

DALTON POLICE DEPARTMENT

	<i>Effective Date</i> August 1, 1998	<i>Number</i> GO92-4.1
<i>Subject</i> Patrol Organization and Administration		
<i>Reference</i>	<i>Revised</i> October 25, 2018 October 22, 2019	
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> October 2020 October 2021	<i>No. Pages</i> 4

I. Policy

It is the policy of the Dalton Police Department to provide its citizens with superior police service while meeting Department objectives and accomplishing the police mission. The Patrol function of any law enforcement agency is the largest and the most important segment. No section contributes more to the public reputation of the Department. All personnel are expected to be thoughtful of their actions to keep negative public opinion to a minimum.

II. Patrol Organization and Responsibilities

- A. The Division Commander for the Patrol Division shall be appointed by the Chief of Police and may hold the rank of Captain or Lieutenant.
 - 1. The **Division** Commander is responsible for writing objectives for Patrol personnel and will annually review, rewrite, and distribute objectives.
 - 2. The **Division** Commander will conduct staff meetings and receive input on operations and problems.

- B. The **Patrol** Division Operations ~~Lieutenant~~ **Supervisor** is responsible for managing Patrol-related activities as operations commander and assisting subordinate personnel in handling unusual and complex situations.

- C. The operations section of the Patrol function consists of the following:
 - 1. A, B, and C ~~watches~~ **patrol shifts**
 - 2. Special Operations Unit
 - 3. **School Resource Officer Unit**

- D. Each ~~watch~~ **shift** is under the direct supervision of a **District Commander**, which holds the rank of Lieutenants. Sergeants will assist the ~~Watch~~ **District**

Commander by providing leadership and field supervision to subordinates under their command.

1. ~~Patrol-Lieutenants~~ District Commanders and Patrol Sergeants are responsible for directing personnel assigned to their ~~watches~~ shifts toward accomplishment of the objectives set forth by the Department.
 2. ~~Also, they~~ District Commanders are responsible for directing crime reduction initiatives in their assigned ~~Patrol~~ District.
 3. A, B, and C ~~Watch~~-patrols shifts are responsible for responding to calls for service ~~to~~ from the public and proactively addressing criminal activity and traffic violations.
 4. The three (3) patrol ~~watches~~ shifts will shall work an assigned nine (9) hour "~~shift~~ watch", 1st, 2nd, or 3rd, ensuring continuous patrol coverage.
 5. District Commanders are also the designated Watch Commanders for each shift. When a District Commander is not available, a shift Sergeant shall assume the role of Watch Commander.
 - ~~5.6.~~ Watch Commanders will shall make assignments designating service areas for Patrol Officers on the daily roster and relay the daily roster to the Whitfield County 911 Center.
 - ~~6.~~ ~~Each Watch Commander rotates through each shift as scheduled by the Division Commander.~~
 7. Each shift shall rotate every six (6) months on a date to be determined by the Patrol Division Commander.
 8. All Patrol Officers and Supervisors shall be assigned to work a twenty-eight (28) day work schedule with pre-determined off days, as approved by the Patrol Division Commander.
- E. School Resource Officers, who are assigned to the Dalton Public School System to keep order and enforce the criminal laws on school properties and functions, will be supervised by the Patrol Division Operations Supervisor. When the Patrol Division Operations Supervisor is not working or is unavailable, these Officers shall report to and fall under the supervision of the current Watch Commander.
- F. The Special Operations Unit is supervised by an assigned Sergeant and consists of the Traffic Enforcement Unit, the Park Police Unit, and the Safety Code Enforcement Unit. When the Special Operations Supervisor is not working or is unavailable, these Officers shall report to and fall under the supervision of the current Watch Commander. The Special Operations Sergeant is supervised by the Patrol Division Operations Supervisor.
- ~~F.1.~~ Safety Code Enforcement Officers, ~~who is~~ are responsible for the identification, documentation, and enforcement of code violations

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police.

throughout the City of Dalton, ~~will be supervised by the Patrol Division Commander.~~

~~G.2. The Special Operations Unit is supervised by an assigned Sergeant and consists of Patrol Officers temporarily assigned to a unit which addresses crime-specific targets in a rapid response; also assigned to this unit is a seasonal Bike Unit and the Traffic Enforcement Unit, which work in conjunction with other Officers to address community problems. The~~ Traffic Enforcement Unit is assigned to identify, target, and prevent unsafe driving behaviors through a combination of enforcement and education activities.

~~H.3. The~~ Park Police Unit is ~~These positions are~~ assigned to the parks and recreation system to keep order and enforce criminal laws on Dalton Parks and Recreation properties.

III. Patrol Function

The following are ongoing functions of the Patrol Division:

- A. To form partnerships with the community and assist in the reduction of crimes through systematic problem solving in identified areas of concern
- B. To respond to all emergency calls for service as quickly and as safely as possible
- C. To thoroughly ~~do~~ conduct preliminary investigations of all crimes and make arrests when possible
- D. To reduce the risk of crime by providing visible police presence through patrol tactics and strategies directed by intelligence-led policing
- E. To respond to traffic collisions and thoroughly investigate the circumstances
- F. To provide first responder care to injured citizens contacted through police activity
- G. To improve public relations through professional contacts with citizens
- H. To assist citizens dealing with crisis situations and make referrals to appropriate agencies that can further assist in a resolution of the problem
- I. To reduce street hazards and traffic collisions / congestion through selective traffic enforcement by targeting violations and taking appropriate action
- J. To regulate certain businesses and activities that require special police attention
- K. To assign personnel to address current crime trends and crime-specific targets

IV. Communication

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police.

- A. All Supervisory personnel within the Patrol function will interact with Supervisors in this and other divisions and sections on a daily basis to gather information that may be beneficial to beat Officers. All data gathered from this process will be relayed to beat Officers immediately, if time allows, or at the next roll call.
- B. All Supervisory personnel should interact with Supervisors of other agencies on a daily basis to gain knowledge and understanding of the agencies' functions and objectives and to coordinate the relay of information through roll call. This procedure does not apply to law enforcement agencies only. Any referral organization or other agency providing services that may be utilized by this Department is included.

V. **Assignments**

- A. The Division Commander is responsible for the assignment of personnel to **watches shifts**, units, and special duties within the Patrol Division and may deploy personnel to another assignment at any time, in order to meet the needs of the Division's objectives.
- B. District Commanders will assign Officers to patrol districts daily based on resource needs for on-going operations. Officers should be assigned to work the same districts as much as possible to allow them to become familiar with businesses, citizens, and problems in the district.
- C. Neighborhood policing objectives will be assigned by the Division Commander or his / her designee based on available personnel and population density within the beat.

V. **Shift Briefings**

Prior to the beginning of each shift's tour of duty, the Watch Commander shall meet with the shift in a pre-determined location, generally in the roll call room. The Watch Commander shall review shift assignments, recent crime patterns / trends, updates on wanted persons / stolen vehicles, and conduct any relevant roll call training.

This policy supersedes any policies previously issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police.