

THURMONT POLICE DEPARTMENT

| | | | |
|---|----------------------------------|----------------------------------|--------------------------|
| GENERAL ORDER | Date Issued: January 18, 2008 | Effective Date: Jan. 18, 2008 | Order No: Chapter 2.1 |
| Authority: Chief of Police <i>Gregory L. Eyer</i> | | Manual Page No: | |
| Subject: Patrol Operations | | Replaces Page No: | |
| CALEA Standard: 41 | Distribution: ALL | Amends: | Number of Pages: 16 |
| Related Documents: (Emergency Driving), (Pursuit Driving), (Uniforms), (Soft Body Armor), (Missing Persons) | | Rescinds: | |

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

I. PURPOSE:

The purpose of this order is to outline the patrol operations function of the Thurmont Police Department. This function is the most visible operation of the Department and most often the initial contact for the residents of the community.

II. POLICY:

It is the policy of the Thurmont Police Department to provide patrol coverage to the community of the highest quality. To this goal, the Department will strive to maintain a uniform level of service to the citizens of Thurmont.

III. DEFINITIONS:

SUPERVISOR: Chief of Police, Deputy Chief of Police (Lieutenant), Sergeant or Officer-in-Charge

IV. PROCEDURES

- A. The Thurmont Police Department will ensure that qualified personnel are available on 24-hour basis to respond to any situation requiring their expertise. Patrol personnel are assigned to shifts on a weekly, rotating basis. Shifts are ten (10) hours in duration, working 4-3, 4-3, 4-2. All personnel are subject to "recall" at any time due to an unforeseen emergency.

1. The present shift schedule is as follows:
 - a. Shift #1 – 0700 hours to 1700 hours
 - b. Shift #2 – 1600 hours to 0200 hours
 - c. Shift #3 – 2100 hours to 0700 hours
2. During shift briefing, officers will be in radio contact and immediately available to respond to calls for service.

B. Patrol Assignments

1. Officer assignments will be completed by the Deputy Chief of Police or designee.
2. Our present shift frequency is 20 days. Changes in frequency or shift rotation will be completed by the Deputy Chief of Police or designee in compliance with the provisions of the Fair Labor Standards Act.
3. Regular day off schedules will be completed by the Deputy Chief of Police or designee, who will ensure that minimum staffing standards are met and adhered to.

C. Shift Briefing Procedures

1. When available, Supervisors will conduct a shift briefing.
2. When no Supervisor is on duty, the on-duty officer will make contact with the on-coming officer in person or by phone and pass on all pertinent information.
3. On-duty Officers will email all pertinent information to every member of the Department prior to the termination of their shift.
4. The length of shift briefing will be determined by the amount of information or material to be disseminated.
5. Pertinent information to be reviewed during roll call will include, but is not limited to:
 - a. Case reports,
 - b. Incident reports,

- c. Miscellaneous reports,
 - d. Shift clip boards,
 - e. Intelligence messages,
 - f. Training topics,
 - g. Patrol checks,
 - h. Traffic Enforcement Requests,
 - i. Review law updates.
6. When available, Supervisors will present new General Orders, Administrative Directives, and Memorandums to the Officers. Supervisors will discuss this material with the Officers and have the Officers sign the receipt log. When Supervisors are not available, the above information will be placed in Officers' boxes. Officers will sign the receipt log located above the boxes. If an Officer has questions in reference to the material, he/she may contact the on-call Supervisor. The material will also be discussed at the monthly Departmental meeting.
7. When available, the Supervisors will ensure all Officers are in the correct uniform and prepared to initiate assigned patrol activities.

D. Radio Identification Numbers

- 1. In order to clarify the identification of individuals operating Department vehicles, vehicles identification numbers will be assigned.
- 2. A current list of vehicle call numbers is maintained by Department Staff and the Frederick County Communications center.

V. PATROL OPERATIONS

- A. Response to routine, urgent, and emergency calls for service are outlined in the General Order Chapter 2 entitled *Emergency Driving*
- B. Motor vehicle pursuit operations are outlined in the General Order Chapter 2 entitled *Pursuit Driving*.

C. Field Contacts or Interviews:

1. Will be conducted on all persons who exhibit suspicious action or activities.
2. Officers conducting field contacts or interviews must have reasonable suspicion based on circumstances presented that the person being stopped is engaged in, has been engaged in, or will engage in criminal activity. When officers in plain clothes conduct such interviews they should identify themselves as Police Officers prior to the interview.
3. Officers shall notify the Communications Center when initiating a field contact or interview and the following information shall be relayed:
 - a. Location of the contact, nature of the contact, and description of the suspect,
 - b. A back up unit will be assigned to assist if available.
4. Field contacts/interview information will be documented by the Investigating Officer via I-LEADS Reports and forwarded to the Supervisors at the end of the shift.
 - a. The field contact report will include the following information: suspect name, address, telephone number, physical description, vehicle information, and reason for the contact.

D. Outside Agency Notification Procedure:

1. Situations or conditions which dictate the assistance of an outside agency will be made promptly, or in a timely manner depending on the existing circumstances. Outside agencies will include, but are not limited to:
 - a. Medical Examiner/Coroner,
 - b. Allegheny Power,
 - c. Baltimore and Ohio Railroad,
 - d. Verizon Telephone,
 - e. Frederick County Highway Departments,
 - f. State Highway Administration,
 - g. Other Law Enforcement Agencies,

- h. All other agencies that may be needed.
- 2. Officers called to the scene of a death investigation shall promptly notify the Medical Examiner/Coroner.
 - a. No deceased person, or personal property from such deceased person shall be handled, disturbed, or removed from the place of death by any person, except with the permission of the Medical Examiner/Coroner, unless the same shall be necessary to protect life, safety, or health.

E. Supervisory Response to Incident Scenes

- 1. Incidents of a serious nature often arise that require the presence of a supervisor who possess the authority necessary to deal with the problem.
- 2. A supervisor will respond to the scene of the following incidents, but not limited to:
 - a. Homicide
 - b. Suicide
 - c. D.O.A. other than suicide
 - d. Natural disasters
 - e. Incidents involving injury to an officer
 - f. Hostage or barricade incidents
 - g. Robbery
 - h. Department motor vehicle accidents
 - j. Any other incidents as directed, dispatched or requested.

F. Missing Persons

- 1. Departmental guidelines are outlined in the General Order Chapter 2 entitled *Missing Persons*

G. Foot Patrol

1. Thurmont Police Department sworn personnel will conduct foot patrol during their tour of duty.
2. Foot patrol is defined as the movement of officers outside and away from their vehicles for the purpose of preventing criminal activity, reducing criminal activity, enforcing parking violation, and/or providing day-to-day service to the citizens of Thurmont. This definition does not encompass the movement of officers outside and away from their vehicles in the course of conducting investigations.
3. Factors to be considered in determining the need for foot patrol assignments are:
 - a. Frequent inspections of business and commercial establishments as crime prevention, or crime reduction measures.
 - b. Saturation patrol in areas that are experiencing an increased amount of calls for service, having a nature where foot patrols would act as a deterrent, and/or facilitate the patrols would act as a deterrent, and/or facilitate the identification and apprehension of suspects. An example of such calls for service would be prowler complaints, trespass (peeping tom), thefts from automobiles, thefts from persons (purse snatching), vandalism or malicious destruction, burglaries and/or breaking and entering.
 - c. The potential for an increased amount of criminal activity exists where foot patrols would act as a preventive measure.
4. Before exiting his/her vehicle to conduct foot patrol, officers will first notify Communications.
5. Vehicles will be left in a secured condition and parked in a conspicuous manner (when applicable) to allow the officer and public to observe the vehicle while foot patrol is conducted. Officers will be dressed accordingly and armed with his/her issued weapon, handcuffs, portable radio, etc.
6. While conducting foot patrol, officers will be responsible to respond and act on all complaints received by them, regardless of the manner in which the complaint was received (i.e., dispatched, on-view), the officer will immediately notify Communications of his/her location, the nature of the complaint, and the course of action.
7. All foot patrol assignments will be documented in the radio log.

H. Nature of Response: Racial, Religious, and Ethnic Incident Investigations

Violence and extremism against religious, racial, and ethnic groups infringes upon the rights, and well being of the entire community. Department personnel will take immediate action to investigate such activity, enforce related state laws, and notify appropriate agencies of such incidents.

1. A racial, religious, and/or ethnic (RRE) incident, for the purpose of this General Order, shall be:
 - a. Any suspected or confirmed act of prejudice, hate or violence directed against any individual, group, organization, or institution because of their background or belief.
 - b. Any reported act which appears or is perceived by the victim(s) to have been motivated all or in part by race, religion, ethnic background or belief.

NOTE: To be considered a racial, religious or ethnic incident, the act does not have to be considered a violation of any federal, state or local law.

2. All racial, religious, and ethnic incidents must be classified as one of the following:
 - a. Verified – to be classified as a racial, religious or ethnic incident, either or both of the following conditions must be met:
 - (1) The act must have been motivated by race, religious or ethnic prejudices; and/or,
 - (2) The act or incident is perceived by the victim as being motivated by racial, religious, or ethnic prejudices.
 - b. Unverified – those acts or incidents where the evidence is conflicting, incomplete, inconclusive, and/or insufficient to be considered as a verified RRE.
 - c. Unfounded – acts or incidents that racial, religious, and ethnic prejudices were not a motivating factor; or the reported act or incident never occurred (a false report)
3. If the incident cannot be determined to have been caused or created as a result of any other type of problem, the incident shall be considered a verified racial, religious or ethnic incident.

4. Officers shall investigate fully any criminal and/or non-criminal offenses brought to their attention that are motivated by religious, racial or ethnic prejudice. All religious, racial and/or ethnic incidents shall be reported to the Maryland State Police and the Frederick County Human Rights Commission.
5. The Thurmont Police Department will perform the following tasks:
 - a. Conduct initial and follow-up investigations of racial, religious, and ethnic incidents.
 - b. Prepare reports on racial, religious, and ethnic incidents and provide copies of such reports to the Maryland State Police and the Frederick County Human Rights Commission.
 - c. Analyze bias incidents and determine trends.
 - d. Maintain liaison with the State's Attorney, the Human Rights Commission, the State Police, the Network of Neighbors and Federal enforcement agencies.
 - e. Maintain contact with community and civic organizations.
 - f. Train all personnel in the implementation of racial, religious, and ethnic incident policies and procedures.
 - g. Establish contact persons at appropriate agencies in Thurmont to arrange for the removal of graffiti as soon as possible, i.e., public works, Frederick County School Board, etc.
6. The following criteria will be used in determining if an accident is of racial, religious, or ethnic nature and is covered by this order. Some incidents may not clearly fit a specific definition. Such incidents will be reported and handled as racial, religious, and ethnic incidents; verifications subject to investigation.
 - (1) Deface, damage, or destroy; or attempt to deface, damage or destroy religious real or personal property that is owned, leased or used by a religious entity;
 - (2) Obstruct, or attempt to obstruct by force or threat, of force, a person in the free exercise of the persons religious beliefs;
 - (3) Harass or commit a crime against a person or damage the real or personal property of a person because of that person's race, religious beliefs, or

national origin.

- (4) Deface, damage or destroy; or attempt to deface, damage, or destroy the real or personal property of a person because of that person's race, religious beliefs, or national origin.
- a. Burning crosses or religious symbols – Any violation of Article 27, Section 10A.
 - b. In addition to the above two specific racial, religious, and ethnic criminal offenses, deputies should be aware of other criminal violations which may be committed in relation to a racial, religious or ethnic incident and pursue criminal charges as appropriate.
 - c. The following criteria shall be utilized for determining whether a reported incident is racial, religious or ethnic in nature.
 - (1) Motive, or the lack of any other apparent motive for the incident.
 - (2) The display of any racial, religious or ethnic offensive symbol(s), material(s), words, or acts.
 - (3) The affect on the victim.
 - (4) The perception of the incident or act by the victim.
 - (5) Statement(s), of suspect(s), victim(s), witness(es).
 - (6) Prior history of similar incidents within the same geographical area, or against the same racial, religious, and/or ethnic group or individual(s).
 - d. In determining if a reported incident is to be verified as racial, religious or ethnic in nature, the investigating deputy should consider the following questions:
 - (1) Is the victim of a racial, religious or ethnic minority group and the suspect's of another group?
 - (2) Did the incident occur solely because of a racial, religious or ethnic difference between the person(s) or group(s) for reasons other than racial, religious, or ethnic differences?
 - (3) Is the victim the only racial, religious or ethnic group member, or one of a

few group members, in the neighborhood affected?

- (4) Did the victim recently move to the area? Is the victim acquainted with neighbors and/or local community groups?
 - (5) If multiple incidents occur within a general time frame, are all of the victims of one racial, religious or ethnic group?
 - (6) Has the victim been associated with any recent or past racial, religious or ethnic activities relating to their racial, religious or ethnic beliefs against any particular person, group, or class of people?
 - (7) Have there been any prior or recent news coverage of events similar in nature?
 - (8) What was the manner and method of the attack (e.g., color of paint, spelling, grammar, symbols or signs used, etc.) and is it similar to other documented incidents?
 - (9) Has the victim had past or repeated attacks of a similar nature?
 - (10) Is the name of an organized hate group such as Klu Klux Klan, the American Nazi Party, or the Adolph Defense League indicated in any papers or literature associated with the incident?
 - (11) Is there a correlation between the incident to holidays or special events (e.g., Halloween, Christmas, Hanukkah, school activities, traditional rivalries, etc.)?
- e. If any hate group, known or suspected, is indicated in the incident, the investigating officer should note and obtain as evidence if possible the following:
- (1) Any literature printed or handwritten
 - (2) Any documented or suspected hate group activity in the area.
 - (3) Any indication that the incident under investigation is a copy act or syndrome.
 - (4) Suspected hate group members actually participating, or was the group's name used as a fear or scare tactic?

- f. An officer and the on-duty patrol supervisor will be dispatched to all calls which have racial, religious, and/or ethnic overtones.
 - g. Such calls shall not be handled by the Telephone Reporting System.
7. Officer's responsibilities include determining whether an incident may be motivated by racial, religious or ethnic hatred, and will:
- a. Take any reasonable investigative and/or enforcement action that may be called for.
 - b. Provide assistance and support to the victim, including referrals.
 - c. Immediately notify the patrol supervisor of the incident.
 - d. Prepare a detailed incident report, including a full description of the racial, religious and ethnic aspects of the incident, with racial, religious, or ethnic noted at the top of the report form.
 - e. Process the crime scene.
 - f. Submit the completed incident report before the end of the tour of duty.
 - g. Conduct at least one follow-up (in person) interview at the victim's residence.
8. The on-duty patrol supervisor shall respond to the scene of all racial, religious, and ethnic incidents and:
- a. Determine whether additional personnel or resources are needed.
 - b. Take all specific steps necessary to ensure that the incident does not escalate.
 - c. Supervise the preliminary investigation.
 - d. Have the physical remains of the incident removed by the property owner or agent after the necessary crime scene processing. This included, but is not limited to, encouraging property owners or agents to restore the scene to its original state.
 - e. Ensure that all reports are completed, approved, and distributed before the end of the tour of duty, directing one copy to the attention of the Deputy Chief of Police and one copy to he Chief of Police.

- f. Recontact the victim for a follow-up at least one (1) time.
- 9. Prior to the end of the tour for duty the Officer or Supervisor will:
 - a. Ensure that information about the incident is provided to the oncoming shift.
 - b. Arrange for any needed increase in patrols in the area of the incident.
 - c. Ensure that the completed report is forwarded to the Deputy Chief of Police.
 - d. Contact the appropriate agency contact person for graffiti removal, etc.
- 10. The Deputy Chief of Police will:
 - a. Assign responsibility for follow-up investigation to the initial responding officer.
 - b. Ensure that written reports detailing any follow-up investigations are completed every five days.
 - c. Determine final disposition and determination on the investigation, i.e., closed, inactive, verified, unverified, unfounded, etc.
- 11. The clerical staff will provide the Maryland State Police with the statistical data required on all racial, religious and ethnic incidents as prescribed by state law.
- 12. The clerical staff will provide a copy of the initial report to the Frederick County Human Relations Commission.

VII. PATROL EQUIPMENT

A. Marked Patrol Vehicles

- 1. Marked patrol vehicles shall be readily identifiable as a law enforcement agency vehicle.
- 2. Marked patrol vehicles will be conspicuously marked with a distinctive paint scheme and reflective identifiers to include:
 - a. Thurmont Police,
 - b. Emergency telephone numbers.

3. Minimum equipment list for patrol vehicles include, but are not limited to:
 - a. Emergency lighting,
 - b. Siren
 - c. Public address system
 - d. Exterior spot light
 - e. Fire extinguisher
 - f. First aid kit
 - g. Tire iron
 - h. Tire jack
 - i. Latex gloves
 - j. PPE kits
 - k. In-car mobile data terminals, when available.
 - l. Video recording unit, when available
 - m. Heavy-duty suspension, electrical systems, cooling systems, and certified speedometer. These items are generally addressed in the vehicle specification guidelines issued for vendor bids.
- B. Unmarked Vehicles
1. Unmarked vehicle shall have no exterior markings indicating that they are law enforcement vehicles.
 2. Minimum equipment for unmarked vehicles include, but are not limited to:
 - a. Emergency lighting,
 - b. Siren
 - c. Public address system
 - d. In-Car mobile data terminals (as assigned)

- e. Fire extinguisher
- f. First aid kit
- g. Tire iron
- h. Tire jack
- i. Latex gloves
- j. PPE kits

- 3. If the unmarked vehicles are used in a patrol function, they too must meet the requirements for lighting and communication capabilities.
- 4. In all vehicle operations, marked or unmarked, an equipment check list shall be completed by each Officer at the beginning of each shift or tour of duty (Appendix A).

C. Non-Issued Equipment:

- 1. There will be no non-issued equipment installed in or on Department vehicles without written approval of the Chief of Police.
- 2. Any officer wishing to install non-issued equipment shall submit in writing a memo to the Chief of Police via the chain of command, requesting permission to install the item and giving a description of the item. Included in the request will be the reason for the installation.
- 3. Supervisors will endorse the request, recommending approval or disapproval and if the installation of the item would be advantageous to the officer and the Department.
- 4. Authorized non-issued equipment and accessories will be purchased by the requesting officer and installed by a qualified individual/company at the officer's expense.
- 5. Removal of the non-issued equipment and accessories will be completed by a qualified individual/company, and the vehicle will be restored to its original condition, at the officer's expense.
- 6. The Thurmont Police Department will not accept any claim for damage or loss of

non-issued equipment or accessories.

7. Any infractions involving the installation, use, or removal of non-issued equipment or accessories, shall be sufficient cause for immediate removal of the equipment at the expense of the officer. Personnel in violation of this section shall be subject to disciplinary action including but not limited to revocation of the privilege of a take home vehicle.

D. Safety Restraint Devices

1. Safety Restraint devices will be routinely worn by all department personnel while operating Departmental vehicles, according to the provisions of the Maryland Transportation Articles.
2. No child safety restraints will be installed or utilized in any Departmental vehicle equipped with a prisoner shield or screen. Only approved child safety restraints will be used for all children of age, size, or weight for which such restraints are prescribed by law.
3. No person shall modify, remove, deactivate or otherwise tamper with vehicle safety restraints, except for vehicle maintenance and repair and not without the express permission of the Chief of Police.
4. Personnel who discover an inoperable restraint system shall report the defect to the supervisor. Prompt action will be taken to replace or repair the system.

E. Uniforms and Equipment for Patrol Operations

1. All applicable uniform and equipment standards and guidelines are outlined in General Order Chapter 2 (*Thurmont Police Department Uniforms*).

F. Soft Body Armor

1. Departmental guidelines are outlined in General Order Chapter 2 (*Soft Body Armor Policy*).

ATTACHMENTS :

Appendix A – TPD Form 2.1A – Daily Vehicle Check List

DOCUMENT DATES :

Amended Date:

Review Date:

Review Date:

Review Date:

Rescinds:

Order Written By: Lieutenant Shawn R. Tyler

Order Edited and Approved By: Chief Gregory L. Eyer

Accreditation Standards Included in this Order

CHAPTER 41 Patrol

Administration 41.1.1, 41.1.2, 41.1.3, 41.1.4 N/A by function

Operations 41.2.3, 41.2.4

Equipment 41.3.1, 41.3.2, 41.3.3, 41.3.4