



## Policy 405

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| Subject                     |               |
| <b>ROLL CALL PROCEDURES</b> |               |
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*By Order of the Police Commissioner*

### **POLICY**

It is the policy of the Baltimore Police Department (BPD) to conduct daily roll call to ensure officer preparedness for daily work assignments.

### **GENERAL**

1. Roll call is generally conducted at the beginning of each patrol shift, and includes, at a minimum:
  - 1.1. A briefing on daily patrol activity,
  - 1.2. Notification of schedule or assignment changes,
  - 1.3. Announcement of any updates to Department policy, training bulletins, or Police Commissioner Memoranda, and
  - 1.4. A uniform and equipment inspection.
2. All members, including those in limited duty status, shall report for roll call twenty-one (21) minutes prior to the designated start of a tour of duty.
3. Shift Commanders shall ensure that orderly shift changes not exceed the time allotted for the total workday.

### **DIRECTIVES**

#### **Member**

When reporting for roll call prior to their tour of duty, members shall:

1. Be on time, neat in appearance, and have issued equipment necessary for the performance of their duties, including soft body armor.
2. Line up in squad formation in sequential order to the left of their supervisor (e.g., 11 post officer next to 12 post officer, etc.).
3. Prepare for inspection by standing at attention, wearing the complete uniform of the day with all necessary issued equipment.
4. Be seated when advised and pay attention to directions given.

5. Be attentive and take notes for any information that is disseminated.

**Sergeant/OIC**

When reporting for roll call prior to their tour of duty, supervisors shall:

1. Stand to the right of their squad and face the Shift Commander as they take the podium.
2. Give the command for their squad to line up.
3. Salute the Shift Commander and account for their squad when commanded.
4. Accompany the Shift Commander during the inspection of their squad and note any discrepancies, including lateness and/or uniform violation. Document any discrepancies via BlueTeam.
5. Give officers final instructions once the Shift Commander issues the directive, "All told – supervisors take charge of your squads."

**Shift Commander**

When hosting roll call, Shift Commanders shall:

1. Give the command, "Shift attention – supervisors account for your squads."
2. Order members to be seated and commence with the read-out of pertinent information.
3. Notify members that have been compelled to staff patrol vacancies in advance of the compelled shift (See Policy 819, *Patrol Staffing Shortages*).
4. Ensure Roll Call Training – if scheduled – is conducted in a timely and professional manner.
5. Give the order "Shift attention – prepare for inspection," and inspect each member for neat appearance, proper uniform, and necessary issued equipment, including soft body armor (See Policy 1504, *Departmental Uniforms and Equipment*).
6. Give the order, "All told – supervisors, take charge of your squad."

**NOTE:** Commanding Officers of non-patrol or specialized divisions/sections shall establish procedures for roll call to be held at Command's discretion, and in keeping with the intent of this policy.

**ASSOCIATED POLICIES**

Policy 819, *Patrol Staffing Shortages*

Policy 1504, *Departmental Uniforms and Equipment*

**COMMUNICATION OF POLICY**

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.