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Approval: Chief of Police	Manual: Policy and Procedure			

I. PURPOSE

The purpose of this policy is to establish procedures for conducting shift briefings.

II. DEFINITIONS

A. Squad Briefing: A briefing each squad attends prior to a shift change.

III. POLICY

A. The Squad Supervisor shall conduct squad briefings prior to each unit's tour of duty. The purpose of the squad briefing is to brief officers on information regarding daily patrol activities, with particular attention given to situations and events that occurred while the team was off duty. Squad briefing shall begin fifteen minutes before the deployment and shall be conducted in a business like and professional manner. Squad briefing should cover the following topics:

1. The assignment of patrol zones and vehicles when necessary;
2. Notification and updates on special investigations or crime patterns by other departmental units;
3. Notification of new directives or changes in existing directives;
4. Officer uniform and equipment inspections;
5. Notification and updates on the status of wanted or missing persons and stolen vehicles, and their descriptions;
6. The exchange of information with other departmental units;
7. Notification of special assignments, directed patrol checks, known or potential hazardous conditions and situations, and other appropriate matters;
8. Notification of upcoming officer training dates;
9. Notification of upcoming officer court dates, grand jury hearings, and updates on other court related information.