

**SENECA FALLS POLICE DEPARTMENT
GENERAL ORDER**

General Order: 525	Rescinds: 07/01/13
Subject: Transporting Civilians	NYS Accreditation:
Effective Date: 05/29/2019 By Order Of: Stuart W. Peenstra, Chief of Police	

I. PURPOSE

To establish policy and procedure for transporting civilians by Seneca Falls Police Department personnel.

II. POLICY

- A.** Employees will be selective in providing civilian transports, and not perform them simply as a convenience if other reasonable alternatives exist.
- B.** Non-department personnel will be transported only when it is necessary to ensure their safety or well-being, or in the interest of the Seneca Falls Police Department (e.g., witnesses, parents of juveniles, etc.).
- C.** Injured persons shall not be transported by police vehicle for the purpose of receiving medical care unless:
 - 1. Such transport is necessary to preserve life, and
 - 2. Timely ambulance transport is not available.
- D.** Persons who are violent, disorderly, or who have been arrested will be transported in accordance with current directives.

III. PROCEDURE

- A.** Non-supervisory personnel will obtain permission from their supervisor prior to a civilian transport. Supervisors may transport without permission but will adhere to all other procedures and policies specified in this order.
- B.** If the situation is an emergency, the transport will be made without delay and the reason for the transport will be conveyed, as soon as possible, to the employee's supervisor.
- C.** Employees will proceed without delay and by the most direct route to their destination. Employees will notify the dispatcher immediately of any change in destination.
- D.** Employees will not engage in any type of emergency or pursuit driving while conducting a transport.
- E.** In the interest of officer safety, everyone being transported is subject to a pat-down search.

IV. TRANSPORTING PERSONS OF THE OPPOSITE SEX

- A.** Before commencing any transport, employees transporting opposite gender persons will notify the dispatcher of their location, mileage and destination. Dispatchers will acknowledge with the exact time the message is received and record the destination in the computer record.

- B.** Upon arrival, the dispatcher will be notified of the exact location and mileage reading.
The dispatcher will acknowledge with the exact time the message is received.

V. TRANSPORTING INTOXICATED PERSONS

When no other means of transportation is available (i.e., family, friends, cab, etc.), intoxicated persons may be transported by police vehicle if:

- A.** The person is not injured or unconscious; and
- B.** Permission has been received from the officer's supervisor.

VI. CIVILIAN REQUESTS TO RIDE WITH POLICE OFFICERS

See General Order 526 – Ride-Along Program.

VII. APPLICATION

The provisions of this order apply to all employees of the Seneca Falls Police Department except as otherwise authorized by the Chief of Police.

Reviewed: 05/20/2019