

## Patrol Function

### 400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the patrol function, address intraorganizational cooperation, and information sharing, and provide members with guidance on patrol related procedures.

### 400.2 POLICY

The Santa Monica Police Department provides patrol services 24 hours a day, seven days a week and will prioritize responses to requests for emergency services using available resources to enhance the safety of the public and Department members.

### 400.3 FUNCTION

Patrol will generally be conducted by uniformed officers in clearly marked law enforcement vehicles in assigned jurisdictional areas of Santa Monica. The function of patrol is to respond to calls for assistance and reports of criminal activity, act as a deterrent to crime, enforce state and local laws, identify community needs, provide support and assistance to the community and respond to emergencies.

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) Preventing criminal acts, traffic violations and collisions, maintaining public order and discovering hazardous situations or conditions.
- (e) Responding to reports of criminal and non-criminal acts.
- (f) Responding to routine calls for service, such as public assistance or public safety.
- (g) Carrying out crime prevention activities such as residential inspections, business inspections and community presentations.
- (h) Carrying out 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.
- (i) Directing and controlling traffic.

### 400.4 WATCH

#### 400.4.1 WATCH DEFINED

A watch shall be that period time when a particular Section or Unit of the Department is considered to be on-duty.

# Santa Monica Police Department

## Santa Monica Police Department Policy Manual

### *Patrol Function*

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The change of watch is that time at which the responsibility for the operation of a particular section or unit of the Department passes from one watch to the next. It may be preceded by a roll call briefing for the shift coming on-duty.

End of watch or "EOW," shall be used to designate the time at which a particular watch is completed for the day. The phrase, "HQ- EOW," shall only be used when an employee completes their tour of duty at the normal end of watch time for the watch to which they are assigned.

#### **400.5 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 roll call briefings and to attend roll call briefings 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.

##### **400.5.1 CRIME ANALYSIS UNIT**

The Crime Analysis Unit (CAU) will be the central unit for information exchange. Criminal information and intelligence reports can be submitted to the CAU for distribution to all divisions within the Department through daily and special bulletins.

##### **400.5.2 PATROL ROLL CALL BRIEFINGS**

Patrol supervisors, detective sergeants, and special unit sergeants are encouraged to share information as much as possible. All supervisors and/or officers will be provided an opportunity to share information at the daily patrol Roll Call Briefings as time permits.

##### **400.5.3 INFORMATION DISSEMINATION**

Several information clipboards and/or bulletins will be maintained, as needed, in the Roll Call Briefing room and will be available for review by officers from all divisions within the Department. These will include, but not be limited to, the patrol checks, wanted persons, written directives, and training bulletins.

The Department's Intranet will also be maintained to include special bulletins, written directives, training bulletins, and other reference tools for review by members. Members are responsible for being abreast of the information disseminated via the Department's Intranet.

#### **400.6 CROWDS, EVENTS AND GATHERINGS**

Officers may encounter gatherings of people, including but not limited to, civil demonstrations, civic, social and business events, public displays, parades and sporting events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety

# Santa Monica Police Department

## Santa Monica Police Department Policy Manual

### *Patrol Function*

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concerns before taking enforcement action. If time allows, and prior to enforcement, a supervisor should be notified. Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety/order concerns.

Officers should consider enforcement of applicable state and local laws, such as Penal Code 602.1 (obstructing or intimidating business operators), when the activity blocks the entrance or egress of a facility or location and when voluntary compliance with the law is not achieved.

#### 400.6.1 CAMPUS LIAISON

The Department will coordinate with the Santa Monica College (SMC) Police Department to facilitate a liaison between the Department and SMC students exercising rights guaranteed by the First Amendment to the United States Constitution, a similar provision of the California Constitution or both (Education Code § 66303). The Department will work with SMCPD and designated SMC liaisons regarding relevant issues, scheduled events, training and crowd control.

#### **400.7 TERRORISM**

It is the goal of the Santa Monica Police Department to make every reasonable effort to accurately and appropriately gather and report any information that may relate to either foreign or domestic terrorism. Officers should advise a supervisor as soon as practicable of any activity believed to be terrorism related and should document such incidents with a written report or Field Interview (FI). The supervisor should ensure that all terrorism related reports and FIs are forwarded to the Criminal Investigations Division Supervisor or his/her designee.

#### **400.8 PATROL SERGEANT RESPONSIBILITY**

The Patrol Sergeant:

- (a) Assumes command over field situations if necessary until relieved by higher command
- (b) Provides supervision to all Operations Division field personnel
- (c) Coordinates and maintains the following records:
  - 1. Daily posting of accurate time keeping for designated division personnel, including overtime slips and/or paperwork generated from special events
  - 2. Coordinates and distributes information for statistical reports as required
- (d) Investigates Personnel Complaints and Use of Force incidents
- (e) Provides in-service training
- (f) Enforces Department policies, procedures and directives

#### **400.9 DETENTIONS INVOLVING GOVERNMENT EMPLOYEES**

##### 400.9.1 DETENTION OF SWORN (OUTSIDE AGENCY) OR MILITARY PERSONNEL

When a sworn member of an outside law enforcement agency or an active member of the military is detained for a misdemeanor or felony offense in Santa Monica, the following shall apply:

- (a) Notifications

# Santa Monica Police Department

## Santa Monica Police Department Policy Manual

### *Patrol Function*

---

1. Santa Monica Police Watch Commander
  2. Duty Commander / Weekend Duty Commander
  3. Supervisory personnel of concerned agency
  4. If military, Commanding Officer or Military Police on base
  5. If military, and the Commanding Officer or base is unknown, contact the closest base
    - (a) Air Force (Edwards)
    - (b) Army (Fort Irwin)
    - (c) Coast Guard (USCG Sector San Diego)
    - (d) Marine (Camp Pendleton)
    - (e) Navy (Seal Beach Naval Weapons Station)
- (b) Preliminary investigation
1. Field Supervisor's responsibility
    - (a) Respond to the scene of the incident and insure that the preliminary investigation is conducted in a proper manner.
    - (b) The scope of the investigation shall be the same as that conducted for a private person detained under similar circumstances.
    - (c) If required, take or have the individual taken into custody.
    - (d) Take action to prevent aggravation of the incident.
    - (e) Notify proper investigative personnel for follow-up.
    - (f) Report the results of the preliminary investigation to the concerned supervisory personnel of the outside agency. The reports shall be prepared on Santa Monica Police departmental forms, and submitted to the Operations Division Commander for approval before release.
- (c) Booking advice
1. For misdemeanor offenses, the Watch Commander or Commanding Officer of the concerned agency shall be contacted for booking recommendation(s)
  2. All felony arrests shall be booked

#### 400.9.2 NON-LAW ENFORCEMENT GOVERNMENT PERSONNEL

When a non-law enforcement governmental employee is detained for a felony or misdemeanor committed in the City of Santa Monica, they shall be treated as a private person except as follows:

- a) If the employee is on-duty, they shall be taken into custody and the employee's supervisor notified regarding the circumstances of the arrest.
- b) If the employee is a member of the United States Postal Service and is driving a vehicle carrying mail (in the performance of their duties), the following shall apply:

# Santa Monica Police Department

## Santa Monica Police Department Policy Manual

### *Patrol Function*

---

1. Felony or a Misdemeanor in Which Intoxication is an Element
  - (a) In addition to the regular arrest procedure, the officer shall:
    1. Notify or cause to be notified the Postmaster of United States Postal Service.
    2. Be responsible for the safety of the vehicle and the contents therein until a Postal Service representative arrives at the scene and takes charge of the vehicle and its contents.
2. Misdemeanor (Non-Intoxicant) Charges
  - (a) Note that the employee shall not be taken into custody on misdemeanor (non-intoxicant) charges unless supervisory approval is obtained.
  - (b) In lieu of making a physical arrest, a citation may be issued, or the officer may seek a complaint through the City Attorney's office.

When a person operating a public utility vehicle is arrested (and there are no other public utility employees present), the arresting officer shall have Communications Center personnel contact the public utility and request that a representative respond to the scene of the arrest to take charge of the public utility's property. In no event shall the public utility property be left unattended.

#### 400.9.3 ARREST OF MILITARY PERSONNEL

An officer arresting a member of the armed forces shall include the following information in the arrest report:

- (a) The arrestee's name, rank, and serial number
- (b) The arrestee's branch of service
- (c) The arrestee's unit and duty station
- (d) Whether the arrestee was in military uniform or civilian attire
- (e) The arrestee's duty status (e.g., on pass, absent without leave, traveling on orders)

When a member of the Armed Forces is arrested for a minor offense and is going to be released to Military Police personnel without booking, the arresting officer must insure that a Jail Intake Sheet and either a Crime Report or Information Report is completed.