05-030/05 Watch Briefing

CUSTODY SERVICES DIVISION	**Unit Order: #05-030/05**
	Effective Date: 03-14-2001
GENERAL POPULATION	**Revision Date:**
NORTH COUNTY CORRECTIONAL FACILITY	**Review Date:**
Subject: Watch Briefing	
Reference: None	
Unit Commander Signature:	**Date:**

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the authoring, tracking and approval of Watch Briefings.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

A Watch Briefing is a document designed to facilitate the dissemination of information, such as periodic instruction on policies and procedures. Any department member may initiate a watch briefing; however, prior to distribution, the document shall be approved by either the Unit Commander or a Watch Commander. Further, the document shall be written as coming from the Unit Commander.

Watch briefings shall be written on the designated watch briefing template and submitted electronically to the Facility Commander, or his designee, for approval prior to distribution. In the event of the facility commander's, or his designee's absence, the watch commander may approve prior to distribution. The approving manager shall be listed as such on the watch briefing. Additionally, each watch briefing shall be given a uniformed tracking number for future retrieval. The captain's secretary shall be responsible for the issuance of a tracking number.

The Watch Briefing template, as well as previously published Watch Briefings, can be found within the Outlook program. The path to follow is:

- Public Folders
  - Custody and Correctional Division Info
    - North County Correctional Facility

- Briefings

This policy is not intended to curtail the flow of information between unit personnel. The free exchange of knowledge is vital to our safety, morale and professional development.