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<b>Effective Date</b>	<b>January 29, 2010 (Revised)</b>		



## **Wilkesboro Police Department**

### **Electronic Written Directives Document**

#### I. PURPOSE

The purpose of this policy is to provide guidelines for the basic function and operations of the patrol division.

#### II. POLICY

- A. The Wilkesboro Police Department operates under standard patrol functions and procedures to provide uniform operations within the Department's Division of Patrol to provide consistent, effective service to those citizens and visitors within the jurisdictional boundaries of Wilkesboro.
- B. The Patrol Unit of the Wilkesboro Police Department, under the supervision of a Captain of the Division of Patrol, operates four PACTS (Police and Community Teams) providing twenty-four hour coverage to requests for police services. The shift Lieutenant or Sergeant on each team are responsible for scheduling the duty hours for officers assigned to their PACT in a staggered manner to provide continuous patrol coverage and ensure that man power is appropriately allocated.

#### III. ASSIGNMENTS AND ROTATION

- A. Lieutenants and police officers in the Patrol Division are assigned to PACTS (Police and Community Teams) at the discretion of the Chief of Police based on the needs of the department with a consistent number of officers on each PACT. The Chief of Police or his/her designee authorizes changes of assignments by Personnel Memo to officers and supervisors.
- B. Officers work a 12 hour shift consisting of a rotation system. The shift hours and rotation of officers are assigned through the schedule prepared by the Captain of the Division of Patrol with the authority to use a staggered schedule to optimize man power coverage. The PACT Supervisors are assigned opposite shifts starting at 7 a.m. or 7 p.m. and shall report for duty fifteen minutes early to allow time for briefing with the on duty supervisor.
- C. Days off are dictated by the normal shift rotation provided by the work week schedule. The shift supervisor may approve or deny vacation leave, holiday leave, and re-scheduled time in accordance with the department policy and the Town of Wilkesboro Personnel Policy.

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1. Vacation leave will be considered based on staffing needs of the PATC's and in the order in which the request for leave was submitted.
  2. Patrol Division personnel assigned to PACTS will receive one and one half hours off for each hour worked (must be utilized within three months after earned) for the following holidays: Thanksgiving, Christmas, New Years Day, MLK, Jr.'s Birthday, Eater Monday, Memorial Day, Independence Day and Labor Day;
  3. The Town of Wilkesboro Personnel Policy governs sick leave.
- D. The Town of Wilkesboro is divided into three geographical areas, northwest (1), central (2), and southeast (3), called patrol zones, providing equal workload based on calls for service. Lieutenant shall make zone assignments for all patrol officers. Lieutenant may alter the zones to maximize the current level of staffing and to ensure call arrival times stay within a five minutes. The patrol division commander may create smaller areas for specialized patrols as needed. These locations will be known as "areas".
- E. Each officer is responsible for his/her assigned zone and will answer the service calls in that area. Should a backlog of calls occur for a designated zone, pending calls will be assigned to other available Officers. Officers should be assigned to the same zone area as often as possible. This will allow officers to become more familiar with the geographic area, establish relationships with the citizens and business, and identify hazards and problems within the patrol zone and provide increased accountability and responsibility for the officer. The Lieutenant or Supervisor in charge of the shift has the authority to change assignments as needs arise.

#### IV. SHIFT BRIEFINGS

- A. Each scheduled work day shift supervisors shall report for duty 15 minutes before the scheduled shift is to begin work for exchanging information with the supervisor going off duty. The shift coming on duty will report for duty at the Wilkesboro Police Department at the time the scheduled shift change time is to begin work for shift briefing. The shift supervisor will disseminate any pertinent information obtained from the previous shift to the on-coming shift. The on duty supervisor will brief officers that are assigned duty hour that do not start when the normal shift change occurs, such as the early officer or on assigned to a staggered shift, as soon as possible after the officer check on duty.
- B. The information shall include, but is not limited to any potential and actual hazards, problem areas, major cases, status of wanted persons, stolen vehicles,

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missing persons, pending calls and/or calls officers are currently on, community events or meetings and any unusual events, or scheduling changes.

- C. The supervisor will observe their officers for the appearance of uniform and equipment and their readiness to assume patrol duties.
- D. Information discussed and disseminated during shift briefings shall be documented on the daily briefings log sheet.
- E. This time will also be used, when necessary, for shift briefing training.
- F. To supplement the information given by the superior going off duty the Lieutenant shall, as soon as possible:
  - 1. Review the previous shift reports;
  - 2. Check the schedule for changes;
  - 3. Check the bulletin board for information relevant to the shift and the officers working that shift;
  - 4. Check emails for shift related information; and
  - 5. Disseminate necessary information to subordinate officers.
- G. Information shared in the department staff meetings is information that all sworn personnel should be provided. To ensure that the information is disseminated, Lieutenant of each PACT shall prepare a shift report highlighting key points discussed during the staff meeting. The electronic copy of the report will be forwarded to the Captain and Professional Standards.
- H. Shift Briefing Training is a supplemental training tool to provide officers with updates when necessary and additional information on topics that are not normally covered in formal-in-service training. Shift Briefing Training will be done on a needs basis and must include a very brief lesson plan that includes the topic and objective of the training and contents of the training. Shift briefing Training documentation will include the date of training, who attended, method of instruction, and course content.
- I. These training sessions can be done through:
  - 1. Short lectures by persons with knowledge of the subject matter;

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2. Power Point Presentations;
3. Handouts; and
4. Other methods such as group discussions or hands on demonstrations.

#### V. FIELD INTERVIEWS

- A. The field interview and investigative stop is a means of collecting, preserving and disseminating information about suspicious activities of individuals and/or vehicles. Officers stopping individuals or vehicles for the purpose of conducting an investigative interview may detain a person only if the officer has reasonable suspicion that the person is committing, has committed, or is about to commit a crime. The right to detain applied to both pedestrians and vehicles and may be exercised upon reasonable suspicion of a crime.
- B. Officers should detain a person only for the length of time necessary to obtain identification or an accounting of the person's presence or conduct. The person should be released as soon as the interview is completed unless probable cause to arrest develops. Officers should remember that the U.S. Constitution guarantees an individual the right to refuse to answer questions. The individual may only be detained at or near the scene of the stop and not moved to another location without that persons consent.
- C. Officers are authorized to conduct investigative stops and interviews based upon reasonable suspicion. An individual's actions, attitudes, demeanor, or location may warrant an investigative stop. When making an investigative stop, officers will be professional and courteous.
- D. An officer who stops and questions a suspicious person will document the contact and enter the information on a departmental electronic activity log. Names and vehicles, if obtained, shall be entered along with a narrative stating the circumstances and results of the contact. If the person was detained the narrative shall state the facts that established reasonable suspicion for detaining the person. Field Interview information shall be forwarded to the Criminal Investigation Section for review and use in case lead development.

#### VI. NOTIFICATIONS

- A. The first officer on the scene of an incident will evaluate the situation to determine what additional assistance is needed and request assistance from the appropriate agency through the Communications Center.

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- B. The Communications Center will dispatch medical emergencies following their Emergency Medical Dispatch (EMD) protocol.
- C. To provide members and supervisors with a guide to notifying command and on-call personnel in emergencies, major crimes, and serious incidents the following notification protocol shall be utilized. Levels of notification define who should be notified in what situations.
- D. Level One Notifications are for emergency situations in progress including but not limited to the following:
1. Hostage/Barricade subjects;
  2. Homicides;
  3. Kidnapping;
  4. Officer involved in shooting;
  5. Officer involved accidents with serious bodily injuries;
  6. On the job accidents involving serious injury to a member of the department;
  7. Any time another agency is called in to assist by the on duty supervisor;
  8. Natural or man-made disasters; and
  9. Evacuations due to Hazmat, fire, explosion, or other serious danger.
- E. The following personnel should be notified and respond in a level one notification:
1. Chief of Police
  2. Deputy Chief of Police
  3. Division Commanders
  4. Appropriate on-call personnel (investigators, SWAT TEAM, Negotiators for a barricade subject, etc)
  5. Any other personnel that needs to mobilize due to the special emergency operation

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6. A level one notification requires a response from Command Level Officers.
- F. Level Two Notifications are for major crimes and incidents that require a call out of off duty personnel but do not require a response of Command Level Officers. These are incidents that are not in progress and include but are not limited to the following:
1. Suicides;
  2. Attended and Unattended Deaths;
  3. SIDS (Sudden Infant Death Syndrome);
  4. Fatal Traffic Accidents;
  5. Fatal Industrial Accidents;
  6. Serious Crimes against persons, not in progress, such as rape;
  7. Crimes that require hospitalization of the victim;
  8. Officer involved traffic accidents;
  9. Accidental discharge of a member's firearm with no injury;
  10. On the job injuries to members of the department;
  11. Bomb Threat;
- G. The following personnel should be notified in a level two notification:
1. Division Commanders
  2. Appropriate PACT Commander(s) (only those whose subordinate personnel are actively working on the situation)
  3. Appropriate on call personnel (investigators and/or accident reconstructionist)
- H. A level two notification requires a response from on call personnel only if follow-up investigation is necessary and requested by the on duty supervisor.

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- I. Level three notifications need to be made by informing command level personnel indirectly. This can be done via E-mail or leaving a copy of a case report and/or memo. The types of incidents requiring this level of notification include but are not limited to:
1. On the job inquiries, minor;
  2. Serious property crime;
  3. Serious Traffic accidents;
  4. When the media may inquire about an incident;
  5. Any time follow-up may be required by administration the next business day;
  6. When another department of the town is called to assist police (not to include call outs for departments to handle their own problems); and
  7. When a family member of an officer passes away or is seriously ill.
- J. The following personnel should be informed in a level four notification:
1. Division Commanders
  2. Lieutenants
  3. Investigators when appropriate.
- K. When it becomes necessary to notify the next-of-kin of persons deceased, seriously injured, or seriously ill, officers will follow these guidelines:
1. Whenever possible, allow hospital medical personnel to make the notification; if the hospital is unable to do so, the highest ranking officer or designee should make the notification;
  2. When practical, a Chaplain or minister may be called to assist with the notification.
  3. The same procedures should be used when an outside agency requests that a notification be made.
- L. The State Medical Examiner will be notified of all deaths not attended by a physician. If a Medical Examiner is needed at the scene, the investigating

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officer or supervisory personnel will arrange for such request to be made by the Communications Center.

- M. When situations arise that requires assistance from the Public Works Department or North Carolina Department of Transportation, the officer in charge at the scene will make such requests through the Communications Center. Information regarding equipment needed and the nature of the problem should be provided to assisting personnel as soon as possible.
- N. Should notification to the public be required, such as a traffic detour, the Patrol Lieutenant will have necessary information relayed to local news and media services. Such notification will be provided at the earliest possible time in order to allow a minimum of congestion or similar problems. Information pertaining to accidents may be released when necessary to assist in such circumstances.
- O. Requests for delivery of emergency messages will be assigned to patrol officers. No such messages will be relayed by telephone. The use of Chaplains is encouraged when delivering emergency messages, especially those involving a death or serious injury. Emergency messages include, but are not limited to:
  - 1. Report of Death to next of kin, and
  - 2. Report of serious injury or illness.

## VII. REFERENCES

CALEA 1.2.3(a), 41.1.1, 41.1.2, 41.2.4