

# MEDINA POLICE DEPARTMENT

## GENERAL ORDER

**ORDER NO:** 2018-037

**SUBJECT:** Shift Briefing / Supervisors  
Responsibilities

**EFFECTIVE DATE:** 11, June, 2018

**RESCINDS ORDER NO:**

**DISTRIBUTION:** Sworn Police Personnel

**PURPOSE:** The purpose of this order is to ensure effective communication between the off-going shift and the on-coming shift and to ensure that all required tasks are completed before securing for the day.

I. **POLICY:** To ensure that that information is passed on to all members of the Medina Police Department, shift briefings will be conducted at the beginning of each shift.

II. **PROCEDURE:**

A. Beginning of the Shift

1. The on-coming supervisor (Lt., Sgt. or O.I.C.) will communicate with the off-going supervisor regarding any information that has occurred during that shift, or previous shifts, that the on-coming shift supervisor should be made aware of. The off-going supervisor will ensure that all information is passed on to the on-coming shift. Briefings will be conducted on the starting hour of the on-coming shift and should be conducted in the day room. On-coming officers are required to be in the day room on the hour of the start of their shift. (If an off-going supervisor is tied up on a call on the hour for the scheduled briefing it is the responsibility of the on-coming supervisor to locate the off-going supervisor to get any information.)
2. The on-coming shift supervisor will conduct a shift meeting which will include:
  - a. Pass on any information obtained from the previous shift.
  - b. Ensure all officers read the day sheets generated since their last tour of duty.
  - c. Make sure that the on-coming shift signs the day sheet.
  - d. Check their respected shift bins for any paperwork that needs to be reviewed.
  - e. Assign vehicles, foot patrol duties, and any other special details or duties required for that shift.

3. All on-coming officers are required to maintain a clean exterior patrol vehicle. If there is visible signs of dirt, dust, bug guts, etc. it is the on-coming officer's responsibility to wash the exterior of the vehicle to be presentable to the public; to maintain that professional image.

B. Before Securing End of the Shift

1. The off-going shift supervisor before securing will ensure that the following tasks are complete:
  - a. A day sheet has been created, that the proper general reports from the shift are attached, and they are placed in the three ring binder for viewing. If the CAD is down, job cards should be faxed by dispatch for placement in binder.
  - b. All off-going officers have signed the day sheet and have written in what vehicle they drove and the starting and ending mileage from that shift.
  - c. Ensure that the portal messages have been read for that shift.
  - d. Advise if there is any issues with the patrol cars and to note on the white board if any vehicle needs repairs and/or maintenance.
2. All officers and supervisors will ensure that the patrol vehicle they used is clean of all debris in the interior (this includes the rear seat) and the vehicle is full of gas.

By Order Of:

Chad Kenward  
Chief of Police