



Fitchburg State University Police Department

| | | |
|--|--|--|
| Subject: PATROL OPERATIONS | | General Order 9.1 |
| Reference: IACLEA: 3.2.1, 9.1.1, 9.1.2 MPAC: 41.1.1, 41.1.2 | | |
| Effective Date: June 22, 2020 | Review Date: February 8, 2022, | |
| By Order of: Michael Cloutier, Chief of Police | | |

PURPOSE:

The purpose of this order is to provide effective patrol coverage, including the assurance of accountability and achievements in meeting the Fitchburg State University Police Department's goals and objectives.

POLICY:

It is the policy of the Fitchburg State University Police Department to provide effective twenty-four-hour police coverage to the Fitchburg State University Community, as well as to ensure each member of patrol is equipped with the information necessary to perform their duties.

PROCEDURE:

A. Administration:

1. The Fitchburg State University Police Department provides twenty-four-hour police service by dividing the patrol division into three shifts:
 - a. 0700 - 1500 hrs. (Day Shift)
 - b. 1500 - 2300 hrs. (Evening Shift)
 - c. 2300 - 0700 hrs. (Midnight Shift)
2. Minimum Staffing for each shift shall be **one officer or dispatcher** working in the communication center, and **two officers** available to respond to calls for services.

- a. Officers on patrol should focus on the following preventative patrol functions:
 - i. Visible patrols in marked cruisers, as well as on foot/bike.
 - ii. Regularly stopping by areas of high traffic to engage with the community.
 - iii. Have a presence at various university events.
 - iv. Conduct rounds with Housing staff, when applicable.
 - b. Officers shall also:
 - i. Respond to all calls for services communicated by dispatch,
 - ii. Enforce the rules, regulations, as well as state and local laws and ordinances,
 - iii. Render aid at the level of their training and authority,
 - iv. Perform other duties as listed in their job description, and those assigned by a supervisor.
 - c. Supervisors that are normally assigned to administrative duties may cover the position of the second patrol officer and shall be readily available to respond to calls for services.
3. The shift supervisor, or officer in charge, will delegate shift assignments according to the needs of the department, known scheduled events on campus, shift staffing levels, and other factors as they arise during the shift.

IACLEA 9.1.1 a

B. Service Area Assignments

1. Patrols are generally divided into the following:
 - a. North Sector
 - b. South Sector
 - c. Campus-wide
2. Although the University owns properties away from the main campus (non-campus properties), patrols should focus the majority of their shift providing services to the core (main campus/ on-campus) properties such as residence halls, administrative and academic buildings.

IACLEA 9.1.1 b

C. Schedule

1. Officers' schedules will be in accordance with their Union's Collective Bargaining agreement(s).
 - a. AFSCME employees' schedule is determined under Article 10.
 - b. APA employees' schedule is determined under Article III.

IACLEA 3.2.1

D. Roll Call Briefings:

1. Roll Call briefings are the primary method for providing information to oncoming shifts, including:
 - a. A description of the previous shifts' activities; and
 - b. Administrative and operational information such as:
 - i. Anticipated special events,
 - ii. Policy updates,
 - iii. Unusual circumstances,
 - iv. BOLOs and crime bulletins.
 - c. Roll Call may also be used to conduct training and share information about crime trends and areas of concern.
2. Officers who are not able to attend Roll Call because of operational demands, such as providing continuous coverage at fixed posts, or responding to a call during Roll Call, shall be updated on all discussed items at their post or after the officer cleared their call.
3. Roll calls shall be held at the beginning of each shift. All personnel assigned to the shift and previous shift are to attend.
4. The shift supervisor, or officer in charge, shall conduct the roll call.
5. It shall be the responsibility of the officer in charge to make sure that all shift personnel receive their assignments and are given and all information required to perform their duties.
6. A roll call / end of shift summary report shall be made and placed in the roll call book, to show that the roll call/shift briefing was conducted and what was covered.
 - a. A copy of the End of Shift Report shall also be emailed to the department (Campuspolicelist@fitchburgstate.edu).

IACLEA 9.1.2

Approval:



Chief of Police

2/8/22
Date