



LIBERTY POLICE DEPARTMENT
LIBERTY, TENNESSEE

GENERAL ORDER

STANDARD OPERATING PROCEDURES

PATROL ADMINISTRATION AND OPERATION				
G.O. Number	Effective Date	Date Issued	☒	New
1000.20	DRAFT	DRAFT	☐	Amended
Approved:		Rescinds:	GO 16 General Patrol & Traffic Functions	
		Accreditation Standards:	10.1, 10.2, 10.6, 14.1	
	Chief of Police	Reviewing Authority:	Operations Division Commander	
This General Order is exclusively for departmental use and does not apply in any criminal or civil proceedings. It should not be interpreted as establishing a higher legal standard of safety or care in an evidentiary sense concerning third-party claims. Violations of this General Order will only result in departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a judicial setting.				

Liberty Police Department — Working Draft for TAS Sales Demo (fictional agency)

DRAFT — NOT APPROVED — Pending Chief approval

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PURPOSE:

The primary objective of this directive is to establish standardized guidelines for the organization and operation of the Patrol Division. These guidelines are designed to ensure consistency, efficiency, and accountability in the provision of patrol services to the community.

POLICY:

It is the policy of the Liberty Police Department to maintain a Patrol Division as a principal component of the Department's overall mission. The Patrol Division is responsible for providing proactive and reactive law enforcement services that aim to safeguard lives and property, deter crime, and uphold public order.

PROCEDURES

I. DEPARTMENT COMMUNICATION

Members of the department shall communicate, coordinate, and cooperate through the following means:

1. Verbal Communication.
2. Memorandums.
3. Special Orders.
4. Personnel Orders.
5. Written Directives

II. PATROL FUNCTIONS

A. The primary means by which services are delivered to the public is via uniformed patrol. The Patrol Services Section is under the administration of the Operations Division Commander. The section is responsible for the following:

1. Respond to emergency calls for service and take appropriate action to protect life and property;
2. Patrol so as to reduce crime and accidents;
3. Respond to non-emergency calls for service;
4. Assist disabled motorists;
5. Investigate crimes and take appropriate legal action;
6. Enforce traffic laws, investigate accidents, direct traffic;

7. Enforce state laws and Town ordinances within the scope of department policies, procedures, rules, and regulations;
 8. Maintain public order;
 9. Report conditions discovered to the appropriate agency; and
 10. Represent the Town and Department, projecting a favorable public image.
- B. The uniformed patrol component will operate continuously 24 hours per day, every day, to provide for the prompt response of department resources to emergencies. The division commander will ensure that adequate staffing is scheduled, in accordance with minimum staffing procedures, to maintain 24-hour emergency response capability.
- C. The Organization, Tour of Duty and Minimum Staffing of patrol will be established by the Operations Division Commander in accordance with General Order 1000.40, Attendance Roll Calls and Schedule Changes.
- D. Assignment to Zone
1. In order to affix accountability for providing services, officers shall be assigned to specific zones. Staffing allocation for each zone shall be based on police calls for service.
 2. Patrol officers will be assigned to their respective zones by a platoon supervisor. The assigned officer will be responsible for responding to calls for service within their assigned zone. However, a call may be assigned to a different officer at the platoon supervisor's discretion.
 3. An officer may, on occasion, be assigned to more than one zone if staffing shortages occur.
- E. Continuous Coverage
1. Continuous coverage through shift change shall be maintained by the department. This will be accomplished by having one (1) full platoon in service in addition to having its relief platoon going in-service a minimum of 10 minutes prior to the schedule change resulting in two (2) platoons being in-service during shift changes.
 2. Supervisors may utilize personnel from the Power Shift to providing continuous coverage as required.
 3. Minimum staffing shall be maintained in accordance with General Order 1000.40, Attendance, Roll Calls, and Schedule Changes.

III. TYPES OF PATROL

- A. Preventative Patrol – Preventative patrol is the department’s first line of defense in controlling actual or potential crime risks. Patrol officers will actively seek out risks to public order, safety, and potential hazards throughout their entire assigned patrol area. They will report any hazards or problems discovered through proper channels. All aspects of patrol should be geared toward prevention through opportunity reduction. Some of the methods which should be used include, but are not limited to, the following:
1. Field Interview Reports (FIR) – By inquiring and documenting persons encountered during a patrol shift, valuable intelligence information can be gained. Officers should inquire the identity and other information available of all persons they observe to be suspicious. Information will be obtained on all such persons and attention given to as much detail as possible, to include, name, address, date of birth, phone number, physical description, vehicle description (if appropriate), reason for being at location, and an accurate time and date of the observation.
 2. Directed Patrols – Directed patrol is an assignment where a specific patrol officer is assigned a specific task and given time to accomplish the stated task. Directed patrols are normally requested by supervisors in response to complaints from citizens or trends noted through observation of certain situations; however, patrol officers should consider requesting permission to conduct directed patrols when they observe situations that may warrant their use. Officers should call out their directed patrol via Dispatch so that it can be logged in the Computer Automated Dispatch (CAD) system.
 3. Crime Prevention – Three (3) things must be present for any crime to take place: a victim, a perpetrator, and opportunity. Officers must constantly direct their efforts toward reducing the opportunity to commit crimes. Crime prevention is the responsibility of each officer of the department.
 - a. Victims – There will always be victims of crime. In order to reduce the number of victims, the citizens must be kept constantly informed and educated by members of law enforcement. The day-to-day responsibility for this rests with individual patrol officers in their daily contacts with citizens. It is the officer's responsibility to be up to date with prevention techniques used to reduce risks.
 - b. Perpetrator – The most effective method to reduce criminal desire is to make the accomplishment of a crime less appealing to the perpetrator (deterrence). The best tools to accomplish this are strict and fair law enforcement along with recruiting the cooperation of the public to report crimes and make observations and reports of people and vehicles they deem out of place. Officers should cultivate such cooperation whenever possible,

- c. Opportunity – By teaching citizens simple and cost-effective methods of applying stumbling blocks (such as better lighting, better physical hardware, alarm systems, and other simple but effective things to slow the perpetrator down), an officer will have a significant impact on the actual reduction of criminal activity. Officers will also employ patrol tactics designed to give the impression of omnipresence of police in areas likely to be the target of crime, thus increasing the possibility of apprehension and controlling where, when, and how a crime may take place.
- 4. Residential Patrol – Officers will maintain high visibility in zones and make contacts, whenever possible, with citizens in these zones in furtherance of the goal to build mutual trust, support, and cooperation with the community.
- 5. Business Patrol – Officers will endeavor to make contacts with the business community during open business hours so as to familiarize themselves with the owners and other employees and to establish effective communication while identifying potential problems and crime risks.
- 6. Bike Patrol – Patrol Supervisors shall make every effort to deploy patrol officers on their bikes when manpower and weather conditions permit.

IV. HAZARDS

- A. All officers are responsible for the timely reporting of hazards, potential hazards, and problems they may encounter during a shift,
- B. Hazards that are of an emergency nature that are likely to pose a threat to the lives or safety of the officer, or the public shall immediately be brought to the attention of a supervisor who will cause action to be taken to correct the situation.
- C. Officers who observe a road hazard are required to take action by either calling for assistance or removing the item themselves.
- D. Officers who discover or are assigned to a disabled vehicle/motorist may:
 - 1. Provide minor mechanical assistance, e.g., tire change, within the scope of their knowledge.
 - 2. Officers will not use a department vehicle to jump-start another vehicle.
 - 3. Officers will not make modifications/alterations to another vehicle.

V. CRITERIA FOR ASSIGNING OFFICERS TO AN INCIDENT

- A. It can be difficult to assess in advance the number of officers needed to adequately deal with specific incidents. Supervisors may assign additional units or cancel units based on their assessment of the situation. The criteria for determining if additional units will be dispatched or deployed should be based on the Officer safety factors.
- B. Frequent updates from the scene will be made. Units no longer needed will return to their assigned duties.
- C. The number of units responding to a call for service shall be monitored by the Patrol Supervisor to ensure an adequate response and the efficient allocation of resources.

VI. RADIO PROCEDURES

- A. Portable radios will be issued to all patrol personnel while on duty and constant communications maintained.
- B. Officers are required to communicate to the communications center and other officers for routine information and the specific circumstances listed below:
 - 1. Vehicle or subject stops.
 - 2. Non-dispatched requests for police service.
 - 3. Dispatched calls for police service.
 - 4. Extended public contacts, such as foot patrol, headquarters, meal breaks, etc.
 - 5. Absence from assigned zone.
 - 6. Vehicle or equipment replacement or service.
- C. Dispatch shall maintain a current list of the names, assignments, and radio call numbers of all on-duty personnel assigned to patrol, investigations, specialty assignments, or administrative duties.
 - 1. Liberty Police Department personnel shall be identified by a three-digit radio call number. The first digit shall identify the agency as Liberty Police Department. The remaining two digits shall identify the officer's position, division, assignment, or patrol team.
 - 2. Administration shall be identified by position number as follows:
 - a. 501 – Chief of Police
 - b. 502 – Department Major
 - c. 503 – Operations Captain
 - d. 504 – Administration Captain

Example: Unit 501 is an Liberty Police Department unit and identifies the Chief of Police.

3. Criminal Investigation Division personnel shall be identified within the 510-series.

Example: Unit 510 is an Liberty Police Department unit assigned to the Criminal Investigation Division.

4. Patrol personnel shall be identified by patrol team assignment as follows:

- a. 520-series – Patrol Team 1 / Days.
- b. 530-series – Patrol Team 2 / Evenings.
- c. 540-series – Patrol Team 3 / Midnights

Example: Unit 520 is an Liberty Police Department unit assigned to Patrol Team 1 / Days and identifies the supervisor assigned to that team.

Example: Unit 531 is an Liberty Police Department unit assigned to Patrol Team 2 / Evenings and is identified as unit number 1 within that team.

5. School Resource Officers shall be identified within the 550-series.

Example: Unit 550 is an Liberty Police Department unit assigned as a School Resource Officer.

6. Specialty assignments, such as K9, evidence, training, or other collateral duties, do not require a separate radio call number unless designated by the Chief of Police. Personnel assigned to a specialty function shall normally retain the radio call number associated with their primary assignment.

Example: Unit 521 is an Liberty Police Department unit assigned to Patrol Team 1 / Days and also serves as the assigned K9 handler.

7. Specialty or administrative assignments may be identified within the 560-series or another number series designated by the Chief of Police when the assignment requires a separate radio identity.
8. Supervisors assigned to a patrol team should be assigned the first available number within that team's series when practical.
9. Officers shall use their assigned radio call number when communicating with Dispatch or other law enforcement agencies.

10. When communicating with outside agencies, officers shall identify themselves by agency name and assigned call number.

Example: "Liberty 531"

VII. NOTIFICATION OF PATROL SUPERVISOR

- A. Patrol officers will notify the patrol supervisor whenever necessary. However, circumstances that require the presence of a patrol supervisor at the scene for the purpose of assuming command are listed below. Notification by E-911 is mandatory in these situations:
 1. Officer use of force.
 2. Officer or Town vehicle involved in traffic accident.
 3. Major crimes.
 4. Natural and un-natural disasters.
 5. Traffic collision with fatality.
 6. Vehicle pursuit
 7. Prisoner escape.
 8. Human deaths.
- B. If a citizen requests to speak with a supervisor, the officer will inform the supervisor of the request.

VIII. NOTIFICATION OF COMMAND STAFF

- A. Certain incidents may raise questions about agency liability or warrant heightened community interest. The following incidents necessitate immediate notification to the Command Staff. (Chief of Police, Operation Major, Administration Major)
 1. Actual hazardous material spills or incidents.
 2. Missing persons, where foul play is suspected.
 3. Missing children, where foul play is suspected or an Amber Alert issued.
 4. Hostage/Barricade incidents, or any SWAT callout.

5. Bomb threats where unexploded ordnance is found, or where large numbers of people are involved.
 6. Any incident considered a “disaster” (e.g., severe storm/tornado, bomb detonation, etc.).
 7. Any action by an officer that causes serious injury or death to an individual, including injury traffic crashes involving Liberty Police Department or Town vehicles.
 8. Any felony offense that results in injury or death.
 9. Any traffic fatality in the Town’s jurisdiction.
 10. Armed robbery.
 11. Felonious assault involving a firearm.
 12. Injury to any Liberty Police Department employee requiring hospital treatment.
 13. Any discharge of a firearm by a Liberty Police Department police officer (excluding training or destruction of an animal).
 14. Any arrest or serious incident involving a Liberty Police Department employee, an elected official, or any other individual whom a supervisor believes warrants notification to the command staff.
- B. The Chief of Police will notify the Town Operations Manager and Officials regarding incidents.

IX. RADIO COMMUNICATION’S – INTERACTING AGENCIES

- A. Despite the Liberty Police Department’s utilization of a ten-code series for radio communications, it is the department’s policy to facilitate communications between interacting agencies by employing plain talk.
- B. The radio system utilized by the department provides emergency inter-agency communications between officers and other agencies. When communicating with other agencies, officers will identify themselves with the department name and assigned call number (i.e., Liberty 401).
- C. The Liberty Emergency Communications Center has limited "patching" ability with adjoining emergency service agencies. Officers seeking communications with adjoining agencies shall contact E-911 and request radio patching to be done. If E-911 is unable to conduct a patch, regular phone contact will be made, and the E-911 dispatcher will serve as a go between. If a patch is made, the officer will identify him/herself with

the agency name and assigned call number.

D. Officers will notify Dispatch when utilizing alternate channels for police functions.

X. REQUESTING ASSISTANCE

A. A. The first officer to arrive at the scene of an emergency situation will be responsible for assessing the situation and determining the type of assistance and support required to resolve it.

B. Officers have broad discretion in requesting assistance via radio. Approval must be granted by the patrol supervisor to request assistance from:

1. Requesting assistance from CID (on or off duty).

2. Assistance from outside agencies.

RELATED FORMS:

None