
Briefing/Briefing Training

402.1 PURPOSE AND SCOPE

Briefing training is generally conducted at the beginning of the officer's assigned shift. Briefing provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct briefing; however officers may conduct briefings for training purposes with supervisor approval.

Shift Supervisors shall conduct a briefing prior to assigning patrol officers to field duties. This briefing shall be conducted the first 15 minutes of each scheduled patrol shift.

Briefing should accomplish, at a minimum, the following basic tasks:

- (a) 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.
- (b) Notifying officers of changes in schedules and assignments.
- (c) Notifying officers of new Departmental Policies, Operations Bulletin or changes in Departmental Policies.
- (d) Reviewing recent incidents for training purposes.
- (e) Providing training on a variety of subjects.
- (f) Visual inspection of all assigned personnel.

The oncoming supervisor shall meet with the supervisor coming off shift to be briefed on activity from the previous shift.

When briefing commences, all assigned personnel shall be equipped, in uniform if required, and present in the briefing room (or other place so designated). Failure to be present or in the right place shall be dealt with as a tardiness or absence without leave. If assigned employees cannot be present at briefing, they shall notify, or cause to be notified, the Shift Supervisor.

Assigned employees shall not only be present but quiet in their demeanor and attentive to the information being provided by the Shift Supervisor. It is important to pay attention.

402.2 WEEKLY BRIEFING TRAINING

A supervisor will be assigned to put together weekly training for all the briefings. This supervisor will prepare topics that include Policy and Procedure, criminal law, IVC and other pertinent information that may come up. The supervisor will enter the training topic as well as the officers trained on the topic in the briefing training spreadsheet.

The supervisor conducting briefing is responsible for preparation of the materials necessary for a constructive briefing. After briefing, the supervisor will enter each officer's badge number that attended into the spread sheet under the topic that was covered that week.