



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: APRIL 7, 2021	CHAPTER: 4 - Field Operations	PAGE: 1 of 3	NUMBER: 4.04.01
SUBJECT: PATROL SECTION RESPONSIBILITIES			
CHIEF: <i>Calvin D. Williams, Chief</i>			

Substantive changes are italicized

PURPOSE: To establish duty hours and responsibilities of members assigned to the Patrol Section.

POLICY: *It is the policy of Cleveland Division of Police* to provide for the safety of its members when responding to calls for service; the Division shall establish and maintain duty hours for the Patrol Section to maximize the delivery of police services most effectively and efficiently.

DEFINITIONS:

Special Response (SR) Car - a patrol car staffed with one patrol officer, *or a Field Training Officer (FTO) and a Probationary Patrol Officer (PPO) during the Special Response Phase of field training as outlined in General Police Order 1.03.02 Field Training Program.*

Zone Car (ZC) - a patrol car staffed with two patrol officers *or an FTO and a PPO during the two officer phases as outlined in GPO 1.03.02.* For assignment purposes, two SR cars are equivalent to one zone car.

PROCEDURES:

- I. Patrol Officer Responsibilities
 - A. Officers shall:
 - 1. Work the hours assigned and report promptly for duty.
 - a. First Platoon starts at 0700 or 0800 hours.
 - b. Second Platoon starts at 1400 or 1500 hours.
 - c. Third Platoon starts at 2100 or 2200 hours.
 - 2. Not be absent from duty without obtaining permission and/or notifying a superior officer.
 - a. Officers utilizing sick time shall notify a supervisor, *at least one hour before the start of their shift, on the day of absence.*
 - b. Officers utilizing compensatory or other time off *shall comply with the current collective bargaining agreement.*
 - 3. Notify the dispatcher of their location when:

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- a. Stopping a vehicle *and prior to exiting their zone car*; the notification shall include the vehicle license *plate* number.
 - b. Checking persons or suspicious activity; the notification shall include the reason for the stop.
- C. Patrol Section officers assigned to respond to *calls for service* shall:
1. Be equipped and prepared to respond to assignments for their entire regularly scheduled tour of duty.
 2. Closely monitor the status of their assigned area.
 3. Respond to all assignments in a timely manner.
 4. *Notify the Communications Control Section (CCS) immediately if they will be out-of-service for any reason (i.e., flat tire, injured member, etc.).*
 5. *Notify CCS immediately if they become aware of any event or circumstance that will cause an unusual delay in response to or completion of an assignment (e.g., flagged down for assistance en route to an assignment, awaiting the arrival of specialized units, lengthy investigations, etc.).*
 6. Notify CCS when reporting off, no earlier than the final five minutes of the tour of duty.
- D. Special Response Cars
1. *Shall not be staffed by a PPO unless accompanied by an FTO.*
 2. May be dispatched to calls for service where available information indicates there is no apparent danger to the officer's safety.
 3. For assignments where the information presents a reason to believe it would subject the officer to personal danger greater than that inherent in the occupation:
 - a. *The officer may request another unit to assist.*
 - b. If no other unit is available, the officer may decline the assignment; CCS shall advise the sector supervisor, who will evaluate the circumstances and make a decision regarding dispatch.
 4. May be dispatched to a two-officer assignment when paired with another SR car.
 - a. The SR cars shall determine a rendezvous point and respond to the scene together.
 - b. The rendezvous point shall not be in view of the scene but in close proximity to allow a *tactical* response after the units have met.

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II. Patrol Section Supervisors

A. Supervisors shall:

1. Work the hours assigned and report promptly for duty.
 - a. First platoon starts at 0600 or 0800 hours; the Officer-in-Charge (OIC) starts at 0600, and extra supervisors start at 0700.
 - b. Second platoon starts at 1400 or 1500 hours; the OIC starts at 1400, and extra supervisors start at 1500 hours.
 - c. Third platoon starts at 2000 or 2200 hours; the OIC starts at 2000, and extra supervisors start at 2100 hours.
2. *Not be absent from duty without obtaining permission and/or notifying a superior officer.*

B. Supervisors conducting roll call shall:

1. Assign duties and brief members on items of Divisional or law enforcement interest.
2. Ensure that members are prepared to *answer calls for service within twenty minutes* of the start of their tour of duty.
3. Notify CCS of the cars in service over the air.
4. Notify CCS of any length in time deviating from the *twenty-minute* standard or any cars not available for assignments.

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.