

Briefing Training

401.1 PURPOSE AND SCOPE

Line-up training is generally conducted at the beginning of the officer's assigned shift. Line-up provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct Line-up; however officers may conduct Line-up for training purposes with supervisor approval.

Line-up should accomplish, at a minimum, the following basic tasks:

- (a) Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations;
- (b) Notifying officers of changes in schedules and assignments;
- (c) Notifying officers of new Department Policies or Department Training Bulletins or changes in Department Policies;
- (d) Reviewing recent incidents for training purposes;
- (e) Providing training on a variety of subjects.

401.2 PREPARATION OF MATERIALS

The supervisor conducting Line-up is responsible for preparation of the materials necessary for a constructive briefing. Supervisors may delegate this responsibility to a subordinate officer in his or her absence or for training purposes.

401.3 RETENTION OF LINE-UP TRAINING RECORDS

Line-up training materials, curriculum or summary of the training, and training validation forms, shall be forwarded to the Professional Standards and Training Unit for inclusion in training records, as appropriate.