

Cobb County Police Department

Policy 2.11

UNIFORM PATROL STAFFING

Effective Date: October 1, 2019	Issued By: Chief C.T. Cox
Rescinds: Policy 2.11 (November 1, 2017)	Page 1 of 2
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The main function of the Department is to provide twenty-four (24) hour police patrol and related duties to the citizens of Cobb County. To help accomplish this task Cobb County is divided into precincts. This policy establishes the shift schedules and personnel assignment of the precincts.

I. STAFFING

A. Continuous Patrol Coverage

Each precinct commander is responsible for establishing patrol watches (shifts) for their respective precinct to ensure that continuous patrol coverage is scheduled on a 24-hour basis. Each watch should have officers designated to handle calls during the shift transitions.

B. Shift Assignment

The assignment of personnel to individual shifts rests with each precinct commander, or his designee. Personnel will be assigned to a shift that provides the most effective patrol coverage. When possible, the employee's choice may be taken into consideration.

C. Beat Assignments

Assignment of officers to particular beats will be made by the shift commander. Officers should be kept in the same beat as long as possible in order to enhance officer/citizen relationships. A shift supervisor may rotate personnel to different beats during his respective watch as necessary.

D. Off Days

The shift commander will schedule the off days of personnel to ensure adequate coverage each day. Generally, personnel should be scheduled so that they have consecutive days off. However, personnel are not guaranteed specific off days; they can be changed to fit the needs of the shift.

E. Special Staffing Needs

Nothing contained in this policy shall prohibit a precinct commander or the Bureau Commander from adjusting the schedules of personnel as appropriate.

II. SHIFT PROCEDURES / GUIDELINES

A. Roll call will be held daily on each shift. It should include, but not be limited to:

1. Personnel assignments.
2. Inspections of personnel and equipment.
3. Dissemination of BOLO's and current or unusual activities.
4. Roll call training, including policy/procedure changes, safety instruction, etc.

A supervisor may forego roll call and immediately deploy his shift if workload levels demand.

B. At the completion of roll call, officers will immediately proceed to their patrol vehicles to inspect them and be ready to accept calls for service.

C. All beat officers will be considered to be in service and subject to dispatch until properly relieved by a supervisor.

D. A Daily Work Roster will be completed for each shift, containing the names and beat assignments of on-duty personnel, as well as the status of off-duty personnel.