

PATROL OPERATIONS

WILLIAMSTOWN POLICE DEPARTMENT POLICY & PROCEDURE NO. 1.03	EFFECTIVE DATE: 02/24/2022
	REVISION DATE: 11/18/2022
All personnel: Please note that this is a revision to an existing directive. New or modified text is highlighted in yellow.	REVIEW DATE: 11/18/2023

I. GENERAL CONSIDERATIONS AND GUIDELINES

This document contains the Department's policy regarding patrol operations. The purpose of this policy is to provide patrol coverage for the Town of Williamstown and to ensure that response to calls for service is prompt and efficient. The Town of Williamstown lies in the Northwest corner of Massachusetts and has a population of 7,623 which includes approximately 2,000 members of the Williams College student body. The Town encompasses an area of 46.86 square miles with Route 2, 7 and 43 being the major routes of travel.

II. POLICY

Patrol is the primary activity of law enforcement that includes much more than driving through neighborhoods looking for evidence of lawbreaking. The department expects officers to conduct patrol vigorously to enforce traffic and criminal laws, answer complaints, conduct investigations, promote community-relations activities, transport prisoners, and prevent crime. Officers are expected to become familiar with their patrol areas in order to detect activities and situations they consider out of place. A random patrol method should

be utilized. Officers will intervene whenever they become aware of activity which constitutes a violation of law, local ordinances or motor vehicle law.

III. DEFINITIONS

Patrol can be defined in terms of its component activities:

- A. Crime prevention.
- B. Response to requested services.
- C. Investigation of crime, offenses, incidents, and conditions, including arresting offenders.
- D. Traffic direction and control.
- E. Regulation of certain businesses or activities as required by law.
- F. Maintenance of public order.
- G. Development of relationships between citizens and the department in furtherance of community-oriented policing ideals.
- H. Reporting of information to appropriate entities.

IV. PROCEDURES

- A. The patrol function of the Williamstown Police Department will conduct or accomplish the following:
 - 1. Preventive patrol oriented toward prevention of crimes and accidents, maintenance of peace, discovery of hazards and delinquency-causing situations.
 - 2. Crime prevention/public education activities.
 - 3. Response to calls for service.
 - 4. Investigation of crimes, incidents and offenses, including arresting offenders.

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5. Traffic enforcement, direction and control.
 6. Maintenance of public order.
 7. Regulation of certain businesses or activities as required by law.
 8. Development of positive relationships between citizens and the department.
 9. Reporting of information to appropriate town departments as well as other organizations and agencies.
- B. Deterrence of Crime: Officers of this Department are expected to interact with members of the community to generate support and understanding for crime prevention. Community involvement is crucial in effective crime deterrence, and information must flow freely from citizen to police officer. This interaction informs the Department of problem areas and corrective action will be taken.
- C. Property crimes and crimes against innocent persons are reduced by proactive, aggressive police patrols and traffic enforcement. Crime is curbed by the potential criminal's fear of apprehension or by the likelihood of their immediate detection by the visible, uniformed officer. The deterrence of crime requires officers to investigate suspicious behavior or activity which may appear to be criminally motivated.
- D. Traffic Enforcement, Direction and Control: To ensure the safe and efficient movement of vehicular and pedestrian traffic within town, the Department must enforce traffic laws, investigate traffic accidents and direct traffic as needed to meet this mission.
- E. Regulation of Licensed Liquor Establishments: The Department will enforce the laws regulating liquor establishments. By proactive contact with the personnel involved in the operation of such establishments, and by the officers' own observations of activity occurring therein, this Department shall ensure that all applicable laws and ordinances are being adhered to.
- F. Medical Calls: Dispatchers / Desk Officers will notify both cruisers to respond to serious medical calls (except to nursing homes and medical offices) involving CPR in progress; difficulty breathing; chest pain; drowning; electrical shock; active labor; multi-system trauma; unconsciousness.

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Officers are responsible for checking to ensure their first aid kits and oxygen tanks are filled/stocked and should notify the fleet manager to have them replenished as needed. If an event occurs at the end of a shift and items need replenishing, log it in for the next shift to take care of.

G. Patrol Coverage **[2.1.1]**

The Town of Williamstown is surrounded by the following adjacent communities:

- North Adams via Main Street and North Hoosac Road
- New Ashford via New Ashford Road
- Hancock via Hancock Road
- Clarksburg, borders but no direct access road
- Adams, borders but no direct access road
- Pownal, Vermont, via Simonds Road and Northwest Hill Road
- Petersburg, New York, via Taconic Trail
- Berlin, New York, borders but no direct access road

A detailed map of the department's jurisdiction may be found in the following manners:

- A) The WPD PSAP 911 system using both the 911 Geographic Information System and Orion Map Star
- B) Using Google Earth
- C) Paper maps in the labeled dispatch drawer.

The town has a population of approximately 7,623 residents and an area of 46.86 square miles.

1. The Department provides 24-hour coverage, seven days per week, in answering calls for service, emergencies, preventive patrol, and traffic enforcement. **[41.1.1]**
2. There are three shifts within the Department: days, evenings, and midnights.

H. Patrol Activities:

Nights:

In addition to answering calls for service and regular patrol officers will:

1. Perform nightly checks to downtown businesses.

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2. Monitor traffic for violations

Days

In addition to answering calls for service and regular patrol officers will:

1. Coordinate school traffic checks.
2. Initiate the daily building checks off the maintained list.
3. Monitor traffic for violations

Evenings

In addition to answering calls for service and regular patrol officers will:

1. Coordinate school traffic checks.
2. Check the daily building checks off the maintained list.
3. Monitor traffic for violations
4. Periodically view businesses in the downtown area

I. Shift Briefings

Shift briefings, also known as roll call or muster briefings, are structured meetings whereby important, time-critical or other relevant information is transmitted from the off-going shift to the oncoming shift. Due to the small size of WPD shifts face-to-face in-person shift briefings are normally held in the WPD Dispatch Center. In the event circumstances prevent an in-person meeting a virtual shift briefing will be performed using audio or audio/video conferencing.

The shift briefing should cover the following items:

1. Unit assignment
2. Specific area assignments, if required
3. Any unusual situations present or anticipated
4. Any scheduled special events
5. Any new, cancelled or modified building or property checks
6. Any police hazards known, both potential and actual
7. Wanted persons, or changes in their status due to arrest
8. Stolen vehicles
9. Major investigations
10. Changes in schedules or assignments
11. Changes in directives, including new directives
12. Upcoming training
13. Other police functions in cooperation with the community
14. Any other information deemed useful to the patrol officer

V. INCIDENTS REQUIRING PRESENCE OF THE CHIEF OF POLICE

A. Incidents in which the Chief of Police shall be notified and may assume command will include, but not be limited to, the following:

1. Serious injury to an officer.
2. Fatal accidents or accidents involving a department vehicle.
3. Major crimes, or a heinous crime or assault where death may occur.
4. Barricade/hostage situations.
5. Disasters, catastrophes, or severe weather producing emergency conditions.
6. Serious accident, injury, or incident involving police department personnel or property.
7. All unnatural deaths.
8. Airplane crashes.
9. Any other incident where he/she is requested.
10. In custody deaths of subjects.
11. Officers/employees involved in a domestic abuse incident.