

## **LCS Unit Order 11**

### **LANCASTER STATION**

#### **UNIT ORDER # 11**

### **WATCH BRIEFINGS**

#### **PURPOSE:**

The purpose of this unit order is to establish protocol and uniformity when preparing watch briefings dealing with Department policy and station specific procedures.

#### **ORDER:**

Watch Briefings dealing with Department policy and station specific procedure shall be prepared on the station briefing form. Types of information for which this form is to be used include new procedures, changes in procedures or temporary departure from procedures affecting such things as overtime, evidence handling, report processing, vacations, scheduling, etc.

The briefings will be prepared under the unit commander's name, typed on the appropriate form and approved by the watch commander before distribution.

The date in the upper right hand corner of the page indicates the date the briefings will be removed. The briefing sergeant will remove expired material and return it to the operations sergeant for indexing.

Briefings dealing with specific crime problems, police hazards, etc. can be handwritten or typed on Form SH-AD-131. These memos shall be approved by the Watch Sergeant. They will be briefed for a period of one week unless specifically dated for a longer period of time. At the end of the time period, they will be removed by the briefing sergeant and disposed of.

Cryptic penned notes or material not approved for briefing, under one of the two above acceptable methods, shall not be briefed or retained in the briefing book. The initials of the unit commander, the person originating the briefing and the typist shall be placed in the lower left hand corner of the briefing.

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