

**Procedure**  
**4.2**

**EFFECTIVE  
DATE  
9-10-99**

**Eugene  
Police Department**



---

## **Patrol Briefing and Debriefing**

### **4.2.1 PURPOSE AND SCOPE**

PART I - Responsibilities and Procedures for All Personnel

- a. Briefing
- b. Debriefing

PART II - Responsibilities and Procedures for Supervisors and Command Personnel

- a. Generally

### **4.2.2 RESPONSIBILITIES AND PROCEDURES FOR ALL PERSONNEL**

a. **Briefing**

1. We will have briefing sessions up to thirty minutes in length at the beginning of the watch to provide information related to officer safety and operational issues, and to conduct training.
2. Once necessary information has been conveyed, officers may use the remaining time to check voice-mail or E-mail. Once this is done, they should commence their shift on the street.
3. Officers should clear on the air not later than 30 minutes after the beginning of their watch. If for some reason this cannot occur, you must obtain permission from dispatch or your supervisor, and dispatch must be notified.

b. **Debriefing**

We will have debriefing sessions during the last fifteen minutes of the shift to gather information to help the next shift and to record officer activities and significant patrol incidents.

### **4.2.3 RESPONSIBILITIES AND PROCEDURES FOR SUPERVISORS AND COMMAND PERSONNEL**

#### **a. Generally**

1. Team sergeants, or another designated officer, will supervise the briefing and debriefing sessions.
2. If an officer will be unable to clear on time, dispatch should be notified as soon as possible, as they may be holding calls with the expectation that the beat officer will clear at the scheduled time.
3. Ensure that necessary information is passed on to oncoming watch personnel.