

To: Public Safety Commission  
From: Chief Cliff Cason  
Date: October 25, 2018  
Subject: Written Directive review

<u>Number</u>	<u>Pages</u>	<u>Title/Changes</u>
4.1		<u>Patrol Organization and Administration</u> The Revision and Re-evaluation dates were changed Section II, E – Patrol Division Commander changed to Patrol Operations Supervisor Section II, F deleted

# DALTON POLICE DEPARTMENT

Effective Date	Number	
August 1, 1998	GO92-4.1	
<b>Subject</b> <b>Patrol Organization and Administration</b>		
Reference	Revised	
	<b>October 25, 2016</b> <b>October 25, 2018</b>	
Distribution	Re-evaluation Date	No. Pages
All Personnel	<b>October 25, 2018</b> <b>October 2020</b>	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 Commander is responsible for writing objectives for patrol personnel and will annually review, rewrite, and distribute objectives.
  2. The Commander will conduct staff meetings and receive input on operations and problems.
- B. The Division Operations Lieutenant 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
  2. Special Operations Unit
- D. Each watch is under the direct supervision of patrol Lieutenants. Sergeants will assist the Watch Commander by providing leadership and field supervision to subordinates under their command.

#### RESTRICTED LAW ENFORCEMENT DATA

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1. Patrol Lieutenants are responsible for directing personnel assigned to their watches toward accomplishment of the objectives set forth by the Department.
2. Also, they are responsible for directing crime reduction initiatives in their assigned Patrol District.
3. A, B, and C Watch-Patrols are responsible for responding to calls for service to the public.
4. The three (3) patrol watches will work an assigned nine (9) hour "shift", 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup>, ensuring continuous patrol coverage.
5. Watch Commanders will make assignments designating service areas for patrol Officers on the daily roster.
6. Each Watch Commander rotates through each shift as scheduled by the Division Commander.
7. Each shift shall rotate every six (6) months.
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 Commander~~ ~~Patrol Operations Supervisor~~.

~~F. Municipal Code Enforcement / Municipal Court Liaison Officer who is assigned the function of enforcing Municipal Code and tax business compliance. The Officer also acts as the Department's Liaison to Municipal Court. The Officer will be supervised by the Patrol Division Commander.~~

~~G.~~ F. Safety Code Enforcement Officer who is responsible for the identification, documentation, and enforcement of code violations throughout the city of Dalton will be supervised by the Patrol Division Commander.

~~H.~~ G. 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.

~~I.~~ H. Park Police Unit: 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

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- 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 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.

**IV. Communication**

- 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, 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

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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**

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**CHIEF OF POLICE**

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