

**GENERAL ORDERS MANUAL
WESTERN MICHIGAN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY**

I. PURPOSE

The purpose of this general order is to provide guidelines for shift supervisors and patrol officers concerning the routine activities of the patrol division.

II. BRIEFING SESSIONS

- A. All officers shall report for shift briefing on the hour at the beginning of their assigned shift. Officers shall be in full uniform and have all assigned equipment with them during the briefing. Inspections may be conducted at the discretion of the shift supervisor. The shift supervisor shall be responsible for noting any absence or late arrival. Briefing sessions shall contain the following:
 - 1. Shift supervisor shall read the daily shift complaint log from the previous shift
 - 2. Information obtained via LEIN will be relayed to the officers
 - 3. Unusual conditions or events will be called to the attention of officers
 - 4. Work assignments will be given to the officers
 - 5. Shift supervisors will disseminate any new training or policy material
 - 6. Shift supervisors will ask for feedback from those attending briefing
- B. Briefing sessions will be concise as possible so there is a minimal amount of time between shifts when no officers are on the road.

III. ITEMS TO BE CARRIED ON DUTY

- A. All patrol officers should carry the following issued items in their assigned patrol vehicle while on duty:
 - 1. Michigan Motor Vehicle Code or access to E-Citation
 - 2. WMU Traffic, Parking, and Pedestrian Ordinance or access to E-Citation
 - 3. Traffic Citation Book
 - 4. Parking Citation Book
 - 5. Impound sheets (DPS118) or access to electronic impound sheets
 - 6. A supply of the various parking maps
 - 7. An assigned set of master keys
- B. All patrol officers should have the following items in their immediate possession at all times while on duty:
 - 1. Valid Michigan driver's license
 - 2. WMU Police Department identification
 - 3. Miranda warning card

IV. BREAKS

Each officer is allowed two fifteen (15) minute breaks and one thirty (30) minute break per work shift. Breaks may be taken after notifying dispatch. Officers shall not take a break during the first and last hour of their shifts. Officers will still be expected to answer calls for service if the need arises and all other officers are busy.

V. PATROL SERVICE AREA

- A. Officers should focus their patrol routine on property owned by Western Michigan University. Officers should not routinely patrol non-campus streets for the purpose of routine traffic enforcement.
- B. The officer should notify the police dispatcher by radio of their intentions to leave the campus area for an extended period of time.

VI. RESPONSIBILITY AT SCENE

The police dispatcher will initially assign responsibility for investigating complaints and the assigned officer is responsible for all reports and related activity concerning the complaint. Assist officers may be sent at the discretion of the police dispatcher or by request of the assigned officer.

VII. CALLING FOR ASSISTANCE

Assistance should be requested whenever the probability of need exists. The officer requesting assistance will specify exactly what kind of assistance is required. It is imperative the officer distinguish between calls for assistance and "officer in trouble". The officer is "in trouble" when a situation is out of the officer's control and there is a danger of bodily injury or death. The "officer in trouble" call has precedence over all other radio traffic and officers on the same frequency shall refrain from transmitting traffic of lesser priority pending final disposition of the "officer in trouble" call.

VIII. SERIOUS CRIMES IN PROGRESS

- A. When a serious crime in progress is received by the police dispatcher, the nearest available unit will be dispatched. The police dispatcher will identify assisting units. Officers assigned will go immediately to the area of the crime. Other officers will move toward the general area of the crime. If the suspect or perpetrators have fled the scene, the first officer at the scene will secure information from witnesses for broadcast to other officers. The other officers will then begin a systematic search of the general area.
- B. It is the shift supervisor's responsibility to assign the officers the task of searching for suspects, investigation, and reporting. Under no circumstances will officers act independently of each other when dealing with a serious crime in progress.

IX. GENERAL PATROL RESPONSIBILITIES

- A. **Courtesy and Demeanor:** All officers should address their supervisors, as well as other officers, by rank and last name when in public or dealing with a citizen.
- B. **Reports:** Reports should be completed as soon as practical after initial contact with the reporting person or complainant. When an officer is unable to complete a report prior to going off-duty, they must complete a "Late Report" entry on the 511 to obtain authorization from a shift supervisor to complete the report at a later date. The shift supervisor may authorize overtime for report writing.
- C. **Tickets:** Prior to going off duty, officers shall turn in all parking violation notices and paper Michigan Motor Vehicle Code citations they have issued during their shift.
- D. **Time Report:** All personnel of this department are required to fill out a time report, P-301. It may be necessary to receive an explanation from the employee for a questionable entry on the time report before providing compensation for said entry. Time reports shall be retained in the individual officer folders kept on the counter in the reporting writing room. Completed time reports are due by 8:00 a.m. on the last Friday of the pay period. Failure to properly complete or submit the time report may result in disciplinary action and delay in compensation for the employee.

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Issued by



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