



Office with Primary Responsibility:	COP	Effective Date:	February 22, 2019
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Office(s) with Secondary Responsibilities:		Number of Pages:	3
Forms Referenced in Procedure:	None	Related Procedures:	ALL

## **.01 INTRODUCTION**

The VIA Transit Police Department deploys officers on a 24/7 basis in marked and unmarked vehicles, in distinctive uniforms to handle calls for service and proactive enforcement at and around transit facilities.

## **.02 VEHICLE PATROL / FOOT PATROL**

- A. Officers shall respond without delay to all calls for police service and assistance. Emergency calls take precedence. However, all calls shall be answered as soon as possible consistent with normal safety precautions and traffic laws. No officers shall fail or delay to answer any call for service directed to them except under the most extraordinary circumstances or when otherwise directed by competent authority.
- B. Officers are required to perform a pre-pull out inspection of their assigned patrol vehicle. Officers shall report any damages to their supervisor. Officers will create a Vehicle Repair Card and turn it in to Maintenance Foreman in Repair Shop.
- C. Patrol areas, districts or sectors will be assigned daily by the on-duty supervisor as per the needs of the shift, and may be changed without notice. Officers will check the daily assignment board at the beginning of their shift to confirm their district or assignment.

■ [REDACTED]

■ [REDACTED]  
 ■ [REDACTED]  
 ■ [REDACTED]  
 ■ [REDACTED]  
 ■ [REDACTED]  
 ■ [REDACTED]  
 ■ [REDACTED]  
 ■ [REDACTED]  
 ■ [REDACTED]  
 ■ [REDACTED]

2. Officers will notify the dispatcher any time they are leaving the site, giving the reason and duration of Time they will be gone from the site.
3. The Location Priority List denotes the sights in priority order as follows:

■ [REDACTED]  
 ■ [REDACTED]  
 ■ [REDACTED]  
 ■ [REDACTED]  
 ■ [REDACTED]





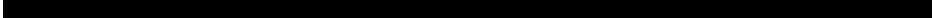
# VIA TRANSIT POLICE DEPARTMENT

## Standard Operating Procedures




### Section 603 Patrol Procedures



4. In between calls, or when not on assignment, the officer will return to their assigned location to engage in visible vehicle and/or foot patrol activities in/around the buildings and parking lots of their assigned location,
  5. Officers will engage in customer service and crime prevention activities while stationed at their assigned site.
  6. Officers will not travel to or loiter at the Joint Law Enforcement Center, the Grand or at the Police Headquarters Building without prior approval of the on duty supervisor prior to thirty minutes before the end of their tour of duty. Officers needing to return for report writing needs will get approval from a supervisor and advise the dispatcher prior to leaving their site.
  7. Supervisors will assign officers to their respective locations working from the top of the priority list down. Supervisors will remain in the downtown area for coverage. The officer's assignments will be given out at the beginning of their respective shifts.
- D. All officers will be required to do an area check of park and rides or transfer stations. Supervisors will assign areas in which to do checks when incidents occur. Officers will also check the "Hot Spots" areas while on patrol.
- E. Traffic stops during Vehicle Patrols are only to be conducted for VIA related offenses.
- F. 
- G. 
- H. 

### **.03 BIKE PATROL**

The VIA Transit Police Department further deploys officers on bicycles at times where and when bike patrols are deemed effective and efficient by a supervisor and the deployment is approved by the Chief of Transit Police. Bike patrols are utilized by the Department in a manner that is consistent with best practices established and recognized by law enforcement agencies in the region.

- A. Bike patrol deployments are done in a small geographic area and are pre-planned operations where all officers are scheduled in advance and briefed on their deployment prior to their tours of duty on bike patrol.
- B. Bike patrol assignments are generally conducted in the downtown Central Business District to proactively patrol the downtown bus stops as normal patrol duties, but assignments may be approved for outside of the downtown area should a need exist that is suited for bike patrol approval.
- C. Officers will remain in the assigned patrol zone unless they respond to a nearby emergency situation or emergency call.
- D. Bike patrols are only performed in  teams for safety reasons.
- E. Officers must attend an IPMBA bicycle certification course before riding a bicycle.
- F. Officers shall only ride department approved bicycles. Bike patrol officers shall be responsible for the maintenance of their assigned bike, to include ensuring proper inflation of tires, functioning brakes,



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### *Section 603 Patrol Procedures*

functioning lights, and any other necessary safety checks before starting their shift. Officers shall report any damages or repairs required to their supervisor and bike patrol coordinator.

- G. Officers assigned to bicycle patrol shall wear the approved bicycle patrol uniform while assigned to bike patrol. If assigned to bike patrol and weather or other reasons prevent bicycle patrol, officers are not required to change into a regular patrol uniform, unless instructed to do so by the supervisor. Officers shall always wear a helmet while riding a bicycle.
- H. Officers generally will not ride bicycles if the temperature falls below a wind chill of freezing or above a heat index that may endanger the officer. Officers generally will not ride bicycles in rainy weather. The on duty supervisor will approve or disapprove bicycle patrol due to inclement weather.

#### **.04 PLAINCLOTHES OPERATIONS**

The VIA Transit Police Department further deploys officers in plainclothes as needed to handle special events, undercover enforcement, and directed patrols to problem areas. Officers working in a plainclothes capacity must adhere to the following:

- A. VIA Transit Police Officers must be trained in plainclothes operations in a training class of no less than four (4) hours approved by the Chief of Transit Police.
- B. [REDACTED]
- C. All officers for the day will be present at a pre-deployment briefing so all on-duty officers can see each other to reduce the chances of a "blue on blue" incident.
- D. [REDACTED]
- E. Each Plainclothes Officer will submit a report detailing their activity for the day while operating as a plainclothes officer.
- F. The supervisor assigned to oversee the plainclothes deployment must create a log of the statistics for each deployment and send the statistics to the Chief of Transit Police.