

Briefing and District Assignment

402.1 PURPOSE AND SCOPE

Briefing 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, 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.
- d. Reviewing recent incidents for training purposes.
- e. Providing training on a variety of subjects.

402.2 BRIEFING AND ROLL CALL TRAINING

Briefing and roll call training is generally conducted at the beginning or conclusion of the officer's assigned shift, yet it may occur at another period. Briefing and roll call training should incorporate short training segments on a variety of subjects and may include:

- a. Review and discussion of new or updated policies.
- b. Presentation and discussion of the proper application of existing policy to routine daily activities.
- c. Presentation and discussion of the proper application of existing policy to unusual activities.
- d. Reviewing recent incidents for training purposes.

402.3 PREPARATION OF MATERIALS

The supervisor conducting briefing and/or roll call training, or the officer if the supervisor is unable to participate in a group briefing or roll call training session, is responsible for collection and preparation of the materials necessary for a constructive briefing and/or roll call training. A supervisor may delegate this responsibility to a subordinate officer in his/her absence or for training purposes.

402.4 RETENTION OF BRIEFING AND ROLL CALL TRAINING RECORDS

Briefing and roll call training materials and a curriculum or summary shall be forwarded to the Deputy Chief for inclusion in training records, as appropriate.

402.5 DISTRICT ASSIGNMENT

Briefing and District Assignment

In order to provide better coverage of the community, the City is divided into two districts.

a. Procedure

1. District 1 is all the area within the city limits, north of Spruce Street. District 2 is all the area within the city limits, south of Spruce Street.
2. Each officer shall be assigned to a particular patrol area within the city, and shall be responsible for patrol services and the crime within their assigned district. District assignments may be rotated. Officers shall generally stay within the boundaries of their assigned district.
3. When there are two officers working, one will be assigned to District 1 and one to District 2. When three officers are on-duty, the third officer will be assigned as a roving officer between Districts 1 and 2. When there are four officers on-duty, two will be assigned to each district.
4. When requested by the officer handling the call or stop, the closest available unit shall provide backup on radio calls and traffic stops. Once an officer no longer needs backup, the officer shall give a Code 4 at the location, and the backup car shall return to their assigned district.

