



## **2-38 DAILY STAFFING AND BRIEFINGS**

### **Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**

A. Related SOP(s)

- [2-2 Department Property](#)
- [2-3 Firearms and Ammunition Authorization](#)
- [2-8 Use of On-Body Recording Devices](#)

B. Form(s)

Line-Up Form

C. Other Resource(s)

Collective Bargaining Agreement between the City of Albuquerque and the Albuquerque Police Officers' Association (CBA)

D. Rescinded Special Order(s)

Special Order 19-63 Span of Control/Acting Sergeants

### **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 day-to-day operations.

### **2-38-2 Policy**

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

### **N/A 2-38-3 Definitions**

A. Line-Up

A SharePoint form that is completed by first line supervisors to account for their employee's daily code, attendance at briefings, equipment, and on-body recording devices (OBRD).

### **6 2-38-4 Rules and Procedures**

A. Line-Ups



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**SOP 2-38 (Formerly 4-13)**

**P&P Draft 12/15/2021**

1. Each area commander or division head shall ensure that a line-up is maintained of all assigned personnel.
2. All area commands and divisions shall use the line-up form.
  - a. On a daily basis, a supervisor shall complete the standardized line-up in its entirety for their assigned personnel within their span of control.
3. Area command and division administrative assistants shall be responsible for the maintenance of line-ups and the distribution to Operations Review Section personnel and other units upon request.

**B. Span of Control**

1. Area Commanders and division heads shall be responsible for appropriate assignments and designation to ensure proper span of control.
2. There must be at least one (1) Sergeant, Acting Sergeant, or a Lieutenant acting in a first line supervisory capacity for every eight (8) sworn personnel.
  - a. Only sworn personnel who have successfully completed the Acting Sergeant class and have maintained their mandatory yearly training are eligible to perform as an Acting Sergeant.
3. At least one (1) Sergeant, or a Lieutenant acting in a first-line supervisor capacity, must be on-duty in an area command at all times.
4. In order to provide sworn personnel a primary and clearly identified first line supervisor, the Sergeant, Acting Sergeant, or Lieutenant acting in a first line supervisor capacity who is providing coverage shall log on to their Mobile Dispatch Terminal (MDT) with the "A" designation for acting at the end of their call sign.

**C. Holidays**

1. The Chief of Police shall determine which divisions shall be required to work holidays.
2. Sworn personnel shall be governed by the Collective Bargaining Agreement (CBA) between the City of Albuquerque and the Albuquerque Police Officers' Association.

**D. Briefings**

1. All on-duty sworn personnel and sworn personnel conducting specialized unit field operations shall start with a briefing to disseminate pertinent information. The only exceptions from conducting a daily briefing shall be:
  - a. A major critical incident;



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- b. Assistance at the request of a supervisor for calls for service; and
  - c. Department personnel assigned to a specialized unit (e.g., undercover, plain clothed, or sworn personnel conducting tactical operation plans).
2. On-duty sworn personnel may conduct briefings at an area command or at a field briefing location to enhance contact with the community.
  3. During briefings, supervisors shall verify the following for each officer and document the findings on the line-up:
    - a. Daily Code: Use the "Daily Code" column to indicate the officer's status;
    - b. Attendance: Use the "In Briefing" checkbox for sworn personnel who were present during briefing;
    - c. Equipment: Use the "EQUIP Pass/Fail" checkbox to ensure that sworn personnel have all required equipment on their belt, consistent with SOP Department Property (refer to SOP Department Property for sanction classifications and additional duties);
    - d. OBRD: Use 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), consistent with SOP Use of On-Body Recording Devices (refer to SOP Use of On-Body Recording Devices for sanction classifications and additional duties); and
    - e. Document any additional units covering for calls for service. Supervisors shall use the "Remark Comment" box that is color coded in red to list information on all sworn personnel covering calls for service during overtime, and the team they are assisting.
  4. Supervisors shall document on the line-up any missing or malfunctioning equipment identified during briefings and shall ensure it is fixed prior to the officer going in-service.
  5. Supervisors and/or Acting Sergeants shall complete the line-up before the end of their shift.

N/A

N/A

E. Shift Change

1. To expedite relieving the shift that is going off-duty in an orderly manner, the following rules and procedures shall be followed:
  - a. The Lieutenant and Sergeants shall ensure patrol sworn personnel 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 the briefing, sworn personnel immediately shall use their MDT or verbally transmit to the Emergency Communications Center (ECC) and place themselves in an in-service status (10-8). Sworn personnel logged as "in-service" in the Computer-Aided Dispatch (CAD) system shall be responsible for



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- promptly answering their radio or acknowledge the ECC Dispatcher with their MDT;
- c. On those rare occasions during which a Field Services Bureau (FSB) officer has prior authorization for an out-of-service (10-75) activity, immediately following the briefing, the officer shall immediately use their MDT or verbally transmit to the ECC and place themselves in an in-service status (10-8). After logging themselves in service, sworn personnel must then log themselves out of service (10-75) with their location and added remarks, using their MDT or through a verbal transmission; and
  - d. FSB sworn personnel shall remain in their assigned area commands and remain in-service until relieved by a supervisor or when relieved by the ECC Dispatcher.
    - i. Sworn personnel must obtain authorization from their first line supervisor or the on-duty supervisor before leaving the area command.

REDLINED



**2-38 \_\_\_\_\_ DAILY STAFFING AND BRIEFINGS**

**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**

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B. Form(s)

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Collective Bargaining Agreement between the City of Albuquerque and the Albuquerque Police Officers' Association (CBA)

D. Rescinded Special Order(s)

~~D.~~ [Special Order 19-63 Span of Control/Acting Sergeants](#)

~~SO 20-08 Daily Staffing and Briefings~~

**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 Albuquerque Police Department (Department) to provide rules and procedures to Department personnel for line-ups, span of control, staffing levels, and briefings.

N/A

**2-38-3 \_\_\_\_\_ Definitions**

A. Line-Ups

A [SharePoint](#) form that is completed by first-line supervisors to account for [their employees](#) sworn personnel's daily [status](#) code, attendance at briefings, equipment, and on-body recording devices (OBRD).

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**2-38-4 \_\_\_\_\_ Rules and Procedures**



A. Line-Ups

1. Each area commander or /division head shall ensure that a line-up is maintained ~~maintain~~ a line-up of all assigned personnel.
2. All area commands and /divisions shall use the line-up form.
  - ~~2.a.~~ On a daily basis, a supervisor shall complete ~~The the~~ standardized line-up ~~shall be completed by a supervisor~~ in its entirety daily for their assigned personnel within their span of control.
- ~~3. Maintenance of Line-Ups~~
  - ~~a.~~ 3. Area command and /division administrative assistants shall be responsible for the maintenance of line-ups and the distribution to Operations Review Section personnel and other units upon request.

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B. Span of Control

1. Area Commanders and /Division heads shwill be responsible for appropriate assignments and designation to ensure proper span of control.
2. There must be at least one (1) Sergeant, Acting Sergeant, or a Lieutenant acting in a first-line supervisory capacity for every eight (8) ~~officers~~ sworn personnel.
  - a. Only ~~these individuals~~ sworn personnel who have successfully completed the Acting Sergeant class and have maintained their mandatory yearly training are eligible to perform as an Acting Sergeant.
3. At least one (1) Sergeant, r or a Lieutenant acting in a first-line supervisor capacity, must be on-~~duty~~ in an area command at all times.
4. In order to provide sworn personnel a primary and clearly identified ~~first~~ first-line supervisor, the Sergeant, Acting Sergeant, or Lieutenant acting in a first line supervisor capacity who is providing coverage shall log on to their Mobile Dispatch Terminal (MDT) with the "A" designation for acting at the end of their call sign.
  - ~~a.~~ 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.

C. Holidays

1. The Chief of Police shall determine which divisions shwill be required to work holidays.



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- 2. Sworn personnel shall be governed by the Collective Bargaining Agreement (CBA) between the City of Albuquerque and the Albuquerque Police Officers' Association.

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D. Briefings

- 1. All on-duty sworn personnel ~~area command shifts and~~ sworn personnel conducting ~~all~~ specialized unit field operations 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; and
  - c. Department personnel assigned to a specialized unit (e.g., undercover, plain clothed, or sworn personnel conducting tactical operation units plans).
- 2. On-duty sworn personnel (Someone) may conduct Briefings-briefings may be conducted at an sub station area command or at a field Field Services Bureau field ~~briefing location to enhance contact with the community.~~
- 3. During briefings, supervisors shall verify the following for each officer and document the findings on the line-up:
  - a. Daily Code: ~~Utilize~~ Use the "Daily Code" column to indicate the officer's status;
  - b. Attendance: ~~Utilize~~ Use the "In Briefing" checkbox for sworn personnel who were present during briefing;
  - c. Equipment: ~~Utilize~~ Use the "EQUIP Pass/Fail" checkbox to ensure that sworn personnel have all required equipment on their belt, consistent with SOP Department Property (refer to SOP Department Property for sanction classifications and additional duties);
  - d. OBRD: ~~Utilize~~ Use 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), consistent with SOP Use of On-Body Recording Devices (refer to SOP Use of On-Body Recording Devices for sanction classifications and additional duties); and
  - e. Document any additional units covering for calls for service. Supervisors shall Utilize Use the "Remark Comment" box that is color coded in red to list information on all sworn personnel covering calls for service during overtime, and the team they are assisting.
- 4. ~~(Someone)~~ Supervisors shall document on the line-up Any-any missing or malfunctioning equipment identified during briefings ~~shall be documented on the line-up and~~ shall ensure it is fixed/ 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.

N/A

N/A

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E. Shift Change



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1. To expedite relieving the ~~watch~~ shift that is going off-duty in an orderly manner, the following rules and procedures shall be followed:
  - a. The Lieutenant and Sergeants shall ensure patrol sworn personnel 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 the briefing, sworn personnel immediately shall ~~utilize~~ use their ~~Mobile Digital Terminal (MDT)~~ or ~~voice~~ verbally transmit to the Emergency Communications Center (ECC) and place themselves in an in-service status (10-8). Sworn personnel logged as "in-service" in the ~~e~~ Computer- ~~automated~~ Aided d Dispatch (CAD) system shall be responsible for promptly answering their radio or ~~acknowledgment to~~ acknowledge the ECC Dispatcher's ~~notification~~ when notified or called by ECC;
  - c. On those rare occasions during which a ~~field~~ Field services ~~Services Bureau~~ (FSB) officer has prior authorization for an out-of-service (10-75) activity, immediately following the briefing, the officer shall immediately ~~utilize~~ use their MDT or ~~voice~~ verbally transmit to the ECC and place themselves in an in-service status (10-8). After logging themselves in -service, sworn personnel must then log themselves out -of -service (10-75) with their location and added remarks, using their MDT or through a ~~voice~~ verbal transmission; and
  - d. ~~Field Services Bureau~~ FSB sworn personnel shall remain in their assigned area commands and remain in-service until relieved by a supervisor or when given ~~relief~~ relieved by the ECC Dispatcher.
    - i. Sworn personnel must obtain authorization from their first -line supervisor or the on-duty ~~supervisor~~ on-duty before leaving the area command.