

ORANGE COUNTY SHERIFF'S OFFICE



GENERAL ORDER

Effective Date: September 9, 2022	<input checked="" type="checkbox"/> Amends - GO 6.2.24 (January 8, 2020)	Number: 6.2.24
Distribution: All Sworn Personnel	Review September	Month: Reviewing Authority: UPD / Division Commander
Subject: Uniform Patrol Division Organization/Administration		

This order consists of the following:

1. Purpose
2. Policy
3. Procedures

1. Purpose

The purpose of this policy is to provide an organizational and administrative structure to the patrol component of the Uniform Patrol Division in order that efficient and effective law enforcement services are provided to the citizens and visitors to Orange County.

2. Policy

The agency will maintain a highly visible and effective patrol component which responds to the needs of the community.

3. Procedures

A. Functions of Patrol

The Uniform Patrol Division provides a 24-hour law enforcement response to a variety of emergency and non-emergency requests for service. These services include, but are not limited to:

1. Preventive patrol oriented to the prevention of crime, the maintenance of public order, and the discovery of situations and hazards that might result in delinquency
2. Crime prevention activities
3. Response to calls for service
4. Investigation of crimes, offenses, incidents, and conditions, including arresting offenders
5. Traffic direction and control
6. Regulation of certain business or activities as required by law

7. Provision of emergency services
 8. Development of positive relations between citizens and the agency
 9. Reporting of information to other agencies/divisions/offices, as appropriate
- B. Intra-Department Relations
- Uniform Patrol Divisions personnel shall exchange information with specialized and support components for the purpose of providing a coordinated law enforcement response to criminal activity in the following ways:
1. Investigative units may regularly attend roll call briefings.
 2. Crime information bulletins will be posted via the electronic bulletin management system and reviewed daily.
 3. Patrol deputies shall forward information to specialized units.
- C. Permanent Shift/Zone Assignments
1. The following is a description of the work schedules utilized by Sector I - VI
 - a. Shifts are divided into three shifts working six (6) 11.5 hour shifts and one shift in the pay period being an 11 hour shift equaling 80 hours every 2 weeks.
 - i. Sectors I-V shift schedules are
 - Midnight Shift (100 Series) 1800 – 0530
 - Day Shift (200 Series) 0500 – 1630
 - Evening Shift (300 Series) 1400 – 0130
 - ii. Sector VI shift schedule is
 - Midnight Shift (100 Series) 1900 – 0630
 - Day Shift (200 Series) 0600 – 1730
 - Evening Shift (300 Series) 1500 – 0230
 - b. Patrol deputies are assigned to A or B Platoon and then assigned to a squad. A and B Platoon have opposite days off to allow for an every other weekend off rotating schedule as demonstrated below.

A PLATOON - 2 week schedule							
	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Week 1	Off	On	On	Off	Off	On	On
Week 2	On	Off	Off	On	On	Off	Off
B PLATOON - 2 week schedule							

	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Week 1	On	Off	Off	On	On	Off	Off
Week 2	Off	On	On	Off	Off	On	On

2. Shift assignment

A Section Commander or Sector Commander shall post vacancies occurring within their command in accordance with agency General Orders or [Collective Bargaining Agreement](#)(s), as applicable.
 3. The decision to assign deputies to a particular zone or work assignment is a management prerogative. Personnel shall be assigned so as to provide for the most efficient distribution of resources to fulfill the mission of the agency. The agency delegates the responsibility for scheduling daily zone assignments to shift supervisors, who shall be responsible for the quality of police service on their respective shifts.
- D. Flexible Shift/Zone Assignments
1. The Uniform Patrol Division utilizes shift plans that are tied to crime control, shifting crime patterns and personnel allocation.
 2. The Uniform Patrol Division utilizes a system of permanent shifts. Each Sector Commander has the latitude to vary shifts due to changing crime patterns while confirming continuous coverage is maintained.
 3. Shifts may be adjusted by the Sector Commander to meet special needs, crime control and changing crime patterns.
 4. Work schedules utilized by each of the six sectors will be based on personnel allocation, crime control and changing crime patterns.
- E. Radio Call Signs
1. The responsibility for the issuing of radio call signs rests with the Communications Section Commander.
 2. Deputies on-duty shall use their shift designation and zone assignment number as their radio call sign (e.g., first shift, midnights, zone 42, radio call sign 142). A letter designation used after the call sign beginning with "A" and increasing consecutively will indicate more than one unit assigned to the zone.
 3. Off-duty deputies without assigned radio call signs shall use their assigned vehicle number as their radio call sign. "Vehicle" will precede the vehicle number when transmitting.
- F. Inter-Agency Communication

Any radio communication with other agencies will be coordinated through Communications, whenever possible. This will be accomplished via the use of the agency radio system and/or intercity radio net. Deputies shall use plain language when talking to other agencies.

G. Briefing

1. Squad briefings are to be determined by the Sector Commander.
2. Briefings will be conducted by the squad supervisor or acting squad leader and will address the following:
 - a. Daily assignments
 - b. Impending changes in schedule
 - c. New directives
 - d. Noteworthy events or possible hazardous situations from earlier shifts
 - e. Stolen vehicles, wanted persons, etc
 - f. Training material on a squad level
 - g. Evaluate deputies on readiness for patrol
3. Briefing material consists of Intelligence Bulletins, Inter-Office Memorandums, Interim Orders, Special Orders, Training Bulletins, Legal Bulletins, Training Videos, etc.

H. Initial Appearance Hearings

Deputies do not routinely attend initial appearances. Deputies shall verify the Arrest Affidavit provides sufficient facts and information to establish probable cause for an arrest.

I. Phone and/or Online Reporting System (E-Report)

A system to file your police report by telephone, known as Differential Report Writer (DRW), is utilized within the agency in accordance with GO [11.1.2](#). An online reporting system (E-Report) generated by citizens on the Orange County Sheriff's Office's web based Online Reporting System is utilized in accordance with [GO 15.1.7](#).

J. Patrol Supervisors

1. Span of Control

Under normal circumstances first line supervisors shall not have more than one corporal and sixteen deputies assigned to them. This will provide for adequate supervision, guidance, and coordination of patrol deputies.
2. Response to calls for service

It will be the responsibility of the shift supervisor to confirm a proper response to calls for service.

 - a. One deputy will be dispatched to routine calls for service. Routine calls for service include but are not limited to:

1. Crimes which are over with
 2. Information calls
 3. Found property
 4. Barking dogs
 5. Runaways
 6. Missing persons.
- c. Due to their nature, some calls for service may require the response of more than one deputy. The following calls require the response of a minimum of two deputies:
- a. In progress crimes
 - b. Robbery alarms
 - c. Armed disturbances
 - d. Disturbances with all parties present
 - e. Civil disorders.
- d. Supervisors may utilize the following criteria to determine if additional units are needed at a call:
1. Assaults or the potential for assaults on the deputy
 2. On-scene arrest for a felony or violent misdemeanor
 3. Resistance to arrest
 4. Use of force or threatened use of force
 5. Crimes in progress
 6. A fleeing suspect
 7. A deputy requests it
 8. A supervisor feels it is necessary.
- e. This in no way prevents deputies from routinely providing backup or checking on the welfare and safety of another deputy.
3. The appropriate command personnel shall verify that supervisors respond to and assume command of major scenes or incidents. After having observed and evaluated the scene, supervisors may delegate or relinquish command to subordinates. It will be the responsibility of the shift supervisor to monitor all calls for service during his/her respective shift and respond to, but not limited to:
- a. All major incidents
 - b. All incidents of media interest
 - c. All deputy involved shootings
 - d. All deputy involved injuries to themselves or others
 - e. All accidents involving a deputy
 - f. ECD activations.