



# University of Wisconsin–Madison Police

## Policy: 41.1

**SUBJECT: PATROL ADMINISTRATION**

**EFFECTIVE DATE: 06/01/10**

**REVISED DATE: 12/31/11, 05/01/12**

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### POLICY:

The University of Wisconsin–Madison Police Department shall provide effective patrol services to the community. These services shall incorporate problem solving and community policing efforts.

### DEFINITIONS:

“Shift briefing” refers to training or informational sessions of short duration administered to law enforcement personnel just prior to, or after, their tour of duty.

### PROCEDURE:

#### 41.1.1 SHIFT/BEAT ASSIGNMENT

The following shall describe and govern procedures associated with shift/beat assignments:

- A. Procedures for shift change shall provide for continuous 24-hour patrol coverage. Officers shall be available for immediate assignment to emergencies and other calls for service at the start of their shift. Patrol officers may be held over beyond their normal duty hours at the direction of the officer in charge to meet previously determined minimum scheduling requirements or to meet unforeseen circumstances.
- B. The Department shall maintain three patrol shifts, according to the following established duty times: 6:30am – 4:30pm; 4:00pm – 2:00am; and 9:00pm – 7:00am. The Field Services Captain shall be responsible for semiannually assigning officers to patrol shifts. Such assignments may be adjusted to accommodate personnel changes and departmental needs.
- C. Patrol officer shift selection forms will be distributed twice a year. Patrol officers generally work a shift for at least six months, the duration of the shift selection period; however, changes may occur based on operational necessity or personnel issues.
- D. Shift supervisors or OICs shall be responsible for assigning patrol officers to service areas. Service area boundaries shall be based upon one or more of the following: geographical boundaries, anticipated activity, recent crime trends, special assignments, and available personnel.
- E. Service area assignments should be rotated, consistent with identified needs and community policing principles. Shift supervisors shall establish and maintain their respective service area rotation schedules.
- F. Patrol officers and 2<sup>nd</sup> and 3<sup>rd</sup> shift supervisors shall work an average 40-hour week, with a varied cycle of duty days. A rotating day off system shall be employed. For patrol officers, this schedule is part of their union’s local agreement. Patrol officers and patrol supervisors will be advised of their assigned days off for each year prior to December 1 of the preceding year.
- G. Probationary officers in field training are assigned to different shifts for training purposes. Shift assignments for probationary officers are made at the discretion of the Police Training Officer Program Coordinator. The Field Services Captain will assign the officer to a shift upon completion of the Police Training Officer program. Probationary officers’ assigned shifts are not permanent as specified in the local union agreement.

#### 41.1.2 SHIFT BRIEFING PROCEDURES

The following shall describe and govern procedures associated with shift briefing:

- A. Shift briefing sessions for on-duty officers shall be conducted on-time at the beginning of each patrol shift. Attendance at such sessions shall be required unless response to a priority call for service is required. Officers shall be properly attired and equipped for the assignment when briefing sessions begin.
- B. Prior to the beginning of each session, the on-coming shift supervisor or officer in charge shall be briefed by off-going personnel. Such briefings may include information related to the following: review of cases from previous operational period, vehicle status, equipment problems, significant events, recent crime trends, suspicious activity, case investigations, missing and wanted persons, recently issued warrants, upcoming training, memoranda, and other pertinent matters.
- C. The shift supervisor or the officer in charge shall be responsible for conducting shift briefing activities.
- D. Tasks to be completed during shift briefing sessions may include: advising officers of actual and potential hazards, community-based initiatives, case investigations, and unusual occurrences; transmitting crime analysis information; assigning service areas, vehicles, and break times; evaluating readiness to perform patrol duties; inspecting uniforms and equipment; notifying officers of schedule changes; reviewing newly-issued or modified directives; conducting training; and ensuring that officers are apprised of matters that have occurred since their most recent duty tour.
- E. Special briefing sessions may be held as appropriate. Such sessions may be related to the following: concerts, sports competitions, special events, investigative task forces, major crimes, special operations, and unusual occurrences.

#### **41.1.3 SPECIAL-PURPOSE VEHICLES**

The following shall describe and govern procedures associated with special purpose vehicles:

- A. The operation of Department designated canine vehicles are subject to the following provisions:
  - 1. These vehicles may primarily be used by the canine officer to whom it is assigned. The vehicle may be used for general patrol or other administrative uses.
  - 2. The canine vehicles may be operated by any Department member who is compliant with the terms and conditions of the Department of Administration vehicle authorization guidelines. These terms include possessing a valid Wisconsin driver's license of the correct classification.
  - 3. The Administrative Officer is responsible for the condition and maintenance of the Department canine vehicles; however, officers assigned to those vehicles should report problems as they arise.
  - 4. The canine vehicles shall be equipped with lights, a siren, a heat sensor, first aid kit, and a cage for the canine.
- B. The operation of a Department motorcycle is subject to the following provisions:
  - 1. Motorcycles may be used by motor certified officers. The motorcycles may be used for general patrol, parades, or other uses.
  - 2. The motorcycles may be operated for patrol purposes by only those certified as motor officers. Motorcycles may be utilized for parades or administrative uses by any Department member who is compliant with the terms and conditions of the Department of Administration vehicle authorization guidelines and possesses a valid Wisconsin driver's license of the correct classification.
  - 3. The Motor Unit Coordinator is responsible for the condition and maintenance of the Department motorcycles; however, officers assigned to the motorcycles should report problems as they arise.
  - 4. Motorcycles shall be equipped with lights and siren.
- C. The operation of a Department patrol bicycle is subject to the following provisions:
  - 1. Patrol bicycles may only be used by specially trained members of the Police Bicycle Program.
  - 2. The Bicycle Patrol Coordinator is responsible for the condition and maintenance of the Department bicycles; however, officers assigned to the bike patrol program should report problems with the equipment as they arise.
- D. The operation of the Department's evidence technician vehicle is subject to the following provisions:
  - 1. This vehicle may primarily be used by the evidence technician, if one is on duty. The vehicle may be used for general patrol or other administrative uses.
  - 2. The evidence technician vehicle may be operated by any Department member who is compliant with the terms and conditions of the Department of Administration vehicle authorization guidelines. These terms include possessing a valid Wisconsin driver's license of the correct classification.
  - 3. The Administrative Officer is responsible for the condition and maintenance of the Department vehicles; however, officers assigned to operate the evidence technician vehicle should report problems as they arise.
  - 4. The evidence technician vehicle shall be equipped with lights, siren, and equipment for evidence processing.

- E. The operation of the Department utility vehicle is subject to the following provisions:
1. This vehicle may primarily be used by Health Sciences Security. It may be used for administrative uses.
  2. This vehicle may be operated by any Department member who is compliant with the terms and conditions of the Department of Administration vehicle authorization guidelines. These terms include possessing a valid Wisconsin driver's license of the correct classification.
  3. The Administrative Officer is responsible for the condition and maintenance of the Department vehicles; however, officers assigned to operate the utility vehicle should report problems as they arise.
  4. The utility vehicle shall be equipped with lights and siren.