

	Policy & Procedures				No. 4.15	
	Subject: Roll Call					
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					References:	
Review						
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CALEA STANDARDS

41.1.1 42.2.6

41.1.2 33.5.2

1.3.9

12.1.4

GENERAL CONSIDERATIONS AND GUIDELINES

The main purpose of Roll Call is to ensure an effective means of communication between officers assigned to a shift and their immediate supervisors. In addition, Roll Call is utilized as a training device; to disseminate information, directives, and documents. It is also a means of inspecting the dress and equipment of officers and a means to encourage constructive feedback from personnel regarding department policy and activity. **41.1.2**

The primary method of disseminating roll call information is through a daily log that emanates from the Station Officer. **41.1.2**

When possible, each log entry must contain as much information about the call as possible such as the caller's name and call back number as well as the involved party's name and call back number.

Station Officers, Supervisors, and Detectives shall place the following items, incidents, and information in the Daily Log. This list is not all-inclusive.

1. All vehicles stolen/recovered in Canton (include make, color, registration number, and location stolen/recovered from);

2. All Canton housebreaks or other B&E's or attempted breaks (include exact location, name of victim, and any other info which could benefit officers regarding the incident);
3. All information available regarding armed or unarmed robberies committed in Canton;
4. Alarm responses;
5. Missing persons (include pertinent information);
6. Disputes including both physical and verbal;
7. General or specific information regarding suspected or alleged criminal activity at locations or by individuals;
8. Any other information or crime reports which would assist officers in the performance of their duties or is of particular interest to members of the Department;
9. Notification that particular vehicles or equipment are out of service;
10. Identifying any actual or potential hazards such as disabled motor vehicles, roadway construction or damage, or other hazardous situations requiring prior knowledge.
11. Officers calling out sick;
12. Assistance provided by officers working a paid detail;
13. Calls for medical assistance including sudden deaths;
14. Youths gathering

PROCEDURES

41.1.2

- I. Roll Call shall be held daily in the Roll Call Room of the Police Station promptly at the beginning of each shift. All officers and detectives assigned to that shift shall be required to attend unless so excused by the Shift Supervisor or other superior officer, for duty or other explicable reasons. **43.1.3; 42.2.6**

All patrol officers are required to be dressed and ready to respond to calls during roll call thus insuring continuous patrol coverage. **41.1.1**

There will be appropriate shift coverage 24 hours a day/7 days a week, regardless of holidays. This will be supported by a daily patrol shift schedule. **41.1.1**

- II. The Shift Supervisor shall conduct Roll Call. If there is no Shift Supervisor on duty or available, it shall be the responsibility of the on-duty Lieutenant to conduct a brief Roll Call in the Roll Call Room. Roll Call should last no more than 10-15 minutes; as much time is necessary to pass along the necessary information. **41.1.2**
- III. It shall be the responsibility of officers attending Roll Call to write in their notebooks any information disseminated at these sessions which pertains to their individual or shift duties.
- IV. Summonses, restraining orders and any other legal documents needing to be served shall be given out at Roll Call. In addition, all warrants and restraining orders issued by the courts will be mentioned when possible. **41.1.2**
- V. Items of special interest such as: changes in the law; composites or photos of law breakers or suspected law breakers; notices from outside agencies regarding crimes or criminal activity; and other pertinent documents from any source, shall be put on the roll call clip board for review. These items shall be read and discussed by the Shift Supervisor and made available for officers to peruse or copy. **41.1.2**
- VI. The Shift Supervisor, according to the procedures of the Written Directives system, shall review with the officers all written directives that are signed or approved by the Chief of Police. These written directives shall be read and discussed by Shift Supervisors when they are posted. If there are any questions or clarifications needed, it shall be the Shift Supervisor's responsibility to obtain the information required for this clarification and to inform his/her subordinates at the next Roll Call session for his/her shift. **41.1.2**
- VII. All Shift Supervisors shall encourage and be positive to constructive feedback from officers assigned to their shift regarding any situations, activity, or misunderstandings that are pertinent to the performance of their duties. Shift Supervisors shall attempt to clarify, answer, or seek solutions to these problems either directly or through the chain of command.
- VIII. When any officer misses Roll Call for duty or other explicable reasons, it shall be his/her responsibility to obtain the daily log and make proper note of all information pertinent to the performance of his/her duties. This is to be done prior to assuming or resuming patrol.
- IX. Following days off, vacations, sickness, or other absences from duty, it shall be the responsibility of all officers to review the daily log from the days he/she was absent from duty, and to make proper note of all information pertinent to the performance of duties.
- X. At Roll Call, it shall be the responsibility of the Shift Supervisor to conduct informal visual inspections of the uniforms and equipment of the officers attending. Special attention should be given to neatness, cleanliness and overall uniformity.
NO WEAPONS WILL BE INSPECTED IN THE ROLL CALL ROOM.
When necessary, weapons are only to be inspected at locations within the station where the safety of others will not be jeopardized. **1.3.9**

- XI.** Each month, a training email will be sent to all officers from the department's Defensive Tactics Instructor. These emails, labeled "The Commanders Quarters", will contain helpful tips on defensive tactics, use of force and various other police related topics. A different topic will be highlighted each month. The DT Instructor, who is a supervisor, will then conduct briefings and short trainings on the monthly topic at each roll call, as well as before and after roll call, to ensure the information is received by all officers. Training will be delivered through the use of videos, hand-outs and hands-on training, to name a few. The DT Instructor will document each training. **33.5.2**

Lack of 24-hour Coverage:

In the event that the Canton Police Department cannot provide 24-hour shift coverage, our agency has a working memorandum of understanding (MOU) with neighboring communities to allow for assistance in providing concurrent jurisdictional coverage. **41.1.1**