

<b>Subject: Patrol Policy and Procedure</b>	<b>Page 1 of 3</b>
<b>Effective Date: July 1997</b>	<b>Revision Date: June 2013</b>
<b>Amends/Supersedes: 900.10/July 2007</b>	<b>Approved by: Chief Kevin Higdon</b>
<b>Meets Accreditation Standard:</b>	<b>17.1</b>

## **Section 1000.10 Patrol Policy and Procedure**

### **Policy**

The provisions of the Kentucky Revised Statutes and department directives and regulations govern the general patrol policy. It is to be the policy of the Shively Police Department to enforce the traffic laws, rules, regulations and all criminal laws of the Commonwealth of Kentucky in a fair and impartial manner. Enforcement shall be the objective of all officers of the Shively Police Department, with the goal of reducing highway accidents, providing orderly movement of traffic upon the highway, and observing for the apprehending criminals. Patrol shall cause the potential offender to believe that there is no reasonable opportunity to successfully violate the law. A basic assumption of the concept of deterrence is that to increase the threat of apprehension raises the risk in committing the crime and so reduces the likelihood of the crime being committed. Protecting the threat of apprehension is an objective of the Shively Police Department along with apprehension of felons, misdemeanor, traffic law violators and safeguarding of lives and property.

### **Duties and Responsibilities of Officers**

Officers are responsible for the efficient and effective performance of their duties in conformity with the policies and procedure of this department. Their duties and responsibilities include but are not limited to:

- Protection of life and property
- Prevention and suppression of criminal activity and disturbances.
- Recovery and return of stolen and lost property.
- Apprehension and assistance in the prosecution of offenders.
- Investigation of and the prevention of accidents, and the regulation of traffic.
- Preservation of peace and other necessary services that are requested by the public.
- Enforcing all City Ordinances.

Observation is a principal function of every officer. While on patrol, the officer must be constantly alert for conditions, which facilitate or invite the commission of crimes and other incidents that require police service. Officers shall develop rapport with citizens in their area. The better acquainted and more respected the officer is with the people in the area, the more likely he/she is to recognize these situations or receive information from the community. Alert officers who anticipate situations that will require attention provide many services. Officers shall become familiar with high crime and accident locations in the City of Shively and shall employ enforcement objectives in their patrol efforts. When an officer observes a violation of the law, he/she shall either issue a citation or arrest that violator in compliance with department policies and written directive. The officer shall refrain from any controversy and shall advise the violator of the procedures to be used in answering the charge. In all cases the officers shall be courteous.

### **Communications**

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**Policy:**

To establish the procedures for communication, coordination, and cooperation between shifts and between various components of the agency. This procedure shall apply to all Williamstown Police personnel, sworn and civilian, effective June 1, 2008 until such time as it is superseded, revoked or rescinded.

**Procedure:**

A. Shift Information (S.S. 17.1)

1. During each tour of duty, information comes available that needs to be passed on to other shifts and is deemed noteworthy for all personnel to review.
  - a. Shift Reports shall contain the following information:
    - 1) Any incident not common to a normal duty tour, e.g. cruiser involved in a traffic crash.
    - 2) Any injury to personnel.
    - 3) Brief summary of significant events.

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- 4) Brief summary of part 1 crimes (murders, rapes, arson, burglary, felony theft and assault)
- 5) Brief summary of other crimes that occur in significant numbers, e.g. multiple acts of criminal mischief.
- 6) Information that may be useful to following shifts or administrative personnel, e.g. attempt to locates, information concerning vacation checks.
- 7) Employees not reporting to work due to sickness, vacation, disability / worker compensation, funeral leave, jury duty and military leave.