

## POLICY 4. SHIFT PREPARATION & BRIEFINGS

- A. At the start of each shift, the on-duty supervisor shall gather on-going deputies together for the exchange of information as set forth below. All information to be passed on from shift to shift shall be written down and placed on the briefing board or uploaded to the station's eBriefing or to a centralized folder deemed appropriate by the facility commander and accessible to the sergeant or supervisor. This information should be available for future use and reference.
- B. Daily patrol briefings shall, at a minimum, accomplish the following:
  - 1. Advising deputies of information regarding daily patrol activities, with particular attention given to unusual situations including any changes in the status of wanted persons, vehicles or major investigations, or other potential law enforcement hazard(s)
  - 2. Advising deputies of significant incidents that occurred in their area of responsibility during their days off
  - 3. Identifying problem areas based upon information-led policing, data gathered from crime analysis, including patrol logs, citizens and community groups. Discussions for this item should emphasize leveraging of COPPS techniques to resolve the problem areas
  - 4. Advising deputies of changes in schedules and/or assignments
  - 5. Advising deputies of new directives or changes in the Department's policies and procedures
  - 6. Evaluation of each deputy's readiness to assume patrol
  - 7. Providing deputies with line-up training
- C. Following the daily patrol briefing, the on-duty supervisor will release the units so that they can assume their patrol beats.