

Purpose

To establish uniform procedures for the deployment of uniformed Sheriff's Deputies.

Policy

The Cecil County Sheriff's Office Patrol Division provides continuous delivery of police services to the community through uniformed preventative patrol, emergency response, criminal enforcement, traffic management, hazard mitigation, investigation and field reporting. Where necessary, memorandums of understanding are established to insure uninterrupted police service.

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I. DUTIES AND RESPONSIBILITIES

Members assigned to the Patrol Operations Division shall perform following tasks:

1. Respond to calls for service as directed, serve civil process and warrant services.
2. Orient patrol, toward prevention of crimes and accidents, maintenance of public order, and discovery of hazardous conditions and situations.
3. Conduct crime prevention activities to include, but not limited to, security recommendations for residential or commercial establishments.
4. Provide victim/witness assistance, and citizen assistance.
5. Enforce and/or investigate violations of all Federal, State and local criminal and civil matters over which we have jurisdiction.
6. Perform emergency services when necessary to help save lives, protect property, and restore peace.
7. Investigate and take appropriate action on all missing person reports.
8. Provide assistance in support of other Sheriff's Office components, State and County governments, and local law enforcement agencies.
9. Other duties as assigned.

II. SUPERVISORY RESPONSE TO SCENE

A. Shift Commanders are required to respond to the scene of an incident including, but not limited to the following:

1. When the need for coordination of ground, ground/air or ground/marine units are required.
2. For all major crimes and incidents including but not limited to:
 - a. Homicide.
 - b. Suicide and serious attempt.
 - c. Kidnapping and abduction.
 - d. Hostage/Barricade incident.
 - e. Departmental vehicle accident
 - f. Any injury to a citizen, as a result of an agency member's action.
 - g. Hate Crimes
 - h. All death cases.

- i. Serious Sex Offense
- j. Burglary and related offense when the value of stolen or vandalized property exceeds \$5,000.00 or extenuating circumstances exist.
- k. Robbery, Armed / Strong Arm, etc.
- l. Use of serious or deadly force
- m. Injury to any member or line of duty death
- n. Any significant or unusual incident

III. INVESTIGATIONS

Members shall conduct follow-up investigations as needed or directed. Members shall continue the assigned investigation until one of the following dispositions is achieved:

- 1. Where appropriate, victim requests no further action.
- 2. Incident is determined to be solely civil in nature.
- 3. Case is pending inactive due to lack of investigative leads.
- 4. Investigation is referred to Criminal Investigation Division (CID) for further action (this does not prohibit Patrol Operations deputies from continuing efforts as requested during an investigation).
- 5. Case is cleared by exceptional means.
- 6. Members are responsible for follow-up or assistance until the case is adjudicated.
- 7. Follow up on all open cases will be conducted within (10) ten days from the date of the initial report.

IV. General

The Patrol Division, Lieutenant will establish and maintain a written system of assignment for Patrol Deputies that provides 24-hour, 7 day per week patrol of Cecil County. The system prescribes assignments to patrol shifts and frequency of shift rotation.

A. Assignment to patrol squads is based on operational needs as determined by the Patrol Division Lieutenant with consideration given to:

- 1. Supervisory recommendation
- 2. Personal interest of the individual deputy
- 3. Current Transfer/Reassignment Requests
- 4. Performance Appraisal Results

B. The Cecil County Sheriff's Office patrol schedule consists of a four (4) week rotation. The administrative staff maintains the Master Patrol Schedule.

C. While a deputy's personal interest and place of residency may be considered when assigning patrol areas, supervisory analysis of where the deputy can best serve Office and Community needs determines patrol area assignment and rotation.

D. Supervisors are encouraged to maintain permanent assignments of deputies to specific patrol areas whenever possible. This practice enables deputies to become acquainted with the persons, businesses, organizations and hazards in the patrol area.

V. PATROL OPERATIONS

A. Deputies shall request through their Supervisor, a Detective to respond for the purpose of assuming responsibilities of a preliminary investigation, or to continue with a follow-up investigation in the following:

1. Homicide.
2. Successful or serious suicide attempt.
3. Unattended death.
4. Serious battery involving a deadly weapon and the suspect is not known.
5. Serious sex offense to include child sex offense.
6. Burglary and related offenses when the value of stolen or vandalized property exceeds \$5,000.00 or extenuating circumstances exist.
7. Child physical abuse and notify local Child Protective Services.
8. Narcotics violation when an arrest was made and the offense includes distribution with intent and/or seizure of money exceeding \$1000.00 and/or seizure of a vehicle.
9. Any serious felony involving injury or the threat of deadly force (i.e. armed robbery).
10. Bombing and act of terrorism.
11. Kidnapping or abduction.
12. Incident of a serious nature involving an inmate under the care and control of the Cecil County Correctional Facility including, but not limited to homicide, suicide, rape, serious assault, any death etc.
13. Any serious offense or potentially serious offense, that cannot be fully investigated by Patrol Deputies; or when the offense is of such complexity that a Patrol Deputy cannot conduct the investigation properly.
14. Robbery (Armed / Strong Arm, etc.)

15. In any incident or case where common sense requires referral.
16. Any other request for CID personnel must be made by a Patrol Operations supervisor (i.e. evidence collection unit).

VI. Strategy

Commanders and shift supervisors may assign deputies to perform various patrol strategies to prevent or detect certain crimes, regulate the traffic flow, reduce collisions, curtail traffic or criminal law violations and address community perceptions or concerns about crime trends.

- A. Line Patrol - A patrol along a highway or roadway from one point to another.
- B. Area Patrol - A patrol along multiple highways or roadways within a given territory.
- C. Directed Patrol - A patrol directed toward a certain traffic offense or geographic area identified by citizen complaint or through the Traffic Collision & Enforcement Analysis; or, a patrol directed toward a certain criminal or nuisance offense or geographic area identified in the quarterly Crime Analysis or Criminal Intelligence briefings.
- D. Stationary Patrol - During peak traffic times or at strategic locations, deputies may utilize stationary observation posts to monitor traffic, to deter traffic violations, and to prevent criminal activity.
- E. Saturation Patrol - The commitment of large number of enforcement personnel targeting a specific geographic area to locate, identify and arrest traffic, criminal or nuisance offenders. A vigorous tactic to quickly and significantly impact an area known for a high concentration of offenses or complaints.
- F. Foot Patrol - During business hours, foot patrol is utilized to check on the welfare of business employees, which, due to the time of day or location are more isolated and vulnerable to the criminal; and, at opening and closing times when criminal elements are more likely to use surprise, or expect to make greater gains.
 1. After business hours, business doors and interiors are inspected for damage, points of entry, or obvious signs of theft.
 2. Foot patrols may be provided during special events or as necessary for orderly pedestrian or vehicular traffic flow.

VII. Traffic Management

To promote the safe and efficient movement of vehicular and pedestrian traffic within Cecil County, reduce traffic collisions, and their resultant fatalities and injuries the Cecil County Sheriff's Office will:

- A. Enforcement of Motor Vehicle Laws

1. All uniformed deputies will take enforcement action when traffic laws are violated. Enforcement will be impartial, courteous and commensurate with the severity of the traffic offense.

B. Traffic Direction & Control

1. Members may be required to perform manual traffic control to ensure an orderly flow of traffic, prevent congestion, and ensure the safety of all motorists, pedestrians, and other highway users.

C. Parking Control

1. Deputies will be familiar with the parking laws and regulations as defined by Cecil County Code and Maryland State Law and, shall enforce parking ordinances and regulations as necessary to facilitate the safe, efficient flow of traffic.

D. Selective Enforcement

1. To reduce traffic collisions, traffic violations and community traffic complaints, all uniformed deputies will apply selective traffic enforcement techniques to traffic hazard/complaint roadways within their assigned patrol areas.

VIII. HAZARDOUS

A. Any member who encounters a real or potential hazard including a “hazmat” incident shall notify the communications center and his/her supervisor immediately.

B. Once notification is made the member shall take the appropriate action to minimize and reduce the hazard to the public and him/her.

IX. REQUESTS FOR ASSISTING AGENCIES

A. Requests for any assisting agencies shall be made through the communications center including but not limited to:

1. Medical Examiner/Coroner.
2. State or County Highway Division.
3. Cecil County Department of Public Works.
4. Cecil County Animal Control.
5. Fire Marshall’s Office.

X. PATROL SECTORS AND REPORTING AREA

A. ALLOCATION OF PERSONNEL

1. A minimum number of Patrol Operations law enforcement members on duty at any given time shall be established by the Law Enforcement Director and approved by the Sheriff.
2. There will be a minimum of one (1) Supervisor and four (5) Deputies on duty with each Patrol Group at all times. Exceptions maybe made due to shortages of personnel when insufficiency is due to illness, or other reasons to warrant a minimum to be lowered. Approval must be obtained from a Lieutenant or higher.
3. No Deputy will leave his/her post without authorization of his/her Shift Supervisor.
4. It is the responsibility of the Shift Supervisor to ensure that all papers for service are issued and returned to this Office.
5. Shift Supervisor may allow Deputies to report to the Sheriff's Office to perform necessary tasks, as long as there is adequate overall patrol coverage. At times, when in the judgment of Shift Supervisor, there are not adequate numbers of Deputies to properly carry out their duties; they should immediately request additional personnel through their chain of command.
7. There will be no more than two (2) Deputies and two (2) Patrol vehicles at any one eating establishment or convenience store at any time.
8. Deputies shall not congregate at any location when not on official business.

XI. RESPONSE TO ALARMS

The Cecil County Sheriff's Office will respond to all business and residential alarms in a timely manner. The responding Deputies' primary objectives are to prevent the loss of life, a hostage situation, theft of property and apprehend offender(s).

A. Robbery/Hold-up Alarm

Deputies will exercise caution when responding to calls for Robbery/Hold-up Alarms, refraining from the use of emergency equipment and excessive vehicle noise (i.e. engine roar, squealing brakes, etc.) when close enough for suspects to hear their approach.

1. Upon arrival, position themselves inconspicuously at a distance from the business to observe the suspect(s) leaving the scene. Deputies should also:
2. Look for accomplices;
3. Look for suspect's vehicle;
4. Direct the deployment of assisting law enforcement personnel.

5. Deputies will not enter a business while a robbery is "in progress" unless immediate action is necessary to avoid serious injury or death to a victim/witness. If the suspect(s) are still inside the business, the Deputy will:

- a. Request the Emergency Communications Center to call the institution to verify the status of the alarm. For false alarms, a representative of the business will be asked to respond outside to meet waiting deputies; or
- b. Wait for further assistance, as necessary
- c. Dispatch pertinent information to supervisors and assisting law enforcement personnel.
- d. Allow the suspect(s) to leave the scene before making an arrest to reduce the risk of a hostage situation.
- e. After the suspect(s) leave, a Deputy should position him/herself between the business and the suspect(s) so they cannot return.

B. Robbery Not In Progress

Once it is determined that a robbery has occurred but is no longer in progress, deputies shall initiate a preliminary investigation and broadcast a description of:

1. Suspect Vehicle description;
2. Suspect(s) physical description;
3. Direction of travel;
4. Weapons used;
5. Shots fired, if any; and Number of suspects involved.

C. Burglar Alarms

Deputies will exercise caution when responding to calls for Robbery/Hold-up Alarms, refraining from the use of emergency equipment and excessive vehicle noise (i.e. engine roar, squealing brakes, etc.) when close enough for suspects to hear their approach.

1. Upon arrival, position themselves inconspicuously at a distance from the business or residence to observe the suspect(s) leaving the scene. Deputies should also:
2. Look for accomplices;
3. Look for suspect's vehicle;
4. Direct the deployment of assisting law enforcement personnel.
5. Exterior Search

The responding Deputy will make contact with the homeowner or representative if available and/or, make a thorough exterior search of the premises to identify:

1. Suspect(s);
2. Suspect vehicle(s);
3. Signs of forced entry;
4. Foot prints;
5. Tire tracks;
6. Possible escape route(s);
7. Any evidence left at the scene; and Ladders or elements of a roof entry.

Interior Search

When resources permit, two (2) Deputies or a Canine Patrol Team should be assigned to conduct a search of the building's interior. Additional deputies should be positioned outside the building during the search to watch for suspects leaving the premises.

1. The owner's identity should be confirmed; and the owner, employees, family members and animals cleared from the building before conducting a search.
2. If it is determined that a burglary has occurred, deputies will initiate a preliminary investigation and broadcast a description of:
 3. Suspect Vehicle description;
 4. Suspect(s) physical description;
 5. Direction of travel;
 6. Weapons used;
 7. Shots fired, if any; and
 8. Number of suspects involved.
 9. Description of property stolen, i.e. weapons, coins, etc.
 10. Deputies will use discretion in handling frequent, false, and malfunctioning alarms.

XII. Notification

Notifications are an important law enforcement duty that is traumatic for the relatives and friends of deceased and seriously injured or ill persons, but can also be extremely stressful for the notifying deputy(s). Notifications must be delivered in a compassionate and professional manner.

A. Preparation

When possible, notification should be done by two (2) deputies, as family members may experience severe emotional or physical reactions. Deputies shall insure that positive identification of the injured/deceased person is verified; and.

1. Obtain as much detail as possible about the circumstances of the death.
2. Obtain any available information about the injured/deceased persons family members before notifying, specifically if there are any survivor health considerations to be aware of – i.e. elderly, heart conditions, highly emotional.
3. Do not deliver the injured/deceased person's belongings at the time of notification.
4. In the case of a death notification, consider a civilian presence at the notification such as family clergy, a counselor, family physician, or a close friend. Consider contacting the agency Chaplin if needed.
5. The Cecil County State's Attorney Office Victim/Witness Assistance Unit has specially trained counselors that can assist with Death Notification.
6. Conduct the notification as soon as practicable after verification of identity.

B. All notifications within Cecil County will be made in person as soon as possible after verification. The injured/deceased person's information will not be broadcast over the radio. All notification information should be relayed by telephone.

1. If the relatives or friends of the injured/deceased person live outside of Cecil County, deputies should notify the nearest law enforcement agency to accomplish the notification and always request verification of survivor(s) notification.
2. Do not make the notification on the doorstep or by talking to someone who is leaning out of a window.
3. Enter the house and when appropriate, convey the notification to surviving family members. Insure that you are speaking to the right person.

C. Language

Notification should be effected directly and in plain language, surviving family members are best served by telling them directly what happened.

1. As calmly and patiently, answer any questions about the cause of injury/death, where the injured/ill person is receiving treatment; or the location of the deceased's body, and how/when the body will be released, and whether an autopsy will be performed.
2. If you don't know the answer to a question, say so, and offer to find out and get back to the inquiring family member.
3. There are few consoling words that family and friends will find helpful, but it is always appropriate to say, "I'm sorry this happened." Do not express your own religious beliefs.
4. A professional presence and compassion are the most important resources during a death notification. Do not posture as cold and unfeeling.

D. Always leave a name and phone number with injured/deceased person's family in case they require additional information. If necessary, arrange a follow-up visit by yourself or another deputy.

1. Offer to assist in contacting others who should be notified. If necessary, offer to call a friend or family member who can come to support the family and friends, and if possible stay until the support person arrives.
2. Take time to provide information and support to family and friends. Never simply notify and leave; give helpful guidance and directions.
3. Consider referral to the Cecil County State's Attorney Office Victim/Witness Assistance Unit at 410-996-5342, or through the Emergency Communications Center during evenings and weekends.
4. In the case of deceased persons, advise the survivors of how to arrange to claim the body when known.

XIII. PATROL SECTORS

A. In areas where a sector borders another sector, the dividing line shall be the center of the roadway.

B. Sectors shall be further divided into smaller geographical areas designated as reporting districts.

C. Reporting districts shall be used for statistical research data only.

D. The Sectors are as follows:

1. Patrol 1, North of I-95 to the Pa. line, West to the Harford Co. line, East to St. Rt. 272.
2. Patrol 2, South of I-95 to the Chesapeake Bay and North East River, West to the Harford Co. Line, East to St. Rt. 272 including Turkey Point on the west side of St. Rt. 272.

3. Patrol 3, south of the C&D Canal to the Kent Co. Line, East to the De line and West to the Elk River.
4. Patrol 4, north of the C&D Canal to South of I-95, West to St. Rt. 272, including Turkey Point East of St. Rt. 272, east to the De line,
5. Patrol 5, North of I-95 to the Pa. line, West to St. Rt. 272, and East to the De Line.

XV. CHECKLIST AND FIELD GUIDE FOR PATROL

A. The patrol officer's duties for serious crimes are as follows:

1. Render scene safe.
2. Determine if there is an injured victim, dead or alive and take the necessary action.
3. Apprehend the perpetrator, if still present and make appropriate notifications if escaping or has escaped.
4. Notify Shift Commander of initial detail of incident at scene.
5. Safeguard the crime scene and detain any witnesses or suspects.
6. Protect the crime scene from unnecessary or unauthorized persons so that physical evidence will not be altered, moved, destroyed, lost, or contaminated. Assign a Patrol Officer to keep people out. Police officers, including supervisory personnel, who do not have a specific or valid reason for being at the crime scene, should be regarded as unauthorized persons. Use crime scene tape, rope, automobiles, barricades, etc. to establish a parameter.
7. Assign an officer to start a Crime Scene Sign-in In Log. This log will contain, name, date and time, agency/department.