

LITTLETON POLICE DEPARTMENT

2 Kittridge Lane
Littleton, New Hampshire 03561
(603) 444-7711

PROCEDURE #: 17-2

SUBJECT: Patrol Shifts

Statutory Authority: RSA 105:2-a, RSA 155:64

NOTE: This written directive is for the internal governance of the Littleton Police Department, and as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

Date of issue

02-15-2017

Issuing Authority

Chief Paul Smith

Effective Date

02-15-2017

Distribution

All

I. PURPOSE

The purpose of this policy is to provide officers of the Littleton Police Department with guidelines for the daily requirements of assigned patrol shifts in addition to other general orders, directives or policies.

II. GENERAL

- A. Officers shall report for duty promptly at the scheduled beginning of h/her shift. Officers shall arrive being both mentally and physically prepared for duty. Patrol officers shall be neat and professional in appearance in compliance with the departmental dress code.
- B. In order to maintain a professional image and in compliance with RSA 155:66- 74 and the Town of Littleton smoking policy, officers are prohibited from smoking, use any electronic cigarette or similar device, on property identified for use by the Littleton Police Department or in a Littleton Police Department patrol car. Officers shall not use any tobacco product, electronic cigarette or similar device while in public view.
- C. Officers shall be prepared to work both independently and as team members.
- D. Briefings at the beginning and end of each tour of duty are mandatory. They are not only essential, but information provided during shift changes/roll-calls may save the life of an officer or citizen we serve.
- E. Officers shall take pride in both their issued equipment and town/department property. Officers shall make certain that all equipment is in proper operating condition. If, upon inspection, equipment is found to be damaged or in need of repair, a supervisor shall be notified without unreasonable delay.

- F. Officers shall be entitled to the allotted number breaks and one meal during h/her tour of duty. Since these are paid breaks, the officers shall not avoid handling calls for service and other police matters while on a break or during a meal. Officers shall respond in a timely fashion to these calls.
- G. While on duty and in uniform, officers should make every effort not to conduct personal business.
- H. Officers shall be prompt in reporting to any assigned task or duty during h/her shift (school crosswalk, meetings, teaching assignments training).
- I. When more than one officer is on duty, they should make every attempt to keep the minimum amount of officers in the police department and maintain a visible proactive patrol in the community.
- J. Officers shall refrain from engaging in a course of abusive or obscene language/conduct, when in a public place or when dealing with the general public.
- K. Officers shall display the highest degree of professionalism and treat each other and every citizen in a manner that is in accordance with the department mission, values, code of conduct.

III. SHIFTS

A. Dayshift Patrol Supervisor – 0600-1630 hrs./ 0800-1830 hrs.

At the beginning of h/her assigned shift the Dayshift Supervisor shall promptly report to the police station and meet with the Chief of Police, Captain or their designee for a briefing pertaining to any information pertinent to that particular day. The patrol supervisor shall then conduct a roll-call briefing. During the roll-call the supervisor shall meet with the patrol staff to receive any information relating to on-going investigations, tasks assigned by previous shifts, review officer safety items, conduct a uniform inspection, and discuss activity from the previous night shift. The patrol supervisor shall arrive being both mentally and physically prepared to handle any and all situations which may arise as soon as he/she reports for duty. The patrol supervisor shall be neat and professional in appearance in compliance with the departmental dress code on a regular basis. Other daily shift assignments/responsibilities as applicable:

1. Assign any pending cases for further investigation and other pending actions needing officer attention (Calls for Service or Paperwork Service).
2. Conduct cruiser inspections. Coordinate maintenance if needed, ensure equipment is in working order.
3. Take walk-in complaints.
4. Supervise and assist patrol officers with any accidents, arrest, investigations, and other calls for service.
5. Approve and review officer accidents and investigations as needed.
6. Conduct case review with assigned patrol staff.

7. Perform high visibility motor vehicle patrol.
8. When applicable, conduct foot patrol reinforcing the department community policing function, enforcement of town ordinances and other related police functions.
9. Brief the nightshift supervisor (or night shift officer in the absence of a nightshift supervisor) regarding the day's activities and assign any departmental tasks required and as directed by the Chief of Police or Captain.
10. Evaluate patrol officers for the effective competent execution of their duties. Provide appropriate direction to assist, commend or correct patrol officers to ensure the proper implementation of their assigned duties and tasks. When needed, the supervisor may spend time with patrol staff by riding with them on patrol or responding to calls to assist/observe.
11. Supervisors shall be responsible for submitting all other paperwork; accidents reports, incident reports, and arrest report - within 48 hours of receipt.
12. Ensure the patrol officers execute the tasks assigned to their patrol shifts as outlined in this policy.

B. Nightshift Patrol Supervisor – 1400-0030 hrs./1600-0230 hrs.

At the beginning of h/her assigned shift the Nightshift Supervisor shall promptly report to the police station and meet with the Chief of Police, Captain or their designee for a briefing pertaining to any information pertinent to that particular day. The patrol supervisor shall then conduct a roll-call briefing. During the roll-call the supervisor shall meet with the patrol staff to receive any information relating to on-going investigations, tasks assigned by previous shifts, review officer safety items, conduct a uniform inspection, and discuss activity from the previous shift. The patrol supervisor shall arrive being both mentally and physically prepared to handle any and all situations which may arise as soon as he/she reports for duty. The patrol supervisor shall be neat and professional in appearance in compliance with the departmental dress code on a regular basis. Other daily shift assignments/responsibilities as applicable:

1. Assign any pending cases for further investigation and other pending actions needing officer attention (Calls for Service or Paperwork Service).
2. Conduct cruiser inspections. Coordinate maintenance if needed, ensure equipment is in working order.
3. Take walk-in complaints.
4. Supervise and assist patrol officers with any accidents, arrest, investigations, and other calls for service.

5. Approve and review officer accidents and investigations as needed.
6. Conduct case review with assigned patrol staff.
7. Perform high visibility motor vehicle patrol.
8. When applicable, conduct foot patrol reinforcing the department community policing function, enforcement of town ordinances and other related police functions.
9. Brief the nightshift officer(s) regarding the day's activities and assign any departmental tasks required and as directed by the Chief of Police or Captain.
10. Evaluate patrol officers for the effective competent execution of their duties. Provide appropriate direction to assist, commend or correct patrol officers to ensure the proper implementation of their assigned duties and tasks. When needed, the supervisor may spend time with patrol staff by riding with them on patrol or responding to calls to assist/observe.
11. Supervisors shall be responsible for submitting all other paperwork; accidents reports, incident reports, and arrest report - within 48 hours of receipt.
12. Conduct a minimum of 10 business security checks. If checks were not performed justification for the absence of the checks must be documented in the call for service log. Hand checks, as opposed to visual checks, should be performed whenever possible.
13. Ensure the patrol officers execute the tasks assigned to their patrol shifts as outlined in this policy.

C. Dayshift Patrol 0600-1630, 1000-2030 hr

Patrol officers shall report to the roll-call briefing promptly at the scheduled beginning of their shift. During the roll-call the officers shall meet with the shift supervisor to receive any information relating to on-going investigations, tasks assigned by previous shifts, review officer safety items, conduct a uniform inspection, and discuss activity from the previous shift. Patrol officers shall arrive being both mentally and physically prepared to handle any and all situations which may arise as soon as he/she reports for duty. Patrol officers shall be neat and professional in appearance in compliance with the departmental dress code on a regular basis. Other daily shift assignments/responsibilities as applicable.

1. Address/respond to incomplete cases for further investigation and other pending actions needing officer attention (Calls for Service or Paperwork Service).

2. Conduct cruiser inspections. Coordinate maintenance if needed with the shift supervisor, ensure equipment is in working order.
3. Take walk-in complaints.
4. Respond to and investigate any accidents, arrest, investigations, and other calls for service as directed by dispatch or supervision.
5. Conduct case review with assigned supervisor.
6. Perform high visibility motor vehicle patrol.
7. Conduct foot patrol (minimum of 30 minutes) reinforcing the department community policing function, enforcement of town ordinances, parking enforcement and other related police functions. If foot patrol is not performed, justification for the absence of the patrol must be documented in the call for service log.
8. In the absence of a supervisor, brief the nightshift supervisor (or night shift officer in the absence of a nightshift supervisor) regarding the day's activities and assign any departmental tasks required and as directed by the Chief of Police or Captain.
9. Patrol officers shall be responsible for submitting all other paperwork; accidents reports, incident reports, and arrest report - within 48 hours of receipt.
10. Inspect the assigned patrol vehicle. Notify the shift supervisor of any deficiencies and/or repairs needed. Clean patrol vehicle if applicable.
11. Conduct highly visible motor vehicle patrol in the area of schools within the Littleton School District and student walking routes to those schools between the hours of 0730-0800 hr and 1430-1500 hr. If this directed patrol is not performed, justification for the absence of the patrol must be documented in the call for service log.

D. Nightshift Patrol 1600-0230 hrs.

Patrol officers shall report to the roll-call briefing promptly at the scheduled beginning of their shift. During the roll-call the officers shall meet with the shift supervisor to receive any information relating to on-going investigations, tasks assigned by previous shifts, review officer safety items, conduct a uniform inspection, and discuss activity from the previous shift. Patrol officers shall arrive being both mentally and physically prepared to handle any and all situations which may arise as soon as he/she reports for duty. Patrol officers shall be neat and professional in appearance in compliance with the departmental dress code on a regular basis. Other daily shift assignments/responsibilities as applicable.

1. Address/respond to incomplete cases for further investigation and other pending actions needing officer attention (Calls for Service or Paperwork Service).

2. Conduct cruiser inspections. Coordinate maintenance if needed with the shift supervisor, ensure equipment is in working order.
3. Take walk-in complaints.
4. Respond to and investigate any accidents, arrest, investigations, and other calls for service as directed by dispatch or supervision.
5. Conduct case review with assigned supervisor.
6. Perform high visibility motor vehicle patrol.
7. In the absence of a supervisor, brief the Midnight shift officer regarding the day's activities and assign any departmental tasks required and as directed by the Chief of Police or Captain.
8. Patrol officers shall be responsible for submitting all other paperwork; accidents reports, incident reports, and arrest report - within 48 hours of receipt.
9. Inspect the assigned patrol vehicle. Notify the shift supervisor of any deficiencies and/or repairs needed. Clean patrol vehicle if applicable.
10. Officers shall conduct foot patrol security checks (physically) on Main Street unless performed by the midnight shift or a supervisor. If foot patrol is not performed, justification for the absence of the patrol must be documented in the call for service log. This patrol shall not be conducted if the temperature is below 20 degrees Fahrenheit or if adverse weather conditions are present.
11. On Friday and Saturday evenings from Memorial Day through Labor Day between the hours of 1800-2100 Officers shall conduct highly visible foot patrol for a minimum of two hours. Whenever two patrol officers are on duty, it is recommended that the foot patrol duties be shared and divided equally. If foot patrol was not performed, justification for the absence of the patrol must be documented in the call for service log. This patrol shall not be conducted if the temperature is below 20 degrees Fahrenheit or if adverse weather conditions are present.
12. Conduct a minimum of 10 business security checks. If checks were not performed, justification for the absence of the checks must be documented in the call for service log. Hand checks, as opposed to visual checks, should be performed whenever possible.

E. Midnight Patrol Shift 2000-0630 hrs.

Patrol officers shall report to the roll-call briefing promptly at the scheduled beginning of their shift. During the roll-call the officers shall meet with the shift supervisor to receive any information relating to on-going investigations, tasks assigned by previous

shifts, review officer safety items, conduct a uniform inspection, and discuss activity from the previous shift. Patrol officers shall arrive being both mentally and physically prepared to handle any and all situations which may arise as soon as he/she reports for duty. Patrol officers shall be neat and professional in appearance in compliance with the departmental dress code on a regular basis. Other daily shift assignments/responsibilities as applicable.

1. Address/respond to incomplete cases for further investigation and other pending actions needing officer attention (Calls for Service or Paperwork Service).
2. Conduct cruiser inspections. Coordinate maintenance if needed with the shift supervisor, ensure equipment is in working order.
3. Take walk-in complaints.
4. Respond to and investigate any accidents, arrest, investigations, and other calls for service as directed by dispatch or supervision.
5. Conduct case review with assigned supervisor.
6. Perform high visibility motor vehicle patrol.
7. In the absence of a supervisor, brief the Dayshift officer regarding the evenings activities and assign any departmental tasks required and as directed by the Chief of Police or Captain.
8. Patrol officers shall be responsible for submitting all other paperwork; accidents reports, incident reports, and arrest report - within 48 hours of receipt.
9. Inspect the assigned patrol vehicle. Notify the shift supervisor of any deficiencies and/or repairs needed. Clean patrol vehicle if applicable.
10. Officers shall conduct foot patrol security checks (physically) on Main Street unless performed by the evening shift or a supervisor. If foot patrol is not performed, justification for the absence of the patrol must be documented in the call for service log. This patrol shall not be conducted if the temperature is below 20 degrees Fahrenheit or if adverse weather conditions are present.
11. On Friday and Saturday evenings between the hours of 1800-2100 Officers shall conduct highly visible foot patrol for a minimum of two hours. Whenever two patrol officers are on duty, it is recommended that the foot patrol duties be shared and divided equally. If foot patrol was not performed, justification for the absence of the patrol must be documented in the call for service log. This patrol shall not be conducted if the temperature is below 20 degrees Fahrenheit or if adverse weather conditions are present.
12. Log a minimum of 20 business security checks. If checks were not performed, justification for the absence of the checks must be

documented in the call for service log. Hand checks, as opposed to visual checks, should be performed whenever possible.

Sources

LPD Rules and Regulations (2000)
RSA 105

Re-written By

Chief Paul J. Smith

Reviewed Date

02-17-2017

Revised

02-17-2017

Authorized By:

Paul Smith
Chief of Police

