

Procedural Directive

California State University
Northridge
University Police Department



To: All Sworn and Dispatch Personnel
From: Lieutenant Mark Benavidez
Subject: Daily Directed Patrol Plans
Directive Number: 2011-01
Date: January 7, 2015
Amends/Supersedes: December 8, 2011 version; January 8, 2014 version.

Objective: To establish new procedures and performance expectations in the development of daily directed patrol plans/details that are consistent with the development and assignment of beat plans and multi-dimensional patrols.

Procedures: Patrol shift supervisors are responsible for ensuring the assignment of beat plans, daily directed patrol plans/details, and multi-dimensional directed patrols on a daily basis. In turn, these procedures will provide additional consistency with personnel accountability in meeting the department's goals and objectives.

Daily Directed Patrol Plans: Directed patrol plans are to be developed each shift with a problem solving, community-oriented policing approach/focus. Patrol shift supervisors are responsible for developing daily shift plans for each officer which will incorporate the following directed and multi-dimensional patrol performance expectations with the intent of creating a systems approach to providing public safety services to our community. Each day an officer's shift will focus on the following:

- **Traffic Safety:** All officers shall be assigned traffic safety enforcement/education detail during each patrol shift. During shift briefings, traffic safety details will be logged by the shift supervisor on the supervisory daily shift synopsis which will require documentation of the assignment date; specific location of the detail; assigned officer's name; traffic safety outreach focus; and results of the detail (i.e., number of citations, number of warnings, number of people provided information in an educational campaign). Traffic safety details are to focus on pedestrian and/or vehicular (bicycle or motor vehicle) violations on or adjacent to university property. For example, these details can be designed around but are not limited to current department traffic safety initiatives such as Project PED, Hang-it-Up, and Click-it-or-Ticket.

- Parking Scofflaw Abatement: All officers shall be assigned to parking violator enforcement/abatement detail during each patrol shift. During shift briefings, parking enforcement details will be logged by the shift supervisor on the supervisory daily shift synopsis which will require documentation of the assignment date; specific location of the detail; assigned officer's name; parking scofflaw abatement focus; and results of the detail (i.e., number of citations, number of warnings, number of people provided information in an educational campaign). Parking enforcement details are to focus on vehicular parking violations especially disabled parking scofflaws within university parking facilities.

Note: new automated handheld parking enforcement ticket writers have been purchased for use by patrol personnel. Effective immediately upon being trained, police personnel may not issue hardcopy tickets from current parking citation booklets. All parking citations issued during these details shall be derived from the new automated ticket writers in accordance with training standards.

- Community Outreach: All officers shall be assigned to community outreach detail during each patrol shift. Community outreach details will be logged by the shift supervisor on supervisory daily shift synopsis which will require documentation of the assignment date; specific location of the detail; assigned officer's name; community outreach focus; and results of the detail (i.e., number of community members contacted and logged by number of students, faculty, staff, and visitors). Community outreach details are to focus on officer visibility, meet-and-greets, and crime prevention educational initiatives at locations within the university community. For example, these details can be designed around but are not limited to current department crime prevention initiatives such as vandalism abatement, STOP laptop and electronic item registration, bicycle theft prevention and the DPS bicycle compound and registration programs, residential security, and personal safety. Shift supervisors are encouraged to contact the crime prevention unit to determine if a department brochure is available on a given community outreach topic being assigned.

All shift supervisors will ensure compliance by spot checking beat areas and accounting for officer activities on the supervisor's daily shift synopsis attachment. Multi-dimensional patrol practices should be incorporated into all the above initiatives. For example, bicycles and T3s are expected to be used in traffic enforcement/education details as well as parking scofflaw and community outreach assignments. Information from all available sources such as crime analysis bulletins, the briefing book, and other related information shall be utilized in determining the deployment of shift personnel. Should calls for service require the response of an officer assigned to one of the above details, he/she may be cleared from that assignment to either assist or handle the call as needed. However once the officer clears from the call for service, he/she must complete the 1-hour assignment as previously directed from the shift supervisor.

See attached document for further details of the shift supervisor's daily shift synopsis attachment.

RIMS/Patrol Detail Designation Definitions: department policy #07-S.O.-011 Police Services Communications, Section V.C.2.e (page 27) delineates the definition of a security check, foot patrol, and neighborhood check. Effective immediately via approval of the Chief of Police, "security check" is no longer a tracked statistic and is hereby rescinded from policy #07-S.O.-011; being that it is considered a standard performance expectation for officers in maintaining the integrity of their assigned patrol beats. Foot patrols, neighborhood checks, business checks, parking scofflaw details, and community outreach details either remain or have been added into the RIMS/patrol detail identifiers for tracking purposes.

Officers performing traffic safety details shall advise dispatch of their assignment. However an identifier for such activity has not been included into RIMS due to the need of individually recording each vehicular and pedestrian stop in accordance with department policy. In as such, dispatchers are to make a note of those officer(s) assigned to a traffic safety detail and only record into RIMS those vehicle and pedestrian stops officers initiate during their detail.

➤ Related RIMS Incident Type Designations (active):

PRKENF: Officer Initiated Parking Enforcement Activities
COMMOUT: Community Outreach Activities
NBRDHCH: Neighborhood Safety Checks
FTPTEL: Area Foot Patrol (out of vehicle)
BUSCK: Business Check

➤ Rescinded RIMS Incident Type Designation:

SCRTYCK: ("rescinded" security check detail designation)

➤ Patrol Incident Types Logged Individually as Performed by Field Personnel:

No RIMS incident type designation exists for "Traffic Enforcement Detail/Activities."
All traffic stops are to be conducted in accordance with department policy and logged individually into RIMS by dispatch personnel as they are performed.