

## FREDERICK POLICE DEPARTMENT GENERAL ORDER

**Section 17:** Training and Proficiency

**Topic:** ROLL CALL

**Approved:** 01/19/18

**Review:** Annually, in December, by the Commander of the Support Services Division

**Supersedes:** G.O. 1710 approved 03/06/17

**Order Number:** 1710

**Issued by:** Chief of Police

### **.01 PURPOSE:**

To describe the activities and procedures which take place during roll call sessions.

### **.02 CROSS-REF:**

G.O. [435](#), "Canine Unit"

G.O. [1186](#), "Daily Bulletin"

### **.03 DISCUSSION:**

Roll call gives supervisors the opportunity to have a timely dissemination of critical information in a structured environment in which they can inform, instruct, and train their personnel in general orders, procedures or techniques adopted by the Department and also to critique situations or incidents which have occurred and which require examination and group discussion to improve overall effectiveness. Roll call also gives supervisors the opportunity to assign vehicles, beats or special details; discuss information in the Daily Occurrence, SharePoint; and to inspect their personnel prior to beginning their scheduled tour of duty to ensure they project a professional image.

### **.04 POLICY:**

It is the policy of the Frederick Police Department to use a structured roll call period to perform personnel inspections; to provide enhanced training, and to provide personnel with the most up-to-date information available in order to insure that the Department's daily operations are efficiently, effectively and safely carried out by its personnel.

### **.05 DEFINITIONS:**

DEPARTMENTAL VOLUNTEERS - Members of the community that assist the Police Department on an ongoing basis. Volunteer activities may consist of individual duty assignments or of participation in one of the Department's named programs, such as the Uniformed and Non-uniformed Auxiliary, Victim Services Unit, Police Explorers, Interns and the Chaplaincy.

OPERATIONAL UNITS - Units assigned to the Criminal Investigation Division, Patrol Division, and Special Operations Divisions

### **.10 REQUIRED ROLL CALL:**

1. Each Patrol Squad will conduct, and all patrol officers will attend roll call at the beginning of their tour of duty. All other units will conduct roll call in a forum and schedule that is conducive to their organization.
2. Normally roll call will last no longer than fifteen (15) minutes and will be held in the squad room of the Headquarters building. Supervisors may change the location as needs require or circumstances dictate. Other units will hold roll call at a location designated by the unit supervisor.
3. Roll call briefings should be well structured and reflect the needs of the agency while being flexible enough to fit into the briefing setting. Supervisors will use as many roll call training sessions as required to cover a specific topic if they cannot complete their discussion within the fifteen (15) minute time period. If a topic is determined to be critical

to the safety of his personnel, the supervisor may extend roll call beyond the time limit provided the on-duty supervisor of the squad being relieved is notified and operational conditions allow the extension of time.

**.15 ATTIRE:**

Personnel will attend roll call prepared for duty, in the uniform of the day and with all required equipment unless exempted by their supervisor. They will be prepared to undergo supervisory inspection immediately following the conclusion of each roll call.

**.20 DAILY INSPECTION:**

1. Inspection of officer readiness to assume their duties will include, but not be limited to: personal grooming, uniform clothing and gear, footwear, body armor, and assigned equipment such as firearms, batons, handcuffs, etc. Time permitting, personnel will stand in rank while the senior ranking officer conducts inspection at the conclusion of roll call. Adjustments and/or corrections to appearance or equipment are to be made promptly.
2. Although daily inspections do not need to be formally reported, repeated deficiencies will be documented and remedial action taken or recommended.

**.22 EXCEPTIONS:**

1. Canine (K-9) officers who have received supervisory permission to utilize their "K-9 hour" during the first hour of the shift are excused from roll call; however, upon arrival for duty, report to the on-duty supervisor for inspection and assignment. To ensure the canine (K-9) officer receives roll call training, the supervisor may elect to periodically have the officer utilize his canine (K-9) hour at a different time other than the beginning of the shift.
2. Officers who are absent from roll call due to exigent circumstances such as court, personal emergency, etc. will follow the same mandates as the canine officers.

**.25 MONTHLY INSPECTION:**

1. Supervisors of operational units will each conduct a formal, "in ranks" inspection of their subordinates at least once a month. A report of this formal inspection, noting any deficiencies and remedial action taken, will be submitted via chain of command to the Bureau Commander.
2. Damage to equipment/uniforms issued by the Department, which is observed during an inspection, will be reported to the Division Commander immediately via chain of command. This report will contain specific information regarding the damage and an explanation of how it occurred. Arrangements will be made for repair or replacement of the damaged item(s). If the item needing replaced is stored at Training, a written request (email or memo) will be sent to a member of the Training Unit.

**.35 PREPARATION OF ROLL CALL TRAINING:**

1. In order to insure that roll call training is uniform, and that the materials presented accurately reflect departmental policy, the Roll Call Training Coordinator assigned to the Training Unit, in conjunction with all supervisory personnel, will develop a yearly schedule of roll call training topics by January of each calendar year. This schedule will include those subjects mandated for periodic discussion per departmental policy. These topics are in addition to any other specific topics which supervisory personnel believe need to be addressed such as a critique of an incident or a discussion about a policy or procedure.
2. The Roll Call Training Coordinator will also maintain a folder on the computer, which will contain material reserved for reference and use by supervisors conducting roll call training. This reference material is a guideline on which discussions are based, however, supervisors are encouraged to elaborate on the reference material as they deem

necessary. Whenever supervisors use additional materials for roll call training, they will submit a copy to the Roll Call Training Coordinator to be included in the training file.

3. In order to obtain the input of supervisory personnel prior to developing each year's roll call training schedule, the Roll Call Training Coordinator will distribute a memo to all command and supervisory personnel in October of each calendar year, requesting suggestions for topics to be discussed during roll call and an evaluation of the previous year's roll call training. The roll call training schedule will be developed using the information received.

#### **.40 ROLL CALL TRAINING:**

1. Roll Call training for sworn officers (regardless of rank or assignment) must be conducted on ALL of the topics listed in Power DMS "Roll Call" training by the completion of that month; unless extenuating circumstances exist. A copy of the monthly training requirements will be located on the Department's "R" drive in the Roll Call Training folder.
2. Roll call training for civilian employees will be conducted on ALL of the topics listed in Power DMS "Roll Call" training by the completion of that month; unless extenuating circumstances exist. A copy of the monthly training requirements will be located on the Department's "R" drive in the Roll Call Training folder.
3. Roll call training for Departmental volunteers will be conducted at the discretion of the Division Commander to whom they are assigned. Roll call training for volunteers must cover those topics identified as "mandatory" on the Department's "R" drive in the Roll Call Training folder. The mandatory topics will be denoted with an asterisk. Minimally, General Order 1920, "Discrimination and Sexual Harassment" will be reviewed annually by all Departmental volunteers.

#### **.45 DOCUMENTATION OF ROLL CALL TRAINING:**

1. Documentation of completed roll call trainings will be captured through Power DMS. A file will be kept at the Training Division for each completed year of Roll Call Training. When all of the year's Roll Call Training is completed, the Roll Call Training Coordinator will notify the Support Services Division Commander via a memo through the Chain of Command.
2. Topics noted as "mandatory" must be covered with each and every person (sworn, civilian, and volunteer, regardless of rank or assignment) assigned to the unit.
4. All roll call training, including substitute and additional topics, must be documented when completed. After-action critiques and debriefings of recent incidents need not be documented.
5. The Roll Call Training Coordinator will be responsible for ensuring that all civilians and sworn officers complete the required monthly Roll Call Training. If not completed the Roll Call Training Coordinator will ensure that all Roll Call Training is completed at the earliest opportunity.

#### **.50 INSTRUCTORS FOR ROLL CALL TRAINING:**

Generally, the supervisor will instruct their subordinates during roll call training; however, other personnel may be called upon for their expertise on a particular topic. Supervisors may also assign their subordinates to instruct during roll call to enhance the subordinates' career development.

#### **.55 SPECIALIZED (NON-PATROL) UNITS:**

1. Although command staff and supervisors assigned to specialized units are obligated to conduct roll call training with their subordinates, they may believe that, because of the unit's unique mission, the regularly scheduled topics will not enhance the effectiveness of

the unit. Supervisors of these specialized units may submit substitute topics, including documentation and resources, to the Roll Call Training Coordinator. (Note - some topics are mandated by General Order and must be included, whether the unit is specialized or not.)

2. If the specialized unit does not require its own topics, then the supervisor will utilize the schedule and materials provided to the Patrol Division and follow the same mandates.

**.57 PERIODIC ATTENDANCE OF INVESTIGATORS AT ROLL CALL:**

1. The Commanders of the Criminal Investigation Division and Special Operations Division will arrange for investigators to periodically attend patrol roll calls to brief officers, exchange information, or to conduct roll call training. Since it is not practical or logistically possible for investigators to attend all patrol roll-calls, the Commanders of the Criminal Investigation Division and Special Operations Division will ensure that any incident reports, intelligence information, or any other noteworthy information is forwarded to patrol supervisors for dissemination when appropriate.
2. Whenever an investigator from the Criminal Investigative Division attends a patrol roll call, he will document his attendance on the Criminal Investigation Division "Daily Report." Members of the Special Operations Division will follow their Division SOP with regards to reporting attendance at a patrol roll call.

**.60 ANALYSIS OF RECENT EVENTS:**

1. Prior to roll call, the supervisor will review all relevant information concerning recent events, including reports from other on-duty supervisors, recent Daily Occurrence Sheets and SharePoint. This information will be taken into account when developing assignments for the upcoming shift.
2. All appropriate information will be relayed by the supervisor to unit personnel during roll call, with particular attention given to unusual situations, potential and actual police hazards, changes in the status of wanted persons, stolen vehicles, major investigations, and information regarding relevant community-based initiatives. Changes in schedules and assignments, as well as new and updated directives, will be addressed.
3. In addition, the supervisor will review and discuss with the unit the crime maps posted in the squad room and the "Targeted Crime Information" contained in SharePoint, with specific attention paid to identifying any developing patterns, series, or trends. Appropriate measures will be taken to address any such information discovered.