



# Colorado Springs Police Department General Order

## 1020 Routine Patrol Functions

### Section 1000 – Patrol Functions

Effective Date: 11/15/2023

Supersedes Date: 3/30/2021

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#### **.01 Purpose**

The purpose of this policy is to outline the basic responsibilities and expectations of patrol personnel.

#### **.02 Cross-Reference**

[GO 104 Determining Probable Cause](#)

[GO 102 Citizen Contacts](#)

[GO 120 Treatment of the Public](#)

[GO 400 Employee Conduct](#)

[GO 401 Police Officer Conduct](#)

[GO 1063 Communication Protocols](#)

[DL-1020-90 Roll Call Briefing](#)

[DL-1020-03 Community/Problem Oriented Policing](#)

#### **.03 Discussion**

Patrol personnel often serve as the department's first point of contact with the community. Therefore, it is important for patrol personnel to take the steps necessary to present the department and its individual members in a favorable light. This is accomplished through collaborating with the public we are serving and providing them with high-quality law enforcement experience.

#### **.04 Policy**

The duties and objectives of patrol are many, but the basic duties are summed up in two words: protection and service. Specific demands upon patrol officers will vary somewhat according to the circumstances of a situation. For this reason, officers are both encouraged and expected to exercise discretionary judgment.

Officers are expected to be familiar with the department's philosophy of Community Based Problem Oriented Policing and Intelligence Led Policing (ILP). These philosophies emphasize the identification and solution of problems affecting the community. The most effective way to address problems includes working in partnership with the community using the resources available to the department.

## **.05 Definitions**

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## **.10 Problem Solving**

Using the principles outlined by the department's commitment to community-oriented policing and ILP philosophies, officers are encouraged and empowered to identify and apply problem solving efforts in all aspects of their routine patrol functions.

## **.15 Procedural Justice**

Procedural Justice refers to the idea of fairness in the processes that resolve disputes and allocate resources. It is a concept that, when embraced, promotes positive organizational change, and bolsters better relationships. Officers are encouraged to apply the principles of procedural justice in their routine patrol functions.

The four Principles of Procedural Justice are:

1. Fairness – We follow the law and our own policy.
2. Voice – We give people an opportunity to speak with us when the time is appropriate.
3. Transparency – We explain to people what we are doing and why at the appropriate time.
4. Impartiality – We treat people in our community in an unbiased manner, in similar ways, under similar circumstances.

Refer to [GO 120 Treatment of the Public](#) for further details.

## **.20 Basic Functions**

Officers assigned to patrol a sector will become familiar with sector boundaries and with any boundary modifications in effect during an assigned shift. When not responding to calls for service, officers are expected to be proactive in addressing quality of life issues, traffic enforcement/ hot spots, criminal activity in high crime areas, and developing partnerships with the community.

## **.22 Quality of Life Issues**

During the course of a regular shift, officers are likely to encounter or be informed of situations that have a negative impact on the lives of the community. Some situations have a law enforcement nexus (e.g., suspected narcotics trafficking from a residence, real or perceived traffic complaints originating from a specific location) while others do not (e.g., deficient road conditions, requests to decrease/increase speed limits, excessive trash, reported graffiti, etc.).

For those quality of life situations that are law enforcement related, officers are encouraged and empowered to undertake the steps necessary to address the situation being reported. Steps should include deconflicting with others who may be involved in the investigative process (e.g., Metro VNI for narcotics complaints, violent offender task force for the apprehension of wanted personnel, etc.). Officers should also seek to coordinate their response with supervisors/other personnel (e.g., working with crime prevention unit personnel to obtain "No Trespass" letters from business and property owners or explaining the principles of Crime Prevention Through Environmental Design (CPTED)).

For those situations that are not law enforcement related, personnel should make an effort to connect the community member with the appropriate services that is responsible for the area of concern (e.g., traffic engineering, neighborhood services, etc.).

## **.24 Traffic Complaints/Hot Spots**

Addressing community generated traffic complaints is a multi-faceted process, which should include working to determine whether the problem is real (e.g., supported by objective information) or perceived (e.g., perception of an issue that cannot be supported by objective information). Officers should seek to independently verify the complaint being reported. This may include conducting enforcement in the affected area to determine whether the community member's observations are objective or a perception. When practical, officers should strive to communicate their findings to the community member.

Supervisory personnel at each patrol division are expected to use ILP information provided by the Strategic Information Center (StIC) to proactively address traffic hot spots (crash locations). This information will be communicated to the division's personnel to assist in addressing.

## **.26 Crime Prevention Efforts**

Officers should seek to prevent, detect, and anticipate criminal activity. To help with this process, officers are encouraged to undertake the following activity as often as possible:

- Inspect premises for doors ajar, broken windows, or other conditions conducive to crime or indicative of criminal activity
- Carefully observe and note the actions of persons who might be involved in crime and take appropriate action
- Frequently patrol areas or places where criminal activity most often occurs
- Contact business owners/managers to obtain/update after hours emergency contact information
- Carefully observe all premises that could be used to facilitate criminal activity, such as fencing of stolen goods, illicit drug sales, prostitution, and gang activity
  - Take note of the identity of suspicious persons transacting business there and remain alert for the presence of contraband, evidence, and stolen property
- Monitor applicable licensing laws and regulations and take enforcement action/refer the information to the proper enforcement authority

Supervisory personnel at each patrol division are expected to use and disseminate ILP information provided by StIC to their personnel to proactively address crime hot spots.

## **.28 Developing Partnerships with Community Members**

Department members should seek to incorporate community members in the problem solving process. This can be accomplished by developing and fostering relationships with community members, which includes having meaningful conversations about the problem/potential solutions.

## **.30 Frequency of Patrol**

Officers will patrol their assigned sectors as often as possible. They will use the time available between particular assignments to observe conditions in the sector and take appropriate police action to correct and report any hazardous conditions or situations. Where practical, they will vary the sequence and schedule of their patrolling, so that potential criminals cannot anticipate the officer being in a given place at a given time.

## **.32 Leaving the Sector**

Officers may leave their assigned sector without prior supervisory approval, under any of the following conditions:

- When assigned or authorized by competent authority
- To aid and assist (to include POP/DA projects)
- When performing a follow-up process or pursuing a suspect
- When taking a meal break

- When ending a tour of duty

In each of these situations, officers will be responsible for communicating their location to the communications center.

### **.34 Leaving the City**

Officers will not go outside the city limits in department vehicles, except in the following situations:

- In cases of fresh pursuit
- When sent by proper authority at the request of a law enforcement officer having jurisdiction
- When there appears to be a grave emergency and an urgent need for assistance
- When authorized by a superior or by communications center personnel
- When a duty assignment involves joint jurisdiction

Irregular city boundaries and enclaves frequently make it necessary to pass through non-city areas to reach an area that is within the city limits. For the purpose of this policy, this activity does not constitute "leaving the city" and does not require permission. However, law enforcement action should not be taken in such areas except under the conditions specified.

The dispatcher will be notified as soon as possible when traveling outside of the city limits.

### **.36 Inability to Locate Officers**

Officer safety and proper sector coverage are major concerns of any field supervisor. When personnel cannot be accounted for and a supervisor is unable to locate them (e.g., via telephone, MDC, etc.), the supervisor will initiate a thorough search using other officers assigned to the supervisor's area of command. If the missing officer cannot be located within a reasonable time, the supervisor will ensure that the sector is properly covered while continuing efforts to locate the officer.

Once the missing officer is located, the patrol sergeant will seek to determine why the officer was not available and will take action they deem necessary to correct the situation and prevent a recurrence.

### **.40 Investigative Notes**

Within reasonable limits, patrol officers are expected to maintain their own notes until they are able to use those notes to complete any required police report. Unless otherwise directed by a supervisor or a court order, these notes will be retained for as long as the officer feels they are necessary to accomplish a specific police purpose, after which they may be disposed.

## **.42 Duties at the Completion of Shift**

Department personnel assigned to a patrol function will follow these procedures when a tour of duty nears completion:

- When the officer arrives at their respective division, they are to use the MDC system to indicate they are out at the division on an "equipment" function. During this time, the officer is to complete work tasks and turn in all checked out equipment. If they do not have access to the MDC system, the officer is to request the dispatcher to show them out at the division on equipment status.
  - If informed by communications that off-duty status is not authorized, officers will remain in service until relieved by communications or a sworn supervisor.
- Inform a relieving officer of any incidents or circumstances which may affect them.
- When all respective tasks are completed, the officer is responsible to insure they notify the dispatcher they are off shift, allowing 5 minutes to doff all protective gear. The officer will not be removed from the CAD system until they call off shift.

Uniformed officers will be permitted to return to the station 20 minutes prior to the end of each shift to complete work tasks, with the flexibility to return earlier depending on patrol demands and with supervisory approval. Officers will be allowed to use the last five (5) minutes of their shift to doff their protective gear. If uniformed non-exempt officers/sergeants are required by their assignment to doff their protective gear at home they will be allowed to call out of service 5 minutes prior to the end of their shift in order to do so.