
 <p>Cambridge Police Department</p>	POLICY & PROCEDURES		No. 332
	Subject/Title: N. Cambridge Deployment Plan		
	Issuing Authority: 	Issue Date:	Effective Date: 01/20/09
	Robert C. Haas Police Commissioner	Review Date:	Rescinds:
References/ Attachments:		Accreditation Standards: 41.1.1 (a) (b) (d); & 41.1.2	

I. PURPOSE:¹

The purpose of this guideline is to describe how the department intends to provide continuous patrol coverage of the North Cambridge neighborhoods in anticipation of the department's move to its new facility located in East Cambridge. This policy and set of procedures will describe how certain sector and route cars will be deployed from Professional Ambulance Service, located at 31 Smith Place, Cambridge (hereinafter also referred to as the North Cambridge Reporting Station), how roll calls will be conducted for those officers reporting for North Cambridge assignments, and how sector and route cars will be managed during the course of any given shift so as to provide continuous police coverage of the effected neighborhoods.

This deployment plan is initially being introduced on a trial basis so as to assess whether this alternative deployment plan will achieve its intended goals and objectives.

II. POLICY:

Those officers who are assigned to Sector Car 5 and Route Cars 10R, 11R, and 13R will report to North Cambridge Reporting Station in time for the start of the Patrol Shift Briefings that will take place at 7:00 a.m., 3:00 p.m., and 11:00 p.m. All roll call sessions are to be conducted and overseen by either the Patrol Supervisor (Car #15) or the Sector Sergeant (Car #19).

¹ CALEA Std.: **41.1.1** – *The agency has a written directive which describes:*

- a. Provisions for continuous patrol coverage;*
- b. assignment to patrol shifts;*
- c. frequency of shift rotation, if any;*
- d. assignment to service areas, if any;*
- e. frequency of service area rotation, if any; and*
- f. determination of days off.*

III. PROCEDURES:²

- A. Preparation for Patrol Shift Briefings:** The oncoming Patrol Supervisor (Car #15) or Sector Sergeant (Car #19) will be responsible for conducting the roll call session for those officers reporting to North Cambridge Reporting will be responsible for being adequately prepared to provide and carry out the various activities that are to take place during the roll call session (refer to *Policy #330 – Patrol Shift Briefings*).
1. The oncoming briefing officer will first report to the Public Safety Facility, located at 125 Sixth Street to confer with oncoming Shift Commander and to be debriefed by the Sector Sergeant who is ending his/her tour of duty.
 2. The oncoming briefing officer will be sure to have all briefing materials and assignments are in his/her possession prior to responding to the North Cambridge Reporting Station for the upcoming briefing and roll call session.
- B. Location of Roll Call Sessions:³** Arrangements have been made with the Professional Ambulance Service to set aside specific space within its facility to conduct roll call sessions, reporting stations, and meal breaks. The superior officer conducting the roll call session will have access to the designated roll call space in time to conduct the roll call session promptly at the start of the oncoming officers' shift. It is the responsibility of the Patrol Supervisor (Car #15) and/or the Sector Sergeant (Car #19) to make sure that the designated space within Professional Ambulance Service is maintained in a clean and orderly state at all times. Further, it is the responsibility of these two superior officers to be sure that officers are only using this facility to carry out their authorized duties.
1. Officers who are reporting to the designated space within Professional Ambulance Service are to be ready to assume their duties at the designated time of the start of their tour of duty. Officers will park their personal vehicles only in the designated areas of the parking lot, and will not interfere with other operations that may be taking place in the vicinity of this building.
 2. Officers reporting for the roll call session will be fully prepared to assume their duty assignments at the time when reporting for the roll call session.
 3. Officers assigned to Sector Car 5 and Route Cars 10R, 11R, and 13R who are ending their tour of duty will remain in their assigned areas until such time as the superior officer conducting the roll call session announces the end of the roll call session. Those officers not already on assignment will then be

² CALEA Std.: **41.1.2** – A written directive describes the agency's method for shift briefing.

³ CALEA Std.: **41.1.1 (b)**

permitted to return to Professional Ambulance Service building for the change of shift.

4. Officers returning to North Cambridge Reporting Station at the end of their tour of duty will park their cruisers in the area of the parking lot that has been designated for that purpose.

C. Continuous Coverage of the North Cambridge Area:⁴ For purposes of maintaining continuous patrol coverage of the North Cambridge area, the following practices will normally be observed:

1. It is the responsibility of the sector sergeant to ensure there is continuous police coverage in the North Cambridge area, by regulating and overseeing the deployment of the officers assigned to this area of the city.
2. Whenever practical to do so, the officers working the overnight shift should be fueling the cruisers prior to dropping them off at the end of their tour of duty. This will reduce the amount of time officers will need to leave their assigned areas for the purpose of fueling their vehicles, particularly at the beginning of their tour of duty.
3. If an officer who was normally scheduled to work one of the North Cambridge assignments is unable to do so (e.g. sick, vacation leave, etc.), arrangements will be made by the Shift Commander to reassign another officer to those vacant assignments deemed to be necessary to fill. The Shift Commander will also make the necessary arrangements for those officers assuming vacant assignments in making their way to North Cambridge Reporting Station once those officers have completed the roll call session at the police station.
4. Any officer needing to leave his/her assigned area will first receive permission from the sector sergeant to do so.
5. Whenever practical to do so, officers needing to complete reports or other paperwork which cannot be accomplished in their police cruiser should use the reporting stations that are located in the North Cambridge area.

D. Attendance of Other Officers to Roll Call Sessions: Whenever possible, or practical to do so, officers assigned to other operational units within the department should attend the roll call sessions being held at the North Cambridge Reporting Station. It is imperative that the all operational units within the department are maintaining ongoing and open lines of communications and

⁴ CALEA Std.: 41.1.1 (a)

exchange of information. It will be the responsibility of the various unit commanders to make the appropriate arrangements so this becomes part of the daily operations of the department.

IV. GENERAL OPERATIONS OF THE NORTH CAMBRIDGE FACILITY:

- A. Restricted Access to Police Personnel:** Only members of the Cambridge Police Department have access to the designated areas of the North Cambridge Reporting Station. This area should not be used for any unofficial activities.
- B. Use of the North Cambridge Reporting Station:** Officers assigned to Sector Car #5, 10R, 11R, and 13R may use this facility to complete their police reports and related reporting activities. They may also use this area for the purpose of having their assigned meal breaks.
1. All personnel are expected to keep this work area clean and orderly at all times.
 2. Personnel are not permitted to leave their personal belongings in this facility, unless properly secured in those areas that have been provided for said purpose.
 3. At no time may officers leave any weapons at this location, regardless of whether there is a secure area in which to store them.
 4. No recovered property or evidence is to be left or stored at this facility at anytime.
- C. Securing Permission to Sign off at the North Cambridge Reporting Station:** Prior to signing off at the North Cambridge Reporting Station, officers are required to secure permission to do so from the Sector Sergeant. It is the responsibility of the Sector Sergeant to ensure that officers are not off at the North Cambridge Reporting Station, who does not have permission for being there during the course of their respective shifts.