

City of Johns Creek Police Department

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| <i>Subject:</i> Uniformed Patrol Operations | <i>Number:</i> 02-02 |
| <i>Reference:</i> | <i>Amends:</i> |
| <i>Effective:</i> 04/08 11/09 02/13 11/13 08/19 | <i>Review Date:</i> Annually <i># of Pages:</i> 5 |

PURPOSE:

Establish functions, procedures and guidelines regarding the operation of the Uniform Patrol Division.

POLICY: (02-02)

The Uniform Patrol Division (the Patrol Division) is the component of the Johns Creek Police Department primarily responsible for the delivery of emergency and non-emergency services to the citizens of the City. The Patrol Division shall provide prompt, initial and secondary response to reports of crimes, accidents, civil disorder and other calls for service, shall investigate and file prompt and accurate reports, as required, of those events.

The Division shall provide continuous, twenty four (24) hour coverage within the corporate limits of the City. The operations shall be managed by a Division Major, reporting directly to the Chief of Police, and shall be staffed by an appropriate and proportionate number of patrol and supervisory personnel based on an actual need for services determined by crime statistics, time of day, population, traffic density and other special needs.

Scope:

These procedures are applicable to all police personnel, but are primarily directed at the officers who are assigned to the Patrol Division.

DEFINITIONS:

Res Gestae Witness: Those individuals which have first hand knowledge of a crime because of their on scene presence at the time the offense took place.

Part II Crimes:

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| <ol style="list-style-type: none"> 1. Other Assaults 2. Forgery 3. Fraud 4. Embezzlement 5. Stolen Property, Buying, Receiving, Possessing 6. Vandalism | <ol style="list-style-type: none"> 11. Offenses Against the Family and Children 12. DUI 13. Liquor Laws 14. Drunkenness 15. Disorderly Conduct 16. Vagrancy 17. All Other Offenses |
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| 7. Weapon; Carrying, Possessing, Etc. | 18. Suspicion |
| 8. Prostitution and Commercial Vice | 19. Curfew and Loitering Laws (under 18) |
| 9. Sex Offenses, to include children | 20. Runaways - Persons Under 14 |
| 10. Drug Abuse Violations | 21. Gambling |

Part I Crimes:

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| 1. Criminal Homicide | 5. Burglary |
| 2. Forcible Rape | 6. Larceny-Theft (Except motor vehicle theft) |
| 3. Robbery | 7. Motor Vehicle Theft |
| 4. Aggravated Assault | 8. Arson |

PROCEDURES:

Patrol Functions (02-02-01)

The patrol division is charged with providing the citizens with uninterrupted/continuous patrol coverage at all times.

For purposes of order and sufficient patrol coverage, the City of Johns Creek is divided into patrol zones. Further, the Division is divided into four (4) squads that work 12- hour shifts to provide adequate manpower for proper coverage and response to service and activity. Determination of off days is set and are the same each two week cycle; in a two week work cycle each squad will work two days on, two days off, three days on; two days off; two days on and three days off. The three day cycle consists of a Friday, Saturday and Sunday. Assignment to patrol shifts will be determined by seniority and the needs of the department. Patrol Division personnel shall be assigned throughout the city by watch, zone (or beat), and activity at the discretion of the Shift Lieutenant. Patrol Division Officers are responsible for:

- A. Preventive patrol (including field inquiries and suspicious activity) oriented towards the prevention of crimes and motor vehicle accidents. Maintaining public order, and the discovery of all potential hazards and delinquency causing situations.
- B. Crime prevention and community relations activities.
- C. Response to calls for service and providing for emergency services.
- D. Investigation of crimes, offenses, incidents, and conditions, including the apprehension of offenders.
- E. Traffic direction and control, traffic enforcement, accident investigations.
- F. Regulations of certain businesses or activities as required by State/Local laws and ordinances.
- G. Reporting information to other agencies and/or City departments.
- H. Enforcement of Local, State and applicable federal laws.

To facilitate order, protocol and continuous radio contact, patrol officers are provided with portable radios and unique identification numbers. Patrol officers shall remain alert and available to respond to calls when dispatched. Officers shall report their status to Communications when they arrive on scene at any call, shall report their status when in service, and shall maintain other protocols as directed. Patrol officers will also complete their daily activity log for each shift and turn in the log at the conclusion of each shift to the shift supervisor.

Roll Call (02-02-02)

- A. Roll call is considered to be an essential part of the officers daily duties. Patrol Officers assigned to a shift shall collectively gather together in a designated area of the police facility, attend and participate in a formalized roll call prior to the beginning of his/her scheduled assignment each work day. Roll call sessions will be orderly and officers shall remain attentive to the briefings.
- B. The purpose for roll call is to:

1. Pass along information regarding daily activities.
 2. Particularly giving attention to bulletins, BOLOS, etc.:
 - a. Wanted persons;
 - b. Stolen vehicles; and
 - c. The progress of any ongoing investigations.
 3. Evaluate each officer's readiness to assume his/her patrol duties.
 4. Assign officers to specific duties, advising on changes in the schedule and notifying all officers of new changes in departmental directives.
 5. Providing officers with roll call training.
- C. During roll call, officers will make their final preparation for their assigned duties. They will receive briefings on the status of current bolo's and major ongoing investigations. They will be visually inspected by the shift supervisor, informed of any recently updated or new directives, and be assigned to patrol a zone or special detail. The shift supervisor will provide communications with a daily roster (names, identification numbers, zones, etc.)
- D. Officers shall be fully dressed and ready for duty when they report for roll call. Officers are expected to be ready at any time for a line inspection. This includes:
1. Inspection of uniforms and equipment.
 2. Firearms inspection.
 3. Grooming and personal hygiene inspections.

Communications Between Divisions (02-02-03)

- A. To facilitate the department's mission and accomplish our objectives, to encourage support and the positive exchange of information, there shall be open communications, coordination, and cooperation between the Patrol Division and all other divisions within our department.
- B. Successful communication is accomplished through the following actions:
 1. Attendance at roll call by CID, Records and Evidence/Crime Scene personnel.
 2. Dissemination of information from departmental bulletins and other sources.
 3. Written directives, such as:
 - a. Policies;
 - b. Special orders, and
 - c. Inter-departmental memorandums.
 4. Staff and departmental meetings encouraging input from all divisions as well as levels of rank within the department.
 5. Staff meeting information shall be disseminated to agency personnel in the staff meeting/pass along folder on the P drive.

Patrol Equipment (02-02-04)

- A. Patrol vehicles shall be conspicuously marked on all sides with reflective striping and/or lettering identifying the department, and shall prominently display our emergency 911 telephone number (OCGA 40-8-91). Vehicles are equipped as follows:
 1. Rooftop mounted emergency lighting;
 2. Siren and horn;
 3. Safety barricade (Security screens for prisoner transport);
 4. Occupant safety restraining devices;
(All vehicle occupants are required to wear seat belts when the car is in motion)
 5. Flashing or "wig-wag" capable headlights; and
 6. Command Staff Officers and Traffic Safety Units may vary from the requirements above to include:
 - a. May not be required to have roof mounted lights;
 - b. May not be required to have safety barricades;

- c. Motorcycles shall be marked appropriately according to size and configuration of the vehicle.

Note: Vehicles which do not have proper markings or equipment will not be used for traffic enforcement.

- B. All patrol vehicles shall contain the following equipment for the purpose of handling emergencies, and traffic accident investigations;
 - 1. Flashlight or Streamlight;
 - 2. First aid kit;
 - 3. AED
 - 4. Blankets (1);
 - 5. Tire tool, wrecking bar or pry tool;
 - 6. Reports and forms;
 - 7. Evidence collection bags;
 - 8. Crime scene tape
 - 9. Traffic safety vest (1);
 - 10. HazMat Booklet
 - 11. Digital Camera
 - 12. Fire Extinguisher
- C. Additionally, supervisors shall carry traffic cones and flares and will distribute them amongst the squad as necessary.
- D. Designated accident scene response vehicles shall have sufficient equipment available to appropriately process any accident scene.

Preliminary Investigative Responsibility (02-02-05)

- A. Preliminary investigations will normally be initiated by uniformed patrol officers. Detectives may initiate investigations as needed.
- B. Patrol officers are required to collect all field information relative to an incident and/or crime scene. They will prepare all appropriate reports and/or forms which are required.
- C. Steps which may be involved in a preliminary investigation include all or part of the following list of tasks:
 - 1. Providing aid to all injured parties involved;
 - 2. Protection and preservation of the crime scene to ensure that evidence is not lost and/or contaminated and the scene doesn't worsen;
 - 3. Determine whether or not an offense has actually taken place and determine the exact nature and circumstances of the offense(s);
 - 4. Determine the identity of all suspect(s), affecting an arrest, if it can be accomplished either at the scene or through an immediate pursuit.
 - 5. Furnish other field units description(s), method(s), and the direction of travel, along with any other relevant information concerning wanted person(s), and or vehicles(s);
 - 6. Obtain a complete identification of all "Res Gestae" witnesses;
 - 7. Collect and/or arrange for the proper collection of all physical and/or non-physical evidence;
 - 8. Obtain written statements from all witnesses, victims, and from the suspect(s), if those statements can be obtained legally; and
 - 9. Accurately record and complete all pertinent information necessary for all reports and departmental forms.
- D. Patrol officers are encouraged and often directed by supervisory personnel to conduct the initial follow-up investigation for most property crimes and Part II type category crimes against individuals when the case presents itself with fresh leads and when zone coverage permits.
- E. Investigators, crime scene investigators, and any other specialist will be available for immediate processing and/or follow-up of serious or complex type crimes.
- F. There must be coordination with detectives for preliminary investigations and/or follow-up on Part I crimes and death investigations. On scene supervisors shall speak with the on-call detective prior to the detective responding and discuss the

details of the case. A detective shall be notified and will respond to the scene for the following crimes:

1. Criminal Homicide
2. Forcible Rape
3. Robbery
4. Aggravated Assault
5. Burglary
6. Arson
7. Death Investigation

- G Additionally, a detective shall be notified of all felony larceny thefts; the detective will determine if a response is needed based on the dollar amount and details of the theft. A detective shall also be notified of all motor vehicle thefts and shall respond to the scene if there is evidence to conduct a follow-up investigation at that time.

(See also “Traffic Enforcement”)