

1.24 ROLL CALL



ROLL CALL

POLICY & PROCEDURE NO. 1.24	SECTION OPERATIONS	PAGES: 2
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 41.1.1, 41.1.2		ISSUE DATE: December 18, 2023
ISSUING AUTHORITY: 		EFFECTIVE DATE: January 1, 2024
Chief Nathan C. Hagglund		REVISION DATE:

I. GENERAL CONSIDERATIONS AND GUIDELINES

The main purpose of the Roll Call briefing is to ensure an effective means of communication between officers assigned to a shift and the Shift Commander if working. In addition, a briefing is utilized as a training device; to disseminate information, directives, and documents; to issue patrol assignments; and to encourage constructive feedback from patrol officers regarding department related issues and activity.

II. POLICY

Calls for service within the Town of West Brookfield are covered 365 days per year by three (3) patrol shifts operating continuously during each 24 hour period. A briefing will be conducted for each shift in order to provide officers with the information necessary to fulfill the daily requirements of the job. All patrol officers are required to be dressed and ready to respond to calls during the roll call briefing, thus ensuring continuous patrol coverage. **[41.1.1]**

III. PROCEDURES

Shift briefings will typically be held at shift changes in the station promptly at the beginning of each shift. All officers assigned to patrol

1.24 ROLL CALL

duties are required to attend, dressed, and be prepared to respond to calls unless excused by a supervisor.

Supervisors if working/ available may inspect all officers assigned to their shift in order to ensure they conform to department standards.

The shift prior will review at roll call any issues pertinent to the patrol shift

Topics may include, but not be limited to:

1. Any calls generated by IMC which were "flagged" by dispatchers or officers;
2. Recent incidents which may impact the current shift;
3. Alarms temporarily out-of-service;
4. Vehicles or equipment or vehicles out of service;
5. Road constructions or roads closings;
6. Broadcasts about missing persons or wanted persons;
7. Recent reports of criminal activity in the surrounding area;
8. Stolen vehicles, wanted persons, or missing persons;
9. Policies and procedures, general orders, or other written directives;
10. Special events scheduled for that day;
11. Recent law changes; and
12. Officer safety and wellness information.