



2-38 DAILY STAFFING AND BRIEFINGS

Related SOP(s):

None

2-38-1 Purpose

The purpose of daily staffing and briefings is to ensure that supervisors account for their staff and staffing levels and to disseminate pertinent information as it relates to the day to day operations.

2-38-2 Policy

It is the policy of the Department to provide rules and procedures to Department personnel for line-ups, span of control, staffing levels and briefings.

2-38-3 Rules and Procedures

6 A. Line-Ups

1. Each command/division shall maintain a line-up of all assigned personnel. The line-up shall include names, callsigns, and man numbers.
2. All area commands shall use the standardized line-up format. The standardized line-up shall be completed by a supervisor in its entirety.
3. Maintenance of Line-ups
 - a. Area Command administrative assistants shall be responsible for the maintenance of line-ups and the distribution to Operations Review and other units upon request.

6 B. Span of Control

1. There must be at least one Sergeant, Acting Sergeant, or a Lieutenant acting in a first-line supervisor capacity for every eight officers.
2. At least one Sergeant, or a Lieutenant acting in a first-line supervisor capacity must be on duty in an area command at all times.



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-38 (formerly 4-13)

OPA review draft 01/29/20

3. In order to provide officers a primary and clearly identified first line supervisor, the Sergeant or Acting Sergeant providing coverage shall log on with the "A" designation for acting at the end of their call sign. For example, if a Sergeant who normally has the call sign of 1320 is covering for Southeast Team 2, they shall log on as S32A, and their call sign of 1320 shall be listed in the comments box.
4. Only those individuals who have successfully completed the Acting Sergeant class are eligible to perform as an Acting Sergeant.

C. Holidays

1. The Chief of Police shall determine which divisions will be required to work holidays.
2. Sworn personnel shall be governed by the APOA contract.

6 D. Briefings

1. All shifts and/or operations conducted by specialized unit shall start with a briefing to disseminate pertinent information. The only exceptions from conducting a daily briefing shall be:
 - a. A major critical incident;
 - b. Assistance at the request of a supervisor for calls for service.
 - c. Department personnel assigned to a specialized unit (undercover, plain clothed or tactical units).
2. Briefings may be conducted at the sub-station or at a field-briefing location to enhance contact with the community.
3. During briefing supervisors shall verify the following for each officer and document the findings on the line-up:
 - a. Daily Code. Utilize the "Daily Code" column to indicate the officer's status.
 - b. Attendance. Utilize the "In Briefing" checkbox for officers who were present during briefing.
 - c. Equipment. Utilize the "EQUIP Pass/Fail" checkbox to ensure that officers have all required equipment on their belt.
 - d. OBRD. Utilize the "OBRD Pass/Fail" checkbox to ensure that the OBRD worn by the officer is properly functioning by verifying the OBRD is powered on and in buffer mode, the operation LED (light) will blink green.
 - e. Document any additional units covering for calls for service. Utilize the Remark comment box (color coded in red) to list information on all officers covering calls for service overtime, and the team they are assisting.



4. Any missing or malfunctioning equipment identified during briefings shall be documented on the line-up and remedied prior to the officer going in service.
5. Supervisors and/or Acting Sergeants shall complete the daily line-up before the end of their shift.

7 D. Shift Change

1. To expedite relieving the watch going off duty in an orderly manner, the following rules and procedures shall be followed:
 - a. The Lieutenant and sector Sergeants shall ensure patrol officers assigned to their command shall promptly leave the substation or field briefing locations and place themselves in-service (10-8) immediately upon the conclusion of the briefing.
 - b. At the conclusion of briefing, officers shall immediately utilize their Mobile Digital Terminal (MDT) or voice transmit to emergency communications center and place themselves in-service status (10-8). Officers logged as "in-service" in the CAD system shall be responsible for promptly answering their radio or acknowledgment to ECC with their MDT when notified or called by (ECC).
 - c. In those rare occasions where a patrol officer has prior authorization for an out-of-service (10-75) activity, immediately following the briefing, the officer shall be required to comply with Paragraph 2 first, then log themselves out of service (10-75) with their location and added remarks, using their MDT or voice transmission.
 - d. Field Services officers shall remain in their assigned area commands and remain in service until relieved by a supervisor or given relief by the ECC dispatcher.



~~4-13 DAILY STAFFING AND BRIEFINGS~~

~~4-13-1 Rules and Procedures~~

~~A. Line-Ups~~

~~1. Each command/division will maintain a line-up of all assigned personnel. The line-up will include names, call-signs, man numbers, and code letters.~~

~~2. Code Letters~~

~~The code letters will appear next to the officer's assignment.~~

- ~~• A - Bean Bag Certified and Equipped~~
- ~~• B - Bilingual~~
- ~~• C - FTO (Field Training Officer)~~
- ~~• D - DRE (Drug Recognition Expert)~~
- ~~• E - CIT (Crisis Intervention Team) (assignment)~~
- ~~• F - Spike Belt Certified and Equipped~~
- ~~• G - .223 Trained Certified and Equipped~~
- ~~• H - ERT (Emergency Response Team)~~
- ~~• I - Enhanced Shotgun~~
- ~~• J - VIN Inspection Certified~~
- ~~• K - Sign Language Proficient~~
- ~~• L - Taser Certified and Equipped~~
- ~~• M - Passive Restraint System Certified and Equipped~~
- ~~• N - Dive Team (assignment)~~
- ~~• O - Ground Search and Rescue (assignment)~~
- ~~• Z - other (specified)~~

~~3. Maintenance of Line-ups~~

~~Administrative assistants will be responsible for the maintenance of line-ups and the distribution to Emergency Communications.~~

~~B. Minimum Number of Supervisors Required to Work Daily~~

~~1. Under normal circumstances, each Area Command will be staffed by at least one Sergeant or Lieutenant.~~

~~2. Acting Sergeants~~



ALBUQUERQUE POLICE DEPARTMENT
FIELD SERVICES BUREAU ORDERS

SOP 4-13

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~~Officers being upgraded to an acting sergeant position, will not count toward the minimum number of supervisors required. Acting sergeants will have the same authority of a permanent Sergeant. Acting Sergeants will be selected at the discretion of their supervisor with the Watch Commander's approval.~~

~~C. Holidays~~

- ~~1. The Chief of Police will determine which divisions will be required to work holidays.~~
- ~~2. Sworn personnel will be governed by the APOA contract.~~

~~D. Briefing~~

- ~~1. At the discretion of the supervisor, all shifts should start with a briefing.~~
- ~~2. Sergeants are encouraged to hold briefings at off-site locations to enhance contact with the community and to address neighborhood problems.~~

~~E. Daily Briefing Blotter~~

- ~~1. The information in the Blotter will be read on a daily basis at each Area Command Briefing.~~

~~F. Shift Change~~

~~To eliminate delays in responding to calls for service, which occur daily at shift change, and to expedite relieving the off-going watch in an orderly manner, the following rules and procedures shall be followed:~~

- ~~1. The Watch Commander and sector Sergeants shall ensure that patrol officers assigned to their command will promptly leave the substation and place themselves in-service immediately upon conclusion of the briefing.~~
- ~~2. At the conclusion of the briefing, patrol officers will immediately utilize their MDT and place themselves in service (10-8). Patrol officers assigned to Field Services and carried as "in-service" by the Communications dispatcher shall be held strictly accountable for the prompt answering of their radio or acknowledgment with their MDT when called by the dispatcher.~~
- ~~3. In those rare occasions where a patrol officer has prior authorization for an out-of-service activity immediately following the briefing, the officer shall be required first to comply with Paragraph B, then log themselves out-of-service with the appropriate command and location, using their MDT.~~



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- ~~4. Communications will not be authorized by Field Services commanders or supervisors to initiate a shift change or give a 10-19 command until the oncoming patrol officer is out of the substation and ready to take calls.~~
- ~~5.1. _____ Field Services officers shall remain in their assigned districts and remain in service until relieved by a supervisor or given relief by the EGC dispatcher.~~

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