

April 8, 2010

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OFFICE OF THE CHIEF OF POLICE****Index as:**

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**PATROL****407.00 PURPOSE**

The purpose of this General Order is to establish procedures for the Patrol Division as it is the primary policing function of the Department. This function is quite general and covers a wide array of services, responsibilities, duties and activities.

**407.01 COMMUNICATION, COORDINATION AND COOPERATION**

- A. The Department has a written directive that establishes procedures for the communication, coordination and cooperation between patrol shifts and between patrol shifts and other components of the agency. The roll call shift briefing should accomplish the following four basic tasks: briefing officers with information regarding daily patrol activity, potential and actual police hazards, changes in the status of wanted persons, stolen vehicles, major investigations, and information regarding relevant community-based initiatives, if any; notifying officers of changes in schedules and assignment; notifying officers of new directives or changes in directives; and evaluating officer readiness to assume patrol.
- B. When available the supervisor from the previous shift shall attend the oncoming role call to pass on pertinent information. When available the supervisor from Communications should attend the roll call meetings. When activity permits, he will authorize a communications operator to participate in roll call. All relevant information gathered at roll call will be forwarded to communication operators who were not in attendance. Detectives will attend the uniform officer's roll call sessions in an effort to provide potentially valuable information to the Division of Field Operations. The Bureau of Criminal Investigation shall provide Field Operations with pertinent information of on-going investigations. This will enhance a more cohesive relationship between the Division of Field Operations and the Bureau of Criminal Investigation.

- C. For additional information on Communication, Coordination and Cooperation *see G.O. 469.00 Roll Call Procedures.*

#### 407.02 COVERAGE, PATROL SHIFTS AND SCHEDULES

Patrol Staffing. The division commander is responsible for maintaining adequate squad manpower to ensure that all patrol duties can be accomplished.

- A. Guidelines. Minimum staffing should take into account officers on days off, vacation, schools, etc. When the four patrol sectors are filled, extra officers may be used for additional assignments such as traffic enforcement, bicycle patrol, directed patrol, training or other duties at the discretion of the watch commander. These duties will be assigned in a fair and equitable manner. Minimum staffing indicates the number of personnel that are expected to report for duty on a particular day, not necessarily the number of personnel scheduled to report for duty.
1. The following preferred minimum staffing requirements have been established for the Patrol Division to ensure adequate coverage and fulfillment of its mission and objectives.
  2.
    - 1<sup>st</sup> watch – No Less than six (6) officers on duty, one (1) supervisor and five (5) patrol officers.
    - 2<sup>nd</sup> watch – No less than six (6) officers on duty. one (1) supervisor five (5) patrol officers until 3:00 AM and Four ((4) patrol officers thereafter.
  3. Exceptions to the previously stated requirements will be at the discretion of the watch commander, with the approval of the Division of Field Operations Commander, and should be limited to cases involving extenuating circumstances.
  4. All lieutenants and sergeants vacations will be coordinated through the Commander of Field Operations. Only one lieutenant or sergeant on a squad will be scheduled off on any given day.
  5. Vacations for officers in each rank, Lieutenant, Sergeant, and Police Officer are picked based on seniority, in grand. Officers may select a maximum of seventy-two (72) hours for their first pick but must pick a minimum of twenty-four (24) hours. After the first pick process is completed, a master list of vacations will be posted and officers may pick additional vacation hours or request vacations where openings are available. Picking additional hours will also be done by seniority in grade. All vacation hours selected may not be changed without approval of the division commander.

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B. Assignment to patrol areas. To provide accountability for law enforcement services in the City of Ferguson, all patrol sectors must be staffed. Officers may be assigned permanent patrol areas at the discretion of the Division Commander.

C. Rotation and Schedule

Patrol division officers will be assigned to a twelve (12) hour rotating shift based on a 28 day cycle. Each Squad will work a twelve (12) hour shift, rotating between the two (2) shifts every four weeks. Due to the rotation schedule, every two weeks each officer will work one (1) eight (8) hour shift in lieu of one (1) twelve (12) hour shift.

D. Roll call and Relief Procedures.

1. On coming officers will be present and attend roll call at the beginning of each shift unless excused by competent authority. Roll call will commence for the upcoming tour of duty at 0624 hours for the day watch, and 1824 hours for the night watch.

2. Roll call is conducted by the supervisor and /or the shift commander. Roll call will accomplish at a minimum the following four (4) basic tasks:

a. Briefing officers with information regarding daily patrol activity with particular attention given to unusual situations and changes in the status of wanted persons and major investigations;

b. Notifying officers of changes in schedules and assignments;

c. Notifying officers of new directives or changes in directives;

d. Evaluating each officer's readiness to assume patrol.

3. Upon completion of roll call each officer will then proceed to their assigned vehicle and inspect it for cleanliness, unreported damage and all required equipment. Any discrepancies will immediately be reported to a supervisor.

For additional information on Coverage, Patrol Shifts and Scheduling *see G.O. 200.00 Daily Assignments and Monthly Work Schedules.*

#### 407.03 ON-SCENE SUPERVISOR

The Department has a written directive that describes the circumstances requiring on what occasions the physical presence of an on-scene supervisor is mandatory. During these times the shift supervisors will be notified, proceed to, and assume command until properly relieved. For additional information *see G.O. 403.00 Response to Routine and Emergency Calls.*

407.04 INVESTIGATIONS

- A. The scope of a preliminary investigation by a uniformed officer may be very restricted or it may constitute the entire investigation of the offense. In a particular crime, the scope of the preliminary investigation may be limited by investigative policy, and in all cases it is limited by an officer's assignment workload. An officer should continue the preliminary investigation with the intention of finalizing or clearing the offense until it is determined that the investigative resources are exhausted and it is more appropriate to forward the reported offense to the Bureau of Criminal Investigation.
- B. The preliminary investigation made at the scene is to include, but not be limited to:
  - 1. Visual observation of the crime scene;
  - 2. Interviewing the victim/s;
  - 3. Collection and preservation of physical evidence including:
    - a) Latent prints;
    - b) Photographs;
  - 4. Locating and interviewing witnesses;
  - 5. Reconstructing the criminal event for reporting purposes;
  - 6. Apprehension of felony or misdemeanor offenders; and
  - 7. Complete the appropriate incident/offense report in a complete and thorough format.
- C. In each criminal case that the Patrol Division initiates, they will retain responsibility for the preliminary investigation thereof, unless the Supervisor determines the investigation should be assumed or completed by the Bureau of Criminal Investigation.
- D. The Patrol Supervisor will be responsible for making notification when it is determined that offenses should be assumed or completed by the Bureau of Criminal Investigation.
- E. Should a Patrol Officer of the Patrol Division require or desire the assistance of personnel from the Bureau of Criminal Investigation on any case, the request will be made through his Supervisor.

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- F. Initial reports are the responsibility of the original officer assigned to the initial investigation and shall include, but are not limited to:
  - 1. Property stolen, property recovered, evidence, chain of custody of evidence, vehicles stolen, recovered or involved;
  - 2. Investigative leads, statements, drawings, or other material of evidentiary value;
  - 3. Collected, identified, and preserved evidence including photographs, casts and impressions, latent prints and other material of evidentiary value.
- G. Review of the submitted preliminary reports and determination of overall completeness, accuracy, and status shall be the responsibility of the Supervisor.
- H. Final review of all submitted reports shall be the responsibility of the Squad Supervisor or Commander.

407.05 FIELD INTERVIEWS

- A. It is the policy of the Ferguson Police Department to conduct field interviews as part of a comprehensive strategy of crime control. The objectives are to identify and to develop information about suspicious persons, develop suspects in conjunction with directed patrol in response to targeted patterns of crime and to prevent crime.
- B. Field interviews will be conducted by the officers of this Department in a manner consistent with our goal of keeping the community as free from crime and disorder as possible. That goal will be accomplished in a manner consistent with respecting the civil rights of all citizens with whom we come into contact.
- C. Field interviews are divided into two categories:
  - 1. **Field Contacts** – a general conversation with a purpose between a citizen and a law enforcement officer where the citizen is free to leave;
  - 2. **Field Interrogation** – questioning of a citizen by a law enforcement officer with respect to a crime. The status of field interrogation is further defined by the focus of suspicion being on the subject of the interview as the perpetrator of criminal activity.
- D. Officers of the Ferguson Police Department are authorized and encouraged to conduct field interviews with persons under two conditions:
  - 1. Persons whom the officer believes may have information pertaining to a crime, pattern of crimes, and/or criminal suspects. This interview will generally take the form of a field contact;

2. When the officer has a reasonable suspicion that criminal activity is afoot and the person to be interviewed may be the perpetrator of that activity. This interview may take the form of either a field contact or field interrogation.
- E. When appropriate, officer will provide Constitutional Safeguards (Miranda Warnings) for the person/s being interviewed. The warnings will be given under the following conditions:
1. The focus of suspicion is on that person for a criminal offense or ordinance violation, and;
  2. A reasonable person would believe that he/she is no longer free to leave (custody), and;
  3. The persons being interviewed will be asked questions designed to elicit a self-incriminating response.
- F. Miranda warnings should be given in a manner to insure the subject understands the content. The subject must affirmatively waive his/her rights prior to any further questioning.
- G. Persons being detained should be released as soon as the reason for the detention no longer exists. This section does not preclude an arrest in the event the officer develops probable cause to do so.
- H. Officers conducting field interviews will maintain a courteous manner and professional image. Officers will explain the reason for the contact, if appropriate, or if the person asks for a justification. Officers may refrain from an explanation if divulging it would be inconsistent with the safety of the officer/s or others, or with security of an on-going operation.
- I. Offices should document all information relevant to criminal activity and identification of criminal suspects on the appropriate Department approved computer entry forms.
- J. For additional information regarding Field Interviews, *see G.O. 409.00 Miranda Decision.*

#### 407.06 CANINE UNITS

The Department has a written directive that governs the utilization of canine units to include the qualifications, selection, training, vehicle use, acquisition and funding. For additional information *see G.O. 498.00 Canine Unit.*

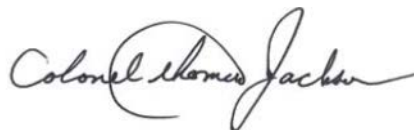
407.07 NOTIFICATION OF NEXT OF KIN

This Department will respond to requests from hospitals and other government agencies to deliver emergency messages pertaining to a death, serious injury, or serious illness. Other emergency notification requests may be handled at the discretion of the watch commander. For additional information see *G.O. 404.00 Transporting Sick or Injured Persons and Death Notifications*.

407.08 VICTIM NOTIFICATION AND SERVICES MANDATES

- A. The Department has written directives establishing procedures that comply with constitutional and state law relating to mandatory victim notifications, information and mandated services that are provided by law enforcement including:
  - a. Victim Rights Notification;
  - b. Requirements under Missouri Law relating to Domestic Violence;
  - c. Transportation by law enforcement of victim requirements;
  - d. Medical treatment, assistance, and service.
- B. The Department policy is that exposure to crime as a victim or witness is often a traumatic event in a person's life. With that in mind the Department has adopted the "Rights of Victims and Witnesses", as afforded them by RSMo 595.200. For additional see *G.O. 224.00 Rights of Victims and Witnesses*.
- C. Additionally, the purpose of domestic violence training and orders is to establish guidelines for police intervention in acts of domestic violence, to provide increased understanding of attention to domestic violence problems and to improve maximum safety for domestic violence victims and members of this department. For additional see *G.O. 420.00 Domestic Violence*.

By order of:

A handwritten signature in cursive script that reads "Colonel Thomas Jackson".

COLONEL THOMAS JACKSON  
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 22.1, 22.2, 22.3, 22.4, 22.5, 22.6, 22.7, 22.8