



# POLICY & PROCEDURE

## PORTAGE POLICE DEPARTMENT

SUBJECT: **PATROL**

SCOPE: All Sworn Personnel  
DISTRIBUTION: Policy & Procedure Manual

REFERENCE:

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**PURPOSE:** The purpose of this Policy & Procedure is to establish guidelines for many of the administrative and operational aspects of the patrol function of the Portage Police Department.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. PROCEDURE

### I. POLICY

- A. The Portage Police Department is responsible to provide the residents and businesses of the City of Portage with law enforcement services 24 hours a day / 7 days a week / 365 day a year.
- B. The delivery of uniformed police service shall focus on improving or enhancing the quality of life in the community and is designed to be responsive to the needs of the citizens served by the department.

### II. PROCEDURE

#### A. Uniformed Police Patrol Function

1. The uniformed patrol function of the department is provided by officers and the Patrol Lieutenant. Patrol shifts are as assigned by the collective bargaining agreement or as otherwise directed by the chief.
2. Officers performing patrol functions shall be responsible for the following major

patrol activities:

- a) **Preventive Patrol:** Officers shall utilize available patrol time in a manner intended to repress and prevent criminal activities, traffic crashes, and traffic violations, maintain public order, and identify and remedy public hazards and situations that could foster criminal or delinquent behavior. This style of patrol may be random or toward specific trends or anticipated activity.
- b) **Response to calls for service:** Officers shall answer calls for service in response to citizen requests. The scope of this activity may extend beyond the single incident, which resulted in the department being called. Officers should be mindful of the underlying causes of citizen requests for service and seek solutions that address the overall problem rather than manifestations of the problem.
- c) **Crime prevention:** Officers shall participate in activities designed to anticipate, recognize, and appraise crime risks and shall initiate action to remove or reduce such risks. Unlike preventive patrol, crime prevention activities shall focus on a partnership between law enforcement and the community and revolve around educating members of the community in methods of eliminating criminal opportunity.
- d) **Investigation of offenses:** Officers shall conduct investigations into criminal offenses and ordinance violations. This responsibility includes preliminary investigation; e.g. securing the crime scene, determining the nature of the offense, identifying witnesses, determining the circumstances of the offense, obtaining statements, completing reports, etc., and follow-up investigation; e.g., identifying and apprehending offenders, collecting evidence, interviewing witnesses, interrogating suspects, preparing the case for court presentation, etc.
- e) **Traffic crash investigation:** Officers shall collect information that identifies and documents people, roads, and vehicles involved in traffic crashes, describes the results of crashes (damage to vehicles and property, injuries to people, etc.), interpret the facts and the behavior of persons involved, and take the proper enforcement action as it relates to a crash investigation.
- f) **Traffic enforcement:** Officers shall enforce statutes, ordinances, and legally authorized regulations relating to the ownership and operation of motor vehicles on the streets and highways. Traffic enforcement shall include arresting, citing, or warning persons alleged to have violated a traffic law, ordinance, or regulation.
- g) **Maintenance of public order:** Officers shall take action intended to identify and correct situations that, while possibly not criminal in nature, may serve to disrupt public peace and order. Situations may include disorderly persons, civil disputes, public eyesores or annoyances, etc. This maintenance function focuses on continued enhancement of the quality of life for the City of Portage.

- h) **Provision of first responder emergency medical service:** Officers shall provide first responder emergency medical care until emergency medical personnel can respond to the scene, also refer to Policy & Procedure 6.30: Emergency Medical Services.

## B. Administrative Procedures

### 1. Patrol Assignments

- a) Uniformed officers certified for solo patrol through the Police Training Program shall be assigned to a work shift. The work shift assignments are picked by officer seniority and the hours of the normal work shift are outlined in the collective bargaining agreement or may otherwise be set by the chief.
- b) During the course of their normal work day, and in addition to the position's administrative responsibilities, the lieutenant and command staff may assist in performing patrol functions and help fill shifts as needed to avoid order in's and maintain safety and security of officers and the community.

### 1. Work Schedules

- a) Following the annual shift selection, a master work schedule for officers shall be prepared for the entire year.
- b) Officers are assigned off days that conform to the contractual requirement for a schedule as determined in the collective bargaining agreement.
- c) Monthly duty schedules shall be prepared by the chief or designee that reflects daily shift assignments for each officer scheduled for duty.
- d) A sergeant and an Officer in Charge will be assigned to each shift as the shift supervisors.

## C. Operational Procedures

### 1. Duty Assignment

- a) Although each officer is responsible for general patrol of the city, supervisors may vary officer assignments on a particular shift. These may include patrol vehicle assignments or special assignments such as foot patrol, surveillance, traffic enforcement, training, etc.
- b) Sections are specific geographic areas assigned to officers. Sections can be assigned on the basis of particular problems in an area, special events, service needs, etc. Rotation of sections assignments can be based on manpower availability and the skills and interest of a particular officer.

### 2. Shift Briefing

- a) A briefing should be conducted at the start of each shift, by a supervisor or an officer of the preceding shift. Officers whose shift may not have an officer overlapping for the briefing shall ensure that they document any information to be passed to the next shift.
- b) A shift briefing may accomplish, at a minimum, the following task:
  - (1) Briefing officers with information regarding patrol activity for the preceding shift, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations.
- c) Officers shall keep up to date reviewing the bulletin board and the daily briefing.

Officers shall also review daily calls for service and significant incident reports from their last period of work.

### 3. Daily Briefing

- a) Daily briefing is the means for advising agency personnel of pertinent organizational concerns and general calls for service that arise on a daily basis. Daily Briefing includes TTY's and other information posted on the CAD system.
- b) Daily briefing shall include information from investigations both pending and completed, identification of potential and actual police hazards that are encountered during a patrol shift, TTY's and other information indicating attempt-to-locate vehicles or persons, officer safety bulletins, missing persons and other items of interest to department personnel.
- c) Officers encountering situations, or learning of pertinent information should be shared with other officers.

### 4. Calls for Service

- a) Calls for service are citizen generated calls for service or received at the dispatch center.
- b) Officers are to respond to or review the calls for service when they arrive for the start of their shift or as soon as they become available to do so.

### 5. Crime Information Bureau (CIB) and TIME System Criminal Justice Information Services

- a) Teletypes are posted onto the message board of the CAD system and contain information pertinent to missing or wanted persons; officer safety alerts, or other information which may affect the department operations. Any printed teletypes shall be kept out of public view, and be treated as confidential in nature and are to be shredded / deleted when outdated. See Also 10.07 CJIS

## Records Security

- b) Officers who use E-TIME, print teletypes or receive teletypes from other agencies are responsible for the confidentiality and security of these teletypes as per the CJIS Records Security Protocols.
- c) CJIS teletypes will be purged and shredded and or deleted when the information is no longer needed by the officer who received the teletype.
- d) At no time shall a member of the department willingly provide CIB or TIME information to any person that is not a sworn officer, or to person(s) or agency(s), which is inconsistent with the normal course of the officer's normal duties.
- e) No member of the department shall use CIB or the TIME System for any purpose inconsistent with the policies of CIB and TIME System.

## 6. Case Management File

- a) The case management file is the means of ensuring accountability for each incident handled by the department. Each officer is responsible to perform all investigative means to close open cases under their charge and to keep the file current. Supervisors shall review case management daily and be familiar with and assist the responsible officer in their investigations.
- b) The case management file contains the case management assignment and is maintained in the department RMS System.
- c) The Lieutenants are tasked with using the case management file to monitor the cases assigned to on duty personnel to ensure case progress, proper investigative effort, proper case documentation and timeliness of investigations and /or the transferal to the Detective Division (refer to Policy & Procedure 6.11: Criminal Investigations).

## 7. Staff Meetings

- a) Staff meetings consisting of sergeant, detective and higher ranking staff will be conducted by the Chief or Assistant Chief on a prescheduled, periodic basis.
  - (1) The Chief shall call meetings of the entire (or portion of the) department staff during the year to ensure the continuity of department operations and to ensure the affected staff are properly informed and updated regarding department operations.

## D. Field Procedures

### 1. Assignments Requiring Multiple Officers

- a) Two or more officers shall be assigned to answer all calls where a high probability for danger or confrontation exists; e.g., crimes in progress, domestic disputes, warrant service, mental health issues, and weapon related incidents, alarms, etc.
- b) Two or more officers shall be assigned to answer calls for service wherein the nature of the situation is not readily ascertainable and potential hazards exist.

NOTE: The term officer includes members of the Columbia County Sheriff's Department or other outside law enforcement officers.

## 2. Assignments Requiring Supervisor Presence

- a) It is the responsibility of each officer to contact a supervisor to respond to the scene of incidents where involvement may be required to expedite resolution of the incident or provide guidance.
- b) The Chief and/or Assistant Chief shall be contacted as soon as reasonably possible for all major crimes; high speed pursuits, death, injury or accidents involving an officer; complaints, or inquiries involving officers; major civil disturbance; natural or man-made disasters; high profile incidents; incidents which may have a significant impact on the department or community; non-routine mutual aid requests and requests for specialized units, manpower or equipment. Upon arrival, the supervisor shall assess the situation, deploy personnel, notify proper specialized units or command staff, and take any other appropriate action.
- c) Situations requiring the notification of next-of-kin of deceased, seriously injured, or seriously ill persons shall generally be handled by a sergeant or above. In situations where suspicious circumstances are present; the death, injury, or illness notification shall be deferred to the lieutenant or above.

Notifications shall be made promptly and in a compassionate manner. If possible, assistance shall be obtained from a police chaplain, other clergy, a relative, or a close friend.

## 3. Assignments Requiring Preliminary Investigation by Officers

- a) Officers shall be responsible for the initial investigation of all incidents that they encounter, or to which they are assigned, unless otherwise directed by a supervisor. The extent to which they continue the investigation shall generally depend upon the complexity of the investigation. With supervisor approval, unusually complex investigations may be transferred another officer or detective with specialized training.
- b) Certain investigations requiring a particular degree of expertise will be routinely transferred, following the initial investigation. They include investigations into arson, certain incidents of sexual assault, and certain suspicious death incidents.

#### 4. Special Assignments

- a) A special assignment represents a means of committing an officer to some form of directed activity free from routine duty responsibilities, e.g. training, surveillance, traffic enforcement, etc. Special assignments shall be initiated by supervisors.

#### 5. Field Interviews

- a) While on patrol, officers are encouraged to conduct field interviews where appropriate.
- b) Field interviews shall generally be conducted when one or more of the following conditions are present:
  - (1) The officer has reasonable suspicion that the subject may have committed, may be committing, or may be about to commit a crime.
  - (2) The officer believes the subject may be a hazard to self or others.
  - (3) The officer believes the interview may have a preventive effect and/or the officer believes that the person's activity, presence, behavior and/or demeanor is questionable or suspicious, based on the officer's knowledge of their patrol area, training and experience.

#### 6. Public Service Notifications

- a) While on patrol, officers shall be alert for situations that require corrective action by other agencies.
- b) Conditions requiring attention from the Department of Public Works, Water Department, Park and Rec, public utilities, etc., shall be relayed to dispatch for notification of the appropriate personnel or agency. Such conditions would include street lights out, potential road hazards, possible water main breaks, arching wires, etc.
- c) Officers shall assess the seriousness of the situation to permit the affected agency to gauge their response.

#### 7. Foot Patrol

- a) Foot patrol is an assignment that may be done by officers on any shift. Officers are encouraged to perform foot patrol as much as possible as it is an excellent means to interact with the community.
- b) Officers are encouraged to break up the foot patrol into at least two different periods during their shift. Officers are encouraged to stop in local businesses and to interact with the public wherever possible. Foot patrols allow officers

to exchange information with the public and to put themselves, and the department, in a positive light with the public we serve.

Positive interaction with the public is proven to greatly enhance law enforcement's ability to solve and prevent crimes, enhance public perception and cooperation, generate public support, and build community trust and loyalty.

- c) Just as in routine vehicular patrols, Officers should be mindful not to create predictable patterns while performing foot patrols. Officers are encouraged to walk through residential areas, alleys, school grounds, parks and industrial areas as well as the business areas of the City.
- d) Officers shall take into consideration their work load, extreme or dangerously inclement weather when considering as to where and when to conduct foot patrol.

## E. Equipment

### 1. Radios

- a) All officers shall be equipped with a portable radio while on duty.
- b) When contacted via the radio, officers will be identified by their permanent radio call number. Officers initiating radio transmissions shall first identify themselves with this number.
- c) Sergeants will have officers coordinate monthly to check and verify the distress button on the portable radio is functional and working.

### 2. Body Armor

- a) All sworn officers are provided with protective body armor.
- b) Officers assigned to uniformed patrol shall wear their protective body armor.
- c) Officers not assigned to uniformed patrol shall have their protective body armor immediately available to them.
- d) Also refer to Policy & Procedure 6.04: Body Armor Utilization.

### 3. Patrol Vehicles

- a) Vehicles used in routine or general patrol are to be conspicuously marked and at a minimum must be equipped with emergency lights, siren, less lethal shotgun, rifle, basic investigation kit, first aid kit with oxygen, and other supplies as per the monthly squad inspection check list.

- b) If an unmarked vehicle is used for patrol, officers must take into account the squad may not contain all the same supplies as a marked squad.

Keith J. Klafke  
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

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