

100.00 - PATROL DIVISION AND GENERAL PROCEDURES

101.00 Purpose of Procedures

- (1) To provide an official guide, outlining the mechanics to be employed or "How to Do" many of the routine operations that confront the police department.
- (2) To provide efficient methods and high standards of procedure which are to be recognized as official policy and applied on a department-wide basis. The nature of police service is such that it is impossible to develop a procedure or plan for every situation that might arise. Therefore, commanding and supervisory officers have the duty of thoroughly reviewing the activities of subordinates as they must assume the ultimate responsibility for defects and weaknesses in police work.
- (3) Procedure Section to be used as a Guide
 - a. The Procedure Section of the Operations Manual will be used as a guide in performing various departmental tasks. Personnel will not deviate from procedure except when absolutely necessary and in these instances they must be able to justify such change in procedure.
 - b. Procedures will be issued by authority of the Chief of Police through departmental channels.
 - c. Command and supervisory officers will thoroughly acquaint themselves with all procedures. They shall thoroughly explain all procedures to members of their command.
 - d. The Chief of Police may cancel, revise, amend or add to any procedure when deemed the same to be necessary. Officers may request change in procedure by submitting a memo to the Chief of Police or the Research and Development Bureau stating reasons why such change is necessary or desirable.

101.01 Distribution of Patrol Service

- (1) Patrol service is provided continuously 24 hours per day for the entire City and County of Denver.
- (2) For the purpose of providing patrol service, the City is divided into areas designated as districts. Each district has a station house, a complement of officers and a number of radio-equipped patrol cars.
- (3) Each district is divided into a number of radio car patrol precincts and foot patrols designated as beats.
- (4) District captains may regulate the duty hours of their personnel complement for the purpose of maximum patrol coverage during periods of peak service demands. This is accomplished only with the approval of the Division Chief of Patrol.
- (5) District captains may detail personnel to civilian clothes assignments within their districts, or on request to other bureaus or districts. This is also done only with the approval of the Division Chief of Patrol.

101.02 Basic Tasks of Patrol Division

- (1) To conduct preliminary investigations into all crimes brought to the attention of the police or observed by the officers of the division.
- (2) To complete and submit a proper report describing in detail the results of such investigations before the end of their shift.
- (3) To perform follow-up investigations as directed by proper authority.
- (4) To investigate and report all accidents, motor vehicle and other, occurring within their jurisdiction.
- (5) To make physical arrests of suspects or persons charged on warrants and to report such action on proper reports.
- (6) To take enforcement action in any case where a traffic law or ordinance is violated, including parking violations.
- (7) To perform miscellaneous services for the public as needed and permitted by proper authority.
- (8) To generally supervise the jurisdiction, taking proper measures to insure the peace and tranquility of the community and to protect life and property.

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- (9) To provide for the transportation of all arrested persons from the location of the arrest to the Headquarters Complex.
- (10) To provide for assistance at the scene of specific investigations.
- (11) To direct and control traffic at the scene of fires or other disasters or routinely at certain locations.
- (12) To appear and testify in court when required, regarding investigations and arrests.