

# Georgia Department of Public Safety

## Policy Manual

<b>SUBJECT</b> <b>POST OPERATIONS</b>	<b>POLICY NUMBER</b> <b>17.08</b>
<b>DISTRIBUTION</b> <b>ALL EMPLOYEES</b>	<b>DATE REVISED</b> <b>6/1/2017</b>

### 17.08.1 Purpose

To establish the basic standards and procedures for conducting the day-to-day operations of the Patrol Post.

### 17.08.2 Policy

Patrol Posts will be operated in accordance with basic standards. The duties and responsibilities of those involved in such operations will be performed in a consistent manner, thus ensuring the public is afforded dependable service.

### 17.08.3 Procedures

#### A. Enforcement of Policies

1. Post Commanders shall:
  - a. Be entrusted with a wide range of responsibility and are accountable for the activities for the employees under their immediate supervision;
  - b. Have the authority to establish local guidelines to accomplish the mission of the department;
  - c. Ensure that each employee within the Post re-reads the policy manual and signs acknowledgement forms on an annual basis, and
  - d. Ensure that the Post and all assigned personnel operate and adhere to the guidelines established by Department policy.

#### B. Duty Assignment

1. The Post Commander is responsible for the assignment of personnel. Such assignments shall be made according to personnel availability and the needs of the Department. Personnel shall adhere to the orders of the assignments.
2. Post Commanders shall produce a 28-day roster indicating the daily duty status of each employee. A separate roster may be utilized for radio/clerical staff and Troopers.
3. No more than 50% of sworn personnel may be on pass or leave on any given day.

- a. Daily Duty Rosters shall be posted by noon at least one day in advance and are the direct orders of the Post Commander unless rescinded or otherwise altered by a Post NCO.
- b. Patrol shifts shall be eight hours in length unless circumstances dictate otherwise.
- c. A minimum of six hours in off-duty status is recommended between assigned eight-hour shifts of patrol duty. The scheduling of 16 hours of consecutive duty under normal circumstances is not permitted.
- d. Troopers are permitted an opportunity for meals during their shift, provided they inform their Post where they will be and remain readily available for return to duty.
- e. Chiefs and SCEOs are responsible for ensuring radio operators conduct an hourly locations and status check (10-81) on all Troopers assigned to a route on the daily duty roster.
- f. Personnel assigned to the radio are permitted an opportunity for meals during their shift, provided the radio is never left unattended.
- g. The Post Secretary's office shall be open for business from 0800 to 1630 hours, Monday through Friday. Uniformity in the hours of the Post Secretary's office is important. No variation of these hours shall be made without permission from the Post Commander.
  - 1) Lunch will be 30 uninterrupted minutes away from their assigned work area.
  - 2) In the absence of the Secretary due to annual leave or extended sick leave, the Post Commander shall assign someone to perform the secretarial duties.

#### C. Assigning of Patrol

- 1. Patrols will be conducted in conjunction with existing Policies and Memorandums.
- 2. Patrol assignments shall utilize the following considerations:
  - a. Availability of personnel and vehicles;
  - b. Specialized enforcement efforts, statistical data, concentrated patrols, occupant protection, DUI patrols, etc.;
  - c. Crash experience;
  - d. Location and nature of citizen complaints, and
  - e. The location and times of high-incident crime areas.

#### D. On Call

1. Posts should maintain a 24-hour operation. However with respect to locale, personnel strength, emergencies and the nature of calls received, some Patrol Posts may close at specific times.
2. When no sworn personnel are on duty the Post Commander or their designee shall assign an off-duty Trooper to remain on call.
3. The Trooper on call shall ensure that they may be reached at all times via telephone or by an electronic communication device.
4. Post Commanders shall ensure that an NCO is available at all times. This may require that an NCO be placed on call. The NCO on call need not be at the Post at all times but shall ensure that they can be reached via electronic device or telephone while assigned to call duty.
5. Communications Centers in Posts that have the GCIC status of "entering station" shall maintain a 24-hour operation, in accordance with the GCIC Rules and Regulations.

E. Dual and Single Patrols

1. Normally, all patrols should be single patrols.
  - a. Newly assigned Troopers shall be required to familiarize themselves with the Post territory by riding double.
  - b. When the Post Commander determines that a newly assigned Trooper should be allowed to patrol alone, the Post Commander shall send written notification to the Troop Commander.
2. Dual patrols may be utilized when authorized by a supervisor and needed:
  - a. To facilitate the training of personnel;
  - b. In instances of civil disorder when two Troopers are needed for protection and efficiency;
  - c. Upon the shortage of patrol vehicles;
  - d. To permit the observing of personnel by supervisors, or
  - e. As deemed necessary.

F. Holiday Patrols

1. The first and last day of the holiday period are considered travel days.
  - a. No more than 25% of sworn personnel in a Post may be on pass or leave.
  - b. All sworn headquarters and specialist personnel shall patrol a full shift, unless otherwise designated by their supervisor. Copies of their scheduled assignments shall be provided to the Commanding Officer.

2. Other days of holiday periods.
  - a. No more than 50% of sworn personnel may be on pass or leave.
  - b. Their supervisors or LTD memorandum shall schedule all sworn Headquarters and specialist personnel.

#### G. Resident Patrolling Procedures

1. Troopers are allowed to drive a patrol car to and from home, provided their residence is within the state and is within 50 air miles of the Post territory boundary nearest the residence. The Post Commander shall have the authority to disallow this practice if abuse becomes evident.
  - a. Post Commanders have the discretion to permit these personnel to go in service from their residence and to proceed directly to their assigned route, without reporting to the Post, provided the member is on their route at the assigned time.
    - 1) Troopers residing outside the current driving radius, within the state, may drive a patrol car to and from their residence when they are off-duty for 2-4 consecutive days. This may be done a maximum of four times during a 28-day roster period.
    - 2) Troopers exercising the driving privilege are expected to perform all routine traffic duties until they go out of service. The Post shall be notified when the member goes out of service.
    - 3) Troopers traveling outside post territory should use discretion and good judgment concerning routine enforcement activities. Aid to disabled motorists shall be offered unless circumstances indicate otherwise.
    - 4) Off-duty Troopers shall park Departmental cars at their residence, unless otherwise approved by the Post Commander.
  - b. Upon going in service, the member shall make inquiry with their respective Post regarding any special assignments, bulletins, etc. The Communications Equipment Officer on duty shall make appropriate entry in the CAD.
  - c. Troopers are expected to go 10-41 and 10-42 on the CAD at the beginning and end of their shifts. Time spent traveling to the Trooper's residence after signing in is not work time unless the Trooper performs some type of work and the information is called in and recorded on the communications/stop log. The time actually spent in performing the work shall be counted as work time. Posts are not to make a practice of calling a Trooper who is in route home to work extra unless an emergency exists.

#### H. Emergency Generator

1. All Posts shall be supplied with an emergency generator.
2. It shall be inspected and tested weekly, and regular maintenance, according to the manufacturer's specifications, shall be completed.

#### I. Emergency Lighting

The Post Commander shall provide emergency lighting (e.g. flashlights and batteries) in the event of total power failure. The lighting shall be located in the communications center and readily accessible to the member.

J. State Funds, Supplies and Property

1. State Funds

- a. The use of state funds is limited to legitimate expenditures that have been properly approved and incurred.
- b. Post Commanders are responsible for ensuring that only legitimately incurred, authorized and accurately billed expenses are satisfied with the state funds under their control.
- c. Post Commanders shall cooperate with other state agencies conducting business within the Post to provide for the adequate security of monies generated.
- d. The cashing of Checks or Money Orders with State Funds is forbidden.
- e. No member shall use state funds for personal use or any other purpose except as authorized by competent authority.
- f. Departmental Credit Cards when assigned to patrol posts are the responsibility of the Post Commander.
- g. Post Commanders are responsible for ensuring the timely distribution of payroll checks once received by the Post.

2. All property assigned to the Post is the responsibility of the Post Commander.

- a. Post property is for official use only. No member shall utilize any property for personal use without the approval of competent authority and notice to the affected Post Commander.
  - 1) An inventory of all property shall be maintained at the Post level for insurance and tracking purposes.
    - a) The inventory shall be updated every two years or at the change of command. For more information refer to the Inventory Policy #7.10.
    - b) The incoming and outgoing Post Commanders and the Troop Commander or their designee shall sign change of command inventories.
    - c) A copy of the post inventory shall be maintained in the Troop Commander's and the Property Management files.
- b. Adequate supplies for the office and vehicles shall be maintained at the Post to ensure the uninterrupted performance of duties.
  - 1) Care must be taken to ensure that proper materials are in stock in adequate, but not excessive, amounts.

- 2) Supplies are for official use only.
- 3) Supplies are to be procured from approved sources.
- 4) Post Commanders are responsible for ensuring that mandatory source and Statewide Contract listings are consulted before alternative vendors are utilized.
- 5) Post Commanders shall not sign contracts for services or goods without written approval from the Commanding Officer.

3. Departmental Property Insurance Claims

- a. The Department shall maintain insurance coverage for all property through the Department of Administrative Services.
- b. Damage to departmental property is to be reported to the Administrative Services Director within 24 hours of occurrence. Damage occurring on weekends or holidays is to be reported the next regular business day.
- c. Post Commanders are responsible for notifying the Troop Commander of any damage to Post Property as soon as practical.
- d. An Incident report (DPS 1113) shall be completed, and accompanied by appropriate photographs whenever property assigned to the Post sustains damage. This does not include vehicular damage.