

THE RALEIGH POLICE DEPARTMENT

1109-01

PATROL OPERATIONS

PURPOSE

The purpose of this directive is to establish guidelines and procedures regarding patrol operations.

VALUES REFLECTED

This directive reflects our values of Service, Courage, Fairness, Integrity, and Compassion. We are committed to preserving life, peace and property through conscientious, dedicated and professional attention to our patrol duties.

UNITS AFFECTED

All Divisions/All Personnel
Emergency Communications Center

REFERENCES/FORMS

DOI 1100-2 "Departmental Organization and Management"
DOI 1109-2 "Radio Communications and Response to Calls"

May be Released to the Public

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City Manager

GENERAL POLICIES

The Field Operations Division is responsible for the initial delivery of police services. The Division is charged with responsibilities for, but not limited to:

- Preventive patrol
- Rapid response to emergencies and unusual events
- Maintenance of public order and safety
- Preliminary investigations
- Enforcing criminal laws, traffic laws and ordinances
- Assisting citizens with crisis intervention
- Improving community relations by the quality and quantity of contacts with citizens

All sworn Departmental personnel share in this responsibility regardless of their assignment.

Service delivery is distributed across six Districts and each is under the separate command of a District Commander. The allocation of officers to each District is based on calls for service, additional time for proactive and preventive patrol, and Departmental needs.

Patrol officers are the most visible component of the Department and an integral part of police operations. The manner in which patrol officers carry out their duties affects not only the quality of justice but also citizens' perceptions of law enforcement. In order to provide continuous high quality service, the patrol component will operate in accordance with the guidelines contained in this directive.

PATROL STRUCTURE

Patrol Officers are assigned to one of the six Districts. The command staff for each District is comprised of a District Commander who is assisted by lieutenants. Sergeants are responsible for direct field supervision.

Patrol Beats

District supervisors are authorized to regulate approval of leaves so that adequate staffing levels are maintained. District supervisors are further authorized to approve the dispatch of officers to other Districts to answer high priority calls.

Lunch Periods and Breaks

When working an eight hour day, meal periods are limited to 30 minutes, inclusive of travel time, and must be taken within the city limits. Meal periods for ten and twelve hour work days are limited to 45 minutes. Coffee breaks are limited to 15 minutes in length (no more than 2 per tour) and must be taken within the officer's assigned beat area.

Officers must request their meal break from Communications. Officers will only be allowed out of service for a meal break if at least three officers are available for calls within their district. No meal or coffee breaks shall be allowed during the weekday rush hours of 0700-0900 and 1630-1830. Officers requesting meal or coffee breaks must be back in service during the last 30 minutes of any shift.

No more than two marked police units, with a maximum of four officers, may be allowed out for meal or coffee breaks at the same location during the day shift. No more than three marked police units, with a maximum of six officers, may be allowed out for meal or coffee breaks at the same location during night shift.

Officers are not guaranteed a meal break. The restrictions on meal or coffee breaks shall apply to all uniformed officers.

The Watch Commander shall have the discretion to make exceptions to the conditions placed on meals and coffee breaks, as listed above, as may be necessary in unusual situations.

Field supervisors will be held responsible for enforcing restrictions on meals and breaks.

WATCH COMMANDER

Designated Captains and Lieutenants shall serve as the Watch Commander on a rotating basis. During their tour of duty, the Watch Commander shall be responsible for the delivery of all patrol services. The Watch Commander is further responsible for notifying the news media of major hazards, alerts, or lookouts for dangerous persons; notifying the on-call Public Affairs Office personnel of certain events; notifying the Duty Major of certain events; and maintaining the Watch Commander's log.

Duty Major Notification

Notification of the Duty Major, by the Watch Commander, is required for events where there may be a question as to the Department's liability or those which may result in heightened community interest. This includes, but is not limited to the following events:

- Incidents involving police personnel or equipment resulting in serious injury.
- Any use of firearms against an officer or by officers in the line of duty.
- Hostage or barricaded subject situations.
- Major traffic problems, fires, or flooding.
- Pickets, parades, or other events that are anticipated or without the required permit.
- Occurrences that could possibly attract wide spread coverage by the news media, or local occurrences of something that has already received wide spread news coverage.
- Rapes involving unusual brutality or multiple victims and all murders.

- Traffic fatalities involving multiple victims, prominent persons, or City employees.
- Any injury to an officer that requires hospitalization or relief from duty.
- Any serious citizen injury caused by an officer.
- Any call-out of SEU personnel for tactical deployment

The Duty Major, as appropriate, will notify the Deputy Chief of Police and the Chief of Police of the more severe events or those that require immediate attention.

Watch Commander's Log

Watch Commanders are responsible for ensuring that all noteworthy or unusual occurrences are recorded in the Watch Commander's log prior to the completion of their tour of duty. The following are events which should be noted in the log:

- Unusual occurrences specified as requiring notification of the Duty Major and listed above.
- All robberies involving commercial establishments or personal injury to the victim.
- Rapes and first-degree burglaries.
- Automobile fatalities.

In reporting unusual occurrences, the Watch Commander shall make sure that the names, ages, sex or address of juveniles or sex offense victims are not included in the log (refer to DOI 1106-01 "Confidentiality and Release of Information").

SUPERVISION OF LINE UNITS

District Commanders are responsible for ensuring that personnel under their command are properly equipped and instructed in carrying out all the functions of their assignment.

Roll-Call and Line Inspections

The Watch Commanders and/or District Commanders are responsible for seeing that their personnel are properly briefed and assigned prior to beginning their tour of duty and that regulations regarding appearance and equipment are complied with. Other responsibilities of the District Commander include, but are not limited to, the following:

- Informing personnel coming on duty of unusual occurrences, any relevant crime patterns, or directives issued to them.
- Directing firearms inspections following each qualification and conducting spot inspections as necessary to encourage compliance with Departmental firearms maintenance regulations, and ensuring that only department-approved firearms and ammunition are carried.

- Directing vehicle and equipment inspections as required by the Division Commander, including the inspection of any personal property brought into Departmental facilities or vehicles.
- Ensuring that individual officers meet requirements to have sufficient reports, citations, and accident investigation supplies on hand prior to their tour of duty. Ensuring that individual officers are held accountable for inspecting their assigned vehicles for damage and that supplies and equipment assigned to the vehicle is functional.

Incidents Requiring a Police Supervisor

A police supervisor shall respond to any incident that would require notification to the Duty Major, the Division Commander, or that would require an entry in the Watch Commander log. In addition, a police supervisor shall respond to the following incidents:

- Deceased persons, even if the death is believed to be natural. The supervisor should then confirm that the next-of-kin has been notified.
- Bomb threats
- Incidents requiring forcible entry
- Incidents requiring use of force by police officers
- High speed pursuits or auto collisions involving police or City vehicles
- Emergency "officer needs assistance" calls
- Service of all search warrants
- Any call to which four or more officers are assigned.

Identifying Potential and Actual Police Hazards and Community Concerns

Knowledge of police hazards and community concerns helps officers perform more effectively. All sworn officers will be alert for potential and actual hazards and concerns.

Hazards that could affect dispatch, such as downed power lines or blocked streets, should be immediately relayed to Emergency Communications.

Hazards requiring further attention should be communicated to the Watch Commander. The Watch Commander should ensure that this information is disseminated at roll call.

Officers should document information describing potential problems that have a bearing on law enforcement activities, within a community, and forward the information to the District Crime Prevention Officer for inclusion in the Community Barometer Report.

PRELIMINARY INVESTIGATIONS

The patrol officer first assigned to a call by Emergency Communications has the responsibility to conduct a thorough preliminary investigation when it appears that a crime has been committed. A thorough initial investigation may eliminate the need for a follow-up investigation. Although the Detective Division may conduct a follow-up investigation, the initial investigation by the patrol officer forms the basis for any follow-up and is often crucial for a successful conclusion.

Conducting the Initial Investigation

Patrol officers must conduct thorough initial investigations and complete case reports on all cases assigned to them. In conducting the investigation, the officer shall gather information to clarify the circumstances surrounding the reported crime. Particular questions should be where, what, who, how and when. Officers should proceed using the following preliminary investigative techniques:

- Secure and contain the scene. The officer shall observe the crime scene before stepping into the crime scene unless there is an injured person needing assistance. The investigation should not be rushed.

The officer shall prevent access to the scene by interested or curious onlookers, including news media personnel. The officer shall document identification of all persons who enter and depart the scene. All officers who enter a crime scene shall write a supplemental report documenting their actions.

- The officer shall preserve the integrity of the crime scene to prevent contamination or evidence from being altered in any way.
- The officer shall observe and report all conditions, events, and statements; accurately and fully.
- The officer shall locate and interview the complainant, the victim, and any witnesses. The single most important factor in solving a crime is the information supplied by the complainant, victim or any witnesses to the initial investigating officer.
- The officer shall locate, interview or interrogate, and arrest (if applicable) all known suspects.
- The officer shall arrange for the collection, preservation, and examination of evidence, collecting the most fragile first. The officer or investigative unit in control of the scene shall determine whether the Wake County Bureau of Forensic Services will be requested to respond to the scene. If WCBFS is not responding, the officer shall take the following steps as is appropriate:
 - Photograph the scene before evidence collection, if possible. Articles removed, to prevent destruction, should never be placed back in the scene to be photographed where they were before they were removed.
 - Collect materials and substances from a known source, whenever possible, for submission to the laboratory for comparison with physical evidence collected.

- Seal all packages in accordance with DOI 1108-04 "Evidence and Found Property."
- Ensure the chain of evidence is maintained and all evidence is properly stored.
- The officer shall report the incident fully and document the following:
 - Date and time of arrival at the scene.
 - Location of the crime.
 - Name(s) of complainant(s), witness(es), victim(s), and suspect(s), if known.
 - Description of property stolen with serial numbers and identifying marks, if available.
 - Actions taken at the scene (investigation).
 - Report number.
 - Observations of the crime scene that would assist Detectives in establishing a motive and/or M.O.

Information Provided to Victims and Witnesses

Officers conducting initial investigations will provide the victim/witness with a calling card that provides telephone numbers where the person may call to report additional information or receive information on the status of the case. The investigating officer shall immediately provide the victim/witness with the following information:

- The case number and information on subsequent steps in the investigative process;
- Advice about what the victim/witness should do if the suspect or associates of the suspect threaten or otherwise attempt to intimidate the victim/witness;
- Information regarding applicable services, counseling, or other crisis assistance (DOI 1101-4 "Victim/Witness Services") that is available;

Review of Investigation

An officer's immediate supervisor will review each case to determine if the investigation was adequate and the proper reports were submitted.

NOTIFICATION OF THE DETECTIVE DIVISION

Watch Commanders have the responsibility of contacting the Detective Division when additional personnel or expertise is needed. If a call-back of Detectives is needed, the Watch Commander shall contact the Detective Division supervisor on call. The supervisor is responsible for determining the number of people to be called in.

The Detective Division shall be contacted anytime the following occurs:

- All reported rapes, sexual assaults and child molestation cases.
- Any other case where the Watch Commander feels immediate follow-up is important.

Violent Crimes Unit Notification

The Violent Crimes Unit shall be notified anytime the following occurs:

- All homicides and suspicious deaths.
- Where injuries of an assault victim are so severe that recovery is unlikely (life threatening).

Assignment of Responsibilities

During serious crimes, the highest ranking Field Operations supervisor present will be in charge at the scene until that responsibility is assumed by the Detective Division. The Watch Commander will maintain overall responsibility of the investigation until relieved by a Detective Division supervisor.

Once Detectives have been notified, the Watch Commander shall ensure that a clear understanding of responsibilities (i.e. crime scene, interrogation of suspects, etc.) exists on the part of all involved parties. The Watch Commander shall maintain overall responsibility for crime scenes until relieved by a Detective Division Supervisor.