

## 244. PATROL OPERATIONS



### **RICHFIELD POLICE DEPARTMENT POLICY**

Effective Date: 01/03/93  
No. of Pages: 7  
Serial Number: 10-144  
Authority: Chief Jay Henthorne

*NOTE: This policy is for internal use only and does not enlarge an employee's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.*

### **I. PURPOSE**

The purpose of this policy is to outline the duties and expectations of police officers assigned to the patrol division.

### **II. POLICY**

It is the policy of this Department to provide uniformed police services and other resources to the Citizens and City of Richfield in a manner consistent with the mission and goals of the Richfield Police Department.

### **III. PROCEDURE**

#### **DUTIES AND EXPECTATIONS OF OFFICERS ASSIGNED TO THE PATROL DIVISION:**

Police officers assigned to the patrol division are expected to abide by all applicable Richfield Police policies, local ordinances and state statutes. In addition, officers assigned to the patrol division are expected to:

- Conduct patrols that are directed at the prevention of criminal acts, traffic violations and collisions, the maintenance of public order, and the discovery of hazardous situations or conditions.
- Respond to calls for service involving, but not limited to, enforcement of state laws and city ordinances, investigation of traffic accidents and criminal offenses, response to requests for assistance by the public and other agencies as well as emergency situations as they arise.
- Officers shall work a minimum of 24 hours of Community Engagement activities within an evaluation period (1 year). This shall consist of Joint Community Policing Partnership (JCPP) programs, Crime Prevention programs, other community events or self – initiated community engagement events that are supervisor approved. Officer involvement will be tracked through CAD.
- Self-Initiated activity is encouraged and officers should proactively patrol their districts.
- Engage in Community Orientated Policing and Problem Solving activities such as citizen assists and individual citizen contacts of a positive nature.
- Direct resources to specific problems or situations within the community, which may be improved or resolved by Community Orientated Policing and problem solving strategies.
- Respond to both criminal and non-criminal acts and take the appropriate action.

- Apprehend criminal offenders.
- Share information between the patrol division and other units within the Department, as well as other outside governmental agencies.
- Conduct Traffic enforcement and traffic control activities. Officers shall conduct an average of 3 traffic contacts per shift. This will be evaluated monthly.
- Perform other police or public safety duties as assigned.

### **Reporting Crimes and Events**

Officers shall report all crimes that violate state statute and local ordinance(s) and any incident of law enforcement interest (if you have doubt – write a report). Officers will take appropriate action based on information communicated to them, and will complete required reports and make appropriate notifications, either within the department or to an outside agency.

- Officers shall complete reports promptly and in manner prescribed by reporting procedures. They will not make a false report, either orally or in writing. They will not repress, conceal, or distort the facts of any such incident.
- Officers who take police action while assisting a fellow officer need to complete a follow-up report. The follow-up will be noted in the primary officer's report.
- Officers shall complete all reports and submitted by the end of their duty assignment. Only exception for incomplete reports at the conclusion of an officer's duty assignment is by permission from the duty supervisor that determines extenuating circumstances dictate the need. (Policy #104)
- Reports shall be accurate, complete, detailed and clearly articulate the officer's actions and the officer's account of the incident.

### **Roll Call, Briefing and Breaks**

- Officers shall be punctual in reporting for duty at the time and place specified. Unless otherwise directed, officers shall report for roll call or briefing, properly uniformed and equipped. There, the officer shall give careful attention to orders, directions and instructions for the day. (Policy #104)
- At the conclusion of Roll Call or briefing of a supervisor, officers should immediately attend to their prescribed duties, prepare their assigned equipment and patrol their assigned districts.
- Officers shall not spend idle time around the police station unless attending to their prescribed duties or they received permission by their immediate supervisor.
- A LUNCH BREAK means a thirty (30) minute period during the scheduled shift during which the Employee remains on continual duty and is responsible for assigned duties. They may be assigned by the duty supervisor.
- BREAKS mean two fifteen (15) minute periods during the scheduled shift during which the Employee remains on continuous duty and is responsible for assigned duties. Officers are encouraged to take these breaks in their assigned patrol area.
- There shall not be more than 2 officers on break.
- Officers shall call out on the radio their assigned breaks to ensure supervisors, partnering officers and dispatch is aware of their activity.
- Officers shall call out their purpose (ex. breaks, report writing, foot patrol, COP activities, etc.) via radio. This information shall be entered in CAD.

## **Leaving the City**

Officers on duty shall not leave the city except when:

- Related to necessary performance of official police duty.
- Authorized/directed by their supervisor (they will advise their supervisor or commanding officer as to the time of departure and return, and the nature of the business).
- Officers in Special Assignments (traffic officers, DWI officers, K-9 etc.) shall seek approval from their immediate supervisor to participate in activities outside the city.
- Officers shall not self-deploy to critical incidents outside the city unless mutual aid has been requested by another agency and a Richfield Supervisor has approved it.
- Officers are encouraged to assist other agencies that are operating inside Richfield.

## **Police Sergeants/Supervisors Responsibilities**

Police Sergeants are in command of daily operations of patrol and are responsible for the supervision of personnel assigned to their patrol shift. These daily operations and responsibilities include (but are not limited to):

- Supervising patrol officers as assigned and maintaining the chain of command within the operations of the department.
- Assigning personnel in accordance with Department needs and expectations.
- Directing special assignments and operations conducted during their patrol shift.
- Preparing special reports or projects as assigned.
- Assisting and supporting the Patrol Lieutenant and Police Management and acting as a liaison between management and subordinates.
- Ensuring continuous accurate information flow between the administration and the officers supervised.
- Ensuring proper patrol coverage on a daily basis.
- Performing all duties of a police officer, including arrests and testifying in court.
- Scheduling to ensure efficient and effective use of personnel and budget resources.
- Scheduling officers, assigning daily tasks and work assignments.
- Providing daily roll call, equipment checks and uniform inspections.
- Ensuring that all daily paperwork is completed prior to end of shift. Police reports must meet department expectations.
- Writing complete, concise and coherent reports for a variety of purposes and evaluating reports for continued investigations.
- Supervising and evaluating the performance of subordinates including disciplinary actions, continued training and counseling.
- Recommending commendation and disciplinary action.
- Mentoring, monitoring, encouraging, counseling and training of officers.
- Investigating complaints concerning the conduct or performance of subordinates.
- Performing liaison functions between the Richfield Police Department and outside agencies or other City departments.

- Maintaining proficiency in the use of police related equipment.
- Interpreting and applying ordinances in a wide variety of situations and interpreting policies and procedures to apply to law enforcement activities and situations.
- Assisting in development and implementation of policies and procedures.
- Exhibiting good community relations by supporting involvement in community-oriented policing programs and activities and maintaining those good relations by providing quality service.
- Assisting with internal complaint investigations.
- Coordinating activities at crime scenes.
- Investigating crimes and performing or directing apprehension activities.
- Interviewing and interrogating victims/witnesses/suspects.
- Interpreting and implementing laws on search and seizure.
- Instructing officers on patrol operations including crime detection and patrol interdiction techniques.
- Working effectively with people of diverse cultural, economic and ethnic backgrounds.
- Sergeants shall work a minimum of 24 hours of Community Engagement activities within an evaluation period (1 year). This shall consist of Joint Community Policing Partnership (JCPP) programs, Crime Prevention programs, other community events or self – initiated community engagement events. Sergeant involvement will be tracked through CAD.
- Performing other police or public safety duties as assigned.

**Police Sergeants Direction/Authority:**

The Patrol Sergeant has the responsibility to encourage officer initiated activity and to facilitate that activity through appropriate officer assignments and operational practices.

The assignment of officers should be based on identifiable criteria (mission of the department) that are consistent with the efficient use of personnel resources and good supervisory practices. Methods of assignment that are based solely on systematic rotation or seniority generally do not make the best use of available personnel and should not be used.

When evaluating the team's ability to assign an officer during a shift to an activity such as follow-up investigations, community policing, dedicated traffic enforcement, or other such duty, supervisors should recognize their authority to use a variety of operational practices that can extend available resources. Such operational authorities include the following:

- To have the dispatch center stack or hold routine calls that do not require an immediate response for a reasonable period if a squad is not available. The caller should be advised of the short delay.
- To have the dispatch center reroute or clear and reroute squads from less urgent calls to urgent calls.
- To request assistance from neighboring departments.
- To grant leave time based on staffing levels after all department needs have been met.

By Order Of:

  
Chief of Police



## **Community Engagement Opportunities**

Policy #244 – PATROL OPERATIONS requires all officers assigned to the department to participate in 24 hours of community engagement activities throughout the year. Listed below are a number of established programs currently sponsored by the department. Officers are encouraged to participate in these programs and/or programs that are self-initiated and supervisor approved.

**New American's Academy:** Officers needed to speak about law enforcement related issues to new immigrants. Dates: TBD Location: Metro South Education Center.

**Children's Day: Stories, Crafts, and Music:** Officers gather with Richfield youth at the library, engage in activities and read. Date: April Location: Augsburg Park Library.

**Kite Festival:** Officers gather with Richfield youth at the library, read books about the cultural significance of kites, build kites and fly them. Date: July Location: Augsburg Park Library.

**Unity in the Community:** Officers engage community members in city park. Vendors and other festivities will be present. Date: TBD Location: TBD.

**Police and Fire Teen Academy:** Officers needed to give department tours to student groups and present law enforcement related information. Date: TBD Location: RPD.

**Heroes and Helpers:** Officers needed to shop with Richfield students, wrap presents, play games. Date: December Location(s): Target and Richfield Municipal Center.

**Richfield Wellness Expo:** Officers needed to engage citizens at this event and support Crime Prevention personnel. Date: TBD Location: Richfield High School.

**Citizen's Police Academy:** Officers needed to present law enforcement related information to the Citizens during one of the five sessions. Date: TBD Location: TBD.

**Safety Day:** Officers needed to serve as camp counselors for one of the youth groups or support in other capacity. Date: TBD Location: Richfield STEM School.

**Crime Prevention Presentations:** Officers needed to assist Crime Prevention in presentations for the community. Dates: TBD Location: throughout Richfield.

**Neighborhood Block Captains' Meeting(s):** Officers meet with Neighborhood Block Captains, present law enforcement related information to group. Dates: TBD Location: RMS auditorium.

**Night to Unite:** Officers visit block parties throughout Richfield and speak to the community about law enforcement related issues. Date: TBD Location: throughout Richfield.

**MIRA:** Officers present at Q&A Sessions with English Language Learner students. Dates: TBD Location: Central School.

**PMAC meetings:** Officers attend/present at Police Multicultural Advisory Committee monthly meetings. Date: TBD Location: Richfield Municipal Center.

**Citizen Ride-Along:** Officers conduct ride-along(s) with Citizens of Richfield or PMAC members. This is an opportunity to demonstrate our professionalism and service to community. This does not include police candidate/police cadet ride-along(s).

**Richfield Farmer's Market:** Officers needed to attend this event to answer questions and participate in various activities. Dates: TBD Location: Veteran's Park.

**School Functions:** Officers are encouraged to attend High School sporting events, invitations to present and social activities to engage students and staff. Date: TBD Location: Richfield Schools.

**Explorer Coordinator(s):** Explorer Coordinators conduct monthly meetings with Explorers, coordinate activities including; training, compliance checks and yearly conference.

**Voices Heard Program:** Officers needed to engage in a series of dialogue sessions between police and high school students. Date: Fall Location: TBD.

**Special Olympic Events:** Officers are needed to engage in a variety of Special Olympic events including; Tip a Cop and the Polar Plunge. Dates: TBD Locations: TBD.

**Other JCPP and Crime Prevention Programs:** JCPP and Crime Prevention routinely request officers to participate in department sponsored events. These events will be made available to officers for additional community engagement opportunities.

