

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 224-P

REFERENCE STANDARDS: 41.1.1 41.1.2

SUBJECT: Uniform Watch Procedures

PURPOSE: To define the patrol watch and procedures, which govern officer shift assignments, shift rotations, days off, and beat assignments.

DEFINITIONS:

PATROL LIEUTENANT COMMANDER - The supervisor designated by the Chief of Police who has been assigned the responsibility for commanding the patrol division.

SUPERVISOR - Any department personnel in the chain of command of the rank of sergeant or above.

A.T.L. (ASSISTANT TEAM LEADER) - Police Patrol Officers who have been pre-designated to be in charge of a shift in the absence of a supervisor.

O.I.C. (OFFICER IN CHARGE) - The supervisor or Police Patrol Officer who is in charge of the shift for the tour of duty.

TOUR OF DUTY - The regular workday.

SHIFT SERGEANT - The sergeant assigned to the shift.

SHIFT - (1) Any of the designated time periods commonly referred to as 12-hour shifts: Team 1-a, Team 1-b, Team 2-c and Team 2-d, with the exception of the Power Shift which is a 10-hour shift; (2) the personnel assigned to work the designated time periods.

I. PATROL WATCHES (41.1.1)

- A. The patrol division is charged with providing response capabilities twenty-four (24) hours a day, seven (7) days a week, fifty-two (52) weeks a year. (41.1.1a)
- B. The patrol component shall be divided into five basic shifts, and overlap shift as follows:

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1. Team 1-a – 0600 hrs to 1800 hrs
 2. Team 1-b – 0600 hrs to 1800 hrs
 3. Team 2-c – 1800 hrs to 0600 hrs
 4. Team 2-d – 1800 hrs to 0600 hrs
 5. Power Shift – 1600 hrs to 0200 hrs
 6. With the exception of the Power Shift, all other shifts will have two (2) officers start one (1) hour earlier to overlap the shift change.
- C. To effect an orderly transition from shift to shift:
1. Except in extreme emergency cases, and then at the discretion of the duty supervisor, no calls will be assigned an Officer/CSO within 15 minutes of the end of his/her shift.
 2. Personnel will come into the station promptly at the end of their shift to affect an orderly exchange of vehicles and other equipment commonly used by the Police Officers.

II. PATROL SHIFT ASSIGNMENTS (41.1.1)

- A. Officers/CSOs in patrol, bid for shift assignment yearly.
- B. Each Officer/CSO will fill out a shift bid form, showing first and second choices. They will also mark on the form, those specialties that apply, either to which they have had experience in or to which they would like to be considered. All forms will be completely filled out.
- C. Department supervisors and staff conduct a yearly staff meeting to discuss, among other things, shift bids for the coming year.
- D. Department supervisors, with the final approval of the Chief of Police, will assign Officers/CSOs to shifts based upon, but not limited to: Officer's choice, seniority, and department needs. (41.1.1b)
- E. Officers/CSOs will be assigned to a particular shift for a period of one year. (41.1.1c)

III. PATROL SHIFT SCHEDULES

- A. The Patrol Lieutenant Commander will be responsible for maintaining an updated schedule.
- B. A new schedule will be produced for a four-week calendar period. This will cover two full pay periods.
- C. The schedule will identify each officer, his regular days off, any extra time off and any training days. (41.1.1f)
- D. Regular days off might change based on shift needs.

IV. PATROL BEAT ASSIGNMENT

- A. Each of the four patrol shifts operates on a series of C.A.D. (Computer Aided Dispatch) plans, which relate to a particular beat assignment.
 - 1. Daily manpower dictates the number of patrol beats, which reflects the C.A.D. plan number.
 - 2. Daily beat assignments are relayed to the dispatch center for assignment in the form of a line-up.
 - 3. This line-up plan will show the Officer's I.D.# and area of assignment.
- B. An officer will be assigned to a specific beat. (41.1.1d)
 - 1. The Officer will be assigned to that beat area for a one year calendar period. (41.1.1e)
 - 2. The Patrol Lieutenant Commander may reassign personnel as needed.
 - 3. Those Officer's assigned to a particular beat will be the beat representative for that period.

V. PATROL SHIFT SUPERVISION

- A. Patrol Lieutenant Commander
 - 1. Designated by the Chief of Police.
 - 2. Under immediate command of the Deputy Chief of Operations, and is charged with the over-all leadership, supervision, and administration of subordinate patrol personnel and total performance of the duties and activities of the patrol shifts.

B. Shift Sergeant

1. Designated by the Chief of Police.
2. Under direct supervision of the Patrol Lieutenant Commander and are directly responsible for subordinate efficiency, discipline, general good conduct, and personal appearance.
3. First line supervisor.

C. Assistant Team Leader (A.T.L.)

1. Designated by the Patrol Lieutenant Commander with the approval of Chief of Police.
2. Under direct supervision of Shift Sergeant and Patrol Lieutenant Commander.
3. In absence of the Patrol Lieutenant Commander and Shift Sergeant, the ATL will assume duties and responsibilities of same.

D. In the absence of all of the above, the most senior Patrol Officer will be in charge.

E. The shift supervisor will respond to calls of serious crimes in progress, forcible felony calls, commercial burglaries, accidents involving department vehicles, officer involved shootings, or when requested by a Patrol Officer, and any other calls of an emergency nature, unless actively engaged in a more serious police matter. The primary function of a shift supervisor is that of first line supervision.

VI. SPAN OF CONTROL

- A. To achieve effective direction, coordination, and control, the number of employees under the immediate control of the First Line Supervisor should not exceed fifteen (15).
- B. Nothing in this procedure, however, is intended to usurp supervisory authority should that number of personnel assigned to a First Line Supervisor exceed fifteen (15).

VII. GENERAL GUIDELINES

A. Start of Shift

1. Roll Call will be conducted in the roll call room. Supervisors will conduct roll call by reading/disseminating appropriate documents placed on the roll call clipboard, using the computer/projector to disseminate information and/or conduct training, and/or

soliciting input from other department members regarding information of significance. Roll call can accomplish the following basic tasks: briefing employees with information regarding basic patrol activity, with particular attention given to unusual situations, potential and actual police hazards, changes in the status of wanted persons, stolen vehicles, major investigations, and informing regarding relevant community-based initiatives; notifying officers of daily assignments and changes in schedules and assignments; and notifying employees of new directives and/or changes in directives.

- a. Patrol Roll Call will start promptly at 0600 and 1800 hrs. (41.1.2)
 - b. Community Service and Code Enforcement officers' roll call will be held at 0800 and 1600 hours based upon their assigned work periods.
 - c. Supervision of the roll call will be the responsibility of the on-duty patrol supervisor or their designee.
2. Starting Assignment. After roll call, personnel will go directly to their assigned vehicles. An inspection will be conducted. Reports of damage or problems will be reported immediately to the supervisor. Failure to report promptly makes that person accountable.
 3. Personnel who need to stay in the station will seek permission to do so from the supervisor in charge.
 4. Required Equipment. Personnel will have the items needed for their daily operation with them in the squad. This will include report forms, citations, expandable baton (ASP), flashlights, etc.
 5. Personnel are to depart the parking lot after accomplishing the above. They will go to their assigned areas unless directed otherwise.

B. Patrol

1. While on patrol, personnel will remain in their assigned areas unless directed elsewhere by DU-COMM or a supervisor.
2. Personnel will not arbitrarily volunteer to handle calls outside of their beats.
3. Personnel, when not engaged on a call, will be proactive in nature. No constant frequenting of locations, personal reading material, idle on duty, etc. will be allowed.

C. Uniforms

1. The proper uniform of the day will be worn at all times. During unusual weather periods, the Patrol Lieutenant Commander may change the type of uniform to be worn for the day.

2. No unauthorized equipment will be worn or carried with personnel.

D. Station

1. No non-clerical personnel, including CSOs, will be allowed in the Records Room without permission from a supervisor. Authorized access is approved for the following:
 - a. Chief of Police
 - b. Deputy Chiefs
 - c. Lieutenants
 - d. On-Duty supervisors
 - e. Staff Services Personnel
2. All vehicles will be parked properly and not left running while at the station except during extreme weather conditions and with the supervisor's permission.
 - a. Exception to the above is the authorized K-9 unit.
3. There will be no loitering in the station.
4. Access to the sergeants and lieutenant's office will be made only with permission.

E. Report Writing

1. All reports should be prepared after an investigation is done. This should take place in the squad car. If the need arises for a computer entry and/or access to a telephone, notification to a supervisor will be made. All stops at the station during the tour of duty will be called in on the radio as well as the exit from the station along with the appropriate codes. Use of the Phone Line to call DU-COMM for clearing from a call will not be allowed.
2. Reports will be submitted throughout the shift and reviewed by the on-duty supervisor. All reports will be completed during the tour of duty unless permission is given by a supervisor to postpone it. These reports will be placed on hold.
3. Every Officer/CSO will investigate a reported offense as far as it can be taken. If assistance is needed, a supervisor will be contacted. If an extended period of time is needed for a continuing investigation or follow-up investigation, the supervisor will be notified.
4. Every Officer will notify the supervisor if they are investigating a forcible felony or any type of activity that should be brought immediately to the supervisor's attention.

F. Inspections

1. Personal appearance and equipment inspections will be done daily at roll call.

2. The supervisor in charge will inspect vehicles and equipment as the need arises.
- G. Personal Business - Personal business will not be conducted on duty unless of an emergency nature and not without permission of the immediate supervisor.
- H. Manpower Requirements - The minimum staffing for a patrol shift will be as follows:
1. Team 1-a and 1-b from 0600 to 1800 hrs. will be one supervisor and five patrol officers.
 2. Team 2-c and 2-d from 1800 to 0600 hrs. will be one supervisor and five patrol officers.
 3. Staffing levels for Community Service officer (CSO) assigned to the patrol unit :
 - a. 0800 to 1600 hrs – one CSO
 - b. 1600 to 2400 hrs – one CSO
 4. A minimum of one clerical employee will be assigned to work hours covering the 24-hour workday ensuring coverage spanning a 7.5 hour duty cycle.
- I. Time Off Requests
1. The granting of vacation time or compensatory time should be submitted with enough advance notice to allow for a reasonable amount of time to ensure adequate shift coverage. Personal time off (PDO) will be with a minimum of 24 hours notice. The supervisor, in addition, may waive the 24 hour notice.
 2. Any scheduled time off may be canceled because of a reduction of the shift minimum staffing level or because of urgent circumstances.
- J. Overtime
1. Personnel will advise their shift supervisor that they will require overtime to complete any assignment and will notify the on-duty supervisor upon completion of that assignment.
 2. Personnel will be responsible for having overtime approved on their time sheets by the the on-duty supervisor.

VIII. SUPERVISOR RESPONSIBILITIES

- A. Scheduling - The Patrol Lieutenant Commander will be responsible for having an up-to-date shift schedule available.
 - 1. Copies of all schedules will be posted on sharepoint for review by the Chief, the Deputy Chief of Operations, the Deputy Chief of Support Services at least one week prior to effective dates.
 - 2. Up-to-date schedules will be posted on sharepoint and the patrol bulletin board for personnel to view.
 - 3. A Master Schedule containing the current shift schedules will be maintained by the Patrol Lieutenant Commander on sharepoint.
- B. Reports. The supervisor in charge of each shift will be responsible for making sure that all incoming reports are reviewed and approved. In addition to the reviewing of the reports on that shift, any reports from prior shifts that are located or turned in late will be reviewed and processed accordingly. The supervisor on duty should make every effort to insure street personnel submit reports periodically throughout the shift.
- C. Personnel who call in sick pose a problem for the supervision of that shift; thus, the supervisor of the shift who has received the sick call, upon being notified by the clerical staff, will view up-coming shift schedule and determine if additional manpower will be needed to reach the minimum level required. If that determination is made, the supervisor of the current shift will make the necessary arrangements.
- D. Vehicle Assignments. Patrol vehicles are assigned to specific personnel on a yearly basis but are subject to periodic review by the Patrol Lieutenant Commander.
- E. Overtime. Supervisors shall be cognizant of the shifts activity and the performance of the personnel on-duty at any given time. In an effort to monitor budgetary constraints, supervisors shall monitor:
 - 1. Late calls or arrests.
 - 2. Personnel that are finishing reports on their shift from a prior shift.
 - 3. Any and all other reasons.
- F. Accountability. Supervisors in charge will be accountable and responsible for all activities that occur on their shift. Proper notifications will be their responsibility to make and accountability for the actions of their personnel on their tour of duty will be upon them.
- G. Supervision. Supervisors that are on duty will make it a point to show up on major calls and also meet with each of their officers in the field at least once per tour of duty. This

will be inspected from time to time by the Patrol Lieutenant Commander to insure this is being carried out.

- H. Shift responsibilities - Attached (see Appendix A) is a list of supervisory responsibilities by shift assignment.
- I. Meal breaks will be for no more than a thirty (30) minute time period. Personnel on meal breaks will be expected to respond to calls of an emergency basis if needed.

SHIFT RESPONSIBILITIES

The following shift responsibilities will be in effect for department units operating on the three patrol shifts along with Investigations and Tactical:

Team 1-a and Team 1-b

- Commuter Parking Lot Activities
- Cook County Prisoner Transportation
- Inspectional Services (vehicles/uniforms/facilities)
- DuPage Animal Control Liaison
- Equipment/Supply Procurement
- Overweight Truck Enforcement
- Snow Plan Implementation
- Village Business
- Department Business
- Monthly ESDA Siren Test
- School Crossings
- Seat Belt Safety Enforcement

Team 2-c and Team 2-d

- Public Relations Meetings
- Snow Plan Implementation
- Administrative Reports
- Seat Belt Safety Enforcement Program
- DuPage Prisoner Transport
- Equipment/Supplies Inspection
- Bar Check Closing-Hour Compliance
- Clerical Desk Relief
- Overweight Truck Enforcement
- Commercial Premise Checks
- Park District Patrol Liaison
- Packet Delivery
- Bassett Bar Checks
- Commercial Premise Checks
- Night Park Enforcement