corrections any reports which do not comply.
  8. Oversee various traffic related Grant Programs (e.g., Highway Safety) that include procedures for:
    - a. Analysis of traffic accidents;
    - b. Analysis of traffic enforcement activities;
    - c. Implementation of selective enforcement techniques; and
    - d. Use of equipment.
  9. Provide the Special Operations Division Supervisors with necessary analysis reports that identify enforcement problems.
  10. Provide the Special Operations Division Supervisors with selective enforcement areas based on analyses of traffic accident experience.
  11. Conduct annually an evaluation of enforcement areas to ascertain the efficiency and effectiveness of the selective enforcement efforts.
  12. Conduct analysis of traffic accidents and traffic related calls for services covering the most recent three-year period.
  13. Direct, **assign**, supervise and **designate training for** the Motorcycle Patrol Officers, Radar/**Lidar** Operators, Accident Investigation Officers and other officers detailed to **the** unit, in the performance of their assigned duties.
  14. Conduct daily inspection of personnel.
  15. At the beginning of each tour of duty, distribute departmental correspondence.
  16. On a daily basis, review radar/**lidar** operator's daily log for accuracy and completeness according to existing procedures.
  17. Keep personnel informed of current law changes and departmental procedures and policies.
  18. Supervise the investigation of serious and fatal accidents.



19. Supervise the security and detouring of traffic at fire scenes, serious accidents and other major mishaps.
20. Investigate and insure the proper completion and dissemination of reports of departmental accidents or on-duty injuries involving subordinates.
21. Investigate and insure the proper completion and dissemination of reports pertaining to subordinates use of departmental equipment.
22. Maintain unit vehicles and equipment in proper operating condition.
23. On an as needed basis, deploy units into areas having the greatest concentration of accidents and calls for traffic services.

C. Intoxilyzer Officer:

The Intoxilyzer Officer will report to and be supervised by the Special Operations Division Commander.

The Intoxilyzer Officer will ensure that the intoxilyzer instruments are calibrated every thirty (30) days, employing the assistance of the Medical Examiner's Office or the State Chemist's Office.

1. A certified copy of the calibration will be maintained by the intoxilyzer officer in the Special Operations Division.

In the event an original calibration certificate is not available through the Support Services Division, officers may sign out the certified copy in the Special Operations Division.

For additional information on the intoxilyzer officer's duties, see Directive 6.35, Section D.

D. Hit and Run Investigators:

The Hit and Run Investigators are responsible for the follow-up investigation of hit and run accidents and for the arrest and prosecution of perpetrators. In addition to any special assignments that he might receive from his superior officers, in the chain of command, he shall perform the following tasks:

1. On a daily basis, retrieve new hit and run reports from records division.
2. Maintain hit and run accident ledger containing:
  - a. Case number;
  - b. Date;
  - c. Time and location of accident;
  - d. Victim's name and address;
  - e. Hit and run investigation number; and
  - f. Current investigative status.
3. Send letters to victims of hit and run accidents which cannot be investigated and are to be suspended.



4. Contact all victims and witnesses of hit and run accidents, examine physical evidence and otherwise pursue all investigative leads to their conclusion.
5. Investigate all incidents of passing a stopped school bus (Title 21 §4166).
6. Complete, fully and accurately, supplemental and investigative reports for all hit and run accidents assigned.
7. Keep informed of all changes in laws and procedures pertaining to the investigation of hit and run accidents, and maintain the role of a specialist in hit and run investigations.
8. Provide for the proper care, cleaning and maintenance of assigned vehicles, and report any damage to vehicles or equipment.

E. Traffic Enforcement Officers: (61.1.9 a-e)

1. Radar/**Lidar** Operator

The Radar/**Lidar** Operator is directed and supervised by the Supervisor to which they are assigned. The Radar/**Lidar** Operator is responsible for enforcement of speed regulations in the City.

In addition to any special assignments that he might receive from the Platoon Supervisor, in the chain of command, the officer shall perform the following tasks:

- a. Stay currently informed of trends in speed activity.
- b. Issue traffic and parking summonses according to existing procedures.
- c. Appear in court as necessary.
- d. Be aware of court decisions or of problems involving the prosecution of radar/**lidar** speeding arrests.
- e. Submit all paperwork to the Platoon Supervisor for review and signature.
- f. Be certified in the operation of all phases of radar/**lidar** speed enforcement.
- g. Give special attention to citizens' complaints of speeding violations and other complaints received in the Chain of Command.
- h. Maintain a radar/**lidar** log for compiling necessary information to be used in the prosecution of each speed violation.
- i. Maintain a daily log of moving violations, parking violations and accidents investigated.
- j. Obey all traffic regulations except in actual pursuit of a criminal or traffic violator who is attempting to escape arrest.
- k. When in pursuit or responding to an emergency call, Radar/**lidar** outside of their vehicle while summonses are being issued.
- l. Report all malfunctioning radar/**lidar** sets to the Special Operations Division Administrative Supervisor.
- m. Not place violators in the rear of the police vehicle while issuing a ticket. Violators will be allowed to either remain in their vehicle or stand outside of their vehicle while summonses are being issued.
- n. Make themselves available to calibrate all police vehicles requiring same on a periodic basis.



- o. Assure that all radar/lidar sets and equipment are in good working order. This involves periodic inventory, tuning fork calibration and internal calibrations on each radar/lidar set.

## F. Motorcycle Officers

The Motorcycle Officers are assigned, directed and supervised by the Traffic Unit Sergeant.

1. In addition to any special assignments that they may receive from the Traffic Unit Sergeant, they shall perform the following tasks:
  - a. Stay currently informed of accident trends in assigned zone and actively enforce violations at those locations.
  - b. Issue traffic and parking summonses according to existing procedures.
  - c. Appear in court when necessary.
  - d. Be informed of all changes in motor vehicle laws and court decisions pertaining to traffic law enforcement.
  - e. Only ride the motorcycle assigned to them unless permission is given by the Special Operations Division Administrative Supervisor to the contrary.
  - f. Keep their motorcycle in good working condition. Prior to each tour of duty, examine their motorcycle for mechanical problems, tire wear and fluid levels. All mechanical problems will be brought to the attention of the **Traffic Unit Sergeant**.
  - g. Be held responsible for any damage to their motorcycle, unless said damage was not due to negligence or carelessness on their part. **In the event that a Motorcycle Officer is involved in a Departmental Accident with a police motorcycle, proper accident reporting procedures will be followed. The circumstances surrounding the accident must be evaluated by the Division Commander and the Motorcycle Instructor prior to being allowed to resume riding. The exclusion to this requirement is any incident which may occur during training.**
  - h. Give particular attention to violations of all traffic regulations, taking prompt and effective action, investigate accidents assigned them, maintain enforcement of high accident locations, and assist with traffic congestion.
  - i. Obey all traffic regulations, except in actual pursuit of a criminal or traffic violator who is attempting to evade the officer.
  - j. **Consistent with Directive 6.8, when a motorcycle officers becomes involved in a pursuit, the motorcycle [REDACTED].**
  - k. Take immediate charge of all accidents, giving particular attention to collisions involving death, possibility of death, serious injuries and departmental type accidents. Under the supervision of the Special Operations Division Administrative Supervisor, cause photographs, statements, and measurements to be taken, when necessary.
  - l. **Wear the Departmentally issued helmet and boots at all times when operating motorcycle. Approved safety glasses and leather gloves must also be worn. When working an officer's assigned tour of duty standard uniform policy applies. In addition, breeches will be worn at all times. Inclement weather will dictate the appropriate jacket style to be worn.**



- m. A Department motorcycle shall not be operated [REDACTED], will hinder the safe operation of the motorcycle.
- n. Ensure their motorcycle is periodically calibrated so as to give accurate speed information.
- o. The transportation of passengers on Department motorcycles is prohibited.

## 2. Guidelines for Motorcycle Officer Selection and Training

The Motorcycle Officer Certification Program is designed to ensure that all officers assigned to operate the Department's Police Motorcycle receive the same degree of training. This uniformity is essential so that while performing as a group or as an individual, the Motorcycle Officer will have the skill and confidence to operate a police motorcycle safely and appropriately.

The Wilmington Department of Police recognizes the need for initial and ongoing training. To achieve this purpose, a Motorcycle Training Officer(s) position exists. The Training Officer(s) will successfully complete a Certified Motorcycle Operator Training Program approved by the Wilmington Police Department. (CALEA 33.3.1)

Motorcycle Officer Trainer(s) will be responsible for:

- a. The selection, training and certification of Motorcycle Officers - The Motorcycle Instructor or his designee will conduct the training, administer tests and make the final determination as to whether an officer has successfully completed the Program.
- b. Ongoing training of Motorcycle Officers to maintain certification. (CALEA 33.6.1b)
  - 1. Motorcycle Officer Re-Certification and Remediation (CALEA 33.1.5)
    - a. In addition to the initial Motorcycle Training Program, each officer must successfully complete annual in-service training. The Motorcycle Instructor or his designee will conduct the training, administer tests and make the final determination as to whether an officer has successfully completed the Program. The Re-certification Program will address enforcement riding, safety records, and care of equipment.
    - b. At the discretion of the respective Deputy Commander/Lieutenant and/or the Motorcycle Instructor, a motorcycle officer may be required to successfully complete a remedial training program in order to maintain his status as an authorized motorcycle officer. The Motorcycle Instructor or his designee will design and conduct the remedial program and make the final determination as to whether the officer has successfully completed the program.



- c. In the event a motorcycle officer has not been actively riding or training in a two (2) year period, he/she must complete the initial training as described in Section F.3.1 of this Directive in order to resume a riding status. If a motorcycle officer has not been riding or training under a two (2) year period, he/she must be evaluated by the motorcycle instructor and be afforded remedial training in order to resume a riding status.
- c. Inspection and routine maintenance of motorcycle.
- d. Storage of motorcycle and associated equipment.
- e. Adequate procedures to ensure that motorcycles are operated only by qualified, authorized users.
- f. Maintenance of the Wilmington Police Department Motorcycle Training Manual.
  - 1. The general contents of the Motorcycle Training Program are divided into an eighty (80) hour course consists of riding exercises and the development of mechanical knowledge. The exercises begin with relatively simple maneuvers and increases in complexity as the course progresses. Safety and defensive riding tactics are stressed throughout the training. Specific skills and requirements are outlined in the Wilmington Police Department Motorcycle Training Manual. Upon successful completion of the training course, students will be able to operate a police motorcycle with skill and confidence. (CALEA 33.1.2 & 33.1.4)
- g. Maintenance of a list of qualified, authorized motorcycle users.
- h. Maintenance of all records pertaining to all aspects of the Motorcycle Training Program. (CALEA 33.1.7 a-c)
- i. The preparation of annual reports documenting all aspects of the Motorcycle Program and making recommendations as to appropriate changes to the Program, including the need for additional motorcycles.

### 3. Motorcycle Officer Requirements and Training

The selection process will include the following criteria: (CALEA 16.2.2)

- a. A memorandum will be generated by the Human Resources Division to announce an opening as a Motorcycle Officer.
- b. Officers below the rank of Sergeant, that possess a valid motorcycle license or endorsement and have a minimum of three (3) years of experience as a Wilmington Police Officer can express the desire to be considered for the position by submitting a Departmental Information report outlining their desire and any additional qualifications regarding the assignment.
- c. Background investigation by the Special Operations Division Traffic Sergeant which includes a summary of the officer's Office of Professional Standards Summary, an



interview with the officer's current supervisors and a review of the officer's Human Resources Division file.

- d. Successfully complete the motorcycle riding pre-test
- e. After all phases of the selection process are completed, a meeting will be held with the Deputy Commander of the Special Operations Division, to discuss the results and select a primary officer(s) as well as an alternate(s) for the position.

Once selected, the Motorcycle Officer Candidate: (CALEA 33.6.1a).

- 1. Must successfully complete the Wilmington Police Department Motorcycle Training Program, outlined in the Training Manual – successful completion of the Training Program does not ensure an assignment as a Motorcycle Officer. The assignment of authorized motorcycle officers shall be made by the Deputy Commander, based on the Division's needs.
- 2. If the Motorcycle Candidate does not successfully complete the required training, the officer will be removed from the program.
- 3. Complete the Motorcycle Field Training Officer Program
  - a. The program provides a better opportunity to evaluate the overall progress of the trainee. The Field Training Officer will be in a better position to know the trainee's limits and can progress in the program as the trainee's ability level allows. The field training officer is responsible for assuring the safety of the trainee. The field training officer will develop the trainee to be effective in motorcycle patrol as well as provide constructive criticism and necessary counseling for the trainee. Candidates for the position of Motorcycle Field Training Officer shall be selected by the Deputy Commander and the Motorcycle Instructor.
  - b. Motorcycle Field Training Officer will observe a graduate of the Initial Motorcycle Officer training for a minimum of 80 hours. The Motorcycle Instructor or his designee and the Field Training Officer will determine if the Initial Rider has applied the training to be effective in the utilization of the motorcycle for routine patrol.

G. School Crossing Guard Supervisor:

The School Crossing Guard Supervisor is directed and supervised by the **Traffic Unit Sergeant**.

The School Crossing Guard Supervisor is responsible for the performance of tasks assigned to his personnel.

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



1. Shall direct and supervise the School Crossing Guards in the performance of their assigned duties.
2. Shall periodically inspect the School Crossing Guards to insure that they are properly equipped and uniformed for their tour of duty.
3. Shall train School Crossing Guards in the proper procedures for:
  - a. reporting off sick;
  - b. directing traffic;
  - c. dealing with the public.
4. Shall insure the proper care, cleaning and maintenance of all equipment assigned to the School Crossing Guards.
5. Shall keep accurate personnel records of School Crossing Guards detailing sick time taken, complaints against School Crossing Guards, disciplinary action taken against School Crossing Guards, commendations received and notable achievements.
6. Shall prepare payroll for City personnel.
7. Shall conduct an annual survey to identify locations requiring adult school crossing supervision. This survey shall be conducted in cooperation with school authorities, the city traffic engineer, and the existing school crossing guards to determine the need for school crossing points. This survey will determine the need for maintaining, eliminating or establishing school crossing points. (CALEA 61.3.4d,e)

H. School Crossing Guards/Non-Sworn Personnel

Equal opportunity employment practices will be strictly observed in the screening and selection process of school crossing guards/non-sworn personnel. Such non-sworn personnel will be screened and selected on the basis of their mental and physical aptitudes and abilities, consistent with the knowledge and skills required for manual traffic direction and control functions. (CALEA 61.3.4b)

In cooperation with school authorities, crossing guards will successfully complete basic training in manual traffic direction knowledge and skills, to be provided by the Department and the crossing guard supervisor, prior to their assignment to those duties.

The Department will authorize non-sworn personnel to serve as school crossing guards. The sole function of these crossing guards is to expedite the movement of children to and from school by creating safe gaps in vehicular traffic, and directing children to cross through these gaps, when it is safe to do so. The school crossing guards will not direct traffic in the usual regulatory sense. (CALEA 61.3.4a)

When carrying out their scheduled manual traffic direction and control duties, crossing guards will wear the full uniform as prescribed by the Department. The Department will continue to prescribe distinctly different uniforms from sworn personnel. (CALEA 61.3.4c)



If requested by the Delaware Department of Education and their respective school districts in the City of Wilmington, the Department will work with school authorities in organizing, supervising, and instructing student safety patrols. Student safety patrols will not be authorized to direct or control vehicular traffic in any way. When requested, the will be responsible for instructing the student safety patrol. (CALEA 61.3.5)

I. Traffic Control

The requirement for traffic direction and control exists at many times and under many different circumstances. Examples would include the need to provide for traffic direction and control in the vicinity of traffic accidents, fires and traffic hazards caused by adverse weather conditions. (CALEA 61.3.2a)

1. Manual Traffic Direction

The Department shall be responsible for ensuring the safe and efficient movement of both vehicular and pedestrian traffic. Officers will provide, on an as needed basis, manual traffic control to alleviate traffic congestion in special areas.

The following situations may result in needed manual traffic control:

- a. Traffic Accident Scenes
- b. Rush hour traffic
- c. Special events (parades, bike races, etc.)
- d. Emergency conditions
- e. Signal light failure
- f. Inclement weather conditions
- g. Stalled vehicles

Officers will utilize, as necessary, flares, cones, and/or portable warning signs, as well as other related items when directing traffic at accident locations. (CALEA 61.3.2a)

2. Hand and Whistle Signals (CALEA 61.3.2b)

Officers, when assigned to manual traffic control, will utilize uniform traffic control signals and gestures. The signals can either be hand signals or whistle signals or a combination of both.

When using hand signals:

STOP SIGNAL - Basic signal to stop is an upraised hand at the end of an extended arm raised well above shoulder level, with the palm of the hand clearly facing the approaching driver for whom the signal is intended.

STARTING SIGNAL - The signal for a stopped vehicle to start moving begins at shoulder level, with the officer extending his arm toward the stopped vehicle (pointing) and waving the car onward by bending his arm at the elbow and drawing his hand toward his chest. Once traffic in one direction starts to move, the officer turns and faces opposing traffic and delivers the same signal.



PULL UP SIGNAL – The signal to pull up to a position, indicated by the officer directing traffic at an intersection, is usually reserved for turning traffic facing opposing vehicular or pedestrian traffic. It is started by the officer pointing to the position at which the driver should pull his stopped or slowly approaching vehicle. It is completed by motioning the driver forward to the selected position. If possible, keep the pointing hand and arm in position to hold the turning vehicle until conditions are safe for the turning movement.

TURNING TRAFFIC - Once it is safe for the motorist to complete the turn, the opposing traffic should be stopped using the standard stop signal, and motioning the left turning vehicle to complete its turn by making a come-along signal with the other hand.

Right turning traffic requires little traffic direction unless the turning movement is crossing a heavily traveled crosswalk or has to merge into heavy vehicular traffic. Natural gaps are best used for turning vehicles, when available.

When using whistle signals:

STOP - A single, long blast.

START - Two short blasts.

EMERGENCY STOP - Three or more short blasts.

3. High Visibility Clothing

**All personnel are required to wear reflective clothing at all times while directive traffic. Clothing can be in the form of departmentally issued gear such as the traffic vest, the winter coat, or the rain coat with the orange reflective portion on the outside. (CALEA 61.3.2)**

4. Manual Operation of Traffic Control Signals (CALEA 61.3.2e)

Officers who are properly trained in the operation of traffic control signals may be used to manually operate signal lights under certain conditions and circumstances. Certain circumstances can be, but are not limited to the following:

- Malfunctioning of the signal
- Facilitating movement at traffic signals
- Special events

Any use of manual operation requires the officer to notify the Communications Center advising circumstances surrounding the manual controlling of this signal light and any malfunction.

5. Temporary Traffic Control Devices (CALEA 61.3.2f)

Temporary traffic control devices may be utilized when traffic signals are inoperable, during special events, or in circumstances deemed necessary. Special signs and other portable signs are available from Public Works and may be requested at any time.



When approval is given to remove temporary traffic controls, the Communications Center will notify Public Works for the removal of the temporary controls.

## J. Special Events Traffic Control

The purpose of this directive is to develop policies and procedures to govern the movement and control of vehicles and pedestrians and to gather information on traffic control problems at special events and incidents.

### 1. Traffic Control Surveys

An annual survey shall be conducted to determine the necessity of fixed point traffic control in areas surrounding high volume traffic areas in the department's primary jurisdiction. If necessary, mobile traffic control devices and barricades will be utilized to assist the safe and efficient movement of vehicles and pedestrians in these areas. Mobile traffic control devices and barricades can be obtained from Public Works, as needed.

### 2. Annual Parking Survey

The Special Operations Division Administrative Supervisor shall on an annual basis, survey parking spots within the department's primary jurisdiction and to identify any specific needs or deficiencies in the parking control activities. The survey should cover the following areas:

- Tow away zones
- No parking zones
- Restricted parking zones

### 3. Traffic Control – Special Events

The Special Operations Division Commander or designee will be responsible for traffic control at special events. The services of any special unit or organization shall be coordinated by the Special Operations Division Commander or designee who shall ensure that all adequate services and personnel are provided.

Any group or organization holding events such as parades, bicycle races, foot races, street parties, or any other event which requires the use of any roadway(s) within our primary jurisdiction will be required to contact the Department well in advance of such an event. The Special Operation Division Commander or designee will determine the best route or area to be used for the event. The criteria used in approving the locations shall be to determine the route or area which will cause the least amount of disruption of traffic flow. The Special Operations Division Commander will ensure that the requesting group contacts other affected City Departments and agencies for any required permits and clearances.

Once a route to be followed or an area to be used has been determined, the Special Operations Division Commander or designee shall determine the needed manpower for the event. Should the organization sponsoring the event supply volunteers, they will be used to assist police officers at assigned locations.



4. Traffic Control - Fire Scenes (CALEA 61.3.2c)

Officers assigned to traffic control at fire scenes will be responsible for assuring that roadways in the area are accessible to all emergency vehicles. The officer assigned to a fire scene may close roads as necessary to facilitate the response of emergency vehicles. Officers who are assigned to traffic control at fire scenes will continue traffic control until the conclusion of the incident or until properly relieved by another officer.

5. Traffic Control – Adverse Road and Weather Conditions (CALEA 61.3.2d)

Officers will direct traffic in emergency situations created by adverse road and weather conditions. Traffic must be manually controlled until the problem is resolved or until temporary traffic controls are put in place.

The first officer at the scene of an emergency will advise the Communications Center of the problem and request that they contact the appropriate agency needed to resolve the problem. The officer will also request any emergency services which may be required.

6. Police Escorts (CALEA 61.3.3a)

Legitimate requests for scheduled police escorts include, but are not limited to those associated with funerals, motorcades, public officials, oversized vehicles, highway construction and vehicles with hazardous or unusual cargo. All such requests must have the Special Operations Division Commander review and approval before being honored.

When the department elects to honor a request, the trip route will be established in advance, as will the maximum speed to be maintained along each segment of the route. Point traffic control will be established, as appropriate, at locations along the scheduled route, sufficient to ensure safe passage. Tactical control of the escort will be assigned to a specific commander, supervisor, or officer, in accordance with the complexity of the escort services provided.

The supervisor/officer in charge will set the pace of the escort in accordance with the prevailing conditions, and under no circumstances exceed the pre-specified maximum speed for any segment of the route. If conditions become such that continuation of the escort would constitute an unacceptable risk to the public, the supervisor/officer will terminate the escort. The use of police vehicle emergency equipment during the escort will be specified in advance by the supervisor or officer in charge.

7. [REDACTED]

It is the policy of the Department of Police to [REDACTED]  
[REDACTED]

K. Traffic Engineering (CALEA 61.3.1a,b)

The Department of Public Works, Transportation Division, and the Director of Transportation identify high accident locations by use of accident reports and statistical data from accident reports. They both will also conduct special traffic surveys and studies, analyzing accident and enforcement data



preparing special reports and making recommendations concerning the efficient use of traffic control devices, new or revised laws or ordinances, and engineering improvements; and participating in local and regional transportation system management planning.

1. Referral of Complaints or Suggestions

Complaints and suggestions are routinely received by phone, mail and in person by various Divisions of the Police Department. (CALEA 61.3.1a,b) Complaints or suggestions received by any member of the Department of Police shall forward them to the Special Operations Division Administrative Supervisor, who in turn will determine the department best suited to address the complaint, be it Department of Public Works, Transportation Division, the Director of Transportation, or selective traffic enforcement.

2. Accident Data Reported to Director of Transportation (CALEA 61.3.1)

At least monthly, accident and enforcement data for the City of Wilmington is forwarded to the Director of Transportation and Department of Public Works, Traffic Division, by the Special Operations Division Administrative Supervisor. The Director of Transportation will utilize the available data to identify high accident locations. Appropriate studies and/or action are taken by both parties, as well as the Department of Police, based on identified high accident or hazardous locations.

3. Traffic Engineering Activities (CALEA 61.3.6)

The Department of Police's mission is to provide a safe and efficient traffic flow throughout the City of Wilmington. The Special Operations Division Administrative Supervisor will attend any monthly or additional meetings relating to traffic engineering that would impact the Department of Police.

The Director of Transportation for the City of Wilmington is primarily responsible for activities relating to Traffic engineering and is trained for this purpose. A few of the Director's functions can be listed into six general categories. The following areas are primarily handled by the Traffic Engineer:

- Collection and Compilation of Traffic Data
- Traffic Surveys and Studies
- Analysis of Accident and Enforcement Data
- Reports and Recommendations for efficient use of Traffic Control Devices
- Reports for Engineering Improvements
- Participation in Local and Regional Transportation System Management Planning

L. Traffic Ancillary Services (CALEA 61.4.1a)

Each member of the Wilmington Department of Police shall render general and emergency assistance and provide public information and direction to motorists who are in need of help. Each member shall, as designated, be responsible to report potential traffic and pedestrian hazards,



identify and process abandoned motor vehicles and locate and recover vehicles reported as stolen property.

1. Disabled Vehicles (CALEA 61.4.1b)

Members of the Department of Police may assist disabled motorists in, but not limited to, obtaining fuel, changing tires, obtaining road service or arrange for towing. All arrangements for towing should be made with the towing company chosen by the motorist; however, if no particular company is requested by the motorist, then the company who has the current towing contract with the City of Wilmington can be contacted. In either situation, it must be understood by the citizen that he is solely responsible for payment of the towing services.

2. Stranded Motorist (CALEA 61.4.1c)

Members of the Department of Police should use sound judgment and discretion when dealing with a stranded motorist. For example, a motorist stranded alone late at night should not be left alone. A motorist stranded alone during the daytime in a heavily populated area with vast resources for contacting help, would not necessarily require the assistance of the Police. Officers should make every attempt to obtain transportation for the motorist. If no other alternative exist, officers should then transport the motorist to a reasonable place of safety. If needed, the stranded motorist could be taken to Central and Travelers Aid contacted.

3. Emergency Medical Assistance (CALEA 61.3.3b, 61.4.1d)

Members of the Department of Police shall, as required, provide emergency medical assistance to motorists. Members should contact or arrange for medical services through the Communications Center. Members will remain with the motorist and render such emergency care as needed and within their qualifications. Members will not transport and injured motorist or escort a private vehicle. Under no circumstances should another emergency vehicle be escorted by a Wilmington Department of Police vehicle.

4. Identifying and Reporting Roadway Hazards (CALEA 61.4.2)

Members of the Department shall attempt to identify all conditions either on the roadway or roadside which may constitute a physical hazard. These conditions can be reported and corrected by submitting a street inspection form to Public Works. The conditions include but are not limited to the following:

- Damaged traffic control devices or their absence.
- Damage, wear, changes in, or suggested improvements to the road surface.
- Visual obstructions or obscured sight picture.
- Obscured or disappearing lines on the roadway.
- Hazardous utility construction.
- Missing or damaged street lights.
- Damaged Parking Meters
- Damage to sewers, trees, weeds, sidewalks.



- Loose manhole covers.
- Garbage in Street.

Officers may close any roadway in the City of Wilmington when a hazardous condition exists and the action is necessary for public safety.

5. Hazardous Materials

The following procedures will be followed in dealing with explosives, Toxic and Nuclear Materials. The goal is the minimization of danger to the public and fire and police personnel.

a. Explosives:

[REDACTED]

Upon discovery of any explosives or suspected materials, military ordnance or devices, officers shall proceed with the following guidelines:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The following are examples, but not limited to, items defined as explosive materials, ordnance or other devices:

- Military ordnance assembled or disassembled. This includes rockets, bombs, mortar shells, mines, grenades explosives, or other items of weaponry associated with the military.
- Improvised devices including pipe bombs, letter bombs or suspicious packages.
- Commercial explosives consisting of dynamite, blasting caps, large quantities of black powder or fireworks.

On scene responsibilities for explosives, ordinances or devices shall be under the direction of the Department's Bomb Technicians.

b. Toxic Substances

The following procedure shall be followed in dealing with quantities of a suspected Toxic or Hazardous Substance:

- Notify communications whether or not the substance bears an identifying name.
- Communications should contact Fireboard for material toxicity classification and provide precautionary action guidelines to the officer at the scene.



- If the substance is identified as toxic, the communication center shall notify Delaware Department of Natural Resources and Environmental Center (D.N.R.E.C.) and request assistance for seizure, removal and disposal. Officers shall notify the Communications Center to have the Wilmington Fire Department Respond.
- No toxic substance shall be placed into evidence. The substance or its container should be photographed, and documented in the police report. Delaware Department of natural Resources and Environmental Center (D.N.R.E.E.) should be notified for assistance for seizure, removal, identification and disposal.

c. Flammable Substance

The following procedure shall be followed in dealing with amounts of suspected flammable substances. Upon discovery of large quantities of flammable substances, within a residence or a building exterior area, the initial officer shall:

- Notify Communications, who will notify the Wilmington Fire Department to respond.
- Ensure that there is no smoking or use of flares in the area, while securing the area until arrival of fire apparatus.

d. Radioactive Substances

The following procedure will be followed upon discovery of radioactive materials. Upon visual observation of a radiation hazard identification tag, the field officer shall:

- Notify Communications, who will notify the Wilmington Fire Department to respond.
- Secure the area until the arrival of fire apparatus.

M. Police Athletic League ( P.A.L.) and William Hicks Anderson Community Center (W.H.A.C.C.)(CALEA 44.1.1, 44.2.5)

P.A.L. (Police Athletic League) Officer:

The primary operational function of the P.A.L. officer is to conduct and oversee the athletic, educational and cultural programs for the Police Athletic League. The primary function of the P.A.L. Officer is to encourage and deter targeted juveniles in Wilmington not to engage in delinquent behavior. The Department of Police strongly supports and encourages participation in the youth activities programs of P.A.L., Department of Parks and Recreation and all other community groups sponsoring such programs.

W.H.A.C.C (William Hicks Anderson Community Center) Officer:

The primary operational function of the W.H.A.C.C. officer is to conduct and oversee the athletic, educational and cultural programs for the community center. The primary function of the W.H.A.C.C. Officer is to encourage and deter targeted juveniles in Wilmington not to engage in delinquent



behavior. The Department of Police strongly supports and encourages participation in the youth activities programs of W.H.A.C.C., Department of Parks and Recreation and all other community groups sponsoring such programs.

N. Traffic Safety and Educational Materials

The Crime Prevention Unit in association with the Office of Highway Safety for the State of Delaware, distributes traffic safety and education materials during the course of their duties. Displays are set up at schools, civic association meetings and other activities. Topics discussed and materials presented include seat belt safety, school bus safety, nighttime driving, child safety seats, safe driving and drinking and driving. Officers are encouraged to contact the Administrative Supervisor of the Special Operations Division for any of the above material. (CALEA 61.4.4)

O. Marine Unit

The Marine Unit is a non-dedicated unit which is overseen by the Commanding Officer of the Special Operations Division. The Marine Unit is capable of providing waterborne security in most emergency situations. The Marine Unit has two patrol boats available for its operations and works with the United States Coast Guard and other maritime units to enhance the safety and security of waters in and around the City of Wilmington. In addition, the Marine Unit enforces maritime regulations and laws and maintains high visibility for all special events that are held along the Riverfront where safety issues may arise.

P. Honor Guard Unit

The Honor Guard Unit is a non-dedicated unit which is overseen by the Commanding Officer of the Special Operations Division. The Honor Guard Unit serves as an official representative of the Department and the Chief of Police. The Honor Guard Unit will participate in any event authorized by the Chief of Police, including but not limited to the following:

- Funeral Services
- Memorial Services
- Parades
- Escorts for visiting Dignitaries
- Flag Presentation and Honors

Q. School Resource Officer Supervisor

A. The School Resource Officer Supervisor is the Deputy Commander/Lieutenant of the Special Operations Division. In addition to the above listed duties, the Deputy Commander/Lieutenant handles the following duties as the supervisor of the School Resource Officers:

1. The SRO supervisor will coordinate the work, vacation and training schedules of all School Resource Officers assigned to the division.



2. The SRO supervisor will be required to arrange coverage of all school assignments when the SRO is unavailable for duty or temporarily away from the assigned school. This was typically accomplished with the help of Youth Aid Officers, but now will require alternative methods including but not limited to K-9 Officers, and Community Policing Officers.
3. The SRO supervisor will conduct monthly information exchange meetings with the SRO's concerning juvenile crime trends, divisional and departmental policies and procedures, training sessions along with any other issues that could impact the daily operation of the unit.
4. The SRO supervisor will consult with the SRO, concerning pending investigations, review and approve all reports making sure they are in compliance with the School Offense Reporting Laws and Divisional policy.
5. The SRO supervisor will serve as a liaison between Special Operations Division and the schools respectively.
6. The SRO supervisor when applicable will attend school meetings and functions as well as public events in an effort to promote awareness of the Departments youth related activities.
7. The SRO supervisor will conduct periodic site visits to the schools and solicit comments from the school administration concerning the daily performance of the SRO. They will also be asked to fill out a performance evaluation to help determine work quality, productivity, enthusiasm, and creativity to name a few. The SRO supervisor will use this information for the purposes of training and evaluation.
8. The SRO supervisor will conduct monthly vehicle inspections to ensure all vehicles assigned to the respective SRO are in compliance with departmental standards.

R. School Resource Officer: (CALEA 44.2.4)

The purpose of the School Resource Officer is to maintain a safe and secure environment through a law enforcement presence within the school setting. In order to achieve this purpose, the School Resource Officer will adhere to the following:

1. The School Resource Officer (SRO) will be assigned to a middle or high school setting, representing a proactive strategy designed to bring crime prevention and intervention to the school, while creating a safe, secure, and orderly environment for students, teachers and staff.
2. In addition to any special assignments that he might receive from the **Deputy Commander/Lieutenant** the SRO's will investigate and enforce criminal offenses and any other assignments given to them, while following all legal policy requirements, pertaining to juvenile investigations, detention and arrest.
3. SRO's will provide monthly statistics.



4. SRO's assigned to the Special Operations Division will assist in daily operations during months school is not in session.
5. The (SRO) will develop crime prevention programs and provide education on crime prevention to the school community that shall include current appropriate topics, which are tailored to the school population and relevant crime patterns. The SRO should possess the ability to provide constructive counseling, conflict resolution and be self-motivated, while maintaining a positive image to better enhance relationships within the school community.
6. Participate in extra-curricular activities, to support the school, community and the SRO program.
7. Attend school board meetings, administrative hearings and parent teacher meetings as required.
8. Investigate initial incident reports from the school staff to determine if they are considered reportable under the state mandatory School Offense Reporting Law (House Bill 85).
9. Attend meetings as required by the special operations supervisor to exchange relevant information concerning juvenile crime trends both within and outside of the school.
10. Communicate with the Attorney General's Office and Family Court concerning pending investigations. Prepare cases and testify in court proceedings when required.
11. Maintain monthly crime statistics in each school served to determine relevant crime trends within the schools, which will be used as a guide to determine the overall effectiveness of the SRO program.
12. SRO's are participating in a contracted law enforcement service arrangement and shall not be penalized in any way that would threaten their employment rights, promotional opportunities, training opportunities, or fringe benefits. (CALEA 3.1.2)

**S. Promotions while in a non-dedicated specialized unit:**

In order to keep non-dedicated specialized units from becoming top heavy with supervisors, as well as promote the potential growth of all officers the Wilmington Department of Police has adopted the following policy regarding sworn officers who are promoted and are a member of a non-dedicated specialized unit. This policy applies to the Crisis Management Tactical Team, Hostage Negotiation Team, Mobile Field Force Team, Marine Unit, Motorcycle Unit and Honor Guard.

Any member of the Wilmington Department of Police who is promoted and is a member of a non-dedicated specialized unit will no longer be a member unless approved by the Chief of Police to remain in the unit. This will be based on the amount of current supervisors in the unit in relation to the number of officers in the unit. Each unit may have a different ratio of supervisors to officers, but this ratio will be at the sole discretion of the Chief of Police.



Any supervisor in a non-dedicated specialized unit, as of July 1, 2017, may remain in the unit; however, if that supervisor is promoted to a higher rank, they must obtain the approval of the Chief of Police to remain in the unit. For example, a Sergeant currently in the Marine Unit, who is promoted to Lieutenant, is no longer a member of the unit unless the Chief of Police determines otherwise. The same would apply for a Lieutenant who gets promoted to Captain and a Captain who gets promoted to Inspector.

