Watch Briefings

PURPOSE OF ORDER:

To establish procedures for personnel who prepare Watch Briefings.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Altadena Station.

ORDER:

It is the policy of The Altadena Station that watch briefing material will be divided into two (2) categories, indexed and non-indexed. Indexed briefings will include all training and procedural bulletins that are of lasting importance. Briefings of only temporary value will be designated as non-indexed.

All non-indexed briefings will bear the name of the writer as well as the initials of the watch sergeant or watch commander approving the briefing.

All Indexed briefing material will also require the name of the writer, and shall be submitted to the operations lieutenant for the captain's approval and for assignment of an index number by the supervising station clerk. Once approved, the supervising station clerk will cause the new indexed briefing to be typed and distributed to the captain, operations lieutenant, all lieutenants, operations sergeant; all patrol sergeants, watch deputy, detective bureau and such distributions as noted on the form.

A copy of all briefings will also be placed in the watch briefing book maintained in the secretary's and Altadena Station Watch Sergeant's office, as well as, The Altadena Station Briefing Book.