

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Shift Briefings and Reporting for Duty, Court or Legal Hearings		CHAPTER/SECTION NO.: 28.10	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: ** See Master File Sheriff	
STANDARD NUMBER: 41.1.3			

28.10 Policy

- 28.10.1 Shift briefing or roll call shall normally occur during the time period at the beginning of each shift, which may overlap the previous shift. Briefing will be held daily for all shifts as directed by the Operations Bureau Commander, and will generally last about fifteen (15) minutes.
- 28.10.2 The briefing session will usually be conducted by the shift supervisor/watch commander and will address some or all of the following:
- A. Enforcement Problems: Deputies will be advised and updated concerning on-going enforcement, including, but not limited to:
 - 1. Unusual situations, such as road closures, inoperable alarms, special events, etc.
 - 2. Changes in the status of wanted persons.
 - 3. Stolen and/or recovered vehicles
 - 4. Major investigations.
 - 5. Changes in schedules and/or assignments.
 - 6. Notification of new or revised directives, policies, procedures, etc.
 - B. Training: Training will occasionally be provided during the briefing period. The duration or extent of the training will comply with applicable directives.

- C. Line Inspection: In addition to addressing some or all of the listed topics, briefing also provides supervisory personnel with the opportunity to assess the readiness and fitness-for-duty of those deputies under their command.
- D. Supervisory personnel will routinely inspect the uniforms, vehicles, and equipment, and ascertain the overall fitness for duty of those under their command.
- E. Inspections may be formal or informal, at the discretion of the supervisor.

28.10.3 Reporting for Duty, Court or Legal Hearings

- A. All members regardless of assignment shall report for duty at the times and places required by assignment or orders and shall be physically and mentally fit to perform their duties. They shall be properly equipped and aware of the information required for the proper performance of their duties.
- B. Judicial subpoenas and court notifications incident to performance as peace officers, including but not limited to notifications of drivers license hearings or other legal proceedings, shall constitute orders to report for duty under this section.
- C. Physically and mentally fit includes an appropriate amount of rest time before starting the member's work shift. Members shall not conduct their duties if they are so fatigued as to be a safety hazard to themselves and/or others.