



Shift Briefings

Section: 2.444
Effective Date: December 14, 2010
Amended: January 1, 2018

2.444 SHIFT BRIEFINGS

- A. Officers will report on time, in the uniform of the day and prepared to begin the shifts.
- B. Shift Supervisors/OIC are to:
 - 1. Ensure current information is listed on the duty roster before the shift begins.
 - 2. Conduct formal and informal inspections of their personnel and equipment to ensure their readiness and fitness for duty.
 - 3. Shift Supervisors will provide the Police Communications Officers (PCO) with a copy of the daily roll call sheet at the beginning of the shift.
- C. There shall be a shift briefing/inspection during the 2nd and 3rd shifts.
- D. The Shift Supervisor/OIC will ensure that the shift briefing/inspection occurs.
- E. Supervisors/OIC are responsible for disseminating information which includes, but not limited to:
 - 1. Daily patrol activities/special assignments;
 - 2. Unusual situations;
 - 3. Potential or actual officer hazards;
 - 4. Changes in the status of wanted persons;
 - 5. Stolen vehicles;
 - 6. Major investigations;
 - 7. Look-outs;
 - 8. Reported incidents for at least the last 24 hours;
 - 9. Changes in schedules and assignments;
 - 10. New and/or modified directives;
 - 11. New and/or modified laws and regulations;
 - 12. Relevant community based initiatives; and
 - 13. Relevant training materials.
- F. Officers should seek clarification on information received as appropriate.