

# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>August 1, 1998</b>	<i>Number</i> <b>GO92-4.1</b>
<i>Subject</i> <b>Patrol Organization and Administration</b>		
<i>Reference</i> <b>CALEA Standards – 41.1.1, 41.1.2</b>		<i>Revised</i> <del>October 22, 2019</del> <b>September 28, 2021</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <del>October 2021</del> <b>September 2023</b>	<i>No. Pages</i> <b>4</b>

## 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~~ **shall** annually review, rewrite, and distribute objectives.
  - 2. The Division Commander ~~will~~ **shall** conduct staff meetings and receive input on operations and problems.
- B. The Patrol Division Operations 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, **and** D patrol shifts
  - 2. Special Operations Unit
  - 3. School Resource Officer (SRO) Unit
  - 4. **Community Relations Unit (CRU)**

- D. Each shift is under the direct supervision of a District Commander, which holds the rank of Lieutenant. Sergeants ~~will~~ shall assist the District Commander by providing leadership and field supervision to subordinates under their command.
1. District Commanders and Patrol Sergeants are responsible for directing personnel assigned to their shifts toward accomplishment of the objectives set forth by the Department.
  2. District Commanders are responsible for directing crime reduction initiatives in their assigned District.
  3. A, B, ~~and~~ C, ~~and~~ D patrol shifts are responsible for responding to calls for service from the public and proactively addressing criminal activity and traffic violations.
  4. The ~~three (3)~~ four (4) patrol shifts shall work an assigned ~~nine (9)~~ twelve (12) hour "watch", ~~1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup>~~, 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.
  6. Watch Commanders shall make assignments designating service areas for Patrol Officers on the daily roster and relay the daily roster to the Whitfield County 911 Center.
  7. Each shift shall rotate every ~~six (6)~~ four (4) 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~~ shall be supervised by ~~the Patrol Division Operations Supervisor~~ an SRO with the rank of Sergeant. When the ~~Patrol Division Operations Supervisor~~ SRO Sergeant 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.
1. Safety Code Enforcement Officers are responsible for the identification, documentation, and enforcement of code violations throughout the City of Dalton.

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2. The Traffic Enforcement Unit is assigned to identify, target, and prevent unsafe driving behaviors through a combination of enforcement and education activities.

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

G. The Community Relations Unit, which is responsible for engaging and building positive relationships with the community, is supervised by an assigned Sergeant and consists of Community Relations Officers and the Social Media Specialist. When the CRU Sergeant is not working or is unavailable, these Officers shall report to and fall under the supervision of the current Watch Commander. The CRU Sergeant is supervised by the Patrol Division Operations Supervisor.

### 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 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 **crime analysis and** 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

- A. All Supervisory personnel within the Patrol function ~~will~~ **shall** 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

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process ~~will~~ shall 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 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 or Watch Commanders ~~will~~ shall assign Officers daily to patrol districts 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~~ shall be assigned by the Division Commander or his / her designee based on available personnel and population density within the beat.

VI. **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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