


NORTHAMPTON POLICE DEPARTMENT		
Administration & Operations Manual		
Policy: Shift Briefing Procedure		AOM: O-200
Massachusetts Police Accreditation Standards Referenced: [41.1.1], [41.1.2], [33.5.2]		Issuing Authority <hr/> John D. Cartledge Chief of Police
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I. Introductory Discussion:

The Northampton Police Department recognizes the importance of a standardized procedure for the daily transference of information to all patrol personnel.

II. Policy:

- A. It is the policy of this department to conduct shift briefing activities at the beginning of each patrol shift (0700/1500/2300). The shift briefing will provide officers with specific information regarding daily patrol activity. The Department runs a 24 hour/ 7 day a week police service. All patrol personnel coming on duty are required to be present, available for immediate assignment, and attentive during this briefing. [41.1.1]
- B. Officers going off duty are also required to be present, unless they have been excused for just cause by their supervisor. Moreover, in an effort to enhance the relationship between investigative personnel (detectives) and patrol, as well as to provide for the exchange of information, detectives will periodically participate in shift briefings conducted for patrol officers.
- C. The OIC of the off-going shift will review the log of their shift for the purpose of preparing a shift briefing.

- D. It is also the responsibility of the OIC to review the logs from prior shifts to determine any information that should be included in this briefing.
- E. The OIC of the off-going shift will conduct the Shift Briefing activity during the change of shift.
- F. The shift change process will include the assignment of the following, all of which will be noted on the daily roster: [41.1.2]
 - 1. Patrol areas
 - 2. Cruisers assigned to each officer
- G. Utilizing the daily logs, LEAPS/NCIC messages, informational flyers from other departments, as well as the in-house DHQ system, the OIC will summarize the activity from the previous shift as well as those of importance from other shifts, calling particular attention to the following [41.1.2]:
 - 1. Major incidents
 - 2. Unusual situations or public nuisances
 - 3. Potential and actual police hazards
 - 4. Wanted or missing persons
 - 5. Stolen vehicles
 - 6. Reports that might indicate crime trends or patterns
 - 7. Locations requiring special attention (such as vacant homes)
 - 8. Areas for traffic enforcement
- H. A uniform and personal appearance visual inspection should also be conducted.

III. Shift Briefing Training: [33.5.2]

- A. The daily Shift Briefing activity should not be confused with training conducted during the shift change period. For information regarding Shift Briefing Training, refer to [**AOM P233 Training.**](#)