

JACKSONVILLE POLICE DEPARTMENT

Policy: 10-1
Effective: 01-01-09
Revised: 01-18-21

PATROL FUNCTIONS

PURPOSE: To provide a guideline for officers to conduct patrol functions and procedures.

POLICY: The patrol function is a primary law enforcement function and embraces much more than the act of patrolling. It is a generalized function in which officers engage in a wide variety of activities to include, but not limited to; enforcing traffic/criminal laws, answering complaints, conducting follow-up investigations, community relations, transporting prisoners, crime prevention activities, etc.

PROCEDURES:

I. COMMUNICATION, COORDINATION, & COOPERATION BETWEEN COMPONENTS

A. The Jacksonville Police Department encourages and supports the exchange of information among Department divisions. This cooperation and exchange is accomplished by, but not limited to:

1. Attendance of all personnel at staff meetings where matters of departmental interest are discussed and ideas are exchanged;
2. Review daily by all patrol and investigative personnel of offense/incident reports and miscellaneous information made available by utilization of the Jacksonville Police computer system. This review should trigger the sharing of information and assistance;
3. Exchange of emails, voicemail, or other electronic communication; and/or
4. Attendance at shift briefing by personnel from other units.

II. PATROL COVERAGE (7.01)

This Department operates its Patrol Division twenty-four (24) hours a day, seven (7) days a week, to provide the citizens with continual law enforcement services. The Department will provide, generally, the same services at all hours of the day or night in relation to answering calls for service, emergency, preventive patrol, traffic enforcement, etc.

III. ASSIGNMENT OF OFFICERS TO PATROL DISTRICTS

The assignment of officers to particular districts will be the responsibility of the Shift Supervisor based on the following criteria:

- A. Number of calls for service;
- B. Number of offenses/incidents;
- C. Number of businesses;
- D. Available manpower; and
- E. Other specific needs.

IV. DISTRICT/SHIFT ROTATION FREQUENCY

A. Normally, an officer will be assigned to the same district for an extended period. This is a preferred practice for the following reasons:

1. Officer is able to become better acquainted with persons, businesses, organizations, and hazards in his district; and/or
2. Helps place responsibility and accountability for events occurring in a certain district on a

specific officer.

- B. The Shift Supervisor will rotate district assignments as frequently as believed necessary to maintain a high level of officer interest and responsiveness to the law enforcement needs of the district.
- C. Sharing Significant Law Enforcement Information: Officers assigned to districts are encouraged to share significant law enforcement information concerning their district with other officers. Such information may be emailed or passed on personally.
- D. Rotations of shifts from days to nights and nights to days will occur every twelve (12) weeks, rotating four (4) times a year with the dates to be determined by the Patrol Commander. Any reassignment of officers from one shift to another will occur when manpower issues occur or any situation deemed necessary for the good of the shifts.

V. SUPERVISION/SCHEDULING RESPONSIBILITIES

- A. Ensuring sufficient personnel are available for daily assignment to meet prescribed minimum staffing levels. (minimum staffing may be changed by Commander of Division as necessary due to manpower issues, any changes must be approved.)
 - 1. 2300 hours - 1500 hours: six (6) minimum uniformed officers; and
 - 2. 1500 hours - 2300 hours: seven (7) minimum uniformed officers
- B. Anticipating pre-planned major events and ensuring availability of personnel as required.
- C. Monitoring of leave time accrual in order to ensure that no individual has excessive accrued time at year-end.
- D. Coordinating officer attendance at required and optional training, range firing, physical fitness evaluation, etc.
- E. Within staffing guidelines, encouraging officer participation in college courses.
- F. Requesting auxiliary officer assistance in meeting emergency or other planned law enforcement activities.
- G. Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations, directed patrol activity, and changes in the status of wanted persons, the stolen property list, and major investigations.
- H. Notifying officers of schedules and assignments or changes therein.
- I. Informing officers of new policies or changes in policies.

VI. SHIFT BRIEFING

The beginning of each shift will be utilized for briefing. Shift briefing is an effective means to disseminate both information and training to officers. Shift briefing is MANDATORY and starts at 0545 and 1745 hours.

- A. Shift briefing will be used to accomplish the following objectives:
 - 1. Passing information to officers relating to general patrol activity. This information shall include, but not be limited to, any unusual police hazards, road closings, the status of missing persons, wanted persons, wanted vehicles, major crime investigations, or any other special information;
 - 2. Notifying officers of changes in schedules and/or assignments;
 - 3. Notifying officers of new policies and/or changes in policies;
 - 4. A brief inspection of officers and/or vehicles to ensure their readiness to perform patrol functions; and
 - 5. A time to meet with other components to exchange any pertinent information.
- B. After the briefing, the Communications Center will be notified by the Shift Supervisor of officer assignments.