To: University Police

From: Chief Marty Williamson
By: Lt. Drake Massey

Date: December 19, 2016

Subj: Patrol Plan

Directive: 16-12

This directive is designed to allow the ability for officers to perform their various functions at the police station.

The management staff recognizes there is often reasons which may warrant two officers to be at the station at the same time. This directive provides some guidance in reference to those circumstances and should allow each of you ample opportunity to complete your responsibilities.

In addition, this directive will help us serve the campus and provide a safe environment for all staff, faculty and students by assuring appropriate police resources are in service and on our campus.

Please assure each of you help maintain our level of service by abiding by the following guidelines:

1. Strive to keep at least one officer or sergeant 10-8 and on campus at all times (meaning out of the station). There can be more than one officer at the station if they have coded off and are engaged in the following:
   - Writing a report
   - Meal Break (30 minutes)
   - 10 or 15 Minute Breaks
   - Using the restroom
   - Handling Collateral duties (Notify your sergeant)
   - Special Assignment
   - Investigative Follow Up
   - As directed by a supervisor
   - During shift change
The goal here is simply high police visibility on campus.

2. Officers must always code off at the station and indicate status (i.e.…meal breaks, restroom breaks, reports etc….) Use your radio instead of just mentioning your status to a dispatcher in passing. Ultimately officers are responsible for assuring their MDC status correctly reflects their true status.

3. All officers are required to log onto RIMS on their MDC’s at the beginning of every shift. Lieutenants and Sergeants will need to keep RIMS up on their desk top/MDC every day and monitor it regularly.

4. Sergeants/Officers need to consider providing backup (clearing the station) when other officers are handling in-progress calls for service and traffic stops.

With this additional latitude comes additional responsibilities. It is every sworn staff member’s responsibly to assure they have a valid reason for being in the office and that they keep track their time.

Although there are currently no time frames mentioned concerning some of these items, we except each of you to be reasonable and courteous to each other in regards to those times frames.

We realize this process is going to take some effort on all of us, but we can get there. We all have some old habits that we are going to have to change and we will have to learn some new ones to meet this mission.