



## ACTON POLICE DEPARTMENT

DEPARTMENT MANUAL; P&P: Operations		
POLICY & PROCEDURE # 1.40	DATE OF ISSUE: 10/10/2019	EFFECTIVE DATE: 10/17/2019
SUBJECT: Patrol & Shift Assignments	ISSUING AUTHORITY: Chief Richard Burrows	
REFERENCE(S): Massachusetts Police Accreditation Commission #41.1.1	___NEW    __X__AMENDS    ___RESCINDS	

### I. POLICY

- A. Patrol Officers, Sergeants, and Dispatchers are assigned to shifts by electing a shift according to seniority. This procedure is governed by the applicable collective bargaining agreements between the Town of Acton and the Superior, Patrolman, and Dispatcher Unions respectfully.
- B. The shift rotation schedule will occur once (1) per year. Shift bids will be done in August and changes take effect on or around September 1<sup>st</sup>.
- C. The available patrol shifts are as follows:
1. 0700 hours to 1500 hours (4 consecutive shifts)
  2. 1500 hours to 2300 hours (4 consecutive shifts)
  3. 2300 hours to 0700 hours (4 consecutive shifts)
  4. 2300 hours to 0700 hours (2 consecutive shifts)  
1500 hours to 2300 hours (2 consecutive shifts)
  5. 0700 hours to 1500 hours (2 consecutive shifts)  
1500 hours to 2300 hours (2 consecutive shifts)
  6. 0700 hours to 1500 hours (1 shift)  
1500 hours to 2300 hours (2 consecutive shifts)  
0700 hours to 1500 hours (1 shift)
  7. 1500 hours to 2300 hours (1 shift)  
0700 hours to 1500 hours (2 consecutive shifts)  
1500 hours to 2300 hours (1 shift)
- D. Dispatcher shifts are as follows:
1. 0700 hours to 1500 hours (5 consecutive shifts)

2. 1500 hours to 2300 hours (5 consecutive shifts)
3. 2300 hours to 0700 hours (5 consecutive shifts)
4. 0700 hours to 1500 hours (2 consecutive shifts)  
1500 hours to 2300 hours (3 consecutive shifts)
5. 1500 hours to 2300 hours (3 consecutive shifts)  
0700 hours to 1500 hours (1 shift)  
2300 hours to 0700 hours (1 shift)
6. 2300 hours to 0700 hours (3 consecutive shifts)  
1500 hours to 2300 hours (2 consecutive shifts)

E. All patrol shifts run consecutively for 24 hours a day 7 days a week. **[41.1.1]**

F. Sworn officers will be assigned a geographic area to patrol for each shift. The geographic area may vary depending on the number of officers working a given shift. Patrol plans shall be set as follows:

1. Five Patrol Cruisers Plan: One (1) marked cruiser assigned to patrol the North Precinct, one (1) marked cruiser assigned to patrol the Central Precinct, one (1) marked cruiser assigned to patrol the South Precinct, one (1) marked cruiser assigned to patrol the West Precinct, and one (1) General Car responsible for taking lobby reports, assisting a sector car or assigned as needed by the Shift Supervisor. The shift supervisor shall assign sectors. Each sector is identified within the Department's computer system.
2. Four Patrol Cruisers Plan: One (1) marked cruiser assigned to patrol the North Precinct, one (1) marked cruiser assigned to patrol the Central Precinct, one (1) marked cruiser assigned to patrol the South Precinct, and one (1) marked cruiser assigned to patrol the West Precinct. The shift supervisor shall assign sectors. Each sector is identified within the Department's computer system.
3. Three Patrol Cruisers Plan: (1) marked cruiser assigned to patrol the North Precinct and Central Precincts, one (1) marked cruiser assigned to patrol the South Precinct, and one (1) marked cruiser assigned to patrol the West Precinct. The shift supervisor shall assign sectors. Each sector is identified within the Department's computer system.
4. Officers are assigned patrol sectors on a daily basis at the discretion of the Shift Supervisor.

5. In most circumstances, the Sergeant assigned to a shift acts as the shift supervisor and, therefore, should not be regularly assigned a sector. However, supervisors may be assigned calls when necessary and desirable because of existing manpower on any shift.
- G. Days off are determined by the assigned shift the officer selects. Officers are assigned either a 4&2 or a 5&2 work schedule per union contractual agreements and based on seniority choice of assignments.
1. All officers assigned to patrol are assigned a 4&2 schedule.
  2. The Chief of Police, Deputy Chief, Lieutenants, Detectives, Communications Supervisor, Dispatchers, and Court Prosecutor are assigned a 5&2 schedule.
- H. Nothing in this policy shall prevent the Chief of Police or Shift Supervisor from assigning officers to particular areas or a specific duty in order to provide the most effective coverage.
- I. The Chief of Police, Deputy Chief, Lieutenants, Sergeants, members of the Criminal Detectives Division, School Resource Officers, and Court Prosecutor are provided with department-issued cellular phones. Members of the Criminal Detectives Division will provide the Acton Police Department with 24-hour coverage on an on-call basis.
- J. The Shift Supervisor has the authority to request a detective respond to any investigation. For off-hour investigations, the Shift Supervisor shall notify the Detective Sergeant or the Special Services Division Commander. The Detective Sergeant or the Special Services Division Commander may then recall a detective on a rotational basis. If for some reason a detective is not available for a call-out the State Police may be contacted for a response upon approval from the Special Services Commander.

## **SHIFT BRIEFING INFORMATION**

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**History: Manual I, Section II & III.**