

## Briefing

### 402.1 PURPOSE AND SCOPE

This policy discusses the activity of Briefing and includes the tasks that should be accomplished during this short period.

### 402.2 POLICY

Briefing is intended to facilitate the accurate flow of information in order to enhance coordination of activities, improve performance and safety, and outline the expected actions of members.

### 402.3 BRIEFING

All Divisions will conduct regular Briefing to discuss, disseminate and exchange information among deputies and other members, work groups and other organizations. A supervisor generally will conduct Briefing. However, the supervisor may delegate this responsibility to a subordinate member in his/her absence or for training purposes.

Briefing should include, but not be limited to:

- (a) Providing deputies or members with information regarding daily activities, with particular attention given to changes in the status of the following:
  - 1. Wanted persons
  - 2. Crime patterns, stolen properties, breaking and entering, etc.
  - 3. Suspect descriptions
  - 4. Intelligence reports and photographs
  - 5. Community issues affecting law enforcement to include special events
  - 6. Major investigations
- (b) Notifying members of changes in schedules and assignments.
- (c) Reviewing recent incidents for situational awareness and training purposes.
- (d) Providing training on a variety of subjects.
- (e) Periodic personnel, vehicle and equipment inspections.

Supervisors will also ensure that all deputies or members are informed about Departmental Directives and any recent policy changes.

### 402.4 PREPARATION OF MATERIALS

The Supervisor or Deputy conducting the Briefing is responsible for preparation of the materials necessary for a constructive Briefing.