

	<b>DELMAR POLICE DEPARTMENT</b>	
	<b>Policy 7.20 Patrol Operations</b>	
	<b>Effective Date: 03/16/15</b>	<b>Replaces: 2-12</b>
	<b>Approved: <u>Ivan Barkley</u> Chief of Police</b>	
	<b>Reference: DPAC: 2.1.1</b>	

## I. POLICY

Patrol is the primary activity of law enforcement that includes much more than driving through neighborhoods looking for evidence of lawbreaking. The department expects officers to conduct patrol vigorously to provide front line suppression and prevention, enforce traffic and criminal laws, provide timely responses to citizen's requests for police services, conduct investigations, promote community-relations activities, preserve peace and order within the community, and protect life and property.

## II. PURPOSE

To define and outline general procedures for patrol operations. Procedures for handling specific calls for service are presented in the Patrol Standard Operating Procedures. Calls for service not specifically covered in the Patrol SOP are presented elsewhere in the Delmar Police Department Policy Manual.

## III. ORGANIZATION AND ADMINISTRATION

### A. Organization

The Patrol Division is commanded by a Police Lieutenant who reports to the Chief of Police. The Patrol Division is comprised of officers assigned to the patrol function under the direct supervision of a Patrol Sergeant. The Patrol Sergeants report to the Patrol Lieutenant. In the absence of a Patrol Sergeant, the Patrol Corporal is designated as an acting supervisor. The Patrol Corporals report to a Patrol Sergeant.

### B. Hours of Operation

The Delmar Police Department shall provide continuous 24-hour patrol coverage, seven days a week, to provide citizens with essential law enforcement services. Patrol services shall be provided on a continuous basis, without interruption.

### C. Patrol Division Responsibilities

1. Preliminary investigation of calls for police services and minimize the impact of criminal offenses through the use of thorough, timely and accurate investigations.
2. Traffic safety through identification of traffic and parking problems. Seek long-term solutions through reactive and proactive awareness and enforcement programs to create a higher level of safety for vehicular and pedestrian traffic.
3. Taking a proactive approach, through communication and collaboration, to address concerns and crime within the community. Proactive measures include, but are not limited to, violator contacts, high visibility patrol, and community problem solving to maintain the high quality of life our community has come to expect.
4. Work always for the public good and toward the accomplishment of the Police Department mission, vision, values and goals, never seeking personal advantage.
5. Those duties, which by their very nature require the actions of a police officer, and assignments which may be given by a commanding or supervisory officer.

#### D. Divisional Personnel Staffing

##### 1. Patrol Staffing

- a. Personnel are distributed among three patrol shifts. The Patrol Commander assigns personnel to shifts based upon departmental manpower needs.
- b. Minimum staffing for patrol functions should be two sworn officers.
- c. Personnel work (4) 10 hour shifts in a 40 hour pay period.
- d. Personnel assigned to the Patrol Division have assigned days off as established by the Patrol Commander.
- e. The Chief of Police shall retain the final authority regarding patrol assignments, including shift changes and rotation, in order to provide effective coverage and accountability.

##### 2. Directed Patrol Staffing

- a. Directed Patrol assignments are comprised of selected Officers (from any division) assigned, temporarily or permanently, to the Patrol Division with primary duty assignment related to traffic enforcement and other specific assigned duties.
- b. Officers assigned to Directed Patrol are under the direct supervision of the on-duty patrol supervisor.

- c. Directed Patrol officers work shift hours assigned by the Patrol Commander within an 40 hour pay period. Relief days are assigned by the Patrol Commander.

### 3. Bicycle Patrol Staffing

- a. Bicycle Patrol assignments are comprised of Officers assigned to the Patrol Division to augment the efforts of the Patrol Division by providing a high degree of visibility in the business community, the residential community, and the park areas.
- b. Officers assigned to Bicycle Patrol are under the direct supervision of the on-duty patrol supervisor.
- c. Bicycle Patrol officers perform their duties during their scheduled patrol shift hours.
- d. Only officers who have completed an MPCTC or COPT approved Police Bicycle Patrol Course may be assigned to Bicycle Patrol assignments.

### E. Assigned Personnel by Shift

#### 1. Shift 0700 – 1700 Staffing Levels

- a. One Supervisor
- b. One Patrol Officer

#### 2. Shift 1600 – 0200 Staffing Levels

- a. One Supervisor
- b. One Patrol Officer

#### 3. Shift 2100 – 0700 Staffing Levels

- a. One Supervisor
- b. One Patrol Officer

## **IV. COMPLIANCE WITH PATROL STANDARD OPERATING PROCEDURE**

- A. The patrol Standard Operating Procedure (SOP) 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 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.