



# COLUMBIA POLICE DEPARTMENT

*“Policing Excellence through Community Partnerships”*

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## 1.0 DIRECTIVE

The Columbia Police Department will mount an aggressive patrol effort in order to further the deterrence of crime and the apprehension of violators.

## 2.0 PATROL FUNCTIONS AND RESPONSIBILITIES

The Patrol Operations Bureau is responsible for primary law enforcement functions and patrol activities. All police officers will be responsible for, but not limited to, the following functions during their patrol:

- Seek out potential criminals and criminal activities in an effort to prevent crime and affect the arrest of the criminal element.
- Observe road hazards, assist motorists, direct traffic, and perform house and business checks.
- Perform preliminary investigations on all crimes and offenses.
- Enforce traffic regulations with the goal of preventing traffic accidents through compliance with the law.
- Make recommendations to the public regarding various methods to prevent crime and assist the development of Crime Watch Zones.
- Maintain and develop a constructive public image through positive contact with the general public.
- Respond to all calls for service within their jurisdictional area.

## 3.0 PATROL OBJECTIVES AND PERFORMANCE MEASURES

The objectives and performance measures of the Patrol Operations Bureau will be established each year during the budget preparation process. Upon final approval of the budget requests, the Bureau Commander will disseminate these objectives and performance measures to all Patrol Operations personnel.

## 4.0 PATROL MANAGEMENT

### 4.1 Patrol Coverage and Shift Changes

The Patrol Operations Bureau is divided into Region commands with each Region command responsible for a specified geographical zone or area. Each Region command shall be comprised of a specified number of squads. The squads will be assigned to work a specific schedule of days and time periods which will provide continuous coverage twenty-four (24) hours a day, seven (7) days a week, three hundred and sixty-five (365) days a year.

To insure twenty-four (24) hour coverage, the Regions will conduct roll calls on a staggered schedule. This staggered roll call and shift change schedule will be adhered to by all officers of the Patrol Operations Bureau from the rank of Sergeant and below who are assigned to regular patrol duties.

Special allowances may be made by the Region Commanders to adjust personnel in the event of special requirements (i.e. Crime Suppression, Directed Patrol)

#### 4.2 Shift Assignments

Upon completion of the FTO Program, Officers will be assigned to a shift according to the personnel requirements of the Region at the time of assignment as determined by the Region Captain.

#### 4.3 Requesting a Shift Transfer

Officers may submit an Inter-Office memo to the Region Captain requesting transfer to another shift after they served for six (6) months in their initial assignment. Request for transfer may be made to at any time in the case of hardship or exigent circumstances.

#### 4.4 Beat Assignments

All uniform patrol officers will be assigned patrol areas (beats) on a daily basis by their shift supervisors. In order to provide continuity, an attempt will be made to assign officers to a given beat on a long-term basis. Beat assignments are however not permanent and are subject to change in response to manpower requirements and the interests of the Department.

In the event of a patrol vacancy, beats will be prioritized to insure that the area with the highest number of incidents, calls for service and businesses will be assigned to an officer.

#### 4.5 Foot Patrols

The need for foot patrols will be reviewed and evaluated by the Bureau Major based on the following criteria:

- Number of requests for assistance or high incident occurrence.
- Potential for high criminal activity.
- Type of area (business or special events).
- Benefit of high visibility and development of community relations.
- Benefit to public being served.
- Manpower availability.

All requests for foot patrol beats will be submitted in writing to the Patrol Operations Major indicating specific areas to be patrolled, duties to be performed, hours of patrol and duration of foot patrol.

### 5.0 LINE INSPECTIONS

Line inspections ensure control through traditional and daily processes of observation and review by supervisors regarding the personnel, facilities, equipment, and materials for which they are responsible. Line inspections may identify specific areas for retraining and provide a mechanism for achieving accountability within the Department.

Line inspections are defined as continual inspections of all personnel directly responsible to a supervisor to include equipment and operations performed by such subordinate personnel.

#### 5.1 Responsibility for Conducting Inspections

Supervisors from all Divisions will be responsible for conducting inspections of all facilities, property, equipment, and personnel under their command. Line inspections should be conducted by first-line supervisors (Sergeant). The supervisor who conducts an inspection will be responsible for recording the results of such inspections, and will initiate immediate action indicated by commending for exemplary performance and correcting deficiencies.

#### 5.2 Frequency of Inspections

Supervisors will be responsible for visually inspecting personnel on a daily basis. If the supervisor recognizes a deficiency, the supervisor will use his discretion and take appropriate action. A formal weekly inspection will also be completed and recorded on an "Officer Inspection Sheet". All supervisors may at their discretion conduct "spot-check" inspections at irregular intervals.

The City of Columbia Risk Manager as well as the Columbia Fire Department conducts inspections of Police facilities to include satellite stations on an annual basis. Any discrepancies noted will be forwarded to the Chief of Police.

#### 5.3 Scope of Inspections

All personnel will be advised by their first-line supervisor what the line inspections will include and what standard or rating they will be required to maintain. The scope of inspections will vary within each Region/Division. All personnel will be responsible for having all issued equipment, which their first-line supervisor deems appropriate, in their possession when reporting for duty. The first-line supervisor will adapt the "Officer Inspection Sheet" to correspond with that Division's needs. The first-line supervisor will cross out areas on the "Officer Inspection Sheet" which is not inspected.

Some inspections will be rated on subject specific inspection sheets. A numerical rating ranging from 1 - 4 will be given when inspecting personnel for appearance and the condition of equipment. The numerical rating will be as follows:

- |    |                             |   |
|----|-----------------------------|---|
| 1) | <u>Unsatisfactory</u> -     | Profoundly below standard with much improvement needed    |
| 2) | <u>Improvement Needed</u> - | Slightly below acceptable with corrective measures needed |
| 3) | <u>Satisfactory</u> -       | Acceptable, generally well maintained                     |
| 4) | <u>Outstanding</u> -        | Exemplary condition.                                      |

If an inspection is not graded numerically, the inspection will reflect if personnel are in possession of equipment and if it is in working condition. Personnel are responsible for ensuring that assigned vehicles (if applicable) are properly equipped, are in proper working condition and that the vehicle maintenance is up-to-date.

#### 5.4 Procedures

Supervisors in all Regions/Divisions will inspect their subordinates using the "Officer Inspection Sheet." This inspection form will reflect personal grooming, uniform appearance, and the condition of issued equipment.

The inspecting supervisor will ask to inspect a particular item. The Officer will present the item that will be visually analyzed. Ratings will range from one (1) unsatisfactory to four (4) for outstanding. Completed inspection forms will be forwarded through the chain of command to the Division Commander.

## 5.5 Unannounced Inspections

In addition to weekly inspections, supervisors in all Regions/Divisions will conduct periodic, unannounced inspections of each officer during their tour of duty. Supervisors will inspect the officer's appearance, equipment, and vehicle (if applicable).

## 5.6 Vehicle Inspections

Personnel assigned vehicles will be responsible for maintenance and ensuring that required equipment is present and in working condition.

Patrol Vehicles will be inspected on a weekly basis. This inspection will be recorded on a "Weekly Vehicle Inspection Form" and filed according to vehicle.

Non-Patrol Vehicles will be inspected on a monthly basis. This inspection will be recorded on a "Weekly Vehicle Inspection Form" and filed according to vehicle.

## 5.7 Corrective Measures

The inspecting supervisor will be responsible for ensuring corrective action is taken concerning any deficiencies the inspection may reveal. If possible, when an inspection is rated by numerical scale, any particular rating of one (1) unsatisfactory or two (2) improvement needed will be corrected immediately following the completion of the inspection. If the deficiency cannot be corrected at this time, corrective action shall be taken as soon as possible. This will be determined by the supervisor conducting the inspection and discussed with the subordinate. In the event that corrective action is not taken within a specified time, the supervisor may initiate a "Report of Disciplinary Action and/or Termination." A supervisor may provide retraining through the use of the "Verbal Counseling Form" to initially correct minor deficiencies. If particular areas continue to receive low ratings even after retraining and/or verbal counseling, the supervisor may initiate a "Report of Disciplinary Action and/or Termination." Through the use of the spot inspections a supervisor can ensure corrective action is fully followed.

## 5.8 Retention of Inspection Records

All inspection records will be retained for a period of one (1) year.

## 6.0 ROLL CALL

One half-hour prior to relieving the off-going squad, the on-coming supervisor will conduct a Roll Call of all officers assigned to his squad on that day.

Roll Call will accomplish, at a minimum, the following five (5) basic tasks:

- Briefing officers with information regarding daily patrol activity with particular attention given to unusual situations, changes in the status of wanted persons, stolen vehicles and major investigations
- Notifying officers of changes in schedules and assignments
- Notifying officers of new directives or changes in existing directives
- Evaluating officer readiness to assume patrol
- Providing Roll Call training

The shift supervisor that is going off-duty will be responsible for informing the on-coming supervisor of any hazardous information or location. This information will be disseminated during roll call.

## **7.0 COMMUNICATIONS AND COORDINATION BETWEEN COMPONENTS**

All Patrol Officers will cooperate and exchange information with investigators and personnel of other areas of the Columbia Police Department.

The cooperation and exchange of information will be accomplished by, but not limited to, the following means:

- Attendance of Regional Investigators at roll call sessions to share information about current activities and areas of needed assistance.
- Attendance of supervisory personnel at staff meetings where matters of departmental, as well as shift or Region interest, are discussed and ideas exchanged.
- Daily review by patrol and investigative personnel of incident reports and miscellaneous information. The review should encourage the sharing of information and assistance.
- Review and representation of all personnel in development of new policies and procedures.

## **8.0 PATROL COMMUNICATIONS**

- All on duty uniformed officers engaged in field assignments will be issued a portable radio.
- All marked patrol vehicles will be equipped with mobile two-way radios.
- All personnel who are working an off-duty assignment will have a portable radio transceiver.
- All radio communications will be conducted in accordance with established communications procedures.

## **9.0 REGION RECORDS**

Each Region will be required to maintain records pertaining to the normal Region operations.

### **9.1 Personnel Performance Files**

Employee Personnel Performance files are to be kept under the direct control of the Captain or division head. Access to these records may be obtained only with the express permission of the Captain or division head. Any supervisor wishing to add documentation (i.e. Leave request forms, quarterly evaluations, Employee Action Record forms, etc....) to the files of their subordinates may do by submitting it to the divisional secretary who will be responsible for filing the documentation.

Personnel Performance File will be assembled using the following format:

#### **Cover page**

Employee information - This is to include: employee name, current address, phone number, page, emergency contact information, payroll number, badge number, weapon serial number, date of hire, anniversary date, date of birth, training or certification expiration dates.

#### **Tab #1 - Evaluations**

Copies of all current and probationary performance appraisals. These are to be purged after employee review of the annual evaluation.

Annual Performance Appraisals are to be sent to CPD Human Resources Unit for storage after employee review. Copies of Annual Performance Appraisals are not to be kept in the Personnel Performance File.

#### **Tab #2 - Disciplinary**

Copies of all Disciplinary actions, City vehicle accidents and any supporting documentation. These are to be purged after employee review of the annual evaluation.

Internal Affairs, CPD Human Resources Unit and City of Columbia Human Resources retain permanent

disciplinary records.

**Tab #3 - Training / Other**

Any training classes beyond basic certification/re-certification (i.e. Radar Certification, Data Master Certification, Basic Instructor etc.). Certificates may be purged after certification expires. Copies of all Police Department and citizen commendations. These are to be purged after employee review of the annual evaluation.

Employee Action Record forms. These are to be purged after employee review of the annual evaluation.

Additional information pertinent to the employee, purged as needed.

**Tab #4 - Employment**

Off-duty Employment forms must be renewed annually. Forms that do not reflect current status will be purged immediately.

9.2 Abandoned Vehicle Card (White Copy)

Each Region will be required to maintain on file, the white copy of abandoned vehicle card. The white copy will remain on file until the owner has claimed the abandoned vehicle.

Once the owner has removed the abandoned vehicle, the abandoned vehicle card (white copy) will be destroyed.

If the owner does not remove the vehicle and the officer must have it towed, the white copy of the abandoned vehicle card will be attached to the Record of Stored Vehicle Form (Tow Slip).

9.3 Unsecured Premise Reports

Reports of unsecure premises will be made on an Incident Report and stored via RMS.

9.4 Incident Reports

RMS Incident reports are available electronically. Printed copies of these reports are to be disposed of in a secure manner.

9.5 Officer's Daily Activity Report

Each Region will maintain the Daily Activity Reports completed by all officers for a period of one (1) year.

9.6 Personnel and Vehicle Inspections

Each region will maintain all formal personnel and vehicle inspection documents for a period of one (1) year.

**10.0 PRELIMINARY INVESTIGATIONS**

All members of the Columbia Police Department must clearly understand their responsibilities for conducting preliminary investigations. The preliminary investigations for all offenses begin when the first patrol unit arrives at the scene of a crime and continues until the arrival of an Investigator on the scene or until all leads are exhausted.

10.1 Procedures

Officers conducting preliminary investigations have, but are not limited to, the following responsibilities:

- Provide aid to the injured.

- Protect the crime scene to ensure evidence is not lost or contaminated.
- Observe all conditions, events and remarks and record them for the incident report.
- Determine if an offense has actually been committed, and if so, the exact nature of the offense. Certain offenses will necessitate calling for investigative units.
- Determine the identity of the suspect or suspects and affect an arrest if it can be accomplished either at the scene or through immediate pursuit.
- Furnish units with descriptions, method and direction of flight of suspects, and/or other relevant information concerning wanted suspect or suspects or vehicles.
- Obtain complete identification of all witnesses.
- Conduct interviews to determine what information is known by the victim and each witness.
- Determine in detail the exact circumstances of the offense.
- Arrange for the collection of evidence or coordinate with the appropriate investigator.
- Record accurately and completely all pertinent information on an incident and investigative report.

It will be the responsibility of the shift supervisor to ensure that an adequate and complete preliminary investigation is conducted and to review, screen and approve the officer's report. Supervisors will review the facts to ensure all essential information indicating a criminal act is included, along with legibility, clarity and completeness.

## 10.2 Major Offenses

The offenses that will require the immediate notification of an Investigator to complete the preliminary and begin the follow-up investigation include, but are not limited to, the following:

- The death of an individual
- Criminal sexual assaults or suspected criminal sexual assaults
- Assaults involving serious injury or death of a victim
- Armed robberies of commercial institutions
- Hostage situations
- Kidnapping or extortion
- Bombings
- Arson
- Missing / Runaway juvenile

The shift supervisors will provide patrol personnel, as available, to assist with the protection of the crime scene, crowd control, traffic, witness canvass, etc.

## 11.0 FOLLOW-UP INVESTIGATIONS

All patrol officers who make an arrest for an offense that may be tried in the Municipal Court or who are investigating a hit and run traffic accident, will be responsible for conducting the follow-up investigation on the case. The follow-up investigation will include, but not be limited to the following, if applicable:

- Identifying and apprehending the offender
- Collecting, preserving, analyzing and evaluating evidence
- Recovering stolen property
- Interviewing victims and witnesses
- Interrogating suspects
- Determining in detail the exact circumstances of the offense
- Determining if other crimes may have been committed by the suspect
- Reporting information obtained in proper report form

- Preparing the case for court presentation.

## **12.0 FIELD INTERVIEWS**

Each officer has the responsibility to know and identify as many individuals in his patrol area as possible. The officer has the responsibility to develop knowledge of legitimate or illegitimate activity in their assigned area. The field interview process is a method that an officer may use to learn the nature and character of individuals he encounters.

### **12.1 Procedures**

The RMS Field Interview Form is utilized to collect, document and provide investigative information dealing with the suspicious activity of individuals and/or vehicles. The Field Interview, when properly applied acts as a useful tool for law enforcement to monitor and investigate suspicious activity.

The Columbia Police Department prohibits the targeting of individuals by profile. Under no circumstances will officers initiate any encounter based upon bias based profiling.

Profiling may be defined as the morally and ethically unjust targeting of any identifiable person or group of persons based solely upon those identifiable characteristics. Such characteristics include but are not limited to race, gender, ethnicity, sexual orientation, or political affiliation.

Nothing in this directive shall preclude officers from targeting suspects based on their conduct or focusing suspicion upon any person if the officer has specific suspect information.

Officers will conduct field interviews when there is reasonable suspicion that a crime is being, has been, or will be committed. This reasonable suspicion justifies the temporary detention of an individual for an investigative interview. The period of detention time is governed by reasonableness. The detention should not last any longer than is necessary to obtain needed information. Any officer detaining an individual must be able to justify the purpose for the stop and interview.

Some examples of circumstances that may create reasonable suspicion include, but are not limited to:

- The person fits the description of a suspect wanted for committing a crime
- The vehicle fits the description of a vehicle used in the commission of a crime
- The person flees at the sight of an officer
- The person or vehicle is seen leaving the area of a crime
- The person is behaving or maneuvering a vehicle in a manner indicating criminal activity.

Based on the U.S. Constitution, an individual stopped for field interview purposes has the right to refuse to answer any questions. While this behavior in itself could be viewed as somewhat suspicious, the officer should not pursue continued questioning. Rather, close scrutiny of the individual and accurate recording of physical characteristics on the RMS Field Interview Form is warranted.

### **12.2 Storage of Field Interview Data**

Field Interview data is entered in FBR and stored in the Records Management System. All officers have access to the information from the Tri-Tech system. The field interview information will be maintained indefinitely in the computer system.

## **13.0 TARGETING OF INDIVIDUALS BY BIAS BASED PROFILING**



The Columbia Police Department prohibits the targeting of individuals by bias based profile. Under no circumstances will officers conduct any encounter, traffic stop, field interview, or institute an asset seizure or forfeiture effort based upon bias based profiling.

Bias based profiling may be defined as the morally and ethically unjust targeting of any identifiable person or group of persons based solely upon identifiable characteristics. Such characteristics include but are not limited to: race, color, gender, religion, national origin, age, disability, military status, economic status, political affiliation, sexual orientation, gender identity or any other characteristic protected by law.

Nothing in this directive shall preclude officers from targeting suspects based on their conduct or focusing suspicion upon any person if the officer has specific suspect information.

### 13.1 Agency Training

Sworn employees will receive training on profiling and related issues periodically during re-certification. This training shall include, but not be limited to, cultural diversity, discrimination, and the potential for civil and criminal liability. Any employee deemed to have engaged in profiling will be subject to disciplinary action for Conduct Unbecoming a Law Enforcement Officer and required to attend remedial training.

### 13.2 Mandatory Reporting

Pursuant to with SC Code §56-5-6560, the South Carolina Public Contact/Warning form 423 (REV 10/89) is utilized by the Columbia Police Department to document **ALL** traffic stops that **DO NOT** result in an arrest or the issuance of a Uniform Traffic Citation.

### 13.3 Investigation and Review

The Internal Affairs Unit will immediately investigate any complaints or accusations of profiling by citizens or other officers. These complaints will not be addressed on a Unit or Regional level. The Internal Affairs Unit may request statistics on officer-initiated activities and traffic stops from the Columbia-Richland 911 Center.

Profiling complaints are included in the Internal Affairs Yearly Report. Internal Affairs will provide a documented annual administrative review of profiling complaints to the Chief of Police detailing any recommendations for additional training or modification of departmental practices.

## 14.0 MISSING PERSONS

### 14.1 Responsibilities of Columbia-Richland Communications

Columbia-Richland Communications will consider any report of a missing person to be a priority call and will dispatch a unit to the area as soon as possible to begin an investigation. Any information concerning description of the victim or possible whereabouts will be relayed to the responding officer when the call is dispatched.

### 14.2 Responsibilities of Responding Officer

The officer responding to the scene will conduct a preliminary investigation and a search of the area if it is indicated. The officer will broadcast or cause to be broadcast, a full description of the victim along with the time frame and a possible destination if it is known.

The officer will take a report concerning the incident; notify a supervisor for approval of the report and will

immediately take the report to the front desk at Police Headquarters. A photograph and any available documentation of medical conditions (if any) of the missing person should be attached to the incident report if they are available.

#### 14.3 Entry of Information onto NCIC

The TRU officer will determine if the victim meets the criteria (listed below) for entry into the NCIC Missing Person File. Upon that determination, the information will be immediately entered into the system. The TRU officer will also issue a state-wide BOLO and will contact any agency in whose jurisdiction the victim may be, if that information is known.

Disability A person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger.

Endangered A person of any age who is missing and in the company of another person under circumstances indicating that his/her physical safety is in danger.

Involuntary A person of any age who is missing under circumstances indicating that the disappearance was not voluntary, i.e., abduction or kidnapping.

Juvenile A person of any age who is not emancipated under the laws of this state and does not meet the criteria set forth above.

Catastrophe Victim A person of any age who is missing after a disaster.

Immediately upon resolution of the missing person case, TRU personnel will delete the entry from the NCIC system.

#### 14.4 Follow-up Contact and Investigation

All missing person reports will be forwarded to the Criminal Investigations Division for follow-up contact and investigation. If the victim meets the criteria for entry into the NCIC Missing Person File, the TRU officer will notify a Major Crimes Investigator if Investigations has not been notified of the incident.

#### 14.5 Juvenile Procedures

Any missing person's incident involving a juvenile will include a careful canvassing of the area in which the victim was last seen as well as any location where the juvenile might reasonably be. The responding officer should also attempt to contact any school officials, caregivers, relatives and friends if this information is available. The responding officer will notify a Special Victims Investigator.

The responding officer will notify the Watch Commander who will determine if the circumstances meet the requirements of the State's Amber Alert Program. If the criteria are present, the Watch Commander will notify SLED to issue an alert.

### 15.0 EMERGENCY NOTIFICATIONS

#### 15.1 Notifications of Next-of Kin

All members of the Columbia Police Department will, upon request, accompany the Coroner or his designee when he makes notification of next-of-kin involving a deceased person within our jurisdiction. All members will assist the Coroner's Office in any request made within acceptable limits by the coroner or his designee. The

officer must use good judgment.

All emergency messages relating to a seriously injured or ill person will be relayed by members of the Columbia Police Department to the next-of-kin. The officer dispatched to relay an emergency message will relay the name of the original caller, a call back number and the fact that a return call needs to be made as soon as possible.

## 15.2 Notification of Outside Agencies

The notification of agencies, such as the Coroner's Office, Street/Highway department, public utilities and news media will be carried out in the following manner:

- The Coroner's Office will be notified of all deaths in the city. The Columbia-Richland Communications Center will be responsible for notifying the Coroner upon the request of the officer on the scene.
- The Street/Highway Department will be notified whenever there is a road obstruction or road damage. Patrol units discovering such a situation will relay the information to the Columbia-Richland Communications Center who will then contact the appropriate department or agency.
- Public utilities, such as power companies, natural gas companies, telephone companies and water departments provide a vital service to the public. A patrol unit discovering a problem with a particular service will notify the Columbia-Richland Communications Center of the nature of the problem and its location. The Columbia-Richland Communications Center will notify the appropriate company.
- Any event that may affect the safety of the public will be relayed to the City of Columbia Public Information Officer. The Public Information Officer will then notify the appropriate news media.