

A. PURPOSE. To outline the procedure and responsibilities for all “roll calls”.

B. GENERAL PROCEDURE

1. Roll call shall be conducted at the beginning of every patrol unit tour of duty in the Squad Room of the Police Headquarters Building.
2. No unauthorized personnel shall enter the Squad Room until after roll call is properly completed. Only employees assigned to the upcoming patrol shift shall attend roll call unless an area commander, Watch Commander, or other supervisor permits others to attend.

C. SPECIFIC RESPONSIBILITIES

1. Watch Commanders shall:
 - a. Conduct roll call or designate a supervisor to conduct roll call.
 - b. Inspect all employees for compliance with Department dress code, for personal cleanliness, grooming and the proper display and possession of uniforms and equipment.
 - c. Conduct a shift “briefing” that includes a review of current “readers” and other pertinent information. Distribute and discuss new Department procedures and answer any questions regarding these documents. Sergeants may hold separate briefings for their team at the conclusion of roll call.
 - d. Designate a sergeant to:
 - (1) Distribute and discuss general training materials, i.e., Department memorandums, general correspondence, laws and ordinances, court decisions, etc.
 - (2) Distribute employees’ subpoenas, together with duty assignments, and review any significant events or reports affecting the Department.
 - e. Notify the Communications Unit of any delay in officers calling into service.
2. All officers shall:
 - a. Attend the roll call of their assigned shift unless they are:

- (1) Exempted by a supervisor.
 - (2) Absent for the purpose of attending court or because of a personal emergency. Employees are responsible for notifying the Watch Commander or team sergeant of their absence prior to the beginning of their roll call.
- b. Be on time for roll call and be prepared for their tour of duty.
 - c. Properly wear their uniform and related equipment in a manner that is in compliance with department procedures.
 - d. Report to the Watch Commander's office for "Kelly" day roll call.
 - e. Call into service in a timely manner upon the conclusion of roll call.
3. All supervisory personnel shall stand at the front of the Squad Room facing the officers.