

	ANDOVER POLICE DEPARTMENT GENERAL ORDER		Number: M1203
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			Distribution: All
Title: PATROL ASSIGNMENTS & WATCH BRIEFINGS		Section: Personnel	
Issued: 11/09/2010	Effective: 11/17/2010	Revised: 12/18/2013	
Rescinds: All Previous		Amends:	
CALEA References: 41.1.1a, b, c,d,e,f; 41.1.2; 42.2.4			
Review: Annual	Authority: Chief Michael A. Keller		

I. Purpose

The purpose of this General Order is to establish a method that is consistently followed for assigning available officers to watches, beats, and days off, and for ensuring communication of critical information between watch teams and divisions by establishing procedures for a formal watch briefing.

II. Policy

It shall be the policy of this agency to have on-duty personnel always available to respond to provide police services in an efficient manner. Further, members shall stay informed of critical information through review of watch summary sheets and/or attendance at watch briefings.

III. Definitions

- A. **Beat:** A geographic patrol area of the City.
- B. **Watch:** Designates time units for assignment of personnel.
- C. **Watch Commander:** An officer holding the rank of Lieutenant or above who is in command of day to day field operations as designated by the Chief of Police.
- D. **Watch Teams:** A group of officers assigned to a watch and led by a Watch Commander.

IV. Regulations

- A. Watch commanders are responsible for ensuring their shifts are staffed at minimum staffing levels at all times (B).
- B. Schedule changes involving personnel assigned to different watch teams shall be approved in advance by both involved watch commanders, or the Operations Commander (A).
- C. All officers scheduled to report for duty at the beginning of a watch will attend watch briefings unless otherwise directed by their supervisor (A).
- D. Officers not scheduled to report for duty at the beginning of a watch shall review watch summary sheets for the time period since they were last on duty (A).
- E. Members with information required to be in watch summaries must forward the information to the on-duty Communications Officer in a timely manner (A).

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V. Procedures

A. Patrol Watches

1. The Patrol Division will consist of two day watch teams and two night watch teams allowing for continued patrol coverage, with each watch having sufficient personnel to respond to all reasonably anticipated emergencies and requests for service (41.1.1a).
2. When personnel numbers allow, the Patrol Division may also have up to two power shifts to supplement the day and night watches.
3. Officers assigned to the Patrol Division will normally work seven 12-hour shifts in a two week pay period. Day watch will begin at 0600 and end at 1800, and the night watch will begin at 1800 and end at 0600.
4. Absent exigent circumstances or supervisory direction to the contrary, officers assigned to a watch team should report to the station ready for work not later than the start of their designated watch.
5. During a typical pay period and absent extraordinary circumstances, officers working a regular patrol watch will have a week during the two week pay period where they are off Wednesday and Thursday, and the other week of the pay period they will be off Monday, Tuesday, Friday, Saturday and Sunday. The two day watch teams will alternate days off, as will the two night watch teams (41.1.1f).
6. The Operations Commander will assign officers to a patrol watch team. The Operations Commander will consider the officer's requests for assignment and the officer's non-departmental responsibilities; however, consideration of the Department's needs will be of the utmost importance when making assignments (41.1.1b).
7. The Operations Commander will ensure that senior and junior officers will be divided reasonably among the watch teams so that knowledgeable and experienced officers will be available at any time during the watch.
8. On the first Monday of January, May, and September, patrol teams will rotate patrol watches, with day watch teams going to night watch, and vice-versa (41.1.1c).

B. Patrol Areas

1. Watch Commanders will assign officers to each of the patrol beats and may rotate beat assignments at their discretion (41.1.1d, 41.1.1e).
2. North Beat will be the area north of Central, and South Beat will be the area south of Central.
3. When more than two officers are assigned during a watch, the Watch Commander may assign officers as traffic, back-up, relief, etc. as appropriate.

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4. Regardless of rank or assignment all established patrol beats will take priority and will be assigned prior to any other special assignments.

C. Watch Briefings

1. Communications Officers, in cooperation with other members of the department, shall prepare a watch summary that contains the following information:
 - a. Summaries of the incident reports made during the watch, to include, but not limited to, the names and addresses of the parties involved, the activity necessitating police response, descriptions of property stolen, and any other information that the officer or Communications Officer may deem relevant;
 - b. Any outstanding missing persons and stolen vehicles;
 - c. Relevant officer safety information received by the agency;
 - d. Outstanding Attempt-to-Locate information broadcasted by this agency or another;
 - e. Changes to schedules or assignments; and
 - f. New arrest warrants issued by the Municipal Court.
2. Members with information required to be in the watch summary must get the information to the on-duty Communications Officer as soon as possible, but no later than 15 minutes before the end of the watch.
3. If a member is unable to get the information to the Communications Officer within the time limitation above, the information will go on the next watch summary.
4. Watch summaries will be completed by the end of the shift and placed in the watch summary book by the on-duty Communications Officer. The watch summaries will be kept in the watch summary book for two months before being removed.
5. The watch commander, or, when absent, the acting watch commander of a watch team will conduct a briefing within the first ten minutes of the watch that will be attended by all members of the watch team and will accomplish, at a minimum, the following basic tasks (41.1.2):
 - a. A complete review of the watch summaries generated since the team's last tour of duty;
 - b. Inform officers of new directives or changes in directives;
 - c. Evaluate officer's readiness to assume patrol duties;
 - d. Provide roll call training as deemed necessary by the shift supervisor, training Lieutenant or the Operations Commander.
6. The watch commander, or acting watch commander, may cancel a briefing or excuse officers from the watch briefing should a situation arise where police services are immediately needed.
7. If a briefing is canceled, an officer is excused from a briefing, or an officer is otherwise unable to attend a briefing, the officer(s) should, at their earliest

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convenience, review the watch summaries generated since their last tour of duty.

8. Communications Officers should review all watch summaries generated since their last tour of duty as soon as possible after beginning their shift.
9. Investigations Section personnel shall attend watch briefings periodically (42.2.4).

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