

Narragansett Police Department

40 Caswell Street, Narragansett, RI 02882

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Policy 320.04

Shift Briefing

01 Purpose

The purpose of this policy is to address the responsibilities of all members of the Department with respect to shift briefing and the appropriate dissemination of information provided during roll call.

02 Policy

It is the policy of the Narragansett Police Department to ensure that the Narragansett Police officers are provided with all necessary information and are properly equipped and fit for their tour of duty.

03 Responsibilities

A. The Supervisor will:

1. Conduct each shift briefing at the commencement of each shift of uniformed patrol officers.
2. Brief officers with information regarding patrol activities.
3. Evaluate each officer's ability to assume patrol.
4. Identify the problem areas within the town; ensuring beat officers are aware of their own problem areas.
5. Disseminate court notifications, cancellations, and other legal documents.
6. Ensure any wanted persons or vehicles are conveyed to the patrol officers.
7. Prepare and instruct officers under their supervision at the commencement of their tour of duty.
8. Routinely inspect all officers' police equipment, at least monthly, to ensure conformance with department requirements and standards. Inspections will include:
 - a. Firearms and ammunition
 - b. O.C. Spray
 - c. Leathergear
 - d. Cuffs and accessories

9. Inspect all officers to ensure that their dress and demeanor meets Narragansett Police Department standards.
10. Notify officers of new or revised directives and other departmental changes.
11. Routinely spot-check cruisers to ensure they are in good working order and all necessary equipment is in vehicle.
12. Ensure that the officers properly follow the Fleet Management Plan.

B. Information provided at roll call will include the following;

1. Wanted persons
2. Stolen vehicles
3. Major incidents or investigations
4. Hazardous locations
5. Noteworthy current events
6. Noteworthy arrests
7. Debriefing on major incidents involving the Platoon from their previous shift
8. Any other information deemed appropriate by the attending supervisors

C. Officers will attend roll call at the commencement of their tour of duty.

D. Joint shift briefings conducted for patrol with members from the Detective Division are to be conducted on a routine basis. Joint shift briefings conducted shall enhance the relationships between these entities and provide for their exchange of information. This information disseminated may have been derived from crime analysis data, community meetings or intelligence gathered from the Patrol Division or Detectives Division to be shared with all members of the Department. The exchange of this information is key to the goal of crime prevention within the Community.

E. Shift Briefings will also be utilized to conduct training from time to time.

By Order Of:

Chief of Police