



**Policy Number: 400 – Patrol**  
**Effective Date: August 21, 2020**  
**Revision Date: August 21, 2020**  
**Approved By: Denis Otterness, Chief of Police**

---

## **400.1 PURPOSE AND SCOPE**

The purpose of this policy is to define the patrol function for the Montana State University Billings Police Department (Department) and address intra-organizational cooperation and information sharing.

## **400.2 POLICY**

The Department provides patrol services 24 hours a day, seven days a week, and will prioritize responses to requests for emergency services using available resources to enhance the safety of students, faculty, staff, visitors, the general public, and Department members.

## **400.3 FUNCTION**

Patrol services will generally be conducted by uniformed officers in clearly marked law enforcement vehicles. The primary function of patrol is to respond to calls for assistance and reports of criminal activity, act as a deterrent to crime, enforce state and local laws, identify the University community's needs, provide support and assistance to the University community through educational campaigns and community engagement events, and respond to emergencies.

### **400.3.1 Patrol Services**

Patrol Services include, but are not limited to:

- a. Responding to emergency calls for service.
- b. Apprehending criminal offenders.
- c. Providing mutual aid and assistance to other agencies for emergency and law enforcement-related activities.
- d. Preventing criminal acts, enforcing traffic violations, investigating motor vehicle accidents, maintaining public order and discovering hazardous situations or conditions.
- e. Responding to reports of both criminal and non-criminal acts.
- f. Responding to routine calls for service such as public assistance or public safety.
- g. Directing and controlling traffic.
- h. Carrying out crime prevention activities such as safety and educational presentations.
- i. Carrying out community oriented policing and problem-solving activities through community engagement activities, including the application of resources to improve or resolve specific problems or situations, and contacting or assisting members of the public in a positive way.

#### **400.3.2 Patrol Shift Preparation:**

Prior to going into service for an assigned shift officers should:

- a. Ensure all necessary equipment is in serviceable and proper working condition including but not limited to portable radio, portable breath test (PBT) equipment, Mobile Data Terminal (MDT), squad car and emergency equipment (lights, siren, defibrillator, NARCAN, etc.).
- b. Conduct a thorough search of the passenger area of their assigned squad car to ensure no contraband/weapons are in the vehicle at the beginning and end of the shift.
- c. Ensure their issued patrol rifle is “squad car ready” and secured in their assigned patrol car in the event it is needed during shift.
- d. Ensure the officer’s assigned “go-bag” has all of the necessary forms, medical supplies, etc. at the beginning of their assigned shift and replace any equipment used during the course of that shift.
- e. Ensure that marked patrol squads are serviced appropriately to include fuel, washed and trash removed.

#### **400.4 INFORMATION SHARING**

To the extent feasible, all information relevant to the mission of the Department should be shared amongst all members. Pertinent information and updates will be shared during shift change, whenever possible. Additionally, information should be shared with outside agencies and the public in conformance with Department policies and applicable laws.

#### **400.5 CROWDS, EVENTS AND GATHERINGS**

Officers may encounter gatherings of people including, but not limited to, civil demonstrations, public displays, parades, sporting events and civic, social and business events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A Department supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the free speech and association rights of those present with applicable public safety concerns before taking enforcement action.

Generally, officers should consider seeking compliance through advisements and warnings for minor violations, and should reserve greater enforcement options for more serious violations, or when voluntary compliance with the law is not achieved.

Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety concerns.