
Briefings: Patrol, Detective, Bureau, Section, Special Event or Detail Briefings and Briefing Training

402.1 PURPOSE AND SCOPE

For the purpose of this policy, a briefing or debriefing is a period of time set aside to disseminate and exchange information among a group of employees who normally work together or are working together during a special event or detail. Briefings are commonly held at the beginning of a work shift, but may also be held at other times. Patrol squads should have a daily approximate 20 to 30 minute (maximum) briefing at the beginning of the shift and an approximate 20 minute debriefing at the end of the work shift. Briefing and debriefing provides an opportunity for important exchange between members and supervisors.

Generally, a supervisor will conduct briefings and debriefings; however, members may conduct briefings or debriefings for training purposes with supervisor approval. An exception to the 30 minute maximum briefing period is when official SPD briefing training is assigned to be completed during a briefing.

402.2 POLICY

- A. Briefing or debriefing should accomplish, at a minimum, the following basic tasks:
 - 1. Briefing members with information regarding daily patrol activity, with particular attention given to safety issues, unusual situations and changes in the status of wanted persons, stolen vehicles and important investigations.
 - 2. Notifying members of changes in schedules, upcoming training, special events, and assignments.
 - 3. Notifying members of new or changes to department directives, policies, or procedures.
 - 4. Reviewing recent incidents for training purposes.
 - 5. Providing training on a variety of subjects.
 - 6. Debriefing commonly allows for a supervisor to review reports, forms, and documents turned in later in a shift.

402.3 PREPARATION OF MATERIALS

- A. The supervisor conducting a briefing, or another member if the supervisor is unable to participate in a briefing, is responsible for the collection and preparation of the materials necessary for a constructive briefing or debriefing.
- B. Supervisors may delegate this responsibility to a subordinate member in his/her absence or for training purposes. However, supervisors should conduct the vast majority of briefings and debriefings.

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- C. The supervisor or member conducting the briefing shall assure that any patrol or special assignment roster is accurate and appropriately disseminated.

402.4 RETENTION OF BRIEFING TRAINING RECORDS

- A. Formal briefing or debriefing training materials, and the names of who attended the briefing training, shall be forwarded to the Training Coordinator and the Administrative Sergeant for inclusion in training records unless the Training Coordinator and the Administrative Sergeant already have such briefing materials.
- B. Briefing training that includes or utilizes PowerPoint, audio or video recordings, a lesson plan, or other similar training materials should be considered formal briefing training.
- C. If briefing training includes use of a video from "PoliceOne Academy" or "Evidence.com," the presenter needs to assure the particular video or training material that is being used to show what to do, or what not to do, is retained and officially documented. Some audio or video recordings, or other training materials may depict decisions or activity that are not congruent with Town or SPD policy or case law. It's important to emphasize what members are to take away from the training (what was proper, not proper, etc.).
 - 1. If briefing training includes use of a video from "Youtube" or another similar source, the URL, title, and the exact length of the video, along with the names of those trained with the video should be documented along with any key points as to what may have been proper or improper actions by law enforcement.
 - (a) The training documentation associated with these types of videos shall be forwarded to the Training Coordinator and Administrative Sergeant. The Training Coordinator shall assure the training video and/or materials to include who was trained is properly retained in the SPD electronic training database system.
- D. Each member is responsible for personally acknowledging their attendance and completion of all formal briefing training in the Lexipol system.

402.5 POLICY ISSUANCE OR REVIEW

04/15/2024 - Reviewed by Lt. Renee Carlson SP328

09/03/2024 - Reviewed by Chief John Noland SP002