



University of Pennsylvania Police Department 4040 Chestnut Street, Philadelphia, Pa 19104		 
Directive: 28	Subject: Shift Coverage and Shift Briefings	Effective Date: 03/23/1998
Order of: Gary Williams, Chief of Police		Amended Date: 08/01/2023

I. Purpose

The purpose of this directive is to establish guidelines and procedures for the patrol function of the University of Pennsylvania Police Department (UPPD). This directive will outline procedures for shift changes and assignments and proper conduct for shift briefings.

II. Policy

The function of the uniformed patrol officer is the protection of life, property and the keeping of the peace. To accomplish this goal, the uniform patrol officers will effectively enforce the laws of the Commonwealth, the ordinances of the City of Philadelphia, and the rules and regulations of the University of Pennsylvania. They also provide other services and may take responsible action within departmental guidelines to provide for public safety. In order to accomplish its mission, the UPPD shall ensure that the University of Pennsylvania campus and surrounding patrol area is sufficiently staffed with officers who are well prepared to carry out their assignments.

III. Scope

This directive shall affect all sworn police officers.

IV. Procedures

A. Patrol Coverage

1. The UPPD operates 24 hours a day, 7 days a week, to provide law enforcement services and provides the same services at all hours of the day or night. In order to assure this coverage, the patrol Shift Commander/Supervisor shall not go off duty until they have been properly relieved by the on-coming Shift Commander/Supervisor, who will assume responsibility for staffing requirements.

2. In order to provide and maintain patrol coverage continuously during shift change, the UPPD will utilize an overlap procedure. The current primary patrol shifts are as follows:
 - a. 0600 x 1600

 - b. 1500 x 0100

 - c. 2100 x 0700

B. Patrol Assignment/Rotation

1. General Policy

The UPPD currently works fixed shifts for uniformed patrol officers. However, the UPPD shall have the right to assign any officer to any shift for a temporary period in accordance with the "Collective Bargaining Agreement between the Penn Police Association and the Trustees of the University of Pennsylvania (CBA)."

2. Shift Assignments

- a. Officers shall work on the shift, shifts or shift assignments for which they were employed or have been subsequently assigned to in accordance with the CBA.

- b. The regular workweek shall be forty (40) hours, consisting of four (4) days of ten (10) hour shifts within the period of Monday through Sunday.

3. Scheduling

- a. Supervisors are responsible for the scheduling of employees assigned to their shift/unit.
- b. Patrol shifts operate on a seven- (7) week rotating day off schedule. Police Officers are equally divided and placed in day off groups by the Shift Supervisor. The day off schedule rotates as follows:

Week 1, Days Off - Wednesday, Thursday, Friday

Week 2, Days Off - Tuesday, Wednesday, Thursday

Week 3, Days Off - Monday, Tuesday, Wednesday

Week 4, Days Off - Monday, Tuesday, Sunday

Week 5, Days Off - Monday, Saturday, Sunday

Week 6, Days Off - Friday, Saturday, Sunday

Week 7, Days Off - Friday Saturday Sunday

After the completion of the seventh week rotation, the work cycle returns to "Week 1" and begins again.

- c. Completed Daily Assignment Sheets (UPPD-30), for the next scheduled workday, shall be posted in the shift briefing room by Shift Supervisors on a daily basis. The staffing of sector and beat assignments posted on the (UPPD-30) are subject to change by the supervisor at any time.
- d. Shift Supervisors shall inform any newly assigned shift officer of their day off rotation. Each officer is then responsible to report for duty as required.
- e. Shift Supervisors are also responsible for the following areas relating to the schedule:

- 1) Ensuring sufficient personnel are available to meet established shift staffing levels (to be determined by the Chief of Police).
 - 2) Anticipating major pre-planned events and ensuring the availability of personnel as required.
 - 3) Monitoring vacation/holiday time.
 - 4) Coordinating officer attendance at required and optional training
- f. Probationary officers assigned to the "Field Training Officer (FTO) Program" will be required to rotate shifts, for the purpose of orientation and training.
- g. Each officer will be given a one half (1/2) hour paid meal period during each eight (8) hour tour. During the lunch period, the officer will remain on call. Meal breaks will be coordinated by the Shift Supervisor so that adequate staffing needs are met. Officers will notify the PennComm Center giving the location of their meal break.
- 1) The time and location of meal breaks and personals shall be subject to approval by the by the on-duty ORS or Shift Supervisor.
 - (i) All requests for personals or meal breaks shall be approved by the ORS or Shift Supervisor, based on operational needs.
 - (ii) No personals or breaks shall be taken without supervisory approval when there are outstanding calls for service.
 - 2) Officers shall notify the PennComm Center of their exact location whenever they are out of service for any reason.
 - 3) Meal breaks shall not be combined with any other time out of service without supervisory approval.

- 4) Meal breaks and personals are always in service.
 - 5) Only two-person units shall be permitted to take a meal break at same time and location.
 - 6) Meal breaks and personals shall always be taken within the Penn Police Patrol Zone, and when practical or possible, on the assigned patrol sector.
- h. Work schedules of officers assigned to the Crime Suppression Beats, etc., may vary, and will be based on crime patterns, special events, etc. RDO and work hours shall be assigned by the specific Unit Supervisor as determined by the Chief of Police.

4. Patrol Coverage Assignments

- a. The UPPD "Patrol Area" is divided into five (5) mobile (vehicle) sectors numbered Mobile #1 through 4 and one (1) Emergency Patrol Wagon (EPW) sector numbered William #1. The UPPD patrol area is further subdivided into five (5) bike beats numbered Bike #1 through 5, and eight (8) foot beats numbered Beat #1 through 8. The specific sectors and beats, and their boundaries, are outlined on the UPPD Sector and Beat Maps that shall be posted in the Shift Briefing/Training Room and the PennComm Center.
- b. The assignment of officers to particular patrol sectors/beats will be the responsibility of each Shift Supervisor based on the following criteria:
 - 1) number of calls for service;
 - 2) number of offenses/incidents;
 - 3) the amount of pedestrian and vehicular traffic;
 - 4) type of activity in progress (e.g., special event, concert, sporting event, etc.);
 - 5) available staffing; and/or other specific needs of the community.

- c. Shift Supervisors may consider the following criteria when making sector and beat assignments, but may also use any other criteria, which they deem appropriate:
 - 1) experience;
 - 2) special skills/training needs;
 - 3) performance;
 - 4) officer preference; and/or
 - 5) crime analysis reports.
- d. Sector/beat rotation is done at the discretion of the Shift Supervisor. In rotating sector/beat assignments, supervisors will use the same criteria as outlined in Section 3., c., above.

C. Shift Briefing Procedures/Inspection Formation

1. Discussion:

The use of shift briefing sessions accomplishes several basic tasks. These tasks include but are not limited to: evaluating an officer's readiness to assume patrol (inspections); briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations; notifying officers of changes in schedules and assignments; notifying officers of new directives or changes in directives; and conducting training.

- 2. It is the primary responsibility of the Shift Supervisor to see that his/her personnel are properly assigned, inspected and briefed on all pertinent information available. Supervisors shall refer to Directive 45, "UNIFORMS AND EQUIPMENT," for specific uniform and equipment requirements.

3. Shift briefings will be conducted at the beginning of each shift/tour of duty by the assigned Shift/Unit Supervisor. The procedure outlined in Section C., 7., through C., 12., below, will govern all formations for shift briefing inspections.
4. Each officer will, at the start of their shift briefing, have in their possession all the equipment needed for the workday (e.g. body camera, weapon, baton, handcuffs, forms, ticket books, pen/pencil, note pad, portable radio, etc.) and be prepared for an inspection.
5. Each officer and uniformed supervisor will be in "FULL UNIFORM" (See Directive 45), including hat, during shift briefings, unless working a plain-clothes detail. The uniform must be clean and well pressed, and all leather gear and shoes must be clean and shined.
6. In the event a ranking officer is present at any given shift briefing, he/she may exercise the prerogative of inspecting and/or addressing the officers present.
 - a. If a ranking officer conducts an inspection, he/she shall be closest to the officers with each lower ranking supervisor(s) following directly behind; the subordinate supervisor(s) shall not conduct a separate inspection but will merely accompany the ranking officer.
7. At the designated time for the shift briefing, the supervisor will stand behind the shift-briefing podium and proceed to do the following:
 - a. Supervisor commands - "Squad" - "Fall In"
 - 1) The officers will assemble in front of the shift-briefing podium in single rank, eight-(8) officers across. If more than eight (8) officers are present, officers will form two (2) ranks facing the supervisor. The distance between the two (2) ranks shall be approximately four (4) feet. Officers will automatically execute a normal interval (arm's length apart) Dress Right Dress.
 - 2) The supervisor shall then verify the alignment of each rank.
 - b. Supervisor commands - "Attention"

- 1) At the command "Attention," officers will smartly and quietly drop their arms to their sides and turn their heads to the front.
- c. The supervisor will then call the roll.
- 1) Officers will answer "Here" as their names are called.
- d. Supervisor commands - "Prepare for Inspection"
- 1) Officers shall remain at attention while the supervisor(s) take a position to the right parallel of the front rank.
- e. Supervisor commands - "Front Rank" - "Secure Magazines"
- 1) At the command "Magazines," officers in the front rank shall depress the magazine catch and remove the magazine from their pistols and secure it in their support hand for inspection. Pistols shall Remain Holstered.
- f. Supervisor commands - "Front Rank" - "Draw Pistols"
- 1) At the command "Pistols," officers in the front rank shall draw their pistols from their holsters, keeping their trigger finger Outside the trigger guard, and display the pistol for inspection. The pistol will be drawn forward from the holster and then straight up so that the muzzle is pointing toward the ceiling. Officers will be careful not to allow the muzzle of the pistol to pass any part of their person, or their fellow officers.
8. The supervisor will then approach the officers and inspect each officer as to their personal appearance and required equipment.
9. At the completion of the inspection, the supervisor shall return to the right parallel of the front rank.

a. Supervisor commands - "Front Rank" - "Holster Pistols"

- 1) At the command "Pistols," officers will holster their pistols, again keeping their trigger finger Outside the trigger guard, snap the holster closed, and insert the fully loaded magazine into the holstered pistol until it Locks into place. Officers will then pull on the Floor Plate; to be sure the magazine is fully seated and do a Sweep to be sure that no clothing has become snagged in the pistol or holster.

10. If there are two (2) or more ranks of officers present for the shift briefing, after inspecting the front rank, the supervisor will:

a. Supervisor commands - "Squad" - "Switch Ranks"

- 1) At the command "Ranks," officers in the front rank will right face and proceed in single file to the back of the last rank and officers in the second rank will step forward and replace the front rank. Any additional ranks will also step forward.
- 2) When all officers are in proper position, the supervisor will repeat the steps outlined in Section 7., e. through 9., above. These steps shall be repeated until all ranks are inspected.

11. After the supervisor completes the inspection, he/she will:

a. Supervisor commands - "At Ease" - "Attention to Orders"

- 1) Each officer will immediately ready himself/herself with a notebook and pen/pencil in preparation for taking orders of the day.
- 2) The supervisor will brief officers of criminal activity and unusual occurrences using the daily Summary Sheets (UPPD-8). Any newly issued directives or orders will be read and/or issued by the supervisor. The supervisor or designee may also conduct training.

- 3) Prior to the dismissal of the shift briefing, the supervisor should check with the officers present to see if they have any pertinent information to disseminate.
12. After the supervisor informs the officers of the orders of the day, and officers have been given an opportunity to present pertinent information, he/she will:
- a. Supervisor commands - "At Attention"
 - 1) At the command "Attention," officers will smartly and quietly drop their arms to their sides and turn their heads to the front.
 - b. Supervisor commands - "Dismissed"
 - 1) Officers will immediately leave the Shift Briefing/Training Room and go directly to their assignments unless They Have Been Asked by a Supervisor to Remain in the Room.

D. Cooperation with Other Units

1. Patrol officers shall cooperate and exchange information with Detectives and personnel of other functional areas of the UPPD. This can be accomplished by, but is not limited to:
 - a. Attendance of Detectives at shift briefing sessions and the sharing of information as to the current activities, areas of needed assistance, etc.
 - b. Daily review of patrol and investigative incident reports, information boards, etc.
 - c. Review/input from personnel in development of new directives, policy and/or procedures.

E. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

F. Officers Assigned To Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

G. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.