

	SFASU POLICE DEPARTMENT	
	Policy 7.20 Patrol Operations	
	Effective Date: 04/29/2019	Updated: 10/03/2020
	Approved: John Fields, Jr. Chief of Police	
	Reference: TBP 7.01 / IACLEA 9.1.1a & b and 9.1.2a & b	

I. POLICY

Patrol is the primary activity of law enforcement and it includes much more than driving through areas of responsibility looking for evidence of lawbreaking. 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

The purpose of this policy is to define and outline general procedures for patrol operations. Procedures for handling specific calls for service are presented in the Patrol Standard Operating Procedures.

III. ORGANIZATION AND ADMINISTRATION

A. Organization

The patrol division is commanded by a police lieutenant and is comprised of officers and corporals assigned to both the patrol and traffic functions under the direct supervision of sergeants. The sergeants report to the patrol lieutenant.

B. Hours of Operation

The patrol division operates on a 24-hour, seven-days-a-week schedule and officers shall maintain continuous proactive and reactionary measures to accomplish the goals and objectives of the department (IACLEA 9.1.1a).

C. Patrol Division Responsibilities

1. Responsible for the preliminary investigation of calls for police services, accident investigation, traffic enforcement, crime prevention, those duties

which by their very nature require the actions of a police officer, and assignments which may be given by a commanding officer.

2. Composed of designated shifts, each under the command of a police sergeant or other designated supervisor who reports to the Chief of Police.

D. Divisional Personnel Staffing

1. Patrol Staffing

- a. Personnel are distributed among four patrol squads. Personnel are assigned to a shift for a period of twelve months. The Chief of Police assigns personnel to shifts based upon distribution of calls for service and departmental staffing needs.
- b. Minimum staffing for patrol functions is three sworn officers.
- c. Patrol personnel work either (8) eight, (10) ten or (12) twelve-hour shifts, in an (80) eighty-hour two week pay period.
- d. Personnel assigned to the patrol division have permanent days off.

IV. PROCEDURES - Conduct while on patrol

- A. Officers shall acquaint themselves with the geography of their patrol assignment, and the locations of all major roadways and traffic hazards. Due to the limited geographic size and layout of the university main campus, including university properties not directly connected to the main sites, all university properties will be considered one patrol area and shall be constantly monitored twenty-four-hours a day (IACLEA 9.1.1b).
- B. Shift briefings should be conducted routinely by the on-duty sergeant or corporal. During these briefings, supervisors will share important information from the previous shifts' activities such as descriptions of suspects wanted in a burglary (IACLEA 9.1.2a). These briefings will be utilized to inform personnel of administrative (special events and policy updates) and operational (unusual circumstances and BOLOS) information. In addition, information about crime trends, areas of concerns and roll call trainings shall be discussed. For co-workers who are absent, supervisors are required to email relevant information discussed during briefings to them in a timely fashion (IACLEA 9.1.2b).
- C. Officers shall become familiar with the names and addresses of habitual criminals and law violators, first-aid stations, hospitals, fire and rescue stations, 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.

- D. Officers shall promptly respond to all calls dispatched to them. Calls that appear to be a risk to the physical well being of a person take precedence over calls that are reporting danger or loss of property. In all cases, when dispatched to a call, the officer will respond directly and expediently.
- E. Officers shall initiate investigations into suspicious activities to prevent criminal activity.
- F. Patrol Officers are responsible for the preliminary investigations of criminal offenses occurring in the jurisdictional boundary of the university.
- G. When an officer observes a violation of the law, subject to the authority and discretion discussed in Policy 1.2, 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.
- H. Without exception, officers transporting non-department civilians (non-employees) shall notify the dispatcher of the transport. The report shall include the point of origin, vehicle odometer reading, and the destination. Upon arriving at the stated destination, the officer shall notify the dispatcher and give the odometer reading. The communications operator shall log the information and record the time of each notification.
- I. To the capabilities of their training and qualifications, officers shall 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.

V. COMPLIANCE WITH PATROL STANDARD OPERATING PROCEDURE

- A. The patrol Standard Operating Procedure manual is designed to provide direction to all officers in patrol operations and the handling of routine calls.
- B. All officers who respond to calls for service or calls to 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.