


**SARATOGA COUNTY SPCA LAW ENFORCEMENT INCORPORATION
POLICY AND PROCEDURE MANUAL**

	Chapter 101 of Section 100, Page 1 of 2
	Organization, Duties & Responsibilities
	Mission Statement of Police
	New Policy, Effective 08/11/2023

PURPOSE

To define the mission of police known nationwide.

POLICY

A mission statement is a formal summary of the goals and core values of an organization and provide an outline and context for the activities of the organization members. The Saratoga County Society for the Prevention of Cruelty to Animal (SCSPCA) Law Enforcement Incorporation has adapt the following mission statement, and organizational mission statement, and it is therefore the policy of the Agency that all members become familiar with this statement and the guiding principle therein. The mission Statement of the nationwide expectation of police and of SCSPCA shall be practiced with pride.

PROCEDURE

The principal mission is the protection of animals, education of animal cruelty, and investigations of all cases pertaining animal cruelty. While performing our duty we must preserve the rights of citizens and reduce fear in the Saratoga County community through the prevention animal cruelty, detection of animal cruelty crimes, protection of persons during course of investigations, protection of property that shelter animals, the maintenance of order of people involved or associated to animal cruelty investigations. We must anticipate and respond to events that threaten animals and affirm preservation of life and property of all during our investigative duties. It is essential that all members remember that in the execution of their duties they act not for themselves but for the good of the voiceless victims.

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In addition, members shall respect and protect the rights of individuals and perform their services with honesty, zeal, courage, discretion, fidelity, and sound judgment.

Police Investigators must seek and preserve public confidence by demonstrating impartial service to law, and by offering service and trust to all members of the public.

Our broad philosophy must embrace a wholehearted determination to protect and support individual rights. In meeting this objective, it is our duty to operate as a public service organization. We will always work in cooperation with community agencies and groups to promote understanding of and competence in our efforts in law enforcement to investigate animal cruelty.

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Chapter 102 of Section 100, Page 1 of 4
Organization, Duties & Responsibilities
Law Enforcement Code of Ethics
New Policy, Effective 08/11/2023

PURPOSE

To establish a canon of ethical behavior of which members are expected and required to abide.

POLICY

It is the policy of the SCSPCA Law Enforcement Incorporation that all members shall abide by the code of ethics provided in the County of Saratoga, State of New York, as mentioned in this Policies and Procedures Manual. All sworn Investigators of the SCSPCA shall also abide by the Law Enforcement Code of Ethics which has been adopted by the SCSPCA Law Enforcement Incorporation.

PROCEDURE

a) NATIONAL LAW ENFORCEMENT CODE OF ETHICS: As a law enforcement Investigator, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against abuse or disorder; and to respect the constitutional rights of all to liberty, equality, and justice. I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty. I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will

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enforce the law courteously and appropriately without fear or favor, malice, or ill will, never employing unnecessary force or abuse and never accepting gratuities. I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police Investigators. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice. I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

b) Saratoga County Code of Ethics as defined in eCode, Chapter 42 of Administrative Legislation: This Code of Ethics shall apply to all Investigators and employees of the Saratoga County Capital Resource Corporation. These policies shall serve as a guide for official conduct and are intended to enhance the ethical and professional performance of the Corporation's directors and employees and to preserve public confidence in the Corporation's mission.

Responsibility of Directors and Employees

1. Directors and employees shall perform their duties with transparency, without favor and refrain from engaging in outside matters of financial or personal interest, including other employment, that could impair independence of judgment, or prevent the proper exercise of one's official duties.

2. Directors and employees shall not directly or indirectly, make, advise, or assist any person to make any financial investment based upon information available through the director's or employee's official position that could create any conflict between their public duties and interests and their private interests.

3. Directors and employees shall not accept or receive any gift or gratuities where the circumstances would permit the inference that:

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(a) The gift is intended to influence the individual in the performance of official business or

(b) The gift constitutes a tip, reward, or sign of appreciation for any official act by the individual. Gifts could be presented in the form of financial payments, services, loans, travel reimbursement, entertainment, hospitality, thing or promise from any entity doing business with or before the Corporation.

4. Directors and employees shall not use or attempt to use their official position with the Corporation to secure unwarranted privileges for themselves, members of their family or others, including employment with the Corporation or contracts for materials or services with the Corporation.

5. Directors and employees must always conduct themselves in a manner that avoids any appearance that they can be improperly or unduly influenced, that they could be affected by the position of or relationship with any other party, or that they are acting in violation of their public trust.

6. Directors and employees may not engage in any official transaction with an outside entity in which they have a direct or indirect financial interest that may reasonably conflict with the proper discharge of their official duties.

7. Directors and employees shall manage all matters within the scope of the Corporation's mission independent of any other affiliations or employment. Directors, including ex official board members, and employees employed by more than one government shall strive to fulfill their professional responsibility to the Corporation without bias and shall support the Corporation's mission to the fullest.

8. Directors and employees shall not use Corporation property or resources or disclose information acquired in the course of their official duties in a manner inconsistent with State or local law and the Corporation's mission and goals. Implementation of Code of Ethics This Code of Ethics shall be provided to all directors and employees upon commencement of employment or appointment and shall be reviewed annually by the

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Governance Committee. The board may designate an Ethics Investigator, who shall report to the board and shall have the following duties:

- a. Counsel in confidence Corporation directors and employees who seek advice about ethical behavior.
- b. Receive and investigate complaints about possible ethics violations.
- c. Dismiss complaints found to be without substance.
- d. Prepare an investigative report of their findings for action by the Executive Director or the board.
- e. Record the receipt of gifts or gratuities of any kind received by a director or employee, who shall notify the Ethics Investigator within 48 hours of receipt of such gifts and gratuities.

9. Penalties

In addition to any penalty contained in any other provision of law, a corporation director or employee who knowingly and intentionally violates any of the provisions of this code may be removed in the manner provided for in law, rules, or regulations. Reporting Unethical Behavior Employees and directors are required to report possible unethical behavior by a director or employee of the Corporation to the Ethics Investigator. Employees and directors may file ethics complaints anonymously and are protected from retaliation by the policies adopted by the Corporation.

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Chapter 103 of Section 100, Page 1 of 2
Organization, Duties & Responsibilities
Sir Robert Peel's Policing Principles
New Policy, Effective 08/11/2023

PURPOSE

The purpose of this policy is to establish a historical respect by members to the principles listed below as the mentioned still holds true in today's policing concepts.

POLICY

It is the policy of the SCSPCA that all members will practice and behave in accordance with the professional expectations of Sir Robert Peel's Policing Principles.

PROCEDURE

- 1) To prevent crime and disorder, as an alternative to their repression by military force and severity of legal punishment.
- 2) To recognize always that the power of the police to fulfill their functions and duties is dependent on public approval of their existence, actions, and behavior, and on their ability to secure and maintain public respect.
- 3) To always recognize that to secure and maintain the respect and approval of the public means also the securing of the willing cooperation of the public in the task of securing observance of laws.
- 4) To recognize always that the extent to which the cooperation of the public can be secured diminishes proportionately the necessity of the use of physical force and compulsion for achieving police objectives.
- 5) To seek and preserve public favor, not by pandering to public opinion, but by constantly demonstrating absolute impartial service to law, in complete independence of policy, and without regard to the justice or injustice of the substance of

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individual laws, by ready offering of individual service and friendship to all members of the public without regard to their wealth or social standing, by ready exercise of courtesy and friendly good humor, and by ready offering of individual sacrifice in protecting and preserving life.

6) To use physical force only when the exercise of persuasion, advice and warning is found to be insufficient to obtain public cooperation to an extent necessary to secure observance of law or to restore order, and to use only the minimum degree of physical force which is necessary on any occasion for achieving a police objective.

7) To always maintain a relationship with the public that gives reality to the historic tradition that the police are the public and that the public are the police, the police being only members of the public who are paid to give full-time attention to duties which are incumbent on every citizen in the interests of community welfare and existence.

8) To always recognize the need for strict adherence to police-executive functions, and to refrain from even seeming to usurp the powers of the judiciary of avenging individuals or the State, and of authoritatively judging guilt and punishing the guilty.

9) To recognize always that the test of police efficiency is the absence of crime and disorder, and not the visible evidence of police action in dealing with them.

-End of Chapter-

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Organization, Duties & Responsibilities
Animal Protection, by Janet M. Davis
New Policy, Effective 08/11/2023

PURPOSE

The purpose of this policy is to establish a historical respect by members to the creation of ASPCA and SPCA groups.

POLICY

It is the policy of the SCSPCA that all members will read and appreciate the history of animal protectionists.

PROCEDURE

All members will read the article below written by:
Janet M. Davis

American animal protectionists from earlier centuries might seem unrecognizable today. Most ate meat. They believed in euthanasia as a humane end to creaturely suffering. They justified humanity's kinship with animals through biblical ideas of gentle stewardship. They accepted animal labor as a compulsory burden of human need. Their sites of activism included urban streets, Sunday schools, church pulpits, classrooms, temperance meetings, and the transnational missionary field. Committed to animal welfare, they strove to prevent pain and suffering. Contemporary animal rights activists, by contrast, believe that animals possess the right to exist free from human use and consumption. Consequently, current activists and their scholarly associates often miss the historical significance of earlier eras of activism. A growing historiography, however, demonstrates the centrality of animal protection to major American transformations such as Protestant revivalism and reform, the growth of science and technology, the rise of modern liberalism, child protectionism, and the development of American ideologies of benevolence.

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Animal protection entered the American colonial record in December 1641, when the Massachusetts General Court enacted its comprehensive legal code, the "Body of Liberties." Sections 92-93 prohibited "any Tirranny or Crueltie towards any brute Creature which are usuallie kept for man's use" and mandated periodic rest and refreshment for any "Cattel" being driven or led. (2) Puritan animal advocates believed that cruel dominion was a consequence of Adam and Eve's fall from the Garden of Eden; kindly stewardship, however, reflected their reformist ideals, thus illuminating a long historical relationship between religion, reform, and animal protection.

Beginning in the 1870s, animal protectionists saw the safeguarding of children and animals as equally important, as both were vulnerable creatures in need of protection. COURTESY OF THE LIBRARY OF CONGRESS.

Transnational Protestant revivalism and social reform in the early nineteenth century fueled the expansion of animal protectionism. In Great Britain, evangelicals and abolitionists spearheaded the earliest animal protection laws (1822) and organized societies (1824), which became a blueprint for dozens of new anticruelty laws in America. Social reformers and ministers became attentive to the status of animals during the Second Great Awakening (1790-1840). Embracing a new theology of free moral agency and human perfectibility, American ministers such as Charles Grandison Finney included animal mercy in their exegeses on upright Christian conduct. New transportation networks and communications technologies broadcast animal protection to far-flung audiences through classroom readers, Sunday school pamphlets, and fiction.

Antebellum abolitionists and temperance activists treated animal welfare as a barometer for human morality. Antislavery newspapers and novels, most famously Uncle Tom's Cabin (1852), stressed the incidence of animal abuse among slaveholders and animal kindness among abolitionists. Many future animal welfare leaders possessed abolitionist ties, such as George Thorndike Angell, founder and president of the Massachusetts Society for the Prevention of Cruelty to Animals (SPCA). Temperance advocates likewise believed that inebriates were cruel to their families and their horses. The Bands of Hope, a children's

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group, stressed animal kindness as a moral complement to sobriety.

Antebellum activism and cultural thought created a foundation for a new social movement after the Civil War. The abolition of slavery and the horror of battle—documented in thousands of wartime photographs of dead soldiers and horses—brought suffering and human rights to a national audience, therefore catalyzing a national movement. Animal protectionists believed that creaturely kindness was a marker of advanced civilization, which could rectify a fractured nation and world. The penultimate moment for a new movement arrived on April 10, 1866, when the New York Legislature incorporated a groundbreaking state animal protection society vested with policing powers to prosecute abuse. Henry Bergh, a shipping heir, drafted the articles of incorporation of the American Society for the Prevention of Cruelty to Animals (ASPCA) with the help of his influential allies, including historian George Bancroft and state senator Ezra Cornell. Days later, they spearheaded a powerful new state anticruelty law, which they amended in 1867 to prohibit additional forms of cruelty, including blood sports and abandonment. Bergh and his Investigators policed the streets wearing uniforms and badges to enforce the law.

By the 1870s SPCAs and anticruelty laws modeled after Bergh's work in New York existed in most states. In the Gilded Age, activists directed their attention to the plight of domestic laboring animals in an urban, muscle-powered world—especially horses. Historians Clay McShane, Joel Tarr, and Ann Greene demonstrate the centrality of urban horses in building modern industrial America. Further, they treat horses as historical agents rather than passive conduits for a history of human ideas about animals.(2) As the nation's primary urban movers of machines, food, and people, horses suffered abusive drivers and overloaded haulage conditions with visible regularity. Animal protectionists also addressed the bleak system of livestock railroad transport from western rangelands to urban stockyards and slaughterhouses, culminating with the nation's first federal animal welfare legislation in 1873, which mandated food, water, and rest stops every twenty-eight hours. They raided animal fights; they tried to end vivisection in

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laboratories and classrooms; and they routinely shot decrepit workhorses as a merciful end to suffering.

Animals were legally defined as property, but Bergh's watershed legislation recognized cruelty as an offense to the animal itself—irrespective of ownership.(3) Historian Susan Pearson argues that these laws helped transform American liberalism—from a classical conception of rights in the negative—to augur the rise of the modern "interventionist" liberal state. Pearson contends that this positive conception of rights drew animal protectionists into child protection in the 1870s. Bergh's chief counsel, Elbridge Gerry, founded the New York Society for the Prevention of Cruelty to Children in 1874 after he secured the arrest and conviction of an abusive foster mother for felonious assault. Animal protectionists across the nation subsequently instituted amalgamated "humane societies," which safeguarded animals and children under a singular protective fold, positing that helpless "beasts and babes" had a right to protection because they could suffer. Viewed within an existing system of subordinate relations, the right to protection did not confer an automatic right to equality. Nonetheless, humane activists established a historical precedent for future generations of animal rights activists because they placed animals on a legal continuum with vulnerable human beings.

The majority of animal protectionists were affluent, nativeborn Euro-American Protestants. Men typically led SPCAs and patrolled the streets as Investigators, while women generally worked behind the scenes using moral suasion—raising funds, writing appeals, and coordinating educational activities. Keeping with prevailing ideologies of respectable white womanhood, Caroline Earle White secured a state charter for the founding of the Pennsylvania SPCA in 1867 but refused to seek election as the organization's first president. She also founded the American Anti-vivisection Association in 1883 but delayed passage of its incorporation until she and her female colleagues could find a man willing to serve as president.(4)

Some women, however, readily assumed leadership positions when they founded their own organizations. In 1869 White co-created the Women's Branch of the Pennsylvania SPCA and served

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as its first president. In 1890 Women's Branch leader Mary Frances Lovell became national superintendent of the Department of Mercy, an animal welfare wing in the Woman's Christian Temperance Union. The Women's Branch pioneered municipal stray canine reform. In an era before vaccines and sterilization, local dogcatchers staged massive summertime roundups in which strays were shot or violently thrown into crowded wagons and killed at the pound. The Women's Branch instituted new humane capture methods, and they transformed Philadelphia's municipal pound into a humane "shelter," where dogs received regular care. Euthanasia, when necessary, occurred in a separate room using gas, out of view from other dogs. Historian Bernard Unti observes that women sheltering leaders typically sought no powers of arrest in their state charters because their work with strays did not confront animal abusers directly.(5) Owing to pressure from members, mainstream SPCAs eventually incorporated stray management, sheltering, and adoption into their already stretched budgets.

With its affluent, urban, native-born Protestant base, the animal protection movement faced charges of exclusion and elitism—especially because teamsters and other targets of prosecution were often immigrants and people of color whose economic survival depended on animal muscle. In a pluralistic society, many humane activists viewed their own classed and culturally contingent ideals of kindness as universal when denouncing animal practices different than their own, such as kosher slaughter. They believed that animal kindness was a manifestation of higher civilization at home and in the overseas empire after the Spanish-American War. Interactions with animals, consequently, were often a flashpoint for conflict. Filipinos, Cubans, and Puerto Ricans flatly rejected U.S. anticockfighting laws as an oppressive colonial intrusion into indigenous leisure practices.(6)

Nonetheless, the animal protection movement was not a wholesale project of policing. Animal advocates preferred prevention over prosecution. Children's pedagogy became an institutionalized arm of the movement in 1889 when George Angell founded the American Humane Education Society (AHES) as the centerpiece of his holistic "gospel of kindness." In the South, several African American ministers, educators, and temperance

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activists served as AHES field secretaries. They staged meetings in black schools and churches to preach a conservative message of animal mercy, self-help, and racial uplift. They traveled widely by car, which represented a potentially dangerous show of black upward mobility in the rural Jim Crow South, especially when their lectures discussed exploitative practices such as debt peonage and sharecropping. The Massachusetts SPCA openly denounced human rights abuses, as well as American militarism overseas. Yet the organization embraced moral expansionism when sponsoring American missionaries, who integrated humane education curricula into their evangelical activities across the world.

With the growth of motor power during the 1910s, fewer laboring animals populated American cities. SPCAs staged nostalgic workhorse parades as a tribute to equine service and to raise funds for new comfortable retirement farms. In 1916 the American Humane Association founded the American Red Star Animal Relief to aid American warhorses, mules, and donkeys during World War I. The organization's fundraising pleas reminded donors that equines performed invaluable labor in impenetrable terrain despite the ascendancy of motorization. After the armistice, global horse markets collapsed and American warhorses were auctioned off in Europe because trans-Atlantic transport was cost prohibitive in an age of impending obsolescence. While equines remained an important source of agricultural labor, the expanding dominance of motorization changed the scope and direction of American animal protectionism.

Animal advocates increasingly viewed animal performances, long a staple of popular entertainment, as unethical. In 1918 the Massachusetts SPCA founded the Jack London Club in memory of the late author, who condemned animal entertainments. People joined by walking out of an animal show and sending a postcard to the Massachusetts SPCA with the details. While the organization had no immediate legislative impact, it represented a harbinger of activism to come in a motorized world.

During the twentieth century, slaughterhouse reform and antivivisectionism remained important activist sites. Yet pets, especially dogs and cats, escalated as subjects of protection. Historian Katherine Grier contends that the growth of a consumer

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culture of pet keeping, alongside the development of sulfonamides, parasite control, and antibiotics in the 1930s and 1940s, enabled people and their pets to live longer, healthier lives together in closer proximity.(7) Attitudes towards cats, perhaps, changed the most. In the nineteenth century, some animal protectionists maligned the cat as a semiwild killer of cherished songbirds. Medical advances and new consumer products, such as cat litter in 1947, brought cats indoors. By the mid-twentieth century, dogs, cats, and sheltering dominated animal protectionism.

The coalition of movements dedicated to moral uplift that had given animal protection its interconnected human and animal agenda eventually fractured, portending an almost singular focus on animals. The professionalization of social work during the Progressive Era cleaved the earlier union of child and animal protectionists into separate fields. The repeal of the Eighteenth Amendment in 1933 dissolved the temperance movement—a longstanding stalwart ally. Gradual secularization also transformed animal protection. Earlier generations of activists forged alliances with religious leaders, but mid-century humane periodicals focused on celebrity animal lovers in media and politics. While the movement’s mainline Protestant founders believed in biblical stewardship, their descendants embraced Darwinism.

Energized by the social justice movements of the 1960s and 1970s, animal protection evolved into two distinct but overlapping movements. Animal welfare groups, such as the ASPCA, remained focused on sheltering, adoption, and the prevention of suffering. In 1975 utilitarian philosopher Peter Singer published *Animal Liberation*, which was immediately hailed as a “bible” for an emergent animal rights movement. Singer argued that sentient creatures have a right to “equal consideration” because they can suffer and considered “speciesism” to be a form of discrimination akin to racism and sexism.(8) This claim, however, was rejected by many civil rights groups, who argued that it trivialized their social justice struggles. Singer, like most animal rights writers, supported veganism in an age when factory-like Concentrated Animal Feeding Operations have replaced pasture farming. Yet some activists, such as philosopher Tom Regan, concluded that *Animal Liberation*’s

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utilitarian call to minimize suffering was ultimately too conservative or “welfarist.” In 1983 Regan applied deontology—a branch of philosophy that explores moral duty—to animals. His book, *The Case for Animal Rights*, contended that animals possess intrinsic moral rights as individual “subjects of a life” with complex feelings and experiences that extend beyond their ability to suffer. (9)

Some scholars, most notably Steven Wise, argue that certain animals (such as this lowland gorilla pictured here) possess legal personhood, owing to their superior cognitive abilities.

Paradoxically, vivisection has unwittingly validated the newest frontier in animal protection in the twenty-first century: legal personhood. In 2000 legal scholar Steven Wise used recent research in neuroscience and genetics in his book, *Rattling the Cage: Toward Legal Rights for Animals*, to argue that great apes, cetaceans, elephants, and African gray parrots possess the legal right to “bodily liberty,” owing to their superior cognitive abilities. (10) Wise founded the Nonhuman Rights Project in 2007 to take the principles of legal personhood to court. Armed with the writ of habeas corpus in state courts, Wise and his associates contend that captivity constitutes unlawful imprisonment. Suing on behalf of captive chimpanzees since 2013, Wise’s team have served as proxies for their plaintiffs to achieve legal standing in court, a strategy based on centuries of human precedent involving children, slaves, prisoners, and mentally incapacitated plaintiffs. While Wise and his colleagues have yet to prevail in court, they have received a hearing, a critical first step in a long appeals process. (11)

The claims of the Nonhuman Rights Project for legal standing rest upon the inseparable histories of human rights and animal protection. Embedded in the history of religion, social reform, and war, early generations of American humane advocates argued that animal kindness was a form of human sanctification. They believed that the status of animals was a conduit for human moral uplift. Yet with the rise of biological explanations for animal-human kinship, animal rights advocates have used the status of vulnerable people to argue that animals, as moral “subjects of a life,” possess the right to legal personhood.

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Ultimately, this shared history is simultaneously liberatory, conflictual, and entangled.

JANET M. DAVIS is an associate professor of American studies and history at the University of Texas at Austin. She is the author of *The Circus Age: Culture and Society under the American Big Top* (2002) and editor of *Circus Queen and Tinker Bell: The Life of Tiny Kline* (2008). Her book, *The Gospel of Kindness: Animal Welfare and the Making of Modern America*, will be published in 2016.

NOTES

(1) "The Liberties of the Massachusetts Collonie in New England, 1641," from Hanover Historical Texts Project, <https://history.hanover.edu/texts/masslib.html>.

(2) Clay McShane and Joel A. Tarr, *The Horse in the City: Living Machines in the Nineteenth Century* (2007); Ann Norton Greene, *Horses at Work: Harnessing Power in Industrial America* (2008).

(3) Susan J. Pearson, *The Rights of the Defenseless: Protecting Animals and Children in Gilded Age America* (2011), 78.

(4) Bernard Oreste Unti, "'The Quality of Mercy': Organized Animal Protection in the United States, 1866-1930" (2002), 153, 155.

(5) Unti, 478-86.

(6) Janet M. Davis, "Cockfight Nationalism: Blood Sport and the Moral Politics of Empire and Nation Building," in "Species/Race/Sex," ed. Claire Jean Kim and Carla Freccero, special issue, *American Quarterly*, 65 (Sept. 2013), 549-74.

(7) Katherine Grier, *Pets in America: A History* (2006).

(8) Peter Singer, *Animal Liberation* (1990), 6.

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(9) Tom Regan, *The Case for Animal Rights* (2004); Gary Francione, *Rain without Thunder: The Ideology of the Animal Rights Movement* (1996).

(10) Steven Wise, *Rattling the Cage: Toward Legal Rights for Animals* (2000).

(11) Charles Siebert, "Should a Chimp Be Able to Sue It's Owner?" *New York Times*, April 27, 2014, p. MM28.

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Organization, Duties & Responsibilities
Mission Statement of SCSPCA
New Policy, Effective 08/12/2023

PURPOSE

To define the mission of SCSPCA Law Enforcement Incorporation.

POLICY

A mission statement is a formal summary of the goals and core values of an organization and provide an outline and context for the activities of the organization members. The Saratoga County Society for the Prevention of Cruelty to Animal Police Services (SCSPCA) has adapt the mission statement, and it is therefore the policy of the Agency that all members become familiar with this statement and the guiding principle therein.

PROCEDURE

- a. The Saratoga County SPCA Law Enforcement Division, provides formidable protection to those who have no voice, our animal family members, through focused investigations by Sworn New York State Law Enforcement Investigators we stop abuse and cruelty.

- b. Saratoga County Society for the Prevention of Cruelty to Animals (SPCA) Law Enforcement Division is the only official SPCA in Saratoga County, New York with Investigators granted full-time Sworn Peace Investigator status through Criminal Procedure Law § 2.10-7. As the sole SPCA, that is incorporated in the county of Saratoga our mission is to investigate and apprehend those in violation of Article 26 Agriculture & Markets (AGM) Chapter 69. Our jurisdiction is the whole county of Saratoga encompassing 844 square miles.

- c. As a Non-for-Profit organization the Saratoga County SPCA - Saratoga County SPCA Law Enforcement relies strictly on your donations. We are not funded monetarily by any governmental agency, state agency or a municipality. All our funding comes

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from either our own members or from the generosity of the public which is greatly appreciated.

d. The Saratoga County Society for the Prevention of Cruelty to Animals, Inc. Is a not-for profit organization committed to protecting the welfare of all animals and pets.

e. The agency core values are listed at the top of our letterhead:

- 1) Empathy
- 2) Fairness
- 3) Integrity
- 4) Professionalism
- 5) Respect
- 6) Responsibility
- 7) Trustworthiness

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Organization, Duties & Responsibilities
Mindset of Investigators of the SCASPCA
New Policy, Effective 08/12/2023**

PURPOSE

To define the importance of mindset toward tactical safety while not treating every citizen as a potential combatant threat.

POLICY

It is policy of this agency for all Investigators/members to win praise for peaceful resolutions.

PROCEDURE

a. Act as a guardian rather than carry oneself as a warrior. Our current police culture within the United States has become more dangerous due to a multitude of incidents researched during the 21st century. It is a guardian's position to protect citizen's constitutional rights while accepting the dangers potentially faced performing public safety responsibilities.

b. Mindset will determine outcome. You are entrusted by the SCSPCA as professionals in the field of Public Safety. As police Investigators and peace Investigators of the SCSPCA you will be trained to the best of your ability. It is the focus of the SCSPCA to develop police Investigators and peace Investigators in becoming smartly discipline, physically ready, basically brilliant public safety Investigators. It will be the intention of the leadership to demonstrate these traits by their own example in setting the highest standards of personal and professional conduct, morality, and professional skill. All public safety Investigators are the face of DIPLOMACY. We are the professional practitioners of law enforcement.

c. Expectations of YOU: A professional appearance always. Be prepared to fail many times but be humble and grow. All

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professionals in the field continue growing in law enforcement skills, but we must keep trying. Keep your ears open and be determined to observe all. Don't be afraid to act and step in. Be a Cop... Be a partner... Be a Team Player... ASK QUESTIONS... Be willing to continue when critiques are rough. Our team effort and intentions are survival through all aspects of development.

-End of Chapter-

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Chapter 107 of Section 100, Page 1 of 2
Organization, Duties & Responsibilities
Responsibility of Administration
New Policy, Effective 08/12/2023

PURPOSE

The purpose of this policy is to establish the rank structure of the Saratoga County SPCA Law Enforcement Incorporation.

POLICY

It is policy of this agency for all members to adhere to the order of rank, chain of command to promote unity and avoid conflict.

PROCEDURE

1. Supervising Authority

a. The agency shall be supervised by and is directly accountable to the Director of the Incorporation.

b. It is the duty of the SCSPCA Police Chief to administer the police Investigators and peace Investigators. The Chief is the senior executive Investigator and has full power and authority to direct all members of the Department under the supervision of the Director. The following is the Sworn Rank Structure:

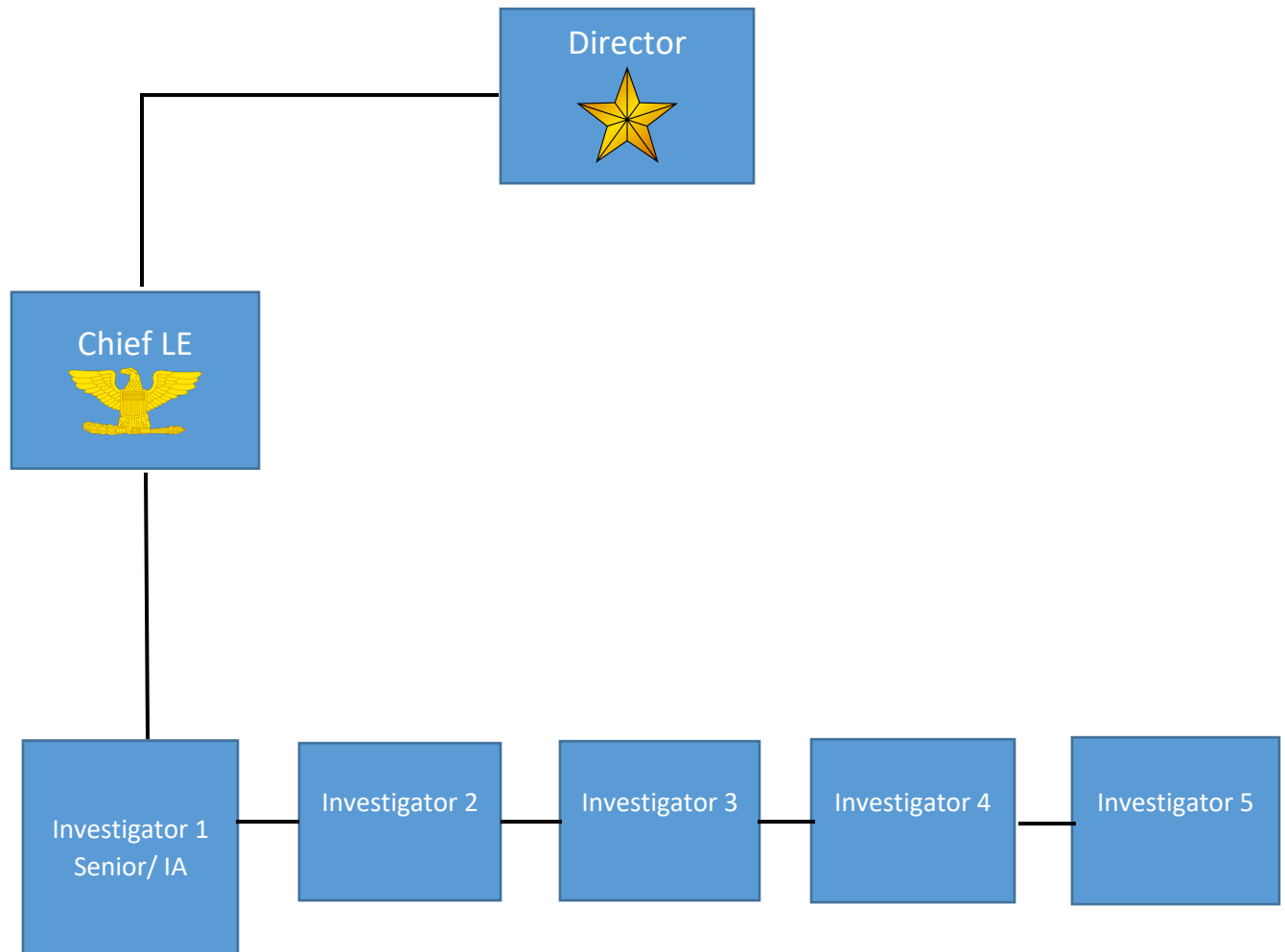
- Director of SCSPCA Incorporation and Law Enforcement
- Chief of Law Enforcement (LE) Division
- Senior Investigator/Internal Affairs
- Investigator's
- Advisor Position

2. Authority is the right to give orders and the power to exact obedience. The greatest amount of authority within the SPCA Police Service is vested with the Director and diminishes according to the order of rank.

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3. Absence of Administration and Command: When investigators of equal rank are present in the performance of the same operation, the senior ranking Investigator shall be responsible.

4. Seniority is determined first by rank, second by continuous service in rank, and third by date of appointment to previous rank or ranks in the SCSPCA Police Service. NOTE: There are members with extensive experience in law enforcement and should be granted opportunity to voice, provide, or act as required or deemed necessary in efforts to accomplish the assigned task, investigation, or aid in mitigating, solving, and preventing unwarranted outcomes. Example Flow Chart of Operations and Command:



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**Chapter 108 of Section 100, Page 1 of 2
Organization, Duties & Responsibilities
Authority, Accountability and Protocol
New Policy, Effective 08/12/2023**

PURPOSE

To define command authority, accountability, and protocol for the members of the Saratoga County SPCA Law Enforcement Incorporation.

POLICY

1. All members of the Agency are delegated the authority to make decisions relative to their positions and to execute their responsibilities. Members delegated the authority to make decisions relative to their position shall be held fully accountable to their Chief for the use of, or failure to use, this delegated authority.

2. To achieve effective direction, coordination, and control over the activities of members of the Agency, the Chief of personnel will be held accountable for the performance of all members under the Chief's immediate supervision. Issuance of orders to a subordinate does not relieve the Chief of the responsibility for ensuring that the orders are obeyed.

3. Employees shall obey any lawful order of a superior Investigator in the Agency, including any order relayed from a superior by an employee of the same or lesser rank.

PROCEDURE

1. All Investigators are designated by seniority in the absence of the Agency Chief, per Chapter 107 of Section 100, but only have one ranking supervisor, the chief, while on duty. A violation of this principle leads to conflicting orders, confusion, and discord. The following mention exceptions, but not all scenarios or situations:

a. Whenever the Agency engages in an operation involving more than one division and/or more than one shift, the overall

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command of the operation will be assigned to the senior member the event, unless otherwise directed by higher command of the SCSPCA Police Agency or designee.

b. Major operations and/or response to emergencies will usually be under the direction of the lead person on scene or his/her designee.


2. Members shall obey any lawful order of a superior Investigator, including any order relayed from the Director or by a member of the same or lesser rank. In the event a member receives conflicting orders he/she should:

a. Inform the senior member who issued the most recent order about the conflict. The senior member who issued the most recent order should then resolve the conflict by either retracting the order, modifying it, or requesting the member to comply with it.

b. Carry out the last order if it is not modified or retracted. In the event the most recent order is not modified or retracted, the member shall not be held responsible for disobeying the order previously issued.

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	Chapter 109 of Section 100, Page 1 of 4
	Organization, Duties & Responsibilities
	Duties and Responsibility of the Director
	New Policy, Effective 08/12/2023

PURPOSE

The purpose of this policy and procedure is to outline the duties and responsibilities of the Director.

POLICY

1) It is the policy of the Saratoga County SPCA Law Enforcement Incorporation to ensure that all members receive and understand the individual responsibilities by aid of the policies, procedures, and written orders that govern the performance of their duties. A well-designed, current, and correctly implemented written directive system will provide employees with a clear understanding of the constraints under which they should operate and the expectations they should fulfill.

2) The Director issues and approves written directives and is responsible for issuing updates and amendments as necessary.

3) The Director and other ranking officials will use the following types of written directives and communications:

- a. Policy and Procedure Manual.
- b. Agency Directives.
- c. Special Orders.
- d. Personnel Orders.
- e. Information Bulletins.
- f. Memorandums.
- g. Instructional Materials.
- h. Press Releases.
- i. Other Written Directives.

4) Pursuant to the authority of the Director, these written directives mentioned above are established for the operations of the SCSPCA Police Agency. Written directives shall not conflict with established Policy and Procedure or with administrative

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regulations and statutory law imposed by a higher authority. Written directives adopted by the SCSPCA Police Agency will be considered issued in official form when signed by the Director and Chief of Police, or designee, and will be in full force and effect as of the date noted. Any statements in these written directives found to be illegal, incorrect, or inapplicable shall not invalidate or affect the validity of the remaining parts.

PROCEDURE

1. The Director, when issuing written directives in the form of Policy and Procedures, Directives, Special Orders, Personnel Orders, and Informational Bulletins will be disseminated to each employee with the assistance of the Chief, or designee. These written directives will be available upon request of members and/or placed on google drive from their individual accounts.
2. Director is responsible to ensure that the Chief ensures all members of the agency acknowledge receipt and review of disseminated directives issued by established authority.
3. Director, with the assistance of Administrative Staff, or designee, shall review the electronic directives semi-annually to ensure that all personnel have received the updates.
4. Director, with the assistance of Administrative Staff, shall ensure all members absent from duty for more than five (5) calendar days will, prior to returning to duty, report to the Chief, or designee, to ensure a review of all written orders issued during the member's absence.
5. Director, with the assistance of Administrative Staff, will ensure that all members comply with annual training requirements, and supervises the responsibility of a designee in the maintaining a master file of all written directives related to training.
6. Director is responsible for maintaining all master files pertaining to personnel management.
7. Director will ensure that all Special Orders, Personnel Orders, and Bulletins will be indexed and assigned a number

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prior to issuance. Numbering will begin with the last two digits of the calendar year followed by a sequential number (Example. 23-01).

8. The Director, with the assistance of the Chief, or designee, will serve as the liaison in all operations pertaining the mission of the SPCA

9. The Director will be expected to direct the administrative, financial, managerial, and supervisory activities necessary to uphold the mission and vision of the organization, policies, procedures, consulting with outside organizations for the highest interest of the organization.

10. The Director is responsible for the planning, organizing, and directing programs that carry out SCSPCA mission, vision and goals as established in current policies and procedures.

11. Director, with the assistance of the Chief, establishing and directing operational procedures of SCSPCS.

12. The Director is responsible for the oversight of all operations.

13. The Director, with the assistance of all members, ensures compliance of all applicable laws, regulations, licensures, and accreditation standards pertaining SCSPCA Law Enforcement efforts.

14. The Director supports the staff needs, including employees and volunteers. This includes periodic performance reviews, safety meeting, cross-training of positions, and case reviews.

15. The Director, with the assistance of the Chief, manages the recruitment, hiring, development employment, evaluation, and discharge of all employees.

16. The Director creates and coordinate's annual and long-term fund development plans.

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17. The Director prepares an annual budget, in conjunction with the Chief, within the limits of the total approved budget, and informing the members of the monthly financial status.

18. The Director negotiates contracts and other business matters approved after consulting with the Chief.

19. The Director manages fundraising efforts with the Chief.

20. The Director ensures members meet regularly to present reports and apprise them of important issues, problems, and new ideas, assisting various committees with their assignments, serving as a liaison between the stakeholders, government groups, local law enforcement agencies and others.

21. The Director supervises and directs vendors, contractors, and consultants.

22. The Director maintains the physical and security needs of all SCSPCA property.

23. The Director is responsible for maintaining liability insurance, vehicle insurance, vehicle registration, leases or rentals, Employee Identification Number (EIN), legal representatives.

24. The Director, with the assistance of the Chief, is responsible in communicating with NYS DCJS new hires, releases, training, and anything pertaining to peace Investigators certifications.

-End of Chapter-

**SARATOGA COUNTY SPCA LAW ENFORCEMENT INCORPORATION
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**Chapter 110 of Section 100, Page 1 of 5
Organization, Duties & Responsibilities
Duties and Responsibility of the Chief
New Policy, Effective 08/12/2023**

PURPOSE

To define the duties and responsibilities of the Chief.

POLICY

1. It is the policy of the Saratoga County SPCA Law Enforcement Incorporation to ensure that all members receive and understand the individual responsibilities by aid of the policies, procedures, and written orders that govern the performance of their duties. A well-designed, current, and correctly implemented written directive system will provide employees with a clear understanding of the constraints under which they should operate and the expectations they should fulfill.

2. Chief in the SCSPCA is responsible for overseeing all operations of the incorporation he/she commands, and on-call 24/7. The Chief is the only member with an accessible police vehicle for immediate response and services. The Director delegates broad authority to the Chief to exercise independent judgment in planning, coordinating, supervising, and directing the activities of subordinates to ensure that the Agency objectives are achieved. The Chief shall perform his/her duties under the general supervision of the Director and have the authority to issue various orders necessary for the efficient administration of the Agency.

PROCEDURE

The duty of the Chief is, but not limited to, the following:

1. Report fully and promptly to the Director as required.
2. The Chief, under general supervision of the Director, assumes command of the investigation division, special circumstances or functions and supervises operations according to established policies and procedures.

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3. The Chief must be prepared to assume the duties of Director in his/her absence.

4. The Chief will conduct planning and coordinating of all efforts under his/her command and formulate departmental goals, develop plans to achieve them, and monitor the Agency's progress in achieving such goals.

5. The Chief will take responsibility for the discipline and efficiency of all members of the Agency under his/her command.

6. The Chief will draft, review, issue, disseminate, and enforce Agency policies & procedures, departmental orders, and bulletins.

7. The Chief will direct the preparation and submission of all budget requirements for the Agency to the Director.

8. The Director and Chief will be responsible for the fiscal management of the Agency.

9. The Chief will direct the preparation, forwarding, and maintenance of all reports and records.

10. The Chief will attend meetings and prepare all reports as directed by the Director.

11. The Chief will evaluate the performance of subordinates.

12. The Chief is responsible for enforcing the NY State agricultural and market laws.

13. The Chief will direct investigation activities at major incidents fires, or other emergencies as required pertaining to Animal Cruelty.

14. The Chief is responsible and supervises all investigations regarding animal abuse, cruelty, neglect, dog fighting, nuisance animals and enforcement of the illegal possession of endangered dangerous animals.

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15. The Chief will work cooperatively with other law enforcement agencies and governmental organizations.

16. The Chief will conduct an inspection and supervision of the use and maintenance of all Agency buildings, the inventory of equipment and supplies, and the correction of any defects or deficiencies under his command.

17. The Chief will be responsible for radio communication equipment, uploads, and account with 2-Way Adirondack Radio

18. The Chief will be responsible for accounts related to uniforms and equipment for Agency members, i.e., Galls.

19. The Chief will be responsible for the account with T-Shirt Graphics regarding patches and polo shirts.

20. The Chief will be responsible for vehicle purchase and outfitting.

21. The Chief will be responsible for the AJ Signs account.

22. The Chief will be responsible for evidence.

23. The Chief will be responsible for Discovery and works with the Office of the District Attorney to prosecute cases of animal cruelty, abuse, and neglect.

24. The Chief will be responsible for eJustice, Tracs and ORI.

25. The Chief will be responsible, at the minimum, for annual training of police/peace Investigators:

- a. Policeone Accounts
- b. Sexual Harassment Refresher
- c. Workplace Violence Refresher
- d. Article 35, Use of Force
- e. Firearms
- f. NISPIN eJustice
- g. TraCs
- h. Terrorism Awareness
- i. First Aid and CPR

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- j. De-Escalation
- k. Active Shooter
- l. ICS 100, Introduction to Incident Command
- m. ICS 200, Basic Incident Command System
- n. ICS 300, Intermediate Command Operations
- o. ICS 700, National Incident Management Systems
- p. Below 100, Reducing Line-of-Duty Deaths
- q. Policies and Procedures Re-Certification
- r. Police Trauma and Triage
- s. Defensive Tactics
- t. Persons with Disabilities
- u. Drug Awareness and Investigation
- v. Investigator Wellness
- w. Public Information Investigator
- x. MHY 9.41, 9.45 and 22.09
- y. Case Law, New York and U.S. Supreme Court
- z. Discovery Review and Police Reform Review

26. Qualifications, Training, and Experience required of the Chief are:

- a. Certified Police Officer, MPTC, NYS DCJS.
- b. Ability to maintain all training and performance of police Investigator certification.
- c. A bachelor's degree in one of the following, Homeland Security, Emergency Management, Law Enforcement Science, Animal Cruelty, Public Safety.
- d. Minimum of 10 years' experience in Law Enforcement.
- e. Has progressively held a variety of police functions including supervisory duties, a considerable amount of which shall have been command level experience.
- f. Comprehensive knowledge of the principles and practices of modern police administration, rules and regulations of policing, and knowledge of police science and criminal justice system.

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- g. Extensive knowledge of field patrol activity, crime prevention, safety, and general police operations.
- h. Comprehensive knowledge of the use of the police records and reporting systems.
- i. Application experience in identification and solution of police problems and knowledge of the standard by which the quality of police services is evaluated.
- j. Abilities to command the respect of Investigator's.
- k. Proven ability to communicate effectively and accurately in both written and verbal communication skills.
- l. Ability to express ideas and instructions clearly and concisely.
- m. Must have ability to prepare and supervise the preparation of clear, accurate, and comprehensive recommendations and reports.
- n. Ability to relate effectively with the public, and local village governments officials' and agencies.
- o. Organizational skills and ability to provide cooperative performance of goals and objectives.
- p. Preferred training: Field Training Officer, Instructor Development Basic, Firearms Instructor, CPR/AED/First Aid Instructor, Leadership and Management 7 Habits of Higher Learning or equivalent, FBI Leadership Seminars or equivalent, NYS EM TIER 3 Certification, FEMA Professional Series, Investigation development or equivalent, Incident Command Training (ICS) and/or experience or development of ICS, FEMA ALERT Active Shooter Response, Critical Incident training or experience, Conflict Resolution training or experience, Animal Cruelty Phase 1 and 2 training certification.

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Chapter 111 of Section 100, Page 1 of 7
Organization, Duties & Responsibilities
Duties and Responsibility, Internal Affairs
New Policy, Effective 08/19/2023

PURPOSE

To define the duties and responsibilities of Internal Affairs.

POLICY

It is policy of the Saratoga County SPCA Law Enforcement Incorporation that the Internal Affairs is responsible for internal affairs and be prepared to assume all responsibilities of the Chief. The Internal Affairs is responsible for maintaining the quality standards of the organization and ensure that police misconduct conduct is investigated. The Deputy Chief will require similar qualifications, training, and experience required as the Chief, reference Chapter 110, Paragraph 26.

PROCEDURE

1. The Internal Affairs will investigate serious violations of the law by police Investigators and peace Investigators.
2. The Internal Affairs will act with integrity, be responsive to complaints from both inside and outside the agency and keep an accurate record of its activities.
3. Citizens should not be discouraged from presenting complaints, and each complaint should be recorded and monitored.
4. The Internal Affairs will segregate internal investigation files from personnel records to ensure confidentiality and to avoid unjustly affecting police Investigators' evaluation and promotion opportunities.
5. While the Internal Affairs is conducting the investigation of police misconduct, the suspected Investigator is entitled to a hearing.

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6. The complaining citizen is entitled to present the nature of the complaint of misconduct in person, by letter, or by telephone.

7. Complaints may be anonymous. The SCSPCA Police Agency is entitled to use its own internal investigation procedures in determining the culpability of its Investigators for misconduct.

8. The community has a right to expect that the SCSPCA will expeditiously and legally resolve citizen complaints.

9. The investigative tools of questioning, use of the polygraph, administering of physical tests for obtaining evidence, search and seizure, lineups, and entrapment procedures should be applied in a manner consistent with local legislation and an Investigator's constitutional rights, (Garrity Rights).

10. The Garrity protection is for an Investigator to not be compelled:

- a. by the threat of serious discipline,
- b. to make statements that may be used in a subsequent criminal proceeding.
- c. an Investigator cannot be terminated for refusing to waive his Fifth Amendment right to remain silent.

11. The Internal Affairs will adhere to the Fourteenth Amendment and respect United States Supreme Court of 1964's Malloy v. Hogan.

12. Here is a list of additional cases - Garrity v. New Jersey (1967), Gardner v. Broderick (1967), Uniformed Sanitation Men Association v. Commissioner of Sanitation (1968) and (1970), and Kestigar v. United States (1972).

13. Internal Affairs will use the following form:

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SCSPCA Police, Garrity Warnings

At this time, I am going to question you about

This questioning concerns administrative matters relating to the official business of the Saratoga County SPCA Law Enforcement Incorporation. During this questioning, if you disclose information which indicates that you may be guilty of criminal conduct, neither your self-incriminating statements nor the fruits of any self-incriminating statements you make will be used against you in any criminal legal proceedings.

Since this is an administrative matter and any self-incriminating information you may disclose will not be used against you in a court of law, you are required to answer my questions fully and truthfully.

You are entitled to all rights and privileges guaranteed by the Constitution and the Laws of the State of New York and the Constitution of the United States, including the right to have legal counsel or union representation present with you during this interview.

Do you understand what I have just explained to you? _____

Do you have any questions concerning what I have just explained to you? _____

I, _____, by my signature below, affirm that I have been advised of the "Garrity Warning" and have had its meaning explained to me.

Signature

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14. The Chief and Director shall be notified as soon as practical when an Investigator is formally accused of criminal conduct (this does not include minor traffic infractions). The Chief may request a criminal investigation by an outside law enforcement agency. Any separate Administrative Investigation may parallel a criminal investigation subject to applicable legal constraints (e.g., Garrity).

15. Prior to beginning an investigation, the Chief and/or the Chief's designee shall determine if it is necessary to take Protective Action. Protective Action may include, but is not limited to, the following:

A. Emergency Relief from Duty: The Director, Chief, and Internal Affairs may relieve a member from duty in an emergency when it appears such action is in the best interest of SCSPCA and/or the community. Conditions for emergency relief from duty may include, but are not limited to:

(1) Alleged commission of a crime that could result in loss of eligibility to perform essential job functions.

(2) Reasonable suspicion the Member is under the influence of either alcohol or drugs on duty.

(3) Apparent psychological problem.

(4) Apparent inability or refusal to perform the essential functions of their job.

B. The Director, Chief, Internal Affairs imposing the emergency relief from duty shall:

(1) Notify the members of the Administration of the action.

(2) Complete Blue Team documentation.

(3) Instruct the Member they should NOT report to duty until notified by the Chief.

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(4) If necessary, require the Employee to relinquish his/her badge, Department identification, Department-owned firearms, key fobs/cards and/or other Department equipment.

C. An Investigator may be placed on administrative leave during an Administrative Investigation involving the member's conduct.

1. Administrative leave will be considered when:

(a) The Complaint involves concerns about the employee's ability to perform the essential functions of their job such as allegations of violation of criminal laws or dishonesty.

(b) The complaint involves misconduct that may impact SCSPCA ability to provide a safe and non-violent workplace for its employees such as allegations of harassment, or violence in the workplace.

16. The Internal Affairs will ensure the Investigator understands responsibilities during administrative leave:

(a) Members on administrative leave shall not engage in any law enforcement activities.

(b) Members shall notify the Chief as to where they can be reached, and must be available during regular business hours, unless excused from such requirement in writing by the Chief of Police, or designee.

(c) Members will comply with any other written requirements established while they are on administrative leave status.

17. The Internal Affairs is responsible:

(a) When an Investigator is placed on administrative leave, make completion of the investigation a priority over other pending investigations, except pending investigations where another Investigator was placed on administrative leave at an earlier date.

(b) The Chief, or their designee, will notify the affected Union or Legal Firm that the Investigator was placed on administrative leave.

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(c) When an Investigator is on administrative leave, a Director shall be prepared by the Chief and distributed notifying Department members of who is on administrative leave, if they have access to police facilities, and whether their peace Investigator powers are still in effect or if they have been removed.

(d) After an Investigator has been assigned to a period of administrative leave exceeding 30 days, and each month thereafter, the Chief shall inform the Director of the reasons for continued use of administrative leave, an update on the progress of the investigation, and the estimated duration of administrative leave.

18. When Administrative Staff are Subjects of a Complaint:

(a) If the Director and Chief is the subject of the complaint, the information shall be routed to the individuals of the Administrative Staff not under investigation. If the matter is beyond normal circumstances the matter needs to be referred to the Saratoga County District Attorney's Office to determine investigative responsibility.

b. The Director and Chief, has the authority to utilize SCSPCA investigators or outside investigator(s). If SCSPCA investigators or an outside investigator(s) is utilized, the Director and Chief will provide a reason to the district attorney, department of criminal justice services and NYS Agriculture and Market or designee shall thereafter render findings and impose any necessary Corrective Action or discipline.

19. After a Preliminary Investigation, the Chief of Police or designee may decline to investigate the allegations in a complaint and take no further action upon the satisfactory evidence of:

a. No Misconduct: The Investigator's conduct, as alleged within the complaint, does not constitute misconduct.

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b. Minor or De Minimus Rules Violation: The Investigator's conduct, as alleged within the complaint, would constitute - at most - a minor technical violation that, if sustained, would not result in discipline and is too minor or too vague to warrant administrative intervention.

c. No Jurisdiction: The Complaint is against a non-employee, former employee, or an employee of another department or other agency; or the employee resigns, retires, or will no longer be employed by the SCSPCA by the time an investigation and disciplinary process could be completed.

d. The decline of investigations into former members, investigations may be appropriate based on the nature and seriousness of the allegation and potential civil rights implications.

e. The allegations have been, or will be, subject to effective judicial or administrative review. A pending tort claim, or lawsuit generally shall not be a sufficient basis for declining to investigate a complaint.

f. A reasonable preliminary investigation has failed to identify the subject member.

g. The alleged conduct was previously investigated, or adjudicated, by the SCSPCA, and the current complaint does not provide substantial new evidence.

h. Specific articulable reasons exist why there is no reasonable possibility that an investigation will sustain the allegation, or the complaint is not credible or reliable.

i. The workload of the Administrative Staff significantly exceeds available resources, and will continue to exceed available resources, for the foreseeable future and available resources are needed to be focused on more serious and more provable complaints.

20. Completion of the investigation will be filed and provided to appropriate stakeholders.

-End of Chapter-

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Chapter 112 of Section 100, Page 1 of 7
Organization, Duties & Responsibilities
Duties and Responsibility, Investigator
New Policy, Effective 08/12/2023

PURPOSE

To define the duties and responsibilities of the Investigator. The purpose of this policy is to set guidelines and requirements pertaining to the handling and dispositions of criminal investigations related to animal cruelty.

POLICY

It is policy of the SCSPCA Law Enforcement Incorporation that the Investigator is responsible for initial response to complainants reporting animal abuse, animal hoarding or animal neglect. In addition, this policy is expecting all members of the SCSPCA to investigate crimes thoroughly and with due diligence. The Investigator will evaluate and prepare criminal cases for submission to a prosecutor per discovery standards of New York State.

PROCEDURE

1. An investigator is responsible for an initial investigation and shall complete no less than the following:
 - a. Make a preliminary determination of whether a crime has been committed by completing, at a minimum:
 - o An initial statement from any witnesses or complainants.
 - o A cursory examination for evidence.
 - b. If information indicates a crime has occurred, the investigator shall:
 - o Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
 - c. Determine whether additional investigative resources (e.g., investigators or scene processing) are necessary and request

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assistance as required. Will you need, e.g., the shelter, trailers for transportation of animals?

d. If assistance is required, or if the circumstances of the animal cruelty case is not routine, notify Chief or other investigators. This shall include cases where the information available indicates the circumstances warrant the intervention of a specialized unit and, or personnel with specialized training.

e. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses, and suspects.

f. Collect any evidence.

g. Take any appropriate law enforcement action.

h. Complete/submit the appropriate reports and documentation.

i. If the preliminary determination is that no crime occurred, determine what other action may be necessary and what other resources may be available, and advise the informant or complainant of this information.

j. If circumstances prohibit an investigator from completing an initial investigation, this shall be specified in the appropriate report and the Chief shall be notified.

2. The following scene processing actions should be carried out, depending upon the nature and seriousness of the scene/incident, by the investigating member(s) of the SCSPCA Law Enforcement Incorporation. Investigator(s) will:

a. Scene photography.

b. collects, document, tag, and safekeeping of evidence.

3. When you investigate an animal cruelty case, always bring a camera with you. Are there any witnesses? If so, note their names, addresses, and phone numbers for follow-up contact. Pay attention to the conditions as you approach the property, and document them, if possible, identify what buildings are on the

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property, note any sounds coming from the buildings, list the condition of any animal in plain view on the property, observe for the property being well kept or not, be sure to include if there are any bad smells coming from the property.

3. If an investigator has a suspect in custody and subjected to an interrogation, the investigator shall provide the Miranda warning, unless an exception applies. Any custodial interrogation of an individual who is suspected of having committed a qualifying felony will require assistance of a local, county or state law enforcement agency. The intention of this procedure is to utilize recording tools and resources to preserve or capture 710.30, additional information, and probability if immediate arraignment followed by commitment order issued by the arraigning judge.

4. If a juvenile is a suspect here are considerations:

a. So that juveniles (over seven and less than sixteen years old) and adults can be questioned in the recording room, the room may also be designated a juvenile room, where practical.

b. To meet these criteria, the room must have been designated by the Chief Administrator of the Courts as a suitable place for the questioning of juveniles and it must comply with the requirements of 22 N.Y.C.R.R. 205.20.

c. A juvenile room is not required for a person between thirteen and fifteen years of age who will be prosecuted as an adult in criminal court as a juvenile offender.

d. CPL 1.20 (42) [defining "juvenile offender"].

e. When questioning a juvenile, who will be prosecuted as a juvenile delinquent under the Family Court Act (over seven and less than sixteen years old), the interview should take place in a designated juvenile room.

f. The investigator should be aware of other considerations, including the parental notification requirements and the requirement that the parent or guardian of the child be given Miranda Warnings per Family Court Act Section 305.2, (applicable

**SARATOGA COUNTY SPCA LAW ENFORCEMENT INCORPORATION
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to the questioning of juvenile delinquents), and Criminal Procedure Law Section 140.20(6), (requiring the arresting investigator to notify the parent or guardian of a juvenile offender arrested without a warrant of the arrest and the location where the juvenile is detained).

g. The Investigator may also consider using simplified Miranda Warnings when questioning a juvenile.

5. Animal cruelty case investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

a. All reasonable investigative efforts have been exhausted, there is no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.

b. The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.

6. When cases are discontinued, the investigator shall document that the person was warned and why prosecution was not sought. Warnings shall not be given for felony offenses or by law that require an arrest or submission of a case to a prosecutor. Other conditions where cases may warrant investigation to be discontinued are:

a. The case has been submitted to the appropriate prosecutor, but no charges have been filed.

b. Further investigation is not reasonable nor has the prosecutor requested further investigation.

c. The case has been submitted to the appropriate prosecutor; charges have been filed; further investigation is not reasonable, warranted or requested; and there is no need to take the suspect into custody.

d. Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.

e. Investigation has proved that a crime was not committed.

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6. Use of social media for investigations and any other internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights, and civil liberties. Information gathered via the internet should only be accessed by members while on-duty and for purposes related to the mission of the SCSPCA Law Enforcement Incorporation. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to the Chief as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty. Information obtained via the internet should not be archived or stored in any manner other than established record keeping systems.

7. On the next page of this policy and procedure will be an Animal Cruelty Investigation Checklist to aid the investigators. The checklist is a minimum requirement and should not supersede additional requirements that deem sufficient due to circumstances and seriousness of case.

MOVE TO NEXT PAGE FOR CHECKLIST



Animal Cruelty Investigation Case Checklist

Complainant:

- ❖ Document name, address, number of complainants.
- ❖ Receive address of animal(s) location.
- ❖ Have complainant describe the property and animal(s).
- ❖ Note when you received complaint by Administration.
- ❖ What is the relationship of complainant to animal(s) owner?
- ❖ Can complainant provide a Voluntary Statement about cruelty.
- ❖ Inquire on witnesses.
- ❖ Interview witnesses
- ❖ Are the witnesses willing to provide a Voluntary Statement?
- ❖ Ensure witnesses describe the animal cruelty.
- ❖ If possible, receive pedigree of witnesses, use pedigree form.
- ❖ Conduct a canvas of location for video or other witnesses.
- ❖ Use the canvas interviews as opportunity to gain history.

Animal Victims: (Plainview Doctrine, Curtilage Case Law)

- ❖ Remember 4th Amendment, focus on plain view.
- ❖ Respect the area immediately surrounding the home/property.
- ❖ United States V. Dunn, meaning of Curtilage.
- ❖ Request access to barns, fenced areas, or seek search warrant.
- ❖ Photos of plain view areas
- ❖ Are animals in distress, friendly, skittish, injured, skinny?
- ❖ Are animal's hoof's/feet overgrown/causing stability concern?
- ❖ Are the grounds safe, mowed, clear of hazards?
- ❖ Is food old, fresh, tampered, soiled, available?
- ❖ Is water clean, old, dirty, available.
- ❖ Are animal's free range.
- ❖ Are animals from another stated or country.
- ❖ Research local code and ordinance.
- ❖ Check for vaccine information.
- ❖ Ensure there is not an animal on a NYS dangerous list.

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Suspect:

- ❖ Locate suspect.
- ❖ Collect pedigree of suspect.
- ❖ Advise suspect of false personation, PL 190.23.
- ❖ Inquire if suspect is willing to talk with you.
- ❖ Advise suspect of rights.
- ❖ Have suspect talk about animals prior to capturing a written statement, but issue 710.30's due to spontaneous utterance.
- ❖ Provide suspect after discussion a voluntary statement.
- ❖ Ensure the Voluntary Statement has Miranda Warnings.
- ❖ Record evidence of alcohol, narcotics, and demeanor.
- ❖ How is the emotional state of suspect, 9.41 in question.
- ❖ Ensure suspect is not accessible to weapons, deadly weapons.
- ❖ Inquire on veterinarian and caregiver information.


Evidence:

- ❖ Research recordings from dispatch, COS Number.
- ❖ Obtain recording from canvas!
- ❖ Obtain recordings from interview room!
- ❖ Photographs of multiple views of animals, alive or dead.
- ❖ Photograph specific crime scene area!
- ❖ Collection of pertinent evidence from scene and case veterinarian or caregiver.
- ❖ Are animals going to require a safe location?
- ❖ Dead animal(s) refrigerated for necropsy.

NOTE - DURING THE COURSE OF YOUR INVESTIGATION THAT ANY PERSON PREVENTS YOU FROM PERFORMING OR COMPLETING YOUR ASSIGNED TASK SHOULD BE WARNED OF OBSTRUCTION, PL 195.05.

-End of Chapter-

**SARATOGA COUNTY SPCA LAW ENFORCEMENT INCORPORATION
POLICY AND PROCEDURE MANUAL**

	Chapter 113 of Section 100, Page 1 of 2
	Organization, Duties & Responsibilities
	Duties and Responsibility, Advisor
	New Policy, Effective 08/22/2023

PURPOSE

To define the duties and responsibilities of the Advisor. The purpose of this policy is to set guidelines and requirements pertaining to the Incorporation Law Enforcement Advisor.

POLICY

It is policy of the SCSPCA Law Enforcement Incorporation that the Advisor is responsible for community outreach and organization improvement as a non-sworn member.

PROCEDURE

It will be procedure of the Advisor to work with the Chief directly or indirectly in developing and enforcing policies regarding SCSPCA Law Enforcement Incorporation members. The Advisor is also responsible for ensuring the preservation of peace and good order, the enforcement of Animal Cruelty Laws, local ordinances, rules and regulations of the Villages, City's, and Townships located in Saratoga County, New York State. The Advisor will also:

- a. The Advisor will assist the Director in appointments of a Chief of SCSPCA Law Enforcement Incorporation and may have immediate direction of budgeting.
- b. The Advisor will assist the Director in fundraising and managing financial accounts by reviewing all requests for equipment, repairs, and paying of bills.
- c. The Advisor will develop programs to help increase public approval ratings.
- d. Advisor is the voice of the community and providing input to all members through monthly meetings, notices, emails, and memorandums by making sure the community is heard.

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e. The Advisor advises the Director and Chief of needs of the community, local law enforcement agencies, fire services, emergency services, emergency management, department of criminal justice services, and local governments.

f. The Advisor is responsible for developing programs with local shelters and animal clinics or veterinarian services.

g. The Advisor ensures the SCSPCA delivers an efficient and effective service and maybe subject to holding the Chief accountable if there's evidence of neglect to provide quality service.

h. Assist the Director in deciding the budget and how much is required quarterly, semi-annually, and annually to ensure it is spent efficiently.

i. The Advisor develops relationships with a range of partners to improve services to local people.

-End of Chapter-

**SARATOGA COUNTY SPCA LAW ENFORCEMENT INCORPORATION
POLICY AND PROCEDURE MANUAL**



Chapter 114 of Section 100, Page 1 of 15
Organization, Duties & Responsibilities
Reporting by Director and Chief
Policy, Effective 08/24/2023

PURPOSE

To define the investigating and reporting responsibilities of the Director and Chief of the Saratoga County SPCA Law Enforcement Incorporation.

POLICY

Director and Chief play a critical role in investigating and documenting the activity of members. These reports will assist in making efficient decisions that affect the operations. Additionally, reports provide documentation relating to operations, equipment use and other issues requiring correction or follow-up within the Incorporation or requiring reports to outside organizations.

PROCEDURE

1. It is the responsibility of the Director and the Chief to investigate and document certain identified incidents. The below is a list of incident types that must be investigated and documented:
 - a. All injuries to members (on or off-duty).
 - b. Stolen/Lost/Damaged Equipment or Vehicles.
 - c. All accidents involving incorporation vehicles.
 - d. All complaints received by Director and Chief
 - e. Any reported or observed violation of a policy by member.
 - f. All in-custody injuries.
 - g. All uses of force.
 - h. All foot pursuits, whether an arrest is made.
 - i. All vehicle pursuits, whether an arrest is made.
 - j. All departmental recognition.
 - k. All bias-related incidents.

-The Next Pages will Consist of Reporting Forms per Chapter 114-

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SPCA Form A, Injury Chapter 114, Policy

Last Name:	First Name:	Middle Int:

Employee Date of Birth:	Employee Last 4 SSN:

Incident Type:	Injury Type:

Incident Location:	Date:

Brief Narrative of Incident:

Medical Assessment	Doctor/Clinic	Duty Restrictions

Investigating Agency	Report Filed	Contact Number

Employee Signature	Chief Signature	Director Signature
Date: _____	Date: _____	Date: _____

NOTE: This may require NYS Workman's Compensation Documentation.

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**SPCA Form B, Stolen/Lost/Damaged
Equipment or Vehicles
Chapter 114, Policy**

Date Reported	Reporting Member	Stolen/Lost/Damage

Equipment/Vehicle	Police Report, YES / NO

Narrative, Brief Explanation: WHO, WHAT, WHERE, WHEN, WHY, HOW.

Circle: Lost or stolen must be entered in eJustice (File 25)

Badge	Patch	ID	Radio	Weapon	Ammunition	Magazines
-------	-------	----	-------	--------	------------	-----------

By signing this form, I am accepting full responsibility of mentioned items or vehicle being stolen, lost, or damaged due to lack of accountability.

Signature of Reporting Member



**SPCA Form C
Accidents Involving
Incorporation Vehicles
Chapter 114, Policy**

Members will immediately notify the Director, Chief or Deputy Chief of the occurrence.

- Under Section 605 of the NY State Vehicle and Traffic Law, all drivers involved in an accident where:
- A person is injured or killed, or there is damage to the property of one individual (including yourself) more than more than \$1,000, must file their own accident report within 10 days from the date of accident or DMV may suspend your driver's license until your report is received.

To meet the filing requirements, you must fill out and file the Report of Motor Vehicle Accident (PDF) (MV-104).

- In addition, if the accident caused property damage only, you must exchange information about your driver license, insurance, and registration with the involved drivers and file the MV-104.
- If a person is injured or killed, you are required by the NY State Vehicle and Traffic Law to immediately notify the police and file the MV-104.
- If a parked vehicle or other property is damaged, or if a domestic animal is injured, you must locate the owner or contact the police.

It is a crime to leave the scene of an accident that causes personal injury or death.

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**SPCA Form C
MVA Accident Exchange Form
Chapter 114, Policy**

Operator#: 1 _____ DOB: _____

NYS/State DL #: _____ Expires: _____

Address: _____

Cell/Phone #: _____ 2: _____ 3: _____

Vehicle # 1: Make _____ Model _____

Vehicle VIN #: _____

Registration State: _____ Tag #: _____

Insurance: _____ Code: _____

Damaged Area: _____

Operator # 2: _____ DOB: _____

NYS/State DL #: _____ Expires: _____

Address: _____

Cell/Phone #: _____ 2: _____ 3: _____

Vehicle # 2: Make _____ Model _____


Vehicle VIN # : _____

Registration State: _____ Tag #: _____

Insurance: _____ Code: _____

Damaged Area: _____

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	<h2 style="margin: 0;">SPCA Form D</h2> <h1 style="margin: 0;">Civilian/Personnel Complaint</h1> <h2 style="margin: 0;">Chapter 114, Policy</h2>
---	--

Incident Type, Date, Case:

<u>Incident Type:</u>	<u>When Reported:</u>	<u>Related Case #:</u>

Incident Information:

<u>Time of Incident:</u>	<u>Incident Location:</u>			
<u>Complaint Received:</u> <u>(Circle One)</u>				
In Person	Phone	Letter	3 rd Party	Anonymous

Complainant/Witness Information:

<u>Name:</u>	<u>Street:</u>	<u>Phone:</u>
<u>DOB:</u>	<u>City/Town/Village of:</u>	<u>Cell:</u>

Narrative by Complainant/Witness:

Pursuant to Section 210.45 of the Penal Law of the state of New York, any incorrect or false statements contained in this instrument is punishable as a class A Misdemeanor. I hereby affirm that the forgoing statements are true under penalty of perjury dated this _____ day of _____ 20 _____ .

Signature of Complainant

Signature of Chief or Designee

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**SPCA Form E
Observed Violations of Policy
Chapter 114, Policy**

Violation Observed:

<u>Policy Section:</u>	<u>When Reported:</u>	<u>Reporting Official:</u>

Incident Information:

<u>Time of Incident:</u>	<u>Incident Location:</u>
<u>Complaint Received:</u>	<u>(Circle One)</u>
In Person	Memo Anonymous

Narrative by Complainant/Witness:

Pursuant to Section 210.45 of the Penal Law of the state of New York, any incorrect or false statements contained in this instrument is punishable as a class A Misdemeanor. I hereby affirm that the forgoing statements are true under penalty of perjury dated this _____ day of _____ 20 _____ .

Signature of Complainant

Signature of Chief or Designee

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**SPCA Form F
In-Custody Injuries
Chapter 114, Policy**

Subject Information:

Last Name	First Name	Middle Initial
Date of Birth	SSN	Client ID
Street	Town/City/Village	Zip Code
Home #	Cell #	Cell #

In-Custody Official:

Last Name	First Name	Middle Initial
Date of Incident	Nature of Contact	CoS (Case) #
Charges (1)	Charges (2)	Charges (3)

Location of Incident:

Street	Town/City/Village	Zip

Medical:

EMS Agency	EMT/EMTP Name	EMT/EMTP Name
Hospital Location	Refused Medical	Serious Injury(s)
	YES / NO	YES / NO

Required Documents Checklist:

Incident	Arrest	UoF 1	UoF 2	UoF 3	Info	EMS Rpt	Medical

SPCA Reporting Official Signature

Date

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**SPCA Form G, Use of Force, Page 1
Chapter 114 of Policy**

NYS Executive Law 837-t Executive Chapter 18, Article 35
Is this a Reportable Incident to DCJS, Yes / No, (Use eJustice)

Date of Incident: _____ Case # _____

Officer Involved				
1)	BWC: Yes / No			
2)	BWC: Yes / No			
3)	BWC: Yes / No			
4)	BWC: Yes / No			
Supervisor:		Time Notified:		
Location of Incident				
Street:		City/Town/Village:		State and Zip Code:
Progress of Force (Circle all that Apply)				
Verbal	Unarmed Physical Force	Non-Lethal Weapons	Impact Weapons	Deadly Force
Subject Actions, Officer Perception (Circle all that Apply)				
Compliant	Passive Resistant	Active Resistant	Assaultive Bodily Harm	Assaultive Serious Bodily Harm/Death
Officer Response, Reasonable (Circle all that Apply)				
Cooperative Control	Contact Control	Compliance Techniques	Defensive Tactics	Deadly Force
Employed Use of Force (Circle all that Apply)				
Firearm (Un-holstered)	Brandish	Discharge	Directed, not Discharged	
Chokehold (Similar Restraint)	Throat	Windpipe/Mouth	Blood	
Chemical Agent, Displayed and Used	Mace	Pepper Spray	Tear Gas	
Impact Weapon, Displayed and Used	Baton	Billy	PR-24	
Electronic Control Devise, Displayed or Used	Taser	Flash Bomb	Long Range Acoustic Device	
Conduct Result	Death	Serious Bodily Injury	Unconsciousness, Disfigurement, Protracted Loss of Impairment, Organ or Mental Faculty	
Witness Information				
Name	Address		Phone	
1)				
2)				
3)				

Move to Page 2 of UoF

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**SPCA Form G, Use of Force, Page 2
Chapter 114 of Policy**

Factors Known to Officer at Time of Incident			
Incident Type:		Weapon(s), Type:	
Impairment:	Alcohol / Narcotics	Mental Health History:	Yes / No
Gang:	Yes / No	Suicidal/Homicidal:	Yes / No
Domestic Violence:	Yes / No	Warrant:	Yes / No
OOP:	Stay Away / Refrain	Criminal History:	Yes / No
Why Use of Force was Required (Circle all that Apply)			
Effect Arrest	Investigation	Prevent Crime	Self Defense
Defense of Others	Prevent Escape from Custody	Subjects Safety	Public Safety
Refused to Comply	Evade by Flight (Fled)	Control of an Incident	Protect Property
Officer Observations (Circle all that Apply)			
Pre-Assaultive Indicators		Environmental Factors	
Dilated Pupils		Snow	Rain
Hidden Hands		Night	Day
Dipping to Strong Side		Uneven Ground	Limited Light
Reaching for Unknown		Inside	Dangerous Structure
Mouth Breathing/Panting		Clutter	Bystanders
Hands Defiantly on Hips		Crime Area	Outside
Contemptuous Spitting		Park Area	Heavy Traffic
Pacing		Waterway	Business Area
Clothing Adjustment		Public Building	Recreation
Stretching		Public Area	Residential
Preoccupied Toward Something		Juvenile(s)	Riot/Assembly
Glancing Toward Same Area		EMS Related	Interference
Visual Attention to Object		Multiple People/Subjects	Fire Related
Clenching (Jaw/Hands/Muscles)		Armed Persons	Narcotics
Fighting Stance		Unable to Call for Help/Backup	Weapons Near Proximity
Rapid Eye Blinking		Subject, Martial Arts	Limited Police
Flanking		Subject, Military	Unable to Repel Assault

Move to Page 3 of UoF

**SARATOGA COUNTY SPCA LAW ENFORCEMENT INCORPORATION
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**SPCA Form G, Use of Force, Page 3
Chapter 114 of Policy**

Subject(s) Name			
Last Name	First Name	Middle Int	D.O.B.
1)			
2)			
3)			
4)			
Injuries of Subject(s), Fill Out Form F			
Injuries of Officer(s), Fill Out Form A			

Incident Narrative (Brief)

I have read the foregoing and understand that a False Statement made herein is punishable as a Class "A" Misdemeanor pursuant to section 210.45 of the New York State Penal Law.

Officer Name: _____ Signature: _____

Chief: _____ Signature: _____

Date: _____

Final Page of UoF

**SARATOGA COUNTY SPCA LAW ENFORCEMENT INCORPORATION
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**SPCA Form H, Foot Pursuit
Chapter 114 of Policy**

Member Name: _____		Subjects Name: _____		DOB: _____	
Incident Information					
Date: _____	Time: _____ AM/PM	Case #: _____	Involvement: (Circle One) Initiated / Assisted		
Initiating Factor: <input type="radio"/> Reasonable Suspicion <input type="radio"/> Probable Cause		Suspected Charge(s): (Not Including Final Charge(s)) AGM/PL/PHL/MYL: _____			
Initiated Location: _____ _____			Ending Location: _____ _____		
Reported Injuries: <input type="radio"/> Agency Member <input type="radio"/> Suspect <input type="radio"/> Community Member Community Member Name: _____ Address: _____ Cell: _____	Officer Attire: <input type="radio"/> Uniform <input type="radio"/> Casual <input type="radio"/> Other Described Other: _____ _____	Initiated: <input type="radio"/> Alone <input type="radio"/> With a Partner <input type="radio"/> Other Agency Name 1: _____ Name 2: _____ Name 3: _____			
Conclusion: <input type="radio"/> Detained Subject <input type="radio"/> Discontinued by Member <input type="radio"/> Discontinued by Other		Suspect Detained Results: <input type="radio"/> Investigative Stop <input type="radio"/> Arrest <input type="radio"/> Violation/Citation <input type="radio"/> Use of Force <input type="radio"/> No Action <input type="radio"/> Other: _____			
Discontinued Reason (Circle All That Apply)					
Risk	Limitations	No Comm	ID Known	Injury	Other

I have read the foregoing and understand that a False Statement made herein is punishable as a Class "A" Misdemeanor pursuant to section 210.45 of the New York State Penal Law.

Officer Name: _____ Signature: _____

Chief: _____ Signature: _____

Date: _____

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**SPCA Form I, Vehicle Pursuit
Chapter 114 of Policy**

Case #: _____ Date: _____

Initial Observation

Member Initiating Chase: _____

Reasonable Suspicion: _____

Initial Charges/Violation: _____

Location Information

Location of Initiation: _____

Time of Initiation: _____ AM / PM

End of Chase Location: _____

Time of Completion: _____ AM / PM

Subject Information

Subject Name: _____ Age: _____ DOB: _____

Sex: _____ Hr: _____ Eye: _____ HT: _____ Ft _____ In Wt: _____ Race: _____

Vehicle Information

Make: _____ Model: _____ Year: _____ Color: _____

State Reg: _____ Exp: _____ VIN: _____

Registered Owner: _____

Passenger: _____ Passenger: _____

Environmental Conditions

Weather: (a) Clear (b) Rain (c) Snow (d) Sleet/Ice (e) Other

Road Surface: (a) Dry (b) Wet (c) Snow/Sleet/Ice (d) Other

Veh Traffic: (a) Light (b) Moderate (c) Heavy

Ped Traffic: (a) Light (b) Moderate (c) Heavy

I have read the foregoing and understand that a False Statement made herein is punishable as a Class "A" Misdemeanor pursuant to section 210.45 of the New York State Penal Law.

Officer Name: _____ Signature: _____

Chief: _____ Signature: _____

Date: _____

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**SPCA Form J
Recognition/Awards
Chapter 114 of Policy**

Name of Person Submitting Recognition:

Last: _____	First: _____	Middle Int: _____
Contact Number: _____		Date of Report: _____

Name of Member:

Last Name: _____	First Name: _____	Middle Int: _____
---------------------	----------------------	----------------------

Type of Recognition/Award:

Appreciation Letter	Commendation Letter	Commendation Bar	Life-Saving Medal	Purple Heart Medal	Medal of Merit	Medal of Valor

Supporting Documentation/Material:

Witness Statement	Video Recording	Incident Report	Summary of Action	Other

Brief Narrative/Summary:

I have read the foregoing and understand that a False Statement made herein is punishable as a Class "A" Misdemeanor pursuant to section 210.45 of the New York State Penal Law.

Disposition:

Approved		Disapproved	
-----------------	--	--------------------	--

Submitting Persons Name: _____ Signature: _____

Chief: _____ Signature: _____

Date: _____

**SARATOGA COUNTY SPCA LAW ENFORCEMENT INCORPORATION
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**SPCA Form K
Hate/Bias Incident Report
Chapter 114 of Policy**

ALL MATTERS PERTAINING HATE AND BIAS WILL BE INVESTIGATED

Filed Against:

L.Name	F.Name	M.Int

Hostile Expression Witnessed: (Circle All That Apply)

Race	Color	Disability	Religion	National Origin
Sexual Orientation	Gender	Mental Health	Personality	Jokes
Name Calling	Slurs	Degrading Language	Images and or Drawings	Imitating
Intimidating	Assaulting	Injuring	Un-Welcomed Touching	Threatening Comments

Has this Incident Caused: Circle All That Apply

Fear	Hate	Misunderstanding	Uncomfortable Environment
Distance	Ill-Trust	Lack of Work	Depression

Narrative:

I have read the foregoing and understand that a False Statement made herein is punishable as a Class "A" Misdemeanor pursuant to section 210.45 of the New York State Penal Law.

Reporting Person: _____ Signature: _____
Date: _____

Investigation Findings: Discipline _____ Unfounded _____

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Chapter 115 of Section 100, Page 1 of 1
Organization, Duties & Responsibilities
Agency Goals and Objectives
New Policy, Effective 11/19/2023

PURPOSE

To maintain a unity of purpose within the Incorporation by establishing and routinely updating annual goals and objectives.


POLICY

The SPCA Saratoga County Law Enforcement Incorporation establishes annual goals and objectives that incorporate input and suggestions from all levels of rank. This process ensures that all personnel are cognizant of the objectives of the Incorporation and are aware of their specific roles in achieving those goals. The process also establishes criteria to evaluate the degree to which the Incorporation is attaining its goals and objectives.

PROCEDURE

It is the policy of the SPCA Saratoga County Law Enforcement Incorporation that all members submit to the chief a report listing their goals and objectives for the forthcoming year. This report will be submitted no later than November 15th of the current year. Goals and objectives shall be established by encouraging subordinates at every level to make suggestions and contributions as part of the goal setting process. Subsequently, the director will meet with the chief to review and approve those goals that SPCA wishes to establish. In January of each year members will submit a report to the chief indicating whether the goals and objectives of the previous year were attained, or, in the case of long-range objectives, what progress has been made. The chief shall include in their reports documentation to support their conclusions. The chief shall then have a summary report prepared and distributed detailing the SPCA's progress in attaining its goals and objectives.

**SARATOGA COUNTY SPCA LAW ENFORCEMENT INCORPORATION
POLICY AND PROCEDURE MANUAL**

	Chapter 116 of Section 100, Page 1 of 2
	Organization, Duties & Responsibilities
	Police Reform
	New Policy, Effective 11/26/2023

PURPOSE

To maintain a unity of purpose within the Incorporation by establishing measures in preventing excessive force, over-policing, and the deaths of any person at the hands of police. The SPCA Humane Law Enforcement Incorporation will comply, as required, to New York State Police Reform "Say Their Name" Reform Agenda, which provides for transparency of prior disciplinary records of law enforcement officers by repealing Section 50-a of the Civil Rights Law; bans chokeholds by law enforcement officers; prohibits false, race-based 9-1-1 reports; and that the Attorney General as an independent prosecutor for matters relating to civilian deaths involving police.

POLICY

The SPCA Saratoga County Law Enforcement Incorporation by this policy will operate with professionalism and transparency by performing a comprehensive review of current Incorporation deployments, strategies, policies, procedures, and practices, and develop a plan to improve such deployments, strategies, policies, procedures, and practices, for the purposes of addressing the particular needs of the communities served by such police or peace agency and promote community engagement to foster trust, fairness, and legitimacy, and to address any racial bias and disproportionate policing of communities of color.

PROCEDURE

The SPCA Humane Law Enforcement Incorporation will establish procedures and best practices supporting New York State Police Reform as a vital strategy in maintaining public safety. All law enforcement services are looked upon by the public as an essential role of protection. SPCA Law Enforcement Incorporation will achieve the Police Reform goal by building mutual trust and respect between police and the communities served. It will be

SARATOGA COUNTY SPCA LAW ENFORCEMENT INCORPORATION POLICY AND PROCEDURE MANUAL


imperative to include SPCA Humane Law Enforcement Stakeholders with diverse points of view toward prompted and productive conversations. It is set by this policy that the group comprised of police/peace officers, community and stakeholders discuss at the minimum (Collaborative Process):

- 1) Improving how non-violent incidents are handled,
- 2) Enhancing policing standards and strategies,
- 3) Fostering community-oriented leadership, culture, and accountability,
- 4) Recruiting and supporting quality personnel, and
- 5) Developing strategies for successful plan implementation.

Saratoga County SPCA Humane Law Enforcement is located and operates as a private entity within Saratoga County committed to protecting the welfare of all animals and pets. The Saratoga County Sheriff maintains jurisdiction over the entire county, concurrent with other law enforcement agencies including New York State Police; New York State Park Police; Saratoga Springs Police Department; Mechanicville City Police Department; Ballston Spa Police Department; Waterford Police Department; Stillwater Police Department and the South Glens Falls Police Department. Saratoga County Sheriff's Office actively patrols the entire geographic county, except in jurisdictions with City, Town, or Village Police Departments. In those jurisdictions the Sheriff's Office has secondary jurisdiction and often provides support to those municipal law enforcement agencies. Saratoga County SPCA Humane Law Enforcement ONLY investigates and apprehends those in violation of Article 26 Agriculture & Markets (AGM) Chapter 69 within the jurisdiction of Saratoga County encompassing 844 square miles.

End of Chapter

**SARATOGA COUNTY SPCA LAW ENFORCEMENT INCORPORATION
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	Chapter 117 of Section 100, Page 1 of 33
	Organization, Duties & Responsibilities
	Hiring Process
	New Policy, Effective 12/06/2023

Purpose

In reference to the New York State Professional Policing Act of 2021 the Saratoga County SPCA Law Enforcement Incorporation practice comprehensive state hiring standards for police officers and peace officers. The same purpose will be adhered to by the reporting of misconduct by employed police and peace officers.

Policy

It is the policy of the Saratoga SPCA Law Enforcement Incorporation to hire individuals who are committed to ensure the community served is safe and treated with dignity and respect. The Saratoga County SPCA Incorporation is an equal opportunity employer. Saratoga County SPCA Law Enforcement Incorporation prohibits discrimination when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term or condition of employment.

Procedure

1. It is the procedure of the Saratoga County SPCA Incorporation to ensure that individuals employed as police or peace officers are of good moral character, physically capable and psychologically fit to perform the duties of making warrantless arrests, use of physical force and deadly physical force in making an arrest or preventing escape, carry out warrantless searches when such searches are constitutionally permissible and acting to their special duties, issuance of appearance tickets, to possess and take custody of firearms not owned by police officer or peace officer for lawful purposes.

2. Hiring standards required per Professional Policing Act of 2021, New York State:

**SARATOGA COUNTY SPCA LAW ENFORCEMENT INCORPORATION
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- a. psychological assessment,
 - b. medical assessment,
 - c. background investigation,
 - d. File 15 Criminal History,
 - e. Department of Motor Vehicle Abstract,
 - f. Military DD-214,
 - g. in-person interview, and
 - h. Review of Decertification Index.
3. The applicant will receive and must complete:
- a. Applicant Checklist,
 - b. Medical Questionnaire,
 - c. Medical Examination Form,
 - d. Medical Certification Form,
 - e. Psychological Assessment,
 - e. Lautenberg Amendment, and
 - f. Background Questionnaire.
4. The following pages will consist of the documents mentioned in paragraph 3 of this chapter. The last page of the background questionnaire completes this chapter and requirements of policy until further notice.

Move to Next Page



****Applicant Checklist****

Utilize this checklist to prepare for processing.
You will turn everything into the Interview Board at third interview.
Failing to provide documents will delay or prevent selection or hire.

- Background Questionnaire
- Medical Certification
- Medical Questionnaire
- Physical Examination Form
- Psychological Form
- Lautenberg Amendment
- Copy of Driver's License
- Copy of Social Security Card
- Copies of College Transcripts
- Copy of Police/Peace Officer Certificate
- Copy of DD-214

**SARATOGA COUNTY SPCA LAW ENFORCEMENT INCORPORATION
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Background Questionnaire

Applicant must complete all pages of this questionnaire honestly, accurately, and thoroughly. It is the applicant responsibility to obtain all the requested documents. You are being evaluated for attention to detail by means of which you are filling this application.

In accordance with the Federal Privacy Act of 1974, you are hereby notified that your Social Security Number is not mandated by Law. It is required by this agency as part of the application process. Failure to disclose your Social Security Number will not prohibit your application from being processed. If the agency receives your Social Security Number, we intend to release such information only for reasons required by law or with your

A. Basic Information

L.Name: _____ F.Name: _____ MI: _____

D.O.B.: _____ S.S.N.: _____

Physical Address: (Street Name and Number)

City/Town/Village: _____ State: _____

Contact Numbers

Phone Numbers: Cell # _____ Other: _____

Email: _____

Name Change

Have you ever changed your name? YES / NO

What was your full name: _____

Place of Birth

City/Town/Village: _____ State: _____

*Provide Copy of Birth Certificate.

1) Are you a citizen of the United States? YES / NO

2) Was your U.S Citizenship obtained by birth or Nationalization? _____

If you obtained citizenship through Nationalization, provide applicable information below.

Date of Citizenship: _____. USCIS #: _____

Nationalization Certificate #: _____

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B. Birth/Family

Mother's Last Name: _____ First Name: _____ MI: _____

Mother's Maiden Name: _____ D.O.B.: _____

Place of Birth: _____ Cell Phone: _____

Address: _____ Apt: _____ City/Town/Village: _____

_____ State: _____ Zip: _____

Mother's Occupation: _____ Employer: _____

Residence Phone: _____ Work Phone: _____

Father's Last Name: _____ First Name: _____ MI: _____

Father's Maiden Name: _____ D.O.B.: _____

Place of Birth: _____ Cell Phone: _____

Address: _____ Apt: _____ City/Town/Village: _____

_____ State: _____ Zip: _____

Father's Occupation: _____ Employer: _____

Residence Phone: _____ Work Phone: _____

Is your father deceased? **YES / NO**

Is your mother deceased? **YES / NO**

Legal Guardian

L. Name: _____ F. Name: _____ M.I.: _____

Address: _____

Phone Number, Cell: _____ Home: _____

Siblings

Full Name: _____ Cell #: _____

Full Name: _____ Cell #: _____

Full Name: _____ Cell #: _____

Full Name: _____ Cell #: _____

Full Name: _____ Cell #: _____

Full Name: _____ Cell #: _____

Full Name: _____ Cell #: _____

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C. Marital Status and Relationships

Are you currently married/seeing a significant partner? **YES / NO**

Wife/Husband/Partner Last Name: _____

First Name: _____ M.I.: _____ D.O.B: _____

Date of Marriage: _____ Location of Marriage: _____

Physical Address of current partner: _____

City/Town/Village: _____ State: _____

Home Phone: _____ Cell Phone: _____

Other than your current marriage or relationship:

Have you ever been married before or involved in a relationship with another significant other/partner? **YES / NO**

1) Full Name: _____ Cell #: _____

Full Address: _____

Has this separation led to legal actions or family court actions? **YES / NO**

2) Full Name: _____ Cell #: _____

Full Address: _____

Has this separation led to legal actions or family court actions? **YES / NO**

3) Full Name: _____ Cell #: _____

Full Address: _____

Has this separation led to legal actions or family court actions? **YES / NO**

Explanation:

**SARATOGA COUNTY SPCA LAW ENFORCEMENT INCORPORATION
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Do you have any children? **YES / NO.** How Many Children: _____

List The Names

1) Full Name: _____ Cell #: _____

Full Address: _____

Spouses or significant others name child is in common:

Full Name: _____ Cell #: _____

Full Address: _____

2) Full Name: _____ Cell #: _____

Full Address: _____

Spouses or significant others name child is in common:

Full Name: _____ Cell #: _____

Full Address: _____

3) Full Name: _____ Cell #: _____

Full Address: _____

Spouses or significant others name child is in common:

Full Name: _____ Cell #: _____

Full Address: _____

4) Full Name: _____ Cell #: _____

Full Address: _____

Spouses or significant others name child is in common:

Full Name: _____ Cell #: _____

Full Address: _____

5) Full Name: _____ Cell #: _____

**SARATOGA COUNTY SPCA LAW ENFORCEMENT INCORPORATION
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Full Address: _____

Spouses or significant others name child is in common:

Full Name: _____ Cell #: _____

Full Address: _____

6) Full Name: _____ Cell #: _____

Full Address: _____

Spouses or significant others name child is in common:

Full Name: _____ Cell #: _____

Full Address: _____

7) Full Name: _____ Cell #: _____

Full Address: _____

Spouses or significant others name child is in common:

Full Name: _____ Cell #: _____

Full Address: _____

Are you responsible for making child support payments for any child? **YES / NO**

Have you been overdue, delinquent, nonpayment for child support? **YES / NO**

Are you responsible for alimony, maintenance pay, spousal support? **YES / NO**

Are you responsible for current payments to former partners? **YES / NO**

Have you been subject to legal action for lack of payments? **YES / NO**

Saratoga County SPCA Law Enforcement Incorporation is not concerned of monetary amount as the matter is personal to you and lifestyle. In addition, the background investigation will not subject the character of interviewed individuals in reference to you as a disqualifier. The investigation is strictly deeming your overall ability in holding the responsibility as a peace officer in the County of Saratoga, State of New York.

**SARATOGA COUNTY SPCA LAW ENFORCEMENT INCORPORATION
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D. Residences

Have you been evicted in the past from any location? **YES / NO**

List locations and reasons:

Location:	Reason:
1) _____	_____
2) _____	_____
3) _____	_____

List residences from current to birth (Not including Military or College, only provide copy of DD-214 and or College Diploma):

Location	Year
1) _____	/ _____
2) _____	/ _____
3) _____	/ _____
4) _____	/ _____
5) _____	/ _____
6) _____	/ _____
7) _____	/ _____
8) _____	/ _____
9) _____	/ _____
10) _____	/ _____

*** You are required to provide full background from:
<https://www.beenverified.com/>**

Current Residence

Location **(Must be in Saratoga County)**

Address _____ City/Town/Village: _____

Do you Rent or Own? Answer: **OWN / RENT**

Who is the property manager if rented: _____

Contact Number: _____ Date Occupied: _____

If owned, who is the lender: _____

Contact Number: _____ Date Occupied: _____

***Do not leave any area in this packet blank. Doesn't Apply, then place NA.**

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Who is currently living with you at current residence?

L.Name	F.Name	M.I.	Contact Number	Relationship to You
1) _____	/ _____	/ _____	/ _____	/ _____
2) _____	/ _____	/ _____	/ _____	/ _____
3) _____	/ _____	/ _____	/ _____	/ _____
4) _____	/ _____	/ _____	/ _____	/ _____
5) _____	/ _____	/ _____	/ _____	/ _____
6) _____	/ _____	/ _____	/ _____	/ _____
7) _____	/ _____	/ _____	/ _____	/ _____
8) _____	/ _____	/ _____	/ _____	/ _____

E. Animal Knowledge or Awareness

Do you own Animals? **YES / NO**

Name	Type	Breed	Y/O	Care Clinic	Contact Number
1) _____	/ _____	/ _____	/ _____	/ _____	/ _____
2) _____	/ _____	/ _____	/ _____	/ _____	/ _____
3) _____	/ _____	/ _____	/ _____	/ _____	/ _____
4) _____	/ _____	/ _____	/ _____	/ _____	/ _____
5) _____	/ _____	/ _____	/ _____	/ _____	/ _____

Have you served as a K-9 Handler for any agency? **YES / NO**

Which Agency? _____ When? _____

Do you have specialized training pertaining animals? **YES / NO**

Provide copies of certifications, training, or seminars with packet.

*It is important for Saratoga County SPCA Law Enforcement Incorporation to hire individuals that share love of animals by knowing ownership history or work related to care, handling, or investigations involving animals. Our mission is to investigate and apprehend those in violation of Article 26 Agriculture & Markets (AGM) Chapter 69. Our jurisdiction is the whole county of Saratoga encompassing 844 square miles.

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F. Employment

- List all incidents you collected unemployment.
- List any or all terminations.
- List incidents you were forced resignation.
- List any discipline and demotions.
- List CURRENT employment, full and part-time.

Unemployment

Have you ever collected unemployment? **YES / NO**

1) Dates Received: From _____ to _____
Reasons: _____

2) Dates Received: From _____ to _____
Reasons: _____

Termination

Have you been ever Terminated from a job? **Yes / NO**

1) Date terminated: _____ Reason: _____
Documentation of termination must be supplied with application.

2) Date terminated: _____ Reason: _____
Documentation of termination must be supplied with application.

Resignations

Have you been forced resigned? **YES / NO**

1) Date: _____ Reason: _____
Documentation of resignation must be supplied with application.

2) Date: _____ Reason: _____
Documentation of resignation must be supplied with application.

Discipline

Have you been disciplined and demoted? **YES / NO**

1) Date: _____ Reason: _____
Documentation must be supplied with application.

2) Date: _____ Reason: _____
Documentation must be supplied with application.

**SARATOGA COUNTY SPCA LAW ENFORCEMENT INCORPORATION
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List Current Employment

Are you currently employed? **YES / NO**

1) Start Date: _____ Position: _____

Employer: _____ Supervisor: _____

Contact #: _____

2) Start Date: _____ Position: _____

Employer: _____ Supervisor: _____

Contact #: _____

Previous Employment

Former Employer 1

Date of Employment: _____ End Date: _____

Employer Name: _____ Contact #: _____

Location of Employment: _____

Occupation: _____ Job Description: _____

Supervisors Name: _____ Contact #: _____

Co-Worker Name: _____ Contact #: _____

Reason for Leaving: _____

Former Employer 2

Date of Employment: _____ End Date: _____

Employer Name: _____ Contact #: _____

Location of Employment: _____

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Occupation: _____ Job Description: _____

Supervisors Name: _____ Contact #: _____

Co-Worker Name: _____ Contact #: _____

Reason for Leaving: _____

Former Employer 3

Date of Employment: _____ End Date: _____

Employer Name: _____ Contact #: _____

Location of Employment: _____

Occupation: _____ Job Description: _____

Supervisors Name: _____ Contact #: _____

Co-Worker Name: _____ Contact #: _____

Reason for Leaving: _____

Former Employer 4

Date of Employment: _____ End Date: _____

Employer Name: _____ Contact #: _____

Location of Employment: _____

Occupation: _____ Job Description: _____

Supervisors Name: _____ Contact #: _____

Co-Worker Name: _____ Contact #: _____

Reason for Leaving: _____

Former Employer 5

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Date of Employment: _____ End Date: _____
Employer Name: _____ Contact #: _____
Location of Employment: _____
Occupation: _____ Job Description: _____
Supervisors Name: _____ Contact #: _____
Co-Worker Name: _____ Contact #: _____
Reason for Leaving: _____

Former Employer 6

Date of Employment: _____ End Date: _____
Employer Name: _____ Contact #: _____
Location of Employment: _____
Occupation: _____ Job Description: _____
Supervisors Name: _____ Contact #: _____
Co-Worker Name: _____ Contact #: _____
Reason for Leaving: _____

Former Employer 7

Date of Employment: _____ End Date: _____
Employer Name: _____ Contact #: _____
Location of Employment: _____
Occupation: _____ Job Description: _____

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Supervisors Name: _____ Contact #: _____

Co-Worker Name: _____ Contact #: _____

Reason for Leaving: _____

Former Employer 8

Date of Employment: _____ End Date: _____

Employer Name: _____ Contact #: _____

Location of Employment: _____

Occupation: _____ Job Description: _____

Supervisors Name: _____ Contact #: _____

Co-Worker Name: _____ Contact #: _____

Reason for Leaving: _____

Former Employer 9

Date of Employment: _____ End Date: _____

Employer Name: _____ Contact #: _____

Location of Employment: _____

Occupation: _____ Job Description: _____

Supervisors Name: _____ Contact #: _____

Co-Worker Name: _____ Contact #: _____

Reason for Leaving: _____

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Former Employer 10

Date of Employment: _____ End Date: _____

Employer Name: _____ Contact #: _____

Location of Employment: _____

Occupation: _____ Job Description: _____

Supervisors Name: _____ Contact #: _____

Co-Worker Name: _____ Contact #: _____

Reason for Leaving: _____

G. Military Background

Service Information

Branch of Military: _____ Highest Rank: _____

- Active Duty
- National Guard
- Air Guard
- Reserve Component

Date of Entry: _____ End of Service Date: _____

Military Specialty (only one): _____ MOS #: _____

Type of Discharge:

- Honorable
- Under-Honorable
- Other-than Honorable
- Dis-Honorable
- Bad Conduct

Are you a Veteran Affairs disabled veteran? **YES / NO**

*Percentage of disability: _____ %

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Are you Medically retired from the military? **YES / NO**
*Provide DD-214, RE code will show identification.

While in the military, were you Court Martialed? **YES / NO**

While in the military, did you receive article 15? **YES / NO**

Have you ever received NJP in military service? **YES / NO**

Have you received Captains Mast? **YES / NO**

Did you complete full contract with the Military? **YES / NO**

Handwrite your military biography:

Make sure your initials are on the bottom left page of ever page supplied for application process.

H. Education

The Saratoga County SPCA Law Enforcement Incorporation doesn't require college credits or completion. It is preferred that applicant has an education background. Beginning with the most recent, list all colleges attended:

1) College/University: _____

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Date Start: _____ to Date End/Completed: _____ Credits: _____

College Address: _____

Type of Degree (Circle One): **AA AS BA BS**

Major: _____

2) College/University: _____

Date Start: _____ to Date End/Completed: _____ Credits: _____

College Address: _____

Type of Degree (Circle One): **AA AS BA BS**

Major: _____

3) College/University: _____

Date Start: _____ to Date End/Completed: _____ Credits: _____

College Address: _____

Type of Degree (Circle One): **AA AS BA BS**

Major: _____

I. Police or Peace Officer Certification

Are you certified as a Police Officer, New York State? **YES / NO**

Are you certified as a Peace Officer, New York State? **YES / NO**

Are you certified as a police Officer, Other State? **YES / NO**

*Which State are you certified? _____

A equivalency review request will be submitted to NYS DCJS

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Date completed Police/Peace Officer Training? _____

What was your last active date as Police/Peace Officer? _____

*NYS DCJS will require applicants to attend training after 2 years of inactive status.

What is your NYS DCJS # (NAME-DOB-Last Four): _____

Provide copy of your basic certification.

J. Financial Information

Have you ever filed for bankruptcy? **YES / NO**

Do you own a business that filed for bankruptcy? **YES / NO**

Have you ever defaulted on any loan? **YES / NO**

Have you ever had property repossessed? **YES / NO**

Have you ever had property foreclosed? **YES / NO**

Has there ever been a lien placed against you? **YES / NO**

Do you have/had a business that a lien was placed? **YES / NO**

Has a collection agency ever been in contact with you? **YES / NO**

Have you ever had judgement filed against you? **YES / NO**

Have you ever had wages garnished? **YES / NO**

If you answered yes to the above, provide an explanation:

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Do you have a checking's account? **YES / NO**

Bank Name: _____

Address: _____

Do you have a mortgage? **YES / NO**

Lender Name: _____

Address: _____

Do you have student loans? **YES / NO**

Lender Name: _____

Address: _____

Do you have vehicle loans? **YES / NO**

Lender Name: _____

Address: _____

Do you have personal loans? **YES / NO**

Lender Name: _____

Address: _____

K. SPCA Law Enforcement Acquaintances

Do you have any acquaintances in the SPCA? **YES / NO**

<u>Name of person</u>	<u>How you know them</u>	<u>Number of Years</u>
-----------------------	--------------------------	------------------------

1. _____

2. _____

3. _____

L. Other Law Enforcement Acquaintances

Do you have any other Law Enforcement Acquaintances? **YES / NO**

<u>Name of person</u>	<u>How you know them</u>	<u>Number of Years</u>
-----------------------	--------------------------	------------------------

1. _____

Contact Number: _____

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2. _____

Contact Number: _____

3. _____

Contact Number: _____

M. Character References

Provide three social acquaintances you know well, NOT relatives.

<u>Name of person</u>	<u>How you know them</u>	<u>Number of Years</u>
-----------------------	--------------------------	------------------------

1. _____

Contact Number: _____

2. _____

Contact Number: _____

3. _____

Contact Number: _____

4. _____

Contact Number: _____

N. Professional References

List other job references NOT law Enforcement.

<u>Name of person</u>	<u>How you know them</u>	<u>Number of Years</u>
-----------------------	--------------------------	------------------------

1. _____

Contact Number: _____

**SARATOGA COUNTY SPCA LAW ENFORCEMENT INCORPORATION
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2. _____

Contact Number: _____

3. _____

Contact Number: _____

O. Motor Vehicle History

Accidents, tickets, and traffic arrests will be carefully evaluated and will not necessarily eliminates an applicant.

**Provide drivers abstract with application.*

Do you have a current NYS Drivers License? **YES / NO**

What is your client identification number? _____

Do you have another state drivers license? **YES / NO**

Has either license ever been suspended? **YES / NO**

Reason for suspension: _____

Have you been involved in a motor vehicle accident? **YES / NO**

If so, how many accidents? _____ , List dates: _____

Was anyone injured during any of the accidents? **YES / NO**

Have you ever been arrested for DWI/DWAI? **YES / NO**

1) List date: _____ Location: _____

2) List date: _____ Location: _____

3) List date: _____ Location: _____

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Have you ever received a traffic ticket? **YES / NO**

If you answered yes, please answer the following:

#	Date of UTT	Location	Violation	Deposition
----------	--------------------	-----------------	------------------	-------------------

1) _____

2) _____

3) _____

4) _____

5) _____

Do you currently have any vehicles registered in NYS? **YES / NO**

Do you have vehicles registered in another State? **YES / NO**

List all vehicles you have registered:

#	State	Plate	Vehicle Year	Vehicle Make	Model
----------	--------------	--------------	---------------------	---------------------	--------------

1) _____

2) _____

3) _____

4) _____

Has any registration of any vehicle been suspended? **YES / NO**

List the suspension dates:

#	Date	Plate	Reason of the Suspensions of any vehicle
----------	-------------	--------------	---

1) _____

2) _____

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3) _____

P. Criminal History

Have you ever been detained or taken into custody by any law enforcement agency, even if you were arrested or not?

YES / NO

As an adult or juvenile, have you ever been arrested, indicted, received a criminal court appearance ticket or criminal summons for any offense?

YES / NO

Have you ever been questioned or interviewed by law enforcement regarding incidents or crimes even if you were not a suspect, AT ANY AGE?

YES / NO

If you answered yes to the above questions, please provide the requested information below for each incident.

1) Date of Occurrence: _____ Incident Type: _____

Law Enforcement Agency: _____ Status: _____

Additional Information: _____

2) Date of Occurrence: _____ Incident Type: _____

Law Enforcement Agency: _____ Status: _____

Additional Information: _____

3) Date of Occurrence: _____ Incident Type: _____

Law Enforcement Agency: _____ Status: _____

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Additional Information: _____

4) Date of Occurrence: _____ Incident Type: _____

Law Enforcement Agency: _____ Status: _____

Additional Information: _____

5) Date of Occurrence: _____ Incident Type: _____

Law Enforcement Agency: _____ Status: _____

Additional Information: _____

6) Date of Occurrence: _____ Incident Type: _____

Law Enforcement Agency: _____ Status: _____

Additional Information: _____

7) Date of Occurrence: _____ Incident Type: _____

Law Enforcement Agency: _____ Status: _____

Additional Information: _____

Do you currently have or ever been listed on any order of protection as a defendant, plaintiff, protected party, or respondent?

YES / NO

Explain: _____

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Have you ever been the complainant, defendant, plaintiff, or respondent for any civil case?

YES / NO

If yes, please supply additional information below:

1) Date of Occurrence: _____ Incident Type: _____

Law Enforcement Agency: _____ Status: _____

Additional Information: _____

2) Date of Occurrence: _____ Incident Type: _____

Law Enforcement Agency: _____ Status: _____

Additional Information: _____

3) Date of Occurrence: _____ Incident Type: _____

Law Enforcement Agency: _____ Status: _____

Additional Information: _____

Q. Firearm History

Have you ever had any weapon application denied? **YES / NO**

Have you ever had any weapon permit denied? **YES / NO**

If Yes, explain: _____

Do you have a current pistol permit? **YES / NO**

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Issuing State: _____ Issuing County: _____ Permit # _____

Do you own handguns? **YES / NO**

#	Make	Model	Caliber	Serial Number	On Permit
1.					YES / NO
2.					YES / NO
3.					YES / NO
4.					YES / NO
5.					YES / NO
6.					YES / NO
7.					YES / NO
8.					YES / NO
9.					YES / NO
10.					YES / NO

Please provide a copy of your permit with application packet.

R. Personal Biography (Understanding History of You)

In the space provided please provide a small history/biography of/about you:

T. Notary of Application

Notary

I, _____, the applicant named on this background packet, agree and allow the background investigator to use the information within reason to determine supplied information as being accurate.

My signature below authorizes the Saratoga County SPCA Law Enforcement Incorporation to deem me as qualified for employment and found medically, psychologically, and professionally capable to be conducting the duties as a Peace Officer.

Signature of Applicant _____
Date Signed
I certify under penalty of perjury that the foregoing is true and correct.

Notary of Republic

Name of Notary: _____


Date: _____ Location Signed: _____,

before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Space below is allowed for Notary to stamp:



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	<h2 style="margin: 0;">Form M, Medical Questionnaire Application Process</h2>
---	---

*** This Form is provided to medical provider for review.**

Last Name: _____ First Name: _____ Int: _____

Date of Birth: _____ Gender: _____ Age: _____ Cell#: _____

List prescriptions and over-the-counter medications:

Do you have allergies? **YES / NO** , Please identify allergy:

___ Medication ___ Pollens ___ Food ___ Insects

___ Gluten ___ Latex ___ Other, Explain _____

Do you carry Epi-Pen? YES / NO. Do you carry Inhaler? YES / NO


#.	General Question.	Y.	N.	#.	General Question.	Y.	N.
1	Do you have ongoing illness?			18	Unexplained headaches?		
2	Ever admitted to a hospital?			19	Unexplained dizziness?		
3	Any Surgery?			20	Any skin conditions?		
4	Any heart related conditions?			21	Unexplained fatigue?		
5	Passed out during exercise?			22	Night sweats?		
6	Heart Surgery?			23	Inability to sleep complete?		
7	Family history, heart conditions?			24	Diabetes?		
8	History of seizures			25	Anxiety?		
9	Injury to bones, ligaments, tendon?			26	Depression?		
10	Broken, fractured, dislocations?			27	PTSD?		
11	Do you use braces or devises?			28	Panic attacks?		
12	Arthritis?			29	Eye problem, vision?		
13	Cough or wheeze during exercise?			30	Eye injury?		
14	Asthma?			31	Corrected Lenses?		
15	COPD?			32	Hearing Loss?		
16	Head Injury?			33	Cancer?		
17	Mononucleosis?			34	Other Medical Not Mentioned? Wright on the back of sheet.		

The answers above are complete and correct.

Doctors Signature: _____

Date: _____

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	<h2>Form N, Physical Examination Form Application Process</h2>
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Applicant Name: _____ D.O.B.: _____

Examination

HT: _____ Weight: _____ Gender: _____

BP: _____ / _____ Pulse: _____ Vision: R 20/____ L 20/____

Medical	Normal	Abnormal Findings
Appearance		
Eyes/Ears/Nose		
Lymph nodes		
Heart		
Pulse		
Lungs		
Abdomen		
Genitourinary (Males Only)		
Skin		
Neurologic		

Musculoskeletal	Normal	Abnormal Findings
Neck		
Back		
Shoulders		
Elbows		
Wrists		
Hips/Thighs		
Knees		
Legs/Ankles		
Feet/Toes		

Assessment:

Name of Medical Provider: _____ Date: _____

Address of Provider: _____

Signature of Provider: _____ **MD/DO/NP/PA**

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**Form O, Medical Certification Form
Application Process**

Patient: _____ D.O.B.: _____

On the below date, I, a duly licensed medical physician, has examined the above applicant of the Saratoga County SPCA Law Enforcement Incorporation.

It has been brought to my attention that applicants during their duties may engage in physical activity such as, but not limit to, apprehending suspects, conduct warrant services, conduct investigations during inclement weather and or be subject to rough terrain.

My interview with the applicant during the examination deemed him/her as physically capable / not physically capable to perform duties as a Peace Officer.

In addition, it is believed from my assessment that the applicant is mentally capable of performing duties as a Peace Officer.

Date of Examination: _____

Physicians Name: _____ Date: _____

Provider Address: _____

Provider Phone Number: _____ License #: _____

Physicians Signature: _____

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**Form P, Psychological Review
Application Process**

Patient: _____ D.O.B.: _____

On the below date, I, a duly licensed psychologist, has examined the above applicant of the Saratoga County SPCA Law Enforcement Incorporation.

I am aware that the applicant, during their duties, will conduct investigations of animal cruelty. These cases may expose the applicant to situations related to criminal investigations leading to potential secondhand trauma.

My interview with the applicant during the examination deemed him/her as mentally capable / not mentally capable to perform duties as a Peace Officer.

Date of Examination: _____

Psychologist Name: _____ Date: _____

Provider Address: _____

Provider Phone Number: _____ **License #:** _____

Psychologist Signature: _____



**Form Q, Lautenberg Amendment
Application Process**

The Lautenberg Amendment was passed which states anyone convicted of a misdemeanor crime of domestic violence will not be allowed to carry a gun.

In the performance of their duties, Saratoga County SPCA Law Enforcement Incorporation Investigators carry a firearm.

Therefore, read the question below and check the appropriate box. Once completed you will sign and date this form.

Have you ever been convicted of a misdemeanor or felony crime of domestic violence?

Yes ___ **No** ___ **Not Certain** ___


I hereby certify that the information provided is true, correct, complete, and made in good faith.

Applicants Name: _____

Signature: _____

Date: _____

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	Chapter 118 of Section 100, Page 1 of 3
	Organization, Duties & Responsibilities
	Training, Annual and Basic, Academy and FTO
	New Policy, Effective 12/23/2023

PURPOSE

To provide all investigators with adequate post-academy training to successfully perform the duties of a peace officer investigator. The purpose of training is to accurately measure investigator's ability and knowledge, provide the necessary training to reinforce their strengths and identify areas where each investigator needs improvement.

POLICY

Training is cited as one of the most important responsibilities in any law enforcement agency. Through a formalized Training Program, all personnel will be better prepared to act decisively and correctly in a broad spectrum of situations. It is the policy of the Saratoga County SPCA Law Enforcement Incorporation to employ a Training and Evaluation (T&E) Program as an integral part of the training and qualification process for all investigators. The T&E program shall be an extension of classroom and firearms range training for all investigators. Any SPCA member employed as Field Training Officers (FTOs) shall receive instruction by the Chief specific to the requirements of their duties and responsibilities and complete an approved DCJS FTO training course. Any SPCA member employed as an Instructor shall receive instruction by the Chief specific to the requirements of their duties and responsibilities and complete an approved DCJS Instructor Development Course.

a. This policy is a general guideline for how training is to be identified, conducted, and documented.

PROCEDURE

It will be the procedure of the Saratoga County SPCA Law Enforcement Incorporation to provide, ensure, supervise, and record all training for all employees. It is the responsibility of the Chief to oversee the training program of the

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Incorporation. The chief will ensure that all members enhance their level of law enforcement services as investigators of animal cruelty, increase the investigators technical expertise in animal cruelty investigations, improve the Incorporation's effectiveness in receiving and investigating all complaints pertaining animal cruelty, provide continuous professional development of investigators, and fulfill compliance with DCJS rules and regulations concerning law enforcement training.

1. On-board Training (All new employees will complete):

- a. Create a Policeone Account
- b. Sexual Harassment
- c. Workplace Violence
- d. Article 35, Use of Force
- e. Firearms
- f. Terrorism Awareness
- g. First Aid and CPR
- h. De-Escalation
- i. Active Shooter
- j. ICS 100, Introduction to Incident Command
- k. ICS 200, Basic Incident Command System
- l. ICS 300, Intermediate Command Operations
- m. ICS 700, National Incident Management Systems
- n. Below 100, Reducing Line-of-Duty Deaths
- o. Policies and Procedures Certification
- p. Animal Cruelty Investigation, online.

2. Annual In-Service Training: The Incorporation will provide annual training of the following, but not limited to:

- a. Policies and Procedures Re-Certification
- b. Article 35
- c. Use of Force
- d. Firearms
- e. Defensive Tactics
- f. Persons with Disabilities
- g. Drug Awareness, Fentanyl, during Investigations
- h. Investigator Wellness
- i. MHY 9.41, 9.45 and 22.09
- j. CPS Referral Procedures
- k. Animal Cruelty
- l. Sexual Harassment

3. Basic Required Training for Investigators: Each investigator must be or achieve certification as a New York State Peace Officer.

4. Preferred Basic Training Requirements for Investigators: It is preferred that each investigator achieve or already have a police officer certification.

5. New Applicant and Lateral Probationary Training Requirement, Field Training: All applicants will undergo a in service field training program as identified in Section 302 of the Incorporation Policy and Procedure Manual.

End of Chapter