

12.000 SHIFT LINEUP TO EMERGENCY COMMUNICATIONS SECTION

Definitions:

Operational Unit – Any section, unit, or squad whose assigned personnel conducts investigations or takes enforcement action in the field, or are likely to do so.

Policy:

Supervisors will ensure lineups are accurate and complete prior to submission to Emergency Communications Section (ECS). All districts and listed operational units will submit a lineup on a daily basis.

Procedure:

A. Submitting Lineups

1. Lineups must be saved to the “Lineups to ECS” folder on the H: drive **no later** than 30 minutes before the start of each shift, and **no earlier** than 24 hours before the start of each shift.
2. The following districts and operational units are required to submit a daily lineup to ECS:
 - a. Districts 1, 2, 3, 4, 5, and Central Business Section (CBS)
 - 1) Each shift, unit, and squad within the district will submit a lineup
 - 2) Any district administrative personnel (e.g., administrative sergeant, sworn detail coordinator, property officer, warrant officer) must also be included on a lineup.
 - b. Criminal Investigations Section
 - 1) Homicide Unit
 - a) Criminalistics Squad
 - 2) Major Offenders Unit
 - a) Fugitive Apprehension Squad
 - b) Financial Crimes
 - c) Personal Crimes
 - c. Special Investigations Section
 - 1) Narcotics Unit
 - a) Vice Squad
 - 2) Intelligence Unit
 - a) Alcohol Tobacco and Firearms (ATF)

- b) Federal Bureau of Investigation (FBI)
- c) Real Time Crime Center (RTCC)
- d. Special Services Section
 - 1) Traffic Unit
 - 2) Operational Support Unit
 - a) Canine Squad
 - b) Gang Enforcement Squad
 - 3) Youth Services Unit
 - 4) PIVOT Unit

B. Formatting Specifications and Revisions

1. District/section/unit supervisors will save a copy of the current or following day's lineup to the "Lineups to ECS" folder on the H: drive in the following format:
 - a. District/section/unit, shift, date (e.g., D3 FIRST 061416, D3 VCS 061416, CANINE 061416, GANG 061416, FAS 061416).
2. When any special event is scheduled, Special Events Unit will save a copy of the event lineup to the "Lineups to ECS" folder on the H: drive in the following format:
 - a. Event name, date (e.g., BENGALS 091216, QUEEN BEE 091216).
3. Cincinnati Reds and Cincinnati Sportservice detail coordinators will save a copy of the detail lineup to the "Lineups to ECS" folder on the H: drive in the following format:
 - a. Detail, date (e.g., CINCINNATI REDS 042616, CINCINNATI SPORTSERVICE 042616).
4. All supervisors / coordinators will ensure revised lineups are saved to the "Lineups to ECS" folder immediately following roll call.
 - a. Add "REVISED" to the end of the file name (e.g., D4 SECOND 010916 REVISED).
 - b. Notify the dispatcher when the revised lineup has been posted.
 - 1) Minor lineup revisions may be transmitted over the air prior to posting the revised lineup (e.g., "Blackout Car 5311").

C. ECS Responsibilities

1. ECS will retrieve the lineup and enter the information into the Computer Aided Dispatch (CAD) System.
2. ECS supervisors will delete outdated lineups within three working days.