



# POLICY & PROCEDURE

## ELKHART LAKE POLICE DEPARTMENT

SUBJECT: **PATROL**

SCOPE: All Sworn Personnel

DISTRIBUTION: Policy & Procedure Manual

REFERENCE:

NUMBER: 6.01

ISSUED: 06/01/2015

EFFECTIVE: 07/15/2015

RESCINDS

AMENDS

WILEAG 4<sup>TH</sup> EDITION

STANDARDS: 6.1.1, 6.1.7

---

INDEX AS: Patrol  
Roll Call

**PURPOSE:** The purpose of this Policy & Procedure is to establish guidelines for many of the administrative and operational aspects of the patrol function of the Elkhart Lake Police Department.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. PROCEDURE

### I. POLICY

- A. The Elkhart Lake Police Department is responsible to provide the residents and businesses of the Village of Elkhart Lake with law enforcement services a minimum of uniformed police patrol 8 hours a day, with the remaining hours in the form of on call emergency call response by the Department or supplemented by the Sheboygan County Sheriff's Department.
- B. The delivery of uniformed police service shall focus on improving or enhancing the quality of life in the community and is designed to be responsive to the needs of the citizens served by the Department.

## II. PROCEDURE

### A. Uniformed Police Patrol Function

1. The uniformed patrol function of the Department is provided by Officers with patrol shifts being assigned by the Chief of Police.
2. Officers performing patrol functions shall be responsible for the following major activities:
  - a) Preventive Patrol: Officers shall utilize available patrol time in a manner intended to repress and prevent criminal activities, traffic crashes, and traffic violations, maintain public order, and identify and remedy public hazards and situations that could foster criminal or delinquent behavior. This style of patrol may be random or, in conjunction with crime analysis data, directed toward specific trends or anticipated activity.
  - b) Response to calls for service: Officers shall answer calls for service in response to citizen requests. The scope of this activity shall extend beyond the single incident, which resulted in the Department being called. Officers should be mindful of the underlying causes of citizen requests for service and seek solutions that address the overall problem rather than manifestations of the problem.
  - c) Crime prevention: Officers shall participate in activities designed to anticipate, recognize, and appraise crime risks and shall initiate action to remove or reduce such risks.

Unlike preventive patrol, crime prevention activities shall focus on a partnership between law enforcement and the community and revolve around educating members of the community in methods of eliminating criminal opportunity.

- d) Investigation of offenses: Officers shall conduct investigations into criminal offenses and ordinance violations. This responsibility includes preliminary investigation; e.g. securing the crime scene, determining the nature of the offense, identifying witnesses, determining the circumstances of the offense, obtaining statements, completing reports, etc., and follow-up investigation; e.g., identifying and apprehending offenders, collecting evidence, interviewing witnesses, interrogating suspects, preparing the case for court presentation, etc.
    - e) Traffic crash investigation: Officers shall collect information that identifies and describes people, roads, and vehicles involved in traffic crashes, describes the results of crashes in terms of damage to vehicles and property, injuries to people, etc., interpret the facts in terms of the behavior of persons involved, and take the proper enforcement action as it relates to a crash investigation.

- f) Traffic enforcement: Officers shall enforce statutes, ordinances, and legally authorized regulations relating to the ownership and operation of motor vehicles on the streets and highways. Traffic enforcement shall include arresting, citing, or warning persons alleged to have violated a traffic law, ordinance, or regulation.
- g) Maintenance of public order: Officers shall take action intended to identify and correct situations that, while possibly not criminal in nature, may serve to disrupt public peace and order. Situations may include disorderly persons, civil disputes, public eyesores or annoyances, etc. This maintenance function focuses on continued enhancement of the quality of life for the Village of Elkhart Lake.
- h) Provision of first responder emergency medical service: Officers shall provide first responder emergency medical care until emergency medical personnel can respond to the scene.

## B. Administrative Procedures

### 1. Patrol Team Assignments

- a) Uniformed officers certified for solo patrol through the Field Training Program shall be assigned to a work shift.
- b) During the course of his/her normal work day, and in addition to the position's administrative responsibilities, the Chief of Police shall assist the day shift officer in performing patrol functions and fill the day shift as may be required.

### 2. Work Schedules

- a) A master work schedule for Officers shall be prepared for the entire year so as to enable officers to plan their off-duty time.
- b) In the absence of the Chief, an Officer shall be designated by the Chief as the Officer in Charge and shall assume the responsibilities and privileges of a supervisor.
- e) Absent exigent circumstances, an Officer must successfully complete two full years patrol experience before being assigned as Officer in Charge in absence of the Chief.

## C. Operational Procedures

### 1. Duty Assignment

- a) Although each Officer is responsible for general patrol of the Village, supervisors may vary officer assignments for a particular shift.

These may include patrol vehicle assignment or special assignments such as foot patrol, surveillance, traffic enforcement, training, etc.

## 2. Shift Briefing

- a) A briefing should be conducted at the start of the each shift, by a Supervisor or an Officer of the preceding shift. Officers whose shift may not have an officer overlapping for the briefing shall ensure that they document any information to be passed to the next shift.
- b) A shift briefing may accomplish, at a minimum, the following task:
  - (1) Briefing officers with information regarding patrol activity for the preceding shift, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations.
- c) Officers shall review at the start of each shift and the official bulletin board. Officers shall also review daily calls for service and significant incident reports from their last period of work. (15 days for part-time officers).

**NOTE: *The daily calls for service and incidents may be reviewed from the MDC in the squad cars.***

## 3. Calls for Service

- a) Calls for service are the means of recording officer-initiated activities and citizen calls for service received at the dispatch center.
- b) Officers are to review the calls for service when they arrived for the start of their shift or as soon as they become available to do so.

## 4. Crime Information Bureau (CIB) and TIME System Teletypes

- a) Teletypes are periodically faxed or brought into the Department and contain information pertinent to missing or wanted persons; officer safety alerts, or other information which may affect the department operations. All such teletypes shall be placed on the squad room bulletin board.
- b) Officers who use E-TIME, print teletypes or receive teletypes from other agencies are responsible for the confidentiality and security of these teletypes. Officers shall properly place the teletypes into the case file, attach and file the proper report, place into a folder and keep it out of public view, or properly shred the teletype.
- c) Crime information teletypes will be purged from this folder and shredded when the information is no longer needed by the officer who received the teletype.

- d) At no time shall a member of the Department willingly provide CIB or TIME information to any person that is not a sworn officer, or to person(s) or agency(s), which is inconsistent with the normal course of the Officer's normal duties.
- e) No member of the Department shall use CIB or the TIME System for any purpose inconsistent with the policies of CIB and TIME System.

#### 6. Case Management File

- a) The case management file is the means of ensuring accountability for each incident handled by the Department. Each officer is responsible to perform all investigative means to close open cases under their charge and to keep the file current. Officers shall review all open cases monthly and be familiar with and assist the responsible Officer in their investigations.
- b) The case management file contains the case management assignment and disposition sheets for all open incidents, and is maintained in the Department case file cabinet.
- c) The Chief is tasked with using the case management file to monitor the cases assigned to on duty personnel to ensure case progress, proper investigative effort, proper case documentation and timeliness of investigations (refer to Policy & Procedure 6.11: Criminal Investigations).

#### 7. Staff Meetings

- a) Staff meetings will be conducted by the Chief on a prescheduled, periodic basis.
  - (1) The Chief shall conduct biannual staff meetings to coincide with evaluation and development of personnel.
  - (2) The Chief shall call meetings of the entire (or portion of the) Department staff during the year to ensure the continuity of Department operations and to ensure the affected staff are properly informed and updated regarding Department operations.

#### D. Field Procedures

##### 1. Assignments Requiring Multiple Officers

- a) Two or more Officers shall be assigned to answer all calls wherein a high probability for danger or confrontation exists; e.g., crimes in progress, domestic disputes, warrant service, mental health issues, and weapon related incidents, alarms, etc.

- b) Two or more officers shall be assigned to answer calls for service wherein the nature of the situation is not readily ascertainable and potential hazards exist.

NOTE: The term Officer includes members of the Sheboygan County Sheriff's Department or other outside law enforcement officers.

## 2. Assignments Requiring Supervisor Presence

- a) It is the responsibility of each Officer to contact a supervisor to respond to the scene of incidents where involvement may be required to expedite resolution of the incident.
- b) The Chief shall be contacted as soon as reasonably possible for all major crimes; high speed pursuits, death, injury or accidents involving an officer; complaints, or inquiries involving Elkhart Lake Officers; major civil disturbance; natural or man-made disasters; high profile incidents; incidents which may have a significant impact on the department or community; non-routine mutual aid requests and requests for specialized units, manpower or equipment. Upon arrival, the supervisor shall assess the situation, deploy personnel, notify proper specialized units or command staff, and take any other appropriate action.
- c) Situations requiring the notification of next-of-kin of deceased, seriously injured, or seriously ill persons shall generally be handled by an Officer. In situations where suspicious circumstances are present; the death, injury, or illness notification shall be deferred to the Chief.

Notifications shall be made promptly and in a compassionate manner. If possible, assistance shall be obtained from a Police Chaplain, other clergy, a relative, or a close friend.

## 3. Assignments Requiring Preliminary Investigation by Police Officers

- a) Police Officers shall be responsible for the initial investigation of all incidents that they encounter, or to which they are assigned, unless otherwise directed by a supervisor. The extent to which they continue the investigation shall generally depend upon the complexity of the investigation. With supervisor approval, unusually complex investigations may be transferred to an Officer with specialized training.
- b) Certain investigations requiring a particular degree of expertise will be routinely transferred, following the initial investigation. They include investigations into arson, certain incidents of sexual assault, and certain suspicious death incidents.

## 4. Special Assignments

- a) A special assignment represents a means of committing an Officer to some form of directed activity free from routine duty responsibilities, e.g. training, surveillance, traffic enforcement, etc. Special assignments shall be initiated by supervisors.

## 5. Field Interviews

- a) While on patrol, Officers are encouraged to conduct field interviews where appropriate.
- b) Field interviews shall generally be conducted when one or more of the following conditions are present:
  - (1) The Officer has reasonable suspicion that the subject may have committed, may be committing, or may be about to commit a crime.
  - (2) The Officer believes the subject may be a hazard to self or others.
  - (3) The Officer believes the interview may have a preventive effect and/or the Officer believes that the person's activity, presence, behavior and/or demeanor is questionable or suspicious, based on the Officer's knowledge of his/her patrol area, training and experience.

## 6. Public Service Notifications

- a) While on patrol, Officers shall be alert for situations that require corrective action by other agencies.
- b) Conditions requiring attention from the Department of Public Works, Street Department, Forestry Department, public utilities, etc., shall be relayed to the appropriate personnel or agency. Such conditions would include street lights out, potential road hazards, possible water main breaks, arching wires, etc.
- c) Officers shall assess the seriousness of the situation to permit the affected agency to gauge their response.

## 7. Foot Patrol

- a) Foot patrol is an assignment that may be done by Officers on any shift. Officers are encouraged to perform at least some foot patrol during their assigned shift.
- b) Officers are to break up the foot patrol into at least two different periods during their shift. Officers are encouraged to stop in local businesses and to interact with the public wherever possible. Foot patrols allow Officers to exchange information with the public and to put themselves, and the

Department, in a positive light with the public we serve.

Positive interaction with the public is proven to greatly enhance law enforcement's ability to solve and prevent crimes, enhance public perception and cooperation, generate public support, and build community trust and loyalty.

- c) Just as in routine vehicular patrols, Officers should be mindful not to create predictable patterns while performing foot patrols. Officers are encouraged to walk through residential areas, alleys, school grounds, parks and industrial areas as well as the business areas of the Village.
- d) Circumstances for which an Officer will be excused from foot patrol during a shift include an officer's work load, extreme or dangerously inclement weather, by permission of the Chief or Lieutenant. In each case justification shall be noted on the officer's daily log.

## E. Equipment

### 1. Radios

- a) All Officers shall be equipped with a portable radio transceiver while on duty.
- b) When contacted via the radio, Officers will be identified by their permanent radio call number. Officers initiating radio transmissions shall first identify themselves with this number.

### 2. Body Armor

- a) All full-time sworn Officers are provided with protective body armor.
- b) Officers assigned to uniformed patrol shall wear their protective body armor.
- c) Officers not assigned to uniformed patrol shall have their protective body armor immediately available to them.
- d) Also refer to Policy & Procedure 6.04: Body Armor Utilization.

### 3. Patrol Vehicles

- a) Vehicles used in routine or general patrol are to be conspicuously marked and at a minimum must be equipped with emergency lights, siren, shot gun, rifle, basic investigation kit, first aid kit with oxygen, blanket, traffic safety vest and fire extinguisher.
- b) If an unmarked vehicle is used it must be equipped with the same equipment as a marked police vehicle.



Michael Meeusen  
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 06/01/2015