



# ACTON POLICE DEPARTMENT

DEPARTMENT MANUAL; P&P: Operations			
POLICY & PROCEDURE # 1.17	DATE OF ISSUE: 1/26/2024	EFFECTIVE DATE: 2/9/2024	
SUBJECT: SHIFT BRIEFING	ISSUING AUTHORITY: Chief James Cogan		
REFERENCE(S): Massachusetts Police Accreditation Commission #41.1.2	<input type="checkbox"/> NEW	<input checked="" type="checkbox"/> AMENDS	<input type="checkbox"/> RESCINDS

## I. PURPOSE

A shift briefing (roll call) allows officers to get updated on recent events within the Acton Police Department and the community and can serve not only as an officer safety tool in discussing recent crime and public safety issues but also as a way for officers to communicate about problems or issues that need to be addressed. A shift briefing is especially helpful in updating an officer who has been out of work for an extended time due to vacation or training.

## II. POLICY

- A. It is the policy of the Acton Police Department to conduct shift briefing activities at the beginning of each patrol shift (0700, 1500, and 2300 hours) in the roll call room at the PSF. The shift briefing will provide officers with specific information regarding daily patrol activity. All patrol personnel coming on duty are required to be present, available for immediate assignment, and attentive during this briefing. **[41.1.2]**
- B. Due to the importance of information sharing with officers on patrol, detectives will attend roll calls unless they are previously assigned to other duties by the Detective Division Commander. Detectives will brief patrol officers on important cases and activities of the Detective Division.
- C. The Patrol Division Commander shall be responsible for the organization of roll call information.

## III. PROCEDURES

- A. The Shift Commander of the off-going shift will inform the incoming Shift Commander of relative shift information, i.e. prisoners, unusual occurrences, ongoing incidents, outstanding calls, safety hazards, and any other matters of concern.
- B. It is the responsibility of the Shift Commander to also review the Daily Incident Log from prior shifts to determine any information that should be included in this briefing.
- C. The shift change procedure will include the assignment of tasks as well as patrol areas, cruisers, and equipment and supplies as needed.
- D. The Shift Commander shall use the shift briefing to disseminate departmental paperwork, court paperwork, and other information that is pertinent or will assist officers in their tasks.
- E. Utilizing the Daily Incident Log, the Shift Commander will summarize the activity from the previous shift calling particular attention to unusual situations, potential and actual police hazards, wanted persons, stolen vehicles, and such reports that might indicate crime trends or patterns.
- F. Detectives attending the Shift Briefing may update officers with criminal intelligence information, unusual situations, potential and actual police hazards, and wanted person's information. Detectives may also provide officers with a written patrol alert detailing the criminal intelligence information.
- G. Shift Commanders shall use the shift briefing to inspect and ensure that officers are carrying and wearing approved equipment and uniform apparel.
- H. After the shift briefing, the Shift Commander will place the Daily Incident Log information on a clipboard stored in the roll call room. The clipboard shall be kept in an orderly fashion, and the clipboard shall be accessible to all Police Officers for review.
- I. After the shift briefing, as soon as practical, on-shift officers shall further review the Daily Incident Log for any pertinent and relevant information from prior shifts. **[41.1.2]**

J. Sensitive information may be copied or emailed to the officers. The Shift Commander shall ensure no police-sensitive paperwork is left strewed about the roll call area and report room.

#### **IV. SHIFT BRIEFING TRAINING**

A. The daily Shift Briefing activity should not be confused with training conducted during the shift change period. For information regarding Shift Briefing Training, refer to Policy & Procedure: Training.

#### **SHIFT BRIEFING INFORMATION**

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**History: Manual I, Section II & III.**