

CITY OF OAK POINT

DEPARTMENT OF PUBLIC SAFETY POLICE OPERATIONAL POLICIES and PROCEDURES

POLICY: 7.10 PATROL OPERATIONS

REVISED DATE: 03.02.2020

I. POLICY

Patrol is the primary activity of law enforcement that includes much more than driving through neighborhoods looking for evidence of law breaking. The department expects officers to conduct patrol vigorously to enforce traffic and criminal laws, answer complaints, conduct investigations, promote community-relations activities, and prevent crime.

II. PURPOSE

To define and outline general procedures for patrol operations.

III. ORGANIZATION AND ADMINISTRATION

A. Organization

The Patrol Officers fall under the direct command of the Shift Sergeant, then Lieutenant, and finally Director of Public Safety. The Shift Sergeants report directly to the director.

B. Hours of Operation

The Patrol section operates on a 24 hour a 7-day week schedule.

C. Patrol Responsibilities

1. Responsible for the preliminary investigation of calls for police services, accident investigation, traffic enforcement, crime prevention, and those duties which by their nature require police intervention.
2. Composed of designated shifts.

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3. Responsible for primary service related to traffic operation, including, but not limited to, traffic enforcement, accident investigation, designated traffic direction and control, and assignments that may be properly given to them.
4. Composed of designated personnel under the command of and who report to sergeants, lieutenant and director.

D. Personnel Staffing

1. Patrol Staffing

- a. Personnel are distributed among four patrol shifts. Personnel are assigned to a shift. The director assigns personnel to shifts based upon distribution of calls for service, and departmental manpower needs.
- b. Minimum staffing for patrol functions is two sworn officers.
- c. Personnel work (12) twelve hour shifts, in a (85.5) eighty five and one half-hour pay period.
- d. Personnel assigned to patrol have rotating days off.

E. Assigned Personnel Levels by Shift

1. Week Day Shift Staffing Levels

- a. Director
- b. One Sergeant
- c. One-two Police Officer(s)

2. Weekend Day Shift Staffing Levels

- a. Two Police Officer

1. Night Shift Staffing Levels

- a. Two Police Officer
- b. One Shift Sergeant

B. Patrol Districts

1. Patrol Districts are generally established to provide the best possible service to the citizens we serve. Districts may be adjusted by the Shift Sergeants as they deem appropriate but generally are as follows:

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“A” District- Any area that has a main entrance North of McCormick Rd.

“B” District- Any area that has a main entrance South of McCormick Rd.

II. PROCEDURES - Conduct while on patrol

- A. Officers shall acquaint themselves with the geography of their patrol assignment, and particularly the location of highways and traffic hazards. Officers shall also become familiar with the names and addresses of habitual criminals and law violators, stand-alone Emergency Rooms, hospitals, magistrates, general district and county courts, medical examiners, public and private social service agencies, and any other public or private officials that prove helpful in the administration of their duties.
- B. Officers shall promptly respond to all calls dispatched to them. Calls which appear to be a risk to the physical wellbeing of a person take precedence over calls which are reporting danger or loss of property. In all cases, when dispatched to a call, the officer will respond directly and expediently.
- C. Officers shall initiate investigations into suspicious activities to prevent criminal activity. Patrol Officers are responsible for the Preliminary Investigations of criminal offenses occurring in the city.
- D. When an officer observes a violation of the law, subject to the authority and discretion, he or she shall either (1) warn and release, (2) arrest, or (3) issue a summons to the violator to appear before the court having jurisdiction.
- E. In instances where an arrest is made the arresting officer shall make every attempt to have an additional officer on scene prior to making the arrest. This is done for the safety of the officer and the general public. If an additional officer is not available the officer may proceed with the arrest utilizing the safest method possible.
- F. In any instance where a prisoner begins striking any portion of their head against any portion of the patrol vehicle or other object, officers are to restrain the prisoner as best possible and when safe to do so place protective head gear on the prisoner. Protective head gear will be placed

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on ALL subjects who strike their head, NO EXCEPTIONS. Officers shall place head protectors on any subject they feel may exhibit this behavior. When protective head gear must be placed on a prisoner, it remain on until the prisoner is released to the jail.

- G. Without exception, officers transporting non-department civilians (non-employees) shall notify dispatch of the transport. The report shall include the point of origin, vehicle odometer reading, and the destination. Upon arriving, the officer shall so notify the dispatcher and give the odometer reading.
- H. To the capabilities of their training and qualifications, officers may provide general and emergency assistance to motorists. Assistance includes providing information and directions, assisting stranded or disabled motorists, and obtaining medical and other emergency assistance. Officers shall, within reason, ensure that the requested service is provided in a timely fashion. If, after arranging for assistance, the officer is unable to remain with the motorists until help arrives, he/she shall take the necessary steps to provide safety to the motorists or arrange for transportation. If the need arises, officers may transport a motorist to a place of safety.

III. COMPLIANCE WITH PATROL STANDARD OPERATING PROCEDURE

- A. All officers who respond to calls for service or assist patrol officers will become familiar with the operational procedures. Officers are expected to follow the Patrol SOP unless specific other actions are approved or directed by a supervisor.

Approved: *M. Shackelford*
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