



ELGIN POLICE DEPARTMENT

151 Douglas Avenue Elgin, Illinois 60120



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STANDARD OPERATING PROCEDURE

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Chief of Police:

Patrol Administration, 41.1

Cross Reference:
SOP 41.3 Police Vehicles

Policy Sections:
41.1.1 Patrol Coverage
41.1.2 Patrol Assignments
41.1.3 Roll Call Procedures
41.1.4 Work Breaks
41.1.5 Beginning/Ending Shifts

PURPOSE

The purpose of this policy is to establish guidelines for the Patrol Division of the department regarding continuous patrol coverage, dissemination of information and the general administrative responsibilities for each of the patrol shifts.

POLICY STATEMENT

It is the policy of the department to recognize the Patrol Division as the primary law enforcement function of the department in which personnel engage in a wide variety of activities to accomplish departmental goals and missions.

DEFINITIONS

Directed Patrol: Refers to a proactive policing strategy where police officers are assigned to specific areas or tasks based on current crime patterns, trends, or community concerns.

Early Car: Patrol supervisor and a designated patrol officer assigned to report to duty before the start of their respective shift to prepare administrative items for their shift.

Saturation Patrol: A strategy where a large number of police officers are concentrated in a specific area or location, typically for a limited period of time, to combat a particular type of crime or address a specific issue.

Roll Call: Daily briefing before the start of each patrol shift to ensure all personnel are accounted for and receive updates on cases, current assignments, safety information, information from the previous shift and any other relevant items.

PROCEDURES

41.1.1 PATROL COVERAGE

The department provides continuous 24-hour patrol coverage on a year-round basis by the use of three patrol shifts which include the following: Patrol Dayshift (0630-1445), Patrol Afternoon Shift (1430-2245), and Patrol Midnight Shift (2230-0645). These hours may be adjusted based upon operational necessity as determined by the commander for operations, with approval of the chief of police.

41.1.2 PATROL ASSIGNMENTS

- A. The commander for operations, with the approval of the chief of police, shall assign police officers, animal control officers, and community service officers, hereby referred to as personnel, to yearly patrol shifts in accordance with the provisions established in the bargaining unit contracts. Throughout the year, the commander for operations shall also evaluate the staffing levels for all three patrol shifts to determine if transfers are necessary to accommodate the needs of the department.

- B. Each patrol lieutenant designates a patrol sergeant with the responsibility of preparing shift schedules utilizing the authorized scheduling program which is accessible to all personnel. The shift schedules encompass 28 days, with personnel receiving eight scheduled days off during each shift schedule. The process by which the paid time off, such as vacation and personal days, are approved shall be in accordance with the provisions established in the bargaining unit contracts.
- C. When determining patrol shift assignments, each patrol lieutenant is responsible for ensuring a permanent police officer is assigned to each beat area within the city. Discussions between the operations commander and the patrol lieutenants occur on an annual basis or as vacancies occur. A patrol supervisor has the discretion to temporarily modify a police officer's beat assignment based upon the operational needs of the department such as when:
 - 1. The shift's staffing levels cannot accommodate a permanent beat officer.
 - 2. A particular beat area requires extra attention whereupon the supervisor determines saturation or directed patrols would be beneficial.
 - 3. A request is made by the police officer or when the patrol supervisor observes substandard performance. In these instances, the police officer's beat assignment will be reviewed by the operations commander and patrol supervisors to determine whether adjustments need to be made.

41.1.3 ROLL CALL PROCEDURES

- A. Roll occurs 15 minutes prior to the start of each patrol shift and all personnel assigned to the Patrol Division are required to attend their shift's roll call and be fully prepared for the start of their shift. Police officers assigned to the early car shall attend roll call whenever possible.
- B. Depending on departmental needs, roll call may be delivered in person or virtually and may include information on the following topics:
 - 1. Shift briefing from the prior 24 hours.
 - 2. Notification requiring incidents/locations requiring special attention.
 - 3. Beat and police vehicle assignments.
 - 4. Uniform, weapon and personnel inspections.
 - 5. Shift schedule changes and new assignments.
 - 6. A review of procedures contained in Standard Operating Procedures, Rules & Regulations, Training Bulletins, and other written directives, along with legal and legislative updates.
 - 7. Case updates from detectives as required.
 - 8. Hazardous conditions, weather and roadway conditions.
 - 9. Bulletins and/or information from outside agencies.
 - 10. Employee safety.
 - 11. Training.
- C. Generally, personnel assigned to the on-duty shift will respond to calls for service during the oncoming shift's roll call session and shall not be placed out of service until properly relieved.

41.1.4 WORK BREAKS

- A. Patrol work breaks shall not exceed fifty minutes in length, unless authorized by a patrol supervisor. Prior to the commencement and ending of work breaks, personnel shall notify the Emergency Communications Division of their location.
- B. Due to the nature of public safety, there is no implied right to a work break and during their work break, personnel are required to monitor their radio as they are subject to being dispatched to calls for service based on the operational needs of the department.
- C. Work breaks may be taken at any commercial establishment within the Elgin city limits. Work breaks at locations having the primary function of serving alcohol is prohibited.
- D. Supervisors may grant exceptions for police officers to leave the city limits for work breaks.
- E. Personnel may not begin a work break during the first hour of their shift, nor begin a work break during the last hour of their shift. Exceptions may be granted by a patrol supervisor under special circumstances.
- F. No more than three marked police units may be at any location during a work break. Exceptions may be granted by a patrol supervisor under special circumstances.
- G. During work breaks, all police vehicles with the exception of K9 vehicles, shall be turned off and secured. However, during extreme inclement weather, personnel are permitted to utilize the lockout switch and leave their vehicle running. Other special exceptions may be granted by a patrol supervisor.
- H. This section does not pertain to employees who are out of town for training purposes or other work related circumstances.

41.1.5 BEGINNING/ENDING SHIFTS

- A. Personnel shall ensure that they have the proper equipment readily available when reporting for their assigned duties. Refer to Standard Operating Procedure 41.3 Police Vehicles for information on police vehicle inspections that occur at the start of each patrol shift.
- B. Upon confirmation from a patrol supervisor, the Emergency Communications Division will take a shift out of service and log the oncoming shift into service. Personnel completing an assigned call for service are responsible for notifying the Emergency Communications Division when they have completed the call for service and are out of service.
- C. A patrol supervisor shall be responsible for ensuring all employees are accounted for at the beginning and the end their respective shift.