

Briefing Training

402.1 PURPOSE AND SCOPE

Briefing training is generally conducted once per week. Briefing provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct briefing; however deputies may conduct briefing for training purposes with supervisor approval.

Briefing should accomplish, at a minimum, the following basic tasks:

- (a) Briefing deputies with information regarding weekly activity, with particular attention given to unusual situations and changes in the status of wanted persons, and major investigations
- (b) Notifying deputies of changes in schedules and assignments
- (c) Notifying deputies of new General Orders or changes in General Orders
- (d) Reviewing recent incidents for training purposes
- (e) Providing training on a variety of subjects
- (f) Reviewing Court schedules

402.2 PREPARATION OF MATERIALS

The supervisor conducting Briefing is responsible for preparation of the materials necessary for a constructive briefing. Supervisors may delegate this responsibility to a subordinate deputy in his or her absence or for training purposes.