	<b>NEW PALTZ POLICE DEPARTMENT</b> <b>Policy and Procedures</b>	
	<i>Subject</i> <b>137.0 Right to Know</b>	
	<b>ISSUED: July 21, 2020</b>	<b>EFFECTIVE: August 4, 2020</b>
	<b>REVISED:</b>	<b>RESCINDED:</b>
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### Right to Know

#### 137.1 PURPOSE

The purpose of this policy is to increase transparency in New Paltz Police Department practices and to build trust between police officers and members of the community by providing the public with the following information; the names of officers with whom they are interacting with, the reason for the interaction, and the incident number related to the interaction if available. This practice will provide the public, a written record of their interactions with the department member in situations that do not result in an arrest or summons.


This policy is intended to codify and expand upon the issuance of business cards to a victim of a crime as required in the New Paltz Police Department Directive issued on May 5, 2020.

#### 137.2 DEFINITIONS

1. Law Enforcement Activity- The term "law enforcement activity" shall mean any of the following activities when conducted by members of the department:
  - a. noncustodial questioning of individuals;
  - b. stops where an officer has individualized, reasonable suspicion that the person stopped has committed, is committing, or is about to commit a crime and where a reasonable person would not feel free to end the encounter at will;
  - c. frisks;
  - d. searches of persons, property, or possessions, including but not limited to searches of homes and vehicles;
  - e. traffic stops;
  - f. roadblock or checkpoint stops;
  - g. investigatory questioning of potential victims of and witnesses to crimes
2. Noncustodial questioning- The term "noncustodial questioning" shall mean the questioning of an individual during an investigation where such individual has not been detained and is free to end the encounter at will.

#### 137.3 PROCEDURE

1. Upon initiation of law enforcement activity, an officer shall:
  - a. Identify themselves to the person who is the subject of such law enforcement activity by providing their name, rank, police department and the reason for the interaction.
    - i. For example, "My name is Officer Jones of the New Paltz Police Department. I'm stopping you to inquire as to whether you witnessed anyone suspicious on the street last night."

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- b. At the conclusion of a law enforcement activity that does not result in an arrest or summons, the officer shall offer to such person the officer's department issued business card along with the incident number related to the interaction if available.
- c. Members engaged in approved undercover activity or operations shall not be required to comply with this section when such interaction is taken pursuant to such undercover activity or operation.
- d. Members shall not be required to comply with this policy and procedure when the member encounters physical resistance, flight or other factors rendering such procedure impractical.
- e. Members shall use department issued business cards that include their name, rank, badge number, department contact information, and incident number if available.
- f. When interviewing crime victim(s), members will follow this policy and additionally provide, a New York State Crime Victim's Assistance card. This practice demonstrates to the victim that our agency has assigned an individual incident number to their case, it provides the New York State Crime Victim's personnel needed information to file a claim, and lastly it establishes a department point of contact for future inquires or assistance.