



Sheridan Police Department  
Policies and Procedures  
16.1 Replaces 401.2  
Chapter 16 – Patrol Operations  
Section 1 – Function & Operations

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Signature:

Sheridan Police Department patrol operations are the primary means by which the department provides services to the citizens of Sheridan. Patrol officers generally wear clearly identifiable police uniforms, drive clearly marked patrol vehicles, respond to calls for assistance, act as a deterrent to crime, enforce laws, and respond to emergencies within the City of Sheridan.

### 16.1.1 Patrol Function

- A. The following are the primary functions of the patrol division:
1. Respond to calls for service, both routine and emergency in nature;
  2. Investigation and accurate reporting of crimes, incidents and conditions; to include appropriate enforcement action;
  3. The sharing of information with other members of the department, as well as other governmental agencies;
  4. Crime prevention activities;
  5. Community relations activities; and
  6. The application of the community policing philosophy to establish a partnership with other community members to solve and prevent crimes, improve their quality of life and provide a sense of safety and security to community members.
- B. Goals and objectives for the patrol division are developed by the Patrol Operations Lieutenant and command staff with approval of the chief of police. Goals and objectives will be measurable and will be disseminated to all patrol officers following review and approval by the chief of police.
- C. The operations bureau supervisor supervises four (4) patrol shift sergeants who coordinate and supervise the daily activities of the patrol division.
- D. In order to provide continuous service to the citizens of Sheridan, the patrol division operates on a twenty-four (24) hour basis. Personnel are assigned by the patrol operations lieutenant to schedules and shifts based on department needs.
- E. When assigning officers to patrol shifts, the Patrol Operations Lieutenant makes provisions for equity among teams based upon departmental needs, levels of experience, and specialty training.
- F. The minimum shift strength in the patrol division is established by the Patrol Operations Lieutenant, with the approval of the chief of police in accordance with workload assessments. These levels will be reviewed regularly to determine current needs.
- G. Shift supervisors are responsible for considering leave requests based upon staffing needs.
- H. At times, schedule changes may be made by supervisors to minimize overtime needs. The schedule changes will be done with an attempt to minimize hardships on the individual officer.

The department reserves the right to change officer(s) schedules and assignments based on the needs of the department.

#### **16.1.2 Briefings**

- A. Briefings should be held during each shift as an information exchange period and as a training period.
- B. At a minimum, briefings should be used to accomplish:
  - 1. Inspecting and evaluating officer's readiness to assume patrol;
  - 2. Notifying officers of assignments;
  - 3. Providing officers the opportunity to exchange information;
  - 4. Providing officers the opportunity to receive pertinent information;
  - 5. After action reviews of major arrests, investigations, or incidents.
  - 6. Any training, or after action reviews conducted at shift briefings should be recorded by the shift supervisor in a monthly report to the patrol operations bureau lieutenant.
- C. Additional Sources of Information  
Information available to supplement information provided during briefing includes:
  - 1. Local teletypes: teletypes from within a five (5) state region that are not placed in the briefing folder or on the hot sheet. States include Wyoming, Colorado, Montana, Idaho, and South Dakota;
  - 2. National teletypes: teletypes from outside the five (5) state region;
  - 3. County court schedules;
  - 4. FBI bulletins;
  - 5. Patrol schedule;
  - 6. Department information ;
  - 7. Special Event/Permits calendar.
- D. Additional Review  
At the beginning of their shifts or as soon as practical, officers should review the following items:
  - 1. Briefing materials (if unable to attend briefing);
  - 2. Spillman messages and alerts.
  - 3. E-mail.
  - 4. Voicemail

#### **16.1.3 Call Response**

- A. Calls for service will be evaluated, prioritized and dispatched by communications center staff based on their nature and seriousness. See section 13.1.2.D.
- B. The response to most calls for service can be best determined by the urgency or nature of the call.
- C. Normally two (2) or more officers will be assigned to respond to arrest and holds, arrest warrant service, crimes in progress or any call with a potential for violence (i.e. - disturbances, domestic complaints, suicide attempts, etc.).
- D. Calls of a routine nature will normally require the response of one (1) patrol officer, unless additional units are requested by the initial officer.
- E. Supervisory personnel may direct more officers to a particular incident as he or she deems necessary. Supervisors will take care to ensure that patrol units are deployed for maximum

effectiveness and ensure that officers do not crowd a call or traffic stop, to include law enforcement officers from other agencies.

- F. Patrol supervisors should respond to the scene to assume command or closely monitor the department's response of major incidents including:
  - 1. Any crime scene of a violent felony;
  - 2. The scene of serious traffic crashes involving death or serious injury;
  - 3. All traffic crashes involving a department vehicle;
  - 4. All unattended death and suicide calls;
  - 5. Bomb threats; and,
  - 6. Any other major incident in which patrol officers may require supervisory assistance or when requested to respond by an officer.
- G. Patrol officers are responsible for the preliminary investigation of all reported incidents. Patrol officers shall conduct thorough preliminary investigations and follow-up investigations within the constraints of time, expertise, and geography unless advised to do otherwise by a supervisor.
- H. On calls in which officers respond to assist other agencies (i.e. - fire assist, emergency medical service assist, etc.) officers will be diligent in assessing the scene or patient for signs of a criminal act being the cause of the call and making an appropriate investigation and notifications. For instance:
  - 1. Being alert for signs of arson at a fire assist; and
  - 2. Evaluating whether or not an injured person was the victim of an assault.

#### **16.1.4 Communications**

- A. Patrol officers will have constant access to radio communications. Each patrol officer will be equipped with a portable radio for use while on duty.
- B. All radio traffic by patrol units will be brief and concise. Units will use plain language in transmissions.
- C. While on patrol, officers will operate radios in the primary designated talk group unless otherwise instructed or requested to use another talk group.
- D. When answering the radio, officers should respond by giving their assigned radio unit number.
- E. Officers will notify the communications center of their status when:
  - 1. Arriving at the scene of an incident (may be done with MDC);
  - 2. Making vehicle stops;
  - 3. Approaching suspicious persons;
  - 4. Completing an assignment (may be done with MDC);
  - 5. Calling in or out of service (may be done with MDC);
  - 6. Changing locations; and (may be done with MDC)
  - 7. Changing radio talk groups.
- F. Officers will keep the communications center informed regarding changes in the nature of a call in order to ensure officer safety and to expedite the efficient handling of incidents.
- G. For further communications procedures see chapter 13.