

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 01/18/2022	Supersedes Policy Dated: 04/20/2018	Rescinds:	SOG Number: 401.2
Accreditation Index:			
Part Title: Operations	Chapter Title: Patrol Operations		
Chief of Police: <i>Paul F. Williams</i>			

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.

II Definitions

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 two¹ zones, designated as South Zone and North Zone.

¹ Definition of Zone changed to reflect two Zones instead of three due to changes to 12-hour shifts, per [Policy Change Order 21-028](#).

SOG 401.2

Continuous Uniform Operations Bureau Coverage and Shift Briefings

Effective Date: 01/18/2022

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

- 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 ²

- 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: 2-week cycle
 - 2.2.2 Second shift: 2-week cycle
 - 2.2.3 Third shift: 2-week cycle
 - 2.2.4 Entertainment District: 2-week cycle
- 2.3 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.

3 BEAT ASSIGNMENTS

- 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,

² Section 2, entire section and subsections re-written to address change to 12-hour shifts, several subsections deleted, per Policy Change Order 21-028.

SOG 401.2

Continuous Uniform Operations Bureau Coverage and Shift Briefings

Effective Date: 01/18/2022

additional work experience, or to provide a varied working environment.

4 SHIFT BRIEFING

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

4.1.1 No briefings will be conducted on Sunday.³

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

4.2.1 Remote or in-person supervisor-to-officer direct briefings may occur, as needed.⁴

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

3 Section 4.1.1, Added to address no briefings on Sunday shifts, per Policy Change Order 21-028.

4 Section 4.2.1, Added to address briefings held outside of briefing room, per Policy Change Order 21-028.