



Approved:  
*Chief Marcia Harnden*

Subject:

# 220. Patrol Function

Effective:  
January 30, 2019

CALEA Standards: 41.1.1, 41.1.2, 41.2.1,  
61.1.6, 61.3.2, 61.4.2, 81.2.4

Page:  
1

Revised:  
April 18, 2022

## 220.1 PURPOSE AND SCOPE

The purpose of this policy is to define the functions of the Patrol Unit of the Department to ensure intra-department cooperation and information sharing.

### 220.1.1 DEFINITIONS

**Emergency calls** - indicates a response to an actual or potential emergency situation by a police officer. The officer should immediately proceed directly and in a safe manner to the call by the most expedient route. Emergency calls will generally require a Code 3 response with the use of lights and sirens.

**Non-emergency calls** - require a timely, yet not direct response. Officers and communication specialists should determine the level of severity by the nature of the call. The level of severity shall directly relate to the response type and time.

## 220.2: POLICY

**It is the policy of the Albany Police Department to maintain and deploy a patrol force to engage in a variety of activities, which can range from traditional response to calls for service to alternate strategies for the delivery of police services and problem solving.**

## 220.3: PATROL SHIFTS

- a. The Albany Police Department will deploy Patrol Teams in such a way to provide continuous patrol coverage for the City of Albany on a 24-hour per day, 7-day per week basis.
  - 1) Minimum staffing of a patrol team between 0700 hours and 0300 hours should be at least seven regular officers, including the Shift Supervisor, whenever possible.
  - 2) Minimum staffing between 0300 hours and 0700 hours should be least six regular officers, including Shift Supervisor, whenever possible.

- 3) In order to accommodate training and unforeseen circumstances, a regular officer may be used as a Shift Supervisor when necessary.
  - 4) With approval of the Division Captain, a regular officer may be used as the Watch Supervisor for limited time periods.
- b. Officers assigned to the Patrol Unit will be assigned to Patrol Teams, and also assigned to specified geographic areas of the City (beats) for which they are primarily responsible.
- 1) Beat assignments may be changed by the Watch Supervisor or Shift Supervisor to suit the needs of the Patrol Team and/or the Department.
- c. The Patrol work schedule will have rotating days off and will consist of two working days, followed by two days off, followed by three working days, followed by two days off, followed by two working days, followed by three days off (i.e., work Monday-Tuesday, off Wednesday-Thursday, work Friday, Saturday Sunday, off Monday-Tuesday, work Wednesday-Thursday, off Friday, Saturday, Sunday).

#### **220.4: SHIFT BRIEFING**

- a. Each patrol shift shall begin with a shift briefing, which should be led by the Watch Supervisor or Shift Supervisor, who is responsible for preparation of information to be disseminated or training to be conducted, unless delegated to a subordinate employee. Briefings should normally be 20 minutes or less.
- b. Briefings should accomplish the following basic tasks:
- 1) Dissemination of information regarding daily patrol activity, unusual situations, potential officer safety hazards, wanted persons, stolen vehicles, major investigations, and information regarding relevant community initiatives and activities.
  - 2) Notification to personnel of changes of schedules and assignments, and notification of new directives or changes in directives.
- c. Training of employees in legal updates, changes in procedure, or other relevant information.
- 1) Records of training conducted in briefing shall be forwarded to the Administrative Lieutenant for including in employee training records, as appropriate.

#### **220.5: RESPONSE TO CALLS**

- a. Officers are responsible for determining their response to calls for service, unless directed by a supervisor or the Communications Center to respond in emergency (Code 3) or non-emergency (Code 2 or Code 1) mode.
- b. A Code 3 response should be considered when available information reasonably indicates that a person is threatened with injury or death, a felony property crime is in progress, or serious property damage is imminent, and a more immediate law enforcement response is needed to mitigate injury, property

loss, or to apprehend suspects. Calls for service which do not fit these criteria, or for which other justification for emergency response does not exist, should be treated as non-emergency.

- c. Officers responding Code 3 shall operate emergency lights and siren as is reasonably necessary, pursuant to [ORS 820.300 and ORS 820.320](#). Officers shall only use the “wail” and “yelp” functions of the siren as emergency sounds, and not the “hi-lo” function, as it is not considered an emergency sound pursuant to [OAR 735-110-0000\(8\)](#) and [OAR 735-110-0010\(1-3\)](#).
- d. Responding with emergency lights and siren do not relieve an employee of the duty to continue to drive with due regard for the safety of all persons.
- e. Officers who fail to use appropriate warning equipment are not exempt from the rules of the road (ORS 820.300). However, officers may omit the use of the siren and emergency lights if it reasonably appears that the use of either or both would prevent or hamper the apprehension or detection of a violator.
- f. Officers responding in non-emergency mode (Code 1 or Code 2) shall observe all traffic laws and proceed without the use of emergency lights and siren.

#### 220.5.1: REQUESTING EMERGENCY ASSISTANCE

- a. Requests for emergency assistance should be limited to situations in which involved personnel reasonably believe that there is a threat to the safety of officers or assistance is needed to prevent imminent serious harm to a citizen. If circumstances permit, the requesting officers should give the following information:
  - 1) The officer’s unit number;
  - 2) Number of units required.
- b. Once the situation has stabilized and emergency response is no longer required, the requesting officer shall immediately notify the Communications Center.

#### 220.5.2: INITIATING AN EMERGENCY RESPONSE

- a. **Responding Officer Responsibilities:** If an officer believes an emergency response is appropriate to any call, the officer will immediately notify the Communications Center that they are responding Code 3 and the location from which they are responding, unless doing so would impede primary emergency radio traffic.
  - 1) Officers shall operate their vehicle safely while responding Code 3, in compliance with Oregon law and this policy.
  - 2) If, during a Code 3 response, the officer determines that roadway conditions, traffic congestion, or other circumstance do not permit such response without unreasonable risk, the officer may downgrade their response and shall notify the Communications Center that they are no longer responding Code 3.

- b. **Communications Responsibilities:** Communication Specialists shall assign a Code 3 response when an officer advises they are responding Code 3. In all other circumstances, Communication Specialists wishing to assign a Code 3 response shall first obtain authorization from the Watch Supervisor or Shift Supervisor.
- 1) When assigning units to respond Code 3 to an incident, the Communication Specialist shall:
    - A. Attempt to assign the closest available unit to the location requiring assistance;
    - B. Confirm the location from which the unit is responding;
    - C. Notify and coordinate allied emergency services (e.g., law enforcement, fire department, medics);
    - D. Continue to obtain and broadcast information as necessary concerning the response and monitor the situation until it is stabilized or terminated;
    - E. Control all radio communications during the emergency and coordinate assistance under the direction of the Watch Supervisor or Shift Supervisor.
- c. **Supervisor Responsibilities:** Upon being notified that a Code 3 response has been initiated, the Watch Supervisor or Shift Supervisor shall verify that proper response has been initiated, that no more than those units reasonably necessary are involved in the response, and that affected outside jurisdictions are being notified as practical.
- 1) The Watch Supervisor or Shift Supervisor may assign or remove units to or from a Code 3 response based on the supervisor's judgment of the reasonably necessary number of units under the circumstances, and may terminate a Code 3 response which, in their judgment, is inappropriate.
  - 2) When making the decision to authorize, modify, or terminate a Code 3 response, the supervisor should consider:
    - A. The type of call;
    - B. The necessity of a timely response;
    - C. Traffic and roadway conditions;
    - D. Location of responding units.

#### 220.6: PATROL VEHICLES

- a. Vehicles used in routine or general patrol service, whether conspicuously marked or unmarked, must be equipped with operational emergency lights and a siren. Unmarked vehicles that are used for traffic enforcement shall be equipped with lights and a siren. However, these vehicles will comply with the pursuit restrictions as set forth in [Vehicle Pursuits: Policy 280.3.1](#).
- b. If the emergency lights or siren fail to operate during a Code 3 response, the officer shall terminate the Code 3 response and notify the Watch Supervisor, Shift Supervisor, or Communications Center of the failure so that another unit can be assigned to the emergency response.

- 1) The officer whose vehicle suffered the equipment failure may still be assigned to respond to the incident in non-emergency mode, if appropriate.
- c. Patrol vehicles shall be equipped and maintained in accordance with [Vehicle Maintenance: Policy 720](#).

### 220.7: HAZARDOUS ROADWAY CONDITIONS

- a. Hazardous highway and/or environmental conditions are defined as:
- 1) Defects in the roadway itself (holes, ruts, or dangerous shoulders).
  - 2) Lack of, or defects in, highway safety features (e.g., center and roadside striping and reflectors or improper, damaged, destroyed or visually obstructed traffic control and information signs).
  - 3) Lack of traffic control and information signs (curve and hill warnings, stop and yield signs, speed limit signs, street and highway identification).
  - 4) Lack of mechanical traffic control devices or improperly located or malfunctioning traffic control devices.
  - 5) Lack of roadway lighting systems or defective lighting systems.
  - 6) Natural or man-caused obstructions (fallen trees and rocks, litter, debris, parts of vehicles, broken water mains and electrical wires).
  - 7) Ice or heavy snow accumulations on roadway surfaces.
  - 8) Fire and its attendant smoke in areas adjacent to the highway.
  - 9) Vehicles parked or abandoned on or near the roadway.
- b. The term “roadside hazard” will refer to all physical features of the roadside environment which are such that a vehicle leaving the road surface for any reason, even momentarily, can impact with them resulting in injury to people or damaged property. Roadside hazards included in the definition are:
- 1) Rigid, non-yielding support for traffic control devices and lights, or the non-performance of safety installations (i.e., breakaway sign supports that fail to function properly).
  - 2) Improperly engineered guard rails.
  - 3) Unshielded bridge railings that may not be able to retain an impacting vehicle and redirect it parallel to the roadway, thereby minimizing damage to the vehicle and danger to traffic below the bridge.
  - 4) Bridge abutments and other hazardous fixed objects built off the roadway, and into which the vehicle might crash with high injury probability.

- 5) Utility poles, trees, ditches, step banks, culverts, rock formations, and other fixed objects and features of the roadside environment into which a vehicle might crash instead of being able to come to a stop in a clear distance.
- c. The following procedure will be followed in identifying, reporting and correcting hazardous roadway, roadside, or environmental conditions:
  - 1) When a hazard is identified and in the officer's opinion such hazard requires immediate correction (such as a fallen tree or downed electrical wire), the officer will immediately inform dispatch of this situation and identify the assistance or special equipment required. The officer will protect the scene and bystanders, and direct traffic or take any other action deemed necessary to correct the situation.
  - 2) When a hazard is detected that represents a potential crash situation but the threat of such is not imminent (as in the case of a discarded muffler), the officer will inform dispatch. Dispatch will notify Public Works or other proper authority to have the hazard corrected. If the officer can correct the situation, s/he will take appropriate action.

#### **220.8: CALL OUT PROCEDURE**

In the event that sufficient personnel do not accept voluntary seniority overtime, the staffing shortage assignments will be filled through mandatory call out by drafting qualified employees in the inverse order of seniority.

- a. The call out procedure will occur in the inverse order of seniority for all patrol personnel who are not currently in FTEP.
- b. The supervisor should utilize the telephone to attempt to contact employees for mandatory shift coverage.
- c. If an employee does not answer their telephone, the supervisor should leave a message asking them to return their call.
- d. The supervisor will then move onto the next employee on the call out list in the inverse order of seniority until they are able to fill the staffing shortage.
- e. Upon completion of FTEP, employees will automatically be added to the call out list.
- f. Once an employee works a mandatory overtime shift or volunteers for a short notice overtime call out, that employee will be removed from the list until the list is exhausted. If the list is exhausted and the shift is not filled, the supervisor will call everyone on the list in the inverse order of seniority regardless if they have been drafted. The list will be renewed every eight weeks in coordination with the schedule rotations.
- g. The call out list will be maintained by the patrol supervisors.
- h. The call out procedure does not eliminate management rights in emergency situations.

**220.9 COMMUNITY CARETAKING**

Community caretaking functions means any lawful acts that are inherent in the duty of the officer to serve and protect the public. Except as otherwise expressly prohibited by law, any peace officer is authorized to perform community caretaking functions ([ORS 133.033](#)). Community caretaking functions include, but are not limited to:

- a. The right to enter or remain upon the premises of another if it reasonably appears to be necessary to:
  - 1) Prevent serious harm to any person or property; or
  - 2) Render aid to injured or ill persons; or
  - 3) Locate missing persons.
- b. The right to stop and redirect traffic or aid motorists or other persons when such action reasonably appears to be necessary to:
  - 1) Prevent serious harm to any person or property; or
  - 2) Render aid to injured or ill persons; or
  - 3) Locate missing persons.
- c. Nothing contained in this section shall be construed to limit the authority of a peace officer that is inherent in the office or that is granted by any other provision of law.