# Department of Public Safety
## Police Division
### Policies and Procedures

<table>
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<tr>
<th>Title</th>
<th>SOP Number</th>
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<td>Daily Shift Briefing</td>
<td>9.1.200</td>
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<td>[Signature] James L Whalen</td>
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<th>Reviewed/Revised by</th>
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<tr>
<th>Last Revision Date</th>
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<tr>
<td>July 17, 2020</td>
<td>June 15, 2017</td>
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Daily Shift Briefing

I. **Purpose:** The purpose of this policy is to provide direction to the Field Operations supervisor in conducting a Daily Shift Briefing for the oncoming patrol shift.

II. **Policy:** It is the Policy of the University of Cincinnati Police Division (UCPD) to conduct Daily Shift Briefings to relay information, allocate resources, conduct inspections and training.

III. **Procedure:**

A. **Daily Shift Briefing**
   1. The Field Operations supervisor for the oncoming shift will prepare for the Daily Shift Briefing by obtaining the prior shift’s activities, reviewing the Special Events log, and other pertinent information or criminal intelligence of relevance for the oncoming shift.
   2. The supervisor will conduct a staff roll call to determine if all employees scheduled for the shift are present. If a scheduled employee is not present, the patrol supervisor will take steps to determine the whereabouts of the scheduled employee and document any tardy or absence accordingly.
   3. The supervisor will complete a daily line-up that will include at minimum:
      a. Employees working the shift including any schedule changes
      b. Beat assignment for each employee
      c. Vehicle assignment for each employee
      d. Assignment of any specialized equipment
   4. The supervisor will ensure the line-up meets any minimum staffing requirements.
   5. The supervisor will conduct an inspection of each employee to confirm and ensure conformance to the Division’s uniform and grooming standards.
      a. Included in the equipment inspection will be a firearm and ammunition inspection; which will ONLY be conducted in a safe fashion, at Hotbox.
      b. If an attendance, uniform, grooming, or equipment matter is observed, the supervisor will implement and document a plan to correct the deficiency.
   6. After the inspection, the supervisor will brief all members on the previous shift’s activities, any Special Events, and all relevant intelligence that may impact the shift.
   7. In addition, the supervisor will review new, revised, or deleted policies and procedures and any identified or recognized training, in accordance with policy 6.1.100 Training and Professional Development.
   8. The supervisor will ensure an updated copy of the daily line-up is provided to the Communications Center as soon as possible, but at minimum within thirty (30) minutes of the start of the shift.
Daily Shift Briefing

9. If for some reason an employee does not make the Daily Shift Briefing due to assignment or other circumstances, the supervisor will provide the information to the employee as soon as practical once the employee is on duty.

B. Notification of In-Service Status
   1. The Field Operations Supervisor for each shift will notify the Communications Center promptly when their shift is in-service and available for calls. The Field Operations Supervisor will advise the Communications Center if there are any discrepancies from the Shift Line-Up sheet.
   2. Officers (LEO and Security) working off-campus (UC Blue Ash, UC Clermont, etc.) will notify the Communications Center promptly when they are in-service and available for calls.

C. Out of Service Status
   1. Each officer (LEO and Security) will notify the on-duty Field Operations supervisor prior to securing for the day.
   2. The Field Operations supervisor will note in their end of shift report each shift officer’s (LEO and Security) status at the end of the shift (securing for the day, working over, etc.).