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|  <b>Office of<br/>Mental Health</b> | Date issued<br>08/25/23  | Supersedes<br>04/01/07 | Page<br>1 of 1 | Section #<br>A-3006 |
|  | Section:<br>Administration                                       |                        |                |                     |
|  | Directive:<br>Pre-Shift Briefing                                 |                        |                |                     |
| Official Policy Manual   | Policy Owner:<br>Director, Administrative Support Services Group |                        |                |                     |

### **Pre-Shift Briefing**

In accordance with labor agreements, Safety and Security Officers are required to assemble for pre-shift briefing 15 minutes prior to the start of their shift. The purpose of this briefing is to ensure a time and place for the orderly transfer of information, between the shifts, that is vital to the operations of the Safety and Security Department.

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| Safety Supervisor          | <ul style="list-style-type: none"> <li>• Inventory equipment, keys, etc.</li> <li>• Review shift assignments with Officers, develop and post shift duty roster.</li> <li>• Review blotter and investigation reports from previous shifts.</li> <li>• Receive special instructions and/or information from previous shift supervisor and/or Chief.</li> <li>• Ensure all information is passed to Officers on their shift.</li> <li>• Conduct uniform inspection of Officers coming on duty.</li> <li>• Ensure proper uniform for all Officers.</li> <li>• Ensure all information is passed on to the next shift supervisor during their pre-shift briefing.</li> </ul> |
| Safety/Security Officer(s) | <ul style="list-style-type: none"> <li>• Attends pre-shift briefing, in uniform, and ready to perform duties.</li> <li>• Consults duty roster and receives shift assignment.</li> <li>• Reviews blotter for last tour of duty.</li> <li>• Reviews investigation reports for last tour of duty.</li> <li>• Receives special instructions and information passed on by shift supervisor.</li> <li>• Appears for uniform inspection.</li> </ul>   |