



Colorado Springs Police Department

Standard Operating Procedure

DL-1020-32 Patrol Checks

Section 1000 – Patrol Functions

Effective Date: 10/8/2024

Supersedes Date: 3/15/2021

.01 Purpose

The purpose of this procedure is establish a procedure for receiving, performing, and documenting patrol checks.

.02 Cross Reference

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

.03 Definitions

Patrol Check: A request generated by a member of the community or a department member in which additional police resources are requested to address a specific concern, at an identified location.

.04 Procedure

Police resources are limited and thus, departments must be diligent and intentional in how those resources are applied to a variety of situations. Operating with limited resources sometimes prevents departments from being able to fulfil all requests made of them, to include patrol checks. While the frequency of a patrol check cannot be guaranteed, police personnel will attempt to perform those requests that meet the requirements with the time/resources available.

Requirements

Requests for patrol check functions must be directly related to an offense report that documents a criminal act (e.g., threats made against a location/person(s), patterns of criminal activity, etc.). The department is unfortunately unable to process requests for vacation checks and for those situations where a criminal nexus is not present.

Requests for patrol checks must contain the following information to be considered:

- The reporting party's name
- At least one phone number for the reporting party
- The physical address of the request
- The nature of the concern
- The date of request
- The duration of the request

Requests from Citizens

Patrol Check Approval Process

Requests for patrol checks will be initiated by Communications Center personnel or Community Service Representatives (CSR) at the division commands.

When a patrol check request is received by those assigned to the communications center, the personnel receiving the request will create a call screen containing the previously mentioned information. Once created, the communications center personnel will contact a CSR at the division where the patrol check is located to have the patrol check call screen printed. The call screen will then be presented to the duty desk supervisor for review/approval.

When a patrol check request is received by a CSR, the request will first be discussed with the duty desk supervisor for approval. If approved by the supervisor, a call screen will then be created for the patrol check.

Once reviewed and approved, the printed call screen will be placed at the division's designated location (e.g., patrol check notebook, line-up room). Patrol sergeants will then provide this information to the division's personnel during daily line-up briefings. This information will also be available for officers to review at their discretion.

The patrol check information should be retained for the duration of the requested timeframe but will not exceed 30 days. At the end of the approved timeframe, the patrol check will be removed from the designated location and discarded.

Denied Patrol Checks

If a patrol check request is denied by the reviewing supervisor, the CSR will contact the reporting person at the telephone number provided. The CSR will inform the reporting person of the denial and that no further action involving the department will take place. The printed call screen may then be discarded.

Requests from Police Department Personnel

Department personnel will ensure their requests for patrol checks meets the same eligibility requirements as those requested by a member of the community. These requests will be placed using the same protocols, but they do not require supervisor approval. When requesting a patrol check, police personnel will ensure a separate call screen is created, which will then be linked to the call screen associated with the criminal event that resulted in the request being made.

Conducting Patrol Checks

As directed or when time allows, police personnel will complete approved patrol checks. In doing so, personnel will request a separate *Patrol Check* call screen to document their efforts. Should accountability be required at some future date, documentation of the patrol checks will be available in the form of an officer's unit history and/or premise history check.