



# Greenbelt Police Department – General Orders

	Title: <b>Roll Call</b>		Order #: <b>601</b>	
	Effective Date: January 5, 2004	Review Date:		
	<input checked="" type="checkbox"/> <b>New</b> <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds			
Approved by: <b>Chief James Craze</b>			CALEA 5 <sup>th</sup> Edition	
CALEA Standard: 41.1.2			Pages: 2	

**01 PURPOSE:** To establish a standard method for disseminating information regarding daily patrol activities, with particular attention to unusual situations, potential and actual police hazards, change of status of wanted persons, stolen vehicles and major investigations. Additionally, notify officers of changes in schedules and assignments; notifying officers of new orders or changes orders; and evaluating officer readiness to assume patrol.

**02 POLICY:** It shall be the policy of this Department to provide comprehensive, accurate information to patrol officers and communications specialist through the use of Roll Call.

**03 CONDUCT OF ROLL CALLS:**

- A. Roll Call for officers of a patrol squad reporting for duty will be held in the Roll Call Room and no officer will be excused unless prior arrangements have been made with the supervisor.
- B. Roll Call will be conducted by the Shift Supervisor, or his/her designee.
- C. Roll Call shall begin promptly at the beginning of each shift. Supervisory discretion will ensure that calls for service which occur during Roll Call will be responded to in a prompt manner.
- D. The oncoming shift's officers are responsible for calls at 0700 hours for day shift, 1515 hours for evening shift and 2300 hours for the midnight shift.

**04 INFORMATION AND TOPICS:**

Discussions will include, but are not limited to, the following:

- A. Assignment of uncovered beats;
- B. Target areas for concentrated efforts;

- C. Wanted persons;
- D. Special details/assignments;
- E. Announcements as to new procedures/special orders;
- F. The daily log;
- G. Telex messages from allied, federal, and out-of-state agencies; and,
- H. Staff meeting material.

**05 TRAINING:**

- A. When time permits, officers shall receive training during Roll Call. The selection of topics is left to the discretion of the supervisor.
- B. The supervisor will be sure to include review of new Department policies, training bulletins, as well as new information or instructions from State's Attorney's Office, court system, and/or neighboring police agencies.

**06 SUPERVISORY RESPONSIBILITY:** The Shift Supervisor shall:

- A. Maintain a Squad Book(s) that contains at least, but not limited to the following:
  - 1. Squad Calendar;
  - 2. Court Calendar;
  - 3. Roll Call training information and inspection forms;
  - 4. Staff meeting material and notes; and,
  - 5. Follow-up case assignments.
- B. The Squad Book is subject to immediate inspection by the Patrol Division Commander.

- C. Prepare for Roll Call by reviewing telex messages, the Daily Log, and crime analysis information and relevant Departmental issues.
- D. Ensure that proper behavior and decorum is maintained at Roll Call so that information and training can be discussed in a professional manner.
- E. Prohibit disruptions, such as visiting officers from other shifts, telephone calls, etc.
- F. Be responsible for the inspection and appearance of the squad and ensure that all equipment and uniforms are properly maintained.
- G. Encourage suggestions or recommendations which are constructive and positive, by any officer of the shift, and forward these to the Patrol Division Commander.
- H. Ensure that officers absent from Roll Call for any reason are given the daily information.

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