
	<b>GAITHERSBURG POLICE DEPARTMENT</b>		
	<b>The Patrol Function and Service Delivery</b>		
	<b>GENERAL ORDER</b>	<b>604.1</b>	
<b>Effective Date</b>	<b>08/29/2011</b>	<b>11.2.1, 41.1.1</b>	
<b>Authorized by:</b>	<b>Mark P. Sroka</b> CHIEF OF POLICE	SIGNATURE	DATE

**I. PURPOSE**

The purpose of this directive is to outline the Department’s methods for providing 24 hour patrol coverage within the City, its commitment to providing quality police service and the procedure used for the structuring and scheduling of patrol squads.

**II. POLICY**

It is the policy of the Department to deploy the patrol function in a manner that significantly enhances police service for City residents and directs appropriate resources to the handling of City-specific matters. The Department works in cooperation with allied agencies to provide full police service within the City. A generalized approach to the patrol function involves a focus on proactive strategies, maintaining positive relationships with all stakeholders, thorough investigation and creative problem solving.

**III. DEFINITIONS**

This directive does not contain any terms deemed to require special definition.

**IV. PROCEDURE**

**A. Goals and Objectives of the Patrol Function**

1. The Department is committed to excellence in the delivery of police services. The Department fosters an organizational culture that strives to:
  - a) Maximize its effectiveness in response to requests for information and assistance;
  - b) Identify and respond to community needs with a transparent willingness to correct actions, practices, attitudes or perceptions that may hinder positive community relations;
  - c) Keep the community and news media informed of events and conditions in a manner that strengthens partnerships and builds trust;

- d) Place a focus on maintaining the agency's CALEA accredited status, which helps to maintain and build upon a culture committed to best practices and continuous improvement within all facets of the agency;
  - e) Providing excellent police service with integrity and respect.
2. The Department utilizes proactive strategies, maintains high visibility in the community and maximizes the role of the public in crime prevention through:
- a) Partnering with community groups, other City departments and allied agencies.
  - b) The development and continuation of programs designed to:
    - 1) Prevent and control juvenile delinquency, including school liaison programs and alcohol and drug abuse programs;
    - 2) Enhance the safety and security of the business community and commercial centers;
    - 3) Assist community crime prevention initiatives, including Neighborhood Watch, public information and outreach to various community groups.
3. The Department maintains order through the use of various community policing strategies and by keeping personnel well trained and informed. The Department utilizes methods such as:
- a) Preventive patrol, the use of proactive strategies, effective intervention and the appropriate referral of individuals and issues to criminal justice and social service diversion programs or agencies;
  - b) Effective crime analysis, directed patrol and creative problem solving to reduce the extent and frequency that particular individuals or locations require police service to address recurring crime and other public order problems;
  - c) Ongoing professional training of personnel that ensures they are equipped to carry out their duties, helping to minimize the impact or escalation of order maintenance incidents.
  - d) A team approach with the State's Attorney's Office,

intended to ensure excellence from the building of probable cause to presentation of the case in court, with commitment to a best practices approach.

- e) Information sharing, cooperative investigation and successful prosecution of vice and organized crime.
4. Regardless of status or assignment, all personnel are encouraged to seek out and seize reasonable opportunities to initiate or participate in positive encounters with juveniles. In this regard, the responsibility for participating in and supporting the Department's juvenile operations function is shared by all members.

**B. Cooperation and Communication**

- 1. All personnel are expected to work cooperatively toward common goals with other members and allied agencies.
- 2. The full exchange of information, with all individuals and agencies having a bona fide need to know, is affected by the contributions of all personnel. When a member is unsure whether or not certain information should be disseminated to the requestor, the member will consult with a supervisor.
- 3. Cooperation and exchange of information will be accomplished by, but is not limited to:
  - a) The periodic scheduling of staff meetings between Department command staff and line supervisors;
  - b) Daily roll calls conducted by line supervisors, during which interagency notices, community complaints, miscellaneous memoranda and other items of interest and necessity are disseminated and discussed;
  - c) Information exchange between officers arriving for duty and those being relieved from duty;
  - d) Regular contact with officers assigned to investigative task forces in which the Department participates, including roll call briefings of patrol personnel by investigators;

**C. Patrol Coverage and Supervision**

- 1. The Department, in cooperation with the Montgomery County Police (MCP), provides continuous patrol coverage for the City.
  - a) Unless authorized by a supervisor, and other officers are continuing to provide patrol coverage, officers are not permitted to secure from duty until being relieved by the oncoming shift.

- b) During shift change, overlapping emergency response coverage is provided by MCP and officers participating in the Personal Patrol Vehicle Program who are still in the area.
  - c) In appropriate instances, a supervisor may authorize early dismissal for one or more officers, so long as continuous coverage is maintained.
2. The Department's patrol squads work permanent shift hours.
- a) If determined to be in the best interests of the Department, officers may be assigned to temporarily work a shift or hours different than those normally worked by the officer.
  - b) Officers are assigned to patrol squads based on vacancies and a variety of factors consistent with the best interests of the Department.
  - c) The Department solicits preferences, prior to November of each year, for shift assignments that take effect the following January.
3. Each patrol squad is supervised by one sergeant; in the sergeant's absence, the shift corporal assumes the role of supervisor. The Operations Bureau Commander may designate a PO III to act in the capacity of Officer in Charge (OIC) for the patrol shift, in the rare instances when neither the sergeant nor the corporal are available.
- a) Except in a catastrophe, special event or other unusual situation, shift supervisors have no more than seven (7) officers under their immediate control.
  - b) Supervisors may delegate authority to subordinates as deemed appropriate and subordinates are accountable for the use of delegated authority.
  - c) Officers are empowered to make appropriate decisions in the interest of problem solving and are given such responsibility and commensurate authority.
  - d) Supervisory personnel are accountable for the activities of subordinates under their immediate control.
4. The City is divided into two patrol beats: the Frederick Beat (designated V1) and the Seneca Beat (designated V2).
- a) At least one officer will be assigned to each beat during patrol shift hours.

- b) Additional units may be assigned to these beats or designated for Citywide patrol and backup (designated V9).
- c) Assignment to specific areas and rotations are at the discretion of the supervisor.
- d) Directed patrols may also be assigned, requiring an officer to work a specific area in response to the needs of the community.

**D. Scheduling**

1. The Department schedules for providing patrol coverage in the following manner:
  - a) Shifts 1 and 2 - day shift (0545 to 1545 hours);
  - b) Shifts 3 and 4 - evening shift (1445 to 0045 hours); and
  - c) Shifts 7 and 8 - midnight shift (1945 to 0545 hours).
  - d) Shift assignments do not rotate.
2. The patrol function is under the supervision of the Operations Bureau Commander.
3. Patrol squads work on the 4/10 plan, during which members of the squad normally work four consecutive ten hour days and are then off duty for three consecutive days.
4. Scheduled work days are determined by the patrol officer's squad assignment. Shifts 1, 3 and 7 work one side of the week and shifts 2, 4 and 8 work the other side of the week.
  - a) Officers working the Monday through Thursday schedule are off Friday, Saturday and Sunday.
  - b) Officers working the Thursday through Sunday schedule are off Monday, Tuesday and Wednesday.
  - c) The frequency of change between these two schedules is according to a regular interval set by the Operations Bureau Commander.
5. Except for in an emergency situation or unforeseen circumstances, members will receive as much advance notice as possible when a shift rotation is planned or anticipated.

6. For positions not classified as specialized assignments, every reasonable attempt will be made to provide at least two weeks notice when schedule adjustments are necessary for special events or other occurrences that require a significant increase in staffing.