

# WOLFEBORO POLICE DEPARTMENT

## SOP 3.0

**Date Issued: 12/27/2019**

**Review: 02/25/2021**

[Note: This written directive is for the internal governance of the Wolfeboro Police Department and, as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.]

**By Order of:**  
**Dean J. Rondeau, Chief of Police**

### PATROL & DISPATCH

**Purpose** To use standard patrol & dispatch practices to improve service

---

**Patrol Zones** All officers are assigned to patrol, unless designated. Supervisors will be assigned patrol depending on manpower and workload.

The Fleet Maintenance officer will make cruiser assignments.  
If two or more officers are on duty the SSgt will decide if sectors should be established based on the days circumstances.

<b>Sectors</b>	<b>Area</b>
Northern Sector (B)	The Northern Sector of Wolfeboro is from Route 109A north towards Ossipee, Tuftonboro and Brookfield.
Southern Sector (A)	The Southern Sector of Wolfeboro is from Route 109A south towards Alton, New Durham, Tuftonboro and including the Downtown area.

---

**Calls for Service** The following procedures shall be used to determine which unit is assigned to particular calls.

<b>Routine</b>	Assign to the unit assigned to that patrol zone If the unit is unavailable it will be passed on to the next available unit
<b>Emergency</b>	Assigned to the nearest cruiser as primary Other units assigned as secondary

---

**Assignments** Officers & Dispatchers shall adhere to the following procedures:

**SOP 3.0**  
**Patrol & Dispatch**

<b>Patrol Officers</b>	<b>Shall</b>
At the Start of Duty	Notify Dispatch of status – on patrol or assignment
In the Station	Notify Dispatch of Reason (Case #, Station Assignment, follow-up, Interview, lunch or other) <b>STATION TIME IS TO BE LIMITED – THE PURPOSE IS TO BE OUT ON PATROL</b>
Out of Vehicle	Notify Dispatch of Location & on portable Maintain radio contact at all times / Use MDT IN/OUT tab.

**Time Checks** Dispatchers will maintain a time check for officers between 2100 and 0600 hours.

High Risk Situations	At the designated time period
Routine Assignments Accidents, Calls for Service, Station Assignments	Every 3 to 20 Minute increments

**Dispatch** Area to be limited to business only and no congregating.

**Supervisors** Will be in charge of overseeing any changes in day-to-day assignments.  
They will also coordinate any paid detail to supplement regular assigned patrol.

**Shift Rules** Officers will report prepared for duty at the start of each tour.  
They shall prepare themselves & cruisers (checklist) – read the logs, memos & any other material prepared for the oncoming shift.  
They shall then take their assignment – notifying dispatch.  
The dispatcher shall be notified anytime they get out of the cruiser & location.  
All paperwork must be completed prior to the end of the shift, unless permission is given.  
Prisoners shall be searched thoroughly & transported in through the sally port. (if available)  
Cruisers shall be gassed (1/2 a tank or plus) & cleaned prior to end of shift.