

MINIMUM PROCEDURES  
OF  
CRIMINAL INVESTIGATIONS  
City of White Plains  
Department of Public Safety

46208

BURGLARY

NCJRS

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ACQUISITIONS

### BURGLARY NARRATIVE

Burglary is a crime of stealth usually committed under cover of darkness and in the absence of witnesses. It accounts for about 1/3 of crime index offenses. Failure of citizens to take even the most elementary precautions contributes to the rising statistics involving burglary.

Burglars can be classified into three groups.

1. The casual or amateur. He could be armed and pose a serious threat.
2. The juvenile. He is the most frequently arrested and is an opportunist who capitalizes on unlocked homes, schools, and businesses. He usually is very destructive.
3. The professional. He commits crime after ample planning - generally knows how to use tools and sophisticated equipment.

Burglaries can be classified into two types - residential and non-residential.

1. Apartment - Burglars try to gain entry by posing as salesmen, delivery men or other door to door vendors. When the bell is not answered, the burglar forces his way into the apartment by jimmying the door or window, or by picking the lock. These burglars are generally selective taking only valuable items, such as jewelry, money, etc.

2. House Burglary - These burglaries are generally in high income neighborhoods. Some methods of entry are prying open doors or windows, using glass cutters - slipping locks by using plastic strip or their piece of metal - locating a hidden key under the doormat or in the mailbox - posing as a salesman.

Retail stores and warehouses are prime targets of burglars. In these types of burglaries look for collusion with employees or former employees, also insurance angle.

A call from a dispatcher that there is a "Burglary in Progress" should alert the Officer that this is a mission that requires much thought. His approach should be quiet and cautious. Light and sirens should not be used. Car noises should be kept to a minimum. When possible, another car should be checking suspicious persons in the vicinity - on the alert for confederates parked nearby.

In making a search of inside darkened premises, use flashlight - turning on lights might cause temporary blindness to Officer giving a burglar the advantage. The Officer should be alert to diversionary movements that the burglar may make in order to effect an escape.

If the burglary is completed, a personal interview with the owners or people in charge of the premises should be made. The initial interview should determine the estimated actual loss, the method of entry, the method and measurements of departure.

It is necessary to learn who are the people who have legitimate reasons for being on the premises and people who have knowledge of where the stolen property was kept.

At this time it should be determined if this is a bonafide burglary or is it possibly a means to cover up other misdeeds. Also determine if there were other reports of burglary of these premises. Is the property insured? By whom? Keep copious notes.

Searching the Scene (generally a detective function)

The scene should be carefully looked over to learn the method of entry. This includes both inside and outside of the premises. The investigator is looking for tool marks, auto marks, discarded tools, discarded loot, places where property could be stored for eventual recovery.

When the search is completed, all evidence should be secured and properly marked. The premises should be dusted for latent prints, and photographs should be taken to preserve the scene.

## BURGLARY CHECK OFF LIST

There are two basic types of burglary - Residential and Business.

### DUTIES OF PATROL OFFICER

#### Residential

1. Contact the person who reported the burglary.
2. Ascertain if anyone was seen entering or leaving the building.
3. Ascertain if it is possible that the burglar is still on the premises. If so, radio for assistance.
4. Establish the means of entry.
5. Get description of person, vehicle used - get out a broadcast.
6. Contact detectives.
7. Protect the scene.
8. Stop people from making their own investigation.
9. Neither the Patrol Officer nor detectives should volunteer any information on other crimes in the vicinity.
10. All complainants should be treated equally, regardless of the amount involved in the burglary.

#### Business

1. Protect the scene.
2. If discovered by an employee at opening time, warn person to tell other employees not to touch anything.

## DUTIES OF PATROL OFFICER

### Business (cont'd)

3. If very serious, consider having premises closed until investigation is completed.
4. If safe is involved, no one should touch until processed.
5. Ascertain method of entry.
6. Secure evidence.
7. Notify detectives.
8. If burglary is discovered by Officer, see that owner is notified.

## INVESTIGATION

### Business

1. Question employees to determine if any suspicious person(s) were seen in the building prior to closing time - same day or night or before.
2. Inquire regarding salesmen, building inspectors, prospective buyers, or any suspicious visit out of the ordinary.
3. Question people living in the vicinity regarding suspicious cars or persons, or unusual noises - get exact time and description.
4. Inquire if there are private watchmen in the neighborhood - identify company.
5. Where large losses occur, ascertain who had knowledge of its existence.
6. Note location of all clues - physical evidence.

## INVESTIGATION

### Business (cont'd)

7. Make a thorough search for footprints, fingerprints and evidence of injury to the burglar - blood (near broken glass) - hair - fiber and stains. NOTE: Burglars sometimes change clothing at the scene and unintentionally leave portions of their own clothing.
8. Look for tool marks at point of entry and point of exit.
9. Try to reconstruct movements of burglar, i.e. fire escapes - adjoining roofs.
10. Search for trace of waiting vehicle (tiremarks, etc.)
11. Search for lost, dropped, or discarded loot.
12. Safes -- Survey condition of surrounding area - see if there are tools present - method used in getting into safe.
13. Check position of outer and inner doors (consider if doors should be removed for lab examination).
14. Preserve tool marks.
15. Get sample of plaster dust at scene for comparison with dust on clothing of suspect.
16. Papers scattered about should be processed for prints.
17. Due to time involved, burglars will smoke at the scene, leave butts, matches (name of bar and place of bar). Food left at the scene (bags food came in may tell where purchased).
18. Photograph the scene to show how premises was found and to tell the story of entry, damage done, etc.



## INVESTIGATION

### Business (cont'd)

19. Accurate measurements should be taken when needed - cast of footprints, tool marks.
20. Label and secure evidence - make notes of what was found and where. Don't leave to memory.

### Residential

1. Contact Officer who arrived first and get complete picture. (Notification to detectives usually by Patrol Sergeant or Captain of Detectives).
2. Establish the time the entry was made.
3. Obtain complete list of property stolen.
4. Make inquiries as to whether or not any peddlers, agents, garbage haulers, meter readers or any other callers were seen in the vicinity of the residence.
5. Inquire regarding suspicious callers or telephone calls.
6. Interview and investigate servants and other domestics.
7. Interview first Officer at the scene. Ascertain facts from him.
8. See if the burglar had a specific object in mind, i.e. hidden money or jewelry.
9. Survey the scene for a particular M.O.
10. Work slowly.
11. Make notes.
12. Locate point of entry.
13. Examine doors and windows for type of entry and tools used.

## INVESTIGATION

### Residential (cont'd)

14. Outside -- Trace path of burglar. Start at point of entry, follow footprints, look for articles that might have been dropped (discarded tools), look at fences and hedges for traces of fibers, blood or tissues. Search shrubs, outhouse, garage, or other places where objects could be hidden or things discarded, i.e. purse, wallet, etc. Search roadways, alleyways and driveways for traces of tiremarks and footprints.
15. Photograph the scene. Show important details - tool marks at point of entry, latent prints, measurements of opening in skylight and windows. Look for footprints or tiremarks from residential burglaries.
16. Obtain a full list of stolen property.
17. Notify hock shops, second hand stores.
18. Send out teletype alarm and radio broadcast.
19. Look for similar M.O.'s.
20. Contact informants for information on burglars that are active.
21. Interview owner/occupant. (Use Burglary Questionnaire Form).

CROWD CONTROL

## CROWD CONTROL CHECK OFF LIST

### DUTIES OF THE DESK OFFICER

1. Be prepared (monitor all known street gatherings and demonstrations before time.
2. Have enough people available to answer the first call for assistance.
3. Maintain radio contact with the scene.
4. Assign a superior officer to the scene to evaluate the immediate needs.
5. If there are reports of injuries, dispatch medical assistance immediately.
6. Keep emergency equipment available so it can be brought to the scene without delay.
7. Notify the Chief of Police and Commissioner of Public Safety and Captain of Detectives if the situation becomes serious.

### DUTIES OF SENIOR OFFICER AT THE SCENE

1. Survey the situation. Decide if this is a peaceful demonstration, a lawful crowd, a hostile crowd, a dangerous mob or a riot.
2. When the assessment has been made, request a sufficient number of Police Officers to handle the problem.
3. Make every effort not to cause an incident which would provoke the group to commit an unlawful act.
4. Be equipped with a public address system so as to communicate with the participants.

5. Point out the possibility of arrest if the law is violated.
6. Be courteous and firm, and do not show partiality.
7. If the situation deteriorates and the group becomes an unlawful mob or riot:
  - a) Try to break it up from the rear.
  - b) Try to identify the leaders and arrest them. Remove the source of the irritation.
  - c) Get as much help as is needed.
  - d) Try to have a plain clothes photographer take photo's with a view to identifying as many violators as possible so subsequent arrests can be made.
  - e) Use as much force as is necessary to effect arrest. Remember! excessive force tends to incite even those not involved.
  - f) Encourage Officers to help each other, ignore insulting remarks and not engage in conversations. Also, to protect themselves from personal attack - individual heroics have no place in mob control.
  - g) Consider roadblocks to prevent the curious from entering the area and joining the mob.
  - h) Caution Officers about carefully parking official vehicles so they are not vandalized by the mob.

### CROWD CONTROL NARRATIVE

There are several types of crowds. One is described as a group of people temporarily assembled, who are generally law-abiding and leaderless. This group has a common interest only for a short period of time. They will usually obey orders.

There is another type of crowd who assemble for a definite purpose - such as rallies, sporting events, public meetings; or it may be a disgruntled group willing to be led into lawlessness. The members are drawn together for a common purpose, and if interrupted, may become unruly and aggressive. For example: Rioting after a sporting event or other activity having an emotional appeal.

There is the "Hostile Crowd" which is very noisy, threatening, and may harass the Police. It lacks organization and leadership. When a leader does emerge, it can be triggered into violence. Improper actions by the Police can also make the crowd violent. The Police will be baited with a view to committing errors in judgement and further inciting the members. Verbal abuse must be ignored; however, immediate action must be taken against those who assault or throw missiles at the Police.

The Officer(s) present should not hesitate to call for assistance. The use of force should be judicious so as not to incite the crowd to aggressive hostility. The individuals who precipitate the incident should be removed so as to prevent unity.

The cause of the irritation should be removed. The crowd should be fragmented into small isolated groups. An attempt should be made to remove the leaders, instead of assaulting the crowd.

It is desirable for the Police to make a show of force. However, this does not mean the use of unnecessary force. All efforts should be made to divert the attention of the crowd. A public address system should be used to advise the people to go home. This is very effective when used on the fringe of crowds. The selection of certain individuals in the crowd to be arrested generally has a psychological effect on others who would rather leave than be arrested.

At times, it is desirable to counteract the development of leadership in a crowd. This can be accomplished by using someone who has greater appeal and prestige than the leader who is emerging. A popular athlete, entertainer, member of the clergy or a civic leader can be used.

Demonstrations are usually groups who have a definite object in mind. They are identified as being highly organized. There is leadership. They are disciplined and nonviolent.

The Police assigned to supervise demonstrations have two responsibilities. Regardless of individual convictions, they must protect the peaceful demonstrators who have a constitutional right to protest. Spectators who are not in sympathy with the demonstrators constitute a potential threat of violence. Sometimes counterdemonstrations are organized to disrupt the peaceful demonstration.

The Police function is to also protect the general public, whose rights may be infringed upon by the demonstrators. Police should ignore the verbal harassment that they may be subjected to. This is usually done to provoke an incident and cause further problems.

Some crowds can easily deteriorate into a mob, especially when aroused by rumors and inflamed by agitators. Hostility prevails, dissatisfaction and frustrations provide the tinder that becomes an inflamed mob. Often a single successful act of violence can arouse a feeling of victory and change the crowd or mob into rioters. When rioters gain control, law and order disappears. The Police must resort to all available resources to quell the riot and restore peace. The prompt arrest and detention of each person guilty of a riotous act is imperative.

Citizens in a riot zone must be cleared from the area. In some cases it may be necessary to set up roadblocks to prevent the curious from joining the mob. There should be no casual onlookers. They can only complicate matters and expose themselves to bodily harm. All efforts must be made to protect persons and property from looters.



HOMICIDE

## HOMICIDE CHECK OFF LIST

### DUTIES OF THE DESK LIEUTENANT OR SENIOR OFFICER

Upon receipt of information that a homicide has taken place:

1. He will immediately dispatch an officer to the scene to verify the information.
2. He will notify the Detective Bureau.
3. He will dispatch any emergency vehicles that are needed at the scene.
4. He will arrange for additional manpower, or other needs that are requested.

### CAPTAIN OF DETECTIVES OR SENIOR DETECTIVE OFFICER

The Captain of Detectives or Senior Detective Officer will:

1. Dispatch detectives to the scene to confer with the uniform personnel who were first to arrive at the scene.
2. Supervise the entire investigation.
3. Notify the Chief of Police, the Commissioner of Public Safety, the District Attorney's office and the Office of the Medical Examiner.
4. Supervise the sending of teletype and radio alarms connected with the investigation.
5. Arrange for any assistance needed regarding personnel and equipment.

6. Arrange for photographers to photograph the scene.
7. Meet with press and radio after conferring with Commissioner of Public Safety or Chief of Police.

#### DUTIES OF FIRST UNIFORM OFFICER AT THE SCENE

The first uniform officer at the scene will make a preliminary investigation.

1. He will immediately determine if the victim is dead. In case of doubt, he will presume the victim is alive and arrange to get medical attention.
2. In the event he determines the victim is dead, he will notify Headquarters for assistance.
3. He will keep notes on everything that happens.
4. He will arrest the perpetrator(s) if they are at the scene.
5. He will preserve the scene of the crime. (Keep unauthorized persons away and not allow any evidence to be moved until directed by higher authority)
6. He will await the arrival of a superior officer or the Detective Bureau.
7. He will remain at the scene until relieved by proper authority.

#### DUTIES OF THE DETECTIVE(S) AT THE SCENE

Detectives at the scene will:

1. Confer with the uniform officer at the scene to get all the facts.
2. Interview witnesses at the scene to develop suspects.
3. Search for evidence that was used in the commission of the homicide.

4. Properly mark the evidence and preserve any prints that may be at the scene.
5. Identify the deceased and notify the next of kin.
6. Make the necessary arrest(s) if the perpetrator(s) is identified.

## HOMICIDE NARRATIVE

Homicide is a societal problem that cannot be controlled by the Police. There are many circumstances that lead to homicide; such as family arguments and crimes; such as robbery, burglary, rape and other sex crimes.

Firearms account for approximately 65 to 70 percent of the homicides, and knives account for about 15 to 20 percent. The remaining can be attributed to blunt objects, drowning, poisoning, etc. The Police are generally successful in clearing up to 80 percent of the homicides.

In a homicide case, the actions of the first officer on the scene is of the utmost importance. The success of the court case relies on his adequacy as a witness. He must conduct himself as a professional. His testimony must be accurate. His notes must reflect his arrival time, who was present, what he observed, what action was taken and the testimony of witnesses.

The officer's first concern should be to determine if the victim is dead. He should always presume life and not death. He should then conduct a preliminary investigation to determine what happened, develop a suspect and apprehend him if necessary. He must protect the crime scene and arrange to detain all those at the immediate scene for questioning. He will notify Headquarters as to the facts and request assistance. He will

remain at the scene until the arrival of the detectives and/or superior officers. He will brief them as to what he has learned and will then keep himself available for further assignment.

It is anticipated that the members of the Detective Bureau and a Senior Officer will respond promptly to the scene. If they arrive first, they probably will perform the preliminary functions mentioned above. Detectives will question all persons at the scene, identify the victim, and will attempt to learn the cause of death and locate the weapon used. Technicians will photograph the scene and attempt to find fingerprints and other clues.

The Medical Examiner and District Attorney's office are to be notified, as well as the Commissioner of Public Safety and the Chief of Police. A teletype alarm and radio alarm will be broadcast without delay. After the motive has been determined, efforts will be made to identify and arrest the perpetrators.

All evidence is to be safeguarded and properly marked. Some of the evidence will be readily apparent. A thorough search may be necessary to locate other evidence. The search should include sinks, toilets, garbage cans, waste paper baskets and the immediate area around the house (curtilage).

All unauthorized persons should be kept from the scene, and every effort should be made to preserve the scene (photographs and sketches) until the preliminary phase of the investigation

is completed.

The family of the deceased should be notified and questioned in order to obtain possible leads and motives. They will help to ascertain if any property was stolen and provide a description. People who worked with the victim should be questioned to ascertain if the victim had reason to suspect he would be injured.

Eventually, a suspect will be developed, located and questioned. If this results in an admission, all proper safeguards are to be taken to be able to use the admission - (Miranda Warning).

HOSTAGE SITUATION



### HOSTAGE SITUATION NARRATIVE

Upon receipt of information that a hostage situation exists, the following minimum procedure will be followed:

REMEMBER!! The principle motive of the whole operation is to secure the safe release of the hostage(s). "BUY TIME", it works in our favor. There are three phases in a hostage situation.

Phase I Confrontation and containment.

Phase II The mobile phase - wherein the captor is granted a vehicle to escape. The suggested caravan is 1. Escape car 2. Chase cars 3. Assault team 4. Command car.

Phase III The relocation phase (duplication of Phase I). Captor(s) generally divided into three categories:

- A. Professional criminal whose escape has been blocked.
- B. The Psychotic.
- C. The Terrorist.

All demands are negotiable but two. 1. Demand for weapons 2. Additional hostages.

Keep firing to a minimum - Obey Superior's instructions regarding discharge of firearms.

There are four courses of action.

1. Contain and Negotiate
2. Chemical Agents
3. Selected Sniper Fire
4. Assault

#### The Call

The initial call to headquarters will come as a result of an armed robbery of a bank, or other business establishment; or in some cases as a result of an altercation or dispute in a private home or apartment.

There will come a time when the adversary will be armed and barricaded with one or more of the hostages. This type of a situation involves desperate participants, the imminent peril of gunfire and harm to the hostages or innocent bystanders. In this type of situation the primary consideration is to secure the lives of the hostages, the bystanders and the Police. While it is impossible to anticipate every eventuality, it is possible to formulate general guidelines regarding procedure.

The first call will result in one or more radio cars being dispatched to the scene. Officers arriving at the scene will survey the situation and will report to headquarters that a hostage situation exists. Every effort will be made to ascertain how many hostages have been taken, how many perpetrators are involved and what sort of weapons they possess. The name of the establishment, the exact address and the telephone number will be given as quickly as possible.

The dispatcher will notify the Desk Officer, the Chief of Police, the Commissioner of Public Safety and the Captain of the Detective Bureau. The Captain in charge of traffic will go into the immediate area to re-route traffic away from the hostage scene. The Chief will proceed to the scene to take charge and set up a command post. He will order barricades to be set around the premises to prevent onlookers from getting too close. He will see to it that there are enough Officers present with proper weapons to prevent the perpetrators from shooting their way out.

At this time, it is anticipated that the seige period will begin. During this time the Chief will see to it that the men are properly positioned, armed and clothed.

The Senior Traffic Officer will continue to search for areas to establish complete perimeter control and to replace certain Officers with men who have had tactical experience. Teams of sharpshooters will be placed in strategic locations.

The Administrative Captain will assist the Chief and see to it that his orders are carried out. He will seek a suitable location for a secondary command post where members of the media, emergency services, medical assistance and other community services can locate and be made available when necessary.

The Desk Officer will stand by to contact the various support Departments that are needed.

The Administrative Captain will obtain a map of the area, and also a floor plan of the premises. These papers will be dispatched to the Chief at the scene without delay. He will advise the Desk Officer to notify the Mayor, Fire Department, ambulance services and the Department of Public Works to stand by in the event of a fire or explosion. He will send to the scene a truck or other vehicle which will contain emergency equipment - gas masks, bullet-proof vests, etc. He will arrange for an armored emergency vehicle to rescue anyone who is trapped because of rifle or gun fire.

This type of rescue operation will receive the highest priority. Efforts will be made to get a Police Officer or other person of the same nationality as the captor(s) in the event there is a language barrier.

The Captain of the Detective Bureau will cooperate with the Chief in all phases of the operation. His principle duties will be to assemble the detectives available and pick a negotiating team, and have them at the scene. He will assign detectives to identify the perpetrators, look into their backgrounds, and determine their home address, parents, children, relatives, clergyman and medical background so that a profile can be made of the individuals involved; and can be used in the negotiating phase of the operation. He will also arrange to have a special vehicle at the scene to be used

in the event it has been decided to allow the perpetrators to have a vehicle. An official Police photographer will report to the command post to take photos as ordered by the Chief.

In the event of a "Seige" period, the following steps will be taken. All Officers will keep in mind that every effort will be made to protect the wellbeing of the hostage(s), and obtain their safe release. No one will use firearms, except under the following conditions - By order of higher authority, to prevent harm from coming to himself, or anyone else at the scene.

The Captain of the Detective Bureau will attempt to establish contact with the perpetrators inside the building or apartment. If telephone contact is impossible, efforts will be made to establish radio contact via walkie talkie or other electronic devices. If that fails, then contact should be made with a bull-horn. He will supply a team of trained negotiators to contact the captor(s) and attempt to gain their surrender.

Stand-by notices will be initiated by the Chief through the Duty Officers to - the FBI, in the event there is a hold-up of a bank involved - cooperating local Police in the area - and doctors and ambulances, in the event of the possibility of serious injury, or if someone is injured.

The Chief will see to it that certain Officers at the scene are supplied with protective armor, extra weapons, ammunition and tear gas.

In the event the seige becomes prolonged, a secondary command post will be established by the Chief. This command post will be under the control of the Administrative Captain, and he will admit certain authorized personnel; such as members of the clergy, doctors, the media, the Mayor and his staff, the City Council and anyone else who it is determined might serve a useful purpose, or who has been requested to come. The secondary command post can serve as a "think tank". People in it will be urged to submit any ideas that might bring the seige to a successful conclusion.

The Administrative Captain will detail Officers to obtain food, drink, or anything orderd by the Chief in connection with the operation.

If the perpetrators attempt to shoot their way out of the building, all efforts will be made to stop them. If it is decided to allow the ~~per~~petrators and hostages to proceed to another building or area, every effort will be made in advance to get the necessary vehicle ready to follow, and if possible, men will be dispatched in advance to the new scene to set up surveillance, safety measures and a command post.

In the event of a surrender, the perpetrators will be immediately arrested, taken from the scene and brought to Police headquarters. The hostage(s) will be freed and given

the necessary medical care if needed. They will be debriefed by the Detective Bureau as soon as possible. The scene of the crime is to be preserved. No unauthorized persons will be allowed to enter the barricades, and traffic control will continue to be in effect until orders to the contrary are sent through the Chief. Photographs, collection of evidence and fingerprints will be taken immediately. Efforts will be made by the members of the Detective Bureau to question all witnesses involved and to identify any accomplices.

Press, television and radio interviews will be handled through the Commissioner and/or Chief of Police in line with Free Trial Free Press procedures.

## HOSTAGE SITUATION CHECK OFF LIST

### DUTIES OF THE CHIEF OF POLICE OR DESIGNATED SENIOR OFFICER

1. Proceed to the scene immediately.
2. Establish a primary command post and arrange for personnel to be assigned.
3. Establish a perimeter around the scene and have personnel placed in strategic spots to prevent captor(s) from escaping.
4. Order the Senior Traffic Officer to route traffic away from the scene. Have him establish crowd control.
5. Have Senior Patrol Officer assist him at the command post.
6. Arrange for a mobilization point where personnel can report for briefing and assignments.
7. Arrange for a log book to be kept at the command post to record the events.
8. Issue instructions on fire control.
9. Evacuate injured and all civilians from areas of danger.
10. Recall off-duty personnel if needed.
11. See that all personnel in the inner perimeter have the necessary weapons and protective armor.
12. See that the FBI is notified if the hostage situation is the result of a bank holdup.



DUTIES - CHIEF OF POLICE OR DESIGNATED SENIOR OFFICER(cont'd)

13. Arrange for any special equipment that may be needed through the administrative Captain. This would include food, drink and medical care for the hostages and captor(s).
14. Contact the New York Telephone Company for special assistance regarding communications between headquarters and command post.
15. Arrange for direct communication with the Commissioner of Public Safety by telephone or radio contact. Radio should be on a dedicated frequency.
16. Give the orders to move to another location (Phase II).
17. Give the orders to assault the premises and free the hostage(s) if he deems it necessary.

ADMINISTRATIVE CAPTAIN

The Administrative Captain or designated Officer will:

1. Confer with the Chief and set up a secondary command post outside of the inner perimeter. This command post will act as a mobilization point for personnel who are waiting to be assigned to special duties.
2. Maintain an open line of communication with the primary command post and supply all the equipment needed for the operation.
3. Assign a Police Officer to obtain blue prints and plans for the building occupied by the captor(s) and hostage(s).

ADMINISTRATIVE CAPTAIN (cont'd)

4. Confer with the Department of Public Works and the Building Department for advice on turning off utilities and various methods of entering the occupied building and other buildings in the vicinity.
5. Have an Officer contact the owner of the occupied building for any information that is needed regarding the inside of the building and its contents.
6. Arrange to have a police photographer at the scene to obtain photographs of the operation.
7. Set aside a portion of the secondary command post to admit the press, certain City officials and others invited to the scene by the Commissioner of Public Safety, his Deputy, or the Chief of Police. Those invited to attend can be used as a "think tank" for a full flow of information and open conversation for innovative and constructive ideas.
8. Notify the necessary emergency vehicles to stand by in the event they are needed. (Fire Department, ambulances, Department of Public Works, etc. )
9. Establish strict accountability on weapons issued and photographs taken.
10. Maintain custody and control of all evidence obtained at the scene, and will see to it that it is properly marked.

#### ADMINISTRATIVE CAPTAIN (cont'd)

11. Notify the proper agencies (medical examiner, District Attorney, etc.) in the event of injury or death.
12. Have a list of home numbers of all City officials that may become involved.
13. Coordinate activities of other agencies called to the scene.
14. Keep a log book to record the events and assignments of personnel.
15. Be ready to carry out instructions of the Commissioner of Public Safety and the Chief of Police.

#### TRAFFIC CAPTAIN

The Traffic Captain or designated Senior Officer will:

1. Confer with the Chief of Police.
2. Route traffic away from the scene.
3. Place barricades around the scene and be in charge of crowd control.
4. Rope off the area and post signs.
5. Perform any other functions ordered by the Commissioner of Public Safety or the Chief of Police.

#### DETECTIVE BUREAU

The Captain or the designated Senior Officer will:

1. Provide staff assistance to the Chief of Police.
2. Provide "trained" negotiators or select suitable personnel to handle negotiations. (two men to a team)

DETECTIVE BUREAU (cont'd)

3. Handle all aspects of criminal investigation, i.e. identify captor(s) - investigate their background to determine home address, parents, children, relatives, medical history and religious association so that a profile can be made and used in the negotiating phase of the operation.
4. Arrange to have present at the scene any individual that can aid in negotiating with the captor(s).
5. Have a "special" vehicle(s) at the scene to be used by the captor(s) if it is decided to provide them with transportation. These vehicles will be equipped with special devices.
6. Attempt to make contact with the captor(s) by telephone, radio, or other electronic device. If these fail, then a bull-horn will be used for communication.
7. Assign personnel to locate and interview prisoners and witnesses.
8. Arrange to safeguard the crime scene(s).
9. Assign and have an arrest team ready when needed.
10. Debrief hostage(s) and witnesses.
11. Use hotline to brief other jurisdictions that may become involved in the event Phase II is entered.
12. Follow escape.
13. Have a team of detectives ready after the arrest to locate evidence and turn same over to the Administrative Captain at the secondary command post.

DETECTIVE BUREAU (cont'd)

14. Direct all investigative functions in connection with the hostage situation and the duties necessary to bring the action to a successful conclusion.

DESK OFFICER

Upon receiving information that a hostage situation is in progress, he will:

1. Dispatch radio cars to the scene.
2. Notify the Chief of Police, the Captain of Detectives, the Commissioner of Public Safety and the Deputy Commissioner.
3. Keep in touch with the cars at the scene to determine the exact situation as it exists - the number of captors, hostages, dead and injured.
4. Stand by to receive and carry out the orders of the Superior Officer at the scene.

MISSING PERSON

### MISSING PERSONS NARRATIVE

A \*missing person is one who is missing from a White Plains residence and/or --

- is mentally or physically ill so as to require hospitalization.
- is a possible victim of drowning.
- has indicated an intention of committing suicide.
- is believed to be a victim of foul play.
- is under sixteen years of age.

It does not include a wanted person or a person over sixteen who voluntarily left home because of personal problems.

A report of a person missing outside of White Plains will not be accepted unless he/she is missing from a temporary residence (hotel, rooming house, institution, etc.). The complainant will be told that we will assist in locating the person if necessary. However, the Missing Persons Report should emanate from his or her place of residence.

\*There is no statutory provision that mandates the amount of time a person must be missing before being classified as a missing person. The person's age and circumstances surrounding the disappearance must be taken into consideration.

An unidentified person is a person who is the subject of an aided case and/or --

- is unable to identify himself/herself.
- is hospitalized.
- is a child in a shelter whose relatives or friends cannot be located.
- is under sixteen and refuses to identify himself/herself, or give his/her home address.

Upon receiving a missing persons complaint the Officer should interview the complainant and obtain a complete description of the person and the type of clothes he/she is wearing. He should obtain a description of the car, if one is involved, and the circumstances under which the person left. The Officer should ascertain who was the last person to see the missing person and whether or not the missing person has run away on previous occasions. (Where was he/she found?)

The Officer should try to establish a list of names and addresses of close friends, especially addresses of those who reside out of town. (Who might the missing person confide in?)

Ascertain if there are any indications that the subject might have been abducted. There is a very fine line between a missing person and a kidnapped person. The interviewing Officer should carefully question the complaint so that valuable time is not lost in determining whether the person is missing or has been the victim of an abduction.



The detective interviewing the complaint will complete the "Report of Missing Persons" form and arrange to have a teletype alarm sent out.

After a reasonable period of time has elapsed, the detective should contact the complainant and update the report. If the missing person has not returned, then an investigation, in depth, should be conducted with a view to locating the whereabouts of the missing person.

Permission to search the missing person's room should be requested. If permission is granted, the search should include names, addresses and telephone numbers of acquaintances, especially those from out of town. Also any letters which would indicate the missing person's intentions and any unexplained toll calls on the telephone used by the missing person.

Information regarding money drawn from a savings account or checking account should also be obtained. Inquiries should be made at the last place of employment. Schoolmates and friends should be interviewed regarding last conversations with the missing person. The family physician should be interviewed regarding the missing person's health. Teletypes should be sent to Police departments where leads exist.

In cases involving the very young and very old, neighborhood searches should be instituted as quickly as possible, especially areas known to be frequented by the missing person. The search should continue and not be abandoned, except by instruction from higher authority.

In cases where foul play is suspected, the complainant should be interviewed at frequent intervals and efforts should be made to determine if an abduction exists. The State Police will supply bloodhounds on request, and some part of the missing person's clothing will be needed.

When the missing person has been located, all teletype alarms should be cancelled, and in suspicious cases, the missing person should be debriefed.

### MISSING PERSONS CHECK OFF LIST

When a complaint has been received that a person is missing, the following steps will be taken:

1. Fill out "Report of Missing Person" form and UFI aid card.
2. Interview the complainant to ascertain complete circumstances surrounding the missing person's disappearance.
3. Ascertain if the complainant suspects foul play.
4. Inquire as to mental and physical condition of the missing person.
5. Where does the complainant think that the missing person is? (reasons)
6. How much money did the missing person have?
7. Is there anything missing at the house - money, jewelry, or other valuable items?
8. Who was the last person to see or talk with the missing person?
9. Was there an argument or fight?
10. Has the missing person left on previous occasions?
  - a) Where did he/she go?
  - b) How long did he/she stay away?
  - c) What prompted the return?
11. Does the telephone bill show any unexplained long distance calls?

12. Does the missing person have friends or relatives living out of town? Were they contacted?
13. Did he/she leave a note?
14. Send out teletype alarm and radio broadcast.

In cases of very young or very old missing persons the following steps will be taken:

1. Keep close contact with family.
2. Check hospitals frequently.
3. If foul play is suspected, start a detailed search with particular emphasis around the home, cellars, attics, storerooms, wooded areas, etc.
4. Get help to search ponds, brooks and other waterways.
5. Search nearby abandoned buildings, culverts, open manholes and construction areas.
6. Inquire at airports, bus depots, etc.
7. Check files for M.O. on known child molesters and try to establish their whereabouts.
8. Make arrangements for fire department light truck for night searches.
9. Interview neighbors in the vicinity to establish that the person is not in the area.
10. NOTE: The search should not be abandoned because of lateness of hour or weather conditions.
11. Check the morgue for anyone who fits the description.
12. When the missing person is located, cancel all alarms, broadcasts and leads that were sent out.

13. If after several days the very young or very old missing person has not been located, it can be assumed that foul play exists and all efforts must be exerted to establish the whereabouts of the missing person.
14. The investigating Officer must consider kidnapping, murder and accidental death as possibilities.
15. The State Police should be contacted in the event it is deemed necessary to use bloodhounds to aid in the search. The missing person's clothing is generally needed in connection with the use of bloodhounds.

PLANE CRASH

### PLANE CRASH CHECK OFF LIST

1. Dispatch radio car(s) to establish exact location of the crash.
2. Ascertain if any special equipment will be needed to get to the scene.
3. Dispatch emergency vehicles - Fire Department, ambulances, etc.
4. Notify the FAA, CAB, State Police and Sheriff's office.
5. Establish if the plane is a military plane. If so -
  - a) Notify the nearest military installation.
  - b) Ascertain if the plane was carrying any special cargo. (atomic, explosive, chemical)
  - c) Inquire what safeguards should be taken to prevent any further damage to the community.
  - d) Do not allow photographs to be taken of military aircrafts without permission from the military.
  - e) Exclude all unauthorized persons from the immediate scene.
6. In cases where civilian planes are involved, the plane cannot be moved from the scene for 24 hours without permission from the FAA, CAB, State Police or the Sheriff's office.
7. If any of the above makes an examination, the plane cannot be removed until the examination is completed, provided it does not take over 48 hours from the time the plane fell.
8. A wrecked plane can be removed at any time if it lies on a public street or road, blocking traffic, or in a waterway

that imperils navigation. Also, if removal is necessary to prevent injury to persons.

9. Set up barriers.
10. In the event of death, the medical examiner and District Attorney must be notified. Only a doctor can pronounce a person dead. Only the medical examiner's office can order removal of bodies. When in doubt always presume "life". Remember! Preserving life is more important than preserving evidence.
11. In case of multiple deaths, the FBI will aid in identification.
12. Make every effort to keep souvenir hunters and other unauthorized persons from the scene.
13. The Department of Public Works will supply heavy equipment if needed.
14. The Fire Department's special light truck can assist in nighttime operations.
15. In the event there is danger of detonation due to explosives on board, the County Parkway Bomb Squad is to be notified.



### PLANE CRASH NARRATIVE

"A plane is down" is a frightening message. It is far more frightening when someone says, "What do we do?". A plane crash can be a major catastrophe or an isolated incident. The crash can occur anywhere at any time, and can involve one or hundreds of people.

Generally, the first report will describe the plane and the general area where it crashed. The initial response to the call will consist of sending the nearest patrol car to the scene.

The Fire Department will play a vital role in an airplane crash situation and should be dispatched as quickly as possible. Every effort should be made to pinpoint the exact location of the crash in order to ascertain what special equipment will be needed to reach the scene, especially in heavily wooded areas. The Chief of Police has a list of local departments that have equipment.

The first Police Officer reaching the scene should immediately render emergency first aid to any survivors. Ambulances should be dispatched immediately.

Efforts should be made to ascertain if the plane is civilian or military. If it is determined that the plane is military, it should be identified and the information forwarded

to the nearest Air Force or military installation to learn if the plane is carrying any atomic or explosive cargo. The military authorities should be requested to suggest the proper precautions to take in order to safeguard the community. The immediate area should be closed to unauthorized persons. No photographs should be allowed, except with permission from the military authorities.

In the case of a private or commercial plane, the CAB, the FAA, the State Police and the Sheriff's office should be immediately notified.

The plane cannot be moved for 24 hours, except by permission from the CAB, FAA, State Police or the Sheriff's office. After 48 hours, the plane can be moved.

In the event the plane blocks traffic or interferes with navigable waterways, or to prevent further injury, it can be moved immediately.

In the event of death, the medical examiner must be notified, and only he can give permission to move the body. The Officer on the scene must keep in mind that only a medical doctor can pronounce a person dead. In the event there is a doubt, one must always presume that the person is alive. Remember! Preserving lives is more important than preserving evidence.

The medical examiner can give permission to the Senior Police Officer on the scene to remove the body from public view before his arrival. Remember! Moving bodies is the

responsibility of the medical examiner's office. If there are multiple deaths, the FBI will supply an identification team to assist in the investigation.

Every effort must be made to keep souvenir hunters, amateur photographers and other unauthorized people away from the scene. Barriers can be placed in strategic areas to assist in this operation.

The Officers assigned to an airplane accident will assist in any way possible to aid the injured and to protect nearby residents from any further personal or property damage.

RAPE INVESTIGATION

## RAPE INVESTIGATION NARRATIVE

Upon receiving a rape complaint for investigation, the Officer should keep in mind that the victim has just undergone a traumatic experience. She probably will be under severe emotional stress; and the interview will have to be conducted with compassion, tact, understanding, and where possible, in a setting that is private and with the aid of a female Police Officer.

This is not a matter that can be handled routinely. The initial interview should establish the crime. Some of the questions to be answered are: Was the victim over the age of consent? Was the penetration by a sex organ? Was force used? Did the victim resist - to what degree? Who was the assailant?

Enough information about the assailant should be obtained so that no time will be lost in sending out a broadcast for the perpetrator. Do not use the victim's name in the broadcast. The victim's family or friends should be notified.

The interview should then continue in order to obtain corroboration, i.e. semen stains on clothing, bruises, cuts and general physical condition of clothing, and the identification of any witnesses.

If required, the victim should be immediately hospitalized. If she is not in need of hospitalization, she should undergo a medical examination. She may go to a physician of her own choice, or to a local doctor, or hospital emergency room. A statement from the examining physician will be needed to show that a rape did occur.

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Further interrogation of the victim should establish:

- a) The place of the rape.
- b) The time of the rape.
- c) Full description of the assailant including clothing, underwear, genitals, body scars, language used and modus operandi.
- d) A description of the car if one was used.
- e) The name used by the assailant. Does the victim know him? - Ever see him before? - Where?

A search of the crime scene should be made. All evidence should be preserved and properly marked.

If the crime was committed at the victim's house, arrangements should be made to obtain the victim's clothing. Generally a member of the family or a friend can help with these arrangements.

The victim should be instructed not to wash or douche until after the physical examination.

In the event the perpetrator is apprehended, his clothing and other evidence found should be properly marked and preserved. His physical appearance should be noted, especially cuts, bruises and scratch marks.

Press releases are to be made by the superior officer who will be guided by instructions of New York Fair Trial Free Press.

In the event the victim dies, the medical examiner and the Assistant District Attorney must be notified through proper channels.

Further broadcasts and teletype alarms to be sent.



### RAPE INVESTIGATION CHECK OFF LIST

REMEMBER! The victim has had a very traumatic experience, use patience, tact and understanding.

1. Interview the victim as soon as possible.
2. Conduct the interview privately. (Include a female Police Officer if available).
3. Establish the crime, age of consent -penetration -was force used?
4. Establish the location and jurisdiction of the crime.
5. Obtain brief summary of crime for radio and hotline broadcast - include complete description of suspect.
6. Advise victim not to wash or douche.
7. Get complete details of event and description of vehicle.
8. Does victim know the perpetrator, or has she seen him before?
9. Make note of victim's physical appearance.
10. Make arrangements for victim to have a medical exam (emergency room or private physician). Obtain statement from physician.
11. Obtain victim's clothing and undergarments for analysis.
12. Search crime scene and secure all evidence.
13. Compare the suspect's description and M.O. with previous cases here and in neighboring jurisdictions.
14. Have victim review auto identification book to determine type and make of car.

15. Send teletype alarm with M.O. and description.
16. If suspect is apprehended, note physical condition.  
Secure clothing and undergarments if appropriate.
17. Furnish physician doing the physical examination with  
rape evidence kit which will be stored by Desk Officer.
18. Record admissions.
19. Follow guidelines issued for press release. Consult  
superiors.
20. If death occurs, notify the medical examiner and ADA  
through proper channels.
21. Not limited to the above.

UNIDENTIFIED D.O.A.

## UNIDENTIFIED D.O.A. CHECK OFF LIST

### DIED IN A HOSPITAL

1. Check hospital records for listing on friends, relatives and any addresses given.
2. Check with Social Service to see if deceased is known to them.
3. If an address was supplied, make appropriate investigation.
4. Examine the deceased's effects.
5. Check with local shelters for information on subject after obtaining a full description.

### DIED IN NURSING HOME

1. Have victim pronounced dead.
2. See who is paying the bills and continue the investigation from that point.
3. Check all information on file in nursing home records.

### FOUND DEAD ON STREET

1. Notify the Medical Examiner.
2. Have victim pronounced dead.
3. Interview witnesses and anyone who aided the victim.
4. Examine contents of clothing and record the description of the clothing. Carefully preserve any clothing removed from the deceased.
5. Make a full investigation of any documents, cards, or papers found on the person.
6. Brand names and laundry marks on clothing should be noted and investigated.

FOUND DEAD ON STREET cont'd

7. Record a complete description of the body, noting any amputations or deformities.
8. Contact any friends or relatives whose names have been ascertained.
9. Check missing persons alarms.

DIED IN ROOM OR APARTMENT

1. Notify the Medical Examiner.
2. Have the victim pronounced dead.
3. Follow routine set forth above.
4. Include a complete examination of apartment to locate friends or relatives and notify same.
5. Interview manager, owner or other occupants of room or apartment.
6. Arrange for fingerprints and photographs of deceased.
7. Ascertain cause of death.
8. If homicide or suicide is suspected, follow guidelines of "Homocide and Suicide Investigations". Notify the District Attorney's office.

NOTE: When only bones or skeletal remains are found, the investigator should photograph and record their relationship to each other before disturbing them.

### UNIDENTIFIED D.O.A. NARRATIVE

In the event a person is found dead and has not been identified, a full investigation shall be made by the Detective Bureau to identify the person and to notify his/her family, relatives, or friends. The Medical Examiner's office is to be notified, and the person must be pronounced dead by a doctor.

A complete examination should be made of the deceased's clothing including brand names, laundry marks and cleaning marks. Tattoos, scars and body marks are to be noted. An examination of all papers, notes and contents of wallet or pocketbook are to be closely scrutinized and recorded in cases where the body has been the victim of fire or drowning. Extreme care should be used in handling these items, as water or fire could have an irreparable effect on the items which were found.

If the body is in a building or apartment, the superintendent, manager, owner and other occupants are to be interviewed. If found in the street, interview passersby, store owners, mailman and other possible witnesses. Arrange for fingerprints and photographs.

A follow-up should be made on all the property found; such as address book, registration cards, bank books, photos, clinic cards, eyeglasses and case, jewelry, mail, social security card, wills, tax forms (1080), W2 forms, etc.

It is anticipated that the Medical Examiner's office will be of assistance in continuing the body search. Check Missing Persons file and teletype alarms.

In the event that a body is in the advanced stages of decomposition, his assistance should be acquired for obtaining fingerprints.

Bones or skeletal remains should not be disturbed until they have been photographed. Blood samples should be obtained for examination.





**END**