

COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Subject: PATROL OPERATIONS

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I. Purpose

To provide uniform guidelines for the operation of the Patrol Division through the standardizing of procedure and function.

II. Patrol Functions

- A. Preventive patrol: Including inspections and inquiry of persons and property toward the prevention of crimes and/or accidents, and the discovery of hazards and delinquency causing situations.
- B. Crime prevention activities: Including crime prevention education of adults and juvenile levels, conducting security checks of businesses and residences and special crime presentations before community or church groups.
- C. Responding to calls for service.
- D. Investigation of crimes, offenses, incidents and conditions, including the arrest of the offenders.
- E. Traffic direction and control.
- F. Maintaining public order.
- G. Providing emergency services to the community. The watch commander shall ensure that appropriate first responder agencies are notified to respond to any emergency scene where they are needed.
- H. To develop and maintain good relationship between the police department and the community.
- I. Prompt and accurate reporting of all occurrences and incidents.

III. Organization and Tour of Duty

- A. The Patrol Division shall be divided into four teams (A, B, C, D) and two watches: Day and Morning (12 hour shifts).

B. A Lieutenant serves as the Watch Commander over two teams with a Sergeant serving as the field supervisor over each team. One lieutenant is over Teams A and B, while another lieutenant is over Teams C and D. There are two flex sergeants; one serving under each lieutenant.

C. Tour of duty

- | | | |
|----|------------------|-------------------------------------|
| 1. | Day Watch | 0600 hours to 1815 hours |
| 2. | Morning Watch | 1800 hours to 0615 hours |
| 3. | Traffic Unit | variable times when manpower allows |
| 4. | Special Ops Unit | variable hours |

IV. Assignment to Patrol

Upon completion of academy training and field training, recruit officers will be assigned to a patrol watch where a vacancy exists. Assignment to a patrol watch is considered permanent unless manpower needs require a change or the officer requests a transfer. Determination of manpower allocation to each watch will be based upon crime activity for each watch period and calls for service. Manpower allocation will be responsibility of the Division Commander.

V. Transfers

A. Non – probationary officers or other personnel may request a transfer to another assignment. Transfer requests must be in writing and given to the immediate supervisor/watch commander and then forwarded to the Division Commander. Written requests should specify the reason for the transfer. Transfer requests will be honored under the following circumstances:

1. There is a legitimate reason for the transfer.
2. There is a vacancy on another watch.
3. There is an agreement between officers to swap.
4. There is an officer with less seniority who can be assigned.

B. The department recognizes the importance of seniority within the ranks and as such, seniority will generally prevail in transfer requests. Recruit officers who have completed field training and basic mandate training may be reassigned by a supervisor and the position filled by a transferring officer provided that a written request for transfer has been submitted before the recruit officer was hired. Senior officers cannot roll a recruit officer after the recruit officer has been on the watch for a year or longer. The use of seniority to determine shift assignments will not over rule the manpower needs of the division as determined by the Division Commander or the Chief of Police.

VI. Lateral Transfers

Lateral transfers may be permitted if candidates are eligible for transfer.

Candidates are eligible for lateral transfers in the patrol division among shifts if they are in non-probationary status and if they are currently in the same job class or position that is vacant.

All transfer request will be reviewed in light of the department's need for equal distribution of experience on shifts. All requests for patrol division lateral transfers should be made in writing to the Division Commander with copies to the affected patrol lieutenants. The patrol lieutenants affected by the request shall meet and make a recommendation regarding approval or denial of request to the Division Captain.

Due consideration will be given for an employee's request for transfer in light of emergency reasons and for educational considerations.

A. Investigative, Support Services/Community Outreach Division Transfers.

Candidates are eligible for transfer into the Investigative Division, or Support Services Division/Community Outreach Division if they are in non-probationary status, have two years work experience as a sworn officer, and are in the same job class or position that is vacant. Probationary status may be waived by the Chief of Police if the number of suitable candidates is not found.

All transfer requests to Investigative or Support Services/Community Outreach Divisions will be considered in view of the following factors:

1. Achieved education and training.
2. Work record with the department.
3. Special knowledge, skills, and abilities.
4. Prior work experience.

All transfer requests into the Investigative or Support Services/Community Outreach Divisions should be made in writing to the effective Division Commander. The Captain of the Investigative Division or the Captain of the Community Outreach/Support Services shall review the four factors above and any other interviews, if necessary. The Chief of Police shall approve the transfer between divisions.

VII. Off Days

Off days for Patrol Division personnel will be a fixed rotating schedule determined by the 12-hour shifts. The Watch Commander shall have the authority to assign off days to officers and first line supervisors. Lieutenants' off days must be approved by the Division Commander.

VIII. Roll Call Procedures

- A. Roll call shall be conducted during the first fifteen minutes of each watch by the Lieutenant or Sergeant.
- B. During roll call, the Lieutenant, Sergeant or other on duty supervisor shall:
 1. Assign patrol officers to specific zones.
 2. Brief officers with information regarding daily patrol activity including 'BOLOS', major investigations, and unusual situations.
 3. Notify officers of changes in schedules/ assignments.

4. Notify officers of policy change or special orders.
5. Inspect officers for readiness to assume patrol.

IX. Zone Assignments

- A. The Patrol Supervisor, Watch Commander, and/or Captain shall assign patrol officers to particular zones.
- B. An officer will be assigned a different zone each day and shall be responsible for all calls or incidents occurring in that zone.
- C. An officer may be assigned to two zones, if there is a manpower shortage or activity in those zones is minimal.
- D. Officers not assigned to a particular zone will serve as backup units and shall provide patrol in all zones.
- E. Officers assigned to traffic enforcement duties may be assigned specific zones or may be allowed to patrol all zones.

X. Equipment for Patrol Vehicles

The following equipment shall be maintained in the patrol unit and shall be utilized when necessary by the patrol officer:

- A. One fire extinguisher.
- B. Blood borne pathogen kit
- C. Box of latex gloves
- D. Crime scene tape.
- E. First aid kit.
- F. 100 ft. measuring tape
- G. HazMat manual
- H. Blanket
- I. Rescue tool
- J. AED

XI. Police Radio Procedures

- A. Identification of officers

All officers assigned to field or investigative duties shall identify themselves by their badge number. Badge numbers will be assigned upon employment. Officers shall properly identify themselves by badge number during radio transmissions.

B. Covington – Newton County Emergency Codes and Signals

1. The Covington – Newton County Emergency Codes and Signals shall be the official signals for radio transmissions between the Communications Center and the officers.
2. In lieu of using radio signals, the department, in conjunction with the Communications Center, may opt to use “plain talk”. Radio signals will still be utilized when the safety of an officer may be compromised by using plain talk.

C. Dispatching Calls For Service

1. Police units will be dispatched in the following manner:

Dispatch to car:	Radio, 200
Car to dispatch:	200
Dispatch to car:	10-16, 2111 Conyers St.
	201 assist.
Car to dispatch:	200, 201

2. The dispatcher will be responsible for obtaining as much information as possible to determine the status of the situation and will send additional units, if necessary, by dispatching in the same manner.
3. If the initial unit arrives and it is determined that an additional unit is not needed, he will notify the dispatcher as follows:

Car to dispatch:	200 radio, 10-22 201
Dispatch to car:	radio, 201 10-22
Car to dispatch:	201, 10-22

4. When a unit arrives at the station, is out for lunch or supper detail, out of service, the dispatcher will be notified by the following example:

Car to dispatch:	200, radio
Dispatch to car:	200
Car to dispatch:	200, 10-66 or 10-67
Dispatch to car:	200, 10-6 (or 7); or 200,10-8

- D. Failure to Respond to a Call – A call will be given to a unit one time. In the event the dispatcher gets no response from the car called, the dispatcher will then repeat the call a second time. If no response is received from the car on the second attempt, the dispatcher will give the call to the next available unit. The dispatcher will, in turn, notify the on duty Lieutenant or other supervisor so he can make an investigation as to why the first car did not respond to the call.
- E. Arrival on Scene – All units will notify the dispatcher when he arrives on the scene so the dispatcher can record the arrival time. When the unit calls back into service on completion of the call, the completion time will be recorded.
- F. Vehicle Stops – When a unit stops a vehicle and gives location of the stop and tag number, the dispatcher will immediately check the vehicle for stolen and

registration and give this information to the patrol unit. All units must give the information to the dispatcher as soon as possible while in the process of stopping the vehicle to enable the dispatcher to make attempts to get the information on the vehicle, if the computer permits, before he gets out of the police unit, for the officer's own safety. Vehicle stops will be communicated in the following manner:

Car to dispatch: 200 Radio
Dispatch to car: Radio
Car to dispatch: 10-38 West St./Hwy 278, 778-EDY, Blue Ford LTD.
Dispatch to car: 200, 10-38 West St./Hwy 278, 778-EDY.

G. Car-to-Car Traffic – Car-to-car traffic should be held to a minimum. Car-to-car traffic will not be permitted unless it is traffic reference to a call being handled or the gathering of police information.

H. In Progress Call – As soon as the dispatcher receives information of a crime in progress, a unit will be dispatched to the location in the following manner:

Dispatch to car: Radio 200
Car to dispatch: 200
Dispatch to car: 10-17, 2111 Conyers St. 201 assist, 10-12 for lookout.

This will start units for the location, while the dispatcher has the victim on the telephone getting further information. When the lookout has been completed by the dispatcher, it will broadcast to the unit(s) enroute. This gives a better response time for the unit and still gets all information as quickly as possible. While an "in-progress" call is being handled, all other units should hold all transmissions on the radio, unless they are of an emergency nature.

I. Computer Check Request – When checking a tag, the following format will be used in assisting the dispatcher:

Car to dispatch: 200, radio
Car to dispatch: 10-28, 10-29 on GA, 217-GC
Dispatch to car: 200, 10-12

When information is available, the dispatcher will advise the unit giving the owner's name, address and NCIC or GCIC information.

When checking a person for driver's license or wanted, the unit will address the dispatcher as follows:

Car to dispatch: 200, Radio
Dispatch to car: 200
Car to dispatch: 10-27 on Georgia OLN (give drivers license number)
Dispatch to car: 200, 10-12

When checking 10-29 for a person, the unit will address the dispatcher as follows:

Car to dispatch: 200, radio
Dispatch to car: 200
Car to dispatch: 10-29 on person (give name, sex, date of birth, race, age, social security number, if possible)
Dispatch to car: 200, 10-12

When the information is available, the dispatcher will reply:

Dispatch to car: Radio, 200

Car to dispatch: 200

Dispatch to car: 10-29 on (name of person, date of birth, sex, race)
comes back negative or is a want.

XII. Assignment of Emergency Vehicles

- A. The dispatcher receiving a call for police assistance shall determine the severity and the nature of the request for police service. It is then this person's responsibility to obtain as much information as possible from the caller, so that a determination can be made as to the number of field units required and which units will be dispatched.
- B. No unit shall go to the location of an emergency or urgent call unless instructed to do so by the dispatcher or field supervisor. A backup officer will be sent along with the initial officer on all priority I and priority II calls.
- C. When a unit receives a cancellation on an emergency or unit call, the operator of such unit shall immediately turn off their emergency equipment and resume normal duties. The unit shall not proceed to the location of the cancelled call.
- D. Additional or backup units shall resume their normal duties immediately after it has been ascertained that their assistance or presence is no longer needed.

XIII. Priority Calls For Service

- A. Priority I – Calls for which a police officer have the discretion to use emergency equipment and should proceed to the location of the call as he can safely do so.

10-15	Burglary in progress
10-17	Armed robbery
10-43	Murder
10-78	Officer needs assistance
10-50	Accident (F, I, PI)
10-80	Chase in progress (if asked for assistance)
10-57	Hit and run (F, I, PI)
Signal 50	Person reported shot
Signal 51	Person reported cut

** Any crime in progress

- B. Priority II – Those calls requiring that a car be dispatched immediately to the location:

10-10	Fight
10-14	Prowler
10-16	Domestic/Family violence
10-32	Person with gun
10-34	Riot

10-37	Suspicious person/vehicle
10-50	Accident
Signal 52	Suicide or Attempt
10-55	D.U.I.
10-57	Hit & Run
10-70	Fire
10-85	Stolen vehicle
10-86	Theft
10-87	Criminal damage
10-89	Bomb threat
10-90	Alarm
10-96	Demented person
10-98	Prison/ jail break
Signal 11	Rape

- C. Priority III: Calls which can be held for the officer assigned to that particular location (zone officer).

10-46	Assist motorist
10-49	Speeding auto
10-56	Drunk
10-58	Direct traffic
10-59	Escort
Signal 5	Dog case
Signal 68	Unlock vehicle
Signal 76	Abandoned Vehicle

XIV. Notification of Patrol Supervisor

The dispatcher or patrol officers may notify the Patrol Supervisor whenever necessary; however, notification is mandatory on the following:

10-15	Burglary in progress
10-17	Armed robbery
10-43	Murder
10-78	Officer needs assistance/officer injured
10-50	Accident (F)
10-50	Accident involving a police vehicle
10-80	Pursuit in progress
10-57	Hit & Run (F)
10-98	Prison/jail break
10-70	Fire

XV. Officer Exiting Vehicle

- A. Whenever an officer exits his patrol vehicle, he or she shall notify the Communications Center of their location and of proper code (10-6, 10-67, 10-7. etc.). The officer must, at all times, turn his portable radio on and continue to monitor police department radio traffic.
- B. Upon notification of an officer exiting the police vehicle, the dispatcher shall note the following information on the dispatch log:
1. Time out.
 2. Officer's location.

3. Reason (proper code).
 4. Time back in service.
- C. The dispatch log shall be a permanent record maintained monthly. All reports during a month will be kept on file for one year, and then transferred to storage.

XVI. Phonetic Alphabet

A - Alpha	J - Juliet	S - Sierra
B - Bravo	K - Kilo	T - Tango
C - Charlie	L - Lima	U - Uniform
D - Delta	M - Mike	V - Victor
E - Echo	N - November	W - Whiskey
F - Foxtrot	O - Oscar	X - X-ray
G - Golf	P - Papa	Y - Yankee
H - Hotel	Q - Quebec	Z - Zulu
I - India	R - Romeo	

XVII. Playback of Recorded Tapes

- A. Whenever an officer wants a playback of a recorded tape, he or she must receive prior approval from the patrol supervisor on duty. A written request for playback and recording must be submitted to the Director of Communications. The Patrol Supervisor may request playback in situations requiring immediate knowledge of the recording.
- B. The procedures for reviewing a recorded conversation are contained in the communications manual located in the Communications Center.

XVIII. Emergency Messages

- A. The police department shall be responsible for delivering emergency messages to the community. The 911 Center dispatchers shall be responsible for accepting emergency messages either by phone from civilians or from officers.
1. Notification of next of kin in event of death or medical emergency.
 2. Notification of person to make an emergency phone call concerning death or medical emergency.
 3. Notification of next of kin in event of traffic accident.
 4. Notification of person concerning another person stranded.
- B. Whenever a dispatcher receives an emergency message, he or she shall notify the proper zone officer and relay the message. The officer shall respond to address given and deliver the message in a conscientious and professional manner. In the event no contact is made, the officer shall notify the dispatcher, who will notify the complainant.
- C. When an officer asks the dispatcher to notify a person by phone, the dispatcher shall do so accordingly and deliver the message in a professional manner. If no contact is made, the dispatcher shall notify the officer.

XIX. Procuring External Services

The Patrol Supervisor, Captain of Criminal Investigative Division or the Chief of Police shall have the authority to request for special service external to the agency. The special services available to this police department include:

1. Helicopter Service: DeKalb County Police Department.
404-294-2911
2. Bloodhounds: Walton County Sheriff's Department.
770-786-0509
3. Coroner: Tommy Davis - 770-786-7111 or 404-304-9607
4. Special Investigative Service/Medical Examiner: Georgia Crime Lab -
Georgia Bureau of Investigation - 404-656-6050
5. Language translation services – AT&T Language Line Service 800-752-
6096, #902-091-3045, client ID #913045

XX. Identification of Public Hazards

All officers assigned to Patrol or Investigative Division shall be responsible for reporting any potential or actual police hazards that may exist in the community. Police hazards include:

1. Roadway hazards, such as holes, ditches, loose gravel, etc. Such hazards, when discovered, shall be reported also to the City Street Department or State Highway Department.
2. Construction projects.
3. Persons known to carry weapons.
4. Residences suspected of drug dealing.
5. Unlighted alleys or street lights out.
6. Downed power lines – (notify public utilities)

When a potential public hazard is detected, the officer or investigator shall notify his or her supervisor of the hazard. All potential or actual hazards shall be reported to other shifts. This information should be distributed to police personnel during roll call sessions.

XXI. Police Explorer Program (Also see [P215- Police Explorer Program.doc](#))

- B. The Covington Police Department Explorer Program was developed to educate and involve youth in law enforcement operations, to interest them in possible law enforcement careers and to build mutual understanding. The educational aspect provides knowledge of the law enforcement function in the community, whether the person enters the career of law enforcement or not. Through involvement, the Explorer Program establishes an awareness of the complexities of police service.

- C. The Explorer Program has three main themes:
1. To further the Explorer's education;
 2. To encourage the Explorer's participation in a rewarding and productive service activity; and
 3. To enhance the Explorer's preparation for future roles as citizens, community members, leaders and future law enforcement duties.
- D. Covington Police Department Explorers are considered auxiliary officers and are not sworn law enforcement officers. Explorers may be assigned to law enforcement-related community service functions, and may also be used as a resource in large scale special events as needed. Explorers will not act in a law enforcement capacity or be used in regular law enforcement duties.
- E. The explorer uniform is notably different in appearance from the Covington Police officer's uniform. This difference is necessary to safeguard against the possibility of mistaken identity between an explorer and a sworn officer.
- F. Use of Explorers
1. As A Potential Recruitment Tool: The Law Enforcement Explorer program will provide young men and women with a unique educational experience by providing the members with a basic knowledge of the field of law enforcement. Members must receive instruction in all phases of law enforcement, including criminal law, criminal investigation, traffic law, traffic control and direction, accident investigation, crime prevention, juvenile delinquency, and other related fields, that are an integral part of law enforcement.
 2. As A Community Relations Effort: The Law Enforcement Explorer program brings to the Explorer training/meetings, working details, special functions, and ride-along programs. Explorers are given the responsibility and respect they deserve. In turn, they can make their public service felt among members of the community, especially members in their age bracket. This provides a link between law enforcement officers and the youth as well as between the youth and the community.
 3. As A Service Group Within The Community: Frequently, community organizations call upon Explorers to assist with security, crowd control, traffic control, traffic direction, youth education, and crime prevention programs. Community services are strongly encouraged. Explorers are not used in situations requiring law enforcement authority, but are used to assist the community under the direction and supervision of law enforcement officers.
 4. Potential Use of Supplemental Manpower: Explorers are not used in place of law enforcement personnel; however, they may be used in a low profile way to supplement their efforts. Explorers can free officers to concentrate on the more important aspects of their jobs. Utilizing Explorers to their full potential can also bring savings in manpower to the Department. Qualified members can participate in a ride-along program,

a privilege of membership that allows for on-site understanding of law enforcement on the street.

F. Post Meetings and Training

The Explorer Post will normally hold regular meetings every Monday in the Municipal Courtroom. Each meeting will consist of a roll call, necessary reports and other Post business. During some regular meetings, training may be conducted.

Explorers may receive training that includes, but is not limited to the following:

- Criminal law
- Crime prevention
- Domestic intervention
- Crime search/investigation
- Firearms safety/marksmanship
- History of law enforcement
- Defensive tactics
- Handcuffing procedures
- Accident investigation
- Public relations
- Building searches
- Communications

All training will be geared toward the Explorer's potential role in law enforcement. Explorers may receive more extensive training in traffic, crowd control, first aid/CPR, ethics, and leadership skills. These are topics that are more likely to be utilized during special events.

G. Explorer Advisor

The Explorer program will be under the direct leadership of an Explorer Advisor. The Chief of Police will be responsible for appointing the Advisor(s).

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE:

Stacey L. Cotton

Stacey L. Cotton
Chief of Police