



ADMINISTRATION			203.00	
<div><div></div><div>DEPARTMENT MEETINGS</div><div></div></div>				
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This procedure consists of the following numbered sections:

- I. STAFF BRIEFINGS
- II. ROLL CALL
- III. LEADERSHIP MEETINGS

## SCOPE

This procedure shall apply to all Punta Gorda Police Department personnel.

## DISCUSSION

To operate effectively, the organization should provide for exchange of information at various department meetings such as Staff Briefings, Roll Calls, and Leadership Meetings.

## PROCEDURE

- I. **STAFF BRIEFINGS:** Police Administration shall meet in the administration conference room at 10:00 a.m., Monday and Friday or at the discretion of the Chief of Police.

### II. ROLL CALL

- A. General Procedures

1. Officers shall report for duty fully equipped at the appointed hour of their shift. Officers are to check their email, mailboxes, and bulletin boards for notices after roll call.
2. Roll call briefings shall be conducted at the beginning of each patrol shift by the oncoming patrol Watch Commander.
3. All assigned personnel shall attend roll call briefings in uniform and fully equipped unless prior approval is received from the Watch Commander. Watch Commanders shall ensure that all officers are present and accounted for. The start of the roll call briefing will begin the shift; all time thereafter is considered on-duty and officers will be subject to immediate duty assignment as required.
4. Watch Commanders will be responsible for ensuring that duty officers are dressed and equipped pursuant to agency policy, and that vehicles are clean and waxed.
5. Generally, roll call briefings should not exceed fifteen (15) minutes although occasional special circumstances (structured inspections, training material, etc.) may require more time. Upon dismissal from the roll call briefing, the Watch Commander shall advise the Communications Section of officer assignments.
6. Priority calls for service that are holding at shift change may preempt or shorten roll call briefings at the discretion of the shift supervisor.
7. Members of the Criminal Investigations Section and Communications Section shall also apprise themselves of the same information on a daily basis.
8. Early Cars: The designated early car shall provide patrol coverage during roll call. The Watch Commander is responsible for ensuring that the designated early car officer receives pertinent information discussed at roll call.

#### B. Watch Commander Responsibilities

1. The Watch Commander conducting the roll call is responsible for relaying “Be On the Look Out” (BOLO) and administrative information received since the shift’s last roll call briefing. Emphasis should be placed on those items concerning patrol operations and officer safety. Roll call briefings shall include, but not be limited to, the following topics:
  - a. Information regarding daily patrol activities. This includes review of the incident log;
  - b. Notification of assignments or changes in assignment;
  - c. Information regarding major investigations, follow-up investigations, unusual or hazardous situations, and BOLO information;

- d. New or revised department policies, directives, and/or procedures;
- e. Training material, including video and computer-based training, provided by the Employee Development Coordinator for roll call use. This training shall be documented pursuant to agency procedures;
- f. Other information deemed useful by the Watch Commander;
- g. Inspection of personnel and their equipment;
- h. Review Watch Commander's report;
- i. Review event bulletin board for updates; and
- j. Watch Commanders will assign red bags and shields to officers for each shift.

### III. LEADERSHIP MEETINGS

- A. The Chief of Police, or their designee, and all agency supervisors shall meet on a monthly basis at the discretion of the Chief of Police to discuss office operations. The Chief of Police shall be the Chairperson.
- B. In the event a supervisor is unable to attend, a replacement shall be designated by the supervisor to represent their section.
- C. Minutes of the meeting shall be recorded by the Senior Executive Assistant or designee, who shall transcribe the minutes for distribution as soon as practical after the meeting. The Senior Executive Assistant shall also be responsible for the creation and maintenance of an electronic file system to properly archive leadership meeting minutes.

### APPROVED



**PAMELA R. SMITH, CHIEF OF POLICE**

**STAFF REVIEW DATES:** 01-18-1991, 02-28-1995, 07-16-1998, 06-20-2000, 07-25-2002, 07-21-2004, 05-15-2007, 04-22-2010, 04-23-2012, 05-19-2014, 04-24-2018, 02-14-2020, 05-04-2021, 01-28-2022, 05-20-2022, 05-16-2024

**REVISION DATES:** 01-18-1991, 02-28-1995, 07-16-1998, 06-20-2000, 07-25-2002, 07-21-2004, 05-15-2007, 04-22-2010, 04-23-2012, 05-19-2014, 04-24-2018, 02-14-2020, 05-04-2021, 01-28-2022, 05-20-2022, 05-16-2024