1-03/010.00 Required Briefing

Briefings shall be required at each Court Services Division Facility a minimum of once per week. Each facility supervisor (supervising Deputy and above) shall conduct a 15 to 30 minute briefing to all assigned personnel, a minimum of once per week. Briefings shall include all sworn personnel, as well as, all assigned Security Officers and Security Assistants. The briefings shall be developed by the supervisor, and topics selected for the briefings should focus on information of interest to the specific facility and personnel, both sworn and professional staff. Topics may include Department, Division, and Bureau Training Bulletins, as well as, any Security Incidents, Operations Log Entries, and Departmental Broadcasts. The supervisor shall review all proposed briefing material and will make a determination as to whether the information is to be placed in the briefing book.

Master notebooks with copies of mandatory topics will be kept in a location accessible to all employees during normal work hours. Personnel not able to attend the formal briefing due to long term absence, days off, mandatory training, etc., will be required to read the briefing book upon their return and must sign the notebook.

Supervisors will be held accountable for ensuring that their personnel are briefed, as well as, ensuring that returning personnel review the briefing book.