



Somerville Police Department 		TYPE: GENERAL ORDER		POLICY NUMBER: 136	
		Subject: Shift Briefing Procedures			
Issuing Authority: Charles Femino Chief of Police		Signature: 		Effective Date: July 15, 2021	
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Accreditation Standards (5th Edition) 41.1.1, 41.1.2		<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Amended			
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Purpose

The main purpose of the shift briefing is to ensure an effective means of communication and exchange of information between patrol officers assigned to a particular shift and their shift Commanders and shift Sergeants. A shift briefing is utilized as a training device; to disseminate information, directives, and documents; to issue patrol assignments; and to encourage constructive feedback from patrol officers regarding department policy and activity.

Policy

It is the policy of the Somerville Police Department that that a shift briefing will be conducted for all shifts in order to provide officers with information necessary to fulfill the daily requirements of the job. All patrol officers and Neighborhood Police Officers (NPO), unless specifically excused, are required to be present, dressed and ready to respond to calls during roll call briefing thus insuring continuous twenty four hour, seven day a week patrol coverage. The shift briefing shall take place in the lower level briefing room. Officers going off duty shall not be relieved of duty until they are relieved by the officer assigned to their patrol vehicle for the following shift. [41.1.1]

Procedures

1. Shift Commander [41.1.2]

- A. The shift Commander of the concluding shift shall summarize for the incoming shift Commander, any notable activity from the previous shift. Information such as arrests, prisoners, notable events, ongoing incidents of particular importance, staffing levels for the oncoming shift and any information the outgoing shift Commander deems important.
- B. The shift Commander shall print out the roster for the incoming shift and confirm the required staffing is available. After the appropriate staffing levels are confirmed, the shift Commander shall list each officer by their assigned District, note any shift swaps or officers assigned on overtime, and then note each officer's department seniority.

- C. The shift Commander shall reference the Commanders briefing book and note any information that is relevant for the upcoming shift briefing.
- D. Topics to be covered at shift briefing may include:
1. Recent incidents that may impact the current shift
 2. Broadcast about missing persons
 3. BOLOs for wanted persons
 4. Notable incidents or crime trends from the previous shift
 5. Information taken from the most recent crime bulletin
 6. New department policies or procedures
 7. Shift staffing levels
 8. Warrants, Restraining Orders or Summonses to be served
- E. According to their department shift seniority and the District they are assigned to, officers shall:
1. Be afforded the opportunity to choose the cruiser in which they would like to work for that shift.
 2. If more than the minimum number of officers are assigned to that shift, and taking into consideration any current deployment directives, shift Commanders shall have the option to offer walking routes, two man cruiser staffing or sector cruisers.
 3. If individual officers are motorcycle certified, the shift Commander, may offer those certified officers the option to ride motorcycles, weather permitting.
 4. If shift staffing levels are below the minimum number of officers required, and unless otherwise exempted, NPOs shall be assigned to work in patrol. Due to the shortage of NPO's and their various assignments outside of their assigned Districts, NPO's will be allowed to bid an opened position based on their seniority. If an NPO is required to fill a cruiser position, and it causes an overage of manpower within a District, the junior officer must go to the District with the manpower shortage. The junior officer will be allowed to exercise his/her seniority rights within the other District.
 5. No Officer will voluntarily bid out of their District, excluding Neighborhood Police Officers. If you are assigned to the East District you must bid in the East. If you are assigned to the West District, you must bid within the West. NPOs are encouraged to bid the cruiser which coincides with their sector (C-1/E-1, etc.).
 6. If there is a Station Officer position vacant, NPO's will have the option of bidding this position, based on their seniority. Otherwise, the District which has additional personnel will be responsible for shifting one of their officers to fill the vacancy. Example: (East District has four, West has four, one of the West District Officers must fill the station position.)

7. If both Districts have additional personnel, the Commander will post positions which he feels meets the needs of the department – based on Crime Analysis, etc... These extra positions will be posted within the Officer's District, unless it is a citywide position (Wagon, etc.).
8. If there is an overtime shift, the officer on overtime will fill the vacancy within the District where the vacancy exists.
9. Excluding any special directives, when a manpower shortage exists in patrol, NPO's without a priority assignment listed in the On Duty, shall fill those manpower shortages prior to an NPO with a priority assignment in On Duty. If additional patrol vacancies exist, Priority 3 Officers will be used next and then Priority 2. If two or more Officers have same priority level assignment, they will be assigned to patrol strictly by seniority.

An NPO's Priority assignment, if any, will be listed in the notes column in On Duty.

Priority 1 – High Priority assignment, Officer not to be used at roll call.

Priority 2 – Medium Priority assignment, Officer assigned specific task but may be used at roll call.

Priority 3 – Low Priority assignment, Officer assigned general task but may be used at roll call.