



Newport News Police Department - Operational Manual

OPS-210 - SHIFT BRIEFING METHODS

[41.1.2]

Amends/Supersedes: OPS-210 (02/24/2014)

Date of Issue: 10/04/2021

I. GENERAL

- A. Precinct commanders will ensure that sworn personnel under their command are provided with updates on current information related to unusual situations, criminal activities, safety and training issues, scheduling and assignment changes, policy and procedural changes, and any other information pertinent to safe, effective police service in their areas. [12.1.4]
- B. Definitions
 - 1. *Briefing Documents* - Informational documents, updates, bulletins, or alerts disseminated electronically, handed out, presented, or displayed.
 - 2. *Briefing Book* - A compilation of briefing documents maintained and accessible for all precinct personnel.
 - 3. *Roll Call* - A formal shift meeting provides up-to-date information to officers, supervisors, and managers. This information reflects current issues, incidents, or safety and training concerns affecting the precinct or the agency.

II. DAILY PROCEDURAL REQUIREMENTS

A. Field Assignment Information

Before starting a shift, the on-duty shift supervisor shall provide the Communications Division with the field assignment information from the roster form ([NNPD Form #41](#)) daily. This will include:

- 1. Officer's name/computer number.
- 2. Beat assigned.
- 3. Vehicle assigned.
- 4. Issued portable radio number and electronic serial number.

B. Shift briefing should include the following elements:

- 1. Assignment of work areas and vehicles when necessary;

NOTE: If an officer is assigned a different vehicle during their tour of duty, the change must be reflected at the bottom of the duty roster showing the vehicle unit number of the newly assigned vehicle and the time the officer changed vehicles.

- 2. Patrol checks, changes in the status of missing/wanted persons and stolen vehicles;
- 3. New or updated directives;
- 4. Special assignments in assigned area;
- 5. Updates on special investigations or crime patterns by other departmental units; [12.1.4; 40.1.1;]
- 6. Training/other comments and issues.

- C. When reviewing policies or conducting training during roll call, the supervisor must document the policy number or training topic on the roster form ([NNPD Form #41](#)) and identify who conducted the review/training. [33.5.2]
- D. Employee Responsibilities

All employees shall check their departmental email messages within an hour of coming on and within an hour of ending each tour of duty or shift. In addition to information disseminated by any of the methods in this policy, Officers are responsible for the following:

1. Officers shall check the posted court dockets daily.
2. Officers will check MDC notifications, briefing documents, crime analysis information, and wanted posters daily for information. Any additional information to which the officers are privy shall be added to the respective informational document

III. METHODS

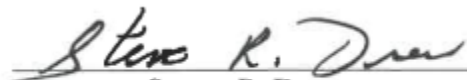
A. Roll Call

When a formal roll call is held, precinct personnel will attend before beginning their tour of duty. In addition to the elements covered in Section II.B.1 through 6, the following is applicable to roll calls held:

1. Roll call occurs at the beginning of each tour of duty.
2. The on-duty supervisor conducts the roll call.
3. Analysts or investigators may present any information during roll call. [15.3.1(b)]
4. Uniform and equipment inspections will be held regularly during roll calls (see also: [ADM-170 Inspections/Audits](#)) [53.1.1(b)]
5. Assignment of equipment for daily use may be handled during roll call or as an individual issue with the officers concerned.

B. Briefing Information

Briefing information will be disseminated to shift personnel at the beginning of the respective shift as soon as possible. In addition to the elements covered in Section II.B.1 through 6, supervisors are responsible for following up with officers to ensure the receipt and comprehension of the information disseminated and document training.


Steven R. Drew
Chief of Police