

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/20/2018	<b>Supersedes Policy Dated:</b> 10/15/2014	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>401.2</b>
<b>Accreditation Index:</b>			
<b>Part Title:</b> Operations	<b>Chapter Title:</b> Patrol Operations		
<b>Chief of Police:</b>			

## Continuous Uniform Operations Bureau Coverage and Shift Briefings

### I Policy

It shall be the policy of this Department to provide a single, consistent method for assigning officers to shifts, beats, and days off. This will ensure impartiality in the assignment process. The Chief of Police or designee retains final authority to assign officers as necessary to provide effective coverage and accountability. Duty shifts for the Uniform Operations Bureau shall be staggered to ensure there is continuous patrol coverage at all times. All shifts shall attend a daily shift briefing prior to beginning their tour of duty. The Uniform Operations Bureau Commander shall ensure that qualified Major Crime Investigators are assigned to each shift. <sup>1</sup>

### II Definitions <sup>2</sup>

**Beat** – A specific geographical area of patrol within a zone. Beats are defined so as to provide approximate equal workloads.

**Continuous Patrol Coverage** – The availability of on-duty officers for immediate assignment to emergencies.

**Zone** – A geographical subdivision of the City based on the number of calls for service to provide an equitable workload. The City is divided into three zones, designated as South Zone, North Zone, and Center City Zone.

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<sup>1</sup> Policy Statement revised, minor rewording, per Policy Change Order 18-013.

<sup>2</sup> Definitions revised, *Beat & Squad* definitions reworded and capitalization/punctuation changes, per Policy Change Order 18-013.

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**Duty Shift** – A regularly-scheduled work shift.

**Squad** – A group of assembled police officers normally comprised of a sergeant, a corporal, and several officers.

### **III Procedure**

#### **1 SQUAD / SHIFT ASSIGNMENT <sup>3</sup>**

- 1.1 Uniform Operations Bureau patrol officers shall be assigned as needed to maintain a consistent number of personnel on each squad, as determined by the Uniform Operations Bureau (UOB) Commander.
  - 1.1.1 Officers will be assigned to fixed shifts.
  - 1.1.2 Officers will bid for shifts annually.
    - 1.1.2(a) Seniority, officer specializations, and operational needs will be factors considered when assignments are made.
    - 1.1.2(b) Transfers may be made without regard to shift bidding when necessary for operational need.
- 1.2 All officers shall be scheduled one calendar year in advance in accordance with the fixed schedule. Days off (absent with leave) for each officer shall be indicated on this schedule.

#### **2 MANPOWER ALLOCATION AND CONTINUOUS COVERAGE <sup>4</sup>**

- 2.1 Manpower will be assigned to patrol shifts according to historical calls for service workload demand, as determined by the UOB Commander.
- 2.2 Fixed shifts shall be provided by the staggered insertion of each squad into a repeating cycle. Shift cycle durations are as follows:
  - 2.2.1 First shift: 4-week cycle
  - 2.2.2 Overlap shift: 3-week cycle <sup>5</sup>
  - 2.2.3 Second shift: 4-week cycle
  - 2.2.4 Third shift: 4-week cycle
  - 2.2.5 Center City: 2-week cycle
    - 2.2.5(a) The two Center City Squads will rotate shift times with one squad working two weeks of 1100-2100 and the other working 1630-0230. The squads will then switch shift times and work through the two-week cycle again.
- 2.3 With the exception of overlap, there shall be at least two squads on duty for each shift with at least one squad on duty in both the South Zone and the North Zone. Overlap shift

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3 Section 1 revised, heading added and section reorganized, per Policy Change Order 18-013.

4 Section 2 revised; heading added, combined with sections previously numbered 3, 4, & 5; per PCO 18-013.

5 Section 2.2.1 revised, length of overlap cycle revised to reflect additional patrol squad, per PCO 18-013.

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shall provide continuous coverage during times of peak demand and shift change.

2.4 If more than two squads are scheduled on duty for the same shift, any additional squad(s) will be assigned between the three zones.

2.4.1 Watch commanders and squad supervisors have the discretion to assign officers from the additional squad(s) to meet immediate operational needs.

### 3 BEAT ASSIGNMENTS <sup>6</sup>

3.1 Officers shall be assigned to beats by the squad supervisor. If a squad has more officers than needed to fill the available beats, the additional officers shall be assigned according to current operational needs as determined by the squad supervisor.

3.1.1 Supervisors may periodically rotate officer beat assignments for training purposes, additional work experience, or to provide a varied working environment.

### 4 SHIFT BRIEFING <sup>7</sup>

4.1 The beginning of each shift shall be devoted to shift briefing.

4.2 Shift briefings will be conducted in the patrol briefing room by the Watch Commander (or designee) of the oncoming shift.

4.3 The shift briefing will begin as quickly as reasonable so as not to unnecessarily delay officers going in service.

4.4 Shift briefings may include the following:

4.4.1 Dissemination of daily patrol information;

4.4.1(a) Information on wanted persons, stolen vehicles, and relevant incidents.

4.4.1(b) Officer safety information.

4.4.1(c) Notable incidents and crime trends.

4.4.1(d) Miscellaneous information.

4.4.2 Notifying officers of their assignments, vehicles, and radio numbers;

4.4.3 Updating officers on new directives, procedures, etc.;

4.4.4 Distribution of court subpoenas;

4.4.5 Inspection of officers (appearance, uniform, equipment, etc.).

## **IV Attachments**

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<sup>6</sup> Section 3 (previously 6) revised; heading added, terminology changes, and rewording; per PCO 18-013.

<sup>7</sup> Section 4 (previously 8) revised; heading added, rewording, and inspection procedure deleted; per PCO 18-013.