

SYRACUSE POLICE DEPARTMENT

DATE: 29 January 2021

TO: (X) ALL MEMBERS	() OTHER:	[] MO # _____
() ALL COMMAND OFFICERS		[X] TOP # <u>2021-03A</u>
		[] PO # _____
SUBJECT: <u>Right To Know Legislation Pertaining to Business Cards</u>		
OBJECTIVE: <u>To Advise Members</u>		

Members are advised of the following **Right To Know Legislation**, as it pertains to Business Cards, has an amended **effective date of Monday, 15 February 2021**.

Upon initiation of a law enforcement activity* (see definition below), an officer shall:

1. Identify himself or herself to the person who is the subject of such law enforcement activity by providing his or her name, rank and command;
2. Provide to such person an explanation of the reason for such law enforcement activity;

At the conclusion of a law enforcement activity that does not result in an arrest or summons, the officer shall:

1. Offer a business card to such person provided that where such person is a minor, the officer shall offer such a business card to the minor or, if present at the scene, to a parent, legal guardian, or responsible adult;
2. In the event an officer does not have a preprinted business card, the officer shall offer to provide such person the information—name, rank, command, and IBM number—on a handwritten card; or
3. Offer to provide to such person the information—name, rank, command, and IBM number—verbally and allow sufficient time for such person to record such information.

4. Offer a preprinted business card to any person requesting identifying information. Should officer not have a preprinted business card at the time of the law enforcement action, the officer will offer to provide such information—name, rank, command, IBM number—via methods described in subsections 2 and 3.

Members may also offer business cards, as appropriate, and at their discretion, in situations that fall outside of the defined law enforcement activities.

Exceptions:

Notwithstanding the above directive, an officer shall not be required to comply with this procedure where:

1. Such officer is engaged in an approved undercover activity or operation, and law enforcement activity is taken pursuant to such undercover activity or operation; or
2. An emergency exists requiring immediate action by the officer to respond to an imminent and substantial risk of physical injury to the officer or any other person or imminent and substantial damage to property, or to forestall the imminent escape of a suspect or imminent destruction of evidence.

***Law enforcement activity.** The term “law enforcement activity” means any of the following activities when conducted by an officer:

1. Noncustodial questioning of individuals*;
2. Stops where an officer has an individualized, reasonable suspicion that the person stopped has committed, is committing, or is about to commit a crime and where a reasonable person would not feel free to end the encounter at will;
3. Frisks;
4. Searches of persons or property, including vehicles;

5. Roadblock or checkpoint stops,
6. Home searches;
7. Investigatory questioning of victims or witnesses to crimes; and
8. Traffic stops.

***Noncustodial questioning.** The term “noncustodial questioning” means the questioning of an individual during an investigation where such individual has not been detained and is free to end the encounter at will.

Officers should notify their supervisor when they are getting low on preprinted business cards (50 or less), so they may be reordered.

By direction of the Chief of Police

Joseph L. Cecile
First Deputy Chief of Police

INDEX: Right To Know Legislation
Pertaining to Business Cards

/wi