WEBER COUNTY SHERIFF'S OFFICE	POLICY AND PROCEDURES
SUBJECT: Communication/ Information Sharing	CHAPTER/SECTION NO.: 7.4
EFFECTIVE DATE: 10/7/03	REVIEW DATE:
AMENDS/SUPERSEDES: See attached sheet	APPROVED: **See Master File Sheriff
STANDARD NUMBER: 12.1.4	

7.4 Discussion

- 7.4.1 The free flow of information in the Weber County Sheriff's Office is aided by a variety of formal and informal reports that are forwarded to the appropriate division, bureau, section, or shift/unit. Methods used to promote this free flow of information include:
 - A. Briefing: This is the time period at the beginning of the deputy's tour of duty during which information may be exchanged with other bureaus, or investigators which may provide patrol deputies with leads on major cases. The patrol deputies represent resources for the investigators through street contacts on a daily basis. There is also a chance that the patrol deputies may already have information needed but not be aware of it. Frequent informal contacts between investigators and patrol deputies in the briefing setting is vital to fostering and maintaining open communications channels.
 - B. Executive Staff Meetings: These meetings are set and chaired by the Sheriff and provide an opportunity to disseminate information to the entire Office. Those in attendance represent all Divisions of the Office and the meeting provides an opportunity for the two-way exchange of information relating to all aspects of the operation and functions of the Office.

- C. Division General Meetings: These meetings are set and chaired by the Division Chief Deputy and provide an opportunity to disseminate information to the entire Division. Those in attendance represent all Bureaus, Sections, Units/Squads of the Division and provide for a two way exchange of information relating to common concerns and goals of the Division.
- D. **Division Staff Meetings:** The Chief Deputy may also set and chair Division Staff meetings with Bureau Commanders to discuss directed management concerns of the Division.
- E. Bureau Staff Meetings: These meetings, set by the Bureau Commanders or the Section Lieutenants by direction, are to create opportunities for providing information to all of the first-line supervisors within the Sheriff's Office. Those in attendance, represent all sections of the Bureau and provide for the two-way exchange of information relating to the common concerns and problems of the first-line supervisor.
- F. Each unit/squad and Section in the Sheriff's Office will hold meetings according to the unit/section's needs. The frequency of such meetings will be decided by the unit/section supervisor.