

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number ENF-038
	Subject Plain Patrol Commission Assignment	
	Special Instructions Replaces ENF-007 dated January 1, 2012	Effective Date March 1, 2015

I. PURPOSE

Establish guidelines for the assignment and administration of the Department’s plain patrol commission program.

II. POLICY

Area commanders shall be responsible for assigning and administering the use of the plain patrol commissions within their respective areas of operation.

III. PROCEDURE

A. Area commanders shall be allocated a minimum of one (1) plain patrol commission per county within their area of command; however, additional plain commissions may be assigned with the approval of the applicable zone commander.

B. District commanders shall recommend a trooper to receive a new plain patrol commission and shall provide the following information about their current commission:

1. Commission number;
2. Mileage;
3. County assigned;
4. Year and make of vehicle; and
5. Justification for this trooper to receive a plain patrol commission.

C. Area commanders shall compile the information for the commission to be replaced and the new commission and shall forward a memorandum to the Field Support Services Section.

D. Area commanders shall reassign plain patrol commissions when an assigned trooper is promoted, transferred, or reassigned. This does not prohibit the reassignment of the commission for any other cause the area commander may deem appropriate.

E. Issuing guide.

The following should be considered when assessing the assignment of plain patrol commissions:

1. Previous enforcement activities for the trooper being considered;
2. Individual troopers should not routinely be issued consecutive plain patrol commissions; however, when appropriate circumstances warrant such issuance a commander is not prohibited from doing so; and

3. Probationary Troopers should not be issued plain patrol commissions without sufficient justification.

F. Administration of the program.

1. Traffic enforcement for the assigned plain patrol commission shall be evaluated and managed within each area of operation.

2. Plain patrol commissions shall be used in each area to assist in accomplishing the Department's enforcement objectives.

G. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.