

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 BRIEFING

All Patrol Squads will conduct dailyroll call to discuss, disseminate and exchange information among department members, work groups and other organizations. A supervisor generally will conduct roll call. However, the supervisor may delegate this responsibility to a subordinate member in his/her absence or for training 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.
- (b) Notifying members of changes in schedules and assignments.
- (c) Reviewing recent incidents for situational awareness and training purposes.
- (d) Provide legal updates.
- (e) Providing training on a variety of subjects.
- (f) Periodic personnel inspections.

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

402.4 PATROL ACTION PLANS

A Patrol Action Plan (email) will be written and distributed by the patrol supervisor in charge, or subordinate member in his/her absence. This email will be distributed to Command, Supervisors, officers assigned to work the oncoming shift, and any departmental personnel in need of the

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conveyed information. The Patrol Action Plan will be completed daily, for each patrol squad, and should be completed prior to roll call. This email can be used to facilitate the shift briefing. The Patrol Action Plan should include the following topics:

- Significant Calls - provide officers a brief overview of noteworthy calls from the previous shift(s), community issues, and problems.
- Intelligence Items- provide officers an overview of important intelligence bulletins. The sources can be internal within the department, or allied local, county, state or federal law enforcement sources.
- Patrol Initiatives- this segment will outline the directions for the day, guiding patrol activities for the officers. Examples would include: patrol checks, special foot patrols, house checks, traffic enforcement areas, etc.
- Administration / Training - this portion will notify officers of administrative tasks they need to complete or managerial changes taking place. It will also include announcements of upcoming training or training assignments.

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 Officer for inclusion in training records, as appropriate.