



PATROL			500.00	
<div><div></div><div>PATROL OPERATIONS</div><div></div></div>				
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## PURPOSE

The purpose of this standard operating procedure is to provide guidelines which govern the operation of the Uniform Patrol Section.

## SCOPE

This procedure shall apply to all Punta Gorda Police Department personnel.

## DISCUSSION

It is the policy of the Punta Gorda Police Department to provide the best possible patrol service to the community. The primary function of the Uniform Patrol Section is the protection of life and property through accepted methods of criminal opportunity reduction. The secondary function of the Uniform Patrol Section is to propagate community policing principles and to involve the public as a partner in the performance of their duties. The patrol function should always be handled by members in uniform who are operating marked police vehicles. At times, however, it may be more beneficial to assign specific officers to unmarked cars and/or in plain clothes for special assignments where the use of marked vehicles and officers in uniform would jeopardize officer safety or compromise a police action.

## PROCEDURE

### I. SHIFT SWAPPING AND OVERTIME

- A. Daily swapping between employees is permissible as needed with the approval of the Watch Commander.
- B. Field Training Officers (FTO) are not permitted to swap during training periods. Command Staff continues to reserve the right to reassign FTO shifts to accommodate training needs.
- C. Once a shift swap has been approved, involved officers are responsible for the new shift.
- D. Shift swapping must conform to all payroll rules and cannot result in overtime being incurred.
- E. Unclaimed overtime will be mandated to the officer that has worked the least amount of overtime and extra duty detail hours combined during the fiscal year.
- F. Once an overtime shift is claimed, it becomes that officer's responsibility. Should unforeseen circumstances prevent the officer from working the overtime, they are responsible for filling the time.

### II. GEOGRAPHIC BOUNDARIES: Outlined in the OSSI mapping system.

- A. **Zone One:** City limits to the north, West to (including) Shreve Street, South to (including) W. Olympia Avenue, West to (including) Chasteen Street, South to (including) William Street, East to (not including) Cooper Street (up to Carmalita), and East to city limits.
- B. **Zone Three:** City limits to the West, South to Rio Villa Drive, Punta Gorda Isles south of West Olympia Drive and West Marion Avenue (west of Breakers Court), Aqui Esta Drive (including intersection), East to Cooper Street north of Air Port Road, East to Education Avenue (city limits) north to Carmalita Street including bus depot and agriculture property.
- C. **Zone Five:** All city property east of US 41 and south of Airport Road to include US 41 North, the Seven Palms Apartment complex and all city property in south Punta Gorda including but not limited to the Loop, Burnt Store Isles, Seminole Lakes, Burnt Store Meadows, and Burnt Store Road corridor.

### III. PREPARATION FOR PATROL

- A. Upon beginning or ending a tour of duty, officers shall observe the following procedure:

1. Notify the Communications Center via police radio that they are in service or out of service at home; and
  2. Sign on or off their mobile computers.
- B. Officers shall report fully equipped for duty at the appointed hour of their shift.
- C. Officers reporting for duty shall make themselves aware of the previous activities occurring during their absence. This should be done using the following methods:
1. Attendance at a roll call briefing by all shift personnel, excluding the early car, which shall include:
    - a. A review of the daily watch commander reports, incident reports, special assignments, and orders for the day or changes in the schedule;
    - b. Obtaining information regarding daily activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations;
    - c. Acquainting oneself with new directives or changes in directives; and
    - d. Reviewing the city calendar and special event board. The watch commander shall ensure that the extra duty officer is contacted at all events during their tour of duty, if practical.
  2. Checking of e-mail, mailboxes, and bulletin boards for notices.
- D. Members of the Criminal Investigations, Community Services, and Communications Sections shall also apprise themselves of the same information on a daily basis.

#### **IV. ASSIGNED AREAS OF PATROL**

- A. Law enforcement response to emergencies shall be continuously available within the City of Punta Gorda's jurisdiction.
- B. All patrol officers will be assigned to a zone by the watch commander at the beginning of shift. The watch commander is responsible for ensuring zone integrity.
- C. Supervisors shall monitor calls for service to determine if additional back-up officers are necessary.
- D. Only personnel required to effectively and efficiently handle a call for service shall remain on scene.
- E. Officers shall respond to calls for service to which they are assigned by the Communications Section. If officers feel they can provide better service if they respond, they may request a transfer of the call.

#### **V. CRITERIA FOR ASSIGNMENT OF THE NUMBER OF OFFICERS TO AN INCIDENT**

- A. It can be difficult to assess in advance the number of officers needed to adequately deal with specific incidents. Supervisors may assign additional units or cancel units

based on their assessment of the situation. The criteria for determining if additional units will be dispatched or deployed should be based on the actual or potential presence of one or more of the following factors:

1. An assault on an officer;
  2. On scene arrest for a violent felony or misdemeanor;
  3. Resistance to arrest;
  4. Use of force;
  5. Crime in progress; and
  6. Fleeing suspect.
- B. Frequent updates from the scene will be made. Units no longer needed will return to their respective patrol areas.
- C. The number of units responding to a call for service shall be monitored by the watch commander to ensure an adequate response and the efficient allocation of resources.

## VI. TYPES OF PATROL AND PATROL FUNCTIONS

- A. Preventative Patrol: Preventative Patrol is the department's first line of defense in controlling actual or potential crime risks. Patrol officers will actively seek out risks to public order, safety, and potential hazards throughout their entire assigned patrol area. They will report any hazards or problems discovered through proper channels. All aspects of patrol should be geared toward prevention through opportunity reduction. Some of the methods which should be used include but are not limited to, the following:
1. Field Inquiries: By inquiring and documenting persons encountered during a patrol shift, valuable intelligence information can be gained. Officers should inquire the identity and other information available of all persons they observe to be suspicious. Information will be obtained on all such persons and attention given to as much detail as possible, to include, name, address, date of birth, phone number, physical description, vehicle description (if appropriate), reason for being at location, and an accurate time and date of the observation. Field inquiries will be conducted in accordance with [Standard Operating Procedure 510.00 – Field Interview Reports](#).
  2. Directed Patrols: Directed Patrol is an assignment where a specific patrol officer is assigned a specific task and given time to accomplish the stated task. Directed patrols are normally requested by supervisors in response to complaints from citizens or trends noted through observation of certain situations; however, patrol officers should consider conducting directed patrols when they observe situations that may warrant their use.
  3. Crime Prevention: Three things must be present for any crime to take place: a victim, desire of the perpetrator (motive), and opportunity. Officers must constantly direct their efforts toward reducing the opportunity to commit crimes. Crime Prevention is the responsibility of each member of the department.

- a. Victims: There will always be victims of crime. In order to reduce the number of victims, the citizens must be kept constantly informed and educated by members of law enforcement. The day-to-day responsibility for this rests with individual patrol officers in their daily contacts with citizens. It is the officer's responsibility to be up to date with prevention techniques used to reduce risks.
  - b. Desire: The most effective method to reduce criminal desire is to make the accomplishment of a crime less appealing to the perpetrator (deterrence). The best tools to accomplish this are strict and fair law enforcement along with recruiting the cooperation of the public to report crimes and make observations and reports of people and vehicles they deem out of place. Officers should cultivate such cooperation whenever possible.
  - c. Opportunity: By teaching citizens simple and cost effective methods of applying stumbling blocks (such as better lighting, better physical hardware, alarm systems, and other simple but effective things to slow the perpetrator down), an officer will have a significant impact on the actual reduction of criminal activity. Officers will also employ patrol tactics designed to give the impression of omnipresence of police in areas likely to be the target of crime, thus increasing the possibility of apprehension and controlling where, when, and how a crime may take place.
- 4. Residential Patrol: Officers will maintain high visibility in Zones and make contacts, whenever possible, with citizens in these Zones in furtherance of the goal to build mutual trust, support, and cooperation with the community.
  - 5. Business Patrol: Officers will endeavor to make contacts with the business community during open business hours, so as to familiarize themselves with the owners and other employees and to establish effective communication while identifying potential problems and crime risks.
  - 6. Foot Patrol: The Punta Gorda Police Department deploys foot patrols to place officers in close contact with citizens to further establish a positive rapport within the community. Officers shall initiate foot patrols on a consistent basis with special emphasis on populated commercial areas and areas with noticeable pedestrian activity. Watch commanders shall direct foot patrols on a daily basis, if possible.
  - 7. Bike Patrol: Watch commanders shall make every effort to deploy bike patrol officers on their bikes when manpower and weather conditions permit.

#### B. Inspectional Activity

- 1. Physical checks and inspections of areas and/or businesses, schools, parks, and neighborhoods should be made by the patrol officer during his/her tour of duty. The officer will note hazardous conditions found and report these to the Communications Section and the proper and necessary persons and/or agencies. Officers will note violations of city code enforcement ordinances and shall relay that information to the city Code Compliance Department.
- 2. Physical security checks of closed businesses will be conducted, especially during evening and early morning hours. Vehicle spotlights may be utilized to visualize potential security risks. Officers will note any problems or risks to the security of a business, and will make the owner or appropriate persons aware of these. Communications may be asked to make calls to the business during

business hours for a notification; however, the officer is encouraged to make personal contact either through the use of a visit or passing a request along to the day shift patrol officer.

3. The Chief of Police and all other officers should be made aware of serious security risks or hazards or those that seem to establish a pattern.
- C. Additional Functions of Patrol: These include topics discussed in separate standard operating procedures such as [513.03 - Traffic Direction and Control](#), and any further assignments as determined and directed by proper authority.

## VII. HAZARDS

- A. All officers are responsible for the timely reporting of hazards, potential hazards, and problems they may encounter during a shift.
- B. Hazards that are of an emergency nature which are likely to pose a threat to the lives or safety of the officer or the public, shall immediately be brought to the attention of a supervisor who will cause action to be taken to correct the situation. This will be documented by completing an incident report.
- C. Officers who observe a road hazard are required to take action by either calling for assistance or removing the item themselves.

## APPROVED



**PAMELA R. SMITH, CHIEF OF POLICE**

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