



# ROLL CALL

**INDEX CODE: 1617**  
**EFFECTIVE DATE: 01-27-20**

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## **I. PURPOSE**

Roll call shall accomplish, at a minimum, the following four 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 directives or changes in directives; and
- D. Evaluating officer readiness to assume patrol.

## **II. REPORTING FOR DUTY**

All members of the department will report promptly for duty at a time and place designated by the department or the members' commanding officers. Members failing to report at times so designated will be considered late for duty. All members of the department when reporting for duty will report properly attired or uniformed and will report for duty in a physical and mental condition that will permit them to execute the required duties of law enforcement officers.

## **III. ROLL CALL PROCEDURES**

During roll call members will be made aware of the daily lookout sheet and will take notes accordingly. They will read all orders and pertinent communications on the bulletin boards acquainting themselves with any other pertinent information posted. Supervisors will, prior to terminating roll call, inspect their complement of personnel to ensure their appearance and uniformity. This inspection will include:

- 1. Personal care and grooming
- 2. Uniform
- 3. Equipment
- 4. Fitness for duty

## **IV. ABSENCE OF ROLL CALL**

When roll call is not conducted, the first-line supervisor is responsible for accomplishing all roll call functions by other means of communication and personal interaction. In addition, supervisors are also responsible for updating those members who have been absent from duty. Platoon members are required to review their communications network (SharePoint, CAD, departmental electronic mail) as soon as possible near the start of their tour to ensure they are up to date on relevant information.

**V. ROLL CALL COMMUNICATION**

The department encourages and supports the exchange of information with specialized and support components for the purpose of coordinating performance. There are a number of ways to communicate information, such as attendance of investigative supervisors at patrol roll calls or staff meetings and vice versa. Patrol and CID commanders will provide for periodic attendance of criminal investigators at roll-call meetings conducted for patrol officers. Joint roll-call meetings conducted for patrol and criminal investigative personnel will enhance relationships between these entities and provide for the exchange of information.

**VI. ROLL CALL TRAINING**

**A. Formal Training from the Training Division**

On occasion, the Training *Division* will utilize roll call for various types of formal training. When the Training *Division* initiates roll call training, *Training Bulletins or Videos will be loaded into PowerDMS.*

**B. Informal Training by Shift Supervisors**

Roll call is also utilized for informal training that is conducted by shift supervisors.

**C. Assessment Roll Call by Platoon Commanders**

Platoon Commanders and supervisors will conduct an Assessment Roll Call after any significant incident occurs involving a significant number of platoon personnel and resources. Such roll call will take place at the beginning of the affected platoon's next tour. Platoon commanders and supervisors will discuss the incident with members of the platoon in an effort to properly evaluate the incident, departmental response, and potential areas for improvement. *Mobile Crisis, CIT, or Peer Support will be used when appropriate.*

**VII. PROPONENT UNIT:** Bureau of Patrol.

**VIII. CANCELLATION:** This directive cancels Index Code 1617, dated *05-14-14.*