

Roll Call Briefing and Training

402.1 PURPOSE AND SCOPE

Roll Call Briefing training is generally conducted at the beginning of the officer's assigned shift. Roll Call Briefing provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct Roll Call Briefing; however officers may conduct Roll Call Briefing for training purposes with supervisor approval.

Roll Call Briefing should accomplish, at a minimum, the following basic tasks:

- (a) Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations
- (b) Notifying officers of changes in schedules and assignments
- (c) Notifying officers of new or revised policies or procedures/directives
- (d) Reviewing recent incidents for training purposes
- (e) Providing training on a variety of subjects

402.2 PREPARATION OF MATERIALS

The supervisor conducting Roll Call Briefing is responsible for preparation of the materials necessary for a constructive briefing. Supervisors may delegate this responsibility to a subordinate officer in his or her absence or for training purposes.

402.3 BRIEFING ROOM DECORUM

The Watch Commander or sergeant shall ensure the squad room maintains a professional decorum. Any objectionable materials in the squad room that detracts from a professional decorum shall be immediately removed.

402.4 SUPERVISION OF FIELD ACTIVITIES DURING BRIEFINGS

Supervision of field activities during the roll call of the oncoming watch shall be conducted by the station sergeant of the watch on duty prior to the oncoming watch.

402.5 UNIFORM AND EQUIPMENT REQUIREMENTS

Each officer assigned to field duty shall report to Roll Call Briefing in uniform and wearing the proper equipment for their duty assignment. Officers assigned to indoor uniformed duty (such as supervisors, station personnel and desk officers) shall appear for roll call dressed to perform their particular duties. They need not wear the Sam Browne belt with field equipment while inside the police facility or if it is not required by duty assignment. However, officers assigned to indoor uniformed duty shall:

- a) Be armed at all times

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- b) Have the Sam Browne belt and field equipment available for immediate use
- c) Stand at inspection in a complete uniform with field equipment when directed by an inspecting officer
- d) Wear the Sam Browne belt with field equipment when outside the police facility

402.6 RETENTION OF ROLL CALL BRIEFING TRAINING RECORDS

Roll Call Briefing training materials and a curriculum or summary shall be forwarded to the Training Sergeant, or designee, for inclusion in training records, as appropriate.