

2.446 PATROL STAFFING

- A. Reporting times and shift changes for the agency's patrol squads are scheduled such that the agency is able to provide continuous patrol coverage to the community.
- B. Patrol squad briefings are to be conducted consistent with **2.444 Patrol Briefings** during periods of scheduled squad overlaps.
- C. Patrol squad staffing, shift times, shift and day off rotation schedules, etc. will be consistent with the most recent Special Order on Patrol Squad Staffing.
- D. Patrol squad commanders establish duty days and days off schedules for personnel assigned to their patrol squads.
 - 1. Days off may be adjusted by administrative ranked officers or patrol squad supervisory personnel in order to meet the operational needs of the agency.
 - 2. Personnel making days off or other scheduling changes are responsible for ensuring affected personnel and their unit commanders are given reasonable advance notice of the changes.
- E. Personnel are assigned to patrol squads on the authority of the Police Services Bureau commander.
 - 1. The chief retains final authority to assign officers to patrol squads in order to maintain effective and efficient patrol coverage and to meet the needs of the agency and the community.
 - 2. Each patrol squad serves under the command of an administrative or supervisory ranked officer. In the absence of patrol squad administrative or supervisory ranked personnel, command devolves to designated Corporals.
 - 3. Corporals may serve only in limited capacities as officers in charge of patrol squads when supervisory or administrative ranked patrol personnel are unable to ensure continuous supervisory presence.
 - a. The use of Corporals must be pre-approved by administrative ranked patrol personnel, unless exigent circumstances exist, e.g., sudden illness or injury of patrol squad supervisors.
 - b. Pre-approved Corporal service requires an off-duty patrol administrator be able to respond to the agency's primary jurisdiction if necessary.
 - c. Corporals are delegated limited authority to supervise and direct the operations of their patrol squad. They are not authorized to evaluate employees consistent with **1.440**, approve reports, or have the authority to take disciplinary actions as described in **2.902**.
 - 4. Criteria considered when assigning officers to patrol squads include, but are not limited to:
 - a. Bureau staffing needs;
 - b. Patrol squad staffing needs, considering the performance and special skills of individual officers; and
 - c. Officer preference.
- F. The directed assignment of officers to particular patrol sectors has been established in order to meet specific operational needs that may include, but are not limited to:
 - 1. Numbers of calls for service;
 - 2. Numbers or types of crimes or incidents;
 - 3. Anticipated or planned activities; or
 - 4. Available personnel resources.
- G. The Patrol Sector plan consists of four sectors which have been divided geographically. These sectors are A, B, C, and D (Adam, Baker, Charlie, and David).
- H. The sectors are as follows:
 - 1. Adam sector contains the southern area of campus;
 - 2. Baker sector contains the western/central areas of campus;
 - 3. Charlie sector contains the northern area of campus; and
 - 4. David sector contains the eastern area of campus.
- I. Officers will be assigned to their patrol sectors by their supervisor. Officers are expected to patrol within their assigned sector and will be dispatched to calls for service based on

their sector assignment.

- J. Supervisors will augment particular sectors with additional patrol vehicles when needed if staffing and overlap allows.