

PATROL

PATROL PROCEDURES

Purpose: The purpose of this order is to establish procedure for the Patrol Division's day-to-day operations, scheduling, work assignments, roll call briefing and procedures that maximize the use of human resource.

Policy Statement: It is the policy of the North Little Rock Police Department to staff the Patrol Division in a manner that produces maximum efficiency and effectiveness while giving consideration to the personal needs and welfare of the officers.

Summary of Changes: New format.

Definitions:

Shift: Assigned duty hours within a day.

Procedure:

1 Patrol Coverage

1.1 In order to provide consistent patrol coverage to our citizens, the City of North Little Rock is divided into four (4) uniformed patrol areas, A, B, C and D. Patrol staffing will be scheduled to allow for preventive patrol coverage on a twenty-four (24) hour a day basis every day of the week. Area shift changes will be scheduled to over-lap in order to maintain this coverage at all times. [CALEA 41.1.1a]

2 Patrol Division Assignments

2.1 The Patrol Division Commander is responsible for staffing the Patrol Division. He/she will determine the assignment of officers to the respective areas in order to meet the needs of the Department. Final allocation of personnel will be at the discretion of the Patrol Division Commander. [CALEA 41.1.1d]

2.2 Officers work hours will be kept as constant as possible within the needs of the Department. Officers working night shifts are sometimes rotated off of those shifts for a period of time and then allowed to go back to night shift. [CALEA 41.1.1c]

2.3 The needs of the Department will be considered in all shift rotations. The rotation of officers between areas will be at the discretion of the Patrol Division Commander. [CALEA 41.1.1e]

3 Area Commander Responsibility

3.2 The Area Commanders of each area will be responsible for their area in order to maintain adequate coverage. In assigning officers to areas, the following factors will be considered:

3.2.1 Calls for service,

3.2.2 Population of the area,

3.2.3 Number of reported crimes and accidents in the area, and

3.2.4 The geographical size of the area. [CALEA 41.1.1b]

3.3 It will also be the Area Commander's responsibility to determine officer's days off. The assignment of days off and shifts worked will be based on the officer's over-all work performance. Seniority will be one of the main considerations but will not be the determining factor. [CALEA 41.1.1f]

4 Shift Briefing

4.1 It will be the responsibility of the Area Supervisors to brief officers on pertinent information available to them prior to beginning their shifts. Information should include, but will not be limited to:

4.1.1 Changes in shift schedule or assignments,

4.1.2 Officer safety information,

4.1.3 Wanted or missing persons,

4.1.4 Stolen vehicles, and

4.1.5 Major investigations.

4.2 Officers will be present for briefing at least fifteen minutes prior to the beginning of their shifts. In the absence of a supervisor, the senior officer on the shift will assume the responsibility of briefing. [CALEA 41.1.2]

Mike Davis
Chief of Police