

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 7.06
		Issue Date: March 21, 2005
		Revision Date: November 2, 2005
CHAPTER: Patrol		Related Policy: G.O. 4.01 (General Responsibilities of Employees)
SUBJECT: Shift Briefings		Related Laws:

POLICY: Shift briefings shall be conducted for the purposes of briefing deputies with information regarding daily patrol activity with particular attention given to unusual situations, potential and actual police hazards, change in status of wanted persons, stolen vehicles, major investigations, and other relevant information.

RULE: Except when excused by the shift supervisor, main office deputies shall attend shift briefings.

PROCEDURE:

I. Briefing Structure

- A. The shift supervisor, or designee, shall conduct the briefing.
- B. Briefings shall be open to other shift personnel, i.e. records officers, communications officers, investigators.
- C. Contract or program deputies, who do not attend the main office shift briefing and do not have formal briefings of their own, shall make daily contact with their program supervisor, or in his/her absence, the shift supervisor to receive critical information. This contact should be made as early in the shift as possible.

II. Briefing Content

- A. Shift briefings are meant to prepare patrol deputies for the events that may occur during their patrol shift.
- B. Briefings shall include:
 - 1. Officer Safety Concerns
 - 2. Wanted Persons
 - 3. Troubled Patrol Areas
 - 4. Priority Civil Paper Service

5. CIS matters
6. Criminal Activity Patterns
7. Training Topics as time allows
8. Mobile Data Computer Issues
9. Any other information the shift supervisor deems necessary to the operation of the shift.