




# Clayton County Police Department PROCEDURES

Subject <b>PATROL OPERATIONS</b>		Procedure # <b>D1</b>	
Authorizing Signature 	Effective <b>08-14-2023</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	Total Pages <b>9</b>

## I. PURPOSE

The purpose of this policy is to provide guidelines and procedures for the patrol operations function of the Clayton County Police Department (CCPD).

## II. POLICY

It is the policy of the Clayton County Police Department (CCPD) to have a Uniform Patrol Division (UPD) dedicated to the uniform patrol operations function twenty-four (24) hours a day, seven (7) days a week. The primary function of the UPD shall include, but is not limited to, providing day-to-day police services, including answering calls for service, general patrol, the observation and reaction necessary to deter criminal activity, and to deal with any such activity as it may occur.

The secondary function of the UPD is to assist with traffic enforcement or assist the Traffic Unit with motor vehicle accident investigations, as call priority and volume allow, without compromising the primary function. Though traffic enforcement is not the primary function of the UPD, patrolling the community and/or enforcing laws, traffic and penal, as violations are encountered, is one of every patrol officer's duties and responsibilities.

The CCPD will allocate manpower and assign responsibilities to perform the patrol operations function by utilizing crime analysis data and other factors.

## III. ORGANIZATION AND COMMAND AUTHORITY

- A. The UPD Commander is a Major who reports to the Field Operations Commander (Assistant Chief).
- B. The UPD utilizes sectors for the allocation of personnel throughout the County. The UPD consists of work shifts for the allocation of officers throughout any given business day.

- C. Dependent upon the needs of the Department, a Captain may be assigned to a sector/precinct as a Sector/Precinct Commander.
- D. Dependent upon the needs of the Department, within each sector, a Lieutenant may be assigned to each shift as a Shift Commander. In the UPD, a minimum of one (1) Lieutenant or Shift Commander is required to be on duty at all times of the work day.
- E. Sergeants are the first line of supervision within the UPD and generally report to a specific Shift or Unit Commander (Lieutenant) pertaining to their assignment. In the UPD, a minimum of one (1) supervisor, rank of Sergeant or higher, is required to be on duty at all times, for each sector and shift.
- F. Dependent upon the need for the creation of a specialized unit or temporary detail within the UPD, a Sergeant or higher may be assigned and/or designated to supervise each specialized unit or detail as a Unit Commander.

#### **IV. OBJECTIVES & DUTIES**

##### **A. UPD's *Mission Statement***

The UPD is dedicated to professional service and protection to the citizens of Clayton County twenty-four (24) hours a day, seven (7) days a week, through positive leadership and partnership with the community. We, the officers, will selflessly protect and serve all people in the County.

##### **B. Objectives of Patrol operations shall include, but is not limited to:**

1. Reducing the crime rate;
2. Increasing the criminal apprehension rate;
3. Reducing the number of traffic accidents and violations; and
4. Improving the relationship between the CCPD and the citizens of Clayton County.

##### **C. General Duties of Patrol Operations shall include, but is not limited to:**

1. Responding to calls for service;
2. The prompt and accurate reporting of all occurrences and incidents, as necessary, to the proper county, state and federal agency or components;
3. Providing emergency services to the community;
4. Assisting the Clayton County Fire Department (CCFD);
5. Crisis intervention;
6. Investigating crimes against public order;
7. Restoring and maintaining public order;
8. Preventing and resolving disputes and family violence;
9. Arresting criminal offenders;
10. Preventing and deterring criminal activity and traffic violations;
11. Relieving and resolving traffic congestion and hazards;
12. Making referrals to social services agencies; and
13. Developing and maintaining a positive relationship between the CCPD and the community.

## V. ADMINISTRATIVE PROCEDURES FOR PATROL OPERATIONS

### A. Span of Control for Supervision

To ensure adequate supervision, guidance, and coordination of officers, the span of control for a first line supervisor performing the patrol operations function will normally not exceed ten (10) beats or twelve (12) officers. The number of officers assigned to one (1) supervisor will depend on the job or tasks being performed, manpower allocated to the shift, etc.

### B. Continuous Uniform Patrol Coverage [CALEA 41.1.1(a)]

The CCPD provides patrol coverage twenty-four (24) hours a day, seven (7) days a week. The following procedures will be followed to ensure the availability of patrol officers for responses to emergency calls for service.

1. Patrol officers will remain within their assigned sector for the duration of their shift, unless directed or authorized by a supervisor to cross sector or district boundaries.
2. Patrol officers will remain within their assigned beat for the duration of their shift, unless directly assisting with, or responding to, other incidents and/or dispatched calls within their assigned sector.
3. If a Priority 1 call for service is received at shift change, or when all other patrol officers of the UPD are out of service or unavailable, the call may be dispatched to officers from any other shifts and/or units who are on duty.

### C. Uniform Patrol Assignments [CALEA 41.1.1(b) (d) (f)]

Supervisors and officers will be assigned to the UPD based on the needs of the division and/or the CCPD. At the discretion of the UPD Commander, or authorized designee, officers will be given the following assignments:

1. Specific duty precinct or sector;
2. Specific duty shift; and
3. Specific off days.

The aforementioned assignments also apply to transfers within the UPD.

### D. Transfers within the UPD [CALEA 41.1.1(c) (e)]

1. Biannually, officers assigned to the UPD will have the opportunity to request duty assignment transfers within the Division. Usually, the first shift bid request of year will begin on the first weekday of February and end two (2) weeks after the first official *Uniform Shift Bid Announcement* date. Usually, the second shift bid request of the year will begin on the first weekday of August and end two (2) weeks after the second official *Uniform Shift Bid Announcement* date. All duty assignment transfer requests must be submitted via email (not memorandum) directly to the UPD Commander. Officers will carbon copy (i.e., "CC") their current chain of command.

The email shall include the following information about the officer making the request, or it will not be accepted:

- a. Title the email subject line as "Uniform Transfer Request";
- b. Name of employee and their employee number;

- c. Date of employment;
- d. Current Sector and Shift assignment; and
- e. Requested Sector and Shift to be transferred.

Only one (1) transfer request is permitted per email, per shift bid.

- 2. Biannually, supervisors assigned to the UPD will have the opportunity to request duty assignment transfers within the Division. Supervisor transfer requests will be conducted by phone contact on a specific date/time determined by the UPD Commander. It will be the responsibility of the Sector Captains to make phone contact and to coordinate such requests.
- 3. Supervisors and officers may be transferred within the UPD based on the needs of the division and/or the Department.
- 4. Generally, transfers within the UPD will be effective on the first Saturday of March, and the first Saturday of September of each year.
- 5. Any change to an officer's radio number will be updated and uploaded to the *CCPD Radio Roster*. Employees can view the *CCPD Radio Roster* from the CCPD intranet site.

#### E. Roll Call

- 1. Roll call will be conducted during the first fifteen (15) minutes of each shift by the Shift/Unit Commander, or designated supervisor.
- 2. During roll call the Shift/Unit Commander, or designated supervisor, shall:
  - a. Brief officers with information regarding safety concerns and issues; daily patrol activities, with particular attention given to notable/unusual circumstances and situations; changes or updates in the status of wanted persons, stolen vehicles, and major investigations.
  - b. Notify officers of changes in schedules and assignments.
  - c. Notify officers of new directives, or changes in directives, and the effective date of directives. Directives may include, but are not limited to, CCPD standard operation policies and procedures, general orders, rules and regulations, instructional materials, special orders, personnel orders, and memorandums from chain of command, etc.
  - d. Personnel Inspections
    - 1) Ensure that each officer and their equipment are in a state of operational readiness by conducting informal line inspections of personnel for compliance with grooming and uniform dress standards, general appearance, readiness for duty; and
    - 2) To ensure the general condition of issued/approved weapons and equipment (e.g., firearm and holster, ammunition, magazines and magazine pouch, ballistic vest and carrier, ASP baton and holder, Taser and holster, Oleoresin Capsicum (OC) spray and holder, flashlight, handcuffs and case, radio and holder, Body-Worn Camera and battery, duty belt, belt-keepers, etc.) are in a state of operational readiness.
  - e. Vehicle Inspections

Vehicle inspections will be conducted to ensure personnel comply with the proper use and maintenance of assigned vehicles and vehicle equipment as set forth by CCPD SOP: *B8: Vehicle Assignment, Usage and Maintenance*.

- f. Provide officers with roll-call training, as necessary.
- g. Allow personnel from other shifts, units or divisions to engage in the exchange of information.

The exchange of information between sworn personnel from different shifts, units or divisions is encouraged and supported by the Department. Methods by which this exchange of information may be carried out include, but are not limited to, the following:

- 1) *Daily Bulletin*, or other typed or written correspondence;
- 2) CCPD staff meeting(s), roll call(s), etc.;
- 3) Informal communication;
- 4) "Be on the Lookout" (i.e., BOLO), officer safety alerts; and
- 5) Criminal activity reports.

## VI. OPERATIONAL PROCEDURES FOR PATROL

### A. Responding to Calls for Service

- 1. Sworn officers are authorized to exercise the privileges set forth in O.C.G.A. § 40-6-6, Authorized Emergency Vehicles, when using the vehicle's emergency equipment (both lights and siren). The officer will drive with due regard for the safety of all persons.
  - a. The speed used by an officer in responding to an emergency call will be based upon the priority of the call, traffic density, weather and/or other related factors.
  - b. When responding to an emergency call such as a robbery in progress, the officer may turn off the emergency equipment when approaching the scene of the call; however, the officer will proceed with due regard for other traffic and persons in the area when emergency equipment is deactivated and they will obey all traffic laws.

### 2. Priority Codes

In order to increase efficiency and decrease response times, all calls for service are divided into three (3) priority groups. The following guidelines will be followed by all personnel of the CCPD. It is understood that there may be exceptions to every guideline and every employee is expected to use logic and common sense when confronted by situations that are unusual.

- a. Priority One (1): A Priority 1 incident demands an immediate response and takes priority over all other dispatched calls. Officers will utilize their vehicles' emergency equipment (both emergency lights and siren) when responding to a Priority 1 call, unless such use will endanger the mission or persons at the incident location. An *Incident Report* will always be completed for any Priority 1 call, unless the call is unfounded.
- b. Priority Two (2): A Priority 2 incident requires officers to respond without delay, unless superseded by a Priority 1 dispatch, and will normally not require the use of emergency equipment.
- c. Priority Three (3): A Priority 3 incident is the lowest priority and will be handled as time permits. Both Priority 1 and Priority 2 incidents shall override any Priority 3 dispatch.
- d. Priority Variations: Some incidents may vary in priority based on information given to, and/or received by, the E911/Communications Dispatcher. These incidents are marked with one (1) asterisk (\*) or two (2) asterisks (\*\*) on the *Clayton County Police Signal List*.

- 1) One (1) asterisk (\*) indicates the incident may be upgraded by the E911/Communications Dispatcher, if the complainant provides information that indicates a possibility that personal injury has or is about to occur or that weapons are present and are likely to be used during the incident.
- 2) Two (2) asterisks (\*\*) indicate the incident may be downgraded by the E911/Communications Dispatcher, if the complainant provides information that the incident has already occurred, no one was injured, time frames will not hinder the investigation, the perpetrator has left the scene or any other information that greatly reduces the necessity for the immediate response.

Refer to CCPD SOP: *A9: Radio Communications, Appendix A for the Clayton County Police Signals, Status Codes, Service Codes and Priority Codes.*

#### B. Number of Personnel at an Incident

1. The number of officers at the scene of a call for service or other incident will be limited to the number of officers required to effectively, efficiently, and safely complete the call. The majority of calls for service may be completed by one (1) officer.
2. On-duty supervisors will ensure that an adequate number of officers are dispatched to a scene. The following types of calls or incidents will normally require two (2) or more officers:
  - a. An assault on an officer;
  - b. Suspect(s) is/are resisting arrest;
  - c. Use of force by an officer;
  - d. Suspect(s) is/are escaping or eluding an officer;
  - e. On-scene arrest of an offender for a felony or violent misdemeanor;
  - f. A violent and/or demented person;
  - g. Crimes in progress;
  - h. Disturbances involving more than one (1) person; and
  - i. Family violence allegations.

#### C. Incident Control & Command Protocol

1. The first officer to arrive at a scene should be considered the first responder and shall be in charge of the scene until properly relieved of that responsibility. In the absence of a supervisor, the senior ranking officer at the scene of an incident will be in command, except as otherwise specified in departmental policy, and/or until a supervisor personally arrives or asserts command via communications. Command shall be in accordance with departmental policy.

Refer to CCPD SOP: *B1: Organization, Direction and Management*, regarding command protocol, and employee and supervisory accountability.

2. If an officer encounters an incident where they feel like they do not possess the job knowledge and/or experience to investigate or resolve it, they will immediately request that a supervisor respond to the scene.

The supervisor will respond to provide advice, instructions or suggestions to the officer, or relieve the officer from the scene.

3. Additionally, a first responder may request another officer to relieve them of their first responder responsibilities due to the initial responder's lack of experience or training. In such case, the first responder shall notify their supervisor immediately, and provide them with the reason why they requested to be relieved of their responsibility. The supervisor shall have the officer complete a *Memorandum (Memo)* to be forwarded through the chain of command. The supervisor shall make recommendations and/or arrange appropriate training to ensure the officer will be able to perform first responder duties competently.

#### D. Identification of Hazards

1. All officers shall be responsible for reporting to the E911/Communications Dispatcher, oncoming and/or other shifts, units/divisions, other concerned departments/agencies, any potential or actual public safety-related hazards which they may encounter while between, on or responding to calls. These hazards may include, but are not limited to, the following:
  - a. Roadway hazards (e.g., holes, ditches, objects, etc.);
  - b. Construction projects and equipment; and
  - c. Wanted person(s) or suspect(s) who may be armed and dangerous.
2. Hazards which may be of immediate danger to officers will be broadcasted over the radio by the officer on their radio frequency, and the E911/Communications dispatcher will then broadcast the information on all other County radio frequencies.
3. If a hazard requires immediate attention and correction, the officer will request that the dispatcher notify the local or state agency, public utility, etc., immediately.

#### E. Preliminary Investigations

1. Normally, officers performing the patrol operations function are responsible for conducting the preliminary investigations of all calls dispatched to and/or discovered. However, all sworn personnel, regardless of rank or duty assignment, and when acting as a first responder for the Department, are responsible for preliminary investigations, until officially relieved.
2. Initial Response and Preliminary Investigation
  - a. Upon arrival, verify a crime has been committed and relay essential information to the E911/Communications dispatcher. Officers shall immediately provide the dispatcher with any or all relevant information including, but not limited to, the following:
    - 1) Nature of the crime committed;
    - 2) Description of the suspect;
    - 3) Mode of escape and/or direction of travel;
    - 4) Description of any vehicles used by the suspect and any accomplices;
    - 5) Use of firearms or other deadly weapons; and
    - 6) Any support required at the crime scene.
  - b. Unless otherwise directed by a superior officer, detective, or other on-scene CCPD personnel that have established or assumed command, the first responding officer shall initiate the preliminary investigation and perform tasks as designated below:
    - 1) Administer first aid, if capable, and/or summon emergency medical services (EMS), and take those steps necessary to protect victims or others.

- 2) Notify the dispatcher of the need to continue any additional responding officers and whether or not those officers need to downgrade the priority level of their response.
- 3) As appropriate, interview the complainant, victim(s), witnesses, and suspect(s). Contact the E911/Communications Center for language translation services, if needed.
- 4) Provide supervisors and any other investigative personnel arriving on the scene with complete information concerning the incident and the measures taken thus far by officers and others.

#### F. Supervisory Notification

In addition to required notifications of the Public Information Officer (PIO) and chain of command, as outlined in CCPD SOP: *G2: Public Information & Media Relations*, the responding officer(s) shall notify their shift and/or unit supervisor of the following incident types:

1. Any injury to an officer;
2. All use of force incidents;
3. All death investigations;
4. Major felony incidents involving such criminal acts as aggravated assault, aggravated battery, armed robbery, barricaded/hostage situations, child molestation, kidnapping, rape, etc.;
5. All incidents or allegations of child abuse or neglect;
6. All incidents or allegations of elder abuse or neglect;
7. Major property crimes such as arson, burglary (in which estimated loss exceeds \$5,000.00 in value), criminal damage to property (in which estimated damage exceeds \$5,000.00 in value);
8. Hate crimes;
9. The presence or arrival of the news media on scene;  
Refer to CCPD SOP: *G2: Public Information & Media Relations*.
10. Arrest of prominent people or government officials (e.g., celebrities; law enforcement personnel; public safety personnel; elected officials; etc.); or
11. Arrest or detention of a person declaring diplomatic immunity.

#### G. Assistance from Specialized Personnel and/or Units

The CCPD maintains specialized personnel and/or units, in an on-call status, who may respond to provide immediate assistance.

1. Typically, activation of specialized personnel and/or special response units (e.g., SWAT Team, Bomb Squad) will be requested by the on-scene supervisor through the chain of command and authorized by the concerned Division Commander. Hence, the first responding officer should notify their shift supervisor of the incident that may require specialized personnel and/or unit(s). The Shift/Unit Commander, or designated supervisor, will make notification requesting specialized personnel and/or special response unit(s).
2. A supervisor or officer on the scene of a critical and/or high-risk incident may activate special response units without the authorization of the concerned Division Commander, but only when exigent circumstances dictate that the chain of command would be immediately detrimental to the safe resolution of the incident.



This procedure shall not conflict with CCPD SOP: *D13: Special Weapons & Tactics (SWAT)* regarding activation of the SWAT Team.

## **VII. EMERGENCY MESSAGE DELIVERY & DEATH NOTIFICATIONS**

- A. Officers whose primary duty is performing the patrol operations function generally have the responsibility of delivering emergency messages and/or death notifications to locations or persons in the unincorporated areas of the County.

Officers will deliver emergency messages and/or death notifications, whether in person or by phone, in a considerate and professional manner.

### **B. Emergency Message Delivery**

1. The investigating officer assigned to a call or case will have the primary responsibility for ensuring that any emergency messages or notifications related to the call or case are sent to the proper person, next of kin, etc.
2. The CCPD will attempt to deliver emergency messages or notifications either by phone or in person in the following circumstances:
  - a. Notification concerning a serious injury, or other emergency, excluding a death;
  - b. Notification of a person to make an emergency phone call concerning a serious injury, or other emergency, excluding death; and
  - c. Notification of a person concerning another person being stranded.
3. The officer may request the service of a Department Chaplain, other minister, a relative, or neighbor to assist a person who has received an emergency message.
4. If an officer has an emergency message which must be delivered outside the boundaries of Clayton County, they may utilize the Central Watch Office to contact, by phone or teletype message, the agency having primary jurisdiction and request that a notification and/or emergency message be delivered by that agency.

If the notification or emergency message delivery is not a death notification, the officer may deliver the message by phone to the person.

### **C. Death Notifications**

1. Death notifications will be made in person, if possible, or by and/or with the assistance of another law enforcement agency, if outside the boundaries of Clayton County. In cases in which in-person contact cannot be made, notification can be made via direct phone contact.
2. The use of social media for death notifications is strictly prohibited.
3. Death notifications will be documented in the corresponding report or case file.

All failed death notifications will also be documented in the corresponding report or case file, and will specify all efforts and methods attempted or utilized.

## **VIII. CANCELLATION**

This procedure amends and supersedes the following standard operating procedure: *D1: Patrol Operations*, dated October 14, 2022.