

UW Whitewater Police



Briefing Log

Number:
12.4

No. Pages:
3

Special Instructions:

Approved By:
Chief Kiederlen

Effective Date:
12/4/2014

Revised Date:
8/9/22

Revision number:
1

I. Purpose

The purpose of this General Order is to assist employees in receiving and passing along pertinent shift briefing information.

II. Policy

It is the policy of the UW-Whitewater Police Department (UWWPD) to provide employees information at the beginning of their shifts from previous shifts. This General Order will provide guidance and direction regarding the information that should be passed along to other employees and the mechanism regarding how the information should be passed along.

III. Procedure

- A. Every day, at 6:00PM and 6:00AM, a Briefing Log will be emailed to all UWWPD employees, including full-time administrative staff.
 1. If a supervisor is working at these times, the supervisor will send the Briefing Log.
 2. If no supervisor is working at these times, an officer will send the Briefing Log.
 3. If more than one officer is working at these times, the officers will communicate with each other and only one officer will send the Briefing Log.
 4. If an officer is busy on a Call for Service, at 6:00PM or 6:00AM, they will send the Briefing Log as soon as able after that time.
- B. The Briefing Log should contain any pertinent information from the time of the last Briefing Log until the time the current Briefing Log is sent. The Briefing Log should contain (see below and Attachment A):
 1. Calls for Service that generate Incident Numbers, or need to be shared with other campus departments;
 2. CSO information of importance, such as missed shifts, accidents, complaints, etc.;
 3. Events staffed by CSOs and/or Officers, of events not staffed by CSO and/or Officers, but that required an officer response/involvement;
 4. Major events/incidents from surrounding jurisdiction(s) (also see Procedures D.).
- C. The Briefing Log does not negate the responsibility of contacting the On-Call Supervisor, if warranted by General Order 12.3 – Supervisors On-Call.

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- D. Inclusion of major events/incidents from surrounding jurisdictions in the Briefing Log does not negate the responsibility of Timely Warning Under the Clery Act – General Order 85.1.2.1.

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Attachment A. Sample Briefing Log

Sample Briefing Log

1st Shift:

- Rescue Call, 8:14AM, Williams Center, Male passed out due to working out and not eating breakfast
- Theft, 8:30AM, Wells East, Wallet stolen from backpack. No Suspects.

2nd Shift:

- Vandalism, 3:35PM, Frisbee Golf, Unknown person(s) knocked over Frisbee golf goal
- THC, 5:10PM, Cambridge Apts., One male cited for poss. of marijuana.

CSO:

- CSO Jones did not show for his 5PM-10PM shift.

Events:

- Small rally of UC North. 150 people. No issues.

WPD:

- Fight, 6:30PM, Wal Mart parking lot. No injuries. UWW student John Doe was victim. WPD Incident #2014XXXX.

JCSO:

- 2:46PM, Pursuit from Jefferson headed towards Whitewater. Car stopped in Cold Spring.