



# **UW-Madison Police Department**

## **Policy: 41.1**

**SUBJECT: PATROL ADMINISTRATION**

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

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### **POLICY:**

The UW-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**

- 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 (OIC) to meet previously determined minimum scheduling requirements and/or to meet unforeseen circumstances.
- B. Patrol officer shift selection forms shall be distributed once a year. Changes to shift assignments may occur outside of the standard selection timeframe based on operational necessity and/or personnel issues.
- C. 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.
- D. 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.
- E. Patrol officers and shift supervisors shall work a 40-hour week, with a varied cycle of duty days. A rotating day off system shall be employed. Patrol officers and patrol supervisors shall be advised of their assigned days off for each year prior to November 1 of the preceding year.
- F. 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 (PTO) Program Coordinator. The Field Services Captain shall assign the officer to a shift upon successful completion of the PTO program. Probationary officers' assigned shifts are not permanent.

#### **41.1.2 SHIFT BRIEFING PROCEDURES**

- 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 excused by the officer in charge or shift supervisor. Officers shall be properly attired and equipped for the assignment when briefing sessions begin.
- B. Prior to the beginning of each session, the shift OIC or designee shall brief incoming supervisors or OICs. 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 OIC 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**

##### **A. Canine Vehicles:**

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 Canine Officer assigned to the vehicle is responsible for the condition and scheduling of maintenance and should report problems to the Logistics and Equipment Specialist ~~Administrative Officer~~ as they arise. The Logistics and Equipment Specialist shall assist and facilitate maintenance and repairs.
4. The canine vehicles shall be equipped with lights, a siren, a heat sensor, and a cage for the canine.

##### **B. Motorcycles:**

1. Motorcycles may be used by motor certified officers. The motorcycles may be used for general patrol, special events, 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. Bicycles:**

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. Utility Vehicles:**

1. One vehicle is primarily used for patrol use and/or special events. One vehicle is primarily used by security at the HSLC.
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 Logistics and Equipment Specialist 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 vehicles shall be equipped with lights.

##### **E. Department Rescue and Patrol Watercraft**

1. These vehicles may only be utilized by operators and crew members trained on the specific watercraft as part of assigned duties to conduct safety patrols of department approved waterways and when assigned to rescue or assistance calls on department approved waterways. Patrol watercraft may only be utilized by marine trained police personnel in specifically assigned geographical locations.

2. All crew must be trained in operation of the watercraft. All members of the Lake Safety and Rescue Unit and police personnel assigned to conduct marine patrol must have completed an approved WI Department of Natural Resources Boater's Safety Course and approved department close quarters training course. Those personnel designated as watercraft pilots must have completed an open water operations course.
3. The Lake Safety and Rescue supervisors are responsible for the condition and maintenance of all watercraft, however operators are to report issues with the watercraft or associated equipment as they arise. Watercraft and their associated engines may be serviced by private vendors qualified for specific engine types or by the UW fleet garage mechanics.
4. Watercraft shall be equipped with radios, siren/PA system, a computer, and associated water rescue and safety equipment