Purpose
To describe the method for providing information to oncoming shifts.

General Order
Shift briefings are intended to facilitate the timely and accurate flow of information to enhance coordination of activities and improve performance and safety. Shift briefings are conducted at the beginning of the shift and will include at a minimum a description of the previous shift’s activities and other administrative and operational information as appropriate.

Shift briefing (9.1.2)
Shift briefings for on-duty officers will be conducted as soon as possible at the start of each patrol shift. Attendance at such briefings is required unless excused by the shift supervisor.

The shift supervisor will be responsible for conducting shift briefings. In the absence of a supervisor, the on-duty officer with the most seniority will be responsible for conducting the shift briefing. Topics covered during the shift briefing are to include a description of the previous shift’s activities (9.1.2 a) and administrative and operational information.

Examples of administrative and operational information include, but are not limited to (9.1.2 b):

- Anticipated special events
- Written Directive reviews and updates
- Unusual circumstances
- Be On the Lookout (BOLO) information
- Conduct training
- Information about crime trends and areas of concern
- Vehicle and patrol assignments
- Extra patrol areas
- Suspicious activity reports
- Case investigation updates
- Missing and wanted persons
- Other relevant information for the operations of the shift.

In the event an officer is not able to attend the shift briefing at the beginning of the patrol shift, the shift supervisor will ensure that all information that was covered during the briefing is shared with the officer as soon as reasonably practicable.

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