

Roll Call

402.1 PURPOSE AND SCOPE

This policy discusses the activity of roll call and includes the tasks that should be accomplished during this short period.

402.2 POLICY

Roll call is intended to facilitate the accurate flow of information in order to enhance coordination of activities, improve performance and safety, and outline the expected actions of members.

402.3 ROLL CALL

Absent exigent circumstances, Patrol roll call will be conducted by the duty officer (Lieutenant/Sergeant) one half (1/2) hour into the duty officer's shift, on the first shift of every rotation. The duty officer will receive a briefing from the duty officer being relieved. The shift commander/duty officer may hold roll call more regularly at their discretion. Roll call will be used to discuss, disseminate and exchange information among office members, work groups and other organizations. A supervisor generally will conduct roll call. Division Commanders may also attend roll call occasionally for monitoring and evaluation purposes.

Roll call should include, but not be limited to:

- (a) Providing members with information regarding daily activities, with particular attention given to changes in the status of the following:
 - 1. Wanted persons.
 - 2. Crime patterns.
 - 3. Suspect descriptions.
 - 4. Intelligence reports and photographs.
 - 5. Community issues affecting law enforcement.
 - 6. Major investigations.
 - 7. Geolitic Hot Spots
- (b) Notifying members of changes in schedules and assignments.
- (c) Reviewing recent incidents for situational awareness and training purposes.
- (d) Providing training on a variety of subjects.
- (e) Periodic personnel line inspections.

Supervisors should also ensure that all members are informed about Special Orders and any recent policy changes.

St. Mary's County Sheriff's Office

LE Policy Manual

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402.3.1 EXCHANGE OF INFORMATION

All employees are encouraged to exchange information for the purpose of coordinating activities through various means to include email, voice mail, staff meetings and roll calls.

402.3.2 ROLL CALL BOOK

A roll call book will be maintained in the Duty Officer's station. The roll call book will contain recent shift briefings and other information of importance to be disseminated to patrol personnel, including, but not limited to:

- (a) missing persons information
- (b) premise checks
- (c) situational awareness

The Duty Officer is responsible for placing information in the book and initialing/dating the page that the information is read at roll call.

402.3.3 PATROL ASSIGNMENTS

Patrol assignments will be assigned during roll call. Ideally, officers will be given a permanent assignment each shift, for familiarity purposes. Assignments can be modified at the Duty Officer's discretion, as the need dictates.

402.4 PREPARATION OF MATERIALS

The member conducting roll call is responsible for preparation of the materials necessary for a constructive roll call.

402.5 TRAINING

Roll call training should incorporate short segments on a variety of subjects or topics and may include:

- (a) Review and discussion of new or updated policies.
- (b) Presentation and discussion of the proper application of existing policy to routine daily activities.
- (c) Presentation and discussion of the proper application of existing policy to unusual activities.
- (d) Review of recent incidents for training purposes.

Roll call training materials and a curriculum or summary shall be forwarded to the Training Coordinator for inclusion in training records, as appropriate.