

TEXARKANA POLICE DEPARTMENT

GENERAL ORDERS MANUAL

SUBJECT	Uniform Patrol Division Staffing		
NUMBER	1105.01	EFFECTIVE DATE	October 10, 2008
Scheduled Review Date	July 30, 2018	ISSUE DATE	January 01, 2015
Date Reviewed	June 27, 2017	REVISION DATE	June 27, 2017
APPROVED BY		ALEAP Standards	7.01

I. Scope and Purpose

- A. The mission of the Texarkana Police Department is heavily dependent upon the commissioned members of the Uniform Patrol Division. Members of the Agency serve at the direction of the Chief of Police or his designee in various assignments within the Department. Established duty assignments within the Uniform Patrol Division are separated into four squads each responsible for an overlapping eleven (11) hour period of duty. This policy is intended to establish procedures for assigning and scheduling patrol squad coverage, beat assignments, scheduling of an officer's regular days off and to establish guidelines for squad briefings.

II. Policy

- A. It shall be the policy of the Texarkana Police Department to develop, institute and regulate a set of guidelines defining the manner in which commissioned officers of the Agency are transferred among the Patrol Division squads and establishes the length of time an officer can occupy a position on a respective squad.
- B. The Uniform Patrol Division schedule shall operate based upon four (4) independent squads containing a group of patrol officers and supervisors whose work hours are based upon an eleven (11) hour rotating work schedule.
- C. The City of Texarkana, Arkansas is divided into beats and reporting areas to facilitate patrol assignments and data recording. Although not all inclusive, the criteria utilized to develop these areas includes the following:
1. Total number of calls for police service;
 2. Number of calls for police service in a given hour;
 3. The nature of crimes and/or incidents; and
 4. Available manpower.
- D. All Department personnel shall recognize and adhere to the following procedural guidelines contained within this policy.

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III. Procedure

A. Police Officer, Patrolman First Class and Corporal

1. At the direction of the Uniform Patrol Division Commander, all members of the division will complete a Squad Preference Form and submit the completed form during the month of October of each year. The squad commanders are responsible to ensure everyone assigned to their respective squad completes this form.
 - a. Officers wishing to remain assigned to their current squad must ensure their assigned squad remains their first choice of assignment on the Squad Preference Form.
 - b. The squad realignment process (if needed) will occur annually in January of each calendar year.
2. Based upon the individual officer's seniority and the needs of the Agency, personnel within the Patrol Division will be assigned to the following squads or section: ^{ALEAP 7.01}
 - a. Alpha Squad 0530 hrs. thru 1630 hrs ^{EARLY} 0730 hrs thru 1830 hrs ^{LATE}
 - b. Bravo Squad 0530 hrs. thru 1630 hrs ^{EARLY} 0730 hrs thru 1830 hrs ^{LATE}
 - c. Charlie Squad 1730 hrs. thru 0430 hrs ^{EARLY} 1930 hrs thru 0630 hrs ^{LATE}
 - d. Delta Squad 1730 hrs. thru 0430 hrs ^{EARLY} 1930 hrs thru 0630 hrs ^{LATE}
 - e. Special Operations Section – Duty hours vary depending upon the needs of the Agency.
3. With the exception of the provisions located in the *Squad Tenure* section of this policy, in no event will patrolmen, patrolmen first class or corporals be allowed to remain on the same patrol squad for more than a period of five (5) years.
 - a. Officers who fail to remain productive, ignore the goals and objectives of the squad in which he/she is assigned, or those who become involved in any breach of discipline are subject to removal from his or her assigned squad. The squad commanders have the ultimate responsibility to monitor the performance of those assigned to his/her respective squad, and when the circumstances dictate, recommend the officer's reassignment to another squad in accordance with the overall needs of the agency.
 - b. Patrolmen, patrolmen first class and corporals may request a transfer to another squad at an earlier date. The decision for an early transfer will be made by the Patrol Division Commander after consulting with the squad commanders. All requests for an early transfer to another squad will be further based upon the circumstances of the officer's situation and the needs of the agency.
 - (1) Patrolmen, patrolmen first class and corporals must have been separated from a squad for a minimum of one (1) year before a transfer back to a previously assigned squad is granted.
 - c. Any deviation from the policy will require written consent—accompanied with an appropriate justification—by the Uniform Patrol Division Commander.

B. Patrol Lieutenant and Patrol Sergeant

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1. At the direction of the Uniform Patrol Division Commander, all supervisors within the division will complete a Squad Preference Form and submit the completed form during the month of October of each year.
 - a. Supervisors wishing to remain assigned to their current squad must ensure their assigned squad remains their first choice of assignment on the Squad Preference Form.
 - b. The squad realignment process (if needed) will occur annually in January of each calendar year.

2. Based upon the supervisor's seniority and the needs of the agency, supervisors holding the rank of sergeant within the Patrol Division will be assigned to the following squads or sections:
 - a. Alpha Squad 0530 hrs thru 1630 hrs ^{EARLY} 0730 hrs thru 1830 hrs ^{LATE}
 - b. Bravo Squad 0530 hrs thru 1630 hrs ^{EARLY} 0730 hrs thru 1830 hrs ^{LATE}
 - c. Charlie Squad 1730 hrs thru 0430 hrs ^{EARLY} 1930 hrs thru 0630 hrs ^{LATE}
 - d. Delta Squad 1730 hrs thru 0430 hrs ^{EARLY} 1930 hrs thru 0630 hrs ^{LATE}

3. Based upon the supervisor's seniority and the needs of the agency, supervisors holding the rank of lieutenant within the Patrol Division will be assigned to the following positions:
 - a. Squad Commander – Alpha and Charlie Squads
 - b. Squad Commander – Bravo and Delta Squads
 - c. Special Operations Commander on issues related to the Joint Special Operations Field Unit.

4. Lieutenants and sergeants who are assigned to the Patrol Division will not be allowed to remain on the same squad for more than a period of five (5) years.
 - a. Lieutenants and sergeants assigned to the Uniform Patrol Division may request a transfer to another squad at an earlier date. The decision for an early transfer will be made by the Patrol Division Commander. All requests for an early transfer to another squad will be further based upon the circumstances of the supervisor's situation and the needs of the agency.
 - (1) Supervisors must have been separated from a squad for a minimum of one (1) year before a transfer back to a previously assigned squad is granted.
 - b. Any deviation from the policy will require written consent—accompanied with an appropriate justification—by the Uniform Patrol Division Commander.

C. Joint Special Operations Section

1. In an effort to improve the efficient operation of the agency, the Chief of Police has established the Joint Special Operations Section. The Joint Special Operations Section is comprised of two distinct units, the Field Operations Unit and the Investigative Operations Unit.
2. All assignments to the Joint Special Operations Field Unit are specialized positions which are filled based upon a competitive selection process involving an agency-wide vacancy announcement for the respective position and a professional interview.

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3. Officers who fail to remain productive, ignore the goals and objectives of the Joint Special Operations Field Unit, or those who become involved in any breach of discipline are subject to removal from his or her specialized assignment. The Joint Special Operations Commander has the ultimate responsibility to monitor the performance of those assigned to this section, and when the circumstances dictate, recommend the officer's reassignment to another squad in accordance with the overall needs of the agency.
4. All personnel assigned within the Joint Special Operations Field Unit are subject to transfer if the transfer is deemed to be in the best interest of the agency. All transfers from this section will be approved by the Uniform Patrol Division Commander.
5. Joint Special Operations Field Unit is comprised of the following individual elements:
 - a. Street Crimes Officers;
 - b. Housing Authority Officers;
 - c. Traffic Officers;
6. Joint Special Operations Investigation Section
 - a. In an effort to better manage the distribution of services required, the Chief of Police has established the Joint Special Operations Investigation Section (JSOIS). The JSOIS is managed and operated under rules adopted by sponsoring member agencies, in accordance with guidelines mandated by the Arkansas Department of Finance and Administration pursuant to the operation of Grant Funded Narcotics Task Forces.
 - b. The Joint Special Operations Investigative Unit is comprised of the following individual elements:
 - (1) TAPD NTF Investigators; and
 - (2) MCSO NTF Investigators.
7. Joint Special Operations Section Supervision
 - a. Members of the Field and Investigative Units of the Joint Special Operations Section will be supervised by the Joint Special Operations Commander holding the rank of Lieutenant.
 - b. The Joint Special Operations Commander will be subordinate to the Patrol Division Commander regarding operational and personnel issues related to the Field Unit.
 - c. The Joint Special Operations Commander will be subordinate to the Criminal Investigation Division Commander regarding operational and personnel issues related to the Investigative Unit.
 - d. The Joint Special Operations Commander has the authority to assign personnel within his joint command to perform Field or Investigative duties at his/her discretion. He/She will communicate regularly with the Patrol and Criminal Division Commanders regarding ongoing operations, plans, assignments and other operational and administrative issues.
 - e. The Investigative Unit will be supervised by a Sergeant, who is subordinate to the Joint Special Operations Commander.

D. Police Recruits

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1. Police recruits who are newly assigned to the Uniform Patrol Division will be assigned to a squad based upon the recruit's performance within the Field Training Program and the needs of the agency. The Uniform Patrol Division Commander will ultimately determine the recruit's first squad assignment following consultation with the Squad Commanders and the Field Training Lieutenant.
2. While the newly assigned police recruit is not required to perform a tour of duty on each squad within any predetermined period of time, there may be times when the recruit's transition to another squad becomes a necessity based upon the training needs of the recruit and the needs of the agency. Squad commanders are responsible to evaluate the performance of all newly assigned police recruits and recommend any transition to an opposing squad.
3. Newly assigned police recruits are required to complete a Squad Preference Form in accordance with Section III, paragraph A, subparagraph 1 of this policy. Following the patrol squad transition in January, the newly assigned police recruit may sign-up for vacation on his/her squad's vacation scheduling form. For additional information regarding the use of vacation, refer to [General Order 1101.02---Compensation and Benefits](#).
 - a. The squad realignment process (if needed) will occur annually in January of each calendar year.

IV. Squad Tenure

- A. Any commissioned officer who has served for twenty (20) consecutive years of service with the Texarkana Police Department may request Squad Tenure. All such requests from the veteran officer for Squad Tenure shall be in writing and sent through the appropriate chain-of-command. The Squad Preference Request shall identify the squad on which the veteran officer wishes to be assigned.
- B. Once Squad Tenure has been granted, and provided the needs of the Agency do not dictate a required change of squads, the veteran officer will no longer be subject to the Squad Realignment guidelines within this policy; however, the veteran officer must continue to meet the minimum requirements for Squad Tenure.

C. Squad Tenure Procedures

1. The Squad Tenure process begins with a written Squad Preference Request from the veteran officer which shall be routed through the appropriate chain-of-command. The request must be received no later than September 1st of the calendar year associated with the veteran officer's 20th consecutive anniversary date.
2. No more than two (2) veteran officers who are exercising Squad Tenure may be assigned to the same squad. Squad Tenure is only applicable to the four primary squads of the Uniform Patrol Division.
3. Should more than two (2) veteran officers meet the requirements of Squad Tenure and request Squad Tenure for the same squad, the selection will be based on dates of hire. The more senior veteran officer shall be given preference. Should the two qualifying veteran officers have the same date of hire, the officer having the highest Employee Performance Evaluation rating during the most recent evaluation period shall be given preference.
4. Should the veteran officer's Squad Tenure request require a squad change, the effective date of the Squad Tenure assignment will occur with the squad realignment in January.

D. Squad Tenure Eligibility Requirements

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1. A twenty (20) year veteran officer requesting Squad Tenure should have developed sufficient experience, knowledge and leadership abilities to perform at an “Above Average” level in all categories of the approved Employee Performance Evaluation. In addition, the veteran officer should perform at a “Superior” level in some areas of the approved Employee Performance Evaluation. In addition to completing twenty (20) years of consecutive service with the Agency, the veteran officer must meet the following guidelines before Squad Tenure can be granted:
 - a. Receive a minimum performance factor rating of “above average” in at least ten (10) of the eleven rated areas; and
 - b. Receive a minimum performance factor rating of “Superior” in at least one (1) of the eleven rated areas.
 - c. Once granted Squad Tenure, the veteran officer must continue to display a heightened level of performance in order to retain the Squad Tenure status. In the event the officer’s Employee Performance Evaluation falls below the eligibility requirements as set forth above, the officer will be placed on Squad Tenure Probationary Status. The officer’s evaluation will be reviewed six months later.
 - d. If the officer fails to meet the minimum requirements, the Squad Tenure Status will be removed, and the officer will be subject to the Squad Realignment Policy. Any disciplinary issues associated with an officer who has been awarded Squad Tenure Status are grounds for revocation of the Squad Tenure Status.

V. Assignment To Beat Areas

- A. Assignments to beat areas will be the responsibility of the respective Squad Commander. Rotation of beat assignments will remain at the discretion of the respective Squad Commander. Although not inclusive, some of the factors Squad Commanders may consider when assigning beat areas include the following:
 1. Individual strengths or unique abilities of the officer;
 2. The experience level needed for an individual officer to be effective within a certain beat area; and
 3. The number of complaints lodged against an officer which originate from within a particular beat area.

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