



*Office Of The Sheriff*  
***Allegany County***  
***Maryland***

GENERAL ORDER NO: **3-000.00**

TO: All Patrol and Judicial Personnel

RE: **PATROL COMPONENT**

PURPOSE: To define responsibilities of the Patrol Division and to establish procedures for its efficient administration.

EFFECTIVE DATE: 2004

REVISION DATE: 3/1/2016

**3-001.00 Patrol Division Function**

- .01 Law enforcement duties of the Sheriff's Office will be the responsibility of the Patrol Division. The Patrol Division function will include, but not be limited to:
- A. The enforcement of State and local laws within the enforcement authority of the Office of Sheriff.
  - B. Receive and properly execute legal documents coming to the division for service.
  - C. Respond to calls for service from the public.
  - D. Investigate criminal activity within Allegany County.
  - E. Arrest individuals in violation of law, in accordance with powers as granted by law.
  - F. Investigate and report motor vehicle accidents.
  - G. Maintain peace and order within Allegany County.
  - H. Taking appropriate action during emergency situations to protect the citizens of Allegany County.

- I. Other duties as allowed by law and required by circumstances.
- J. Perform effective preventative patrol.
- K. Foster crime prevention through pro-active activities.
- L. Traffic direction/control/enforcement.
- M. Transporting persons to the District Court Commissioner for bond hearings.

**3-002.00 Written Objectives**

- .01 In the interest of providing the best enforcement service possible, Patrol personnel will strive to promote and accomplish departmental goals and objectives. Attainable goals will be set by the Sheriff in conjunction with shift supervisors. Areas in which goals may be set, (but not be limited to), include:
  - A. A reduction of motor vehicle accidents within Allegany County through the aggressive enforcement of traffic laws with purposeful, directed assignments as well as through input to appropriate organizations impacting on highway engineering.
  - B. A reduction of criminal activity by:
    - 1. Timely response to calls for service.
    - 2. Efficient preventative patrol.
    - 3. Active crime prevention programs.
    - 4. Quality investigative efforts.
    - 5. Timely and accurate reporting.
  - C. Strive to serve as many legal documents forwarded to the Department as possible.
  - D. To improve public awareness and relations through pro-active community based informational and crime prevention programs.

- .02 In conjunction with supervisory staff, the Sheriff will develop a multi-year plan for the division which should be reviewed at least annually. This multi-year plan should include:

- A. Anticipated personnel levels.
- B. Anticipated capital improvements and equipment needs.

**3-003.00 Communication, Coordination, and Cooperation Between Different Elements Within the Patrol Division**

- .01 While different elements within the division perform different job tasks, the objectives of the division is to achieve the goals stated above. Success can only be realized through cooperation and coordination between the varied elements of the division. Methods of improving the Team Concept will include, but not be limited to:

- A. At least one member from each element, if at all possible, will see that pertinent information may be exchanged between the elements.
- B. Units of all elements in the Patrol Division will serve as back- ups to each other whenever necessary, and will share information on wanted subject, criminal activity, intelligence, etc.
- C. Attendance by unit supervisors at divisional staff meetings with a goal of information exchange and problem resolution.
- D. Periodic review by all personnel of capsule reports which give a brief encapsulation of significant departmental activity.

**3-004.00 Law Enforcement Response**

- .01 The Sheriff ' s Office maintains uniformed Patrol shifts, offering public service 24 hours a day, each day of the year, accompanied by 24 hour radio communications (EOC). Calls for service from citizens will be answered at all times, in accordance with established departmental policy.

**3-005.00      Shift Change Coverage**

- .01      The department will conduct operations in such a way as to eliminate any lapses of coverage. Deputies of the outgoing shift will be available for calls, if needed, until the end of their tour of duty. If at all possible, deputies on a call at the end of their shift will be relieved by members of the oncoming shift. The majority of sworn personnel have assigned vehicles. Deputies are also subject to calls, if needed, while en route to the Office for the beginning of their shift.

**3-006.00      Shift Assignment for Deputies**

- .01      Ultimate authority for assignment to shift is by seniority. Temporary Shift assignments will be designed to maintain or improve efficient operations of the Department for up to 30 days. Factors to be considered in making shift assignments include, but are not limited to:
  - A.      Rank
  - B.      Work performance history
  - C.      Training record
  - D.      Individual skills or expertise
  - E.      Previous duty assignments
  - G.      Number of incidents received in a specified period on a shift.
  - H.      Average amount of time required per call on a shift.

**3-007.00      Assignment to a Specified Sector Area**

- .01      Due to manpower availability, it may be impossible to assign uniformed personnel to a single sector for a continuous period of time. Uniformed deputies will be assigned sectors by the Duty Officer for a specific tour of duty. Factors to be considered in sector assignments will include, but not be limited to:

- A. Number of personnel working the shift. Limited numbers may result in a larger area of assignment.
- B. Statistical history for number of calls for service in a sector.
- C. Number of offenses committed within a sector.
- D. Follow-up investigation of reported activity within a sector. If a deputy has follow-up activities in a certain area, he should make the Duty Officer aware and be assigned that sector, if at all possible.
- E. Duty officers will rotate sector assignments in such a way as to allow basic orientation of the whole county for all personnel. Personnel should share information with co-workers regarding activity in a given sector due to the necessity of all sworn personnel working varied sectors.

**3-008.00 Span of Control for First Line Supervisors**

- .01 Decisions as to the maximum number of subordinates within a span of control ultimately lies with the Sheriff. Any decision as to the span of control will be influenced by departmental needs, manpower capabilities, and allotted number of supervisory positions

**3-009.00 Regularly Scheduled Days Off**

- .01 Regularly scheduled days off will be at the discretion of the Shift Lieutenant.

**3-010.00 Radio Transmission Identification**

- .01 Each Patrol Deputy has a designated identifier number assigned for radio communications purposes. All radio transmissions will be prefaced with using this unique number when communicating with the Emergency Operations Center (EOC)
- .02 When communicating with the Maryland State Police, the unique number will be used to communicate with the Maryland State Police radio communications center, regardless of the barrack location.

**3-011.00      Procedures for Radio Communications with Other Agencies**

- .01      Deputies will contact members from other departments via radio only when duties require it and in the following manner:
  - A.      When communicating by radio, deputies will use a combination of the ten code, and clear speech communications. Transmissions will be brief, concise, and professional without superfluous language.
  - B.      Deputies may switch radio transmissions to the frequency of another agency when involved in operations with that agency. Before doing so, however, units will inform the Emergency Operations Center (EOC) of their intentions.

**3-012.00      Number of Deputies Assigned to Certain Incidents**

- .01      When personnel are responding to, or come upon certain types of calls or incidents, a minimum of two deputies will be assigned, if at all possible. Such situations will include, but not be limited to:
  - A.      Deputy in need of assistance.
  - B.      On site arrest for violent type crime.
  - C.      Subject resisting arrest.
  - D.      Incident requiring use of force
  - E.      Crime in progress
  - F.      Fleeing suspect
  - G.      Ongoing domestic conflict
  - H.      Burglar alarm
  - I.      Fight in progress
  - J.      Ex-parte service

- K. Warrant service
  - L. Prowler or suspicious subject
  - M. Any other type call deemed appropriate by the Duty Officer
- .02 In assigning back-up units, factors to be considered.
- A. Type of incident and potential for injury to departmental personnel or the public.
  - B. Location of departmental units.
- .03 If necessary, request for back-up can be made from State Police or another law enforcement agency in the county. Both investigative and administrative staff, as well as personnel using vehicles while off duty, may be utilized.

### **3-013.00 Supervisor Required On Scene**

- .01 A supervisor, (rank of Corporal or above) will respond to the following incidents, (but not limited to) in a supervisory capacity:
- A. Use of firearms involving departmental personnel, (excluding killing of an animal, range training, etc.).
  - B. Departmental motor vehicle accident.
  - C. Hostage/barricaded subject situation.
  - D. Emergency situation with casualties such as explosions, plane crashes, etc.
  - E. Crimes against persons in which death has occurred or injury is such that death is possible.
  - G. Other instances as deemed necessary by the Duty Officer, or higher authority.
- .02 If a supervisor in the context of this section is required at the scene, but none is available in the field; the senior ranking deputy may assume the responsibilities of the Duty Officer, freeing the Sergeant or Corporal to respond to the scene.

- .03 If the severity of the situation is such that a supervisor is required but not available, (incident involving departmental personnel such as departmental accident or firearms incident, or a disaster type incident), a member of the command staff will be notified of the situation, and advised accordingly.

### **3-014.00 Patrol Operations**

#### **.01 Preliminary Investigations**

- A. Basically, the preliminary investigation involves gathering what information is available when the reporting deputy first responds to the scene. Uniformed deputies will be responsible for conducting preliminary investigations when assigned criminal complaints, except in those instances, when described, in which personnel from the C3I will complete all phases of the investigation. Below is a general checklist to consider while conducting the preliminary investigation. It should not be considered as all inclusive. Actions to consider include:
1. Provide aid to injured persons.
  2. Secure and protect crime scene and ensure evidence is not destroyed or moved.
  3. Determine if an offense was committed, and if the criteria merits a request for C3I personnel.
  4. Obtain any available information on suspect and/or activity. Make an immediate arrest, if feasible.
  5. Pass on relevant information to Communications and other units.
  6. Identify witnesses.
  7. Arrange/assist in collection of evidence.
  8. Obtain written statements.
  9. Accurately record pertinent information for reports.



## .02 Follow-up Investigations

A. Follow-up Investigations often involve assigned cases in which unresolved evidence or information is known which may lead to the arrest of the perpetrator. A follow-up investigation is an extension of the preliminary investigation with a goal of developing additional information which may lead to an arrest and successful prosecution. Activities/goals of a follow-up investigation will include:

1. Eventual identification/apprehension of suspect.
2. Collection of any additional evidence; laboratory examination, if necessary.
3. Recovery of stolen property.
4. Additional interviews/statements.
5. Developing other sources of information.
6. Review other applicable departmental records/reports.
7. Accurately record all information in the applicable departmental report.
8. Disseminate information to applicable personnel.
9. Plan and conduct searches, if necessary.
10. If necessary, coordinate with State's Attorney's Office and assist with prosecutorial efforts.

B. Follow-up investigations will be initiated on all felonies and on misdemeanors in which a suspect is developed, or evidence is obtained which may identify a suspect. In addition to the above, follow-up activities will include:

1. Re-contacting victims/witnesses for any additional information not obtained in the initial contact.
2. Checking locations where articles taken in property crimes may have been disposed of.

3. Checking other possible sources of information which may be helpful in locating developed suspects; i.e., post office, utility companies.
  - C. The investigating deputy will be responsible for any information obtained during an investigation that is appropriate; i.e., serial numbers, missing persons, etc., being entered into NCIC. It will be the responsibility of the investigating deputy to submit NCIC validations on entries in a timely fashion as requested.
  - D. Service of a warrant on a case initially investigated by Sheriff's Office personnel will be considered a follow-up, and the deputy serving the warrant will submit a supplement to the original report. If at all possible, such warrants will be assigned to the original investigating personnel. If that is not possible, a copy of the served warrant should be forwarded to the original investigating deputy.
- .03 Field Interviews: When used in a directed manner, field interviews can be effective in deterring criminal activity. Benefits from an active field interview program include:
- A The development of information and informants. Information obtained from a field interview may uncover a committed crime or one in the planning stages.
  - B. Checking identification of suspicious subjects in an area can give an indication as to whether people involved in past criminal activity are frequenting that area.
  - C. Development of suspects. Field interviews can be checked against specific criminal activity in a given area, to develop information that a suspect was in the area of a crime at the time it was committed.
  - B. Crime Prevention. Subjects aware that an area is patrolled and that field interview information is routinely gathered are less likely to commit a crime in that area, especially after they have been interviewed.

- E. Field interviews should not be used indiscriminately, but rather when suspicion is present that would lead a reasonable person to believe an individual may be involved in, or planning criminal activity. Field interviews should be conducted on, (but not limited to), subjects exhibiting the following characteristics:
1. Persons appearing to be suspicious or overly apprehensive.
  2. People carrying articles in a suspicious manner; i.e., hiding articles under clothing, moving property late at night, strange cars in a neighborhood.
  3. Subjects parking in a place for an extended period of time even though they do not live in the area.
- F. Information to obtain on field interviews includes:
1. Information utilizing identification documents. Beware of phony identification.
  2. Date, time, and location interview was made.
  3. Complete description of subject to include scars, tattoos, or other distinguishing features.
  4. Other unusual observed occurrences.
  5. Advisable to check for warrants.
- G. In considering field interviews, the concept of Stop and Frisk must be reviewed. A stop and frisk is not an arrest, but as the term denotes, a detainment and frisk for a weapon. As a result of the Supreme Court Case, Terry vs. Ohio, a stop and frisk may be conducted after unusual conduct is observed by a law enforcement officer who, in light of experience and training, suspects that criminal activity is ongoing or probable, and that the individual(s) may be armed and dangerous. The enforcement officer must be able to articulate this set of circumstances. The frisk must be of the outer garment only. Now, as a result of Supreme Court Case, Minnesota vs. Dickerson, if a law enforcement officer, during a lawful stop and frisk feels any object which appears to be contraband, the article may be removed and used as evidence if it is indeed contraband.

.04 Identifying Law Enforcement Hazards

- A. Information on all conditions or subjects, known to be potentially dangerous to departmental personnel or to the public will be posted on the information board.
- B. It is the Duty Officer's responsibility to thoroughly disseminate all information on information board during roll calls. It is the responsibility of personnel working to check the board for information during their tour of duty.
- C. It is the responsibility of personnel, learning of a potential hazard, to advise the Duty Officer. The Duty Officer will be responsible for placing the information on board and for distributing the information to any personnel directly affected, to include media sources.

as .05 Access to Radio Communications: It is imperative that while in the field, personnel have constant access to radio communications (EOC) for safety considerations as well for the efficient operation of the department.

- A. Personnel will have radio communications to include:
  - 1. All vehicles, classified as emergency vehicles, will be equipped with mobile transceivers and hand held radios. Hand held radios will be utilized anytime personnel are outside of their vehicle.
  - 2. All uniformed deputies, while working in a field assignment, will have a hand held radio. It is the responsibility of each person assigned a hand held unit to utilize the radio, and to ensure that it is kept in good working order. If one is not available for an assignment, the deputy is responsible for advising the Duty Officer who will make arrangements for a radio, or for borrowing a unit from other personnel for the assignment. If a departmental radio is not operating correctly, personnel will notify the Shift Lieutenant, who will, in turn, notify (EOC). Any vehicle with a malfunctioning radio will immediately be placed out of service and will not be utilized for Patrol activities.

.06 Procedures for Radio Communications: Operations are enhanced and safety improved when supervisors and Emergency Operations Center (EOC) operators, and fellow workers know the status of deputies, their location, and the nature of assigned calls.

.07 Marked Patrol Vehicles

A. Vehicles used in general Patrol duties will be readily identifiable as a Sheriff's Office vehicle by:

1. Roof mounted red and blue emergency lights, along with a siren.
2. The agency name will be displayed on the vehicle.
3. The vehicle will display reflective markings.
4. The vehicle will display the unit number.
5. Instructions to the public to dial 911" for emergencies.

Exceptions to 1-5 may be made when authorized by the Patrol Supervisor due to vehicle availability issues, weather conditions, special assignments etc.

.08 Equipment to be carried in Patrol Vehicles

A. All Patrol, (except utility vehicles), vehicles will carry, at a minimum, the following equipment:

1. First Aid kit
2. Emergency blanket
3. Tape measure
4. Digital Camera
5. Fire extinguisher
6. Flex cuffs
7. CPR micro shield
8. Hazardous Material Emergency Response Guide Book

- .09 Safety Restraints: Use of safety restraining devices in Departmental vehicles will be as follows:
  - A. Seat belts and shoulder harnesses will be used by all passengers when the vehicle is in operation, or in readiness for operation. Seat belts will be used on prisoners being transported in rear seats.
- .10 Body Armor
  - A. Body armor will be issued to deputies assigned field duties. If armor is issued, it will be **STRONGLY RECOMMENDED BY THE SHERIFF** that it be worn at all times while on-duty or working a special a special event. Ultimately, it will be the Employee's decision whether or not to wear their protective vest. In situations where an armed encounter is a likelihood; i.e., arrest situation or raid, the vest will be worn. With the advent of removable tactical carriers, Employees may, if not imminently or actively engaging with the public, remove their tactical carrier for comfort reasons. While on-duty, body armor either with a tactical carrier or alternative external carrier, or with no carrier will be readily available at all times.
  - B. The only other exception to mandatory usage will be at the written direction of a physician to be attached to an Accident/Sickness Report form. The physician will state in detail the reasons the employee should be exempt from wearing the armor. The deputy will be assigned to Modified Work Assignment status, until the issue is resolved with the attending physician.

By Order Of:

Craig A. Robertson, Sheriff