



CITY OF FAIRFAX POLICE DEPARTMENT

GENERAL ORDER

Subject PATROL PROCEDURES	Number 4-2
Effective Date January 20, 2017	Rescinds General Order 4-2, dated 8-25-16
Accreditation Standards Fifth Edition 16.1.2, 41.1.1, 41.2.2	Authority Colonel Carl R. Pardini Chief of Police

PURPOSE:

To standardize the organization, administration and operations of the patrol function of the Department.

POLICY:

The department provides 24 hour a day patrol coverage. The Patrol Division Commander is responsible for ensuring allocation and distribution of patrol officers is consistent with recent analyses. Patrol supervisors are responsible for ensuring the timely deployment of available patrols according to current conditions and requirements. Relief during patrol shift changes is staggered to provide for continuous patrol coverage.

DISCUSSION:

The patrol function is a primary law enforcement activity which embraces much more than the act of patrolling. Patrol is a generalized function in which officers engage in a wide variety of activities including, but not limited to, traffic control and enforcement, answering complaints, conducting preliminary investigations, conducting limited follow-up investigations, crime prevention and detection, community relations, warrant service and process and enforcement of criminal laws.

PROCEDURE:

I. ORGANIZATION AND ADMINISTRATION

A. The Patrol Division functions include:

1. Preventative patrol (including inquiry and inspection activity oriented toward):
 - a. Prevention of crimes and accidents.
 - b. Maintenance of public order.
 - c. The discovery of hazards and delinquency causing situations.
2. Crime prevention activities.
3. Response to calls for services.
4. Investigation of crimes, offenses, incidents, and conditions including arresting offenders.
5. Traffic direction and control.
6. Regulation of certain businesses or activities as required by law.
7. Maintenance of public order.

8. Provision of emergency services.
 9. Inspiring the confidence and respect of the community.
 10. Reporting of information to appropriate organizational components or other agencies.
- B. Incidents Requiring the Presence of a supervisor. (Also see General Order 1-7)
1. The duty supervisor is notified and must proceed to and assume command of the following types of incidents:
 - a. Serious injury to a City police officer.
 - b. Accident involving a City police vehicle.
 - c. Major crimes including murder, rape, robbery and malicious wounding.
 - d. Barricade/hostage situation.
 - e. Disasters, catastrophes or severe weather producing emergency conditions.
 - f. Incidents involving a death or possibility of a death.
 - g. Complaints or incidents involving allegations against City police.
 - h. Second responses to loud parties as found in Section F.7. on page 6.
 - i. Other incidents where requested by officers on the scene.
 2. When two or more incidents requiring a supervisor occur at the same time, the next ranking officer should be sent to one of the scenes. When multiple incidents occur simultaneously, supervisors must prioritize their response. The ranking officer on the scene remains in charge unless relieved.
- C. Cooperation with Other Sections
1. The Patrol Division encourages and supports the exchange of information with other divisions in the department or specialized units for the purpose of coordinating performance.
 2. Supervisors assigned to their respective divisions are responsible for coordinating and communicating information in ways such as:
 - a. Attendance of selected personnel at patrol roll calls or staff meetings and vice versa.
 - b. Exchange of daily bulletins, flyers, or other notices.
 - c. Staffing of new directives or procedures by allowing review by members in unaffected divisions.
- D. Shift Assignments
1. Patrol shift assignments are scheduled on a 12 hour shift with 4 squads of patrol personnel. Motorcycle Officers and Bike Patrol Officers who are assigned to the Support Operations Division are scheduled separately and used as a supplement to patrol as needed.
 2. Officers work two 12 hour days followed by two days off, then three 12 hour days followed by two days off. Then two 12 hour days followed by three days off. The schedule repeats itself.
 3. Squads change at 0700 and 1900 with two officers from the night shift (if staffing levels permit) coming in at 1700 and 1800 hours to provide patrol coverage. One officer then comes in at 0600 hours to provide an overlap for morning coverage. Monday through Friday one or more of these officers may be a motor unit beginning at 0600 hours. The supervisor from the shift coming on duty is responsible for prior scheduling of shift overlap coverage and ensuring that these personnel are notified. The supervisor already on duty shall be responsible for ensuring this overlap coverage if a shift overlap person calls in sick.
 4. Minimum staffing for patrol shifts consist of one supervisor and four officers. Squad supervisors should consider any unusual circumstances when determining minimum staffing for an upcoming tour

- of duty and make notifications accordingly. Occasional under staffing is acceptable provided reasonable efforts are made to acquire the minimum staffing level on an overtime basis.
5. The duty supervisor is responsible for ensuring adequate patrol officers are assigned in cases of sick leave or other unanticipated absence, in accordance with General Order 3-3.
 6. A departmental shift roster is posted outside the Roll Call Room.
 7. Officers are assigned or reassigned to a shift as determined by the Patrol Division Commander in order to best meet the goals and objectives of the department. Any member may submit a memorandum to the Patrol Division Commander requesting a shift preference or shift assignment. The Chief of Police shall retain the right to make adjustments to the shifts based on operational needs of the department.

E. Area Assignments

1. The duty supervisor (highest ranking officer on duty) has the authority and responsibility to oversee all aspects of departmental functions to ensure that appropriate police response is initiated and concluded in all occurrences requiring police activity.
2. The duty supervisor assigns officers to patrol areas 1 thru 4 or to area 5, which is City wide patrol or specifies a specific beat area (i.e., east end - west end, or some other configuration).
3. Beat assignments and any rotations of beat assignments are made by the duty supervisor using a uniform method ensuring fairness and impartiality to all squad members.
4. Officers must perform their duties, tasks, and assignments given them by their supervisor with the utmost diligence. Officers assigned a patrol area have a primary responsibility for the protection of life and property in that area.

F. Area and Resource Analysis

1. The Patrol Division Commander collects and evaluates data on the hourly distribution of incidents and data pertaining to reporting areas. Based on this data the Patrol Division Commander makes an annual recommendation to the Chief of Police for any reallocation or redistribution of patrol resources necessary to ensure proportional distribution of resources by time and place of incidents. The purpose of this effort is to ensure that:
 - a. Sufficient patrol officers are assigned to each shift to equitably distribute workload and provide prompt and efficient police response.
 - b. The number of patrol areas on each shift is proportionate to the workload occurring on each shift.
 - c. The boundaries of each patrol area are based on reporting areas and equalized workload.

II. OPERATIONS

A. Roll Call

1. Officers must, unless excused by competent authority, report to roll call at the time and place specified for the start of their tour of duty. They must be properly uniformed and equipped to immediately assume their duties. Upon the completion of roll call, officers immediately set out for their patrol area unless excused by the duty supervisor.
2. Roll call is established to accomplish, at a minimum, the following five basic tasks:
 - a. Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations.
 - b. Assigning patrol areas.

- c. Notifying officers of changes in schedules and assignments.
 - d. Notifying officers of new directives, conducting necessary training, providing lookout information and any crime analysis information.
 - e. Evaluating officer readiness to assume patrol.
3. Dispatchers or others may be required to report to roll call in conjunction with specified squad assignments. Supervisors of other divisions are encouraged to send members to roll call sessions frequently and to use the roll call format for information exchange between sections.
 4. Periodic roll call training sessions are scheduled by the Professional Standards Lieutenant.

B. Unassigned Time

1. Specific instructions for the use of unassigned time may be given at roll call. Supervisors make a distinction between those assignments where officers remain available for calls for service and those assignments that require the officer to remain unavailable. Such information is forwarded to the Emergency Communications Center.
2. Officers are expected to maximize the use of unassigned time towards the accomplishment of the goals & objectives of the department.
3. Effective use of unassigned time is a factor in Annual Performance Evaluations.

C. Complaint Screening and Call Assignment (Also see General Orders 7-1, 7-2, & 7-3)

1. Dispatchers or call takers answering calls for police service ascertain all relevant information to ensure the following:
 - a. The safety of all persons who are directly involved.
 - b. To assist in the immediate successful completion of the police mission.
 - c. The information necessary to accomplish subsequent investigations.
 - d. To obtain the information, which may be administratively required.
2. Guidelines for the number of officers to assign for response to specific occurrences are posted in the Emergency Communications section of this manual. Additional instructions may be provided by supervisors or from on scene officers. Generally, the following occurrences require response from at least two officers:
 - a. An assault on an officer.
 - b. On-scene arrest.
 - c. Resistance to arrest.
 - d. Use of force.
 - e. A crime in progress.
 - f. A fleeing suspect.
3. Tele-Serve
 - a. Tele-Serve is to improve the use of patrol time by effectively handling certain cases by a sworn officer over the telephone. The sworn officer completes the necessary reports submitting them to the duty supervisor at the end of the shift for review.
 - b. Occasionally officers may be temporarily assigned to Tele-Serve, such as under limited duty restrictions following an injury. Officers so assigned are accountable to the appropriate level of supervision in the Administrative Services Division. In the absence of Administrative Services Division supervision, after hours supervision remains the responsibility of the duty supervisor.
 - c. Officers assigned to Tele-Serve must comply with VCIN requirements. Operation of VCIN terminals requires an authorized operator be present during use.
 - d. Generally, calls that may receive Tele-Serve service are:

- Reports of incidents past, excluding felonies, where police response to the scene for proper evaluation of elements of the offense or presence of physical evidence is unnecessary.
- Walk-in reports that require no immediate on-scene follow-up or other on-scene activity.
- Calls that require no report or on-scene police presence, but that require information normally sought from a sworn officer due to their authority.

- e. Officers assigned to Tele-Serve may be assigned other duties based on the resource needs of the Administrative Services Division or the department.

D. Use of Informants by Patrol Officers (Also see General Order 4-24)

1. Patrol officers occasionally develop informants who are capable of assisting with criminal investigations.
2. Patrol officers who wish to use a confidential informant for active participation in an investigation or pay for information from the confidential fund must notify their supervisor and have the confidential informant registered through the Criminal Investigations Division.

E. Reporting and Investigation

1. Officers respond to calls for police service promptly, efficiently, and safely.
2. Officers, in the absence of instructions from a supervisor, are responsible for the action which they take given the available information.
3. Reports of incidents or crimes are prepared in accordance with General Order 4-3, Report/No Report. Case, Incident and Arrest Reports are to be completed as soon as possible after meeting with the complainant. This ensures accuracy and will allow the officer to have all reports completed prior to the end of their shift.
4. The duty supervisor is responsible for review and approval of reports and attendant paperwork prior to the end of tour of duty.
5. After review by the duty supervisor, reports are forwarded to the Patrol Division Commander and Criminal Investigations Division for review and routing to the appropriate division or unit.

F. Loud Party / Noise Violations / Disturbance Complaint Procedures

1. Uniform application of enforcement measures is an important aspect of the department's response to these calls.
2. Generally, one warning is issued for known violations. Although a Case Report is not required until a second or subsequent complaint is received, documentation of such incidents in the form of an Incident Report are encouraged.
3. Calls received of an in-progress loud party noise violation or disturbance complaint are handled as follows:
 - a. Two or more units are dispatched to the area. The number of dispatched units depends on the number of available units, the nature of the complaint, and the reported behavior of the persons complained on.
 - b. Responding units should, upon arrival, evaluate the observable situations, and
4. Advise the person who can be identified as having proprietary interest in the place where the event is occurring that a complaint has been received.

5. Warn the same person or others about any violations of law which are being committed and observed by the officers unless such violations pose an immediate threat to the safety of persons.
6. Take other appropriate enforcement action which is warranted in view of the circumstances, especially when such violations pose a threat to public safety.
7. Upon the receipt of a second, or subsequent complaint related to the same event, the following action should be taken:
 - a. Consistent with the safety of the officers present, and that of others, the event should be closed down and the assembled persons directed to disperse.
 - b. Necessary enforcement action should be taken to enforce the verbal order to discontinue the event and persons not in residence at that location directed to depart the area.
 - c. Appropriate criminal charges, if warranted, should be placed against persons who, having been warned, continue the violation(s).
8. In view of the fact that judges are reluctant to sustain charges brought by police officers in instances where public alarm is cited as the basis for charges in the absence of a citizen complainant, the complaining person should be subpoenaed or
9. The complaining person should be encouraged to secure the warrant.
10. In the following instances, the primary responding officer should prepare a Case Report detailing the situation observed, and the action taken:
 - a. When it is necessary to return a second or subsequent time for the same complaint.
 - b. When charges are made, or a citizen complainant obtains a warrant.
 - c. At the officer's discretion.
11. When disturbance calls are being handled, officers should remember that such events have a great potential for injury to officers and others, and because participants are frequently inebriated, a great potential exists for violent escalation.
12. Because of the potential for escalation of events which require a second or subsequent response, the Duty Supervisor, or designee, should respond to the event unless precluded from doing so because of other duty matters.
13. Officers should remember that the most desirable approach to the abatement of a loud or disorderly condition is the voluntary compliance of those involved whenever possible.

G. Use of Police Helicopter Units

1. Assistance from police helicopter units from neighboring jurisdictions may be requested upon approval of the duty supervisor. Requests are usually made during police emergencies such as, vehicle pursuits, foot pursuits of felons or dangerous suspects, or other operations where enhanced observation from the air increases public safety.
2. Fairfax County helicopter units operate in accordance with the following priorities:
 - a. Priority I: Medical emergencies in Fairfax County.
 - b. Priority II: Police emergencies in Fairfax County.
 - c. Priority III: Medical emergencies outside Fairfax County.
 - d. Priority IV: Police emergencies outside Fairfax County.
 - e. Priority V: Routine police missions in Fairfax County.
 - f. Priority VI: Non emergency missions outside Fairfax County.

3. Requests for helicopter units for medical emergencies are made by Fire and Rescue Department personnel, who are responsible for coordinating their arrival. The Police Department provides assistance for medivac operations at the direction of the Fire Department.
4. Landing Zones
 - a. Off airport/helipad landings can be the most hazardous aspect of any helicopter mission, especially into areas with which the pilot is unfamiliar. The importance of proper selection of a landing zone cannot be overemphasized.
 - b. Confined Area Sites
 - c. The following criteria serve as the minimum requirements for establishing a landing zone:
 - Size: 50 feet by 50 feet, completely clear of obstruction.
 - Surface: Hard surface -- concrete, asphalt, hard earth, grass -- surface should be free of all loose debris {gravel, trash, other material}.
 - Slope: Any slope in the landing zone must be gradual and should never exceed fifteen degrees.
 - Obstructions: Police officers establishing a landing zone must physically check a 100 yard approach and departure path. This flight path should be directly into the wind as much as possible. Approach and departure paths must be checked for any obstructions which may be hazardous to flight. Obstructions that are clearly visible and obvious from the ground may be invisible from the air. The best example of this type of hazardous obstruction is utility wires. Ground units should always relay this information to the helicopter.
 - Marking: Officers should mark the landing zone with a flare in each corner. If possible, the flares should be anchored to prevent them from being blown about by the helicopter rotowash. At night, vehicles can be used in conjunction with the flares to light the landing zone; use low beam headlights only. Emergency vehicles may have blue lights in operation until it is obvious that the helicopter has found the scene. Prior to landing, those cruisers directly adjacent to the landing area should have their blue lights turned off to avoid blinding the flight crew. Spotlights should never be directed at the helicopter; if it appears that the crew is having difficulty locating the scene, a flashlight may be used to attract the pilot's attention.
 - Scene Control: No person or vehicle is permitted within 50 feet of the helicopter unless specifically directed by a helicopter crew member.
5. When directed to approach the helicopter, personnel must do so only from the front of the aircraft; under no circumstances should anyone approach the tail area or cross from side to side under the tail boom. Personnel approaching the aircraft should continue to observe the pilot for any additional instructions which may be conveyed.
6. Unless personnel are otherwise directed, the flight officer is responsible for opening and closing the aircraft doors.
7. Officers communicating with helicopters should use the number on the roof of the cruiser as their unit number, e.g., "Cruiser 10 to Fairfax One."
8. Any use of helicopters is to be noted in the Case Report and Supervisor's Daily Activity Report.

H. Assisting Neighboring Jurisdictions

1. Officers may respond to assist adjoining jurisdictions upon the duty supervisor's approval, which should be based upon:
 - a. Availability of personnel.
 - b. Distance from the City.
 - c. Seriousness of the occurrence.

2. Incidents in which the department may provide immediate assistance to neighboring jurisdictions include:
 - a. Officer in trouble, needs assistance (Signal 13).
 - b. Felonies in progress.
 - c. Fights.
 - d. Accident with injury.
 - e. Local lookouts.
 - f. Assist with traffic.
 - g. Upon request of adjoining jurisdiction's chief law-enforcement officer or designee under Mutual Aid Agreements. See General Order 1-11.

I. Meal Breaks

1. Officers are allotted 45 minutes for meals and two fifteen minute refreshment breaks each tour of duty, if demands for police service allow.
2. Supervisors ensure an equitable rotation of meal breaks occur within the tour of duty. No more than two cruisers should be placed out of service at the same restaurant or other location at any given time, without the approval of a supervisor.
3. Officers are not entitled to overtime compensation for meals or breaks missed. Officers are subject to call during meals or breaks and must monitor their portable radio.
4. Upon supervisory approval, an officer residing within one geographic mile of the City limits may go home for a meal break. Due to changing operational commitments, supervisory approval **MUST** be sought in each instance and blanket approvals are not authorized. Once cleared for their break, officers must ensure the Emergency Communications Center is aware of their meal break location.

J. Building Search

1. When officers are engaged in the search of a building in circumstances which present the potential for the presence of persons who are unlawfully present, they should:
 - a. Coordinate their activity so that if a need arose to return fire, there is a reduced potential for endangering other innocent persons present.
 - b. Use all appropriate techniques and devices to maximize the potential for apprehension of any suspects and minimize the hazard to the officers or other innocent persons.
 - c. Keep the Emergency Communications Center advised of all activities and consider asking that the radio frequency be cleared of all traffic during the search.
 - d. Utilize the standard NIMS Description System in order to clearly communicate locations and observations to other officers and the Emergency Communications Center. The proper lettering assignments are:
 - **Alpha side** = Always the side of the building which has the main entrance or the **FRONT** of the building.
 - **Bravo Side** = When facing Alpha Side, the front of the building, Bravo Side is the side to the **LEFT** of Alpha Side.
 - **Charlie Side** = Always the **BACK** of the building or the opposite of Alpha Side.
 - **Delta Side** = When facing Alpha Side, the front of the building, Delta Side is the side to the **RIGHT** of Alpha Side.
2. Plain clothes officers should not be used for a building search as long as there are uniformed officers available. If they must be used they should don their exterior ballistic vest which reads "Police," jacket or other issued clothing which reads "Police" or yellow "Police" armband so as to be readily recognizable as police officers.

3. Officers who reasonably suspect the presence of an armed suspect in a building should:
 - a. Coordinate their activity toward establishment of a perimeter.
 - b. Establish remote (such as telephone) contact with person(s) inside, if appropriate.
 - c. Notify the duty supervisor and Emergency Communications Center.
 - d. Maintain covered positions to the extent possible.

Colonel Carl R. Pardiny / Chief of Police

Index as:

- Area Assignments
- Building Search
- Disturbance/Loud Party Calls
- Foot Patrol
- Foot Pursuit
- Helicopter Units
- Loud Parties
- Mutual Aid
- Patrol Procedures
- Police Helicopter Units
- Roll Call
- Shift Assignments
- Site Numbering System
- Tele-Serve