



Atlanta Police Department – Standard Operating Procedure			
	APD.SOP.3070 – Roll Call Effective Date: July 5th, 2025		
Chief Darin Schierbaum	Signature by: DS	Date Signed: 7/5/2025	Renewal date: 2029

SIGNIFICANT CHANGES

APD Staff,

The Policy and Standards Section is dedicated to providing the department, and its employees, with accurate, understandable and transparent policies. In order to publish policies that reflect the most up-to-date standards, the Policy and Standards Section regularly reviews all policies to ensure that they are reflective of the current mission and objectives of the Atlanta Police Department.

The APD.SOP.3070 – Roll Call policy has been revised to better reflect current operations across Zones and Units with varying start times. Key updates include:

- The removal of fixed Roll Call times, but still requiring a formal roll call to be conducted.
- Watch Supervisor will inspect their officers, in a formal roll call, to be sure that they are in compliance with dress code and fully equipped and ready for duty, with their:
 - ✓ Ballistic vest
 - ✓ Department-issued firearm
 - ✓ Required duty equipment to include a charged and operational body camera and city-issued cell phone
 - ✓ PPE and required TFO (if applicable) equipment
- APD Form 641 – Supervisor Roll Call Checklist attached

Language throughout the policy has been updated for clarity and alignment with department standards. All supervisors and officers are encouraged to review the policy to understand daily responsibilities related to attendance, briefing, and preparedness.

Thank you and stay informed!

Policy and Standards Section
Planning, Research, and Accreditation Unit



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1. PURPOSE

To establish standardized procedures for conducting daily Roll Call to ensure that all personnel are properly accounted for, equipped, and informed prior to deployment. Roll Call provides a structured opportunity for supervisors to communicate critical information, deliver briefings, assign duties, and confirm readiness for service.

2. POLICY

It is the policy of the Atlanta Police Department that all sworn personnel assigned to uniformed patrol functions attend Roll Call at the beginning of their scheduled shift. Roll Call serves as a formal mechanism for conveying operational updates, safety concerns, training directives, and administrative announcements. Supervisors are responsible for leading Roll Call in a timely and professional manner, ensuring officers are briefed, prepared, and in compliance with departmental standards.

3. RESPONSIBILITIES

- 3.1 The section commander will ensure compliance with this directive.
- 3.2 A supervisor will conduct a Watch Uniform and Equipment Inspection for each watch and shift (if applicable).
- 3.3 In the absence of the Watch Commander, any ranking supervisor will conduct roll call.

4. PROCEDURE

4.1 ROLL CALL

- 4.1.1 Each Zone will conduct a formal roll call at the beginning of each watch to provide, and pass along, important information pertaining to officer and citizen safety.
- 4.1.2 On-duty supervisors will ensure on-duty officers remain on their respective beats or areas of assignment until the completion of the next watch's roll call to maintain 24-hour police presence on the streets. (CALEA 6th ed. Standard 41.1.1a).
- 4.1.3 Zone Discretionary Units within FOD, will conduct roll call and roll call inspections at the beginning of their assignments/shifts. (CALEA 6th ed. Standard 41.1.2)
- 4.1.4 Prior to roll call, the Watch Supervisor will:
 - 1. Review the Roll Call Assignment Sheet ([APD Form 680](#)) and make modifications as necessary (i.e. beat changes).
 - 2. Check email and/or reports from the previous watch.
 - 3. Check with the previous supervisor for any additional information on crime, major events, special projects, and vehicles shopped and/or damaged.
 - 4. Check the Pending for calls and for any priority calls waiting.
 - 5. Inspect other on-duty supervisors.



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6. Give instructions to subordinate supervisors as to their assignments, special duties, and any specific areas requiring increased focus or supervision.
- 4.1.5 Patrol officers will obtain the Daily Activity Report ([APD Form 607](#)) prior to roll call to record their assignment, start time and complete vehicle inspections prior to going in service. The form is to be completed with calls-for-service and turned in at the end of the officer's shift.
- 4.1.6 At the designated time of roll call, the Watch commander or their designee, will conduct a formal roll call in which they will call the Watch to attention and conduct a Watch Uniform and Equipment Inspection on all officers. Once the inspection is complete, the Watch Supervisor, at their discretion, will advise officers to take a seat, or stand at ease, while the roll briefing is conducted.
- 4.1.7 During the Watch Uniform and Equipment Inspection, the Watch Supervisor, or designee, will inspect the officers to be sure that they are fully equipped and ready for duty, with their ballistic vest, department-issued firearm, required duty equipment to include a charged and operational body camera and city-issued cell phone (if assigned), and in compliance with the dress code policy. PPE and required TFO equipment will also be checked.
- 4.1.8 At least once a week, the Watch Commander, or sworn designee, will inspect officers' vehicles for damage and/or equipment using the vehicle inspection checklist ([Form APD 732](#)) to ensure replenishment of supplies for operational readiness.
- 4.1.9 The Watch Supervisor, or designee, will address any discrepancies noted during the roll call inspection and initiate the appropriate corrective actions.
- 4.1.10 The Watch Commander, or designated supervisor, will ensure that all information regarding officer safety, wanted suspects, community events and any other pertinent information discussed in daily roll call is disseminated to their Zone Discretionary Units. (CALEA 6th ed. Standard 41.1.2)
- 4.1.11 At the completion of roll call, the Watch Supervisor will complete the Supervisor Roll Call Checklist ([APD Form 641](#)). The checklist will include all persons attending roll call who briefs the watch, such as investigators and city employees (EAP, BHWU, Financial Assistance). The checklist will be kept on file for 12 months and can be attached with the Roll Call Assignment Sheet.

5. DEFINITIONS

NA

6. CANCELLATIONS

APD.SOP.3070 "Roll Call," effective August 14th, 2019

7. REFERENCES

[APD Form 607 "Daily Activity"](#)

[APD Form 641 "Supervisor Roll Call Checklist"](#)

[APD Form 680 "Roll Call Assignment Sheet"](#)

[APD Form 732 "Vehicle Inspection Checklist"](#)

Commission on Accreditation for Law Enforcement Agencies, (CALEA) 6th Edition Standards 41.1.1, 41.1.2

ATLANTA POLICE DEPARTMENT

Field Operations Division

Supervisor Roll Call Checklist

Zone:	Watch:	Date:	Time:
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I. Prior to Roll Call, have you:		
	Yes	No
A. Reviewed your e-mails	<input type="checkbox"/>	<input type="checkbox"/>
B. Reviewed your assignment sheet	<input type="checkbox"/>	<input type="checkbox"/>
C. Reviewed the major incident log	<input type="checkbox"/>	<input type="checkbox"/>
D. Checked with the previous supervisor for any additional information	<input type="checkbox"/>	<input type="checkbox"/>
E. Checked the pending calls	<input type="checkbox"/>	<input type="checkbox"/>
F. Inspected other supervisors	<input type="checkbox"/>	<input type="checkbox"/>
G. Given instructions to other on-duty supervisors	<input type="checkbox"/>	<input type="checkbox"/>

II. Roll Call	
	Completed
A. Call Roll	<input type="checkbox"/>
B. Watch Inspection	<input type="checkbox"/>
C. Assignment and Information	<input type="checkbox"/>
1. Look-outs	
2. Directed Patrols	
3. Other Information	
D. Vehicle Inspection	<input type="checkbox"/>

III. C.A.R.E.	
1. Identify Yourself	4. Responsive Service
2. Courteous Treatment	5. Easily Accessible
3. Answer all Questions	6. Fair Service

IV. Additional Matters to discuss with Watch

Name of Presiding Supervisor:	ID Number:
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Supervisor's Signature