# 00-006 Briefing Deployment and Training

Los Angeles County Sheriff's Department

**STATION ORDER**

**Cerritos Station**

STATION ORDER NUMBER: **00-006**

| Subject: **Briefing Deployment and Training** | | | |
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| Effective Date: | 06/13/2000 | Last Date Revised: | |
| Last Date Reviewed: | 03/10/2020 | Next Review Date: | 03/10/2021 |

## PURPOSE:

The purpose of this order shall establish policies and procedures for conducting and attending shift briefings by sworn personnel assigned to Cerritos Station. The order shall establish accountability among supervisors to conduct meaningful briefings and training sessions and ensure the timely deployment of radio cars assigned to Cerritos Station.

## SCOPE OF ORDER:

All oncoming radio car personnel and special assignment deputies shall be briefed by a supervisor. The contents of the briefing book, training issues and information brought forth by any employee, supervisor or city representative may be incorporated in station briefings. Briefings shall encourage a free exchange of information.

## ORDER:

Supervisors may deem it appropriate to extend briefing sessions to include training or other appropriate activities. The supervisor who is conducting the briefing shall ensure that the watch deputy is apprised of the status of personnel and an estimated time that personnel will be available to respond to calls for service. The

supervisor shall ensure that involved personnel are logged on to receive calls in their Mobile Digital Computer while attending extended briefings or training.

The station dispatcher shall notify the briefing room via telephone of the status of calls that are held in the MDC buffer, priority calls and emergency calls. Emergency calls will be expeditiously handled. The briefing supervisor shall be responsible for ensuring that calls for service are not unreasonably delayed.

When the situation warrants, briefings may be consolidated or conducted in the field. Situations that may warrant a change in the briefing schedule may include an extremely busy shift, unavailability of a supervisor or an insufficient number of personnel. Occasionally, the briefing sergeant will conduct a roll call and conduct a more informative briefing in the field or use MDC resources.

Personnel shall report to briefing in their appropriate uniform attire and be prepared to perform their duties at the beginning of their respective shift.

Personnel shall be aware that city officials, civic leaders and their constituents are proud of having a station in their city. Occasionally, a city official or civic leader may be in the station for a tour or to conduct business. These individuals may be invited and attend all or part of a briefing as an observer and to share opinions and/or issues. The briefing supervisor shall make any necessary introductions of guests, and restrict the dissemination of any confidential information until the visit is concluded.

During their normal scheduled shifts, the Field Sergeant shall conduct briefings. During the scheduled or unanticipated absence of a sergeant, the Watch Deputy shall be called upon to conduct the scheduled shift briefings.

Briefing procedures will be periodically evaluated by the unit commander or his designee to create the most efficient system for briefing personnel.

Personnel shall prepare their vehicle for service and log onto their MDC prior to attending briefing. When logging onto their MDC, personnel will include the identification number of their radio, shotgun, less lethal and any special equipment. These are officer safety and emergency response issues. When a briefing has been re-scheduled or canceled, personnel shall promptly go on duty. Failure to be logged onto the MDC or be available for service constitutes a violation of this order.