



Colorado Springs Police Department Standard Operating Procedure

DL-1020-90 Roll Call Briefing

Section 1000 – Patrol Functions

Effective Date: 3/15/2021

Supersedes Date: 10/27/2008

.01 Purpose

The purpose of this procedure is identify processes for conducting and participating in each patrol shift's daily line-up briefings.

.02 Cross Reference

[GO 1131 Enhanced Tactical Communications System \(ETACS\)](#)

[P1-26 Court Notice Distribution](#)

[P1-74 Uniform and Equipment Inspection](#)

.03 Definitions

This space left intentionally blank.

.04 Procedure

Barring circumstances that require otherwise, patrol supervisors will be responsible for conducting roll call briefings for each shift's start time.

Prior to the Shift's Start Time

Uniformed supervisors will:

- Prepare details identifying each shift's assignments (e.g., sectors)
- Print out the shift's assigned court subpoenas
- Be prepared to discuss topics of interest or provide training

At the Assigned Shift's Start Time

Uniformed supervisors will ensure:

- All officers scheduled to work are present, on time, and prepared for the shift
- Officers/sergeants arrive at the station in street (civilian) clothes or in partial uniform (in accordance with FLSA standards)
 - Non-exempt employees (officers/sergeants) will not be allowed to don any protective gear at home or arrive at the station wearing protective gear (bulletproof vest and utility belt).
 - Uniformed non-exempt personnel who are required by their assignment to don their protective gear at home will be allowed to call into service five minutes after the start of their shift in order to don their protective gear
- Check out or facilitate checking out equipment not specifically assigned to personnel (e.g., vehicles, radar/LIDAR, PBT, etc.)

Officers will:

- Don their protective gear (e.g., bullet proof vest, duty belt)
- Obtain assigned equipment
- Prepare their assigned car for the shift

Time permitting, officers may:

- Check voicemails, email, and other department communications
- Conduct department required training
- Review and acknowledge department policies and procedures

Line-up

Supervisors will strive to complete the line-up within 20 minutes. As part of the line-up process, supervisors will:

- Start line-up 20 minutes after the shift's start time, unless those required to attend line-up are present and prepared to start earlier
- Making personal service of court notices to officer(s)
- Identify which personnel will be prepared to respond to calls for service following line-up

Supervisors are expected to facilitate a meaningful line-up briefing, which can include:

- Providing training to shift personnel (e.g., sergeant training cadre information, information to enhance personnel's understanding of the police profession/community service, etc.)
- Debriefing calls for service from previous shifts

- Soliciting and providing information about crime patterns, suspect information, traffic problems, etc.
- Conveying any information learned from investigations, crime prevention, crime analysis, or other department personnel
- Reviewing and discussing memorandums, bulletins, revisions to policy, Enhanced Tactical Communication System (ETACS), other informational material
- Conducting informal or formal inspections of personnel to ensure they are properly attired and equipped to perform their duty

As part of the line-up process, officers will:

- Be prepared for and participate in the line-up process (as appropriate and requested)

Following Line-up

Following line-up, supervisors will:

- Contact the communications center to notify the assigned dispatcher of those personnel who are prepared to respond to calls for service
- Make themselves available for a period of time to address individual questions or concerns
- Ensure the briefing room and report room are left neat and clean for the next shift

Following line-up, officers will:

- Be available to respond to calls for service (unless otherwise authorized by a supervisor)

Prohibited Activities

- Non-exempt personnel are prohibited from conducting any work prior to the start of their shift (including donning their protective gear) without prior supervisory approval