

	<h1>Garner Police Department</h1> <h2>Written Directive</h2>	
	Chapter: 800 - Operations	
	Directive: 820.01 - Patrol Division Operations	
Authorized by: Chief Brandon Zuidema		Effective Date: October 1, 2015
CALEA Standards: 41.1.1, 41.1.2, 41.2.1, 46.2.1, 81.2.4 and 82.2.1		Last Revision: May 19, 2014

820.1.1 - Purpose

The purpose of this directive is to establish standard operating procedures for Patrol Division operations related to shift assignments, district assignments, shift changes, shift rotation, and other general operational information.

820.1.2 - Policy

The policy of the Garner Police Department is to provide effective 24-hour patrol coverage to the entire Town.

820.1.3 –District and Shift Assignments (41.1.1)

- A. The Patrol Division is divided into four platoons noted with the letters “A” – “D.” A sergeant manages each platoon assisted by a platoon leader. Each platoon consists of a sergeant, a platoon leader and patrol officers.
- B. The Patrol Division Commander is responsible for the assignment and rotation of patrol personnel at his/her discretion. Officers are normally assigned to one of four districts. Patrol supervisors are permitted to make other assignments to ensure the on-duty shift has adequate coverage.
- C. Factors used to determine assignment include, but are not limited to;
 1. Number of calls for service per district; and
 2. Type of calls taken in each district.

820.1.4 - Patrol Schedule (41.1.1)

- A. The patrol platoons work shifts from 5:00 AM to 5:15 PM (day shift) or 5:00 PM to 5:15 AM (night shift). Officers from these platoons may occasionally be assigned to work swing shifts. The patrol supervisor will determine the hours of swing shifts.
- B. The following is an example of the Patrol Division work schedule for “A”, “B”, “C” and “D” platoons:
 1. Work (4) four day shifts, off for (4) four days;
 2. Work (4) four day shifts; off for (4) four days;
 3. Rotate, work (4) four night shifts, off for (4) four days;
 4. Work (4) four night shifts, off for (4) four days; and

5. Repeat the sequence.
- C. In order to provide all personnel the ability to view patrol schedules, they are posted on the Department e-mail server under the calendar labeled "Patrol Schedule" which can be accessed from any Department computer.

820.1.5 - Shift Change/Roll Call (41.1.2)

- A. Roll Calls are conducted during the fifteen-minute period during which two platoons are working (5:00- 5:15 AM and PM). This provides continuous, twenty-four (24) hour patrol coverage. Unless otherwise instructed, officers are to report to the designated shift briefing location for roll call.
- B. The purpose of roll calls include, but are not limited to:
1. Briefing officers with information regarding daily patrol activity;
 2. Notifying officers of changes in schedules or assignments;
 3. Notifying officers of new directives, special orders, or training issues; and
 4. Evaluating each officer's readiness for duty.

820.1.6 - Minimum Staffing

- A. The Garner Police Department maintains staffing levels to provide effective police coverage for the Town of Garner.
1. In order to maintain a sufficient level of service, platoons A-D will work with a minimum of five patrol officers and one supervisor.
 2. Supervisors are authorized to adjust staffing levels based upon workload indicators, but shall not reduce staffing below the minimum standard listed above except in the following circumstances:
 - a. If necessary to accommodate canine handler scheduling between 0300 and 0700 hrs;
 - b. If an officer becomes ill or injured during the shift; or
 - c. If an officer must leave due to an emergency.
 3. The Patrol Division Commander or, in his absence, the Operation Bureau Captain, must approve any other circumstance where a supervisor intends to work below minimum staffing.
- B. Supervisors may utilize swing shifts, call back, or other methods to maintain minimum staffing.
- C. In the event of vacancies or other circumstances beyond Departmental control, the Operations Bureau Captain or Chief of Police can authorize minimum staffing levels other than those set above.

820.1.7 - Meal Breaks

- A. Each Patrol Supervisor will schedule meal times and similar breaks with each platoon's particular needs in mind.
- B. All such breaks are subject to supervisory discretion and are to be scheduled to provide continuous service to the public.

1. No meal break is to be scheduled at the beginning or end of a shift unless authorized by supervisory personnel.
2. No employee working less than four (4) hours will be granted a meal break.

820.1.8 - Responding to Calls (41.2.1)

- A. Officers are to respond as promptly as possible to calls for police assistance. Emergency calls take precedence over routine matters.
- B. While adhering to safety and vehicle regulations, all calls are to be answered as quickly as possible. Failure to answer a call promptly, without justification, is neglect of duty.

820.1.9 - Leaving the Jurisdiction

- A. Prior to leaving the jurisdictional confines of the Town while on duty, officers are to obtain permission from their supervisor.
- B. This does not apply to officers attending court or transporting a prisoner.

820.1.10 - On-Scene Command (81.2.4)

- A. A first-line patrol supervisor will be dispatched to the scene by Raleigh Emergency Communications Center (RECC) or will respond to the scene for any of the following:
 1. Whenever an officer requests one;
 2. Major crime calls (i.e. homicide, rape, armed robberies, etc.);
 3. Major incidents (i.e. fatalities, haz-mat spills etc.);
 4. Use of force incidents;
 5. Scenes where an officer is injured or is involved in a motor vehicle collision; and/or
 6. Any incident where the supervisor deems it appropriate or necessary to respond.
- B. The first supervisor on scene will assume incident command at all incidents. The supervisor on the scene will ensure all facets related to scene security and preliminary investigations are being addressed.
- C. Official relief of command will be a clear communication between the person relieving the supervisor and the supervisor being relieved. This exchange will be announced over the radio so all personnel will know who is in command.
- D. Further details on the Incident Command System are found in GPD directive 810.06 - *Incident Command System*.

820.1.11 – High-Risk Situation Initial Response (46.2.1)

In circumstances involving high-risk situations (including, but not limited to, barricaded subjects and hostage situations), the initial responding personnel will utilize the Incident Command System (as outlined in GPD directive 810.06 – *Incident Command System*) and will utilize the guidelines set forth in GPD directive 810.05, *Special Operations*.