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LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

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SOP# P-010

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SUBJECT: PATROL OPERATION

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INDEX AS: PATROL PROCEDURES: PATROL OPERATIONS

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EFFECTIVE DATE: 08/09/05 REVISED DATE:  
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I. PURPOSE:

To provide uniform guidelines for the operation of the patrol division through the standardizing of procedures and functions.

II. SCOPE:

This policy applies to all sworn personnel assigned to uniform patrol duties.

THE RESPONSIBILITIES OF THE PATROL CAPTAIN WILL INCLUDE:

- A. Vehicle maintenance inspections.
- B. Personnel uniform/equipment inspections.
- C. Special patrol request.
- D. Special traffic control request.
- E. Bulletin Board Updates.
- F. Any other assignment so designated by the Sheriff or Chief Deputy (Major).

III. PATROL FUNCTIONS:

A. Preventive Patrol:

Including inspections and inquiry of persons and property toward the prevention of crimes and/or accidents, maintenance of public order, and the discovery of hazards and delinquency causing situations.

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B. Crime Prevention Activities:

Including crime prevention education of adult and juvenile levels, conducting security checks of businesses and residences and special crime presentations before communication or church groups.

C. The response to call for service.

D. Investigation of crimes, offenses, incidents and conditions, including the arrest of the offenders.

E. Traffic direction and control.

F. Provide emergency services to community.

G. To develop and maintain good relationships between the Sheriff's Department and the Community.

H. Prompt and accurate reporting of all occurrences and incidents.

IV. ORGANIZATION AND TOUR OF DUTY:

A. The patrol division shall be a 24 hour period , divided into two -12 hour rotating shifts, with one hour meal breaks.

Day Shift- 0630-1830

Night Shift- 1830-0630

NOTE: Shift hours may be changed at the discretion of the Sheriff or Chief Deputy.

V. ASSIGNMENT TO PATROL:

Determination of manpower allocation will be based upon need and crime activity.

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VI. TRANSFER:

A. Shift changes will occur at the discretion of the Sheriff/Chief Deputy. Requests for shift transfers must be written and given to the requester's immediate supervisor to be forwarded to the Chief Deputy. Written requests must specify the reason for the request. The Chief Deputy will assign all personnel to the Shifts and may consider the following circumstances.

1. There is a legitimate reason for the transfer;
2. There is a vacancy on another shift;
3. There is an agreement between officers to switch shifts;

Transferring from one shift to another is discouraged and will be considered on an individual basis.

VII. PATROL CAR EQUIPMENT:

The following equipment shall be maintained in the patrol unit and shall be utilized when necessary by the patrol officer. Any discrepancies in the vehicle inventory should be reported to your immediate Supervisor as soon as possible.

- A. One spare tire and jack;
- B. One first aid kit;
- C. One fire extinguisher;
- D. Reflective vest;
- E. Flares

VIII. NOTIFICATION OF PATROL CAPTAIN:

Patrol Sergeants will notify the 911 Dispatcher to contact the Patrol Captain whenever necessary.

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IX. PRELIMINARY INVESTIGATIONS:

The patrol division is responsible for conducting preliminary investigations of all incidents and categories of crime. The patrol Deputy shall follow these procedures when conducting a preliminary investigation:

- A. Upon arrival at the scene, the Deputy shall observe all the conditions, events and remarks, to include:
  - 1. Provide aid to injured;
  - 2. Determining if an offense has actually been committed, and if so, the exact nature of the offense.
- B. Locate and identify witnesses:
  - 1. Full name;
  - 2. Telephone number;
  - 3. Address.
- C. Maintain the crime scene and protect evidence.
- D. Interview the complainant, victim and witnesses.
  - 1. Obtain description of suspects, (name, address, physical description);
  - 2. Determine what information is known by witnesses, victim or complainant;
  - 3. Furnish other field units ,by radio, the descriptions, method and direction of flight and other relevant information concerning wanted persons or vehicles.
- E. Arrange for the collection of evidence:
  - 1. Notify investigators (if necessary) to collect evidence and photograph the scene;
  - 2. Collect evidence if there is no need to notify investigators

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- F. Effect the arrest of the criminal or suspect:
1. Determine the identity of suspect and effect an arrest if it can be accomplished at the scene or through an immediate pursuit.
- G. Interrogate the Suspect:
1. Read Miranda warning if applicable;
  2. Use field interview techniques;
  3. Take suspect into custody and turn over to investigator.
- H. Complete Incident Report:
- X. FOLLOW UP INVESTIGATIONS:
- A. Follow-up investigations of incidents shall be the primary responsibility of the Criminal Investigator. However, patrol Deputies who acquire additional information on Incidents should complete a supplemental report and forward the information to the Investigations Division.
- B. The following incidents require immediate notification of investigative personnel by the Patrol Deputy:
1. Homicide;
  2. Aggravated Assault; (Officer Discretion)
  3. Armed Robbery;
  4. Burglary (Where latent prints or other physical evidence is available or where theft amounts exceeds \$5000; (Officer Discretion)
  5. Rape;
  6. Suicide;

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XI. FIELD INTERVIEWS:

- A. An important aspect of preventive patrol is the conducting of field interviews. Field interviews shall be a primary responsibility of the Patrol and Investigative division.
- B. The end result of the field inquiry- identification, information and crime prevention, are best achieved through an open professional approach. Indiscriminate stopping and questioning of citizens represents both a misuse of police authority and an infringement upon the personal liberty of citizens. Each person questioned must, in the judgement of the officer, arouse suspicions or appear to be a potential source of information. The practice of stopping a pedestrian or motorist to break the monotony of an otherwise dull tour of duty, or for the sake of showing some activity for the record, is not in keeping with the intent or spirit of the field inquiry.
- C. Whenever a Deputy conducts a field interview he/she should notify the 911 Dispatcher of location and proper code.

NOTE:: PATROL DEPUTIES SHOULD PASS ON APPROPRIATE INFORMATION-

XII. IDENTIFICATION OF POLICE HAZARDS:

All Deputies shall be responsible for reporting any potential or actual Police Hazards which may exist in the community. Police Hazards may include:

- A. Roadway hazards, such as holes, ditches, loose gravel, etc. Such hazards, when discovered, shall be reported also to the City Street Department, County Public Works or State Highway Department;
- B. Construction projects;
- C. Persons known to carry weapons;

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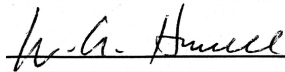
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D. Down power lines- Notify Public Utilities.

When a potential or actual police hazard is detected, the Deputy or Investigator shall notify the dispatcher of the hazard. All potential or actual hazards shall be reported. This information should be distributed to Deputies during roll call sessions.

  
W. A. HARRELL  
SHERIFF

8/9/2005

EFFECTIVE DATE: