



**ROCKFORD POLICE DEPARTMENT  
GENERAL ORDER  
- NUMBER 40.12 -**

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ORDER TITLE <b>POLICE PATROL</b>		SERIES NO. <b>40</b>	SERIES TITLE / SUBJECT <b>LAW ENFORCEMENT OPERATIONS</b>
TOPICS / REFERENCE <b>Area Assignment, Days-off Groups, Operations, Patrol, Shift Assignment</b>			APPENDICES <b>NONE</b>
EFFECTIVE / ORIGINAL ISSUE DATE <b>January 16, 2007</b>	REVISION / REISSUE DATE <b>December 17, 2010</b>	EXPIRATION DATE <b>This order remains in effect</b>	
CALEA (5 <sup>th</sup> Edition Standards) 12.1.4 • 41.1.1 • 41.1.2 • 41.3.2 • 41.3.5 • 41.3.6			

**POLICY**

It is the policy of the Rockford Police Department to provide continuous police services on a twenty-four hour a day, seven-day a week basis. The delivery of uniformed police services will focus on improving or enhancing the quality of life in the community through aggressive enforcement of the laws and ordinances of the United States of America, the State of Illinois, and the City of Rockford in a manner that is fair, consistent, and responsive to the needs of the citizens served.

**PURPOSE**

The purpose of this General Order is to establish guidelines for the many administrative and operational aspects of the Rockford Police Department Field Services Bureau.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This General Order is comprised of the following numbered sections.

- I. PATROL COVERAGE**
- II. SHIFT SELECTION, DAYS-OFF GROUP ASSIGNMENT, AREA ASSIGNMENT**
- III. DUTIES AND RESPONSIBILITIES**
- IV. EQUIPMENT**
- V. EFFECTIVE DATE**
- VI. REVIEWS, REVISIONS AND CANCELLATIONS**

**I. PATROL COVERAGE**

- A.** Uniformed police service is provided by the Field Services Bureau and Traffic Unit within the corporate boundaries of the City of Rockford.
- B.** Patrol areas defined by geographic boundaries are staffed twenty-four hours a day, seven days a week to provide routine preventative patrol and rapid response to calls for service.

C. Patrol officers work a permanent ten-hour shift plan.

## **II. SHIFT SELECTION, DAYS-OFF GROUP ASSIGNMENT, AREA ASSIGNMENT**

**NOTE:** Shift selection is governed by a Collective Bargaining Agreement between Unit Six of the Policemen's Benevolent and Protective Association of Illinois and the City of Rockford

- A.** All sworn personnel assigned to a ten-hour patrol shifts will have the opportunity to sign up for a preferred shift on an annual basis (between October 1<sup>st</sup> and November 1<sup>st</sup>) using agreed upon procedures contained in the above mentioned collective bargaining agreement. The Deputy Chief of the Field Services Bureau will issue a Memorandum each year detailing specific dates and other aspects of the selection process.
1. The Deputy Chief of the Field Services Bureau will first assign Lieutenants to each shift to serve as Shift Commanders.
  2. Sergeants will then make preferred shift selection and be assigned according to collective bargaining procedures described herein, prior to the shift selection process beginning for patrol officers.
  3. Officers will then make preferred shift selection and be assigned according to collective bargaining procedures describe herein.
- B.** When too many sworn personnel request a particular shift, seniority will determine those assigned to the shift.
- C.** If too few employees sign up for a particular shift, assignment will be made by assigning the least senior employees.
- D.** Days-off group assignments are not part of the annual shift bidding process or the collective bargaining agreement.
1. The Commander of each shift makes initial days-off group assignments.
  2. In order to insure long-term fairness, days-off group assignments are considered permanent once made, unless manpower attrition on a shift dictates a redistribution of manpower.
  3. Officers moving from one shift to another will be assigned to a days-off group as needed to fulfill the staffing needs of the shift they are moving to.
  4. No officer will be forced to change a days-off group to accommodate the placement of another officer in a days-off group.
- E.** Assignment to specific patrol areas is a shift function not part of the annual shift bidding process or the collective bargaining agreement.
1. The Commander of each shift makes patrol area assignments.
  2. Seniority, although a consideration, will not be the sole determining factor in patrol area assignments.
  3. Other factors considered may include avoidance of patrol areas when assigned officers are in the same days-off group, street experience, fluency in foreign languages and/or other skills applicable to the demographic makeup of a patrol area.

### **III. DUTIES AND RESPONSIBILITIES**

- A.** A daily work assignment sheet will reflect the shift strength and individual supervisor and officer assignments for each shift.
1. The work assignment sheet will be completed on the day prior to its effective date and a copy will be provided to the Deputy Chief of the Field Services Bureau.
  2. Supervisors have the flexibility of choosing where to assign extra officers available after accomplishing minimum staffing.
    - a. First consideration will be given to double staffing exceptionally busy beats.
    - b. Extra officers may be assigned to address problems in areas with a particular problem or high criminal activity.
  4. Each shift is responsible for entering its respective data on the work assignment sheet.
  5. Supervisors will review the work assignment sheet at the beginning of each shift and make necessary changes due to illness or needs not known when the work assignment sheet was completed.
  6. Final work assignment sheets for each shift will be sent to the 911 Communications Center prior to roll call.
- B.** General patrol supervisor duties.
1. Conduct roll calls.
  2. Brief officers with current information regarding daily criminal and Department activity.
  3. Notifying officers of their daily assignment.
  4. Notifying officers of new directives or changes in directives.
  5. Evaluation of officers' readiness to patrol via line inspections.
  6. Provide updated information on wanted persons, stolen vehicles, and major cases.
  7. Providing officers with necessary equipment to perform their patrol duties (patrol vehicles, charged portable radio batteries, etc).
  8. Provide guidance and assistance as required to officers performing field patrol duties by monitoring radio traffic, being present at criminal and service calls, reviewing reports, and mentoring via one-to-one contact.
  9. Shift supervisors are responsible for ensuring officers are in service in a timely manner after the conclusion of roll call.
  10. Geographic policing assignments.
- C.** Shift Commander Duties.
1. Provides a command level resource for police operations during duty hours.
  2. Supervise sergeants assigned to patrol shifts.

3. Advise relief personnel of all facts and conditions relative to police business to facilitate the continuity of field operations at the conclusion of a shift.
4. Ensure the goals and objectives of the Department are being pursued.
5. Monitor and provide direction and guidance to all personnel, including support, investigative and special units, working during their assigned shift.
6. Identify criminal and service problems requiring strategic and tactical police response.
7. Completion of related work as required.
8. Geographic policing.

**D. Sergeant Duties.**

1. Perform supervisory and administrative work as first-line supervisor of sworn police officers engaged in performing municipal police work.
  - a. Duty to supervise is not limited to personnel assigned to a supervisor's bureau, division, unit or section. Supervisors may still give commands, orders, or directions to personnel outside of their direct chain of command when immediate supervision is appropriate or required. (See General Order *10.02 – Rockford Police Department Organization* section, **IV, B**)
2. Conduct line inspections.
3. Give guidance to new officers serving probation periods under their supervision.
4. Advise relief personnel of facts and conditions relative to police business necessary for the continuity of field operations at the conclusion of a shift.
5. Ensure the goals and objectives of the Department are being pursued.
6. Completion of related work as required.

**E. Officers will report for duty at their assigned times in full duty uniform and prepared to immediately begin their shift assignment after roll call.**

1. Officers will remain on duty until their end of shift time or when relieved of duty by a supervisor.
2. Supervisory personnel will remain on duty until their end of shift time or when relieved of duty by another supervisor.
3. Officers are to check their mailboxes and e-mail each duty day.
4. Officers are to remain attentive throughout roll call and make note of the information presented during roll call.
5. It is the duty of every officer to read and become familiar with the daily "Squeal Sheet" information that is made available on the RMS system. Officers must ensure the "Squeal Sheet" information is removed from view when finished.

- F.** Officers will be responsible for, but not limited to, the following activities during the course of their shift.
1. Seek out violators and enforce criminal laws, traffic laws, and municipal ordinances.
  2. Respond to calls for police assistance without unnecessary delay.
  3. Respond to emergency situations without unnecessary delay.
  4. Conduct preliminary and follow-up investigations on assigned criminal, quasi-criminal, traffic enforcement, traffic crash, and citizen request for service cases.
  5. Interact with citizens in non-crime related encounters.
  6. Conduct neighborhood and business security patrols.
  7. Seek out innovative solutions to community problems related to crime and disorder.
  8. Problem solving chronic problems in assigned area.
- G.** Foot patrol is considered an essential part of the patrol function.
1. Foot patrol assignments shall be conducted in areas that have been predetermined as being high risk or problematic.
  2. Officers shall be directed to perform foot patrol assignments in high risk or problematic areas by a supervisor or at the officers own discretion.
  3. Officers shall notify the Communication Center and advise them of the location and reason for the assignment before conducting foot patrol.
  4. Officer shall consider the area call load before performing a foot patrol assignment.
  5. Officers are encouraged to make contact with citizens and business representatives in the area they conducting foot patrol.
  6. Officers are required to take enforcement action when necessary while conducting foot patrol.
  7. All foot patrol activity shall be documented in the Officers activity sheet.
  8. Officers shall make a request for assistance when conducting a foot patrol assignment where a heightened officer safety risk exists.
- H.** Bicycle patrols are a resource designed to assist patrol in policing high-density areas utilizing specialized equipment and training.
1. Bike Unit Purpose/ Function
    - A. Routine Patrol
    - B. Special Events
    - C. Special Assignments
  2. Specify which Units are Responsible for Riding:
    - A. M3 Streets Team
    - B. Comm. Services Unit

1. Comm. Service subject to Collective Bargaining Agreement
3. Guideline for being allowed to ride:
  - A. Attend a specialized training course within a 12 months of appointment
    1. May use in-house instructors or outside vendors
4. Equipment
  - A. Authorized and Issued Department clothing and uniform
  - B. Authorized and Issued Department safety equipment
    1. Helmet
    2. Gloves
    3. Eye Protection
  - C. Department owned bicycle
  - D. Front and back lighting system for evening assignments
  - E. Rear mounted equipment trunk bag
  - F. Subject to change based on need and budgetary constraints
5. Operational Procedures:
  - A. Officers will ride in a safe manner consistent with their training
  - B. Officers will wear all appropriate issued equipment
  - C. All bicycle officers will ride in accordance with state law
  - D. Officers are authorized to ride alone under the direction of their supervisors, but team riding is encouraged.
6. Bicycle Maintenance
  - A. Simple maintenance will be performed by the officer
  - B. Advanced maintenance will be performed by a certified repair facility
    1. Charges picked up by the Department

#### **IV. EQUIPMENT**

- A. Officers will be expected to report for work with all equipment provided them including but not limited to the following.
  1. All assigned uniform and equipment.
  2. Personally assigned portable radios and Department spare radios provided while personally assigned radios are being repaired.
  3. Motor patrol vehicles and all equipment contained within.
    - a. Officers will inspect assigned vehicles prior to motor patrol and immediately report any problems.
    - b. Officers are responsible to complete a “Faulty Equipment Notice” for any damage or mechanical needs found during this inspection.

- c. If any damage is discovered during their vehicle inspection, officers will check the 'vehicle damage book' in the roll call equipment room and verify that the damage has been reported. If there is no entry in the damage book, officers will leave an Officer's Report detailing the damage and that the damage book was checked.
4. Radar guns or other special equipment signed out for routine or directed assignment.
5. All officers are expected to properly care for all equipment provided to them whether permanently assigned or distributed at the beginning of each shift.
6. Officers are responsible for keeping their equipment in good working condition.

**B. Protective Vest**

1. A ballistic vest will be issued to all sworn personnel. All personnel engaged in patrol duties are required to wear protective body armor. This includes special details and traffic control and direction. All personnel engaged in pre-planned, high risk tactical situations shall wear body armor. Administrative, plain clothes and other personnel approved by the Chief of Police are exempt from daily use, but shall have their protective vest readily available at all times and shall make every effort to wear body armor when responding to calls. A supervisor may require that body armor be worn under certain situations or tactical reasons
  - a. For purposes of this Order, "readily available" means accessible for immediate use by the officer in the field.
  - b. Therefore, by definition, a protective vest issued to an officer working field patrol or special unit duties is not considered accessible for immediate use if stored in a locker at the Public Safety Building or at home. A protective vest kept with the officer in their squad car while working field patrol or special unit duties would be considered accessible for immediate use.
  - c. For purposes of this Order, "pre-planned, high risk tactical situations" consist of, but are not be limited to, the following:
    1. Drug raids.
    2. High-risk felony warrant arrests.
    3. Civil demonstrations or disturbances.
    4. VIP situations.
    5. Cover officers in undercover operations.
2. A ballistic vest will be worn in one of the following manners:
  - a. Under the uniform shirt in its provided carrier, or

- b. In an optional carrier made of the same color, material and design as officer's uniform shirt (the manufacture's specifications for wear in this manner must be adhered to).

**V. EFFECTIVE DATE**

- A. The Department's policy on Police Patrol became effective on January 16, 2007.

**VI. REVIEWS, REVISIONS AND CANCELLATIONS**

- A. This General Order will be reviewed each **September** by the **Night Shift Commander** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order **10.01 – Written Directives**.
- B. This order is a revision of and supercedes General Order **40.12 – Police Patrol** issued January 16, 2007.
- C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Field Services Bureau**.

**BY ORDER OF**

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Chet Epperson  
Chief of Police