

THURMONT POLICE DEPARTMENT

GENERAL ORDER	<i>Date Issued:</i> August 20, 2024	<i>Effective Date:</i> August 20, 2024	<i>Order No:</i> Chapter 2.1
<i>Authority: Chief of Police</i> David Armstrong		<i>Manual Page No:</i>	
<i>Subject: Patrol Operations</i>		<i>Replaces Page No:</i>	
<i>CALEA Standard:</i> 41	<i>Distribution:</i> ALL	<i>Amends:</i> Previous Order dated January 18, 2008	<i>Number of Pages:</i> 11
<i>Related Documents:</i> (Emergency Driving), (Pursuit Driving), (Uniforms), (Soft Body Armor), (Missing Persons)			<i>Rescinds:</i> 2-20-21

This Directive is for internal use only, and other than as contraindicated here this Directive does not create or enlarge this Department's, governmental entity's, any of this Department's officers, and/or any other entities' civil, criminal, and/or other accountability in any way. This Directive is not to be construed as the creation of a standard of safety or care in any sense, with respect to any complaint, demand for settlement, or any other form of grievance, litigation, and/or other action. Deviations from this Directive, if substantiated, can only form the basis for intra-Departmental administrative action(s) (including discipline and/or termination).

I. PURPOSE:

The purpose of this order is to outline the patrol operations function of the Thurmont Police Department. This function is the most visible operation of the Department and most often the initial contact for the residents of the community.

II. POLICY:

It is the policy of the Thurmont Police Department to provide patrol coverage to the community of the highest quality. To this goal, the Department will strive to maintain a uniform level of service to the citizens of Thurmont.

III. DEFINITIONS:

SUPERVISOR: Chief of Police, Deputy Chief of Police (Lieutenant), Sergeant, or Corporal.

IV. PROCEDURES

- A. The Thurmont Police Department will ensure that qualified personnel are available on 24-hour basis to respond to any situation requiring their expertise. Patrol personnel are assigned to shifts on a monthly rotating basis. Shifts are eleven and half hour (11.5) in duration, covering Dayshift, Evening Shift, and Midnight Shift tours of duty. All personnel are subject to "recall" at any time due to an unforeseen emergency.

1. The present shift schedule is as follows:
 - a. Day Shift – 0600 hours to 1730 hours
 - b. Evenings Shift – 1500 hours to 0230 hours
 - c. Midnight Shift – 1930 hours to 0700 hours
2. During shift briefing and transitioning, officers will be in radio contact and immediately available to respond to calls for service.

B. Patrol Assignments

1. Officer assignments will be completed by the Deputy Chief of Police or designee.
2. Our present shift rotation is 28 days. Changes in shift rotation will be completed by the Deputy Chief of Police or designee in compliance with the provisions of the Fair Labor Standards Act.
3. Regular day off schedules will be completed by the Deputy Chief of Police or Supervisor, who will ensure that minimum staffing standards are met.
4. Every reasonable effort by departmental supervisors will be made to ensure there will be an uninterrupted break of at least (7) hours within a 12.5 hr. period immediately preceding an employee's tour of duty with the department. Patrol Sergeant will make final disposition on anything less than the (7) hour window.

C. Shift Briefing Procedures

1. When available, Supervisors will conduct a shift briefing.
2. When no Supervisor is on duty, the on-duty officer will make contact with the on-coming officer in person or by phone and pass on all pertinent information.
3. On-duty Officers will email all pertinent information to every member of the Department prior to the termination of their shift.
4. The length of shift briefing will be determined by the amount of information or material to be disseminated.

5. Pertinent information to be reviewed during roll call or transition of officers will include, but is not limited to:
 - a. Case reports,
 - b. Incident reports,
 - c. Miscellaneous reports,
 - d. Shift clip boards,
 - e. Intelligence messages,
 - f. Training topics,
 - g. Patrol checks,
 - h. Traffic Enforcement Requests,
 - i. Review law updates.
6. When available, Supervisors will present new General Orders, Administrative Directives, and Memorandums to the Officers. Supervisors will discuss this material with the Officers and have the Officers sign the receipt log when required. When Supervisors are not available, the above information will be placed in Officers' mailboxes. If an Officer has questions in reference to the material, he/she may contact the on-call Supervisor. The material may also be discussed at Departmental Staff Meetings.
7. When available, the Supervisors will ensure all Officers are in the correct uniform and prepared to initiate assigned patrol activities.

D. Radio Identification Numbers

1. In order to clarify the identification of individuals operating Department vehicles, each officer is assigned a Radio Identifier. TPD current assigned Identifiers are 2300 thru 2314.
2. A current list of Radio Identifier numbers is maintained by Department Staff and the Frederick County Communications Center.

V. PATROL OPERATIONS

- A. Response to routine, urgent, and emergency calls for service are outlined in the General Order Chapter 2 entitled *Emergency Driving*
- B. Motor vehicle pursuit operations are outlined in the General Order Chapter 2 entitled *Pursuit Driving*.
- C. Field Contacts or Interviews:
 - 1. Will be conducted on all persons who exhibit suspicious action or activities.
 - 2. Officers conducting field contacts or interviews must have reasonable suspicion based on circumstances presented that the person being stopped is engaged in, has been engaged in, or will engage in criminal activity. When officers in plain clothes conduct such interviews they should identify themselves as Police Officers prior to the interview.
 - 3. Officers shall notify the Communications Center when initiating a field contact or interview and the following information shall be relayed:
 - a. Location of the contact, nature of the contact, and description of the suspect,
 - b. A back up unit will be assigned to assist if available.
 - 5. Field contacts/interview information will be documented by the Investigating Officer via I-LEADS Reports and forwarded to their Supervisor.
 - a. The field contact report will include the following information: suspect name, address, telephone number, physical description, vehicle information, and reason for the contact.
- D. Outside Agency Notification Procedure:
 - 1. Situations or conditions which dictate the assistance of an outside agency will be made promptly, or in a timely manner depending on the existing circumstances. Outside agencies will include, but are not limited to:
 - a. Medical Examiner/Coroner,
 - b. Allegheny Power,
 - c. Baltimore and Ohio Railroad,

- d. Verizon Telephone,
 - e. Frederick County Highway Departments,
 - f. State Highway Administration,
 - g. Other Law Enforcement Agencies,
 - h. All other agencies that may be needed.
2. Officers called to the scene of a death investigation shall promptly notify the Medical Examiner/Coroner if the death is unattended or suspicious.
 - a. No deceased person, or personal property from such deceased person shall be handled, disturbed, or removed from the place of death by any person, except with the permission of the Medical Examiner/Coroner, unless the same shall be necessary to protect life, safety, or health.

E. Supervisory Response to Incident Scenes

1. Incidents of a serious nature often arise that require the presence of a supervisor who possess the authority necessary to deal with the problem.
2. A supervisor will respond to the scene of the following incidents, but not limited to:
 - a. Homicide
 - b. Suicide
 - c. D.O.A. other than suicide
 - d. Natural disasters
 - e. Incidents involving injury to an officer
 - f. Hostage or barricade incidents
 - g. Robbery
 - h. Department motor vehicle accidents
 - j. Any other incidents as directed, dispatched or requested.

F. Missing Persons

1. Departmental guidelines are outlined in the General Order Chapter 2 entitled *Missing Persons*

G. Foot Patrol

1. Thurmont Police Department sworn personnel will conduct foot patrol during their tour of duty.
2. Foot patrol is defined as the movement of officers outside and away from their vehicles for the purpose of preventing criminal activity, reducing criminal activity, enforcing parking violation, and/or providing day-to-day service to the citizens of Thurmont. This definition does not encompass the movement of officers outside and away from their vehicles in the course of conducting investigations.
3. Factors to be considered in determining the need for foot patrol assignments are:
 - a. Frequent inspections of business and commercial establishments as crime prevention, or crime reduction measures.
 - b. Saturation patrol in areas that are experiencing an increased amount of calls for service, having a nature where foot patrols would act as a deterrent, and/or facilitate the patrols would act as a deterrent, and/or facilitate the identification and apprehension of suspects. An example of such calls for service would be prowler complaints, trespass (peeping tom), thefts from automobiles, thefts from persons (purse snatching), vandalism or malicious destruction, burglaries and/or breaking and entering.
 - c. The potential for an increased amount of criminal activity exists where foot patrols would act as a preventive measure.
4. Before exiting his/her vehicle to conduct foot patrol, officers will first notify Communications.
5. Vehicles will be left in a secured condition and parked in a conspicuous manner (when applicable) to allow the officer and public to observe the vehicle while foot patrol is conducted. Officers will be dressed accordingly and armed with his/her issued weapon, handcuffs, portable radio, etc.

6. While conducting foot patrol, officers will be responsible to respond and act on all complaints received by them, regardless of the manner in which the complaint was received (i.e., dispatched, on-view), the officer will immediately notify Communications of his/her location, the nature of the complaint, and the course of action.
7. All foot patrol assignments will be documented by generating an ILEADS Call for Service number.

VII. PATROL EQUIPMENT

A. Marked Patrol Vehicles

1. Marked patrol vehicles shall be readily identifiable as a law enforcement agency vehicle.
2. Marked patrol vehicles will be conspicuously marked with a distinctive paint scheme and reflective Decals to include:
 - a. Thurmont Police,
 - b. Emergency telephone numbers.
3. Minimum equipment list for patrol vehicles include, but are not limited to:
 - a. Emergency lighting,
 - b. Siren
 - c. Public address system
 - d. Exterior spot light
 - e. Fire extinguisher
 - f. First aid kit
 - g. Tire iron
 - h. Tire jack
 - i. Latex gloves
 - j. PPE kits

- k. In-car mobile data terminals, when available.
- l. Video recording unit, when available
- m. Heavy-duty suspension, electrical systems, cooling systems, and certified speedometer. These items are generally addressed in the vehicle specification guidelines issued for vendor bids.

B. Unmarked Vehicles

1. Unmarked vehicle shall have no exterior markings indicating that they are law enforcement vehicles.
2. Minimum equipment for unmarked vehicles include, but are not limited to:
 - a. Emergency lighting,
 - b. Siren
 - c. Public address system
 - d. In-Car mobile data terminals (as assigned)
 - e. Fire extinguisher
 - f. First aid kit
 - g. Tire iron
 - h. Tire jack
 - i. Latex gloves
 - j. PPE kits
3. If the unmarked vehicles are used in a patrol function, they too must meet the requirements for lighting and communication capabilities.
4. All vehicles will be inspected by each assigned officer prior to the beginning of each shift or tour of duty. This inspection will include verifying functionality of the vehicle and equipment.

C. Non-Issued Equipment:

1. There will be no non-issued equipment installed in or on Department vehicles without written approval of the Chief of Police.
2. Any officer wishing to install non-issued equipment shall submit in writing a memo to the Chief of Police via the chain of command, requesting permission to install the item and giving a description of the item. Included in the request will be the reason for the installation.
3. Supervisors will endorse the request, recommending approval or disapproval and if the installation of the item would be advantageous to the officer and the Department.
4. Authorized non-issued equipment and accessories will be purchased by the requesting officer and installed by a qualified individual/company at the officer's expense.
5. Removal of the non-issued equipment and accessories will be completed by a qualified individual/company, and the vehicle will be restored to its original condition, at the officer's expense.
6. The Thurmont Police Department will not accept any claim for damage or loss of non-issued equipment or accessories.
7. Any infractions involving the installation, use, or removal of non-issued equipment or accessories, shall be sufficient cause for immediate removal of the equipment at the expense of the officer. Personnel in violation of this section shall be subject to disciplinary action including but not limited to revocation of the privilege of a take home vehicle.

D. Safety Restraint Devices

1. Safety Restraint devices will be routinely worn by all department personnel while operating Departmental vehicles, according to the provisions of the Maryland Transportation Articles.
2. No child safety restraints will be installed or utilized in any Departmental vehicle equipped with a prisoner shield or screen. Only approved child safety restraints will be used for all children of age, size, or weight for which such restraints are prescribed by law.

3. No person shall modify, remove, deactivate or otherwise tamper with vehicle safety restraints, except for vehicle maintenance and repair and not without the express permission of the Chief of Police.
 4. Personnel who discover an inoperable restraint system shall report the defect to the supervisor. Prompt action will be taken to replace or repair the system.
- E. Uniforms and Equipment for Patrol Operations
1. All applicable uniform and equipment standards and guidelines are outlined in General Order Chapter 2 (*Thurmont Police Department Uniforms*).
- F. Soft Body Armor
1. Departmental guidelines are outlined in General Order Chapter 2 (*Soft Body Armor Policy*)

ATTACHMENTS:

Appendix A – TPD Form 2.1A – Daily Vehicle Check List

DOCUMENT DATES:

Amended Date: August 20, 2024

Amended by: Lt. J Morales

Review Date: August 20, 2024

Reviewed and Approved by: Chief David Armstrong

Rescinds: Previous Order dated 2-10-2021

Order Written By: Lieutenant Jerry Morales

Order Edited and Approved By: Chief David Armstrong

Accreditation Standards Included in this Order

CHAPTER 41 Patrol

Administration 41.1.1, 41.1.2, 41.1.3, 41.1.4 N/A by function

Operations 41.2.3, 41.2.4

Equipment 41.3.1, 41.3.2, 41.3.3, 41.3.4