


Subject: Kinston Police Department	Document #:		Effective Date:	Page:
Patrol Procedures	400 – 1		07-01-2019	1 of 2
Approval: Chief of Police	Manual: Policy and Procedure			

I. PURPOSE


The purpose of this policy is to establish guidelines that determine patrol squad work schedule, rotation, zone assignments and service areas.

II. DEFINITIONS

- A. Zone: A geographical area assigned to an officer for patrol responsibilities.
- B. Sector: A smaller geographic area within a zone, designated for the purpose of resource management.
- C. Squad Supervisor: Captains or Sergeants assigned to the patrol division.

III. POLICY

- A. The Patrol Operations Major supervises the Patrol Squad Captains. The Captains and their designated officers shall coordinate the daily activities of the Patrol shifts.
 - 1. Patrol Operations is responsible for the protection of life and property, the prevention of criminal activity, the apprehension of criminal offenders, the preliminary investigation of calls for police service, and continuous twenty-four (24) hour directed patrol by uniformed police officers in marked and unmarked vehicles. The general duties will include such activities as:
 - a. Response to calls for service
 - b. Preventive patrol
 - c. Investigation of crimes, offenses, and incidents
 - d. Crime prevention activities
 - e. Traffic direction and control
 - f. Maintenance of public order
 - g. Provision of emergency services
 - h. Reporting information to appropriate organizational components
 - i. Development of relationship between citizens and Department
- B. All Divisions are encouraged to support the exchange of information with other units and sections in the department to coordinate work efforts.

Subject: Kinston Police Department	Document #:		Effective Date:	Page:
Patrol Procedures	400 – 1		07-01-2019	2 of 2

- C. The Kinston Police Department provides law enforcement services to the City of Kinston 24 hours a day, every day of the week. The department has signed Mutual Aid Agreements with other local law enforcement agencies to provide non-interrupted service in the event of an emergency.
1. In order to provide continuous 24 hour coverage, on duty officers will remain in service until properly relieved. Off duty officers are subject to call out in the event additional personnel are required to respond to emergencies or to provide non-interrupted service.
 2. Officer Assignment: The Patrol Operations Supervisor shall assign officers to patrol squads according to the following:
 - a. Seniority, special skills, knowledge and abilities of officers in making personnel assignments to teams in order to provide effective coverage.
 - b. Assign officers to teams according to the personnel needs of the Department.
 3. On duty staffing requirements for each shift shall be determined periodically by the Chief of Police based on calls for service, service area population demands, and criminal analysis statistics. Captains shall have the authorization to pay overtime when it is operationally necessary to maintain effective coverage.
 4. On duty staffing requirements for each patrol shift are set at a minimum of (1) supervisor and six (6) officers.
 5. The Chief of Police retains the final authority to deploy officers to patrol shifts as necessary to provide effective patrol coverage.
- D. Unless otherwise approved, patrol officers will work 12.25 hour shifts, 0545-1800 for day shift and 1745-0600 for night shift. Patrol officers shall work a two week rotating schedule that allows for predetermined days off, and rotates the days off so that weekends and week days are included.
1. Patrol supervisors shall assign officers to zones according to the following criteria: Number of available personnel; Operational objectives (i.e. high crime areas); Training priorities; Police officer experience and specialty skills.
 2. Officers are normally assigned to a particular zone for an indefinite time period in order to enhance accountability. This allows officers to become better acquainted with persons and businesses within their zone. If staffing needs require, officers may be assigned to a different zone by the supervisor. Under normal conditions, each zone should be covered.
 3. In order to provide adequate supervision, guidance and coordination of officers, the span of control for patrol supervisors will be determined by the Chief of Police.
 4. All officers assigned to Patrol Operations will follow the working schedule as directed by the Patrol Operations supervisor, which includes the Day-off schedule.