
	<b>LOWER MERION TOWNSHIP POLICE DEPARTMENT</b> <b>Ardmore, Pennsylvania</b>	
	<b>Policy 3.6.3</b>	
Subject:		Distribution:
<b>Supervisor's Shift Report</b>		<b>Police Supervisory Personnel / Command Staff</b>
Date of Issue:	Expiration Date:	Rescinds:
<b>10-02-2015</b>	<b>Until Amended or Rescinded</b>	<b>Directive: 03-51</b>
References:		
<b>CALEA: 11.4.5; PLEAC: N/A</b>		
By Authority of:		
		<b>Superintendent of Police</b>

## **PURPOSE**

The purpose of the Supervisor's Shift Report ([OPR-4](#)) is to provide command staff and other department units with information on important developments on each individual patrol shift.

## **PROCEDURE**

Prior to the completion of each patrol shift, the Priority Sergeant, or his/her designee, is to complete a Supervisor's Shift Report. Use the following guidelines to complete the form.

### **A. Incidents to be reported:**

1. Part I Crimes
2. Sudden Death/Found Body
3. Officers Injured on Duty
4. Personnel Complaints/Incidents
5. Incidents or occurrences considered out of the ordinary (storms, major fires, auto rescues, fatal or serious injury crashes, jail incidents, other emergencies)
6. Any incident drawing media coverage
7. Police Vehicle Damage

### **B. Distribution:**

Copy to the following locations:

1. E-mail to "Police Shift Report Dist List."
2. Save in the Supervisor's Shift Report folder in the P-Drive

3. Sergeant's Room clipboard – One (1) hard copy
4. In the event that the E-mail system is unavailable, the report should be completed in the computer (if possible) or by hand (if necessary) and copied to the following; Sergeant's Room clipboard, Superintendent of Police, Operations Division Commander, Staff Services Division Commander, Investigations Unit Commander, Watch Commander, Special Operations Unit Supervisor, and Report Review.

**C. Completing Form:**

1. Forms are available in the Supervisor's Shift Report folder in the P-Drive.
2. If there are no significant incidents on a particular shift, fill out the top of the form and write: "no incidents to report" in the first incident section.

**RECORD KEEPING**

- A. Supervisors will save the report in the Supervisor's Shift Report folder in the P-Drive. The file name will be formatted uniformly for easy retrieval, i.e., 01-15 AM or 01-15 PM. If additional pages are required start a second sheet and mark each sheet with the suffix a or b, i. e., 01-15 AM a, and 01-15-AM b.
- B. The Watch Commander's Office will be responsible for oversight of the records of the shift report in the computer system in the P-Drive.

**NOTIFICATION OF ON-CALL COMMAND STAFF**

- A. Platoon Supervisors are to notify the on-call Watch Commander of significant occurrences on their shift according to established procedures.
- B. If there is a question or possibility of the department being exposed to liability, or there is an incident that has caused heightened community interest, the Superintendent of Police or in his/her designee shall be immediately notified through the Chain of Command. **(CALEA 11.4.5)**

**RESPONSIBILITY**

It is the responsibility of all supervisory personnel to ensure that all personnel under their immediate supervision comply with this policy.