

BEST PRACTICE CATALOG

Project Title: **PRE-SHIFT BRIEFING**

Function Category: PATIENT-FOCUSED ORGANIZATION STRUCTURES

Subcategory: **Security**

Heading: **N/A**

Key Word(s): **Training; Hospital Police**

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Hospital: **Metropolitan State Hospital**

Purpose: Training time is critical. It is also very expensive, usually in terms of overtime. Personnel in training are lost to the organization. The quality of decisions is directly related to the quality of the information on which those decisions are based. Our officers were "relieving on post." That is, officers came to work and went directly to their assigned post.

Brief Description: We instituted a "pre-shift briefing." Every officer reports to the "briefing room" at the beginning of the shift. If they are late for briefing, they are tardy. The supervisor makes shift assignments, new policies or procedures are read and explained, questions are answered and group discussions occur. Officers are provided with up-to-date, accurate information on which to base decisions.

Selection Basis/Criteria:

The following items are available regarding this Best Practice:

Photographs Video Tape Drawings Manual

Other : _____

DATE SUBMITTED: **October 13, 1998**