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|  | 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: 09/04/2025 | |
| Rescinds: All Previous | | Amends: 09/04/2024 | |
| CALEA References: LE 41.1.1, 41.1.2, 42.2.3 | | | |
| KLEAP References: 8.1.1 | | | |
| State/Federal Statutes: | | | |
| Review: Annual | Authority: Chief Buck Buchanan | | |

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 and 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 (KLEAP 8.1.1).

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, or the highest-ranking officer in the absence of a Lieutenant, 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).


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- 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 Watch Commander for review in a timely manner (A).

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 (LE 41.1.1a; KLEAP 8.1.1).
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 Sunday, Wednesday, and Thursday, and the other week of the pay period they will be off Monday, Tuesday, Friday, and Saturday. The two-day watch teams will alternate days off, as will the two-night watch teams (LE 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 (LE 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 (LE 41.1.1c).

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B. Patrol Areas

1. Watch Commanders will assign officers to each of the patrol beats and may rotate beat assignments at their discretion (LE 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.
4. Regardless of rank or assignment, all established patrol beats will take priority and will be assigned prior to any other special assignments.


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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. **Header:** section that includes the day of the week, date and year, Day or Night Shift, Watch Commander, North Beat Officer, South Beat Officer, Roaming Officer, and on-duty Communications Officer.
 - b. **Missing Person(s):** section that includes the information on individuals who have been reported missing and remain missing, and will only include incident number, name, age, race, sex, date of birth, City, State, and date went missing. Missing individuals will remain on the Watch Briefing until one watch after being found.
 - c. **Calls for Service:** section that will include information on all Calls for Service, law enforcement related activities, self-initiated law enforcement related activities, and building checks with found open doors. Section items will not include SRO/Detective activities, case follow-up, community contacts, vacation watches, Good Morning Andover calls, neighborhood meetings (HOA), and fingerprint services.
 - i. Calls For Service that generate an incident number will include the incident number, address, time, call type, victims, suspects, reporting party, and/or other individuals, and a brief synopsis of the incident that includes an overview of the incident and disposition, i.e., arrest, injuries, stolen property, etc., and officer name.
 - ii. Calls for Service that do not generate an incident number will include the CAD number, location, time, call type, a brief synopsis of the call, and officer name(s).
 - d. **Total Traffic Stops:** section that will contain the total number of traffic stops conducted, and will include the individual numbers of citations, written warnings, and verbal warnings given.

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- e. **Directed Patrols:** section that will include the total number of directed patrols completed during the shift.
 - f. **Security Checks:** section that will include the total number of security checks completed during the shift.
 - g. **Traffic-Selective Enforcement:** section that includes information on the current north and south designated Enforcement Zones and Accident Prevention locations, as well as information on other traffic enforcement efforts and/or initiatives.
 - h. **Officer Safety/Attempt to Locate/Other Information:** section that includes information on Officer Safety items, community activities/events, attempt to locate, extra patrol requests, etc. All Officer Safety/Attempt to Locate/Other Information items will have a "Run Until" date and shall be removed from the Watch Briefing immediately following the "Run Until" date. No items shall remain in the Officer Safety/Attempt to Locate/Other Information section for longer than 10 days without approval by a Division Commander or the Chief of Police.
 - i. **New Warrants:** section that includes information on new warrants issued by the Andover Municipal Court and will include name, race, sex, date of birth, date issued, reason for warrant, and fine/bond amount. All New Warrant items shall be immediately removed from the Watch Briefing upon arrest, or 10 days from date warrant is issued, whichever is sooner.
 - j. **Stolen Vehicle(s):** section that includes information, i.e., incident number, date stolen, and vehicle description on all reported stolen vehicles that have not been recovered. Non-recovered stolen vehicles shall be immediately removed from the Watch Briefing upon recovery, or six months from the date stolen, whichever is sooner.
2. Watch Commanders 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 the Watch Commander 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, reviewed and approved by the on-duty Watch Commander or Acting Watch Commander, and disseminated by the on-duty Communications Officer. The watch summaries will be placed in the (R) Drive.
 5. The Watch Commander will conduct a briefing within the first ten minutes of the shift that will be attended by all members of the patrol team and will accomplish, at a minimum, the following basic tasks (LE 41.1.2):
 - a. A complete review of the watch summaries generated since the team's last tour of duty;

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- 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 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 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 (LE 42.2.3).