


PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	SUBJECT:	POLICY NUMBER 200
	PATROL FUNCTIONS	ISSUE DATE 02/19/2008
	CHAPTER: PATROL	EFFECTIVE DATE 02/19/2008
	ISSUED By: Chief of Police John E. Howell	TOTAL PAGES 5

I. POLICY

The patrol function is a primary law enforcement function and embraces much more than the art of patrolling. It is a generalized function in which officers engage a wide variety of activities to include, but not limited to; enforcing traffic/criminal laws, answering complaints, conducting follow-up investigations, community relations, transporting prisoners, crime prevention activities, etc.

II. PROCEDURES

A. COMMUNICATIONS/COORDINATION/COOPERATION BETWEEN COMPONENTS:

All patrol officers must cooperate and exchange information with criminal investigators and personnel of other functional areas of the department. This cooperation and exchange is accomplished by, but not limited to:

1. Attendance of staff personnel at staff meetings, where matters of departmental interest are discussed and ideas are exchanged.
2. Review daily by all supervisory personnel of offense/incident reports and miscellaneous information. This review should trigger the sharing of information and assistance.
3. Review of and input from all personnel in development of new policies and/or procedures.

B. PATROL COVERAGE

1. This law enforcement agency operates 24 hours a day, around the clock, seven days a week, to provide the citizens with law enforcement services. The department will provide, generally, the same services at all hours of the day or night in relation to answering calls for service, emergency, preventive patrol, traffic enforcement, etc.

2. ASSIGNMENT OF OFFICERS TO PATROL AREAS:

The assignment of officers to particular areas will be the responsibility of the Patrol Division Commander based on the following criteria:

- a. Number of calls for service
- b. Number of offenses/incidents
- c. Number of businesses
- d. Available manpower
- e. Other specific needs

3. AREA ROTATION FREQUENCY:

- a. Normally, an officer will be assigned to the same area on a permanent basis. This is a preferred practice for the following reasons.
 - i. Officer is able to become better acquainted with persons, business, organizations, and hazards in his area.
 - ii. Helps place responsibility and accountability for events occurring in a certain area on a specific officer.
- b. Rotation of area assignment, of necessity, **should** occur during the days-off of the officer normally assigned.
- c. Partial rotation may also be necessary when a particular officer is required to perform a specific type of assignment in another part of this jurisdiction.
- d. The patrol division commander will rotate area assignments as frequently as believed necessary to maintain a high level of officer interest and responsiveness to the law enforcement needs of the district.

4. SHARING SIGNIFICANT LAW ENFORCEMENT INFORMATION:

Officers assigned to areas are encouraged to share significant law enforcement information concerning their area with other officers. Such information may be placed on an Information Memo or passed on personally.

C. SUPERVISION/SCHEDULING: SUPERVISOR SCHEDULING RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- 1. Ensuring sufficient personnel are available for daily assignment to meet prescribed minimum staffing levels.
- 2. Anticipating pre-planned major events and ensuring availability of personnel as required.
- 3. Monitoring accrual compensatory time.
- 4. Monitoring of vacation time accrual in order to ensure that no individuals leave is lost due to excess accrual at year-end (December 31).
- 5. Coordinating officer attendance at required and optional training, range firing, physical fitness evaluation, etc.

6. Within staffing guidelines encouraging officer participation in college courses.
7. Requesting Auxiliary officer assistance in meeting emergency or other planned law enforcement activities
8. Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations, directed patrol activity, and changes in the status of wanted persons, the stolen property list, and major investigations.
9. Notifying officer of schedules and assignments or changes therein.
10. Informing officers of new directives or changes in directives.

D. PRISONER TRANSPORT VEHICLES:

The department does not have officers or vehicles that are designated exclusively for prisoner transport purposes. Any officer while performing his regular duties may be utilized to transport prisoners as the need arises. A transport van is assigned to the Administrative Services Division for multiple prisoner transport. Use is to be cleared by the Administrative Services Division Commander or their designee.

E. PATROL ACTIVITIES

1. Response to certain incidents. Response to some calls may require several officers to deal effectively and safely with the problem. The type of situations requiring the response of at least two officers are:
 - a. Potential or actual assault on an officer.
 - b. Possibility of or actual on-scene arrest for a felony or violent misdemeanor
 - c. Potential or actual resistance to arrest.
 - d. Possibility of or actual use of force
 - e. Crime in progress
 - f. Fleeing suspect
 - g. Domestic Abuse Incidents
2. Dispatchers will ensure the dispatch of two officers to calls listed above. An officer finding the circumstances listed above will request back-up assistance. Two officers assigned to such a call will coordinate their simultaneous arrival, where possible.

F. INCIDENTS REQUIRING NOTIFICATION OF CHIEF OF POLICE:

1. Serious injury to police officer
2. Accident involving a police vehicle especially if an officer is injured, other persons are injured, or major damage is involved
3. Major crimes to include murder, bank robbery, jail break, heinous crime, and assault where death may occur
4. Barricade/hostage situation
5. Disasters, catastrophes, or severe weather producing emergency conditions
6. Serious complaint or incident involving a law enforcement officer
7. Serious accident, injury, or incident involving agency personnel or property
8. Any other incident where he is requested.

G. PUBLIC HAZARDS/POTENTIAL HAZARDS

1. A wide variety of hazardous situations in this jurisdiction such as bad road/weather conditions, unsafe structures, potentially dangerous calls for service, etc., will normally be identified by the patrol officers on the street or called in to communications by citizens or announced by local media. Information as to any of these hazardous or potentially hazardous situations should be reported, shared among officers and other agencies that ought to know, and passed on to subsequent shifts.
2. Information concerning hazardous/potentially hazardous situations that are received should be passed on to all personnel during shift change in order to prepare and plan for the situations.

H. SPECIAL NOTIFICATIONS:

1. Emergency/Next-of-Kin Messages

- a. Subject to the availability of personnel, emergency messages of any legitimate type, as defined by the person receiving the message here in the department may be delivered. Any message pertaining to a death, serious injury, or serious illness will be delivered. A Chaplain call-out can be made for notifications with the approval of the shift commander. The officer will go with the Chaplain.
 - b. Notifying next-of-kin in a case where there is a death, serious injury, and/or serious illness, can place the officer in a delicate and uncomfortable situation. The following procedures should be utilized when ever possible and practical:
 - i. Notification should be made as promptly as possible.
 - ii. The presence of a minister or relative/close friend (if known) should be obtained whenever possible prior to notification.
 - iii. If notification has to be made alone, the officer should offer assistance to the next-of-kin in contacting a relative, close friend, and/or minister.
 - iv. The person receiving notification should be advised of the means used in transmitting the notification to the department, i.e., teletype or call from another law enforcement agency, unverified telephone call to the department. Etc.
 - c. When requesting by another agency to make notification of next-of-kin, the dispatcher and/or officer should attempt to obtain what ever pertinent information about the situation is available in order to assist the relative receiving the message here.
2. **Coroner:** The Coroner will be notified in all situations where an officer responds to a location where a death has occurred. Notification will normally be made by the dispatcher on request from the responding officer. The location and any preliminary facts pertaining to the death will be given to the Coroner.

3. Street/Highway/Public Utility Personnel: At anytime when a situation exists that creates a hazard or potential hazard, the officer identifying the situation should request that the dispatcher make proper notification in order that the situation may be corrected in as short a time as possible. Typical situations and timing of notification are as follows:

a. Immediate notification to proper agency.

- i. Essential traffic light in need of repair
- ii. Large holes in road
- iii. Electrical power lines down
- iv. Large debris etc., in roadway
- v. Breaks in water, gas, or other utility
- vi. Snow/ice, etc. on roads
- vii. Fire hazards needing immediate attention

b. Notification at beginning of next business day.

1. Non-essential traffic lights in need of repair
2. Small (non-hazardous) holes in road
3. Street lights in need of repair
4. Telephone/video cables down but not creating hazard
5. Dead animals in road
6. Potential fire hazards not requiring immediate attention
7. Excessive growth of weeds, grass, etc.

I. PRELIMINARY COURT APPEARANCES NOT REQUIRED:

Court appearance by the law enforcement officer is not required in the following types of cases.

1. Any initial appearance which requires appointment of counsel to the defendant
2. Any initial appearance of a driving under the influence charge unless requested by the court.
3. Any prepaid traffic infraction
4. Any other cases when officer is notified by the court/Prosecuting Attorney that his presence is not required.