

# **FARMINGTON POLICE**

**VOLUNTEER  
OBSERVATION  
PATROL  
TRAINING**

# City Of Farmington

The City of Farmington consists of 28 square miles which is now broken down into four patrol districts.

The Patrol Division is broken down into three different 43 hour a week shifts :

Dayshift - 6:45am-5:30pm

Swingshift - 4:30pm-3:15am

Graveyard - 9:15pm-8:45am

Sometimes due to sick leave, vacations, and law enforcement schools there are as few as five officers working per shift.

A majority of calls requires a two officer response which leaves only three remaining officers to respond to any other calls for service or emergencies.

All Police, Fire, and Medical personnel are dispatched from the communication center in Aztec. Emergency 911, Non Emergency 334-6622.

All City Departments (parks, streets, traffic engering, code compliance etc.) are dispatched from the city PBX operator 24 hours a day 327-7701.

# Farmington Police Department

140 Total Police Employees

## **Police Department Commissioned Officer Allocation**

- 93 Commissioned Officers

## **Current Number Of Commissioned Officers**

- 88 Commissioned Officers

(4 currently in Field Training)

## **5 Divisions**

**Administration** - - - - - 20 Supervisors

**Patrol** - - - - - 35 Officers

**Detectives** - - - - - 11 Investigators

**Records** - - - - - 6 Employees

**Booking** - - - - - 15 Officers

## **Discretion and Decision Making**

- What exactly is the situation?
- Am I in any danger?
- Decide if response is necessary?
- Decide what agency should respond?
- Decide on what kind of response?

# Criminal Elements

- Elements of crimes are facts the police must prove beyond a reasonable doubt to prove a certain crime was committed.
- Crimes are broken down into elements for two reasons.
  1. *The elements are the only way to tell if a crime has been committed.*
  2. *The elements serve as a checklist for the investigation of certain crimes.*
- In order for a crime to be committed two things must occur.
  1. *All the elements of the crime have to occur.*
  2. *There has to be a victim.*

- **Example:**

## Battery (21-4)

1. Unlawful
2. Intentional
3. Touching or application of force
4. To the person of another
5. When done in a rude, angry or insolent manner

## Curfew Violation (Sec21-13)

1. Any person under the age of 18 years, not accompanied by a parent, guardian, or any other adult having custody of the juvenile.

2. During school term the following are times curfew could be enforced:

10:30 pm-5:00 am on Sunday through Thursday nights

12:00 am-5:00 am on Friday and Saturday nights

3. During the summer and Christmas vacation the following are times curfew could be enforced:

11:30pm-5:00 am on Sunday through Thursday nights

12:30 am-5:00am on Friday and Saturday nights.

# COMMUNICATIONS

San Juan County Communication Authority (Dispatch)

What information does Dispatch need?

Emergency (911)

Non-emergency (334-6622)

What can I do to help dispatch?

Stay calm

Speak clearly

Provide information immediately upon request

1. Address/location of incident
2. Agency requested (police, fire, ambulance)
3. Callers name
4. Callers phone number
5. Chief complaint (detailed)

## Good Witnesses

- The best possible witnesses are usually an unaffected bystander who was not involved in the situation in anyway.
- Witness are urged to not discuss what they saw/heard with any other possible witness until after a statement has been given.
- Witnesses can generally recall more information if they attempt to recall the events of the situation in chronological order.
- Children, for the most part, make terrific witnesses.



# How To Be A Good Witness

## 1. Start Being More Observant Now!

### People

Height

Hair Color

Hair Length

Facial Features

Color And Condition Of :

Coat

Shirt

Belt

Pants

Socks

Shoes

Scars, Marks, or Tattoos

Number of suspects and/or victims involved

## **Vehicles**

Color

Make

Model

Approximate Year

License Plate

Body Damage

Number Of Occupants

Any Other Distinguishing Features

2. Try to remember the suspect direction of travel

3. Note the time delay between when the situation occurred and when the police arrived at the scene.

## EQUIPMENT

The following is basic equipment for a patrol unit:

1. Volunteer vehicles must be privately owned, insured, registered and road safe. The V.O.P. member who is driving must also have a valid New Mexico drivers license. The insurance information should be copied and filed annually with the program coordinator. (Vehicle patrol is optional, cycling and walking are also viable patrol methods)
2. Magnetic V.O.P. signs for car doors or trunk.
3. V.O.P. uniforms for all members patrolling
4. Approved communication equipment
5. V.O.P log form, pen and small light.
6. Flashlight
7. Binoculars
8. First Aid Kit (1 per vehicle)
9. Orange reflective vest (1 per volunteer)
10. Street Map

Optional Equipment: Police scanner (FPD channels only), fire extinguisher, road flares, extra batteries

## **RULES AND GUIDELINES**

### Disqualifying Factors:

1. Citizens wishing to be a member of the Farmington Volunteer Observation Patrol (V.O.P.) must be 21 years of age and must complete a volunteer application.
2. Applicants must be willing to provide sufficient information to allow for a limited back ground check.
3. Applicants must understand the methodology, objectives, and procedures of the Farmington V.O.P. Program. Applicants will be required to sign a V.O.P. code of ethics prior to beginning any patrol duties.
4. Accepted applicants will receive a certificate after completing 10 hrs. of training and obtaining a passing score on a brief test of the curriculum.

## PATROL PROCEDURES

### PATROL:

Scheduled V.O.P members are the only authorized volunteers per shift. V.O.P. members must sign up for a patrol shift prior to patrol.

It is recommended that two volunteers patrol together. One volunteer driving the second volunteer recording.

### SPECIAL RIDERS:

No unauthorized ride-a-longs or passengers may be in the volunteer patrol vehicle at any time. V.O.P.

Coordinators may give permission on a special bases for ride-a-longs with the understanding that all liability rests with the person(s) themselves and not with the V.O.P. Organization, car owner, Farmington Police Department, or the City of Farmington.

### NOTIFICATION:

The scheduled shift volunteer is responsible for notifying dispatch at the beginning and at the end of patrol.

### IDENTIFICATION OF CARS AND UNIFORMS

All volunteer vehicles must be identified as a V.O.P. unit by placing the approved magnetic signs on a visible area of the vehicle.

All V.O.P. members must wear the approved uniform designated by the program coordinator.

The V.O.P. signs and uniforms may **only** be worn while on patrol or for activities authorized by the program coordinator.

## WHAT TO DO WHILE ON PATROL

**Volunteer Patrol Units and/or observers are not permitted to carry any type of weapon while on patrol. This includes but is not limited to firearms, pepper spray or mace, pocket knives, clubs, stun-guns, Tasar, or hand cuffs.**

- \* Check your vehicle lights, signals, brakes, ect. prior to patrol. If your vehicle/equipment becomes faulty while patrolling correct problem immediately or terminate patrol.
- \* Notify Dispatch at the beginning and at the end of your patrol.
- \* Don't set a routine that is predictable, vary your routes and times. Do not remain in just one area.
- \* Be familiar with the neighborhood street and do not enter dead ends.
- \* **Maintain a five block radius of FPD calls.**
- \* Watch for suspicious or criminal activity, medical emergencies, fires, traffic accidents, damaged property and all public safety concerns.
- \* Properly log patrol routine, suspicious activity and FPD calls during your patrol shift.  
(See V.O.P. log for examples)
- \* **Obey all traffic laws.**
- \* **Never engage in pursuits.**

- \* Obey any commands/directions given by a police officer.
- \* Security checks of public parks, pools, buildings, businesses, ect. should be done from a vehicle with a flash light. (Do not use a flash light on persons or private property)
- \* If a scanner is being used it is recommended that it be monitored on half hour prior to shift and during all breaks.
- \* Citizens may flag you to stop. **If** you stop...use **extreme caution** with awareness of your surroundings.
- \* If during patrol you are being followed by a suspicious vehicle/person or any volunteer is directly threatened or intimidated, it should be reported to dispatch. In this event or when practical go directly to a safe house or location. (Safe Locations: Farmington PD, Fire Stations, Hospital, or 24 hr. business)

# **BASIC FIRST AID**

Responding to an emergency

Taking action

1. Check victim
2. Call emergency number (911)
3. Care for victim

Deciding to act

Reacting to an emergency unprepared

Disease Prevention and Transmission





# V.O.P. LOG

<b>DATE:</b>	<b>AREA:</b>	<b>TOTAL HOURS:</b>
<b>MILEAGE IN:</b>	<b>MILEAGE OUT</b>	<b>TOTAL MILES</b>
<b>DRIVER:</b>	<b>RECORDER:</b>	<b>VEHICLE LIC #</b>
<b>OTHERS:</b>		

<b>TIME IN/OUT</b>	<b>LOCATION:</b>	<b>ACTIVITY</b>

VOLUNTEER DRIVER \_\_\_\_\_

RECORDER \_\_\_\_\_



# V.O.P. LOG

DATE: 3/24/98	AREA: FARMINGTON - WEST	TOTAL HOURS: 4
MILEAGE IN: 67,757	MILEAGE OUT: 67,790	TOTAL MILES: 33
DRIVER: Rick Jones	RECORDER: MARY SMITH	VEHICLE LIC #: 123 ABC
OTHERS: _____	_____	_____

TIME IN/OUT	LOCATION:	ACTIVITY
6:00pm		LOG ON - FPD
6:15pm	PATROL - MESA MOB. PARK	
		- SEVERAL JUV. PLAYING IN PARK
		- NO PROBLEMS
6:30pm	PATROL - WESTSIDE EST.	
		- JUV. WALKING AROUND
6:35pm		- LARGE GROUP GATHERING IN PARK
		- DISPERSED AS WE DROVE BY
7:00pm	BUSINESSES ON TRAYKING RD - ALL QUIET	
		- NEW GRAFFITI ON THE WEST WALL OF YNS
8:00pm	PATROL - MESA KIDS STILL IN PARK	
8:45pm		- BLACK 2D FORD, PASS, NM 567 FAJ. / WHITE HAIR / BLACK JACKET / CALLING KIDS OVER TO CAR (SUSPICIOUS)
9:00pm		VEHICLE LEFT ARE AS WE DROVE BY.
9:30pm		NO NEW DEVELOPMENTS VIEWED ON WEST SIDE.
10:00pm		LOG OFF FPD

VOLUNTEER DRIVER Rick Jones  
 RECORDER Mary Smith

## V.O.P. LOG SAMPLE

Date.....Date of patrol  
Area.....District patrolled (D-5, D-6, D-7, D-8)  
Total Hours.....Total hours of patrol  
Mileage in.....Beginning mileage of patrol vehicle  
Mileage out.....Ending mileage of patrol vehicle  
Total Miles.....Total mileage covered by patrol vehicle  
Driver.....Driver's name  
Recorder.....Recorder's name  
Vehicle Lic #.....License number of patrol vehicle  
Others.....Authorized observers

Time in/out.....Time (military hours) of incident, activity  
logged  
Location.....Street, building name, or other  
identification  
Activity.....What the patrol unit observed

Log patrol incidents in a legible, precise manner.  
Abbreviations may be used for streets, buildings, schools,  
ect.

**Note:** V.O.P. logs may be needed for evidence for crimes  
witnessed. **All** information, especially the blocks at the top,  
should be filled out completely and accurately.