

# CHAMPAIGN POLICE DEPARTMENT

## POLICY and PROCEDURE

POLICY NUMBER: 41.1

SUBJECT: PATROL ADMINISTRATION

EFFECTIVE DATE: 10/01/09

REVISED DATE:

REFERENCE ILEAP: OPR.01.07  
OPR.01.08  
OPR.01.09

respond to any emergency calls for service that may occur during shift briefing.

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### PURPOSE:

The purpose of this policy is to establish and describe policies and procedures regarding patrol operations.

### POLICY:

#### 41.1.1 PATROL COVERAGE

A. Each daily 24-hour service period shall be divided into Patrol four (4) shifts. Officers attend shift briefing during the first fifteen (15) minutes of their 10-hour shift and are available for assignment immediately thereafter.

1. There will be four patrol shifts, as follows:

- a. Day Shift (0700-1715)
- b. Power Shift (1200-2215)
- c. Evening Shift (1700-0315)
- d. Midnight shift (2200-0815)

B. In accordance with Article 22 of the Labor agreement, shift change takes place annually, at the end of the first bi-weekly pay period during which February 1<sup>st</sup> occurs. Shift sign-up will be posted on or before December 1<sup>st</sup>, and both shift supervisors and patrol officers will bid for their District, shift, and days off assignments by seniority. The Deputy Chief of Operations will distribute a finalized shift roster no later than two weeks prior to the effective shift change date.

C. The Department recognizes the importance of continuity in furtherance of the Department's philosophy of Community-Oriented. To that end, officers will work fixed District assignments throughout the sign-up period.

#### 41.1.2 SHIFT BRIEFING PROCEDURES

A. All patrol personnel are required to attend shift briefing prior to each scheduled tour of duty. Because of the overlap in patrol schedules, there will typically be on-duty personnel to respond to emergency calls during shift briefings. However, personnel attending shift briefings may be required, and should be prepared, to

B. Shift briefings should include, but are not necessarily limited to:

1. A report briefing from the previous 24 hours.
2. Areas/situations requiring special attention.
3. District, beat, and squad assignments.
4. Uniform and grooming inspections.
5. Schedule changes, new assignments, and court dates.
6. Review of policies, procedures, directives, memos, and legal updates.
7. Investigative updates from detectives.
8. Hazardous weather and road conditions.
9. Bulletins including, but not limited to, stolen vehicles, wanted subjects, etc.
10. Employee safety issues.
11. Training.

#### 41.1.3 SPECIAL PURPOSE VEHICLES

A. The Department owns and maintains several vehicles which are assigned for special use. Their designations and purposes are as follows:

1. Supervisors cars.
  - a. Certain squads are designated for and shall only be used by shift supervisors. These squads are equipped similarly to patrol squads but are not fully marked and are not equipped with transport cages.
2. SWAT vehicles.
  - a. Certain squads are designated for and shall only be used by personnel assigned to the Department's SWAT Team. These squads are equipped similarly to patrol squads but contain specialized equipment which is authorized for use only by members of the SWAT Team.
  - b. The Department owns two SWAT trucks which are designated for the transport of SWAT Team personnel during critical incidents, call-outs, training, etc. These

vehicles may be operated only by a SWAT Team member who possesses a valid Commercial Driver's License (CDL).

3. Police K9 vehicles.

- a. As a matter of routine, police canine vehicles shall only be used by the canine officer to whom they are assigned. However, because these vehicles are typically equipped with 4-wheel drive, they may be made available for general use by patrol supervisors and officers in the event of inclement weather or as otherwise determined by a supervisor.
- b. Canine vehicles are equipped similarly to patrol squads, but they are additionally equipped for the particular needs of canine handlers.
- c. The canine officer to whom a vehicle is assigned is responsible for the condition and maintenance of the vehicle. Police K9 vehicles will be inspected at least monthly.
- d. Also see Policy 41.4, Canine Unit Organization and Operations.

4. Police Motorcycles.

- a. Police motorcycles are most typically used for traffic enforcement and special details, but they may be used for general patrol duties with the authorization of a supervisor.
- b. Police motorcycles are available for use only by those officers who have been properly trained and certified.

5. Crime Scene Van

- a. The Crime Scene Unit shall maintain a specially equipped van which may be used during the processing, collection, and preservation of evidence.
- b. Following an initial orientation of the vehicle and the equipment contained there-in, any Crime Scene Technician is authorized to use this vehicle.
- e. Following an initial vehicle orientation, any officer with a valid driver's license may operate the vehicle when directed to do so by a supervisor.
- f. The Crime Scene Unit supervisor Commander or his designee is responsible for the maintenance and care of the vehicle and all equipment contained therein. At least once a month, a documented inspection of the vehicle and all equipment will be conducted.

6. Investigations vehicles.

- a. Certain un-marked vehicles are designated for use by personnel assigned to the Investigations Division, but these vehicles will be made available for use by patrol officers upon demonstration of need and with the authorization of a shift supervisor.

B. At the beginning of their tour of duty, officers and supervisors shall check their vehicle to ensure that its equipment and accessories are functional and that it is adequately supplied.

- 1. Any damage to the vehicle, damaged or missing equipment, defects and/or malfunctions shall immediately be reported to a supervisor.
- 2. Areas of the vehicle which are designated for prisoner transport shall be checked to ensure that they do not contain any discarded weapons or contraband.
- 3. Any officer who damages a squad, or loses or damages any police equipment, shall report the matter without delay to his immediate supervisor.

**41.1.4 CANINE ORGANIZATION AND OPERATION**

- A. See Policy 41.4, Canine Unit Organization and Operations.

ISSUING AUTHORITY



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