



Ithaca Police Department

120 East Clinton Street
Ithaca, New York 14850

General Order Number: 150

Title: District Offices

Issuing Authority: Chief Pete Tyler

Effective Date: 01-01-2018

Rescinds/Supersedes: All previously issued directives

Review Date: 01-01-2020

Applicable NYSLEA Standards:

Number of Pages: 3

I. Purpose

- A. The purpose of this directive is to establish the policies and procedures for the department's satellite district offices located on the Commons in the Downtown Business District and on the City's West End on W. Buffalo St.

II. Background

- A. On July 30, 1997, the Ithaca Police Department opened its first satellite office in the Downtown Business District on the Commons. On Wednesday August 19, 2015 the Ithaca Police Department West End District Office opened at 801 W. Buffalo Street in the former Lehigh Valley House Restaurant building. Both District Offices are being leased by the City of Ithaca
- B. The foundations which underpin the need and existence of District Offices are manifested in two simple concepts: **efficiency** and **partnership**.
1. **Efficiency** refers to the efficiency of the officer on the beats to perform his or her duties. Some of those duties include, but are not limited to, completing paperwork following Calls for Service (CFS) and conducting follow-up investigations, to include interviews both personally and telephonically. Prior to the District Offices, officers who needed to do their paperwork or conduct their follow-up investigations/interviews had to do so at Police Headquarters.
 2. **Partnership** simply refers to the partnerships created by, and fostered between, the Ithaca Police Department and the public we have agreed to serve as a result of the creation of these District

Offices. It is the intention of the Ithaca Police Department to foster partnership building with the public and service organizations whenever it is appropriate and advantageous for both. The District Offices are good vehicles by which we can find common ground with the public by providing common space where we can work together and along-side human service providers to improve the quality of life for those in the Downtown Business District and the West End Business District.

III. Policy

- A. The creation of the West End District Office and the continued use of the Commons Downtown Business District Office have been driven by the interest to cultivate new and exciting partnerships. An ameliorating side-effect of partnership building is the enhancement of the existing relationships between the Ithaca Police Department and the residents and merchants of the Downtown Business District and the West End Neighborhood.
- B. The objectives critical to the District Office program are as follows:
 - 1. Increase the efficiency of officers assigned to the Commons/Downtown area and the West End and West Hill Areas by giving them a convenient place to handle CFS, to conduct follow-up interviews and investigations (by telephone or in person); and to use as a functional office replete with all the expected amenities, such as: bathroom facilities, desks for filing written forms, computers for filing computer generated forms, and telephones for conducting telephonic investigations.
 - 2. Increase the ability for partnerships with residents, merchants, and community groups of all types.
 - 3. Provide a clearly identifiable police presence in the Downtown and West End Districts, whereby officers assigned can be reached or found, increasing our presence and accessibility to all.
 - 4. Provide a place where there is an atmosphere in which officers and the public can interact positively, thereby reducing some of the fears that the public may have, while helping to include the officer and the police department in the neighborhood.

IV. Procedure

- A. District Office use by Line Officers: Both the West End District and the Downtown Business District Offices are to be used by officers and can be thought of as an extension of Police Headquarters in that it can be used to do most of the things typically done at Headquarters, such as: paperwork and follow-ups. One use not authorized at this time is the booking of prisoners arrested.
- B. The District Offices are not limited in use to just to the applicable Beat Officers. In fact, all officers are encouraged to use the offices, which will help us to establish our presence in the West End Neighborhood and continue our presence on the Commons. Outside of the expected business uses, the District Offices can also be used for meal breaks, bathroom breaks, and short breaks in patrolling. Supervisors will ensure that offices are being used appropriately.
- C. Both the West End District and Downtown Business District Offices may be made available for meetings, on occasion, to a multitude of people and organizations. Requests for District Office use should be made to the Chief of Police or his designee.
- D. The West End Business District Office building is entered on the north side of the building with keypad access. The code will be provided to all officers, but its number must not be shared with members outside of this department.
 - 1. Several parking spaces will be provided on the backside of the building.
 - 2. Officers are expected to maintain office cleanliness as custodial services will not be provided.
 - 3. Presently the heating and cooling expenses are being paid by the building owner, therefore, when applicable, the air conditioning should be turned off when the room is not in use, and the heat should be kept at a reasonable level.
- E. The Downtown Business District Office is currently located at 171 E. State St., on the second floor of the Center Ithaca atrium.
 - 1. Keys to the office door and the front and back doors of Center Ithaca will be issued to the Commons Officers and also kept in the supervisor key box in the Shift Commanders Office.
 - 2. Officers are expected to maintain office cleanliness as custodial services will not be provided.