

## 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 Briefing for training purposes with supervisor approval.

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

- (a) Briefing officers with information regarding daily patrol activity of previous shift/(s), 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 General Orders or changes in General Orders
- (d) Reviewing recent incidents for training purposes
- (e) Providing training on a variety of subjects
- (f) Providing additional information necessary for operational effectiveness

### 402.2 PREPARATION OF MATERIALS

The supervisor conducting Briefing is responsible for preparation of the materials necessary for a constructive briefing. Supervisors may delegate this responsibility to a subordinate officer in his or her absence or for training purposes.

### 402.3 SHIFT BRIEFING RESOURCES

The supervisor or assigned senior officer conducting shift briefing should minimally utilize the following electronic resources:

- (a) Briefing room SmartBoard system
- (b) RiMS "Shift Bulletin Log"
- (c) RiMS "Arrest Log"
- (d) Department email
  - 1. Be On the Lookout (BOLs)
  - 2. FPD District Crime Bulletins (DCB)
- (e) Lexipol Daily Training Bulletin (DTB)
- (f) Shared drive [PD\_Officers (O:)]
  - 1. "Briefing Folder" containing various topics

# Fresno State Police Department

## POLICY MANUAL

### *Briefing Training*

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#### **402.4 RETENTION OF BRIEFING TRAINING RECORDS**

Briefing training materials and a curriculum or summary shall be forwarded to the Training Sergeant for inclusion in training records, as appropriate.