



ANDERSON COUNTY  
SHERIFF'S OFFICE

GO - 221

## GENERAL ORDERS

## PATROL SERVICES

**PURPOSE:**

Patrol is a primary law enforcement function and embraces much more than the act of patrolling. It is defined as a generalized function in which deputies engage in a wide variety of activities. This general order relates to the organization, administration, scheduling, and effective use of patrol resources.

**UNIFORM PATROL:**

Patrol services are assigned to **Uniform Patrol**. Major duties of Uniform Patrol deputies are:

1. Proactive patrol
2. Response to call for services
3. Crime prevention
4. Investigation of crimes, offenses, incidents and the arrest of offenders
5. Traffic direction and control
6. Emergency services
7. Regulation or inspection of certain businesses or activities as required by state law or county ordinance
8. Development of relationships between citizens and the Sheriff's Office
9. Reporting of information to other organizational components

**INFORMATION  
EXCHANGE:**

Daily, Uniform Patrol Supervisors forward copies of incident reports to Special Operations units or CID for information exchange and/or follow-up. Special Operations and CID provide information to Uniform Patrol on suspects wanted in investigations. In addition, Uniform Patrol supervisors meet with other division supervisors on a monthly basis to communicate. Whenever appropriate, Special Operations and CID personnel attend Patrol roll calls to disseminate information directly on criminal activity.

**PATROL COVERAGE:**

**Uniform Patrol maintains a twenty-four (24) hour a day, seven (7) day a week patrol service presence in Anderson County.** Uninterrupted coverage is accomplished with oncoming shift personnel reporting to duty fifteen minutes (15) minutes prior to the beginning of each shift change. After a brief shift briefing or roll call period, deputies immediately report to assigned patrol regions to relieve off-going shift personnel.

**SHIFT ASSIGNMENT** – Uniform Patrol deputies are assigned to platoons and shifts in accordance with manpower needs

**SCHEDULING** – Whether fixed or swing shifts are used, a work schedule is published at the beginning of each year. This schedule informs all patrol deputies, including supervisors, of their shift rotation and their scheduled days of work.

**PATROL SERVICE AREA ASSIGNMENT** – Patrol deputies are assigned to specific geographical regions. Each Uniform Patrol deputy is responsible for law enforcement services in his or her assigned area.

**MANPOWER ALLOCATION** – Deputies are assigned to specific regions based on an analysis of calls for service and other activities within each region. The number of deputies assigned to a given region may fluctuate by shift or day of week.

**AREA ROTATION** – Deputy Trainees are rotated through various regions during their training period. Once this is completed, they are normally assigned to work a regular region. They are transferred to other regions when supervisors deem it necessary and in the best interest of the Sheriff's Office. Platoon supervisors handle requests to transfer from region assignments. The purpose of extended assignment in a patrol region is to enable deputies to become better acquainted with persons, businesses, organizations and hazards within the region. Additionally, an extended assignment places responsibility for events occurring in that region on a specific deputy.

**DESK OFFICER ASSIGNMENTS & DUTIES** – Prior to each tour of duty, the Uniform Patrol shift commander will assign at least one deputy to serve as Desk Officer at the Law Enforcement Center. Supervisors may assign additional deputies to desk duty in accordance with manpower needs. The Desk Officer shall be responsible for addressing walk-in complaints as well as telephone complaints that do not require an on-scene response.

Typically, a Communications Specialist who has made an assessment that a complaint may be suitable for handling by the Desk Officer will transfer calls to the desk.

Upon receiving a telephone complaint, the Desk Officer is to ascertain that the complainant is agreeable with the complaint being handled by telephone. The Desk Officer must also assess the reported offense and make a determination if the complaint may be effectively handled in this manner. In making this determination, the Desk Officer is to use sound judgment based on his or her experience as a law enforcement officer. Examples of complaints that are suitable for telephone reporting are advisory calls, information only reports, and property offenses that constitute a low monetary amount with no suspect and do not require forensic processing.

Reports that are generated by the Desk Officer are to be entered into the Records Management System as any other report and shall be reviewed and approved by a supervisor who will also assign the case for follow-up, if required.

At any time during this process, should the complainant request that an officer be dispatched or the Desk Officer makes a determination that the complaint would be better handled by an on-scene deputy, the Desk Officer is to ensure that a unit is dispatched.

Desk officers are responsible for monitoring the temporary detention holding cells and recording each detainee's name, reason for detention, date

and time in and out of the facility, and any meals that were provided during the detention. These officers are trained on the use of the holding cells when they are assigned to the detail and retrained at least once every three years.

**ROLL CALL:**

Each Uniform Patrol platoon conducts roll call during the fifteen-minute period prior to relieving the off-going platoon. Roll calls accomplish:

1. Information exchange regarding unusual situations, criminal activity, changes in status of wanted persons, stolen vehicles, and major investigations
2. Notification of changes in schedules and assignments
3. Notification of new directives or changes in existing directives
4. Evaluation of deputy readiness to assume patrol
5. Training as needed

**RADIO  
COMMUNICATION:**

**Every patrol deputy engaged in a field assignment must have access to radio communications.** Each patrol deputy is assigned radio identification based on unit and region assignment. Communications within the Sheriff's Office radio system is conducted using approved plain text for all transmissions. Communication with other agencies is conducted using clear speech. Deputies are trained in radio protocol during field training. Training covers procedures on the necessity of transmitting their location, their status, the nature of cases and any developments in an investigation. In every case, deputies are to communicate with a dispatcher:

1. Upon arrival at the scene of an incident
2. Before they leave their patrol cars
3. When they make vehicle or pedestrian stops
4. To call in and out of service

Transmissions between deputies are to:

1. Be made only for the purpose of conducting business
2. Be concise and professional
3. Use a minimum of airtime

**All initial transmissions are to include the sending unit's identification number.**

**CALLS FOR SERVICE:**

The number of deputies assigned to answer a call for service is determined by several factors involved in the incident. **A back-up deputy is automatically assigned if one or more of the following exist:**

- Assault on a deputy
- On-scene arrest for a felony or violent misdemeanors
- Resistance to arrest
- Use of force
- Crime in progress
- Fleeing suspect

**PRELIMINARY INVESTIGATIONS** – Patrol deputies conduct preliminary investigations on all calls for service for criminal incidents. Specialists may conduct preliminary investigation of unusually serious or complex crimes. Additionally, certain crimes may require the presence of investigators in plain clothes during the initial investigation. Such investigations are normally initiated through the Criminal Investigations Division or Selective Enforcement.

**PATROL SUPERVISOR RESPONSE** – Supervisors are to respond to serious incidents involving:

- Loss of life
- Injury to deputies
- Felonies in progress
- Deputy-involved traffic collisions
- Events of a serious nature that may necessitate implementation of the Incident Command System

**BODY ARMOR** – A bullet resistant vest of at least Threat Level II-A is available for every deputy on a given shift assigned to routine field duties.

**FOLLOW-UP  
INVESTIGATIONS:**

Follow-up investigations are assigned to Uniform Patrol deputies as part of their regular duties. At the end of each shift, patrol supervisors review incident reports written during the shift. Reports are reviewed to determine if an incident should receive a follow-up investigation.

The following is the recommended criteria for assigning follow-up investigations, but should in no way inhibit a supervisor from assigning a particular case for follow-up:

- Crimes against persons
- Burglaries
- Missing persons
- Economic crimes
- Vice and narcotics
- Organized crime
- Environmental crime
- Multiple incidents in a given area
- Cases requiring follow-up for unusual or specific reasons

In addition to the preceding, cases that include:

- Suspect identities
- Information leading to a suspect (witness)
- Evidence leading to a suspect (tag number, fingerprints)
- Statements (witness or victim)
- Incidents with similar methods of operation (M.O.)
- Cases with large losses (theft or damage)

Reports identified for follow-up investigation are further divided into those assigned to CID, Special Operations or assigned to Uniform Patrol deputies.

**Criteria for assigning cases to CID:**

Index crimes (murder, rape, robbery, aggravated assault, burglary, grand larceny and motor vehicle theft) are to be routed to CID for follow-up investigation. In responding to a call for service involving index crimes, Uniform Patrol deputies are expected to conduct a thorough preliminary investigation.

**FOLLOW-UP LOGBOOKS** – Each divisional component, responsible for follow-up investigations, maintains logbooks recording all assigned cases. Logbooks contain case numbers, deputies assigned for follow-up, each case status, and when follow-up reports are filed. A written follow-up report is required within five (5) working days of the case being assigned for investigation.

**FIELD  
INVESTIGATIONS:**

**FIELD INTERVIEWS** – Persons acting in a suspicious manner or frequenting a high crime area are potential subjects for field interview. Field interviews may disrupt criminal activity. **Field Interview (FI) Contact Cards** should be used to document field interviews. FI cards provide information on persons at or near the scene of criminal activity.

**INFORMANTS** – Deputies working with informants are to adhere to guidelines established in General Order 216.

**LAW ENFORCEMENT HAZARDS** – Defined as any situation, person, property, or place that may induce an incident calling for law enforcement action. Hazards may be permanent or temporary, and may vary hourly, daily, or seasonally. All Sheriff's Office personnel are to attempt to identify as many hazards as possible and report them to communications or a patrol supervisor. Patrol supervisors are to determine which patrol technique will most effectively counteract them.

Methods used to disseminate information on hazards include:

1. Posting information in a central location;
2. Publishing a daily bulletin; and/or
3. Announcing hazards at roll call or via general radio broadcast.

**PATROL VEHICLES:**

Whether marked or unmarked, vehicles used in routine or general patrol service are to be equipped with operational emergency lights and a siren.

All marked vehicles used in routine or general patrol service are to be equipped, at a minimum, with the following equipment in operational order:

1. Blue lights mounted on the roof
2. Siren
3. Mobile radio transceiver
4. Public address speaker
5. Exterior spot light

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## 6. Security screen

Patrol vehicles used for covert purposes are exempt from the above.

**PATROL VEHICLE SEARCH** – Vehicles used to transport prisoners are to be examined at the beginning of each shift and prior to and after each transport. Searches are to ensure that transport vehicles are free of weapons and contraband and that the vehicle is mechanically safe, free of damage or defects and properly equipped for use.

**PATROL VEHICLE SUPPLIES** – Patrol vehicles are to carry the following supplies to enable deputies to respond adequately to collisions or other emergencies:

1. First Aid Kit
2. Fire extinguisher
3. Traffic Vest
4. PPE Kit
5. Stop Sticks
6. (Complete) Spare set of clothing

Supervisors inspect these quarterly for operational readiness.

When additional supplies are needed, the deputy is to complete a *Clothing & Equipment Request* form. The form must be approved by a supervisor (Sergeant or above) and forwarded to the agency Quartermaster. Supervisors should verify the immediate need for the item(s) requested prior to signing the approval form. Damaged or worn equipment should be turned-in to the Quartermaster by the requesting deputy with the request form. The Quartermaster is responsible for filling the request as soon as practicable and documenting provision of the requested equipment.

**TRAFFIC VEHICLE SUPPLIES** – Patrol units assigned to traffic enforcement carry traffic collision investigation kits consisting of:

1. Clipboard
2. One hundred foot (100') measuring tape
3. Marking crayon
4. AI template
5. Collision reports

**SEATBELTS** – All operators and passengers in Anderson County Sheriff's Office vehicles are to wear seat belts. Child safety-restraints are used, when appropriate.

## **NEXT-OF-KIN, DEATH, OR EMERGENCY NOTIFICATIONS:**

Patrol deputies frequently make notifications to the next-of-kin of deceased, seriously injured or seriously ill persons. **On all in-county deaths, the Coroner's Office is responsible for the notification of next-of-kin.** On out-of-county deaths, the Coroner's Office in the affected jurisdiction will normally make notification of relatives living within Anderson County.

However, in some cases this may not be possible and the assistance of the Sheriff's Office may be required.

**When requested to do so by a Coroner from another jurisdiction, patrol deputies make the next-of-kin notifications.** Deputies assigned to this duty are to be prompt and considerate when informing the family. For example, if children are present, it may be better to suggest to the concerned person that you speak to them alone or out of the presence of children. Special care is to be taken with elderly persons receiving notifications. Be prepared to furnish them with a contact person or telephone number where they may receive further information. Notifications of the next-of-kin for seriously injured or seriously ill persons are to be conducted in a manner similar to that of a death notification.

**NOTE:** *Next-of-kin notification of a Sheriff's Office employee is outlined in General Order 117.*

**Notification of agencies, such as the Coroner's Office, Roads and Bridges/Highway Department personnel, public utilities and news media are to be carried out in the following manner:**

1. The Coroner's Office is notified of all deaths in the County. Communications personnel are responsible for notifying the Coroner.
2. Roads and Bridges and Highway Department personnel are to be notified promptly whenever there is a road obstruction, flooding, or bridge damage. Patrol units discovering such situations are to relay information to Communications. Communications are responsible for contacting the appropriate county or city agency.
3. Public utilities, such as power companies, natural gas companies and telephone companies, all provide vital services to the public. Patrol units discovering problems or disruptions in such services are to promptly notify Communications of the location and nature of the problem. Communications will notify the affected company's operations personnel.
4. Events affecting the safety of the public are to be immediately relayed to the Sheriff or Deputy Chief. He, in turn, will notify the appropriate news media agencies to disseminate information to the public.

Approved by:  
John S. Skipper, Jr., Sheriff