 <p style="text-align: center;">YALE UNIVERSITY POLICE DEPARTMENT GENERAL ORDERS <i>Serving with Integrity, Trust, Commitment and Courage since 1894</i></p>	ORDER TYPE: NEED TO KNOW	
	410 PATROL OPERATIONS	
	EFFECTIVE DATE: 21 JAN 2013	REVIEW DATE: ANNUAL

PURPOSE

The purpose of this general order is to establish basic operational guidelines for members of the patrol division.

GENERAL

The Yale University Police Department is responsible to maintain order, provide general law enforcement, emergency response and assistance to those who attend, reside in, work at or visit the University and the adjacent area. These services are primarily provided by the Patrol Division whose functions include general patrol, preliminary investigation, accident investigation, law enforcement, special assignments, traffic and parking enforcement.

Patrol officers are responsible for detecting and preventing crime, preserving the peace, protecting life and property, maintaining and improving the quality of life, enforcing laws and ordinances and providing general assistance to the public.

OBJECTIVES

The patrol division is the most highly visible component of the department and provides the bulk of its police services. The objectives of the patrol division are:

- To partner with the community to address and resolve problems and concerns;
- To identify and help alleviate conditions potentially contributing to crime;
- To effectively patrol the area in its jurisdiction;
- To execute its law enforcement responsibilities through preventive patrol and active enforcement of state and local laws;
- To perform a variety of diverse services including enforcement, general assistance, emergency assistance, public information and directions, identifying and alleviating public hazards; and
- To provide general law enforcement services and assistance to the community.

SUPERVISION AND MANAGEMENT

Supervisors shall provide the close and effective supervision necessary for officers to improve and grow as police officers; to police actively and effectively, and to identify, correct, and prevent misconduct.

Supervisors shall provide, and shall be held accountable for providing, the close and effective supervision necessary to direct and guide officers. Close and effective supervision requires that supervisors:

- respond to the scene of certain arrests;
- review each arrest report;
- respond to the scene of uses of force;
- investigate each use of force (except those investigated by the Professional Standards Officer);
- confirm the accuracy and completeness of officers' written reports;
- respond to each complaint of misconduct;
- ensure officers are working actively to engage the community and increase public trust and safety;and
- provide counseling, redirection, support to officers as needed,
- and are held accountable for performing each of these duties.

On-duty field supervisors shall be available throughout their shift to respond to the field to provide supervision to officers under their direct command and, as needed, to provide supervisory assistance to other shifts.

Shift commanders shall closely and effectively supervise the officers under their command. All Commanders and supervisors shall ensure that all supervisors and officers under their command comply with Department policy and state and federal law.

The Department holds commanders and supervisors directly accountable for the quality and effectiveness of their supervision, including whether commanders and supervisors identify and effectively respond to misconduct, as part of their performance evaluations and through non-disciplinary corrective action, or through the initiation of formal investigation and the disciplinary process, as appropriate.

STRUCTURE AND COMMAND

The Patrol Division has a broader responsibility than other divisions in that it is charged with the total police mission 24 hours a day. The term Patrol Division is a general term encompassing the five patrol shifts (A,B,C,D,E). The Patrol Division is composed of such numbers of officers and of such rank and of such numbers of civilians as may be assigned to it by the Chief of Police. Generally the hours of work are:

- Squad A- 0700-1500
- Squad B- 1500-2300
- Squad C- 2300-0700
- Squad D- 1000-1800
- Squad E- 1800-0200

Each Squad is under the direct control of a Shift Commander who reports directly to the Assistant Chief of Community Patrol and Support Services. In the absence of the Shift Commander, the highest ranking officer on duty shall be acting shift commander and supervises patrol operations.

ASSISTANT CHIEF OF COMMUNITY PATROL AND SUPPORT SERVICES

The Assistant Chief of Community Patrol and Support Services is the commanding officer of the Patrol Division and is responsible for all uniformed functions of the department.

- Shift Commanders report to the Assistant Chief.
- The Assistant Chief relies on Shift Commanders for feedback on shift activities and supplements this knowledge by personal observation and inspection.
- Communications, Emergency Services, Scheduling, special events, and fleet management are all supportive functions under the Assistant Chief of Community Patrol and Support Services.
- The Assistant Chief receives crime trend information on a regular basis from Crimes Analysis and Investigative Services and disseminates it through the chain of command.
- Although primary responsibility for community policing rests with police officers and first line supervisors, the Shift Commanders and Assistant Chief play an essential role through staff meetings as well as direct contact with members of the University community and other public safety officials.

STANDARDS AND SUPPORT SUPERVISOR

The Standards and Support Supervisor is a Lieutenant who serves as the Adjutant to the Assistant Chief of Community Patrol. The Standards and Support Supervisor assists in the day to day administration of the Division by conducting Proactive Patrol Inspections, the process established to ensure that uniformed patrol personnel are in compliance with established policies and procedures. In this regard, any request for information or performance of a task related to the Proactive Patrol Inspections Program should be considered as if it were a request from the Assistant Chief of Community Patrol. The Standards and Support Supervisor also assists in the development and implementation of operations plans, reviews requests for police services, projects resource needs and serves on committees as assigned.

PATROL SUPPORT SUPERVISOR

The Patrol Support Supervisor is a Sergeant who assists the assistant chief and supports the Patrol Division in the furtherance of COPPS (Community Oriented Policing and Problem Solving), planning, coordination and staffing of campus events and completes tasks as assigned.

SHIFT COMMANDERS

Shift Commanders are *Lieutenants* responsible for the general supervision and command of all department personnel assigned to their shift.

- Shift Commanders report to the Assistant Chief of Community Patrol, consulting with and informing the Assistant Chief of activities, problems or issues pertinent to their shift.
- Shift Commanders coordinate shift problem solving and help develop and maintain partnerships and resources.
- The shift commander, with input from the shift supervisors, prioritizes problems occurring on the shift, conducts long range planning and allocates available resources to solve them, insuring the most effective deployment of department resources.
- From time to time, as the resources of the department dictate, Sergeants may temporarily serve as Shift Commanders.
- Shift Commanders:
 - work closely with shift supervisors to insure that the objectives of the department are being met;
 - review all offense reports and other sources to keep abreast of incidents and events pertinent to department operations;
 - administer all disciplinary matters involving members of their command up to and including issuance of a written warning and are assisted by Shift Supervisors who share responsibility and authority for disciplinary matters;
 - investigate all initial civilian and internal complaints occurring on their shift;
 - supervise communications activities;
 - perform and coordinate shift supervisor response to proactive patrol inspections.

PATROL SUPERVISORS

Patrol Supervisors are *Sergeants* who are responsible for general supervision and command of uniformed personnel assigned to their geographic area of responsibility.

- Patrol Supervisors are responsible for most police services provided to the community, including response to emergency and non-emergency calls for service, preliminary criminal investigations and special events.
- They do not limit their activities to reducing or preventing crime, but actively attempt to solve problems that affect quality of life with assistance from the community and other agencies, as needed.
- Accountability for each geographic district can be directly traced from beat officer to Sergeant and on up through the chain of command.
- Shift Supervisors are generally assigned to one geographic district but may be responsible for a wider area, as conditions warrant.
- Shift Supervisors:
 - function as first line supervisors;
 - provide supervision of all personnel and are aware of all assignments and activities occurring on their shift;
 - conduct lineups, approve duty assignments and ensure that all sworn officers are properly equipped and fit for duty;
 - meet with officers to determine their awareness of current police related problems as well as department and University policies, procedures and regulations;
 - encourage input from subordinates and the development of problem solving skills;
 - respond to all instances involving allegations of inappropriate conduct of department personnel under their supervision and report their findings to the Shift Commander;

- have the responsibility and authority to counsel or take disciplinary action up to and including a written warning;
- review, approve and correct police reports and maintain familiarity with police activity occurring on or prior to their tour of duty;
- actively train, instruct and organize personnel and activities which support the goals and objectives of the department;
- respond to and supervise police activities particularly those of a serious nature;
- perform, receive and respond to proactive patrol inspections;
- perform all other duties as required by department directive or as required by the Shift Commander.

PATROL OFFICERS

Patrol Officers are the representatives of the department within their assigned patrol area. In addition to their general patrol procedures and responsibilities, officers will be assigned to a particular geographic area and will:

- become familiar with the communities and persons within their beat;
- build relationships with area residents, students and employees;
- build partnerships with community organizations and community members;
- build trust between local communities and the police.

SPECIALIZED UNITS

The following specialized units/assignments exist within the Patrol Division:

Bicycle Unit

The bicycle unit is an important component of the Department's community based policing strategy. The objectives of the bicycle unit are:

- to patrol areas generally inaccessible to patrol vehicles such as paths, parks, walkways, etc. to enforce state statutes and City ordinances;
- to enhance community policing by promoting positive contacts with the public in an informal setting to enhance communication and problem solving;
- to promote bicycle safety education.

The bicycle unit normally operates between March 1 and November 30, conditions permitting.

- When the unit is not in operation, officers will assume other assignments within the patrol division.
- Between December 1 and February 28, officers will ride only as weather and road conditions permit.
- Bicycle unit officers will wear the prescribed bicycle uniform, including all safety equipment, when assigned to bicycle patrol.
- Modification of department issued equipment is prohibited.

Selection:

Any officer may apply for assignment to the bicycle unit. Officers will be appointed to the unit based upon:

- experience;
- prior work performance;
- physical fitness;
- communication skills.

Training:

Officers assigned to the bicycle unit will be required to successfully complete department approved training.

Responsibilities:

- Officers assigned to the unit will be responsible for the daily inspection of their bikes in the same manner that they would inspect their patrol cars for damage and items in need of repair. Damaged items and missing items will be reported and written documentation will be made.
- Officers assigned to the unit will only wear the bicycle uniform while assigned to bicycle operations.
- Bicycle officers who are grounded due to severe weather conditions will have the patrol uniform of the day available as they will be assigned at the discretion of the Shift Commander.

Segway Unit

The Police Segway is a two-wheeled, self-balancing, electric-powered transportation device that is able to turn in place and is designed to transport a single individual. The Police Segway is effective for use in patrol operations, giving officers a new point-of-view and acting as a bridge between officers and community members. The Police Segway is a successful Customized Community Policing tool because of its adaptability to a variety of surfaces and circumstances.

Officers assigned to the Police Segway will generally operate between March 1 and November 30, weather permitting.

Selection:

Any officer may apply for assignment to the Police Segway unit. Officers will be appointed to the unit based upon:

- experience;
- prior work performance;
- physical fitness;
- communication skills.

Training:

Officers assigned to the Police Segway unit will be required to successfully complete department approved training.

Responsibilities:

- Officers assigned to the unit will be responsible for the daily inspection of their Police Segway in the same manner that they would inspect their patrol cars for damage and items in need of repair. Damaged items and missing items will be reported and written documentation will be made.
- Officers assigned to the unit will wear the bicycle uniform while assigned to Police Segway operations.
- Police Segway officers who are grounded due to severe weather conditions will have the patrol uniform of the day available as they will be assigned at the discretion of the Shift Commander.

Motorcycle Unit

The department utilizes motorcycles to provide specialized police service in high density traffic areas where mobility is needed. Motorcycle Units are an efficient and effective means for providing motor vehicle enforcement, as well as providing commanders with additional options for patrol planning. The Motorcycle Unit's primary responsibilities are motor vehicle enforcement, escorts, special events, administrative assignments general and directed patrol assignments.

Officers assigned to the Motorcycle Unit will generally operate between March 1 and November 30, weather permitting. Weather, or other unforeseen circumstances, may limit or impede the safe operation of the motorcycle. Operation of the motorcycle will be at the officers' discretion with the concurrence of their supervisor.

Selection:

Any officer may apply for assignment to the motorcycle unit. Officers will be appointed to the unit based upon:

- experience;
- prior work performance;

- physical fitness;
- communication skills.

Training:

Officers assigned to the motorcycle unit must obtain and maintain a motorcycle license and successfully complete department approved training.

Responsibilities:

- Each officer will be assigned a motorcycle.
- It is the responsibility of each officer to ensure their motorcycle is maintained in accordance with the manufacture's recommendations and fleet standards.
- Officers assigned to the unit will be responsible for the daily inspection of their motorcycle in the same manner that they would inspect their patrol cars for damage and items in need of repair. Damaged items and missing items will be reported and written documentation will be made.
- Officers assigned to the unit will wear the motorcycle uniform while assigned to motorcycle operations.

Community Impact Unit

Impact policing is a proactive, data driven, problem solving approach to bridge the gap between traditional law enforcement strategies and focused deterrence. Collaborative initiatives are developed and utilized to resolve problems, educate and empower communities, and prevent or reduce crime.

Time and information are central to the success of the Community Impact Unit. CIU officers are not tied to radio calls and are free to problem solve and interact with the community. The information available in the community coupled with technology driven information is crucial to identifying and solving problems.

CIU incorporates the following strategies:

- geographically and temporally assigned foot, bike and car patrols designed to reduce fear and improve quality of life and address specific crime problems;
- street crime, hot spots, crime surges, crime prevention, crime control, apprehension, and suppression;
- problem solving through identification of the root cause of citizen complaints that involve multiple agencies and collaboration such as panhandlers, chronic traffic and parking issues, problem bars, etc.

CIU operates in concert with normal patrol operations and Investigative Services. Information and coordination of response strategies is a key to tactically addressing community crime and crime related issues. Coordinated efforts and tactics will be directed toward identified crime or disorder spurts, spikes, or hot spots. "Impact areas" will be created based upon these identifiable trends and the coordinated efforts will be based upon shared information and available resources.

Selection:

Any officer may apply for assignment to the impact unit during one of the three annual shift bids. Officers will be appointed to the unit based upon:

- experience;
- prior work performance;
- communication skills.

DEPLOYMENT OF RESOURCES

To provide continuous uniformed police presence, the personnel resources of the patrol unit are allocated among patrol shifts. Police officers are assigned to shifts based upon the operational needs of the department. The current patrol shifts are:

- Squad A (0700-1500)
- Squad B (1500-2300)

- Squad C (2300-0700)
- Squad D (1000-1800)
- Squad E (1800-0200)
- Each patrol shift will be divided geographically into North and South districts according to the department's deployment map.
- The Shift Commander (Lieutenant) will be in overall command of the shift.
- A Sergeant will be assigned to each district as the District Supervisor and will be accountable to the Shift Commander.
- Patrol Officers will be assigned to a patrol district and will be assigned to motor, foot or bicycle patrol by the District Supervisor who will use will use foot, motor and bicycle officers to supplement beat assignments and enhance the safety and security of the community.
- Officers qualified as bicycle and motorcycle operators will be assigned to each patrol district.
- Officers assigned as bicycle and motorcycle operators will wear the prescribed motorcycle or bicycle uniform and all required safety equipment while engaged in those assignments.
- Patrol Officers and District Supervisors will work together to:
 - analyze crime data to determine the most effective and efficient use of resources;
 - develop strategies and tactics to attack demonstrated and potential crime problems;
 - address and enforce "quality of life" issues such as public drinking, breaches of the peace and disorderly conduct by groups or individuals, weapons violations, juvenile activity including skateboarding violations, vandalism, prostitution, public indecency, littering, aggressive panhandling, trespassing, parking, motor vehicle and noise violations.
 - aggressively patrol on and off street parking areas to prevent, detect, deter and apprehend perpetrators of auto break-ins and related crimes,
 - practice community policing by familiarizing themselves with members of the community, initiating positive community contacts, identifying potential crime problems and assisting the community in problem solving.
 - respond to calls for service in or near their assigned patrol areas,
 - provide other police services, as necessary.

ROLL CALL-SHIFT BRIEFING

All employees are required to report for duty on time. Reporting on time is defined as being at the specified duty location, in the uniform of the day, fully equipped and ready to respond to an emergency or call for service at the appointed time.

Supervisors assigned to patrol operations will report at the following times:

A Squad- 0630 Hours

B Squad- 1430 Hours

C Squad- 2230 Hours

D Squad- 1730 Hours

Supervisors are to use this time to prepare for roll call by exchanging information between oncoming and off-going supervisors, review daily criminal activities, wanted person information or other officer safety related information.

Whenever two or more supervisors are scheduled to report for any one patrol shift, one supervisor will conduct roll call while the other supervisor conducts vehicle and personnel inspections of the off-going shift.

Daily roll call sessions will be conducted ten (10) minutes prior to the beginning of each shift. Roll call is paid duty and attendance is mandatory. Roll call is intended to brief officers on daily patrol activities, work and equipment

assignments; notify officers of changes in schedules and assignments; distribute to and brief officers on new directives; evaluate officer readiness to assume patrol (inspections); and conduct training. **CTLEA 3.2.36a**

Roll Call begins promptly at the appointed time, is usually conducted by the Shift Commander but may be conducted by any police supervisor. It is attended by all oncoming police personnel. (Commanders of other units are encouraged to have representatives attend roll call to exchange information.) **CTLEA 3.2.36b**

Officers must report to roll call in department issued uniform, fully equipped and physically and mentally prepared for duty. The supervisor conducting roll call will:

- Inspect officers' equipment (including but not limited to firearms, radios, audio packs, ammunition, etc.), appearance (to include grooming, earrings, shoes, etc.) and uniforms.
- Brief officers with information necessary to daily patrol activities with particular attention to unusual circumstances or special events.
- Announce assignments or changes in assignments.
- Discuss and explain new directives or changes in directives.
- Issue special assignments.
- Disseminate necessary orders or information.

The Shift Commander/Supervisor is responsible for conducting roll call training. Organized roll call training is conducted in coordination with the Training Officer on specific subjects. Roll call training may also include training by the Shift Commander/Supervisor or their designee on areas they feel the shift needs improvement or refresher training. The dissemination, review and explanation of new or revised General Orders are also included in roll call training.

GENERAL PATROL PROCEDURES

- At the beginning of each tour of duty, officers will be assigned a primary patrol area and will share responsibility for a patrol district with other officers assigned to the district.
- During routine patrol assignments, officers should combine roving patrol and directed patrols within their assigned area.
- When driving under normal conditions, officers should drive at a reasonable speed based on weather and traffic conditions, comply with all traffic control regulations and devices and educate the public by their example.
- When parked and observing, officers will place their patrol unit in a clearly visible position from which they can be accessible to the public for assistance.
- Patrol Officers are expected to:
 - actively seek opportunities for positive community interaction;
 - develop community contacts to detect and prevent or solve conditions contributing to potential criminal activity ;
 - promptly respond to all calls for service;
 - enforce criminal laws: upon detecting criminal activity or receiving information that a crime has occurred, take appropriate action to investigate and apprehend the person(s) responsible;
 - enforce traffic laws;
 - enforce parking regulations;
 - offer assistance to disabled or stranded motorists;
 - detect and correct or report hazardous or dangerous conditions;
 - provide assistance to citizens;
 - provide assistance to other law enforcement or governmental agencies, as required or appropriate;
 - visually and/or physically check the security of University buildings and properties;

- perform directed patrol and other special assignments;
 - perform other related duties, as required or directed.
 - Officers will patrol their beats continuously during each shift when not on another assignment. Special attention should be given to vulnerable areas where crimes occur most frequently.
 - Officers will generally confine their activities to their assigned areas but may leave their assigned areas without supervisory approval:
 - When assigned by the dispatcher;
 - To assist other officers;
 - When performing a follow-up investigation.
- In all cases, officers will notify the dispatcher when leaving their assigned area.
- Officers will contact their supervisor whenever significant incidents occur. The supervisor may respond to the scene of the incident to advise and assist the officer.

Initial Investigations:

Patrol officers will generally be responsible for initial investigations of crimes and incidents. The initial investigation begins when the officer arrives at the scene of an incident and continues until the incident is brought to a successful conclusion or is transferred to another officer or detective.

Officers responding to the scene of an incident are responsible to:

- protect life;
- render aid to the injured;
- secure and protect the scene and any evidence;
- determine whether an offense occurred and the nature of the offense;
- attempt to determine the identity of suspect(s) and effect an arrest;
- broadcast suspect information and descriptions, method and direction of flight and other relevant information concerning wanted persons to other officers;
- identify witnesses and obtain their information;
- determine and reconstruct circumstances of the incident;
- arrange for the collection of evidence;
- accurately and completely record all pertinent information;
- document the incident and investigation in a case report.

Follow-up Investigations

Follow-up investigations begin after the officer's initial investigation is completed.


- Patrol officers will make a second contact with victims/reporting parties of all larceny and burglary cases within 72 hours of the initial report and will document the contact in a supplemental report.
- Officers will conduct follow-up investigations of all cases assigned to them by a supervisor for the purposes of case closure, arrest or recovery of property.
- Patrol officers are encouraged to assist detectives in follow-up investigations to close the case, make an arrest or recover property.
- All follow-up investigations will be documented in a supplemental report.

PATROL ADMINISTRATION

- The Assistant Chief of Community Patrol will disseminate administrative information to Shift Commanders.
- Shift Commanders will be responsible for coordinating all administrative activities on their respective shifts.
- Supervisors will be responsible for coordinating administrative activities in their district.
- Requests for paid leave will be submitted to the Shift Coordinator's Office.

- Emergency requests for paid leave will be made through an on-duty supervisor.
- Sick leave will be requested through a supervisor according to established procedures.
- When such time is granted, the Supervisor will notify the Shift Coordinator so that appropriate payroll entries can be made.

PER ORDER OF

A handwritten signature in black ink, appearing to read "Ronnell A. Higgins", is enclosed within a thin black rectangular border.

RONNELL A. HIGGINS
CHIEF OF POLICE