

DIRECTIVE 41.1 PATROL ADMINISTRATION

Issue Date: 03/25/2020	By Order of Chief of Police
Rescinds: (Issue 08/07/2019)	CALEA Standards
Pages: 10	Referenced: 41.1.1; 41.1.2; 41.1.3; 41.1.4 & 41.1.5

This directive consists of the following sections:

- 41.1.1 Shift/Beat Assignment**
- 41.1.2 Shift Briefing**
- 41.1.3 Special Purpose Vehicles**
- 41.1.4 Agency Service Animals - N/A by Function**
- 41.1.5 Police Service Canines - N/A by Function**

POLICY AND PROCEDURE:

The Patrol Division is the most visible component of the Department within the community. The Patrol Division is responsible for most services that the community receives daily and as such is considered the backbone of the Department. The community judges the professionalism, respect, integrity, dedication and excellence of the police department by what they observe daily with the Patrol Division.

It is the policy of the Miami Township Police Department to provide a clear definition of the patrol function to enable officers to know what actions are in concert with department policy to facilitate the delivery of services to the community. The primary functions of the Patrol Division are:

- Preventive patrol oriented toward prevention of crimes and traffic crashes, maintenance of public order and the discovery of hazards and delinquency causing situations.
- Crime prevention activities.
- Response to requests for services from members of the community.
- Investigation of crimes, offense, incidents and conditions, including the arrest of offenders.
- Traffic direction and control.
- Maintenance of public order.
- Provision of emergency services.
- Development of relationships between citizens and the Miami Township Police Department.

Patrol Division Activity Notification – The shift activity report will be completed by patrol officers for each shift they work. The report will account for the work completed during the shift by including dispatched calls for service and self-initiated activity.

An informational pass-on email will be sent to all police employees by the Sergeant or Corporal prior to the end of each shift with a summary of shift activity. The report will primarily focus on incidents involving felony offenses, arrests or events that would cause heightened interest or have the potential for public inquiry.

41.1.1 Shift/Beat Assignment

Continuous Patrol Coverage

The Miami Township Police Department shall provide twenty-four hours a day, seven days a week, patrol coverage within the service area of Miami Township providing at a minimum, immediate response to emergency situations. It is the responsibility of the Patrol Division Supervisor to ensure the adequacy of available patrol personnel to provide patrol coverage for Miami Township.

- There shall be no less than four road patrol personnel on duty between the hours of 0700-0300 hours.
- There shall be no less than three road patrol personnel on duty between the hours of 0300-0700 hours.
- Sergeants and Corporals may be included in that count of personnel. Should the Sergeant/Corporal determine additional personnel are needed, he/she shall contact the Patrol Division Supervisor or his/her designee. If the Patrol Division Supervisor is unavailable, he/she shall contact the Chief of Police.

Should such situation arise that insufficient personnel are on duty and available to provide the minimum level of required service, the on-duty supervisor shall take such action necessary to provide the Miami Township Police Department's service area with the minimum level of service. Should such a situation arise in which it appears to the on-duty supervisor that such limited service will be provided by an outside agency/s for any significant length of time, the on-duty supervisor will make notification to the Patrol Division Supervisor who shall act as deemed necessary.

In order to provide continuous coverage and provide at a minimum, immediate response to emergency situations, officers shall report to work as scheduled. The hours of each shift will be indicated on the schedule. The patrol shift being relieved shall not report to the station any earlier than thirty minutes prior to their end of tour of duty unless authorized by their shift supervisor.

Assignment to Patrol Shifts & Frequency of Rotation

Assignments to shifts and shift rotations shall be in accordance with the Collective Bargaining Agreements, Article 14, Sections 14.7 & 14.8.

Personnel shall be assigned to designated shifts based upon the workload demands of the department and the number of personnel available. The number of patrol shifts and personnel assigned to such shifts shall be at the discretion of the Chief of Police, determined by analysis of operational activities of the department. The Chief of Police or Patrol Division Supervisor may as necessary adjust those shift assignments based on the operational needs of the department.

Assignment to Service Areas & Rotation

Personnel will be assigned to patrol districts in January, May and September of each year for the purpose of furthering Community Policing goals. However, assignments may be changed at the discretion of the shift supervisor in accordance with the mission and operational needs of the department.

Determination of Days Off

Valid work schedules are posted in accordance with Article 14, Section 14.6 of the Collective Bargaining Agreements. A yearly schedule used for illustrative purposes only, shall be prepared and posted on the police shared drive by the fifteenth day of January of each year. This yearly schedule shall be used to assist department personnel in scheduling department and personal activities.

The employer at its discretion may approve shift trades or scheduled days off trades in accordance with the provisions of the Collective Bargaining Agreements, Article 14, Section 14.4.

41.1.2 Shift Briefing

Shift briefing will take place at the beginning of each regular patrol shift. Shift briefing will be conducted in a semi-formal manner; there will be no activity that distracts from the required or necessary activities of shift briefing.

Supervisors will utilize shift briefing for the purpose of:

- Prepare/complete the shift activity report.
- Pass on pertinent information and assignments.
- Conduct any assigned roll call training as required or necessary.
- Inspect officers' uniform and equipment.

Particular attention should be given to unusual situations, potential and actual police hazards, changes in the status of wanted/missing persons and stolen vehicles, updates on major investigations and information regarding relevant community-based initiatives.

Each on-duty officer beginning their shift will attend shift briefing, unless an emergency call or situation dictates otherwise. Officers attending shift briefing will:

- Be in full uniform and have in their possession all required equipment.
- Be prepared to leave the station to perform their duties.
- Check their email and mailboxes for messages, publications and correspondence.
- Check the bulletin board for notifications and messages.
- Check for warrants to be served in their assigned patrol district.

It is the responsibility of the on-duty supervisor to brief officers working irregular shifts on the information disseminated at the shift briefing, as well as performing other necessary or required roll call functions.

41.1.3 Special Purpose Vehicles

Bicycles

Authorization, Conditions and Limitations on Usage

The purpose of the bicycle patrol unit is:

- To provide mobility for officers in various areas of the jurisdiction, including bicycle trails and other areas inaccessible by normal means.
- To provide increased contact between officers and members of the community, particularly in residential and high activity areas.
- To provide patrol of businesses, parks and civic functions such as parades, charity walks and runs and special programs/events.
- Enforcement of criminal and traffic violators.
- Provide an additional tool to address problems through Community Policing.

The bicycle and bike unit equipment may be used by members of the agency who have received specific instruction, training and equipment to be used with the bicycle.

The officer utilizing the bike must insure it is in proper working order prior to using the bicycle for any assignment or shift.

The officer shall follow all traffic laws of the State of Ohio when operating the bicycle.

The officer may use the bicycle to its advantage of maneuverability, mobility and quick response capabilities in a safe manner.

The members of the unit shall assure that the bike is properly secured when in transport.

Sergeants are permitted to ride bicycles during their regularly scheduled work shift. The Sergeant shall remain responsible and accountable for the actions of his subordinates while on bike patrol.

The Chief of Police or his designee may at anytime suspend officers' bicycle activities and use of any bicycle patrol equipment or uniforms. Suspension from bicycle activities is not necessarily a disciplinary action but could result from administrative decisions.

Qualifications & Training for Assigned Personnel

Training should be from a certified International Police Mountain Bike Association (IPMBA) police cyclist instructor or an instructor approved by the Chief of Police. Successful completion of the IPMBA course, or a course approved by the Chief of Police, is required prior to patrol use of any department bicycle.

The training time, amount of training and the number of officers who will participate in the bicycle program will be at the discretion of the Bike Unit Coordinator with the concurrence of the Chief of Police. Officers may attend an annual refresher training program. The date, location and composition of the course are to be determined by the Patrol Division Supervisor.

Position Responsible for the Condition & Maintenance of the Bicycle

The Bike Unit Coordinator shall be selected by the Patrol Division Supervisor with the concurrence of the Chief of Police.

The bike unit coordinator will work cooperatively with the shift Sergeant or Corporal to integrate the certified bicycle operators and bicycle utilization into their respective shifts and will educate the shift Sergeants of the unique characteristics and opportunities provided to the shifts via the bicycle officer.

The bike unit coordinator is responsible for the condition and maintenance of department bicycles. The bike unit coordinator shall ensure that department owned bicycles utilized for bicycle patrol, are equipped and maintained.

As part of the budget development and input process, the bike unit coordinator will at least annually evaluate bicycle equipment and supplies to ensure adequate materials are readily available or that any noted deficiencies are rectified, including uniforms and equipment utilized by individual bicycle officers to perform their assigned duties.

The bike unit coordinator shall schedule all directed patrols or overtime authorized by the Patrol Division Supervisor.

The bike unit coordinator shall complete and forward to the Patrol Division Supervisor and Chief of Police any requested reports concerning bike unit activities.

Bicycle Equipment

Bicycle officers may utilize only the equipment which has been approved by the Chief of Police or his/her designee. Approved bicycle equipment includes:

- White Headlight with Hi & Low Beam
- Red Taillight
- Horn
- Tire Pump
- Two Water Bottle Cages
- Blue or Red and Blue Flashing Light Mounted on the Front
- Rear Pack Rack

The type of equipment may vary depending on the duty assignment. Officer safety will be a prime consideration in the selection of equipment.

Bicycles will be equipped with items or devices as required by the Ohio Revised Code to be operated on a public roadway either during day or night.

Bicycle officers will use equipment assigned to them, unless otherwise approved by the bike coordinator.

Bicycle equipment shall be returned to its proper place at the end of the officers' tour of duty, unless approved by the bike unit coordinator.

Bicycle officers shall not modify or delete equipment, which is presently on the bicycles.

Equipment shall not be added to bicycles, which affects the performance or appearance.

If an equipment change is requested, the request shall be forwarded to the Patrol Division Supervisor for approval.

In the event a bicycle is disabled, the member may use another bicycle.

If an officer finds a bicycle to be inoperative or in need of repair, the inspecting officer will deactivate the bicycle, place a notification on the bicycle and forward a work order request immediately to the unit coordinator.

Nothing in this directive is meant to preclude any temporary modification to the bicycle to permit its immediate, safe use.

Motorcycles

Authorization, Conditions and Limitations on Usage

Patrol motorcycles may be used on special assignments such as parades, funerals, displays, etc. Prior approval from the Patrol Division Supervisor or the Chief of Police is required. In cases of inclement weather during a special assignment, the highest ranking or most senior motorcycle officer will decide whether to terminate the detail. If a Command Officer coordinated the special assignment, a Command Officer will be consulted prior to detail termination.

Qualifications & Training for Assigned Personnel

Only personnel given prior approval by the Patrol Division Supervisor or the Chief of Police may operate police motorcycles.

Motorcycles officers must have a valid Ohio motorcycle endorsement and at least four years experience as a motorcyclist with a street motorcycle.

Motorcycle officers are selected from interested officers to complement the road patrol operations. Motorcycle officers are appointed by the Chief of Police, who will consider the following employee factors prior to appointment:

- Driving Safety Record
- Attendance Record
- Past Performance Evaluations
- Productivity – Shift Activity Contacts
- Willingness to Perform Short Notice Assignments
- Appearance

Position Responsible for the Condition & Maintenance of the Motorcycle

It is the responsibility of each rider to make a pre-ride inspection of the motorcycle and assigned equipment prior to any operation.

Only department approved personnel will perform preventive maintenance duties. All repairs will be conducted by a factory authorized service center upon approval of the Patrol Division Supervisor.

Motorcycle Equipment

The motorcycle will be equipped with the following safety equipment:

- Radio box with side and rear flashing red and blue strobe lights.
- Red strobe lights mounted on crash bar.
- Front red and blue strobe lights.
- Strobe headlight flasher.
- Blue pole strobe light.
- Siren with speaker.
- Police markings on saddlebags, gas tank and front fairing.
- Push to talk system portable radio.

Citizen's Safety Patrol Vehicle

Authorization, Conditions and Limitations on Usage

The purpose of the Citizen Safety Patrol (CSP) vehicle is to promote the use of citizen volunteers within the community in forming a partnership with the Township Government to ensure safety and service to the community, citizens and visitors.

The CSP vehicle shall be specifically marked and distinctly different from the Miami Township police vehicles.

The vehicle may be utilized for the following purposes:

- Citizen Police Academy classes and Alumni Association meetings.
- Authorized Community Functions in which the CPA member is participating at the request of Township officials.
- Routine patrols of the community parks and other areas designated by the Chief of Police or the police supervisor in charge of the CPA group.
- Aid during times of natural or man-made disasters.

The CSP vehicle shall always be operated in a safe manner. Operators shall obey all traffic laws. Operators may not operate the CSP vehicle in an emergency mode under any circumstances. Generally, the overhead lights should not be operated while the CSP vehicle is in motion.

No member operating the CSP vehicle shall carry a firearm permitted by the Ohio Concealed Carry law.

No member operating the CSP vehicle shall caravan police units or respond to police dispatched calls.

It is preferable that there always be two persons in the vehicle when it is being used for community/park patrol. This may be waived by approval between the CPAAA member and a Command Level Officer.

The CPAAA members shall notify the shift supervisor through records personnel before leaving the office for patrol and at the conclusion of the patrol. If records personnel are not on duty, the CPAAA member will call the dispatcher at 732-2231 and ask the dispatcher to notify the supervisor.

If the CSP vehicle becomes involved in any crash, the operator shall immediately summon a patrol supervisor to come to the scene of the crash to take a report. Aid to injured parties will be rendered within the scope of the training experienced by the CPAAA member and the first aid equipment available, until police or EMS resources arrive at the crash scene.

Qualifications & Training for Assigned Personnel

Persons authorized to use this vehicle include any Miami Township employee authorized to drive a Township owned vehicle and the graduates of a Miami Township Police Department Citizen Police Academy class. The Citizen Police Academy class graduate must meet the following criteria to operate the vehicle:

- Any person operating the vehicle must review this directive and sign a receipt of review prior to their initial use of the vehicle. A review and receipt of procedure shall be updated any time a change to this policy occurs.
- The operator of the vehicle must have a valid Ohio Driver's License.
- The CPAAA members driving history shall be examined by the Support Services Supervisor prior to the members' authorization to operate the CSP vehicle. The Support Services Supervisor shall determine the suitability of the member based on prior at fault crashes and traffic violations.
- The CPAAA member shall notify the Support Services Supervisor of any subsequent at fault crashes or traffic citations they receive.

It is the responsibility of the Support Services Supervisor to confirm and maintain records of this directive specific to the CSP vehicle and operators.

Position Responsible for the Condition & Maintenance of the CSP Vehicle

The Support Services Supervisor is responsible for the condition and maintenance of the CSP vehicles.

An inspection of the CSP vehicle shall be conducted on a quarterly basis. The inspection shall determine if the vehicle is in good working order and issued equipment is present. The condition of the vehicle and its equipment will be noted on the inspection. The Support Services Supervisor shall forward notice of any vehicle defaults to the vehicle maintenance personnel for repairs and routine maintenance.

After using the vehicle, the operator shall be responsible for removal of all waste material, trash and personal property not listed in the equipment section of this directive. If any issued vehicle equipment was utilized or damaged and requires replacement, the CPAAA member shall notify the Support Services Supervisor.

If the vehicle needs refueling, the operator will proceed to one of the authorized refueling stations and refuel the vehicle. The CSP vehicle should not be left with less than a half tank of fuel after any use.

CSP Vehicle Equipment

The CSP vehicle shall be marked different from the Miami Township Police vehicles. The CSP vehicle shall have a light bar consisting of amber lights. The CSP vehicle shall be marked with the words, Citizen Safety Patrol. The CSP vehicle is equipped with:

- Township band radio system capable of transmitting routine radio messages to the base station or to on duty police officers.
- Light bar with amber lights used in accordance with this directive.
- One large ABC dry powder fire extinguisher
- Two blankets
- Two flashlights and wands with in-car chargers
- Ten Highway Safety Signal Flares
- Lockout tools and waiver forms
- One roll of barrier tape
- Two pairs of heavy gloves
- Throw rope in storage bag
- First aid kit
- Four pair of rubber gloves in a zip lock bag
- Miscellaneous public relations supplies.

41.1.4 Agency Service Animals – N/A By Function

Miami Township Police Department does not participate in Agency Service Animals.

41.1.5 Police Service Canines - N/A By Function

Miami Township Police Department does not participate in Police Service Canines.