



SYKESVILLE POLICE DEPARTMENT

Patrol: Organization and Administration

General Order 6-10

Effective: 08/01/17

Authorized By: *Michael A. Spaulding* Chief of Police

I. PURPOSE

To provide the organization and administration procedures for Patrol Operations of the Sykesville Police Department.

II. POLICY

It shall be the policy of the Sykesville Police Department to develop procedures emphasizing effective use of Patrol resources, organization, assignment, and scheduling, as well as operational practice.

III. PROCEDURES

A. Patrol Functions

The mission of the Sykesville Police Department is to provide the full array of law enforcement services to the residents of Sykesville. In this regard, it exists to serve all the people within the Town of Sykesville with respect, fairness, and compassion. The Sykesville Police Department is committed to the prevention of crime; the protection of life and property; the preservation of peace and order; the enforcement of laws and ordinances, while safeguarding constitutional guarantees. Patrol is the primary organizational function for the attainment of the Office mission and primary objective.

B. Patrol provides a continuous delivery of police services to the community. Patrol performs numerous and varied functions to include:

1. Preventive Patrol
2. Enforcement of Criminal Laws
3. Traffic Enforcement and Control
4. Criminal Investigations (both initial and follow-up)
5. Case and Incident Reporting
6. Collision Investigation
7. Crime Prevention Efforts
8. Maintenance of Public Order

9. Discovery of Hazardous/Dangerous Situations

C. Performance Objectives

1. Establishing and routinely updating the goals and objectives of the Police Department is an important process within the Office. This effort helps to ensure direction and unity of purpose as a basis for measuring progress.
2. These goals should be realistic, attainable, and, if at all possible, quantifiable.
3. In the interest of public safety, the Sykesville Police Department will adopt the following general performance objectives as a guide:
 - a. To reduce personal injury collisions through the use of directed patrol and aggressive traffic law enforcement.
 - b. To reduce the overall crime rate by increasing efficiency in preventive patrol, investigative efforts, and reporting.
 - c. To reduce injuries and deaths caused by impaired drivers by concentrated law enforcement efforts and increased public awareness.
 - d. To increase the effectiveness of community policing and problem oriented policing by interacting and educating the public with style of policing.

D. Coordination with Other Components

1. Patrol Groups will encourage and support the exchange of information with each other for the purpose of coordinating performance.
2. Interoffice coordination by Patrol Groups is manifested by the following methods:
 - a. Periodic staff meetings
 - b. Exchange and posting of briefing sheets
 - c. Utilization of both formal and informal methods of communication, to include memos, emails, and broadcast messages on the Interact RMS.

E. Law Enforcement Coverage

Patrol Officers will not leave their areas unless called out on official duty, without supervisory approval. Personnel will be familiar with the various memoranda of understanding and agreements pertaining to acting outside the territorial limits of town, as contained in Special Order 2014-003 (October 2016).

F. Shift Assignments

Shift Assignments will be staffed based on the following criteria:

1. Operational needs as determined by the current crimes and trends
2. Recommendations by supervisors
3. As directed by the Chief of Police

G. Patrol Area Assignments

1. Officers are expected to become acquainted with persons, businesses, organizations and hazards in their patrol area.
2. Group Supervisors will evaluate reports for:
 - a. Proper classification and disposition.
 - b. Number and types of calls for service in patrol beats.
 - c. Response time to incidents.
 - d. Average time required to handle incidents.
 - e. Need for additional resources.

H. Patrol Supervisor Span of Control

1. First Line Supervisors will have a maximum of four employees assigned to them for direct supervision.
2. Supervisors will be responsible for the day to day supervision and long term guidance, coordination and evaluation of those officers under their direct control.
3. Due to scheduling issues, a Patrol Supervisor may have to temporarily supervise personnel assigned to other work groups.

I. Scheduling

1. All employees shall work a basic 80 hour pay period.
2. The Chief of Police is ultimately responsible for scheduling; however, group supervisors may alter the schedule when approving leave. Group supervisors must ensure that minimum staffing/road coverage standards are met and adhered to, and that the Administrative Assistant is advised of any schedule change so that she may adjust the master schedule accordingly.
3. Officers assigned to specific work groups shall strictly adhere to the days off and work days for their respective team as published in the Patrol Schedule.
4. Exceptions to the patrol schedule are only authorized through official agency leave (which includes forwarding leave requests to the officer's immediate supervisor) or when overtime is authorized, or as amended by the Administrative Assistant or Chief of Police.

J. Roll Call Procedures

1. While the Sykesville Police Department does not have a formal daily roll call, it is each officer's responsibility to pass along pertinent information to members of his/her group as well as the members of other work groups.
2. It is the primary responsibility of the Group Supervisors to ensure that their personnel are properly assigned, inspected and briefed on all pertinent information available on a daily basis.
3. Some or all of the following information shall be included in the daily briefing by each officer to his relief:
 - a. Premise checks
 - b. Patrol checks
 - c. Traffic enforcement requests
 - d. Look out information from the previous shift
 - e. Stolen vehicle information
 - f. Incidents/Reports handled during the preceding tour of duty
 - g. Any other information which may be beneficial to the oncoming shift

4. Group Supervisors are encouraged to periodically meet with their officers for any of the following reasons:
 - a. Review new policy or procedures.
 - b. Review general orders or special orders.
 - c. Conduct brief training exercises or review training material.
 - d. Review law updates.
 - e. Conduct formal inspections.
5. The Group Supervisor will also conduct informal inspections of their personnel on a continuous basis. This inspection will include:
 - a. Personal care and grooming.
 - b. Uniform and equipment checks.
 - c. Vehicle inspections and equipment checks

K. Radio Identification Numbers

1. In order to clarify the identification of individuals operating Sykesville Police Department vehicles, identification numbers will be assigned according to unit number.
2. A current list of vehicle call numbers is maintained by the Chief of Police, Group Supervisors and the Administrative Assistant.

L. Radio Communications with Interacting Agencies

1. When a situation warrants such action, members communicating via radio with other agencies, whether they are law enforcement agencies or not, will adhere to all existing radio procedures.
2. One exception includes the use of plain English in place of "10 codes" during the transmissions to ensure that messages are accurately transmitted and received.
3. When communicating with other agencies, personnel will maintain courtesy and professionalism on the radio.

M. Incident Response

1. A single unit will generally be dispatched to handle routine calls for service. However, the nature of some calls may require additional units be dispatched for purposes of officer safety as well as more effective handling of a situation. Any additional units dispatched on a call are expected to clear the scene as soon as it has been determined that their presence is no longer needed to deal with the situation.
2. When two units are available, they will be dispatched on the following types of calls:
 - a. Officer needs assistance
 - b. Any crime in progress
 - c. Any crime having just occurred where there exists a need to check the area for suspects. One unit should respond directly to the scene while the other unit checks for suspects.
 - d. Calls involving weapons, or the possibility of weapons
 - e. Domestic violence
 - f. Neighborhood dispute or calls with a known or suspected potential for violence
 - g. Disturbances involving intoxicated or disorderly persons
 - h. Mental patient calls/investigations
 - i. Alarms
 - j. Open door and/or window
 - k. Warrant Service
 - l. Any call where, in the judgment of a supervisor or dispatcher, the need exists for additional units to respond either because of the known serious nature of the call or insufficient information exists about the call and additional units may be needed for purposes of officer safety or more effective handling of a situation.

N. Foot Patrol

1. Sykesville Police Department personnel shall conduct foot patrol on an as needed basis in commercial, business, and residential areas.

2. Foot patrol is defined as the movement of officers outside and away from their vehicles for the purpose of preventing criminal activity, reducing criminal activity, and/or providing day to day service to the citizens of the Town of Sykesville.
3. Foot patrol assignments shall be directed at the discretion of the Group Supervisor, or by voluntary initiation of an officer. Manpower strength and the volume of calls for service shall be considered before engaging in foot patrol.
4. Except as otherwise directed by the Group Supervisor, all foot patrol assignments shall be conducted in commercial, business and/or residential areas. Factors to be considered in determining the need for foot patrol assignments are:
 - a. Frequent inspections of business and commercial establishments as crime prevention, or crime reduction measures.
 - b. Saturation patrol in areas that are experiencing an increased amount of calls for service of a nature where foot patrols would act as a deterrent, and/or facilitate the identification and apprehension of suspects. An example of such calls for service would be prowler complaints, trespass, thefts from automobiles, thefts from persons, vandalism or malicious destructions, burglaries and or breaking & entering.
 - c. The potential for an increased amount of criminal activity exists where foot patrols would act as a preventive measure.
5. Before exiting his/her vehicle to conduct foot patrol, officers shall first notify Dispatch of his/her location and purpose.
6. Vehicles shall be left in a secured condition and parked in a conspicuous manner (when applicable) to allow the public and the officer to observe the vehicle while foot patrol is conducted. Officers shall be dressed accordingly and armed with his/her issued service weapon, handcuffs, portable radio and flashlight (when necessary).
7. While conducting foot patrol, officers shall be responsible to respond and act on all complaints received by them, regardless of the manner in which the complaint was received (i.e., dispatched, on-view). Dispatch will immediately be notified on any on-view arrests or complaints.
8. Communications personnel shall document all foot patrol assignments of officers in the Records Management System. The officer shall document the same in the Interact RMS.

O. Incident Reports from Complaint Received by Mail or Telephone

1. The Sykesville Police Department will accept information for specific criminal or non-criminal incident reports given in person by a victim, complainant or witness.
2. When unusual circumstances preclude personal contact, and at the direction of a supervisor, a criminal or non-criminal incident report may be taken based upon information received by means other than personal interview, including receipt of information by mail, telephone, email or other social media.

P. Supervisory Response to Incident Scenes

1. Incidents of a serious nature often arise that require the presence of a supervisor who possesses the authority and experience necessary to deal with the problem.
2. In order to assume command, a Group Supervisor will respond to the scene of the following incidents, but not limited to:
 - a. Homicide
 - b. Suicide
 - c. D.O.A. other than suicide
 - d. Natural Disasters
 - e. Incidents involving injury to an officer
 - f. Hostage or Barricaded incidents
 - g. Robbery
 - h. Departmental collisions
 - i. Any other incident as directed, dispatched, requested, or at the discretion of the Group Supervisor.

IV. CANCELLATIONS

This General Order cancels and replaces the following policies:

General Order 41.1, entitled Patrol: Organization and Administration, dated 12/11/01.