

AMEND 6-0111-09

1. REQUEST FOR <input type="checkbox"/> LOCAL LOOKOUT <input type="checkbox"/> INTERSTATE TT <input type="checkbox"/> ADMINISTRATIVE TT <input type="checkbox"/> DETAIL (See Reverse)	2. TYPE 0000 ORIGINAL 0000 EXPEDITE 0000 ADDITIONAL 0000 CANCEL 0000 CORRECTION 0000 REPEAT 0000 REPLY	3. COMPLAINT NUMBER	6. DATE OF REQUEST JUL 9 1 2008
		4. UNIT NUMBER 576-6600	7. REQUESTING ELEMENT Patrol Services
		5. <input type="checkbox"/> NOT FOR THE PRESS	8. <input type="checkbox"/> FLASH TT REQUESTED

9. TO
THE FORCE

10. NAME OF WANTED PERSON	11. WANTED BY	12. CHARGE
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13. COMPLAINANT-S NAME	14. COMPLAINANT-S ADDRESS
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15. DESCRIPTION OF WANTED PERSON OR MESSAGE

All officials are reminded that the Watch Commanders (District, OSD, SOD, etc.) are required to review personnel schedules, roll calls, leave and deployment during each tour of duty and ensure that necessary staffing is available to provide the necessary police services. Watch Commander tour of duty shall be adjusted so that they report for duty one (1) hour prior to the first roll call for the watch. This is being done to ensure that this review is conducted prior to the beginning of their assigned watch. One hour prior to the first roll call, Watch Commanders shall be fully dressed and prepared for duty. Watch Commanders shall access all events and details that will require staffing and make necessary adjustments and/or provisions to cover the shortages. An assessment of all of the events and details, to include hospital details shall be forwarded to the SOCC on each watch. This assessment shall include the type of detail or event, name of prisoner, charge, and length that the detail has been established. Watch Commanders shall ensure that a roll call official is present one (1) hours prior to the roll call and that roll call is prepared and TACIS is entered. The Watch Commander shall attend all assigned roll calls.

In the event that it is determined that the necessary staffing is not available to handle police services, and the Watch Commander has made attempt to rectify the staffing shortage to no avail, then they shall immediately contact their respective Commander, as well as the Field Commander through the SOCC and advise them of the situation and the steps that they have taken to address the shortage. The Field Commander has been given the responsibility and authority to ensure that adequate staffing coverage exists throughout the Department. On tours of duty when the Field Commander is not scheduled, the District Watch Commanders shall contact the Commander/Executive Officer for Patrol Services Bureau or the Assistant Chief of Patrol Services Bureau who shall take the necessary steps to ensure adequate staffing. In addition, Field Commanders are reminded that they will be held strictly accountable for their required responsibilities outlined in TTY #0505407, dated May 11th, 2007. Effective immediately, the Field Commander shall also report for duty one (1) hour prior to the first roll call of the Watch and report to the SOCC at the beginning of their tour of duty. The Field Commander will be required to assess all details and ensure appropriate distribution of resources is utilized to cover the details.

Details- Watch Commanders shall report all details, to include hospital details expected to carry over to the next tour of duty to the SOCC one (1) hour prior to the conclusion of their tour of duty. On the day work tour of duties, personnel shall be taken from Non-Patrol assignments to cover the details. On the evening and midnight tours of duty, all hospital details will be pooled for the entire Department and distributed evenly by the SOCC to all Districts to ensure that no single District is overly impacted.

SENDER-BADGE ORG. ELM.	AUTHORIZED BY-BADGE-ORG.ELM.	BUREAU HEADS APPROVAL Cathy Lanier Chief of Police
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COMMUNICATIONS DIVISION USE ONLY	
REMARKS	DATE AND TIME
	FILE
	TELETYPE NUMBER

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