

Laurel Police Department – General Order  
Chapter V, Section 100, Order 101 – Patrol Operations  
December 1, 2013

**5 / 101.05 POLICY**

The policy of this Department is to maintain a professional Patrol Division to protect and serve the citizens of the City of Laurel.

**5 / 101.10 PURPOSE**

Set forth procedures and guidelines to enable the effective operation of the Department Patrol Division

**5 / 101.15 DEFINITIONS**

None

**5 / 101.20 PROCEDURES**

A. PATROL AREAS

1. The City of Laurel for the purposes of the patrol function is divided into a six (6) patrol beat configuration.
  - a. These areas are divided geographically for ready response and by analysis of the following information.
    - 1) Calls for Service
    - 2) Offenses and/or Incidents
    - 3) Types of Area
    - 4) Available Manpower

B. SHIFT ASSIGNMENT

1. Patrol officers will be assigned to shifts and patrol service areas in a manner that provides for the most effective coverage, ensures accountability, and achieves organizational goals and objectives.
  - a. Assignments will normally be based on a single shift plan which clearly delineates shift rotation, days off and patrol shift hours during the period of peck call for service and shift changes.
  - b. Shift plans will be followed consistently and changed only to enhance patrol service.

C. DAILY ASSIGNMENT FORM

1. The Daily Assignment Form will be completed by the Squad Supervisor during Roll Call and given to Communications personnel on duty.
  - a. Each unit, car number, officer beat, and assignment, such as court or training, will be listed on the form.
  - b. Any supplemental Patrol units, such as Community Outreach or Canine Unit and the hours they are working will be listed.
  - c. Communications personnel receiving the Daily Assignment Form will update the CAD system to reflect the units that are working and file the form by date.

Laurel Police Department – General Order  
Chapter V, Section 100, Order 101 – Patrol Operations  
December 1, 2013

- d. Forms will be kept for thirty (30) days then destroyed

**D. AREA RESPONSIBILITY**

1. Patrol Officers will be assigned a specific beat area each shift and are responsible for the preventive patrol and reporting of criminal and/or illegal activity in the assigned area.
  - a. Officers will patrol within their assigned beats unless assigned calls for service, meal assignments, or they are given authorization by a supervisor to intermittently leave their assigned area.
2. It will be the responsibility of the on-duty supervisor to ensure beats are adequately staffed (minimum manpower guidelines) and beat areas are maintained, in order to enhance patrol activities and response to calls for service.

**E. BEAT ROTATION**

1. Officers shall be assigned to a beat for a six month period.
  - a. The officer becomes better acquainted with persons, businesses, organizations, and hazards on the beat.
  - b. Places accountability and responsibility for events occurring in assigned areas.
2. Squad supervisors should rotate beat officers, when necessary, on a frequent basis in order to maintain a high level of interest.
3. Beat officers should share information related to activity within their specific assigned area.

**F. DIRECTED PATROL**

1. Directed Patrol is the use of Patrol officers in a more effective manner by focusing their attention on the times and locations where crimes, disorder, and problems are most frequent.
  - a. Directed Patrol will be initiated by Commanders or Squad supervisors.
  - b. The Patrol locations should be practical, feasible and based on Squad resources and at locations where crime analysis or other information dictates the need.
2. A Directed Patrol Report will be completed and placed on the beat board in the Roll Call room.
  - a. The Directed Patrol Report will be read at all Roll Calls and assigned to the beat officer.
  - b. Squad supervisors will initial the Directed Patrol Report
  - c. Directed Patrol is a mandatory assignment.

**G. DIRECTED PATROL – COMMUNICATIONS**

1. Patrol officers shall notify communications that they are on a Directed Patrol assignment and provide the location.

Laurel Police Department – General Order  
Chapter V, Section 100, Order 101 – Patrol Operations  
December 1, 2013

2. Communications specialists that receive requests for Directed Patrol will take the caller's information and inform a supervisor who will return the call and decide if a Directed Patrol is warranted.
3. Communications specialist may not take Directed Patrol requests.
4. When the Directed Patrol is completed, the report will be removed from the beat board and maintained in Central Records for ninety (90) days.

H. FOOT PATROL

1. Foot Patrols for shopping malls and strip centers.
  - a. These areas are not conducive to vehicle patrol and police inspection of businesses.
    - 1) Foot patrols should be used to maintain contact with business owners and project a community oriented police image.
  - b. Officers assigned to beats containing the aforementioned business type areas will perform foot patrols during their tour of duty, circumstances permitting.
  - c. When performing foot patrols assignments, officers shall notify communications of their location and carry their portable radio at all times.
2. Foot patrols should be performed in other areas where there are high concentration of pedestrians or other persons on foot:
  - a. Open air drug trafficking areas
  - b. City parks when weather is conducive to heavy foot traffic

I. MAINTAINING COMMUNICATIONS

1. On-duty patrol officers shall notify Communications when going on duty, providing their assigned patrol beat.
2. When leaving their vehicle on assigned calls, officers shall have possession of their portable radio, maintaining radio contact with Communications.
3. When leaving the vehicle for any reason, the portable radio shall be carried.
4. Officers, when discontinuing vehicle patrol for special assignments, meals, station call, personal relief, and self-initiated activity, should notify Communications of their location and type of assignment.
5. Communications shall be notified when officers are securing from on-duty status.
6. Officers shall notify the Communications when arriving at the scene of a call.
7. Officers, when completing assigned calls, shall provide a disposition to Communications.

Laurel Police Department – General Order  
Chapter V, Section 100, Order 101 – Patrol Operations  
December 1, 2013

J. PATROL COVERAGE

1. To ensure that adequate patrol services are available for emergency calls, officer safety, and service calls, the following procedures shall be followed:
  - a. At the completion of Roll Calls, patrol officers, will immediately assume patrol duties. If required, only one will remain at the station. The Squad supervisor will authorize the remaining officer in accordance with necessity.
  - b. Officers will complete the appropriate crime and/or incident reports in their vehicle, rather than at the station.
  - c. Only one patrol officer at the station at a time unless authorized by a supervisor or needed for officer safety incident to arrest and processing a prisoner(s).
  - d. When securing from duty, officers not having reports to write will remain on patrol until the shift secures. Squad supervisors should plan and organize the completion of reports during the tour duty, workload permitting.
2. Patrol supervisors and officers shall not loiter in the station interfering with the normal police operation.
  - a. Supervisors will remain on patrol to provide the necessary guidance to member of their shift.

K. PERIODIC PATROL CHECKS

1. Police officers patrol their assigned beats for the purpose of deterring crime, apprehending criminals, and stopping traffic violators.
2. There are many other incidents, occurrences, and conditions that exist with patrol areas which may require more frequent patrol and special attention.
3. Whenever conditions exist that require more frequent patrol activity in a particular area or location, a Periodic Patrol Check for shall be completed and placed on Roll Call.
  - a. The duration of a Periodic Patrol Check should not normally exceed seven (7) days.
  - b. The Periodic Patrol Check should be read at all Roll Calls and initialed by the Squad Supervisor.
  - c. The corresponding beat officer will make a minimum of one check per tour of duty.
4. Communications will be notified of the Periodic Patrol Check and location.
  - a. Communication specialists may take requests for Periodic Patrol Checks.
  - b. After the Periodic Patrol Check has expired, the form will be kept in Central Records for ninety (90) days then destroyed.

L. ROLL CALL

1. The Patrol Division will conduct a Roll Call on a daily basis at the beginning of each shift's tour of duty.
  - a. The squad supervisor or in his absence the squad corporal will conduct Roll Call
  - b. Roll Call will not exceed thirty (30) minutes.

Laurel Police Department – General Order  
Chapter V, Section 100, Order 101 – Patrol Operations  
December 1, 2013

M. ROLL CALL - OBJECTIVES

1. Roll Call shall accomplish the following basic tasks
  - a. Briefing officers with information related to daily patrol activity, with particular attention given to unusual situations, status of wanted persons, major investigations and stolen vehicles
  - b. Notifying officers of charges in schedules and assignments
  - c. Notifying officers of new directives or directive changes
  - d. Evaluating officer readiness to assume patrol
  - e. Inspections of firearms, vehicles and personnel
  - f. Conduct Roll Call training as assigned by the Patrol Division Commander or Deputy Chief of Police

N. ROLL CALL – SUPERVISOR DUTIES

1. The supervisor conducting Roll Call will sign the court log for all members of their squad to indicate issuance
  - a. Ensure that Roll call is conducted in a proper manner and that on-duty squad officers do not create disruptions
  - b. Only proper forms are used for BOLO's, Periodic Patrol Checks, Directed Patrol, etc.
  - c. The supervisor conducting Roll Call, after reviewing all written material, will affix the squad number and their initials as near to the bottom of the correspondence as possible or in the appropriate block.
  - d. The Roll Call, wanted persons, and patrol boards will be reviewed and maintained by the Squad supervisors, removing outdated material on a timely basis
  - e. Ensure the appropriate beat officer reviews the beat board
  - f. Review and ensure assignments are handed out from the Selective Enforcement board

O. SELECTIVE TRAFFIC ENFORCEMENT

1. The enforcement of traffic laws is an absolute and necessary function of the Patrol Division.
2. Selective enforcement of traffic laws is the assignment of officers to specific locations to enforce certain violations that are conducive to the locations and contribute to the accident rate; i.e.: stop signs, and red light violations
3. On a frequent basis and by request the Patrol Division Commander will designate locations where selective enforcement will be executed and what type of activity is to be used.
  - a. The information will be recorded on the Selective Enforcement Activity Log in the Roll Call room.
4. Shift supervisors will review the selective Enforcement Activity Log on a daily basis, assigning radar or beat officers to the particular assignment.
  - a. The assignment will be for a minimum of one (1) hour.
  - b. A Special Activity Report will be submitted at the completion of the assignment.

Laurel Police Department – General Order  
Chapter V, Section 100, Order 101 – Patrol Operations  
December 1, 2013

P. STATION PARKING

1. Personnel should only park in designated parking spaces.
2. Parking in the north side lot should be utilized by officers for short term parking.
3. Officers attending training or expected to be at the station for a long duration should use the south side parking lot.
4. Only officers transporting prisoners or prisoner transport vehicles will park in the prisoners transport / sally port area.
5. Once prisoners are secured within the station, transporting vehicles should be moved outside the sally port to allow for other vehicles to enter.

Q. USE OF INFORMANTS

1. The development of information from confidential sources by patrol officers is encouraged.
  - a. The continued use of such information from confidential sources should be in accordance with Department General Orders with the approval of the Commander of the Investigative Section.

**5 / 101.25 GOVERNING LEGISLATION AND REFERENCES**

Criminal Investigations Manual, Chapter 2, Section V  
General Order 4-301, Traffic Enforcement  
General Order 4-701, Responsibilities for Preliminary and Follow-Up Investigations  
CALEA Standards 41.1.1 / 41.1.2 / 41.2.1 / 41.2.4 / 42.2.7 / 81.2.2 / 81.2.4

**5 / 101.30 ANNEX**

General Order 5/101A