

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 02/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 02/10/16
Chief of Police: 	Patrol Administration, 41.1	
Cross Reference:	Policy Sections: 41.1.1 Patrol Coverage 41.1.2 Patrol Assignments 41.1.3 Roll Call Procedures 41.1.4 Special Purpose Vehicles 41.1.5 Work Breaks 41.1.6 Beginning/Ending Shifts	

PURPOSE

The purpose of this policy is to establish guidelines for providing continuous patrol coverage, dissemination of information to patrol shifts, and general administrative responsibilities for patrol shifts.

POLICY STATEMENT

It is the policy of the Elgin Police Department to recognize patrol as the primary law enforcement function of the department. Patrol is a generalized function in which personnel engage in a wide variety of activities.

PROCEDURES

41.1.1 PATROL COVERAGE

- A. The department provides continuous 24-hour patrol coverage.
- B. There are four patrol shifts to include: dayshift (0630-1445), afternoon shift (1430-2245), midnight shift (2230-0645), and fourth watch. The hours of the patrol shifts may vary depending on operational necessity as determined by the commander for operations.

41.1.2 PATROL ASSIGNMENTS

- A. The commander for operations, with the approval of the chief of police, shall assign personnel to yearly patrol shifts, in accordance with bargaining unit contract(s).
- B. The commander for operations shall evaluate the patrol schedules on an on going basis to determine necessary transfers or shift hour adjustments.
- C. Shift periods shall encompass 28 days, with personnel receiving eight scheduled days off during that period.
- D. Shift schedules shall be forwarded to the commander for operations for approval.
- E. Each beat area, as identified by the patrol lieutenant, shall have a permanent officer assigned.
- F. Shift supervisors are authorized to schedule beat assignments based upon need. If a particular area is in need of extra attention, the supervisor may modify normal scheduling of beat assignments and provide additional or saturation coverage.

41.1.3 ROLL CALL PROCEDURES

- A. All patrol personnel are required to attend roll call at least 15 minutes prior to their scheduled patrol duty day. Personnel are required to be fully prepared for duty at the start of roll call.

- B. Roll call may include the following:
1. Report briefing from the prior 24 hours.
 2. Areas/situations requiring special attention.
 3. Beat and squad assignments.
 4. Uniform and grooming inspections.
 5. Schedule changes, new assignments, court dates.
 6. Reviewing procedures, directives and memos, along with legal and legislative updates.
 7. Investigate updates from detectives as required.
 8. Hazardous conditions, weather and road conditions.
 9. Bulletins and computer messages.
 10. Employee safety.
 11. Training.
- C. Generally, the on-duty shift will respond to calls during the oncoming shift roll call session. On-duty personnel shall not depart until properly relieved.

41.1.4 SPECIAL PURPOSE VEHICLES

The department governs the operation of agency owned special purpose vehicles. Personnel utilizing the vehicle must have the required training, appropriate licensing or authorization from the appropriate personnel for deployment.

- A. All Terrain Vehicle (ATV).
1. ATVs should not be utilized when weather conditions prohibit safe use. These vehicles may be used for special events, downtown patrol, parades, community events, and other policing functions that may be enhanced by use of alternative transportation methods.
 2. The commander for operations shall appoint a supervisor to manage the maintenance and condition of department owned ATVs. Personnel using an ATV shall ensure maintenance issues or repairs are conveyed to the department identified supervisor.
 3. ATVs shall contain a gasoline card, throw rope, and blanket.
- B. Ballistic Armor Transport Vehicle (BAT).
1. Except in emergency situations, only trained members of the Special Weapons & Tactics Team, with the appropriate class license, shall be permitted to operate the vehicle. The vehicle is used to transport members during a special operation; the vehicle may not engage in a vehicle pursuit.
 2. Prior to operating the armored vehicle, Special Weapons & Tactics Team members shall undergo an orientation to include a driving evaluation and familiarization with all safety equipment.
 3. The SWAT commander shall ensure that regular inspections and maintenance are

performed on the vehicle.

4. The vehicle shall contain the equipment necessary to carry out its mission; the equipment is depicted on the SWAT inspection forms.

C. Police Service Dog Unit Squads.

1. The vehicle is assigned to a police service dog handler as a permanent take home vehicle to be used for general patrol, special call outs and training activities. These vehicles shall not be utilized as transport vehicles or assigned an observer.
2. The vehicle will be maintained by the city of Elgin's Fleet Services, in accordance with regular vehicle service. The handler is responsible for basic vehicle maintenance and shall report needed repairs to communications.
3. The vehicles will be equipped in the same manner as patrol vehicles and include barriers and a leash.

D. Police Bicycles.

1. Officers assigned to the Bicycle Patrol Unit shall maintain certification by the International Police Mountain Bike Association or equivalent course, and maintain a high level of physical fitness.
2. With supervisory authorization, officers may engage in bicycle patrol at any time of the year, except when weather conditions prohibit safe use. When feasible, bicycle patrol should be performed in two officer teams.
3. Officers are responsible for ensuring issues or repairs are relayed to the bicycle patrol unit coordinator who is responsible for repairs and maintenance.
4. Generally, bicycles and officers will have reflectors or reflecting material, with the exception of covert operations.

E. Special Weapons & Tactics Team (SWAT) Utility Vehicle.

1. Use of the SWAT vehicle is limited to authorized members of the Special Weapons & Tactics Team, unless instructed by the SWAT commander. This vehicle is used to transport specialized equipment used during special operations; the vehicle may not engage in a vehicle pursuit.
2. At least one member of the Special Weapons & Tactics Team shall be assigned to perform regular maintenance checks on the vehicle. The member shall ensure that corrective measures are taken when deficiencies or problems are discovered.
3. The SWAT utility vehicle contains specialized equipment as listed in the equipment inventory. The inventory is maintained by the SWAT commander.

41.1.5 WORK BREAKS

- A. Patrol work breaks shall not exceed forty (40) minutes in length. Prior to the commencement and ending of work breaks, personnel shall notify communications.
- B. Personnel are required to leave their radio on and remain available.
- C. Work breaks may be taken at any commercial establishment whose primary function is not the sale of alcoholic beverages or any location within the Elgin city limits. This policy provision does not prohibit officers from taking a work break at a restaurant that serves alcohol.

- D. There is no implied right to a work break due to the nature of public safety work. Personnel who begin a work break may be called back into service if the need arises.
- E. Personnel may not go on a work break during the first hour of a shift, nor begin a work break in the last hour of a shift. Exceptions may be granted by a supervisor under special circumstances. This section does not apply to plainclothes or unmarked units.
- F. In general, no more than three marked police units may be at any location while taking a work break. Exceptions may be granted by a supervisor under special circumstances. This section does not apply to plainclothes or unmarked units.
- G. During work breaks, all vehicles with the exception of vehicles downloading files during break, shall be turned off and secured. Special exceptions may be granted by supervisors.

41.1.6 BEGINNING/ENDING SHIFTS

- A. Officers shall ensure that they have the proper equipment with them for their assigned duties.
- B. After roll call, personnel shall perform a vehicle inspection and report problems to communications.
- C. At the end of their shift, personnel shall notify communications when they are out of service. The telecommunicator assigned to the police channel shall make attempts to locate officers who have not called out of service. If the telecommunicator cannot locate an officer, a shift supervisor shall be notified. The shift supervisor shall be responsible for determining the status of the employee.