

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 that have been approved
- (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, which may include crime bulletins, arrest logs, reports, operational emails, policy updates, and other materials. Supervisors may delegate this responsibility to a subordinate officer in their absence or for training purposes.

402.3 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, which may include:

- (a) Attendance Roster
- (b) Training Outline
- (c) Any material or handouts given to attendees

Examples of roll call training may include: high-risk vehicle stops, high-risk pedestrian stops, maximum restraint procedures, use of force, active shooter review, etc.