

 Kinston Police Department	<u>POLICY: Patrol Operations</u>						<u>POLICY #:</u> 400-1
	<u>NCLEA Standards: 6.01;</u>						
	<u>CALEA Standards: 83.1.1</u>						
	<u>NCLM Standards:</u>						<u>Effective Date:</u>
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	Revision Dates:	01/01/21	04/08/25	07/18/25			07-01-2019
Approval: Chief of Police							

I. PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines that determine patrol squad work schedule, rotation, zone assignments and service areas.

II. POLICY

The Operations Division Major supervises the Patrol Squad Captains. The captains and their designated officers shall coordinate the daily activities of the Patrol shifts.

III. FUNCTION

Patrol Operations is responsible for the protection of life and property, the prevention of criminal activity, the apprehension of criminal offenders, the preliminary investigation of calls for police service, and continuous twenty-four (24) hour directed patrol by uniformed police officers in marked and unmarked vehicles. **(CALEA 83.1.1)**

Patrol services include, but are not limited to:

- a. Responding to emergency calls for service.
- b. Apprehending criminal offenders.
- c. Providing mutual aid and assistance to other agencies for emergency and law enforcement-related activities.
- d. Patrol that is directed at the prevention of criminal acts, traffic violations and collisions, the maintenance of public order and the discovery of hazardous situations or conditions.
- e. Responding to reports of both criminal and non-criminal acts.
- f. Responding to routine calls for service, such as public assistance or public safety.
- g. Traffic direction and control.
- h. Crime prevention activities, such as residential inspections, business inspections and community presentations.
- i. Community-oriented policing and problem-solving activities including the application of resources to improve or resolve specific problems or situations and contacting or assisting members of the public in a positive way.
- j. The application of resources to specific problems or situations within the community that may be improved or resolved by community-oriented policing and problem-solving strategies.

IV. SQUAD BRIEFINGS

The Squad Supervisor shall conduct squad briefings prior to each unit's tour of duty. The purpose of the squad briefing is to brief officers on information regarding daily patrol activities, with particular attention given to situations and events that occurred while the team was off duty. Squad briefing shall begin fifteen minutes before the deployment and shall be conducted in a business like and professional manner. Squad briefing should cover the following topics:

- a. The assignment of patrol zones and vehicles when necessary;
- b. Notification and updates on special investigations or crime patterns by other departmental units;
- c. Notification of new directives or changes in existing directives;
- d. Officer uniform and equipment inspections;
- e. Notification and updates on the status of wanted or missing persons and stolen vehicles, and their descriptions;
- f. The exchange of information with other departmental units;
- g. Notification of special assignments, directed patrol checks, known or potential hazardous conditions and situations, and other appropriate matters;
- h. Notification of upcoming officer training dates;
- i. Notification of upcoming officer court dates, grand jury hearings, and updates on other court related information.

IV. INFORMATION SHARING

To the extent feasible, all information relevant to the mission of the Department should be shared among all divisions and specialized units on a timely basis. Members should be provided with opportunities on a regular basis to share information during the daily shift changes and to attend shift changes of other divisions or specialized units.

Additionally, information should be shared with outside agencies and the public in conformance with department policies and applicable laws. Members are encouraged to share information with other units and divisions.

V. PATROL WORK SCHEDULE

The Kinston Police Department provides law enforcement services to the City of Kinston 24 hours a day, every day of the week. The department has signed Mutual Aid Agreements with other local law enforcement agencies to provide non-interrupted service in the event of an emergency.

In order to provide continuous 24-hour coverage, on duty officers will remain in service until properly relieved. Off duty officers are subject to call out in the event additional personnel are required to respond to emergencies or to provide non-interrupted service.

Unless otherwise approved, patrol officers will work 12.25 hour shifts, 0545-1800 for day shift and 1745-0600 for night shift. Patrol officers shall work a two-week rotating schedule that allows for predetermined days off, and rotates the days off so that weekends and week days are included.

All officers assigned to Patrol Operations will follow the working schedule as directed by the Patrol Operations supervisor, which includes the Day-off schedule.

VI. PATROL ASSIGNMENTS AND STAFFING

The Patrol Operations Supervisor shall assign officers to patrol squads according to the following:

- a. Seniority, special skills, knowledge and abilities of officers in making personnel assignments to teams in order to provide effective coverage.
- b. Assign officers to teams according to the personnel needs of the Department.

Patrol supervisors shall assign officers to zones according to the following criteria:

- a. Number of available personnel
- b. Operational objectives (i.e. high crime areas)
- c. Training priorities
- d. Police officer experience and specialty skills

Officers are normally assigned to a particular zone for an indefinite time period in order to enhance accountability. This allows officers to become better acquainted with persons and businesses within their zone. If staffing needs require, officers may be assigned to a different zone by the supervisor. Under normal conditions, each zone should be covered.

On duty staffing requirements for each patrol shift are set at a minimum of (1) supervisor and six (6) officers.

The Chief of Police retains the final authority to deploy officers to patrol shifts as necessary to provide effective patrol coverage.