



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: THE PATROL FUNCTION

NEW REVISED RESCINDS

APPROVED: *GM*
GEORGIA MILTENBERGER
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. POLICY

The patrol function is a basic and primary law enforcement function that embraces much more than the act of patrolling. It is a generalized function in which officers engage in a wide variety of activities that include:

- A. Preventive patrol oriented toward the prevention of crimes and accidents;
- B. Identifying and solving problems that affect the quality of life within Cottage City;
- C. Response to requests for service from members of the public;
- D. Investigation of crimes and the arrest of offenders;
- E. Traffic direction and control;
- F. Maintenance of the public order;
- G. Development of relationships between citizens and the Cottage City Police Department;
- H. Provision of emergency services; and,
- I. Crime prevention,

J. House checks.

II. PATROL COVERAGE

- A. The Department with cooperation from PGPD will provide continuous 24- hour coverage, seven days per week. Patrol officers will remain available for calls until relieved by officers assigned to the next shift. Minimum staffing requirements are established by the Chief of Police.
- B. Officers are required to be in uniform and prepared to begin their scheduled tour of duty 10 minutes prior to the actual beginning of their shift (i.e., officers scheduled to work the 0600 -1800 shift must be in uniform, and ready to begin patrol at 0550 hours.)
- C. During shift change, overlapping coverage for emergency responses will be provided by PGPD.
- D. All Cottage City officers will be assigned to patrol shifts.
- E. The Department will provide patrol coverage in the following manner:

First Shift Second Shift

0700 hours to 1500 hours

1500 hours to 0100 hours

- F. Officers assigned to patrol will normally work a 12-hour shift schedule: work three days, off two, work two days, off three. Shift rotation will take place every three months beginning with the First Shift and rotating to the Second Shift after three months.
- G. Officers will patrol the entire Town, which comprises a "City-wide beat," unless assigned to patrol a "Contract Area."

III. ROLL CALL

Daily roll call will consist of a pre-shift contact or briefing by the officer coming off his/her shift to the officer coming on duty. Officers coming on duty will review the daily memo and teletype clipboards and indicate their review by initialing the daily memo board. Officers will check their mail boxes for messages, changes in policies, work schedules, etc. Mailboxes should be checked at the beginning and end of an officer's shift.