

12.010 ROLL CALL AND PERSONNEL INSPECTION

References:

Procedure 12.020, Uniforms, Related Equipment, and Personal Grooming
Procedure 12.025, Authorized Weapons
Procedure 12.550, Discharging of Firearms by Police Personnel
Manual of Rules and Regulations, 3.01A and B

Purpose:

To ensure all members of the Department are properly equipped, informed, and uniformly trained to perform their assigned duties.

Policy:

Uniformed sworn personnel will report for duty in a clean and pressed uniform with the proper attire and equipment. Personnel will present a professional image at all times. Non-uniformed sworn personnel will report for duty in accordance with their bureau/section/unit's standard operating procedure (SOP). All personnel will ensure their primary duty weapon is clean, oiled, operable, and loaded prior to responding to roll call.

Personnel will report for training by the identified starting time and be prepared for training. Personnel reporting tardy (absent exigent circumstances) will be prohibited from entering the classroom until the conclusion of the instructor's presentation.

Police Training Section personnel will document the tardy appearance and prepare an ESL entry for the infraction. Personnel tardy for State mandated instruction will be required to complete the training as directed by the Police Training Section staff.

Information:

Slight procedural differences may be necessary in certain units; however, the conduction of roll call and personnel inspection is to be performed uniformly throughout the Department. Any variations in equipment or uniform parts may lead to confusion by the public and detract from an impressive, professional appearance.

Procedure:

A. Roll Call and Personnel Inspection

1. All uniformed units, including officers and supervisors, will conduct daily roll call and personnel inspection in the following manner. The inspecting supervisor will follow the commands in the order listed.
 - a. "Fall In"
 - 1) Two or more ranks may be used, depending on the number of officers. Ranks should be four feet apart when possible. Officers will fall in with their Body Worn Camera (BWC) powered off except for weekly inspection.

- b. "At Close Interval, Dress Right, Dress"
 - 1) When the officers have straightened the ranks and are properly aligned, the supervisor commands, "Ready, Front."
- c. "Secure Arms, Prepare for Inspection"
 - 1) Supervisors will carefully inspect the officers for appearance and proper equipment.
- d. "Remove Magazines"
 - 1) When the inspecting supervisor gives the command to remove magazines, the officer/supervisor will:
 - a) Remove the magazine from the holstered pistol.
 - b) Remove magazines from magazine pouch.
 - c) Hold all magazines in front of their chest with the odd numbered side facing outward so the inspecting supervisor can verify they are each fully loaded with the correct amount of ammunition.
 - d) After inspection, the officer will then reinsert the magazines into the holstered pistol and magazine pouch.
- e. "Raise CEWs"
 - 1) When the inspecting supervisor gives the command to raise CEWs, the officer and supervisor will:
 - a) Draw the CEW from the holster and point it downward in a safe direction at a 45-degree angle.
 - b) Remove the cartridges from the CEW.
 - 2) At the direction of the inspecting supervisor, officers and supervisors will conduct a function test of their CEW.
 - a) With the safety switch in the down (SAFE) position, officers will press and release both Arc switches simultaneously with their weak hand. The CEW is now in Function Test mode. The Central Information Display (CID) will display the firmware version and battery percentage.
 - 1) If the battery percentage is 20 percent or less, the officer will notify a supervisor to change the battery pack for one that is fully charged. The depleted battery pack will be placed in the TASER 7 dock to recharge.

- 3) The inspecting supervisor will direct the officers/supervisors to conduct a “spark test.” The officers/supervisors will place the safety switch in the up (FIRE) position and verify the CID is showing no fault icons. Officers/supervisors will then push and release either arc switch and the CEW will arc for five seconds. **Keep your finger off the trigger while in Function Test mode. A trigger press will return the CEW to weapons mode and a cartridge will deploy if present.**
 - 4) Each officer/supervisor will check for a rapid/visible spark between the electrodes on both sides of the firing bay. Malfunctions will be reported to a supervisor.
 - 5) After inspection, each officer/supervisor will place the safety switch in the down (SAFE) position and replace the cartridges. The officers will:
 - a) Place the safety switch in the up (FIRE) position
 - b) Check the CID and ensure it shows two cartridges present, a good battery, and no-fault icons.
 - c) Place the safety switch in the down (SAFE) position and holster their CEW.
 - 6) If an unintentional discharge occurs during a spark test, or any other time, an immediate investigation must be conducted by the district/section/unit commander or their designee. The designee must be a supervisor of equal or higher rank than the member who had the unintentional discharge. A Form 17 will be forwarded to the Police Chief detailing a full account of the incident.
 - a) The deployed cartridge will be disposed of unless otherwise directed by the district/section/unit commander.
 - b) All documentation related to the incident will be retained at the district/section/unit of occurrence.
- f. “Stand-by for Weapons Inspection”
- 1) As the inspecting supervisor approaches, the officer will raise the pistol to the point where the chamber indication port is visible, while muzzle of the firearm is still inside the holster - **KEEPING THE INDEX FINGER OFF AND AWAY FROM THE TRIGGER.**
 - 2) The inspecting supervisor, from a distance of approximately two to four feet, will view the chamber indication port to ensure a round is loaded in the chamber of the firearm.
 - a) A flashlight may be used to assist in viewing the brass through the chamber indication port.

- 3) Once inspected, the officer/supervisor will secure the firearm in the holster.
- 4) If an unintentional discharge occurs, an immediate investigation must be conducted by the district/section/unit commander or their designee as outlined in Procedure 12.550, Discharging of Firearms by Police Personnel section E.
- g. The inspecting supervisor will have officers/supervisors power on their BWC. When the display shows "READY", the supervisor will inspect and conduct a five second test recording of each officer's BWC, to ensure the BWC is properly functioning and positioned to **clearly** record police activities regardless of uniform attire. Refer to procedure 12.540, Body Worn Camera System.
- h. "Fall Out"
 - 1) At this time officers may be seated while a supervisor calls the roll and reads roll call announcements.
2. All non-uniform units will conduct supervisory inspections of personnel at the beginning of each tour of duty, as outlined in this procedure and according to their bureau's SOP.
 - a. Supervisors will ensure non-uniform personnel have all required equipment.
 - b. Non-uniform officers will place their CEW in Function Test mode as described in Section A.e of this procedure and conduct a CEW spark test before each tour of duty.
3. Any police equipment found to be malfunctioning, (e.g. during roll call, routine daily activities or during a critical incident) will immediately be taken to the appropriate police unit for inspection. If necessary, spare equipment will be issued to the officer.
4. Roll Call will be conducted daily.
 - a. Items supervisors are to present to personnel at roll call are:
 - 1) Daily beat and vehicle assignments
 - 2) Recent crime and crime trends
 - 3) Wanted persons and vehicles
 - 4) Teletype messages
 - 5) Missing persons
 - 6) Persons hazardous to police
 - 7) Reminders for court notifies
 - 8) Information from previous shifts

9) General information

10) Review of Staff Notes, procedure changes and training

B. Roll Call Training

1. Supervisors will provide roll call training on a daily basis.
 - a. Police Training Section will publish and distribute a monthly calendar with procedure reviews, scenario discussion training, video reviews and any other designated training.
2. Supervisors will complete a Form 17 to the Police Training Section indicating training has been conducted.
 - a. The Form 17 will indicate the district, relief, date, name of the supervisor presenting training, the number of officers present and any additional comments regarding the training.
3. The Form 17 will be reviewed and signed by the district/unit commander or designee and forwarded to the Police Training Section by the 10th of the following month.
4. Scenario books are maintained in each District.
 - a. Scenarios used in roll call training are to be taken from the scenario book.
 - b. An updated book will be maintained, and new scenarios received are to be placed in the book according to their category.

C. Dismissal and Inspection

1. Upon shift change, a supervisor will confirm the status of all unit personnel for dismissal and clear them according to bureau SOP.
 - a. The supervisor will ensure assigned personnel return all equipment (e.g. car keys, laser units, etc.) to the proper location at the end of their shift.

D. Weekly Inspections

1. A supervisor will conduct a thorough weekly inspection of equipment assigned to officers in the unit. The supervisor will ensure all equipment is authorized and in good condition. This inspection will include but is not limited to the following items:
 - a. All leather equipment: belts, holster (and snaps), ammunition case, handcuff case, baton-holder, etc.
 - b. Glove pouch with 2 pair of Nitrile exam gloves
2. Axon Signal Sidearm (SSA) and Axon Signal will be tested every Sunday during roll call, or the first day of each work week for those not assigned to a traditional rotating off-day group.

- a. Each officer's BWC should be powered on (for weekly inspection only) prior to roll call to complete the inspection of SSA and Axon Signal.
- b. SSA will be inspected during weapons inspection.
 - 1) When the officer raises their pistol to the point where the chamber indication port is visible, the SSA beacon should activate the assigned officer's BWC into record mode.
 - 2) Once the inspecting supervisor has verified a round is loaded in the firearm's chamber and the officer's BWC is recording, the officer will secure the firearm in the holster and deactivate the BWC.
- c. Axon Signal will be tested after the CEW function test.
 - 1) After the function test has been completed and cartridges reloaded, the inspecting supervisor will have the officer shift the CEW safety switch to the up (FIRE) position. The Axon Signal beacon should activate the assigned officer's BWC into record mode. Once record mode is verified, the supervisor will have the officer shift the safety switch to the down (SAFE) position, holster the CEW, and deactivate the BWC.