

## OPERATIONS COMMITTEE

OPERATIONAL ORDER NO. 11

December 17, 1999

### SUBJECT: CHANGE OF WATCH PROCEDURES

**PURPOSE:** An Area's change of watch is a critical time during which the Department strives to provide continuity of police service and minimize the disruption of patrol operations in the communities we serve. The change of watch ensures accountability for Department personnel, equipment and also provides the opportunity for officers and supervisors to discuss and exchange pertinent information regarding Area or Department objectives. The responsibility and implementation of an orderly change of watch rests with the Area Watch Commander (WC), and the supervisor designated as the watch check-in sergeant.

Standardized change of watch procedures will improve accountability for Department personnel and assist Area WC's and supervisors with the management and deployment of the watch. Additionally, the procedures enhance officer safety by allowing check-in supervisors the opportunity to communicate with the oncoming and offgoing watches. This Order advises Department personnel of their responsibilities related to change of watch procedures.

### PROCEDURE:

- I. **WATCH COMMANDER RESPONSIBILITY.** Area WC's shall have the primary responsibility for ensuring that the change of watch procedures are followed and an orderly transition occurs. Watch Commanders shall designate a check-in supervisor at the beginning of every watch and ensure the designated check-in supervisor assumes their duties at the conclusion of roll call. In addition, the WC shall:
  - \* Consult with the offgoing WC regarding any ongoing tactical incidents, investigations or pertinent information;
  - \* Note the status of units and radio calls via the Area Command Console (ACC) and ensure that the ACC operator transmits a watch start for the oncoming watch;
  - \* Ensure that all dispatched coded and non-coded radio calls, including timed out calls to L90, are handled by the assigned unit or transferred to the oncoming System To Optimize Radio Car Manpower (STORM) or field unit, as appropriate;

- \* Whenever possible, replace units of the offgoing watch working on an overtime status with officers from the oncoming watch to reduce overtime expenditure;
- \* Conduct periodic audits of the check-in procedures on the assigned watch; and,
- \* Note the sergeant assigned as the check-in supervisor on the original Daily Work Sheet.

**II. CHECK-IN SUPERVISOR'S RESPONSIBILITIES.** To be fully effective, the check-in supervisor shall physically monitor the change of watch process from a position in the Area's parking lot or other advantageous location to monitor the change over. The check-in supervisor shall ensure that Department equipment is accounted for and officers of the oncoming watch are deployed in a timely manner. Check-in supervisors shall also:

- \* Physically inspect any reported vehicle damage;
- \* Ensure that the oncoming watch is properly equipped with Department issued equipment necessary for response to a tactical incident, Mobile Field Force (MFF) deployment or other unusual occurrence (UO);
- \* Ensure that units of the offgoing watch still engaged in field activity after their normal end of watch are contacted and determine their present status and estimated time of arrival to the station;
- \* Ensure the timely log on and availability of units from the oncoming watch via the radio and the POC;
- \* Initial the Daily Field Activities Report (DFAR) of offgoing watch units;
- \* Inform the WO of units working on an overtime status and of other pertinent watch information; and,
- \* Monitor the training and pre-patrol preparation of probationary officers by Field Training Officers (i.e., sleep and safety checks).

**III. OFFICER'S RESPONSIBILITIES.** Patrol Officers share the responsibility for an orderly change of watch transition and are critical to its success. Officers of the oncoming watch shall:

- \* Promptly report to the Kit Room when dismissed from roll call and sign out the appropriate equipment;
- \* Ensure that they are equipped with Department-issued equipment necessary for response to a tactical incident, MFF deployment or other UO;

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- \* Inspect their assigned patrol vehicle and notify the check-in supervisor if damage is noted or any contraband is located;
- \* Promptly log on the Mobile Digital Terminal (MDT) and become available for calls for service, unless otherwise directed by a supervisor; and,
- \* Contact the officers of the offgoing watch and discuss Area patrol mission goals or pertinent Area Basic Car district information.

Officers of the offgoing watch shall:

- \* Ensure that the vehicle is clean and in proper operating condition;
- \* Ensure that all calls are properly dispatched and that all calls are logged off the MDT;
- \* Report to the check-in supervisor and present their DFM for initialing when EOW. If a unit is at the station during EOW, advise the check-in supervisor; and,
- \* Return all issued equipment and keys to the Arm. Kit Room.

MARTIN H. POPELLOY, District Chief  
Chair, Operations Committee

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