



**CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT**

A.S.

Acting Police Chief: Adventino Dasilva

GENERAL ORDER: 5-37 THE PATROL FUNCTION

DATE: 5/13/2011 Pages: 1 ◇ New ◇ Amended ◆ Revised 5-37

CALEA: 26.1.1, 41.1.1-a-b-c-d-e-f, 41.1.2

I. POLICY

The patrol function is a basic and primary law enforcement function that embraces much more than the act of patrolling. It is a generalized function in which officers engage in a wide variety of activities that include:

- A. Preventive patrol oriented toward the prevention of crimes and accidents;
- B. Identifying and solving problems that affect the quality of life within the Village;
- C. Response to requests for service from members of the public;
- D. Investigation of crimes and the arrest of offenders;
- E. Traffic direction and control;
- F. Maintenance of the public order;
- G. Development of relationships between citizens and the Chevy Chase Village Police Department;
- H. Provision of emergency services;
- I. Crime prevention
- J. House checks; and,
- K. Code Enforcement

II. PATROL COVERAGE

- A. The Department with cooperation from MCP, will provide continuous 24-hour coverage, seven days per week. Patrol officers will remain available for calls until relieved by officers assigned to the next shift. Minimum staffing requirements are established by the Chief of Police.
- B. Officers are required to be in uniform and prepared to begin their scheduled tour of duty **10 minutes prior** to the actual beginning of their shift (i.e., officers scheduled to work the first shift must be in uni-

form, and ready to begin patrol at 0550 hours.) (CALEA 26-1.1, 41.1.1-a)

- C. During shift change, overlapping coverage for emergency responses will be provided by MCP.
- D. All Village officers will be assigned to patrol shifts. (CALEA 41.1.1-b)
- E. The Department will provide patrol coverage in the following manner:

First Shift	Starts at 0600 hours
Second Shift	Starts at 1400 hours
Third Shift	Starts at 2200 hours
Holiday Shift	0600-1400, 1400-2200, 2200-0600
- F. Officers assigned to patrol will normally work an 8 or 9 hour shift schedule. Days off will be determined by shift rotation. Shift rotation will occur as deemed necessary. The Sergeant will work 1800-0200 with Sunday and Monday as regular days off. (CALEA 41.1.1-c-e-f)
- G. Officers will patrol the entire Village, which comprises a "Village-wide beat," unless assigned to directed patrol. (CALEA 41.1.1-d)

III. ROLL CALL

Daily roll call will consist of a pre-shift contact or briefing by the officer coming off his/her shift to the officer coming on duty. Officers coming on duty will review the Roll Call Binder, emails, and MCP Web Board and indicate their review by initialing memos in the Roll Call binder. Officers will check their mailboxes and email for messages, changes in policies, work schedules, etc. Mailboxes and emails should be checked at the beginning and end of an officer's shift and contents removed. (CALEA 41.1.2)