



## General Order 41.1 - Patrol

**PURPOSE:** Define and describe patrol component functions; patrol objectives; patrol communications, coordination, and cooperation with other Sedgwick County Sheriff's Office components; patrol response; continuous patrol coverage; assignment of deputies to patrol watches; criteria considered in assigning deputies to beats; frequency of beat rotation; watch rotation; watch supervisor span of control; days off; roll call; special-purpose vehicles; radio transmission deputy identification; radio communication signals and codes; deputy response; court appearance requirements; complaints received via mail or telephone; and watch supervisor response.

DATE OF APPROVAL: 5/28/14

DATE OF ISSUE: 6/17/14

EFFECTIVE DATE: 6/17/14

REVIEW DATE: Annual

AMENDS: 41.1.14

THIS ORDER CANCELS: 41.1 Approved 2/26/14

ISSUED BY : Sheriff Jeffrey T. Easter

REVIEWED BY: Standard Review Committee

### INDEX AS:

- [41.1.1 Patrol Component Functions](#)
- [41.1.2 Patrol Objectives](#)
- [41.1.3 Open](#)
- [41.1.4 Patrol Response](#)
- [41.1.5 Continuous Patrol Coverage](#)
- [41.1.6 Assignments of Deputies to Patrol Watches](#)
- [41.1.7 Criteria Considered in Assigning Deputies to Beats](#)
- [41.1.8 Frequency of Beat Rotation](#)
- [41.1.9 Watch Rotation](#)
- [41.1.10 Open](#)
- [41.1.11 Open](#)
- [41.1.12 Squad Meeting](#)
- [41.1.13 Operation of Mobile Computer Terminals \(MCTs\)](#)
- [41.1.14 Special-Purpose Vehicles](#)
- [41.1.15 Open](#)

[41.1.16 Open](#)

[41.1.17 Deputy Response](#)

[41.1.18 Establishing Helicopter Response Zones](#)

[41.1.19 Open](#)

[41.1.20 Open](#)

[41.1.21 Complaints Received Via Mail or Telephone](#)

[41.1.22 Watch Supervisor Presence](#)

#### **41.1.1 PATROL COMPONENT FUNCTIONS**

- A. A clear definition of function enables deputies to know what actions are in concert with Sedgwick County Sheriff's Office policy, thus facilitating the delivery of service to the community. The following are responsibilities for at least the major job assignments in the patrol force:
1. Preventive patrol, including inquiry and inspection activity oriented toward prevention of crimes and accidents, maintenance of public order, and the discovery of hazards and delinquency-causing situations;
  2. Crime prevention activities;
  3. Response to calls for service;
  4. Investigation of crimes, offenses, incidents, and conditions, including arresting offenders;
  5. Traffic direction and control;
  6. Regulation of certain business or activities as required by law;
  7. Maintenance of public order;
  8. Provisions of emergency services;
  9. Development of relationships between citizens and the Sedgwick County Sheriff's Office;
  10. Reporting of information to appropriate organizational components; and
  11. Enforcement of specialized laws including, but not limited to:
    - a. Kansas vehicle registration laws; and
    - b. Sedgwick County Resolutions.

#### **41.1.2 PATROL OBJECTIVES**

- A. The Sedgwick County Sheriff's Office shall establish annual objectives for the road patrol. The objectives shall be reasonably attainable, quantifiable, and measurable, and shall be restated and reviewed annually. Road patrol objectives shall be in written form and disseminated to all employees within the road patrol component.

### **41.1.3 OPEN**

### **41.1.4 PATROL RESPONSE**

- A. Law enforcement response to an emergency is available twenty-four (24) hours a day, every day of the week, within Sedgwick County by the Sedgwick County Sheriff's Office. The intent of this standard is to ensure that basic law enforcement services are provided to the community. Members of the public are able to contact the Sedgwick County Sheriff's Office at any time of the day or night and receive an immediate response to any emergency situation. In addition, the Sedgwick County Sheriff's Office will assist any agency that requests its help when possible.

### **41.1.5 CONTINUOUS PATROL COVERAGE**

- A. Road patrol personnel will be scheduled in a manner to offer continuous coverage to Sedgwick County. The patrol schedule will consist of three (3) separate watches.
- B. All deputies will report to the squad room at the designated time for their respective watches, ready for duty.
- C. The first fifteen (15) minutes of the watch will be allocated for roll call.
- D. Oncoming deputies will check "10-8" (available for call) promptly after roll call, so as to relieve the current watch.
- E. Once the oncoming deputies have checked "available for call," the watch going off duty will proceed to the squad room. No deputy should leave his/her assigned beat until the beat replacement has checked available for duty.

### **41.1.6 ASSIGNMENT OF DEPUTIES TO PATROL WATCHES**

- A. The Road Patrol Division commander is responsible for assigning personnel to watches.
- B. Factors that are considered before assigning employees to watches are seniority in conjunction with workload analysis and individual abilities.
- C. The administration of the Sedgwick County Sheriff's Office maintains the final authority to assign deputies to watches in order to provide effective coverage.
- D. When watch details are formulated, they will not remain static in size but are subject to an increase or decrease in number to accommodate job function demands.

### **41.1.7 CRITERIA CONSIDERED IN ASSIGNING DEPUTIES TO BEATS**

- A. The road patrol service area is divided into eight (8) beats covering an area of one-thousand and eight (1,008) square miles. Deputies are assigned to beats at the discretion of the watch supervisors.
- B. Prior to assigning employees to beats, the watch supervisors will consider which deputy is best suited to handle a particular beat based upon type and volume of activity within the beat, community habits, Sedgwick County Sheriff's Office needs, and employee abilities.

### **41.1.8 FREQUENCY OF BEAT ROTATION**

- A. The patrol component has found that an effective method of dealing with crime is to assign personnel to beats wherein the deputies are familiar with persons, businesses, organizations, beat hazards, and the criminal element.
  - 1. It is important that each member of the road patrol component be geographically familiar with every beat within Sedgwick County so the deputy is able to select the shortest and quickest route to a desired location.
- B. The watch supervisors shall assign personnel to patrol beats for an unspecified period of time and shall maintain the flexibility to assign employees as the needs of the community and the Sedgwick County Sheriff's Office dictate.

#### **41.1.9 WATCH ROTATION**

- A. Road patrol component employees shall be assigned to a watch for an unspecified period of time, subject to change based on seniority, deputy preference, and the needs of the community and the Sedgwick County Sheriff's Office.

#### **41.1.10 OPEN**

#### **41.1.11 OPEN**

#### **41.1.12 ROLL CALL**

- A. The road patrol component conducts structured roll call periods at the beginning of each watch. The specific time periods shall be at 0630 hours, 1430 hours, and 2230 hours daily. Under normal conditions, roll call will last no longer than fifteen (15) minutes. The purpose of roll call is to keep the road patrol component apprised of current events and provide training in any recent court decisions that would affect arrest, search, and seizure. Roll call has been found to be an effective way to communicate information to the deputies.
- B. Roll call is presented by the watch supervisor or the watch supervisor's designee. The employee responsible for presenting roll call shall brief deputies with relevant information pertaining to:
  - 1. Beat assignment;
  - 2. Daily activities with particular attention given to unusual situations;
  - 3. The status of missing persons and stolen property;
  - 4. Changes in schedules and assignments;
  - 5. Directives, policy, procedure, and administrative messages;
  - 6. Information pertaining to criminal investigations;
  - 7. The status of persons wanted by the Sedgwick County Sheriff's Office; and
  - 8. Training on job-related topics.
- C. It is also the responsibility of the employee conducting roll call to inspect uniforms and weapons of patrol deputies to determine their readiness to assume patrol responsibilities

and to inspect assigned patrol vehicles and contained equipment for cleanliness and serviceability.

#### **41.1.13 OPERATION OF MOBILE COMPUTER TERMINALS (MCTs)**

- A. Personnel will utilize the mobile computer terminal (MCT) equipment in a manner consistent with their training. Personnel that have not received the training in the proper use of the equipment are not authorized to access the MCTs.
- B. MCTs will only be used in accordance with the National Crime Information Center and the State of Kansas requirements for the privacy and security of criminal history record information.
- C. In addition to the regulations outlined in section II of Appendix A, general order 26.1 (Care and Use of Equipment and Vehicles); no software or hardware will be added to nor taken from the installed configuration of the MCTs without authorization from a division commander or higher authority.
- D. MCTs will undergo periodic inspection by supervisors or their designee as specified in section 46.1.8. This inspection will include checking compliance with applicable policy in regards to physical security of the system and access to stored data.
- E. Prior to leaving the MCT unattended, personnel shall logoff the system or utilize the lock system and secure the vehicle. Unattended for the purposes of this section shall mean that the MCT is not under the immediate control or observation of the authorized user.
- F. Personnel will not allow unauthorized persons to view confidential information on the MCT display screen.
- G. Personnel shall not enter information into the history portion of the data system that is not information received from a case or incident. No intelligence information shall be placed in the data base. This includes informant or conjectured information which is not a part of the official report.
- H. Every authorized user of the Kansas Criminal Justice Information System (KCJIS) will be issued a SecurID keyfob token. These security tokens generate and display random codes that change every 60 seconds.
  - 1. Prior to receiving a token, each employee will receive instruction on the use, security and activation of the token.
  - 2. Upon receipt of a token, the employee will sign a Token Receipt Form (ADM041). This form will record the serial number of the token that is assigned to the employee. The form also serves as an acknowledgment of security measures for the token.
  - 3. Before the token can be used, it must be activated utilizing one of the certified computer terminals. The token must be activated by the employee to whom it is assigned.
  - 4. Employees are prohibited from using a token that is not assigned to them, and from utilizing another employees Personal Identification Number (PIN). It is also

prohibited to allow another employee to use your token and/or PIN. Misuse of tokens and/or PINs may result in disciplinary action or even criminal charges.

5. A lost or stolen token must be immediately reported to the employee's supervisor and the Terminal Agency Coordinator (TAC). The employee may be held responsible for the cost of replacement. The TAC will disable the lost or stolen token so that it is useless to unauthorized users.
  6. The security and privacy of all information accessed through KCJIS will be maintained in accordance with Policies [41.1.13 B](#) and [82.1.11 A](#).
  7. Upon termination of an employee or if an employee is assigned to a position that does not authorize KCJIS access, the employee will surrender the token to the TAC. The TAC will reassign the token and complete a Token Activity Form (ADM041).
- I. Employees are prohibited from affixing any stickers, or other material that would mark or deface the MCT.
  - J. Using an object (ex. pen) to manipulate the MCT touch screen monitor is strictly prohibited and will be regarded as a misuse of assigned equipment under 26.1 Appendix A.

#### **41.1.14 SPECIAL-PURPOSE VEHICLES**

- A. The Sedgwick County Sheriff's Office maintains special-purpose vehicles for the furtherance of the Law Enforcement mission. Mobile command post
  1. This vehicle is assigned to the Special Projects Unit
- B. Prisoner transport vans
  1. These vehicles are assigned to the Detention Bureau. (Refer to [sections 71.1.2](#), [71.1.3](#) and [71.1.4](#).)
- C. Fixed-wing aircraft
  1. The airplane is assigned to the Judicial Division. (Refer to [general order 71.6](#).)
- D. Motorcycles:
  1. The Sedgwick County Sheriff's Office maintains a group of motorcycles for patrol use. These motorcycles will be equipped with radio communications and emergency equipment.
  2. The motorcycles will be utilized as needed when authorized. Inclement weather shall preclude the use of motorcycles.
  3. Motorcycles will be used for selective traffic enforcement in areas designated by the supervisor. In addition, the motorcycles can be utilized during special assignments for traffic/crowd control. Examples include, but are not limited to: parades, escorts, demonstrations, and marches. Deputies riding motorcycles will not be assigned to a beat while riding.

4. Only those deputies who possess a valid Kansas driver's license with the motorcycle class designation and have been through an approved police motorcycle riding school.. Deputies will be required to successfully pass a field-training program once initial certification is satisfactorily completed. To maintain certification they must complete a minimum of two (2) recertification classes per year shall be authorized to operate a Sedgwick County Sheriff's Office motorcycle
5. A supervisor will be selected by the Road Patrol Division commander to be in charge of the motorcycles and will be responsible for ensuring that proper maintenance is performed. This supervisor must also be a certified rider as outlined in section 4d above. If no supervisor meets this criterion but is assigned to be in charge, he/she must attend the next available school.
6. The only adjustments to motorcycles that will be permitted are: handlebar height, seat height and tilt, clutch and brake lever angle, rear shock absorber tension, and mirrors. Adjustments other than mirrors and handlebar height must be approved by the unit supervisor. No equipment will be added, switched, or removed without the unit supervisors permission.
7. A motorcycle may be taken home by a deputy with a supervisors permission. If a motorcycle is taken overnight it must be secured in a garage or enclosed storage shed.

E. UTV (Utility Task Vehicle)/ATV (All-Terrain Vehicle)

1. The UTV/ATV and trailer are assigned to the Patrol Division
2. The UTV/ATV is to be utilized as needed in the response to critical incidents and calls in progress.
3. The UTV/ATV may be utilized for selective enforcement and special assignments in areas designated by a supervisor

F. **(R)** MRAP (Mine Resistant Ambush Protected) ARV (Armored Rescue Vehicle)

1. **(R)** The MRAP is assigned to the Investigations Entry Team
2. **(R)** The MRAP is to be utilized for high risk search warrants, critical incidents, assist other agencies, and natural disasters.
3. **(R)** The MRAP may be utilized in other assignments as designated by the Investigations Captain or above.

**41.1.15 OPEN**

#### **41.1.16 OPEN**

#### **41.1.17 DEPUTY RESPONSE**

- A. Response to some calls may require several deputies in order to deal effectively and safely with the problem. Situations requiring response from at least two (2) deputies should be based on the actual or potential presence of one (1) or more of the following factors:
1. An assault;
  2. On-scene arrest of a felon or violent misdemeanor;
  3. Resistance to arrest;
  4. Use of force;
  5. A crime in progress;
  6. A fleeing suspect;
  7. A domestic dispute;
  8. A bar room disorder;
  9. Contact with a suspected mentally ill person;
  10. Contact with a possible suicidal person;
  11. A hazardous waste spill;
  12. A barricaded or hostage situation;
  13. A natural or human-induced disaster;
  14. A person with a weapon;
  15. At the direction of a supervisor; or
  16. At the request of a deputy.
- B. When more than one (1) deputy is needed to handle an incident, the first deputy dispatched is designated as the primary unit and other deputies will be secondary units. The primary unit is responsible for the final disposition of an incident. Secondary units are required to provide an added margin of safety and will act upon the directions of the primary unit.
- C. If no supervisor is on the call, the primary unit will also be responsible for the deployment of additional units, as in the case of an entry alarm.

#### **41.1.18 ESTABLISHING HELICOPTER RESPONSE ZONES**

- A. When a helicopter service is responding to an incident, the Sedgwick County Fire Department will be primarily responsible for setting up the landing zone (LZ). The Sedgwick County Sheriff's Office will assist if requested. Emergency Communications will advise the Sedgwick County Sheriff's Office if we are requested to establish the LZ

or assist. Deputies should be aware that communication and standard procedure are the keys to the safe landing and takeoff of the helicopter. When improper LZs are established, the helicopter cannot land and response time suffers. Should Emergency Communications request personnel establish a LZ, the following procedures will be used:

1. The supervisor or deputy in charge at the scene will assign one (1) deputy to coordinate the LZ. This deputy will utilize the radio call sign of LZ CONTROL until after the helicopter has left the scene.
2. Emergency communications will assign a tactical channel for landing zone operations. If Emergency Communications does not assign a tactical channel, the LZ CONTROL deputy should request a tactical channel assignment.
3. Only those deputies that are involved in locating and staffing the LZ will use the designated tactical channel.
4. The helicopter will contact LZ CONTROL on the tactical channel for directions and assistance.

B. The requirements of a LZ are:

1. At least one hundred (100) feet by one hundred (100) feet.
2. Should be on dry, firm ground that is as level as possible.
3. The entire LZ must be cleared of any debris that could be pulled into the helicopter rotors--prior to the helicopters arrival the entire LZ should be checked on foot and cleared of any such debris.
4. Rotor clearance can be approximately twelve (12) to fourteen (14) feet, or as little as three (3) to four (4) feet from the ground. Select a LZ that is clear of any large rocks, fences, wires, and overhead lines.
5. The rotors can create winds of up to one hundred (100) miles per hour. The LZ should not be in close proximity to objects that could be damaged or pulled into the rotors due to the wind action.
6. During low light situations, the LZ may need to be illuminated. The headlights from one (1) vehicle will be insufficient most of the time. The LZ CONTROL deputy should use sufficient vehicles to clearly light the LZ. Flares, lanterns, flashlights, etc. may also be used as needed.
7. The LZ does not have to be in close proximity of the incident. Emergency Medical Service can and will transport short distances. A good LZ that matches the established guidelines is more important than close proximity to the incident.

C. Anyone involved in the LZ operation has the duty to advise the helicopter to ABORT the landing if they see a problem. Personnel need only state ABORT on the tactical channel until the helicopter responds. The helicopter will respond by immediately aborting with no questions asked.

#### **41.1.19 OPEN**

#### **41.1.20 (R) OPEN**

#### **41.1.21 COMPLAINTS RECEIVED VIA MAIL OR TELEPHONE**

- A. The Sedgwick County Sheriff's Office recognizes that it is not always practical to respond in person to every call for service requiring report action. The road patrol component strives to utilize personnel in an efficient manner and recognizes that some crimes or calls for service do not require the dispatch of a deputy. Such crimes or calls can be handled effectively by receiving information by telephone and forwarding it to the appropriate division for follow-up investigation. The section responsible for this will be the Sedgwick County Sheriff's Office case desk, which is located in the records and identification section.
1. One records clerk will be assigned to the case desk on each watch.
  2. The case desk will be the responsibility of the records and identification supervisor. During the absence of the records supervisor (vacation, sick, or other absence), he/she will appoint another records supervisor to be in charge.
  3. If the case desk personnel have any questions about whether a deputy needs to be dispatched, then the case desk personnel will immediately notify the communications dispatcher and have a deputy dispatched.
  4. During the off-duty times of the records supervisor, the detective supervisor or patrol supervisor who is on call or on duty shall be responsible for handling any problems that occur concerning the case desk.
  5. The following types of incidents, calls, cases, or reports may be taken by personnel at the case desk over the telephone and directed to the appropriate division for follow-up investigation:
    - a. Crime classification:
      - Disorderly conduct (incident over);
      - Public accidents (if injury is on county property, a deputy will be sent);
      - Home accidents; (if injury is code red or worse, a deputy and supervisor will be sent)
      - Occupational accidents; (if injury is code red or worse, a deputy and supervisor will be sent)
      - Lost property (animal, bicycle, miscellaneous property);
      - Miscellaneous report (miscellaneous public); and
      - Lost or stolen tags.

6. The aforementioned does not preclude the patrol supervisor from taking any report or assigning a deputy to take any report by phone that the patrol supervisor deems necessary.
7. In the event there is a shortage of personnel in the records section, the communications dispatcher will be notified that the road patrol deputies will take all cases until further notice.
8. If a citizen demands a deputy in person, then a deputy will be dispatched to that location regardless of the type of call.
9. The records supervisor will be responsible for periodic review of reports taken by the case desk for quality control purposes.
10. The basic procedure for incoming vacation home requests will be to forward the call to the records and identification case desk, who will take all the necessary information and then will forward the requests to the road patrol administration deputy, who will in turn forward it to the squad room.
11. Incoming calls for case desk:
  - a. If a call is received and requires a deputy immediately, the case desk personnel will transfer the call to the communications dispatcher who will dispatch a deputy immediately. The records clerk will stay on the line to assure the communications dispatcher is in contact with the calling party.
  - b. If the call is not urgent but does require a deputy, the case desk personnel will fill out the case desk form with the following information;
    - Time and date of call;
    - Full name of caller;
    - Full address of caller;
    - Telephone number of caller;
    - Type of call; and
    - Time and date the call was given to the communications dispatcher.
  - c. The caller will not be transferred but will be advised that a deputy will be sent.
  - d. Calls received that do not require a deputy and are among those listed in section 6a will be handled by the case desk personnel, who will make a case at that time.
  - e. A complaint report will be filled out with all the necessary information at the time the case is made.

- f. The case desk personnel will give the case number and crime/classification that is assigned to that case to the reporting party so that they may be able to refer to that case in the future.
- B. In those instances where a citizen reports a crime by mail, a deputy will contact the complainant in person or by telephone as soon as practical to initiate the proper report.

#### **41.1.22 WATCH SUPERVISOR PRESENCE**

- A. To assist the road patrol deputy in discharging his/her duties effectively, a watch supervisor is available twenty-four hours a day. Watch supervisors are required to spend the majority of their time working in the patrol environment supervising, directing, and coordinating the activities of the road patrol deputy. This practice allows the watch supervisor to be accessible to his/her subordinates and render any assistance or guidance that may be needed by the road patrol deputy.
- B. Under normal circumstances, the watch supervisor will respond to most calls for service requiring a preliminary investigation not to assume command of the situation but to supervise and guide the road patrol deputy during the preliminary investigation.
- C. The watch supervisor has the authority to make decisions pertaining to field operations. There are instances where a watch supervisor is required to respond to a situation for the purpose of assuming command. The communications dispatcher or patrol deputy shall immediately notify the watch supervisor of incidents based on an actual or perceived presence of one or more of the following factors:
  - 1. Crime in progress;
  - 2. Major or complex crime scenes;
  - 3. A suicide or questioned death;
  - 4. A fleeing suspect;
  - 5. A hostage or barricaded person;
  - 6. Any accident involving a fatal or serious injury ;
  - 7. An accident involving Sedgwick County Sheriff's Office personnel;
  - 8. An employee injury;
  - 9. A hazardous waste spill;
  - 10. A natural or human-induced disaster;
  - 11. An escape or attempted escape from custody;
  - 12. At the direction of the watch commander, or the request of a road patrol deputy;
  - 13. The request of a citizen;
  - 14. An assault of a deputy; and
  - 15. Use of force.

D. These factors are not all-inclusive of every possible situation that may require the presence of a watch supervisor but serve as a guideline for employees to follow.