



# NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

## CHAPTER: 41.1.2

### TITLE: UNIFORMED PATROL: PLATOON STRUCTURE, ASSIGNMENTS, AWP DAYS

**EFFECTIVE: 01/14/2018**

**REVISED: Replaces Policy 470**

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#### PURPOSE

The purpose of this Chapter is to establish a general guideline for assigning officers to district platoon shifts, area assignments, and days off (AWP days).

#### DEFINITION

**Area Assignments (Beats)**—Areas of a police district, usually referred to as zones and sub-zones, having boundaries separated by street intersections, bodies of water, or other man-made or natural boundaries, for which patrol units are responsible for routine patrol and responding to calls for service.

**Days Off**—Those days when an officer is not scheduled to report for duty and is not utilizing any form of paid leave such as annual, sick, civil leave, etc. Usually referred to as AWP days or absent with pay days.

**District Platoon Shifts**—Those normally reoccurring consecutive hours within a police district where uniformed officers, assigned to a platoon, are responsible for routine patrol and responding to calls for service.

#### POLICY STATEMENT

1. Assignment of personnel within a District or Division shall be at the discretion of the Commander.
2. Commanders shall ensure an adequate number and distribution of officers are deployed to ensure core operations support community policing and problem-solving initiatives, that all neighborhoods have a regularly assigned officer who is familiar with the geographic area, its issues, problems, and community leaders; engages in problem identification and solving activities with the community members around the community's priorities; works proactively with other city departments to address quality of life issues; and is not assigned to answer calls to service absent exigent circumstances.

3. Assignments shall be made on an impartial basis. However, individuals possessing special policing skills, expertise or instruction may be utilized in areas which maximize the benefit to the Department.
4. Work assignments and working hours are subject to change as directed by orders from the Superintendent of Police, the Deputy Chief of Field Operation Bureau, the member's District Commander or his/her assigned supervisor or any Special Event Orders. Nothing in this Chapter shall prevent the modification of working days, working hours, or scheduling to address special events or circumstances (example: Mardi Gras, Super Bowl, natural or man-made disasters, visiting dignitaries, etc.).
5. All Field Operations Bureau District officers (including patrol, task force, district investigative, and narcotics units) shall be assigned to a single, consistent, and clearly-defined supervisor. **(Unity of Command)**
6. District Platoon Patrol supervisors shall be assigned to the same platoon as the officers they supervise.
7. District supervisors shall be assigned to supervise no more than eight officers.

#### **DISTRICT PLATOON STRUCTURE**

8. District commanders shall establish a platoon system where patrol officers and supervisory personnel are assigned consecutive hours each day for routine patrol, responding to calls for service and the delivery of basic police services to the community.
9. District commanders shall establish a platoon system where officers assigned to responding to calls for service and the delivery of basic police services to the community work 8 hours and 35 minutes each day.

#### **DISTRICT PLATOON ASSIGNMENTS**

10. A working week shall begin on a Sunday and conclude on Saturday. However, the individual days of the week in which platoon personnel work or are off-duty may change each week. Commanders shall ensure a single method of assigned days off (AWP) scheduling is implemented between platoons and followed consistently.
11. Unless specifically approved by the Deputy Superintendent of the Field Operations Bureau, District platoons shall not rotate their shift working hours on a regular basis.
12. The allocation of personnel within a platoon will ensure marked police units, assigned to patrol duties, are responsible for ensuring police protection and patrol to the entire district.
13. Areas of responsibility for individual patrol units may be allocated or modified on a day to day basis to accommodate staffing and resource limitations.
14. During roll call, platoon supervisors shall inform patrol officers of any modification to their normal patrol duties, special assignments or duties.