

	<b>SECTION:</b>	<b>OPERATIONS</b>	<b>OPR-203</b>
	<b>CHAPTER:</b>	<b>PATROL</b>	
	<b>DIRECTIVE:</b>	<b>PATROL SHIFT AND BRIEFING GUIDELINES</b>	

**203.01 SUMMARY**

Patrol Briefings are conducted to accomplish several tasks including dissemination of Patrol related activity and information, potential hazards, the status of wanted persons and major criminal investigations, changes in scheduling and assignments, training related activities, and notification of policy/directive changes and/or revisions. This directive describes the guidelines to be used for both the Patrol Shift and briefings.

**203.02 BRIEFING/VEHICLE READINESS**

The first thirty minutes of a shift will be used for vehicle readiness and briefing if allowed. Employees will be expected to be on time and will notify the Communications Center of their availability to respond to calls for service before conducting any case follow-up or administrative duties. Employees shall be responsible for ensuring that their assigned vehicle contains the necessary and required equipment and that it is operational. Employees will notify their Supervisor of any deficiencies.

When applicable, briefing will be utilized to inform employees of daily patrol activity, unusual situations, potential hazards, "Hot Sheet" information and the status of wanted subjects. The status of major investigations and other related information will be covered depending upon the type of case and the need to share information with employees. Briefing will also be used for notifying employees of new or revised directives, and for "roll-call" training videos or other training topics.

**203.03 REPORTS**

**All reports (DFAR, Offense/Incident, etc.) shall be completed and submitted prior to the end of the employee's tour of duty for Supervisory approval.** Reports should be completed in the field and all overtime associated with reports after an employee's tour of duty will require prior Supervisory approval. Supervisors are authorized to approve extensions for reports to be completed by the next calendar day.

**203.04 BREAKS**

Patrol Officers shall monitor radio traffic and shall respond to calls for service during their entire tour of duty or work-shift.

- If call-load permits, an Officer may take up to one (1) 30-minute break during his/her shift and may leave their assigned service area for no longer than the 30 minutes permitted.

**BREAKS (con't)**

- Restaurants must be within the City Limits and breaks at personal residences must be within the 201 Persego Sewer Boundary.
- During breaks, only two employees are allowed to be out at the same location unless special circumstances exist and are approved by a Supervisor.

