

THE CITY OF OKLAHOMA CITY POLICE DEPARTMENT	Standard Operating Procedures
Springlake Division	Effective Date: 09/06/2006 Revised Date: 04/02/2013

100.00 STATEMENT OF PURPOSE

The Springlake Division of the Oklahoma City Police Department was created in 1989 to provide a patrol division in the Northeast part of the City. It derived its name from the Springlake Amusement Park that was located on the NW corner of NE 36th and Eastern Avenue, (now known as Martin Luther King Blvd.). The Division covers approximately 152 square miles and has authorized strength of 142 officers.

The mission of the Springlake Division is to provide services in accordance with the Mission Statement of the Oklahoma City Police Department to the citizens that reside or conduct business within the Divisional boundaries. Further, the Springlake Division is also committed to the following objectives:

- A. Commit and assign Divisional resources according to the needs of the area's citizens; and
- B. Serve as a liaison between recognized community groups and the Police Department to solve the unique problems experienced by the community.

The purpose of this document is to provide personnel assigned to the Division a resource in which they may refer to in order to obtain the goals and objectives of the Division as well as the Police Department. It is not meant to supercede any policies, procedures or rules outlined in the Operations Manual.

120.00 CRIME ANALYSIS

Patrol Division reports are to be reviewed by the Division Major and the assigned Intelligence Led Policing officer. The Intelligence Led Policing officer will conduct an analysis of a selected area based upon the information contained in the Geographic Information System.

The Division Major will address a specific hotspot area and take appropriate action.

A presentation will be developed for the weekly Operations Bureau Intelligence Led Policing meeting.

This presentation will clearly reflect:

- C. Place signed citations in ticket slot to be taken to Municipal court;
- D. Place signed reports in report tray on front counter to be copied; and
- E. The supervisor on duty at the end of a shift will not allow officers to enter the briefing station until they are called in by the supervisor. The supervisor may authorize an officer(s) to enter the briefing station early to complete specific tasks.

523.40 FTO LIEUTENANT DUTIES

The duties of the FTO Lieutenant include, but are not limited to the following:

- A. Assignment of FTO's for field training of recruits;
- B. Ensuring training by FTO's is thorough;
- C. Monitoring FTO's performance while in training and when not;
- D. Monitoring the recruit's performance while going through training;
- E. Scheduling forecast to ensure ample FTO'S are available to train;
- F. Correcting recruits and personal training of the recruits when appropriate;
- G. Formulating new ideas and methods for training;
- H. Coordinating with the FTO office on all FTO matters;
- I. Counseling with FTO's and recruits when needed;
- J. Review and sign Daily Observation Reports;
- K. Complete and submit Supervisor Observation Reports; and
- L. Ensure DOR's and SOR's are delivered to the Training Center daily.

524.00 OFFICERS/SERGEANTS

The duties of the Springlake Officers/Sergeants include, but are not limited to the following:

- A. Normally remain in their assigned patrol area when not on call;
- B. Respond, within guidelines set forth in department policy without unnecessary delay to assigned calls;

- C. Take appropriate action in handling calls, and return to service as soon as practical upon completion;
- D. Take appropriate enforcement action whenever they become aware of a violation of the law;
- E. Complete required reports;
- F. Report unusual occurrences to their supervisors;
- G. Enforce traffic ordinances.

524.10 BEGINNING TOUR OF DUTY

- A. At the conclusion of each shift's line-up, all officers will leave the station without unnecessary delay and advise Communications, via radio, they are in service.

524.20 ENDING TOUR OF DUTY

- A. Officer Responsibility:
 - 1. At the end of each shift, officers will remain in the field and will not enter the briefing station until called in by a supervisor. A supervisor may authorize an officer(s) to enter the briefing station early to complete specific tasks;
 - 2. Officers will ensure their patrol unit has been:
 - a. Refueled;
 - b. Checked for engine oil level and replenished if necessary (unless completed earlier in the shift); and
 - c. Cleared of all trash before the end of shift.
 - 3. Officers will ensure that the vehicle is:
 - a. Locked with all windows rolled up; and
 - b. All electronic items turned off, (MDT, radio, etc.).
 - 4. Unless an officer is held over or is late due to being on a call, officers will report to their supervisor and turn in their completed reports and citations:
 - a. When officers are late ending a shift they will ensure that all citations and reports are completed, turned in and will, if possible, check out with any supervisor available at the substation, or via radio or telephone.

524.30 REPORT TAKER DUTIES

The Springlake Division report taker's duties include, but are not limited to the following: