

Bureau of Protective Services
Patrol Procedure Policy

I. PURPOSE

The purpose of this policy is to establish guidelines for Bureau of Protective Services officers while on patrol.

II. POLICY

It is the policy of the Bureau of Protective Services to patrol designated state owned and contract property to ensure the protection of the employees and the property thereon and deter criminal activity.

III. GENERAL INFORMATION

- A. Vehicle patrol will apply to only those BPS divisions as designated based on available manpower.**
- B. Officer shall patrol his/her assigned area and property frequently but not routinely based on priority**
- C. Officers shall enforce state laws primarily on state owned and contract property, but upon encountering an accident, DUI, reckless driving, or any other hazard to public safety, the officer should act accordingly.**
- D. Officer shall use discretion in enforcing minor traffic infractions upon city streets or state highways.**
- E. Transporting of unauthorized persons in a patrol car is prohibited unless to accomplish a police function or at the direction of a supervisor. This includes off duty officers (especially in civilian clothes).**
- F. Officer shall complete a vehicle inspection check off form any time a vehicle is used for patrol or for any other purpose. (See attached form at end of this section)**
- G. Patrol vehicle shall be used for official business and law enforcement duties only.**
- H. Patrol vehicles should maintain the following standard issued equipment :**
 - 1. Emergency Lights**
 - 2. Infectious Control Kit**
 - 3. Fire Extinguisher**
 - 4. Jumper Cables**
 - 5. Lug wrench**
 - 6. Spare Tire/ Jack**
 - 7. First Aid Kit**
 - 8. 2-way Radio/ PA/ Siren**