



ALBUQUERQUE POLICE DEPARTMENT
FIELD SERVICES BUREAU ORDERS

SOP 4-13

Effective: 01/15/16 Review Due: 01/15/17 Replaces: 05/07/15

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, callsigns, 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

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.



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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

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.
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. Field Services officers shall remain in their assigned districts and remain in service until relieved by a supervisor or given relief by the ECC dispatcher.