

# OPERATING PROCEDURES MANUAL OF THE BUCKNER TERRACE VOLUNTEERS IN PATROL

## SECTION 1. Duties of Active Patroller:

- A. Be sure you always have an up-to-date schedule so you will be aware of your scheduled time of patrol. If a monthly meeting is missed, it is the patroller's responsibility to obtain the schedule from the Scheduling Captain.
- B. Be aware of who your "Alternate" Patroller is in case you cannot fulfill your scheduled patrol. Notify your other Patroller and your Scheduling Captain in sufficient time to make the necessary changes in the schedule.
- C. Notify the Scheduling Captain of the time you will begin patrolling and of the time your patrol will be over if it varies from the schedule for any reason
- D. In the event of more than one BTVIP active patrol shift is operating during any scheduled time frame, coordinate your route schedule so that you and your companion BTVIP Patrol Unit will meet to compare notes at least one time during your two hour patrol. Also be aware of the approved patrol area.
- E. Call the Equipment Captain one day in advance to establish time of equipment pickup. Check out the authorized equipment before starting on your tour of duty and be aware where and how this equipment will be turned over to the Equipment Captain or the next shift of the BTVIP Patroller when your tour is completed. Equipment must be passed on to the next patroller at designated drop-off site as soon as shift has concluded. Or returned to the Equipment Captain as soon as convenient after tour of duty has been concluded but before next shift commences.
- F. Refrain from patrolling outside the geographical limits of your approved neighborhood area, unless instructed to do so. (The area is shown on the attached map. Exhibit B). If a suspect leaves your approved area, report the information to your proper 911 source and continue patrolling. At no time should you leave the approved geographical area with BTVIP signs on the car.
- G. Display the BTVIP magnetic sign on the sides of the front doors of your vehicle during patrolling shifts and the "patrol" signs on front and back of vehicle. Make certain your mobile phone is working properly before your tour of duty commences. The flashing yellow light shall also be displayed on the top of the patrol vehicle day and/or night while on patrol.
- H. Observe all safe vehicle operation rules, including, but not limited to, observing posted speed limits, stop signs or stop lights and maintain normal headlight illumination when on duty in the evening.
- I. Refrain from, under any circumstances, carrying in your vehicle or on your person firearms or any offensive weapon during patrol shifts. Violation of this regulation will constitute immediate dismissal from the BTVIP.

- J. Remember it is important to give all the necessary information to the dispatcher as quickly and accurately as possible. When calling in a disturbance or suspicious activity to 911 (whether it be police, fire department or ambulance)
1. Identify yourself both by name and as a member of the BTVIP group
  2. Give precise location information, such as closest intersecting street name and address of home or area where suspicious activity is taking place
  3. Attempt to give accurate description of suspicious vehicles or persons to the 911 dispatcher including license number and/or physical description if possible.  
**Remember, always** that your safety is of prime importance and take no chances that could put yourself in jeopardy.
- K. Consumption of alcoholic beverages, illegal substances and/or medications that could potentially affect mental alertness while on patrol is strictly prohibited.
- L. Refrain from attempts to deter or detain individuals suspected of any unauthorized activity. Refrain from pursuing said individuals in any manner that might place the patroller, the suspect, neighborhood residents, or any other individual in jeopardy or danger. Follow only if necessary and at a safe distance merely to ascertain a license plate number, vehicle description and/or direction taken out of the neighborhood by such a suspect. At the first sign of any attempt to evade, the BTVIP will break off contact with suspects.  
**REMEMBER-ALWAYS, YOUR SAFETY COMES FIRST.**
- M. Respect the serious nature of patrol activity and the time commitments of fellow patrollers by refraining from pranks, tricks, and/or practical jokes.
- N. In the awareness that serious misconduct on the part of one member may cause such dire consequences as to cause irreparable damage to the BTVIP as a whole Active Patrollers who are observed by others, or believed to be in violation of the provisions of this patrol protocol in the course of participation in official patrolling activities and/or on patrol shifts may receive a warning in writing from the Chairperson. The Chairperson will submit the matter to the Executive Committee with recommendations for removal from membership in the active BTVIP by a majority vote of the Executive committee.
- O. Fill out the BTVIP Patrol Log at the end of each active shift, and pass it on to the next active patroller or to the Equipment Captain at the time equipment is returned. The Equipment Captain will submit the log to the Chairperson as agreed between each other.
- P. Record on the Patrol Log any suspicious activities occurring during your shift. Including, but not limited to, license plate numbers, vehicle descriptions, location of activity, and physical description of individuals.
- Q. Personal calls on the BTVIP mobile telephone are strictly prohibited. Mobile phones are to be used for patrol related business only.
- R. In all cases, the BTVIP will run a two-person patrol. During all shifts, there will be two approved individuals in each automobile. If only one individual is able to patrol, and the alternate is not available, the patrol is to be abandoned for that shift and the Scheduling Captain shall be notified.