



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 2-38 (Formerly 4-13) Effective: 10/07/2020 Review: 10/07/2021 Replaces: 01/15/2016

2-38 DAILY STAFFING AND BRIEFINGS

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- [2-2 Department Property](#)
- [2-3 Firearms and Ammunition Authorization](#)
- [2-8 Use of On-Body Recording Devices](#)

B. Form(s)

Line-Up Form

C. Other Resource(s)

Collective Bargaining Agreement between the City of Albuquerque and the Albuquerque Police Officers' Association (CBA)

D. Rescinded Special Order(s)

SO 20-08 Daily Staffing and Briefings

2-38-1 Purpose

The purpose of daily staffing and briefings is to ensure that supervisors account for their staff and staffing levels and to disseminate pertinent information as it relates to the day-to-day operations.

2-38-2 Policy

It is the policy of the Albuquerque Police Department (Department) to provide rules and procedures to Department personnel for line-ups, span of control, staffing levels, and briefings.

2-38-3 Definitions

A. Line-Ups

A form that is completed by first-line supervisors to account for sworn personnel's daily code, attendance at briefings, equipment, and on-body recording device (OBRD).

2-38-4 Rules and Procedures

6 A. Line-Ups

1. Each area command/division shall maintain a line-up of all assigned personnel.



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2. All area commands/divisions shall use the line-up form. The standardized line-up shall be completed by a supervisor in its entirety.
3. Maintenance of Line-Ups
 - a. Area command/division administrative assistants shall be responsible for the maintenance of line-ups and the distribution to Operations Review and other units upon request.

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B. Span of Control

1. Area Commanders/Division heads will be responsible for appropriate assignments and designation to ensure proper span of control.
2. There must be at least one Sergeant, Acting Sergeant, or a Lieutenant acting in a first-line supervisory capacity for every eight officers.
 - a. Only those individuals who have successfully completed the Acting Sergeant class are eligible to perform as an Acting Sergeant.
3. At least one Sergeant, or a Lieutenant acting in a first-line supervisor capacity, must be on duty in an area command at all times.
4. In order to provide sworn personnel a primary and clearly identified first first-line supervisor, the Sergeant, Acting Sergeant, Lieutenant acting in first line supervisor capacity providing coverage shall log on with the "A" designation for acting at the end of their call sign.
 - a. For example, if a Sergeant who normally has the call sign of 1320 is covering for Southeast Team 2, they shall log on as S32A, and their call sign of 1320 shall be listed in the comments box.

C. Holidays

1. The Chief of Police shall determine which divisions will be required to work holidays.
2. Sworn personnel shall be governed by the Collective Bargaining Agreement (CBA) between the City of Albuquerque and the Albuquerque Police Officers' Association.

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D. Briefings

1. All area command shifts and all specialized unit field operations shall start with a briefing to disseminate pertinent information. The only exceptions from conducting a daily briefing shall be:



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- a. A major critical incident;
 - b. Assistance at the request of a supervisor for calls for service; and
 - c. Department personnel assigned to a specialized unit (undercover, plain clothed, or tactical units).
2. Briefings may be conducted at a sub-station or at a field-briefing location to enhance contact with the community.
 3. During briefings, supervisors shall verify the following for each officer and document the findings on the line-up:
 - a. Daily Code. Utilize the "Daily Code" column to indicate the officer's status;
 - b. Attendance. Utilize the "In Briefing" checkbox for sworn personnel who were present during briefing;
 - c. Equipment. Utilize the "EQUIP Pass/Fail" checkbox to ensure that sworn personnel have all required equipment on their belt, consistent with SOP Department Property;
 - d. OBRD. Utilize the "OBRD Pass/Fail" checkbox to ensure that the OBRD worn by the officer is properly functioning by verifying the OBRD is powered on and in buffer mode, (the operation LED [light] will blink green), consistent with SOP Use of On-Body Recording Devices; and
 - e. Document any additional units covering for calls for service. Utilize the Remark comment box color coded in red to list information on all sworn personnel covering calls for service overtime, and the team they are assisting.
 4. Any missing or malfunctioning equipment identified during briefings shall be documented on the line-up and remedied prior to the officer going in-service.
 5. Supervisors and/or Acting Sergeants shall complete the daily line-up before the end of their shift.

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E. Shift Change

1. To expedite relieving the watch going off-duty in an orderly manner, the following rules and procedures shall be followed:
 - a. The Lieutenant and Sergeants shall ensure patrol sworn personnel assigned to their command shall promptly leave the substation or field briefing locations and place themselves in-service (10-8) immediately upon the conclusion of the briefing;
 - b. At the conclusion of the briefing, sworn personnel immediately shall utilize their Mobile Digital Terminal (MDT) or voice transmit to the Emergency Communications Center (ECC) and place themselves in-service status (10-8). Sworn personnel logged as "in-service" in the CAD system shall be responsible for promptly answering their radio or acknowledgment to ECC with their MDT when notified or called by ECC;



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- c. On those rare occasions during which a field services officer has prior authorization for an out-of-service (10-75) activity, immediately following the briefing, the officer shall immediately utilize their MDT or voice transmit to the ECC and place themselves in an in-service status (10-8). After logging themselves in-service, sworn personnel must then log themselves out-of-service (10-75) with their location and added remarks, using their MDT or voice transmission; and
- d. Field Services Bureau sworn personnel shall remain in their assigned area commands and remain in-service until relieved by a supervisor or given relief by the ECC Dispatcher.
 - i. Sworn personnel must obtain authorization from their first-line supervisor or the supervisor on-duty before leaving the area command.