



# DESCHUTES COUNTY SHERIFF'S OFFICE

Policy Title: <b>Briefing and Briefing Training</b>	Effective Date: September 8, 2015	Policy Number: <b>3.13</b>
Accreditation Reference: 1.8.1	Review Date: September 8, 2018	Supercedes: March 22, 2012
Attachments:	L. Shane Nelson, Sheriff	

## I. PURPOSE

The purpose of this policy is to establish procedures for briefing training. Briefing training shall be held periodically at the beginning of each shift. The purpose of briefing training is to establish the oncoming roster and prepare the deputies for the shift, and provide a structured time to address current training issues at a team level.

## II. POLICY

The Sheriff's Office realizes that to have a well-run organization, it is necessary to facilitate the flow of information between agency members. Briefing training and shift briefing are excellent resources. It is, therefore, the policy of this agency to routinely provide briefing training for the dissemination of information.

### A. Information Exchange

If briefing is disrupted or delayed, the information shall be provided to the oncoming shift supervisor or designee. That supervisor shall be responsible for disseminating the information to each deputy as available.

The briefing shall be conducted by the shift supervisor, or his/her designee. A current DPSST F-6 roster is required to document training for the agency as well as DPSST.

All oncoming personnel shall be fully equipped and prepared at the beginning of briefing to ensure immediate response to calls for service. The oncoming shift supervisor shall evaluate deputy readiness to assume patrol.

Members of other units are welcome and encouraged to attend another unit's briefing.

## III. BRIEFING

All deputies reporting for duty shall assemble in the designated briefing room for pre-shift briefing promptly at the start of each shift unless otherwise directed. Deputies shall be responsible for reading the contents of briefing boards and pass down logs at the beginning of each shift.

At a minimum, the briefing should include:

1. A briefing on previous activities which is relevant to the oncoming shift.
2. Daily patrol activity and any directed patrol strategies.
3. Information of particular interest such as wanted persons, stolen vehicles, officer safety information, major investigations, and teletype information.
4. Any administrative tasks, details, or changes such as directed assignments or schedule changes.

## **IV. TRAINING**

### **A. Topics of Training**

Topics of training shall include, but are not limited to, the following:

1. Policies and procedures
2. City, state, and federal laws
3. Case law and high liability issues
4. Situation planning and review
5. Skills training
6. Jail operations

Deputies who would like to address specific issues through briefing training may suggest those topics to their supervisor.

### **B. Frequency of Training**

The supervisor scheduling training shall determine the duration and frequency of training, though briefing training should occur at least once a week. Briefing training may be used for required annual training that includes:

1. Legislative changes in Oregon Revised Statutes
2. Developments in state and federal case law
3. State mandated training
4. Prison Rape Elimination Act (PREA)
5. High liability issues training
6. Agency policies and procedures

### **C. Training Instructors**

The supervisor scheduling training may assign any deputy to conduct briefing training. Supervisors shall take into account the specific skills and knowledge of individual deputies when assigning an instructor; however, deputies need not be DPSST certified instructor for the topic to which they are assigned.

### **D. Documentation**

Briefing training will be documented on a DPSST F-6 roster. The form will be completed by either the instructor or supervisor, and submitted to the Training Coordinators.

## **V. ISSUES**

Briefing training serves the purpose of providing training opportunities on a continuous basis. Issues addressed at briefing training fall into two basic categories:

### **A. Team Level Training**

Team training is designed at team level to address training issues identified by the team. The team supervisors should adequately prepare for the training, including lesson plans, if needed, instructor preparation, and proper resources to accomplish training goals. Team level training serves as a refresher between annual in-service training and other mandatory training schedules. The training should be

documented and evaluated by the team supervisors and the information communicated to the training coordinators and division commander.

**B. Agency Training**

Training issues identified for mandatory and immediate implementation may best be addressed through a combination of Sheriff's Office E-Mail and briefing training. Issues may include new laws or changes in existing procedures, use of new equipment, or changes in agency policy or procedure. E-Mail may be utilized to track the training. Team supervisors are responsible to assure that all deputies of the team receive and comply with the training, and to supply any required documentation of the training to the training coordinators or division commander.