

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

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SUBJECT Patrol Services		
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REFERENCE SCLEA Chapter 16	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 8

I. Purpose:

The goal of the City of Anderson Patrol Division is to maintain high visibility in known crime areas. Patrol Officers acting in a professional manner in a community oriented policing to aggressively eradicate the criminal element and also those of aggressive drivers. The Patrol Shifts will place emphasis on criminal enforcement, checkpoints in random neighborhoods, and DUI saturation enforcement in known high crash areas. The Traffic and K-9 Units will focus on aggressive driving and criminal violations while also keeping an emphasis on alcohol and drug enforcement. Importance will also be placed on lounge and bar checks periodically while enforcing underage drinking and alcohol violations, and ensuring these businesses are closed at the proper times. A great importance will be placed on continuing the Business Keep Check Program by checking at random undetermined business locations and leaving cards to advise property owners. The newly created Administrative Sergeants will continue to enhance the quality of investigations by investigating all openly assigned Municipal Court level cases.

II. Uniform Patrol:

Patrol services are assigned to **Uniform Patrol**. Major duties of Uniform Patrol officers are:

1. Proactive patrol.
2. Response to call for services.
3. Crime prevention.
4. Investigation of crimes, offenses, incidents and the arrest of offenders.
5. Traffic direction and control.

6. Emergency services.
7. Regulation or inspection of certain businesses, downtown patrol, or activities as required by state law or city ordinance.
8. Development of relationships between citizens and the Police Department.
9. Reporting of information to other organizational components.

III. Information Exchange:

Daily, Uniform Patrol supervisors forward copies of incident reports to the Petty Crimes unit, COPS unit, or CID for information exchange and/or follow up. Petty Crimes, COPS unit, and CID provide to Uniform Patrol information on suspects wanted in investigations. In addition, Uniform Patrol supervisors meet with other division supervisors on a monthly basis to communicate. Whenever appropriate, Petty Crimes, COPS unit and CID personnel attend Patrol roll calls to disseminate information directly on criminal activity.

IV. Patrol Coverage: (SCLEA 16.1)

Uniform Patrol maintains a twenty-four (24) hour a day, seven (7) day a week patrol service presence in Anderson City. Uninterrupted coverage is accomplished with oncoming shift personnel reporting to duty fifteen minutes (15) minutes prior to the beginning of each shift change. After a brief shift briefing or roll call period, officers immediately report to assigned patrol districts to relieve off-going shift personnel.

SHIFT ASSIGNMENT - Uniform Patrol officers are assigned to shifts in accordance with manpower needs. When possible, officers are given their choice and seniority is used as the deciding factor in the selection process.

SCHEDULING - Whether fixed or swing shifts are used, a schedule informs all patrol officers, including supervisors, of their shift rotation, their scheduled days of work, and scheduled days off.

PATROL SERVICE AREA ASSIGNMENT - Patrol officers are assigned to a specific zone. Each uniformed patrol officer is responsible for law enforcement services in his or her assigned area.

MANPOWER ALLOCATION - Officers are assigned to specific zones based on an analysis of calls for service and other activities within each zone. The number of officers assigned to a given zone may fluctuate by shift or day of week.

ZONE AREA ROTATION - Officer trainees are rotated through various zones during their training period. Once this is completed, they are normally assigned to work a regular zone. They are transferred to other zones when supervisors deem it necessary and in the best interest of the Police Department. Shift supervisors handle requests to transfer from zone assignments. The purpose of extended assignment in a patrol zone is to enable officers to become better acquainted with persons, businesses, organizations and hazards on the daily patrol. Additionally, an extended zone assignment places responsibility for events occurring in that zone on a specific officer.

V. **Roll Call:** (SCLEA 16.6)

Each Uniform Patrol shift conducts roll call during the fifteen minute period prior to relieving the off-going shift. Each uniform officer is expected to be on time for roll call, anyone late should notify their chain of command.

Roll calls accomplish:

1. Information exchange regarding unusual situations, criminal activity, changes in status of wanted persons, stolen vehicles, and major investigations.
2. Notification of changes in schedules and assignments.
3. Notification of new directives or changes in existing directives.
4. Evaluation and inspection of officers' readiness to assume patrol.
5. Training as needed.

VI. **Radio Communication:**

Every patrol officer engaged in a field assignment must have access to radio communications. Each patrol officer is assigned radio identification based on shift assignment. Communications within the Police Department radio system is conducted using approved 10-codes or clear speech for all transmissions. Communication with other agencies is conducted using approved 10-codes or clear speech. Officers are trained in radio protocol during field training. Training covers procedures on the necessity of transmitting their location, their status, the nature of cases and any developments in an investigation.

In every case, officers are to communicate with a dispatcher:

1. Upon arrival at the scene of an incident.
2. Before they leave their patrol cars.
3. When they make vehicle or pedestrian stops.
4. To call in and out of service.

Transmissions between officers are to:

1. Be made only for the purpose of conducting business.
2. Be concise and professional.
3. Use a minimum of airtime.

All transmissions are to include the sending unit's entire identification number.

VII. **Calls for Service:**

The number of officers assigned to answer a call for service is determined by several factors involved in the incident.

A back-up officer is automatically assigned if one or more of the following exist:

- Traffic Stop.
- On-scene arrest for a felony or violent misdemeanors.
- Resistance to arrest.
- Use of force.
- Crime in progress.
- Fleeing suspect.
- Burglar Alarm.
- Domestic/Civil disturbance.
- Assault on an officer.

PRELIMINARY INVESTIGATIONS - Patrol officers conduct preliminary investigations on all calls for service for criminal incidents classified as Part I or Part II crimes under the UCR system. Officers may conduct preliminary investigation of unusually serious or complex crimes. Additionally, certain crimes may require the presence of investigators in plain clothes during the initial investigation. Such investigations are normally initiated through the Criminal Investigations Division.

PATROL SUPERVISOR RESPONSE – Supervisors are to respond to serious incidents involving:

- Loss of life.
- Injury to officers.
- Felonies in progress.
- Events of a serious nature that may necessitate implementation of the Incident Command System.

BODY ARMOR - A bullet resistant vest of at least Threat Level III-A is available for every officer on a given shift assigned to routine field duties.

LOCKED VEHICLE CALLS – Officers will respond to locked vehicle calls when there exists an immediate necessity to gain entry. Immediate necessity is defined as a situation which involves a potential loss of life, or public welfare is threatened. If there is a doubt concerning immediate necessity, Communications will immediately refer the call to a patrol supervisor.

VIII. Field Investigations:

FIELD INTERVIEWS - Persons acting in a suspicious manner or frequenting a high crime area are potential subjects for field interview. Field interviews may disrupt criminal activity.

Field Interview (FI) Contact Cards are to be used to document field interviews. FI cards provide information on persons at or near the scene of criminal activity. These cards are then to be entered into the Field Interview section of Police Central. Those with laptops can omit the FI card process.

LAW ENFORCEMENT HAZARDS - Defined as any situation, person, property or place that may induce an incident calling for law enforcement action. Hazards may be permanent or temporary, and may vary hourly, daily, or seasonally. All Police Department personnel are to attempt to identify as many hazards as possible and report same to a patrol supervisor. Patrol supervisors are to determine which patrol technique will most effectively counteract them.

Methods used to disseminate information on hazards include:

1. Posting information in a central location.
2. Publishing a memorandum issued by the Patrol Captain.
3. Announcing hazards at roll call or via general radio broadcast (BOLO).

IX. Follow-Up Investigations:

Follow-up magistrate level investigations are assigned to the Uniform Patrol Administrative Sergeant as part of regular duties. At the end of each shift, patrol supervisors review incident reports written during the shift. Reports are reviewed to determine if an incident should receive a follow-up investigation. Reports identified for follow-up investigation are further divided into those assigned to CID, Narcotics, Detention, or the Uniform Patrol Administrative Sergeant.

X. Patrol Vehicles: (SCLEA 16.2)

Whether marked or unmarked, vehicles used in routine or general patrol service are to be equipped with operational emergency lights and a siren. All marked vehicles used in routine or general patrol service are to be equipped, at a minimum, with the following equipment in operational order:

1. Blue lights (interior or exterior).
2. Siren.
3. Mobile radio transceiver. (VHF and 800 MHZ)
4. Public address speaker.
5. Exterior spot light.
6. Working Shotgun or AR-15 Rifle.
7. Laptop equipped with Police Central.
8. Speed Measurement Device.
9. Video camera (digital or VHS).
10. Driver and Passenger side decals on the patrol vehicle.

Patrol vehicles used for covert purposes are exempt from the above.

Slick-top patrol vehicles must be equipped with front and rear strobe lights in the headlights and taillights, side marker blue lights in the windows, and front and rear working blue lights.

PATROL VEHICLE SUPPLIES - Patrol cars are to carry the following supplies to enable officers to respond adequately to traffic collisions or other emergencies: (SCLEA 16.9)

1. Basic first aid kit.
2. PPE Kits
3. Fire extinguisher.
4. Flashlight.
5. Safety Vest

Supervisors inspect these quarterly for operational readiness. Supplies are replenished as needed.

SEATBELTS - All operators and passengers in an Anderson City patrol vehicle are to wear seat belts.

XI. SPECIAL DUTY VEHICLES

The City of Anderson Police Department utilizes special-purpose vehicles to meet unique needs of patrol. The following special-purpose vehicles are utilized:

A. Bicycles:

Patrol bicycles are utilized for special patrol purposes in the City of Anderson. Bicycles give officers the ability to patrol congested areas efficiently, patrol discretely and quietly, and to maintain a visible presence in communities.

1. **Use:** Officers who are designated as bicycle patrol officers may utilize bicycles at their discretion as long as weather conditions permit safe operation. Supervisors may restrict use of bicycles at their discretion. Officers who are not designated as bicycle officers may utilize bicycles with the approval of their supervisor and approval of the Uniform Patrol Captain, who shall serve as the Bicycle Patrol Commander. All officers must wear a helmet, approved bicycle uniform and have completed bicycle training by a certified instructor in order to utilize bicycles in a patrol capacity. It is recommended that officers work in pairs when operating bicycles. Bicycles may be operated at night as long as they are equipped with front and rear lighting devices and approval from the Chief of Police or his/her designee.
2. **Training:** Officers must complete an approved bicycle training program by a certified instructor prior to utilizing bicycles in a patrol capacity.
3. **Maintenance:** Officers designated as bicycle officers are responsible for maintaining the bicycle assigned to them. The Uniform Patrol Captain, or his designee, is responsible for ensuring that all bicycles are maintained in proper working order. Officers utilizing bicycles are responsible for checking the operation and function of the bicycle and all equipment before utilizing the bicycle. If any deficiencies or maintenance issues are discovered they are to report the problem

to the Uniform Patrol Captain if unable to resolve the problem themselves before utilizing the bicycle.

4. Equipment: Patrol bicycles are equipped with front and rear lighting devices and may be equipped with flashing blue lights and siren as well.

XII. Next-of-kin, Death, or Emergency Notifications: (SCLEA 16.8)

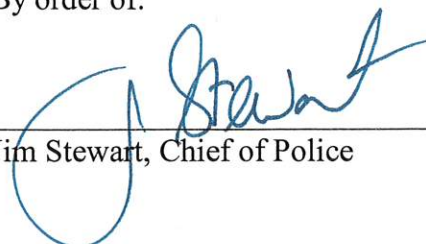
Patrol officer supervisors frequently make notifications to the next-of-kin of deceased, seriously injured or seriously ill persons. **On all in-city deaths, the Coroner's Office is responsible for the notification of next-of-kin.** On out-of-city deaths, the Coroner's Office in the affected jurisdiction will normally make notification of relatives living within Anderson City. However, in some cases this may not be possible and the assistance of the Police Department may be required.

When requested to do so by a Coroner from another jurisdiction, patrol supervisors make the next-of-kin notifications. Supervisors assigned to this duty are to be prompt and considerate when informing the family. For example, if children are present, it may be better to suggest to the concerned person that you speak to them alone or out of the presence of children. Special care is to be taken with elderly persons receiving notifications. Be prepared to furnish them with a contact person or telephone number where they may receive further information. Notifications of the next-of-kin for seriously injured or seriously ill persons are to be conducted in a manner similar to that of a death notification.

Notification of agencies, such as the Coroner's Office, Roads and Bridges/Highway Department personnel, public utilities and news media are to be carried out in the following manner:

1. The Coroner's Office is notified of all deaths in the City. Emergency Medical Services personnel are responsible for notifying the Coroner.
2. Roads and Bridges and Highway Department personnel are to be notified promptly whenever there is a road obstruction, flooding, or bridge damage. Patrol units discovering such situations are to relay information to Communications. Communications are responsible for contacting the appropriate county or city agency.
3. Public utilities, such as power companies, natural gas companies and telephone companies, all provide vital services to the public. Patrol units discovering problems or disruptions in such services are to promptly notify Communications of the location and nature of the problem. Communications will notify the affected company's operations personnel.
4. Events affecting the safety of the public are to be immediately relayed to the Public Information Officer. He, in turn, will notify the appropriate news media agencies to disseminate information to the public.

By order of:



Jim Stewart, Chief of Police

5-15-18

Date