

 MIDDLETON POLICE DEPARTMENT	DATE February 6, 2013	POLICY 6.1.01
	SUBJECT: Shift Transition and Coverage	REVIEWED December 28, 2019

History: 1995, Updated 2/2013; 04/2015, 12/2019
[WILEAG \(5th Ed.\) Standards](#): 6.1.1, 7.1.2.1

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PURPOSE AND POLICY

This policy establishes procedures for reporting for, beginning, and ending tours of duty, briefing, roll call training, coverage, vehicle equipment and inspections, and rides.

PROCEDURE

Rides

Under special circumstances, Officers may request rides within the City to or from the police department immediately before or after their work period. An example of a special circumstance is a snow storm or personal vehicle maintenance issue. Officers who are given rides are expected to participate in police activity encountered while in route. Officers should be in uniform or otherwise neatly attired, armed, and possess official police identification. Officers, who, during the course of a ride become engaged in police activity, will be considered on duty. Officers may request a ride by notifying the dispatcher a minimum of fifteen minutes in advance.

If possible, the dispatcher will re-contact the officer if the ride will be delayed or cannot be made. This does not absolve the officer of his/her responsibility to report for work on time.

Reporting for Duty

All employees will be responsible to report for duty at their assigned time and place designated by their Commanding Officer, unless the employee is sick, or has been excused from duty by the employee’s supervisor.

An employee shall work the full time assigned for that tour of duty and may go off duty at the time established for the end of the shift. Employees assigned duties normally requiring continuity of assignment (Patrol Sergeants, Patrol Officers, Dispatchers) shall not leave their assigned duty until such time as he or she is properly relieved.

Anytime an employee has volunteered for or been assigned to a special duty assignment, the employee will treat it the same as reporting for any regular duty. Reporting for court or assigned training shall be treated the same as reporting for regular duty.

Anytime an employee is unable to report for duty, special duty, training, or court, the employee shall notify the officer in charge as soon as possible, but no later than one (1) hour prior to the employee’s scheduled starting time.

Anytime an employee does not report for duty at the designated time and place, and has not called in sick, or otherwise been excused by a supervisor, the employee shall be considered Absent Without Leave, (AWOL), and shall not be paid for such unexcused absence from duty. In addition, the employee shall be subject to the regular disciplinary procedures for unexcused absence. An employee who is AWOL for all of more than three consecutive scheduled shifts will be considered to have abandoned their job. The following shall be used as a guideline for disciplinary action:

Reporting Late for Duty	Failing to Report for Duty
First Offense: Counseling Report.	First Offense: Supervisory Warning.
Second Offense within 12 months of the 1 st Offense: Supervisory Warning.	Second Offense within 12 months of the 1 st Offense: Reprimand.
Third Offense within 12 months of the 1 st Offense: Reprimand.	Third Offense within 12 months of the 1 st Offense: Up to a three (3) day suspension without pay.
Fourth Offense within 12 months of the 1 st Offense: Up to a three (3) day suspension without pay.	Fourth Offense within 12 months of the 1 st Offense: Appropriate disciplinary action up to and including Termination.
Fifth Offense within 12 months of the 1 st Offense: Appropriate disciplinary action up to and including Termination.	When an employee receives two or more separate suspensions of any duration within a 12 month period for failing to report for duty, such action may be grounds for disciplinary action up to and including dismissal.
When an employee receives two or more separate suspensions of any duration within a 12 month period for reporting late for duty, such action may be grounds for disciplinary action up to and including dismissal.	Job abandonment may be grounds for disciplinary action up to and including dismissal.

All supervisors shall strictly adhere to this policy. Any supervisor found not taking action for violations shall be subject to disciplinary action deemed appropriate by the Chief of Police.

Significant Event Expectations

Officers and dispatchers are expected to report for duty as scheduled or required when a significant event, emergency or crisis occurs. When such events can be reasonably anticipated, officers and dispatchers shall plan for and take the necessary steps in advance of the event which will allow them to report for duty.

Personal Preparedness

Often, in times of significant events, our members are called upon to travel miles away from their loved ones to put their experience, professionalism, and lives on the line, balancing the needs and safety of their families with their duty to respond. Your willingness and ability to respond and function will be enhanced if you and your family are prepared. In order to address the well-being of our members and their families, the department strongly recommends that employees utilize the Federal Emergency Management Agency (FEMA) tools and resources to enhance individual and family preparedness. [Be Informed](#), [Build a Kit](#), and [Make a Plan!](#) Supervisors should at least annually, and in advance of an anticipated event, inquire about their employees' preparedness. The assertion of completion of a personal or family emergency plan shall be favorably noted on annual performance evaluations. By ensuring the resiliency of our families, we can better serve the community and focus on our mission.

1. If an event can be anticipated, when feasible, the department may allow employees approved flex time off to prepare and/or evacuate their families if necessary before reporting for duty.
2. Officers or dispatchers who anticipate that they will not be able to respond for scheduled duty may arrange to have another off-duty non-recalled employee cover their shift with the approval of a supervisor.
3. Employees who come to the department before a scheduled duty period in anticipation of an event or who cannot get home upon going off duty may be sheltered through the Employee Support Network, or at the department, MEMS, or MiFD.
4. The Employee Support Network may assist fellow employees and their families with food, shelter, child care, communications, or other support. Department facilities may be used as a coordination location and meeting place, but is not designed for sheltering families.
5. During a prolonged major event, on-duty staff may be assigned to serve as a liaison between on-duty employees in the field, their families, and the Employee Support Network.

Employees who are unable to report for duty during a major event shall notify the officer in charge if possible. Officers and dispatchers who did not report for duty during a significant event because they were unwilling, failed to reasonably anticipate the event or failed to prepare themselves and their family in advance may be subject to discipline. Employees who are victims themselves, are dealing with family crises related to the event, or facing insuperable obstacles in reporting for duty that would put them in jeopardy should not attempt to report for duty.

Briefing/Roll Call Procedures

The Shift Commander is responsible for gathering and presenting current briefing information to the shift coming on duty. The information shall include a summary of recent police activity, with particular attention given to unusual situations, wanted persons, stolen items, major investigations, and administrative announcements. (The exchange of pertinent information is strongly encouraged). The Shift Commander for the next duty period is responsible for evaluating officer readiness for duty, ascertaining the status of pending work, making assignments, and providing training.

Officers reporting for duty at a time when a briefing is not scheduled should report to the Shift Commander for briefing, or view the recording of the last regular briefing.

24 Hour Coverage

The Patrol and Communications components are responsible for providing prompt emergency law enforcement response, and a response to other calls for service without unreasonable delay. Patrol officers are distributed to shifts and assigned to districts based upon anticipated need calculated from past temporal and geographic activity patterns. The Operations Officer establishes minimum staffing levels to meet the anticipated demands, and provide a margin for officer safety and unusual events. When the department is unable to provide an immediate response to an emergency situation, mutual aid assistance shall be requested from a nearby law enforcement agency through the Dane County Public Safety Communications Center. Employees assigned duties normally requiring continuity of assignment (Patrol Sergeants, Patrol Officers, Dispatchers) shall not leave their assigned duties until such time as they are properly relieved. Supervisors may holdover on-duty staff, call-in on-coming staff, call-in off-day staff, and call-in investigators or specialists as may be necessary when staffing shortfalls or unusual activity occurs. The Chief, a Captain, or Incident Commander may activate the 12-hour Platoon System or Full Mobilization for significant events.

Levels of Mobilization

1. Minimum Staffing.
2. Normal Staffing.
3. Maximum Staffing (staffing level that should not be exceeded absent special circumstances.)
4. Hold over on-duty staff (normal process initiated by Shift Commander or above).
5. Call-In on-coming shift (normal process initiated by Shift Commander or above).
6. Call-In Specialized Units or Staff (normal process initiated by Shift Commander or above).
7. Call-In day-off staff (normal process initiated by Shift Commander or above).
8. Activate 12-hour Platoon System (may be initiated by a Captain, Chief, or Incident Commander). Notifications may be made by phone contact, text messaging, email, social

media, reverse 911 group, news media, or Emergency Alert System. Employees should report to the police station unless indicated otherwise. Employees on sick leave, vacation outside the county, or on military duty are not expected to respond. Off duty employees have the option to remain at local facilities between work periods and be fed and sheltered until their next shift through MIPD, MiFD, EMS, Red Cross, Salvation Army, and Employee Support Network.

- a. Employees in Platoon 1 report at 7AM and work to 7PM
 - b. Employees in Platoon 2 report at 10AM and work to 10PM
 - c. Employees in Platoon 3 report at 7PM and work to 7AM
 - d. The default start times for the Platoon System may be changed, as the situation may dictate.
9. Full mobilization (may be initiated by a Captain, Chief or Incident Commander). All available personnel are simultaneously recalled to duty for continuous duty with alternating periods of work and rest. Necessary food, hydration service, sleeping, sanitation and shower facilities will be provided through MIPD, MiFD, EMS, the Red Cross, and the Salvation Army. At some point, full mobilization may be scaled back to a platoon system, as the situation may dictate.

Patrol Coverage/Calls for Service During Shift Change

The shift going on duty is responsible for calls at the beginning of their shift, including the briefing/roll call period. The shift going off duty may be required to respond at any time during their shift hours. When there is a cover shift (power shift, overlay shift), cover shift officers are the first response option during shift transitions.

Non-emergency calls received near shift change time may be held for the next shift if it is reasonably believed that they could not be properly handled in the time remaining. When practical, persons requesting non-emergency service should be notified of delayed or alternate responses.

When emergency calls are received near shift change times that are unlikely to be handled in the time remaining, an officer(s) from the shift going off duty will respond. In addition, an officer(s) from the shift coming on duty will respond and, if possible, relieve officers at the scene and then complete necessary investigation and reporting.

Officers who are merely performing a standby function at shift change time should be relieved by the shift coming on duty as soon as practical.

In any event, officers coming on duty are not expected to respond to calls before their briefing period begins, unless authorized.

Beginning Tour of Duty

Officers should arrive at the squad room, in uniform and job ready, by the time their shift begins. Briefing/roll call training will be conducted at the beginning of the shift, although officers may be required to respond to calls during this time. Officers are responsible for briefing information

and are expected to take notes. Officers should begin their tour of duty promptly after their briefing/roll call period is completed by performing vehicle and equipment inspections.

During the course of their shift, officers shall check squad room bulletin boards, check their duty schedule, and check personal email, voicemail, and mailbox. Items in mailboxes should be acted upon, filed, or reviewed and disposed of. Items should not be allowed to accumulate in mailboxes.

Vehicle Inspection

At the beginning of the shift or prior to using a departmental vehicle, employees shall conduct a pre-use vehicle inspection for mechanical condition, damage, required equipment and supplies, weapons, contraband, and/or personal effects. If the inspection cannot be done immediately for a legitimate reason, it shall be done as soon as practical and without delay.

Upon completion of the inspection, officers shall promptly notify the dispatcher, “10-8 from squad check, district (or assignment).” Supervisors may require individual officers to submit squad check forms if necessary to insure regular compliance.

Shift Commanders shall assist their officers with problems relating to repair and replenishment of squad car equipment and supplies and shall assume responsibility for deficiencies which have been reported to them.

Officers who have been designated as Vehicle and Equipment Officers are responsible for the monthly inspection and maintenance, and from time to time will make recommendations to the Chief regarding the replacement, addition, or deletion of squad car equipment.

Pre-Use Vehicle Inspection

The pre-use vehicle inspection shall include inspection for:

1. Exterior and interior damage.
2. Presence of debris, contraband, weapons, or personal effects.
3. The presence of required equipment and supplies in the passenger compartment, glove box and trunk.
4. Satisfactory operation/condition of the vehicle and equipment.
5. Amount of fuel.
6. The need for an oil change.

See squad check form for a detailed list.

Depleted supplies should be replenished. Damaged, missing or malfunctioning equipment and/or other irregularities shall be reported the Shift Commander immediately. Such documentation may require a work order and/or memo in addition to verbal notification. The Shift Commander is responsible for assigning vehicles, arranging maintenance and repairs if needed in coordination with the Equipment Officer, updating the vehicle status board when a vehicle is taken out of service, and initiating an inquiry to determine responsibility when appropriate. Newly reported damage shall be documented in the vehicle file.

If the employee accepts the vehicle as being in good condition, the employee is held responsible for damage, debris or missing supplies found subsequent to such acceptance.

Post-Use Vehicle Inspection

When an employee ends his or her tour of duty or use of a vehicle, the employee shall inspect the exterior, remove debris, check for weapons, contraband and personal effects, replenish fuel and supplies, and return the Arbitrator mic/transmitter to a Patrol Equipment Room charger. If due to activity there is insufficient time to replenish fuel or supplies, the officer should notify the oncoming user or Shift Commander.

Standard Vehicle Equipment

All department vehicles shall contain the following minimum supplies and equipment (special use vehicles excepted):

- Two Way Radio
- Emergency Warning lights and Siren
- First Aid or EMT kit

In addition to the above, the following equipment will normally be in vehicles used primarily for patrol:

- Squad Video System
- Mobile Data Terminal / Laptop Computer
- Fire extinguisher (min. of 5 lbs. capacity)
- Highway fuses (min. of 12)
- Spotlight or Alley Lights
- Public Address Speaker
- Patrol Rifle
- Ballistic Vest containing Rifle Plates
- Less Lethal 12 Gauge Bean Bag gun
- Evidence Collection Kit
- Wrecking Bar
- Measuring Tape or Wheel
- Traffic Vest, Gloves and Flashlight Wand
- Marking Chalk
- Traffic Control Cones
- Smartphone / Camera
- Radar
- PBT
- Flashlight
- Tire Deflation Device (Stop Sticks)
- AED
- Broom
- Knox Box Key
- Portable Breath Testing Device
- Restraint Bag

- Vehicle Lockout Tools
- Leather Gloves
- Motor Vehicle Proof of Insurance Card
- All Hazards Checklist / Emergency Preparedness Binder

Vehicle File

The Equipment Officer will maintain a vehicle file which is available to supervisors and vehicle users. Each squad has its own section or folder which shows damage and related information as well as related documentation.