

## **Metrolink Bureau Unit Order 610-03 Unit Briefings-Start and End Times**

### **Los Angeles County Sheriff's Department**

<b>METROLINK BUREAU</b>	<b>Unit Order:</b> 610-03
	<b>Effective Date:</b> 01-30-18
	<b>Revision Date:</b> 01-30-18
	<b>Annual Review:</b> 01-30-18
<b>Subject:</b> UNIT BRIEFINGS – START AND END TIMES	
<b>Reference:</b> MPP	

#### **PURPOSE OF ORDER:**

The purpose of this order is to set policy and expectations for daily briefings as well as start and end of shift procedures. It is imperative that field personnel are equipped and prepared to respond to calls for service during the entire duration of their assigned shift.

#### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to Metrolink Bureau.

**ORDER:**

It is the expectation that personnel shall be dressed in uniform on the hour, at the start of their shift. Briefing will take place at 10 minutes after the hour, giving personnel time to check their emails, power on their phones, and log onto their assigned vehicles. Briefing should normally take no more than 20 minutes so that field units will be in-service, and in their assigned area in a timely manner.

It is also expected that personnel shall only return to the bureau office 15 minutes prior to the end of their shift to break down their vehicles, and log off unless otherwise directed by a supervisor. Personnel who need to return to the bureau prior to the 15 minutes at the end of shift for any other reason shall first obtain permission from a supervisor.

In the event a shift sergeant is not assigned to the bureau office at the start of a particular shift, field personnel are expected to self-brief and be in-service within the above listed timeframes. An on duty field supervisor shall be contacted via phone if there any issues or concerns related to compliance with this unit order.

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Captain Karl R. Schow

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Date

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