

TITLE: PATROL & PUBLIC SAFETY AIDES

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PURPOSE

The Santa Fe Police Department’s Patrol & Public Safety Aides are established to respond to, and handle non-emergency, non-life threatening calls for service, enabling sworn officers to dedicate a greater amount of time to proactive enforcement and in-depth investigation of traffic related offenses.

DISCUSSION

The use of trained, responsible non-sworn personnel to respond to and handle many non-emergency, non-life threatening calls for service enables sworn members to dedicate a greater amount of time to proactive enforcement and in-depth investigation of traffic related offenses. Patrol & Public Safety Aides provide the City of Santa Fe with just such an opportunity.

POLICY AND PROCEDURE

37.1.01 DUTIES OF PATROL & PUBLIC SAFETY AIDES

- A. Investigate non-injury traffic crashes occurring on public roadways and private property.
- B. Assist traffic and patrol officers at crash sites with scene security, traffic control, locating witnesses and obtaining statements, transporting passengers/witnesses, taking measurements and completing detailed crash diagrams, having vehicles towed and providing any other assistance as needed.
- C. Assist traffic and patrol officers in investigating non-life threatening calls for service.

- D. Patrol assigned areas.
- E. Should a PSA encounters a crime in progress, he/she shall report the location and nature of the crime in progress to the dispatch center without intervening in the situation.
- F. Act as couriers and/or runners at established command posts.
- G. Enforce parking / abandoned vehicle ordinances.
- H. Present testimony regarding official duties.
- I. Perform funeral escorts.
- J. At the directions of the field supervisor, may be assigned to handle Petty Misdemeanor reports where there is no offender information and which no follow up, or only minimal follow up investigation is required.
- K. At the direction of the field supervisor, may pick up found items and complete an Offense/Incident Report. A reasonable effort will be made to contact the rightful owner of the recovered property. If an owner is not located, the PSA will tag the property into evidence prior to the end of his/her shift.
- L. Transport police vehicles to and from maintenance facilities or any other facility deemed necessary by a supervisor.
- M. Pick up and transport supplies, materials, reports or any inter-office correspondent to and from police headquarters.
- N. Assist with other duties as assigned by supervisors
- O. Performs duties on their assigned shift. A Public Safety Aide may be assigned specific desk duties to include, answering and directing phone calls, taking walk-in reports on theft, criminal activities, relaying messages to field police personnel via radio and other similar tasks;
- P. Writes reports on certain offenses such as gas frauds, lost or stolen property, found or recovered bicycles, or any other non-arrest type misdemeanor reports. May take felony reports such as embezzlements, larceny, auto burglary,

forgery, criminal damage to property and other similar reports where no suspect is present.

- Q. Performs duties of a field evidence technician when needed, secures scenes to facilitate collecting evidence, assists in taking photographs of scenes, lifting fingerprints, and making plaster casts
- R. Must maintain confidential Departmental information.
- S. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

37.1.02 COMMAND

- A. Public Safety Aides will fall under the command of the Support Operations Lieutenant, and field sergeants will be responsible for their day to day supervision.
- B. Patrol Safety Aides will fall under the command of the assigned Shift Lieutenants, and field sergeants will be responsible for their day to day supervision.

37.1.03 SELECTION

A. Support Operations along with the departments Training and Recruiting Division will establish uniform procedures for selecting individuals for employment as Patrol & Public Safety Aides.

B. Individuals selected for employment as Patrol & Public Safety Aide must meet the minimum qualifications listed in Job Class Specifications, possess a valid New Mexico Driver's License and successfully complete all steps of the employment process.

C. A condition of employment for a Patrol Safety Aide is that they have to pass all tests and be hired as a Police Officer for the City of Santa Fe within three years of being hired as a Patrol Safety Aide. If at the conclusion of the three year period a Patrol Safety Aide has not been hired as a Police Officer, their employment as a Patrol Safety Aide will be terminated.

37.1.04 TRAINING

- A. The Training and Recruiting Division will be responsible for all pre-service, field training and in-service training for all Patrol & Public Safety Aides. Applicants must pass the entrance examination determined by the training division.
- B. Patrol & Public Safety Aides must successfully complete all phases of training.
- C. Patrol & Public Safety Aides will receive field training by qualified senior PSA's and traffic or patrol personnel.
- D. Patrol and Public Safety Aides will receive: Field Training, First Aide CPR, Defensive Driving, and the carrying of Chemical Mace. A minimum of four weeks of field training with a Field Training Officer (FTO) prior to being released to work on their own. The classroom and FTO training includes the following items:

- (1) Familiarization of laws and City of Santa Fe Ordinances
- (2) Criminal Courts
- (3) Traffic Courts
- (4) Citations
- (5) Traffic Direction and control
- (6) Traffic accident investigation
- (7) Observation skills
- (8) Field note taking
- (9) Interview and interrogation techniques
- (10) Crime scene investigation
- (11) Evidence collection
- (12) Driving techniques
- (13) Use of Chemical Mace
- (14) Defensive tactics

The above items are areas of essential training. Other training is provided based on duties assigned or anticipated.

37.1.05 NON-INJURY CRASHES

Patrol & Public Safety Aides are responsible for:

- A. Thoroughly investigating non-injury traffic crashes on the public roadways and private property.

If it is determined that a traffic citation needs to be issued to an occupant of a vehicle, the PSA will contact a certified police officer to issue the citation(s).

B. Investigating all traffic crashes in accordance with the department's Directives.

37.1.06 TRAFFIC AND ROADWAY SERVICES

Patrol & Public Safety Aides are responsible for:

A. Providing assistance to motorists in need of mechanical assistance i.e., providing jumper cables, changing flats etc.

B. Summoning a wrecker at the request of a motorist and explaining that the motorist is responsible for all tow charges.

C. Assisting in retrieving a child or an animal in a locked vehicle. PSA's may summon a locksmith at the motorists request or may call a third party with an extra key. In cases of an emergency with a child or animal locked inside a vehicle, the PSA will contact an on-duty supervisor for direction.

D. Transporting stranded motorist to the nearest service station or residence.

E. Providing traffic control at crash scenes, fire scenes, traffic hazards, intersections where lights are malfunctioning and at road closures.

F. Transporting victims, witnesses and children to any facility with approval of an on duty supervisor.

G. Assisting officers with the towing and impound of vehicles. PSA's will conduct a thorough inventory of the vehicle and complete all required department forms and advise the officer if any of the following items are located:

- Weapons or explosives
- Suspected stolen property
- Drugs and/or paraphernalia
- Anything suspicious

37.1.07 PARKING ENFORCEMENT

Patrol & Public Safety Aides are responsible for:

A. Enforcing parking ordinances on public and private property. On private property, PSA's can only issue citations for handicap parking and fire lane violations.

37.1.08 ABANDONED VEHICLES ON PUBLIC/CITY PROPERTY

Patrol & Public Safety Aides are responsible for:

A. Prior to placing an Abandoned Vehicle Sticker on the vehicle, PSA's will determine if the vehicle is abandoned by the following:

The vehicle is abandoned if:

1. The vehicle is parked on or along any street, alley or public way and does not display a current/valid registration.

2. The vehicle is left unattended on or along any street, alley or public way in the same place for a period of 72 hours.

B. Prior to towing any vehicle on public or city property, a reasonable attempt to contact the owner will be made.

If the owner could not be located or immediate towing is required, the following steps shall be taken:

1. Verify that the vehicle is not stolen by giving the dispatcher the VIN and license number for an NCIC check.

2. Determine if the vehicle is in violation of parking restrictions and issue appropriate citation(s).

3. Determine if the vehicle is obstructing traffic, private or public driveway(s), or is a hazard to other motorists.

4. Abandoned vehicle laws as per State of New Mexico and City of Santa Fe Municipal Ordinances will be followed

prior to having any motor vehicle removed.

5. If the owner cannot be located, and the vehicle is not causing a safety hazard, a certified letter will be sent to the registered owner of the vehicle within 48 hours. After waiting a ten (10) day period, if the vehicle has not been removed, it will be deemed abandoned and will then be towed (per City of Santa Fe Ordinance 12-12-18. Once the vehicle is impounded, another registered letter will be sent notifying the owner of the whereabouts of his/her vehicle. Every reasonable attempt to contact the owner prior to removal shall be made. If the owner is located, this information will be noted on a supplemental report. The registration inquiry and a copy of the registered letter will be retained and become part of the official police report

37.1.09 USE OF FORCE

- A. PSA's will be allowed to use physical force in the performance of their duties for self-defense only, in accordance with the training and equipment they receive.
 1. PSA's will be allowed to use Oleoresin Capsicum (OC) Spray in the performance of their duties for self-defense only.
 2. All PSA's shall satisfactorily complete a certification course on the use and application of OC Spray in accordance with Directive 72.1, prior to receiving authorization to carry OC Spray.
 3. All PSA's shall receive refresher training every two years on the use and application of OC Spray.
 4. OC Spray shall be issued to and used only by officers who have completed the Department's OC Training.
5. When all reasonable efforts have failed to calm a person who is acting violently and presenting a definite danger to himself or others, a minimum stream may be fired at the person in accordance with the manufacturer's recommendations and departmental training received.
6. The OC Spray may be used to terminate violent behavior, or the threat of violent behavior, which could result in injury to the PSA, other persons, or the violent individual.
7. OC Spray will normally be discharged from a distance of at least six (6) feet. Bursts closer than three (3) feet may cause eye damage and should only be used in extreme conditions where serious bodily harm to the officer or other persons may be imminent.
8. Only under conditions which represent an extreme hazard (Potential threat of serious injury or death to the PSA or others) will the OC Spray be used in the following manner:
 - a) Prolonged discharge at any effective distance into the face of a person already incapacitated or not responding to normal application of the chemical agent formulation who is continuing an assault which may result in serious injury.
 - b) Discharge of large quantities of the chemical irritant in a confined space such as a small room or closed automobile.

c) Discharge of OC Spray in close proximity of an infant.

9. Upon deployment of OC Spray in accordance with this directive, the PSA will immediately render aide in accordance with Directive 72.1 and contact a supervisor.

B. PSA's have no arrest authority; therefore, they will not attempt to effect an arrest. If a situation arises where a physical arrest is necessary, a sworn member will be requested to respond to the scene, and the appropriate supervisor notified.

37.1.10 CALLS FOR SERVICE

A. PSA's may be dispatched to any call for service within the scope of their duties and not otherwise restricted by this policy.


B. If a PSA encounters a situation requiring the restraint of an individual, he/she will advise the communications center. The communications center will dispatch a sworn member to respond. PSA's are not to use physical means to prevent a person from leaving.

C. If a PSA's response will be delayed due to their unavailability or distance from the scene, a sworn member should be dispatched if one is available and closer to prevent unnecessary delays.

37.1.11 REPORTS

All reports will be completed in accordance with the departmental directives.

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APPROVED: 
Andrew A. Padilla
Chief of Police

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