P.O. 1101 Patrol Administration			
Effective From:	09/24/2025	Effective To:	Current

P.O. 1101 – Patrol Administration

1. POLICY

i) It is the policy of the Department to ensure the effective and efficient operation of each patrol shift through clearly defined supervisory roles and by outlining individual responsibilities essential to the everyday function of a patrol troop.

2. PURPOSE

i) This policy establishes the authority, responsibility, and duties of Shift Lieutenants and Shift Sergeants assigned to Patrol, in order to ensure accountability, consistent adherence to departmental policies, and uniformity in shift operations across all Patrol troops.

3. DEFINITIONS

i) Non-Emergency Call – Calls for service that do not present a potential threat to life or property. A non-emergency call is usually classified as a Code 1 response. Non-emergency calls do not require the use of emergency lights or sirens.

ii) Emergency Call – Calls for service that present a significant threat of injury to individuals or involve crimes in progress. An emergency call is typically classified as either a Code 2 or a Code 3 response, depending on the severity of the call and environmental conditions. Emergency calls often require emergency driving, using emergency lights and a siren.

iii) Shift Supervisor – The Shift Lieutenant or, in their absence, their designee.

4. SHIFT LIEUTENANT AUTHORITY

i) The Shift Lieutenant's authority is delegated from the Troop Commander. The Lieutenant shall make recommendations for the betterment of the shift, the Troop, and the Office of State Police. They shall maintain supervisory standards consistent with the policy and procedures set forth by the Office of State Police.

ii) The Shift Lieutenant may relieve from duty, pending investigation, any subordinate commissioned officer of the State Police assigned to their supervision for any infraction of any rule, regulation, policy, or procedure whenever the situation warrants immediate removal of said subordinate. Such removal shall be reported to the Commanding Officer as soon as possible after the occurrence in order to initiate an immediate investigation, which will be forwarded to the Superintendent. Such notification shall be followed up in writing sufficiently detailing events, facts, and circumstances which warrant such action, in accordance with State Police Commission rules.

5. SHIFT LIEUTENANT RESPONSIBILITIES

i) The Shift Lieutenant is responsible for the efficient operation of their shift.

ii) They shall ensure that all policies, procedural orders, operational memoranda, or directives from administrators of the Office of State Police are adhered to by all personnel under their command.

iii) They shall conduct mandatory roll call training at least once every pay period.

6. SHIFT LIEUTENANT DUTIES

i) Confer with the off-going Shift Lieutenant on matters needing immediate attention and/or pending action.

ii) Ensure that a supervisor or senior officer is always assigned to desk duties.

iii) Assign field personnel selectively to those areas with a high volume of crashes. Consideration will be given to these areas using crash experience by time of day, day of week, and violations causing crashes. They shall also consider heavy traffic flow routes and the need for officers in the direction and control of this traffic. These assignments shall be made in cooperation with and upon the approval of the Troop Commander, who will communicate their commands through regular Troop staff meetings or other communication.

iv) Review issued citations, crash reports, and all other written reports for accuracy. Their initials or signature shall be affixed to each report reviewed. They may delegate these duties to the Shift Sergeant.
v) Be familiar with new policies, procedural orders, operational memoranda, directives, intelligence bulletins, and disseminate this information to on-duty personnel.
vi) Continuously monitor conditions of roadways, traffic flow, and high crash volume locations. They shall report issues to the proper authorities and assign personnel to address them.
vii) Supervise and aid in the investigation of all fatal and serious injury crashes, whenever possible, and ensure that notification of next of kin in fatal crashes is made.
viii) Shall investigate all fleet crashes involving State Police vehicles that occur during their shift in compliance with Fleet Safety Policy. If circumstances delay the Shift Lieutenant's response to a fleet crash or fleet incident and a Sergeant is unavailable, a Trooper shall be assigned to the investigation. A statement shall be submitted to the Troop Commander explaining the factors that necessitated a Trooper's investigation of the event. Individual Section supervisors will investigate all fleet incidents involving their personnel that do not involve traffic matters.
ix) Ensure a supervisor responds to all critical incidents.
x) Conduct quarterly inspections of personnel on their shift to ensure the replenishment of supplies and operational readiness of assigned equipment.
    a) Use DPSSP 3360 to document quarterly inspections. The form identifies the equipment and supplies required for patrol vehicles and shall be completed to verify that each assigned vehicle is properly equipped and operationally ready.
    b) When supplies need replenishment, the Shift Lieutenant shall notify the Executive Officer of the specific items needed to ensure continued operational readiness.
xi) When assigned by the Troop/Section Commander, the Shift Lieutenant shall investigate all complaints against personnel on their shift. Minor complaints may be delegated to the Shift Sergeant.
xii) Conduct performance planning and review sessions of Shift Sergeants.

7. SHIFT SERGEANT AUTHORITY
i) The Shift Sergeant's authority is delegated from the Shift Lieutenant.
ii) The Shift Sergeant shall report infractions of rules, regulations, policy, or procedure by any commissioned officer of the State Police to the Shift Lieutenant.
iii) In the absence of a Shift Lieutenant, a Sergeant shall carry out the duties and responsibilities of the Shift Lieutenant.

8. SHIFT SERGEANT GENERAL DUTIES
i) The Shift Sergeant shall:
    a) Confer with the Shift Lieutenant on matters needing immediate attention, pending action, or any unusual circumstances.
    b) Relay directions/assignments and other information from the Shift Lieutenant to shift personnel.
    c) Familiarize themselves with new procedural orders, operational memoranda, and directives at the beginning of each tour of duty and convey such to shift personnel.
    d) Periodically inspect all personnel and their equipment for appearance, needed maintenance, damage, and cleanliness.
    e) Answer inquiries and be receptive to recommendations from personnel under their command.
    f) Document information for job performance evaluations of shift personnel.
    g) Conduct performance planning and review sessions of Troopers under their supervision.
    h) Maintain CAD and the SharePoint Route Sheet (Pre-Plan), which shall reflect the status of all personnel on the shift and all other information required by this order.
    i) Prioritize emergency and non-emergency calls for service, determine the appropriate

response code, and dispatch the appropriate number of officers required to handle a specific incident based upon:
    1) The threat of injury to officers or bystanders.
    2) The severity of the incident and the need for additional officers to secure the scene.
    3) The location of the incident requiring an enhanced response to expedite the flow of traffic.

j) Dispatch wreckers utilizing CAD.
k) Complete physical inspections and assign serial numbers to trailers brought to the Troop.
l) Accept and assign off-duty escorts/details.
m) Initiate and complete a Command Notification on SharePoint as outlined in P.O. 208, Command Notification Procedures. The notification must include the parish where the event occurred and a gist describing the event, to be placed in the original CAD event summary.
n) Issue pool units through SharePoint.
o) Release stored vehicles and document the release in the original CAD Event Narrative.
p) Maintain Troop security.
q) Assist and direct Troop visitors.
r) When needed, monitor and coordinate with communications specialists.
s) Keep the Shift Lieutenant informed of all shift activity.
t) The Field Sergeant shall concentrate on field supervision and support shift personnel.
u) Ensure field personnel are on their assigned routes.
v) Observe and note conditions of the roadways, traffic flow, and high crash volume locations. Report issues to the proper authorities or to the Shift Lieutenant.
w) Assist the Shift Lieutenant in the investigation of all fatal and serious injury crashes.
x) Investigate all fleet crashes involving State Police vehicles when the Shift Lieutenant is unavailable. If a Sergeant is unavailable, a Trooper may be assigned.

9. CAD/RMS GUIDELINES

i) A CAD event shall be made for all calls for service. The event number and REN number (if a report was generated) shall be utilized to reference the call for service or activity. Shift Supervisors shall be responsible for monitoring and ensuring that all required information is accurate and entered into CAD/RMS during their tour of duty, regardless of who made the initial entry or report. Such information includes:
    a) Names/Unit numbers of officers working off-duty details, the name of the detail, and the assigned work area.
    b) Traffic Crashes:
        1) Time the crash was reported.
        2) Parish in which the crash occurred.
        3) Signal code assigned (20, 20-I, or 20-F).
        4) Unit assigned to the crash.
        5) Verified address of the crash (if no verified address, use GPS coordinates).
        6) Nearest crossroad or milepost, if available.
        7) Assisting unit(s) are added to the event.
        8) Involved vehicle(s) and driver information.
        9) Name of Wrecker Company and which vehicle(s) were recovered.
        10) Name(s) of hospital(s) the injured drivers were transported to.
        11) If no report was needed, the name and phone number of the registered owner(s) who declined the report, and explain why a report was not required.
    c) Physical arrests and citations in lieu of arrest:
        1) Name, date of birth, OLN number, sex, and race of the arrested person.
        2) Time and location of the arrest.

3) Charges filed.
4) Place of incarceration.
5) Unit number(s) of officer(s) making the arrest.
6) Disposition of the arrested person's vehicle. If parked and locked, a detailed location shall be entered. The location of the vehicle key(s) shall also be entered. (Example: Circle-K fuel station on LA-34 at Thomas Road, Front parking lot, keys with arrestees' property).

d) Public Assist:
1) An entry shall be made for all public assists/Signal 18s, which shall include:
(i) Date, time, and verified location.
(ii) Vehicle plate, VIN, and description. If the plate is switched or missing, document detailed identifiers.
(iii) Parish.
(iv) Unit(s) assigned.
(v) Disposition of vehicle. Document if the vehicle was tagged for removal and parked in a manner that does not create a hazard. If the vehicle is towed, indicate if it was previously tagged or a safety hazard.
(vi) Any further comments to assist in inquiries about the vehicle.

e) Victim/Witness assistance:
1) If a witness or victim of an already created event surfaces, the following shall be added to the event narrative:
(i) Time and date the witness/victim was discovered, and how contact was made (Example: Flagged down, called front desk, etc.).
(ii) Address and phone number.
(iii) Brief description of the conversation (Example: Subject stated they had information about the crash).
(iv) Action taken (Example: Investigating Trooper notified).

f) Major Events or Incidents (HAZ Mat, Derailment, etc.)
(i) Time notified and by whom.
(ii) Verified location.
(iii) Unit(s) assigned.
(iv) Other sections, outside agency assistance, and/or resources requested.
(v) Disposition.