

## CAMBRIDGE POLICE DEPARTMENT

**Title:** *PATROL OPERATIONS* **Procedure: 4.000**

**Date Issued:**

**Revised:**

### **PURPOSE:**

To provide continuous, effective and efficient 24 hour patrol service to the community.

To outline the general duties and responsibilities of the Patrol division.

### **POLICY:**

The importance of patrol to a community cannot be overstated. Whether it be gauged with the number of police patrol personnel, the portion of the budget allocated to patrol operations, or that the uniformed officer is frequently the most visible component of the Department, patrol is the foundation of police work. The manner in which patrol officers carry out their responsibilities affects not only the quality of justice, but also citizen perceptions of law enforcement and the criminal justice system.

### **PROCEDURE:**

#### ***FUNCTIONS AND OBJECTIVES***

Preventive patrol.

Crime prevention activities.

Response to calls for service.

Preliminary investigation of crimes and incidents.

Arrest and processing of prisoners.

Traffic direction and control.

Traffic accident investigation.

Maintenance of public order.

Ancillary services.

Provisions of emergency services.

Development of positive relationships between citizens and the Department.

Reporting of information to appropriate organizational components.

### ***ASSIGNMENT***

The Chief of Police shall assign officers and supervisors to patrol shifts.

Officers will be assigned to a beat by the shift supervisor at the beginning of the shift. Officers shall be given exposure to all beats and are responsible for law enforcement services and activity within their beat. Officers shall not leave their area without advising communications, unless in pursuit of a violator or directed by a supervisor or dispatch center.

Supervisors should rotate beat assignment on a daily basis.

### ***RESPONSIBILITIES***

The Patrol division shall be responsible for:

Answering calls for service and general public assistance, providing the necessary aid and recording the information pertinent to the incident;

complete area coverage and performance of tasks to accomplishment Department objectives;

the preliminary investigation of all cases, including the preservation of evidence and effecting arrests;

enforcement of all traffic laws, regulations of traffic flow and investigation of all accidents;

selective traffic enforcement and visible patrol;

inspection and premise checks for all business, industrial and governmental buildings, and;

identifying hazards and reporting them to the proper department component for corrective action.

**OPERATIONS**

1. Personnel in the Patrol Division will report for duty as assigned.

2. All personnel will be in full uniform of the day and equipped to receive information and perform their duties at the beginning of roll call.

3. Supervisors shall conduct a ten to fifteen minute roll call at the beginning of the tour of duty.

4. Roll call should cover, but is not limited to:

report briefing from prior 24 hours;

problem areas to be checked in an officer's beat;

beat and squad car assignments;

inspection of full uniform, appearance and equipment;

schedule changes, new assignments and court dates;

review procedures, directives and memos;

investigation personnel will inform patrol officers of any pertinent information, pending arrests or activity;

any hazardous areas, weather and road conditions, and;

training.

5. The on duty shift will respond to calls until properly relieved.

6. Crime data bulletins distributed by the crime prevention officer, monthly Supervisor meetings and review of new directives and procedures shall provide a basis for communications between the patrol

division and the other components of the Department.

7. Officers, when assigned a call, shall respond safely and without delay.

8. Officers will respond in a routine, expeditious or emergency manner, as outlined in the Operation of Emergency Vehicle procedure #4.002.

9. Two or more officers shall be assigned to answer calls where the nature of the situation is not readily ascertained, report of a crime in progress, domestic disturbances, calls where a danger may exist, or as directed by a Supervisor.

10. Supervisors shall respond to all calls of major consequence and serious emergency. The supervisor shall take direct control at a major crime scene, pending the arrival of investigative personnel. The supervisor shall ensure that the scene is protected, witnesses are identified and offenders arrested.

11. Officers shall conduct a preliminary investigation of all criminal acts.

12. Follow-up investigations may be assigned to patrol officers by their shift supervisor when circumstances warrant, and:

the investigation is confined to the City limits or leaving the City is approved by a Supervisor.

the investigation does not require a specialist's services;

sufficient manpower is available; and

the investigation can be conducted during duty hours.

13. Field interviews are endorsed and encouraged by the Department. Field interviews help identify persons of questionable intentions for possible follow-up action. Officers are encouraged to be aggressive, but be courteous and respectful of Constitutional rights. Officers shall document all field contacts on Field Interview Report and route them through their

supervisor to the Criminal Investigation Division.

14. Patrol officers shall immediately notify their supervisor when a confidential information source is developed or used. Utilization of informants and criminal information shall be in strict compliance with all applicable legal standards and Department procedure # 4.204.

**RADIO COMMUNICATIONS**

1. Each officer is assigned a personal portable radio and shall carry it while on duty. It is the officer's responsibility to ensure that the radio is in proper working order..

2. Officers shall identify themselves by their assigned number when calling the communications center or another police unit.

3. Officers shall keep the communications center apprised of their status at all times so that supervisors and fellow patrol officers know their status, including, but not limited to:

- Arrival at a scene;
- when making a vehicle or pedestrian stop;
- when completing assignments and resuming patrol; and
- when leaving the vehicle for any reason.

4. All radio traffic between patrol units and the communications center or between other agencies and this department will be kept brief, concise and professional.

5. Officers must constantly be aware that all radio frequencies are monitored and shall remain courteous and professional at all times.

7. Officers shall use the Talk Around frequency as appropriate.

**DEPARTMENT MOTOR VEHICLES**

1. Department vehicles used for traffic and general patrol will be clearly marked and

distinguishable as Law Enforcement Emergency vehicles. The following markings and equipment shall be considered standard:

- agency name, vehicle number, emergency telephone number, red and blue revolving emergency lights and strobe lights, siren and speaker assembly, spotlight, alleylights, offsetting flashing head and taillights, personal protective equipment, flares, fire extinguisher, Shotgun and ammunition, first aid kit, flashlight.

2. When requesting any replacements for the above equipment officers shall Advise their Supervisor. The Daily Activity Report shall indicate the items requested and a brief reason for the request, when appropriate. When reporting trouble with a portable radio be as descriptive as possible when explaining the problem.

3. Seat belts and/or harnesses shall be used whenever patrol vehicles are in motion, by both the driver and passenger.

4. Any unmarked vehicle that may be used for traffic enforcement will be equipped with a siren and emergency lights.

**NOTIFICATIONS**

1. FORENSIC INVESTIGATOR: The forensic investigator will be called in All cases of sudden, violent, unattended or unexplained deaths.

2. Disruption of Utilities: The investigating officer shall immediately notify the dispatcher if there is any utility disrupted as a result of an accident, or severe weather. The dispatcher will then notify the proper authority.

3. Road Debris: The investigating officer will immediately notify the dispatcher of any road debris or hazard. The dispatcher shall notify the proper authority for its removal.

4. Media: The news media will be informed by the shift supervisor, or his designee, of any major traffic congestion or

road closure to alert traffic to use alternate routes.

5. Notification of Death: medical emergencies or other messages of an emergency nature involving life, health or safety will be delivered in person by a Supervisor.