

Procedural Directive

**California State University
Northridge
Department of Police Services**



To: All Sworn, Dispatch and Parking Enforcement Personnel
Subject: Shift Briefings, Beat Plans and Equipment Issuance
Directive Number: 2007-09
Date: December 18, 2019
Amends/Supersedes: 2003-12: Briefing Procedures; December 19, 2007 version; January 27, 2010 version; January 7, 2015 version.
Approved: Gregory L. Murphy, Chief of Police

I. Objective:

To establish procedures for conducting shift briefings, developing and assigning beat plans, and the issuance of department equipment. To develop a professional standard for systematically conducting daily shift briefings; develop multi-dimensional and directed patrol plans within a beat structure; develop standardized methods for the issuance of patrol equipment; and ensure a state of readiness by maintaining a continuous state of patrol coverage with a patrol shift overlap.

II. Procedures:

A briefing procedure has been developed with the intent of providing professionalism and efficiency to daily shift briefings and in the issuance of patrol equipment. Shift supervisors shall be responsible for ensuring consistency in conducting shift briefings; assigning beat plans; ensuring all patrol equipment is distributed, returned, and accounted for; deploying specialty assignments; and ensuring the department's ability to dispatch personnel immediately to calls for service.

Start of watch will begin at the assigned times and all scheduled personnel will be fully dressed, equipped, and ready for deployment. All sworn personnel will first report to room 116, the equipment room, for issuance of daily equipment by the Shift Supervisor. Once the officers have received their equipment, they will immediately proceed to their vehicles via the east door of the DPS facility and promptly equip their vehicles and return to the briefing room. This shall be done to ensure an immediate state-of-readiness in the event a call for service is broadcast during the shift briefing.

Shift personnel going end of watch will enter through the east door of the DPS facility and turn equipment in to their shift supervisor at the equipment room. This will provide the supervisor with the opportunity to account for all issued equipment. Supervisors are responsible for ensuring that all issued equipment is returned in proper order and checked off on the equipment log for his/her shift personnel.

The outgoing supervisor will debrief the oncoming supervisor during the time period when equipment is being issued. The on-coming supervisor will be responsible for conducting the shift briefing immediately after their officers return from equipping their vehicles.

Shift Briefings: Shift briefings will be conducted in the patrol briefing room before deploying the patrol shift. Shift briefings will normally not last longer than the thirty minutes allotted for shift preparation. If the briefing is extended beyond the allotted time then the overlap shift will remain in patrol until relieved to ensure that continuous patrol coverage is maintained. The on-coming shift supervisor shall be responsible for briefing the overlap officer in the event he/she is part of the on-coming shift deployment. Parking Enforcement Officers and dispatchers who attend a shift briefing will only be present during the general information portion of the briefing and will be excused prior to the discussion of any law enforcement only/restricted/need-to-know information.

A shift supervisor is responsible for developing a daily shift plan for each officer which will incorporate directed and multi-dimensional patrols. Shift supervisors must develop the shift plan with a problem solving / community –oriented policing approach. Shift supervisors will ensure compliance by spot checking beat areas and accounting for officer activities on the supervisor’s daily log. Multi-dimensional patrols are to include as available, bicycle patrols, motorcycle patrols, foot patrols, in addition to the use of general patrol vehicles.

The shift supervisor shall provide officers with information regarding daily patrol activity, with particular attention given to unusual situations, potential and actual police hazards, changes in the status of wanted persons, stolen vehicles, major investigations, and information regarding relevant community-based initiatives. He/she shall notify officers of changes in schedules and assignments; notify them of new directives or changes in directives; and evaluate officer readiness to assume patrol. Shift supervisors are also responsible for checking the overtime book and inquiring if any officer has been subpoenaed for court during the shift so that deployment adjustments may be made accordingly.

Information from all available sources such as crime analysis bulletins, the briefing book, and other related information shall be utilized in determining the deployment of shift personnel. The shift supervisor will assign all shift personnel to a patrol beat and fill out a patrol beat deployment sheet for the dispatch center every shift. See below for beat plan procedures.

Major Event Briefings: A briefing will be held prior to every scheduled major event that occurs on campus. The briefings will include all involved Department members and any other support agency personnel working the event. The highest ranking officer in charge of the event will facilitate these briefings utilizing a formal operations plan. The location of the event briefings will be announced prior to each event.

Briefing Book: The briefing book will be kept in the shift briefing room. The briefing book is an important means of collecting and disseminating information to patrol personnel. The shift supervisor will review the briefing book on a daily basis. The administrative sergeant will be responsible for maintaining the briefing book by purging outdated information and placing current information into the book. Any person placing approved briefing material into the book will ensure the material is dated.

Beat Plans: The patrol beat plan procedure was developed as documented within the communications policy with the intent of creating a systems approach to providing public safety services to our community. The shift supervisor shall use directed patrols with a multi-dimensional approach when developing daily beat plans. Beat responsibilities will require the officer to extend themselves beyond the patrol vehicle and become part of the campus community. Officers will work with a problem solving method to resolve issues and concerns in their areas. Supervisors will assign daily expectations to each beat and work with the officer to develop patrol beat plans.

Beat designations were developed according to an analysis of calls for service. Distribution of work will no longer be assigned according to seniority and will be equitably distributed according to beat assignments. **The campus has been divided into three beats (see policy number 07-S.O.-011, Public Safety Communications for detailed beat descriptions) and it is the responsibility of the shift supervisor to assign personnel to staff all the beats on every shift.** Shift staffing levels will dictate how the beats are assigned. For example, if only two sworn personnel are working, the two primary beats will be assigned and the third beat can be shared or given as an additional beat assignment. When utilizing four or more patrol officers, the shift supervisor may incorporate a perimeter patrol assignment or a beat saturation plan.

When an officer is removed from active patrol of their assigned beat because of an offense investigation, arrest, emergency or other special assignment, the shift supervisor must ensure that other on duty officers cover the calls for service and/or directed patrol plans for that beat. Dispatch shall assign calls for service to other beat officers as needed. Officers are not confined to work within their assigned beat and may provide general campus patrols when not engaged in beat responsibilities; however beat officers will ultimately be responsible for their delegated directed patrol expectations and beat integrity.

Shift Supervisor Responsibilities are as follows:

- 1) Will assign patrol officers to designated patrol beats on a rotational basis.
- 2) Will not give preferences according to seniority or rank.
- 3) Will provide dispatch at the beginning of their watch with the daily directed / multi-dimensional patrol beat assignments.
- 4) Communicate with other Department members (i.e. crime prevention unit, detectives, etc.) to improve upon directed patrol strategies.

A shift supervisor is responsible for developing a daily shift plan for each officer which will incorporate directed and multi-dimensional patrols. Shift supervisors must develop the shift plan with a problem-solving / community-oriented policing approach. Shift supervisors will ensure compliance by spot checking beat areas and accounting for officer activities on the supervisor's daily long.

The shift supervisor must consider what type of criminal activity or problems that are occurring in each specific beat when constructing the shift plan. This information is available through crime reports and the weekly crime analysis report. Each beat also contains areas of importance that will be given priority for extra patrols (i.e., the Multi-Distribution Facility (MDF), Tseng exhibit/Oviatt special collections and archives; hazardous material locations, etc.)

Patrol Officer Responsibilities:

- 1) Maintain beat integrity.
- 2) Complete assigned shift tasks (i.e. directed patrol plans.)
- 3) Provide high visibility / police presence.
- 4) Perform assigned multi-dimensional patrols (i.e. bicycle, motorcycle, foot-patrol, vehicle patrol.)
- 5) Take a community oriented policing approach to patrol activities (i.e. meet and greets, develop oneself into the fabric of the community)
- 6) Enforce traffic and parking violations.
- 7) Study and analyze beat problems, taking a problem solving approach. (i.e. S.A.R.A. methodology.)
- 8) Confer with shift supervisors to formulate patrol beat plans.

Officers are to maintain beat integrity during assigned times and directed patrols. Officers will have the latitude to occasionally provide general campus saturation patrols during non-directed patrol assignments and responsibilities. Officers will continue to provide secondary officer support to other officers in adjoining beats and assignments.

Dispatcher Responsibilities:

- 1) Assign calls according to assigned beat assignments.
- 2) Coordinate emergency and non-emergency responses in accordance to the department's communications policy.

- 3) Work with on duty supervisor when calls for service assignments require adjustment.

Dispatchers shall not dispatch calls in any manner such as, “any available C.S.U.N. unit to identify and handle.” Calls for police services shall be assigned to the appropriate beat and assigned officer. Dispatchers will have the discretion to assign other officers to leave their beat assignments to handle calls for service when the primary officer is on a call or the call for service requires additional officer(s). Dispatchers will work with the on-duty supervisor to accomplish all daily operational goals and objectives.