


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

<u><b>Title</b></u>  <b>Daily Shift Briefing</b>	<u><b>SOP Number</b></u>  <b>9.1.200</b>
<b>Approval Signature</b>  	
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## ***Daily Shift Briefing***

- I. **Purpose:** The purpose of this policy is to establish clear expectations and procedures for Field Operations Supervisors when conducting the Daily Shift Briefing for the oncoming patrol shift.
- II. **Policy:** The purpose of this policy is to establish clear expectations and procedures for Field Operations Supervisors when conducting the Daily Shift Briefing for the oncoming patrol shift.

### **III. Procedure:**

#### **A. Daily Shift Briefing**

1. **Preparation** The Field Operations Supervisor for the oncoming shift will prepare by reviewing:
  - a. Prior shift activities
  - b. Special Events log
  - c. Pertinent information or criminal intelligence relevant to the shift
2. **Roll Call** The supervisor will conduct a roll call to confirm attendance.
  - a. If an employee is absent or late, the supervisor will determine their status and document the tardiness or absence.
3. **Daily Line-Up** The supervisor will complete a daily line-up, including:
  - a. Employees assigned to the shift, including schedule changes
  - b. Beat assignments
  - c. Vehicle assignments
  - d. Specialized equipment assignments
4. **Minimum Staffing** The supervisor will ensure the line-up meets minimum staffing requirements.
5. **Inspection** The supervisor will inspect each employee for compliance with uniform and grooming standards.
  - a. Firearm and ammunition inspections will be conducted **only at Hotbox** and in a safe, controlled manner.
  - b. Tasers and body-worn cameras will be inspected to ensure they are **fully functional and properly assigned**.
  - c. A **quarterly inspection of the Signal Sidearm system** will be conducted to verify proper functioning.
    - 1) The inspection will be **documented**.
    - 2) Any malfunction or irregularity in the Signal Sidearm system will be **reported immediately** to the **First Shift Patrol Supervisor** for corrective action.
    - 3) The **First Shift Patrol Lieutenant** will be responsible for conducting the quarterly Signal Sidearm inspection for all officers **not assigned to patrol**.
  - d. Any deficiencies in attendance, uniform, grooming, or equipment will result in a documented corrective plan.

## **Daily Shift Briefing**

6. **Shift Briefing** The supervisor will brief personnel on:
  - a. Previous shift activities
  - b. Special events
  - c. Relevant intelligence impacting operations
7. **Policy & Training Updates** The supervisor will review any new, revised, or rescinded policies and highlight training needs in accordance with Policy 6.1.100.
8. **Communication Center Notification** The supervisor will provide an updated copy of the daily line-up to the Communications Center **within 30 minutes** of shift start.
  - a. Timely submission ensures accurate resource tracking.
9. **Late or Reassigned Personnel** If an employee misses the briefing due to assignment or other circumstances, the supervisor will relay all briefing information as soon as practical.

### **B. Notification of In-Service Status**

1. The Field Operations Supervisor will notify the Communications Center when the shift is in-service and available for calls, including any discrepancies from the line-up.
2. Officers working off-campus (UC Blue Ash, UC Clermont, etc.) will also notify Communications when they are in-service and available.

### **C. Out-of-Service Status**

1. Each officer will notify the on-duty Field Operations Supervisor before securing for the day.
2. The supervisor will document each officer's end-of-shift status (e.g., secured, working overtime) in the end-of-shift report.