

	<b>RUTGERS UNIVERSITY POLICE DEPARTMENT WRITTEN DIRECTIVE SYSTEM</b>		<b>2:3</b>
	<b>PATROL</b>		
	<b>Effective Date: 10-29-2019</b>		<b>Supersedes: 2:3 (08-03-2016)</b>

### **2:3-1 PURPOSE**

The purpose of this directive is to provide guidance to police officers in the performance of their duties.

### **2:3-2 POLICY**

It is the policy of this agency that police officers maintain constant vigilance to crime and the conditions that contribute to crime and to respond to reports of crimes, offenses and general calls for service in an effective and efficient manner keeping in mind the mission and core values of this department in all citizen contacts.

### **2:3-3 GENERAL**

- a. Police officers are responsible for the accomplishment of the agency mission while on patrol; this includes, but is not limited to, being constantly alert for:
  1. Violations of law and ordinances
  2. Breaches of the peace
  3. Offenses against persons and/or property
  4. Conditions that contribute to traffic crashes
  5. Conditions that adversely affect the safety of the public
  6. Inoperable street lights
  7. Criminal intelligence
- b. Officers are accountable for crime, crashes, disorders, and other criminal and quasi-criminal conditions on their district, zone or beat.
- c. Officers shall listen attentively to orders and instructions of supervisory officers and read such pertinent materials as are made available for review.
- d. Officers shall thoroughly familiarize themselves with their post or district. They shall be familiar with all public businesses, University buildings (including, but not limited to: offices, residence halls and public areas) their entrances, exits, fire escapes, and other possible means of ingress and egress.
- e. During their tour of duty, officers shall patrol every part of their post/district, giving special attention to and frequently rechecking locations where historical data suggests that crime is more likely. Officers shall not patrol their post/district according to any fixed route or schedule. *This section is not intended to prohibit or otherwise restrict police supervisors from assigning officers to fixed routes/schedules when deemed operationally appropriate.*
- f. The first officer on the scene of any incident shall generally conduct the preliminary investigation. The duty supervisor may assign additional officers as required. The duty supervisor may assign a different officer to conduct the investigation as required by the situation.

- g. Officers shall carefully and thoroughly investigate all complaints brought to their attention. They shall take the appropriate action in those cases that come under police jurisdiction. If the legal remedy of the complaint lies outside of the jurisdiction of the police department, officers shall so advise the complainant accordingly and refer them to the proper authority.
- h. In most cases, the preliminary investigation shall be documented, no matter how cursory the investigation whether by incident report or a more detailed CAD record. Criminal investigations require an incident report, see Directive 5:15 Records of the Police Department.

## 2:3-4 STAFFING & DISTRIBUTION

- a. Assignment to the patrol division is neither an entitlement nor a guarantee. All police employees, sworn or unsworn, regardless of rank may be assigned to any division, bureau, unit, squad or office at any time at the discretion of the Chief of Police.
- b. This agency has an obligation to ensure that patrol officers are available to handle calls for service 24 hours a day, 7 days a week. The patrol division personnel shall be scheduled to shifts in accordance with existing collective bargaining agreements to provide uninterrupted, continuous patrol coverage. Since the workload varies considerably over a 24-hour period, it is important to implement measures designed to more closely match the available human resources with the workload. The current shift alignments are as follows:
  - 1. South Division
    - Personnel assigned to the patrol bureaus LE Sensitive [REDACTED]
    - Personnel are assigned to LE Sensitive [REDACTED]
  - 2. Central & North Divisions
    - Personnel assigned to these divisions' patrol bureau are assigned on a four day on, four day off schedule with rotating days off.
    - Personnel are assigned to one of three shifts, either: 0700-1700 hours, 17-0300 hours or 2100-0700 hours to ensure continuous patrol coverage.
- c. Assignment to district or assignment and the frequency of district rotation within each squad will be determined by the Duty Road Supervisor or Office in Charge. Supervisors should seek to rotate these assignments frequency.
- d. Steady shift does not mean permanent shift. Personnel are reminded that they have no property interest in their shift, day-off rotation, or district assignment. Duty hours, shift preference and day-off rotations have been and will always remain within the complete purview of the Chief of Police.
- e. Personnel may be assigned to a rotation of shifts at a frequency established by the Chief of Police/Police Director or designee.
- f. The Chief of Police reserves the right to allocate the workforce by assigning personnel to patrol shifts in order to provide maximum staffing based on operational needs, including shift rotations where indicated.

- g. The Chief of Police shall ensure that the average seniority per shift is not disproportionate to a degree that may compromise citizen or officer safety or to cause an undue burden to supervision. The Chief of Police may reassign personnel based upon their need for intensive supervision.
- h. While it is virtually impossible to accurately predict future workload, reasonable inferences can be drawn from historical data to forecast the workload sufficiently enough to provide adequate staffing when the need is anticipated. Still, it is recognized that regardless of the number of officers on duty at any given time, instances will occur when staffing is inadequate for a given situation.
- i. Supervisors should regularly rotate personnel through each of the division's established service areas and assignments.
- j. New police officers may be required to rotate shifts to experience the various shift nuances.
- k. Newly promoted supervisors may be required to rotate shifts in order to experience all shift nuances.

## **2:3-5 ROLL CALL/SHIFT BRIEFING/MUSTER**

- a. Sergeants shall conduct roll call/shift briefing at the beginning of each shift to:
  - 1. Assign personnel to their patrol district/assignment,
  - 2. Issue necessary equipment including vehicle assignments, keys, etc.
  - 3. Advise personnel of relevant information regarding daily patrol activity
  - 4. Give notice of unusual situations or hazardous conditions
  - 5. Advise personnel of any changes in status to previous crime alerts, investigations, or wanted persons/vehicles
  - 6. Advise personnel of any community-based initiatives, if any
  - 7. Notify officers of any changes in assignments or schedules
  - 8. Notify personnel of any new directives or changes in directives
  - 9. Provide shift briefing training in new directives or orders
  - 10. Evaluate officer readiness to assume patrol through inspection
  - 11. Provide roll call training as discussed at: Directive 3:16, specifically at section 3:16-14.
- b. Roll call training shall be documented on the supervisor's daily operations report. Supervisors shall include the topic and the names of any additional personnel attending the roll call.
  - 1. Directive 2:7 Criminal Investigations, specifically section 2:7-3(g) directs investigative personnel to periodically attend roll call. The names of the investigations personnel shall appear on the form where appropriate.
  - 2. Officers shall make written notes of pertinent information as necessary and shall proceed to their designated post or zone upon completion of roll call.
- c. Supervisors shall file the Daily Assignment Sheet as soon as feasible following the conclusion of the roll call. The Daily Assignment Sheet is a listing all personnel assigned to the specific shifts including; name of officer, date, hours, assignments, assigned vehicle and other related information. This document additionally serves

as a time record and shall be reviewed by the on-duty tour commander within the first half of the shift.