

## 2.426 PATROL STAFFING (41.1.1)

A. Police officers and police aides are assigned to patrol squads on the authority of the commander responsible for the patrol function, hereafter "patrol commander."

1. Each patrol squad is supervised by a sergeant and at least one corporal.
  - a. Sergeants assigned to patrol squads serve as patrol squad supervisors. They will conduct their supervisory duties as primary, but not exclusive activities. Regular patrol duties are secondary activities.
  - b. Corporals assigned to patrol squads serve as assistant patrol squad supervisors and are responsible for primary patrol squad supervision activities in the absence of sergeants. Corporals will conduct regular patrol duties, such as responding to calls, writing reports etc., as their primary activities when sergeants are on-duty.
  - c. In the absence of patrol squad supervisors, command devolves to designated officers consistent with **2.426.08 Officer in Charge (OIC)**.
2. The patrol commander considers criteria when assigning officers to patrol squads that include, but are not limited to:
  - a. Bureau staffing needs;
  - b. Patrol squad staffing needs, considering the performance and special skills of individual officers; and
  - c. Officer preference.

B. Minimum mandatory patrol staffing levels will be established and distributed in command orders issued by the patrol commander.

### 2.426.02 Patrol Scheduling (16.1.2, 41.1.1)

A. Patrol squad minimum staffing levels, shift times, shift and day off rotation schedules, etc. are based on the agency's authorized staffing and documented periodic workload assessments.

B. Patrol schedules will be established, approved, posted, updated, etc. by patrol supervisors and the patrol commander consistent with **1.424.02 Staffing and Scheduling**. Patrol schedules depict information that includes, but is not limited to:

1. Shift hours and rotations;
2. Personnel assignments to shifts;
3. Scheduled days off;
4. Reporting times to ensure continuous patrol coverage;
5. Minimum mandatory staffing; and
6. Pre-approved leave, training, details, etc.

### 2.426.04 Schedule Modifications

- A. Commanders and supervisors may adjust employees' regular days off in order to meet the operational needs of the agency.
- B. Those commanders and supervisors who make schedule, day off, etc. changes are responsible for ensuring affected personnel and their commanders are given reasonable advance notice of the changes.
- C. Commanders may assign employees to work special event details on a regular duty, straight time basis so long as minimum mandatory patrol staffing levels are met.
  1. Special event details not filled by regular-duty personnel will be posted as overtime details.
  2. Supervisory ranked officers, unless otherwise specified on special event detail orders, will be eligible to sign up for overtime details only after at least six calendar days have elapsed since details were posted or as otherwise specified by the commander responsible for special events.
- D. See also **1.424.02 Staffing and Scheduling**.
- E. Employees will request leave consistent with **1.424.04 Leave Request and Authorization**.
- F. Employees are primarily responsible for monitoring, managing and planning their leave usage. They should not request leave for which they are not entitled or that would drop staffing levels below minimum mandatory levels.

#### 2.426.06 Shift Coverage Overtime

- A. Patrol supervisors will deny leave requests that drop staffing levels below minimum mandatory levels.
- B. Only commanders may approve routine leave requests that reduce patrol staffing below established minimum mandatory levels.
- C. Overtime necessary to meet minimum staffing levels because of unforeseen or emergency situations must be approved by:
  1. The patrol commander or other commander in absence of the patrol commander during regular business hours;
  2. The duty officer during non-business hours; or
  3. Patrol supervisors in the absence or unavailability of commanders. The conditions necessitating shift coverage overtime will be documented in writing or email and sent to the patrol commander by the end of the approving supervisors' tours of duty.
- D. Any questions or concerns regarding the interpretation or application of this directive will be referred to employees' commanders through their respective supervisors.

#### 2.426.08 Officer in Charge (OIC)

- A. Pre-designated officers will serve as patrol squad OICs during the absence of patrol supervisors.
- B. Absences must be as the result of regular days off, leave approved by a commander or unanticipated conditions, such as sick leave.
- C. In order to serve as OICs, officers must:
  1. Be ranked as PFC;
  2. Have completed any required new employee probationary periods; and
  3. Have received "Meets Standards" or higher ratings in all categories on their most recent EPRDs.
- D. The patrol commander is responsible for designating OICs in the absence of pre-designated personnel.
- E. Officers serving as OICs:
  1. Are responsible and accountable for all patrol squad supervisory activities during their times of OIC service;

2. Will be compensated consistent with the most recent Memorandum of Understanding between the University and the FOP; and
3. Complete Additional Duty Records and on-line timesheets with appropriate entries for OIC service.

#### 2.426.10 Patrol Briefing (Roll Call)

(41.1.2, 42.2.4)

- A. Patrol officers will report promptly for patrol briefings at the beginning of their shifts consistent with **1.630 Reporting for Duty**.
- B. Patrol supervisors are responsible for:
  1. Ensuring patrol briefings are conducted at the beginning of each shift, barring exigent circumstances that require the immediate deployment of patrol personnel;
  2. Conducting formal and informal inspections of their personnel to ensure their readiness and fitness for duty;
  3. Using **Shift Condition Reports (UPO.082.D)** to document:
    - a. Officer's duty and assignment status;
    - b. Issued equipment, such as radios, keys, rifles, AEDs, etc.; and
    - c. Investigators who attend briefings.
- C. Briefings should accomplish the dissemination of information that includes, but is not limited to:
  1. Daily patrol activities and assignments;
  2. Unusual situations;
  3. Potential or actual officer hazards;
  4. Changes in the status of wanted persons;
  5. Stolen vehicles;
  6. Major investigations;
  7. Look-outs;
  8. Reported incidents for at least the last 24 hours;
  9. Changes in schedules and assignments;
  10. New and/or modified directives;
  11. New and/or modified laws and regulations;
  12. Relevant community based initiatives; and
  13. Roll call training materials.
- D. Officers should ask clarifying questions and/or provide clarifying information as appropriate.

E. Officers reporting as early officer, special details, assignments, flex-time details, etc., and are unable to attend regular patrol briefings are responsible for contacting the on-duty patrol supervisor in order to receive any critical briefing information.

**2.426.12 Patrol Areas** (41.1.1.d & .e)

A. The agency’s jurisdiction is divided into four patrol areas to facilitate assigning calls for service and ensuring the effective and efficient delivery of police services.

B. Patrol supervisors will:

1. Ensure on-duty personnel are assigned to cover all patrol areas as staffing allows;
2. **Area four** will be split as color coded when the forth patrol area cannot be staffed; and
3. Assign personnel to patrol areas on a shift-by-shift, day-to-day basis.

C. Patrol areas 1, 2, and 3 will always be staffed;

1. Area 4 will always be staffed when patrol staffing is available.
2. All calls and activities occurring in area 4 will be CAD coded as such regardless if the area is staffed.

D. Officers:

1. Are responsible for handling all calls for service within their assigned areas unless they are out of service because of handling another call for service or otherwise directed by a supervisor or commander. Being involved in self-initiated activities such as foot patrols, building checks, etc. does not constitute being out of service;
2. May volunteer or be assigned to calls for service outside their patrol areas in order to efficiently distribute workloads;
3. Officers will not delay routine report writing till the ends of their tours of duty without supervisory or command approval. Consistent with **SOP REC 01.02.04 Completing & Approving Reports – Generally** after completing initial call for service activities and unless assigned to other calls for service, stay out of service and have Communications add “Report Writing” to the officer’s activity status in CAD until initial reports are written.

E. This table of patrol areas is provided as a basic, but not exhaustive, list of the buildings and parking lots within those areas. See also **2.426.16 Patrol Area Map.**

Area 1		Area 2		Area 3		Area 4	
Buildings		Buildings		Buildings		Buildings	
7400 York Rd.	Power Plant	College of Liberal Arts	Residence Tower	Auburn Hall	Douglas House	Barton House	Burdick Hall
7800 York Rd.	Prettyman Hall	Glen Dining	Smith Hall	Center for the Arts	Enrollment Services	CARROLL HALL	General Services
Administration	Richmond Hall	Glen Tower A	Health & Counseling Centers @ WW	Child Care Center	MARSHALL HALL	Douglas House	Public Safety
Burkshire	Scarborough Hall	Glen Tower B	Burdick Hall	Fieldhouse	Millennium Hall	Enrollment Services	Schuerholz Field
Cook Library	Stephens Annex	Glen Tower C	General Services	Landscape Services	Paca House	MARSHALL HALL	Towson Run
Dowell Hall	Stephens Hall	Glen Tower D	Public Safety	SECU Arena	Tubman House	Millennium Hall	University Union
Glen Esk	Van Bokkelen Hall	Hawkins Hall	Schuerholz Field	Towson Center	W. Village Commons	Paca House	
Media Center		Lecture Hall	Towson Run	Unitis Stadium		Tubman House	
Newell Dining		Linthicum Hall	University Union	Barton House		W. Village Commons	
Newell Hall		Psychology		CARROLL HALL			
Parking Lots		Parking Lots		Parking Lots		Parking Lots	
1, 1A, 2, 3, 6A, 23, 24, 24A, Glen Garage		6, 26, & Towsontown Garage 10, 10A, 10B Union Parking Garage,		12, 13, 14, 17, 19, 20, 21 W. Village Garage		10, 10A, 10B 17 Union Parking Garage, W. Village Garage	
		Buildings & lots added when a 4 <sup>th</sup> officer is not available.		Buildings & lots added when a 4 <sup>th</sup> officer is not available.		Buildings & lots covered by Area 4 officer if available.	

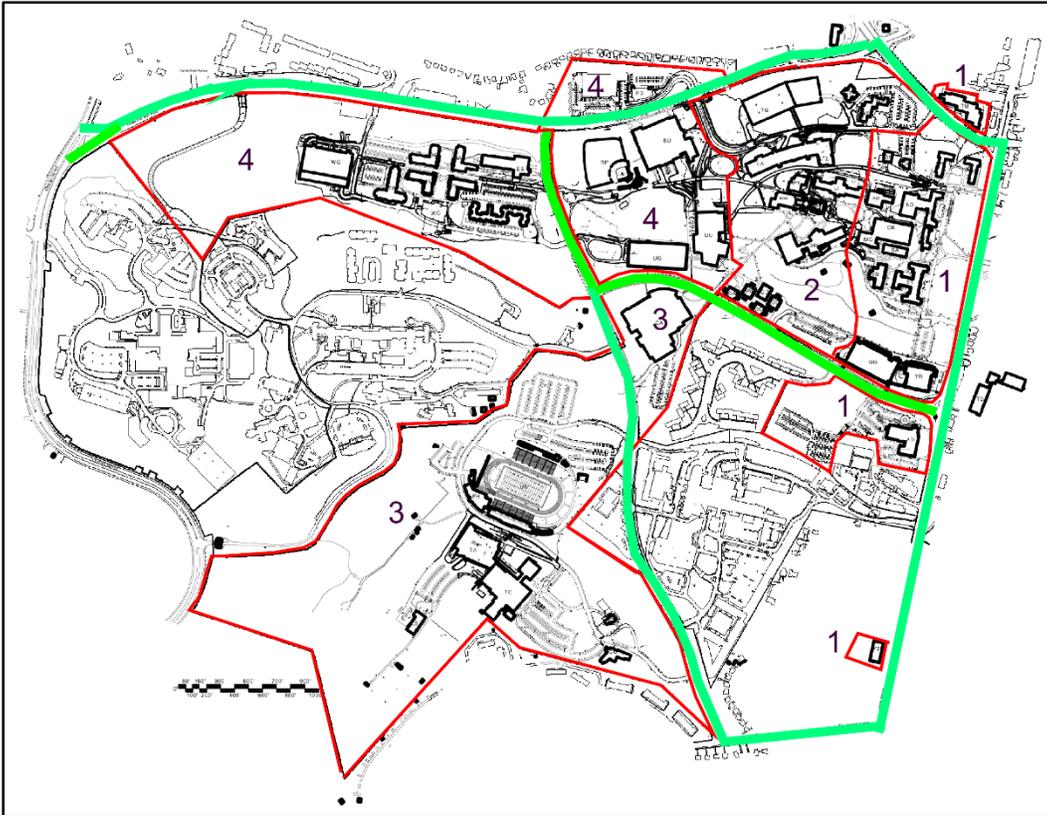
**2.426.14 Traffic Stop Data Coding** (1.2.9)

- A. All traffic stops that require traffic stop data collection consistent with **2.418 Impartial Policing** will be coded consistent with the locations where the violations occurred.
- B. Violations that occur on university owned roadways, parking lots, etc. will be coded for the Patrol Area wherein the violation occurred.
- C. Violations that occur on state and county roadways will be coded "Off-Campus." These roadways are:

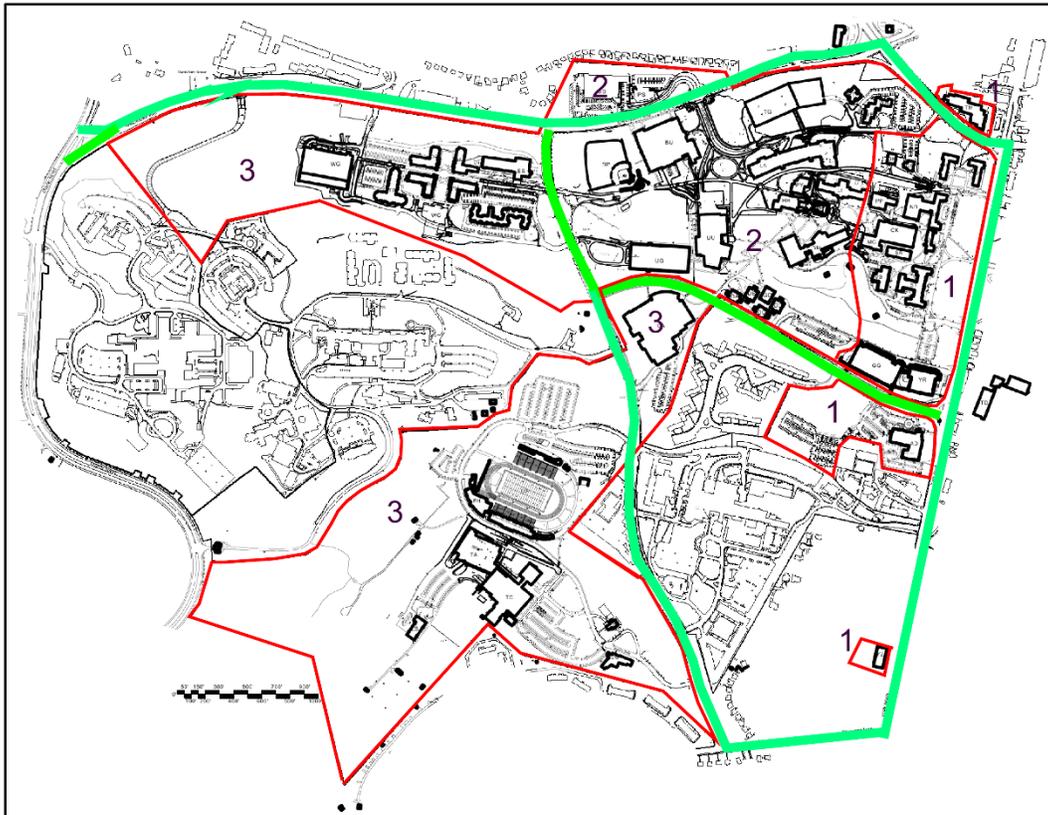
1. York Rd. from Stevenson Ave. to Towson-town Blvd;
2. Towsontown Blvd. from Virginia Ave. to Charles St.;
3. Burke Ave. from Towsontown Blvd. to York Rd.;
4. Osler Drive; and
5. Cross Campus Drive.

### 2.426.16 Patrol Area Maps

#### Four Patrol Posts



#### Three Patrol Posts



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