

## Roll Call

### 402.1 PURPOSE AND SCOPE

Roll Call and roll call training is generally conducted at the beginning of the officer's assigned shift. Roll call and roll call training should be limited to a duration that allows for an officer to log on to the MDC within 45 minutes of the beginning of his/her assigned shift. Roll Call provides an opportunity for the exchange of important relevant information between employees and supervisors. A supervisor generally will conduct Roll Call; however officers may conduct Roll Call for training purposes with supervisor approval.

Roll Call should accomplish, at a minimum, the following basic tasks:

- (a) Briefing officers with information regarding daily patrol activity, with particular attention to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations
- (b) Notifying officers of changes in schedules and assignments
- (c) Notifying officers of new Departmental directives or changes in Departmental directives
- (d) Reviewing recent incidents for training purposes
- (e) Providing training on a variety of subjects
  1. Any pre-planned training must be scheduled with the Watch Commander's approval
  2. Roll call training should generally be limited to 30 minutes in duration

### 402.2 ROLL CALL PROCEDURES

#### 402.2.1 PREPARATION

The supervisor conducting roll call is responsible for the preparation of the materials necessary for a constructive briefing. Supervisors may delegate this responsibility to a subordinate member in his or her absence or for training purposes. To have sufficient time to prepare, supervisors assigned to deliver roll call shall begin their shifts thirty (30) minutes before the start of roll call. They shall conclude their shift thirty (30) minutes before their normally scheduled end of watch.

Supervisors assigned to deliver roll call shall carry out the following tasks prior to the beginning of roll call:

- (a) Pick up schedules, the shift folders, and the roll call board in the Watch Commander's office.
- (b) Review the master schedule for training days, sick days, bonus shifts, and other schedule changes or adjustments.
- (c) Adjust officer assignments if necessary, including the Station Supervisor, and indicate assignments on the master schedule. With the concurrence of the Watch Commander, transfer officers between Districts to ensure sufficient city-wide staffing.

# Santa Ana Police Department

Santa Ana PD Policy Manual

## *Roll Call*

---

- (d) Review the roll call board and remove all old, or signed-off information from the roll call board, filing the old items in the roll call information folder.
- (e) Contact the on-duty Watch Commander for any pertinent information such as roll call training, pending galls, significant events, or field assignments requiring a relief officer(s).

### 402.2.2 CONDUCTING ROLL CALL

During roll call, the supervisor responsible for roll call delivery should adhere to the following guidelines:

- (a) Facilitate the distribution of shift folders and daily schedules.
- (b) Start roll call by calling the names of officers listed on the daily schedule, noting any absences, followed by reading the contents of the roll call board.
- (c) Present training material, lead discussions, or conduct debriefings.
- (d) Ensure contributions by officers are constructive, professional, and are conducive to promoting a positive roll call environment.
- (e) Supervisors reading material from the roll call board shall place their initials or badge number in the appropriate box of the roll call stamp on the document being read.

### 402.2.3 ADMINISTRATIVE DUTIES

Supervisors assigned to deliver roll call are responsible for the following administrative duties:

- (a) Upon completion of roll call, ensure the roll call board is returned to the Watch Commander's office and shift folders are returned to the Station Supervisor's office.
- (b) Advise the Watch Commander of any unscheduled absences, or discrepancies in the schedule.
- (c) Place the Master Schedule on the clipboard in the Watch Commander's office.
  - 1. Master Schedules shall be retained on the clipboard for 30 to 60 days.
  - 2. Master Schedules removed from the clipboard shall be placed in the Watch Commander's schedule file and retained for a minimum of two (2) years.
- (d) Relieve the Watch Commander, as necessary, during the shift.

### 402.3 RETENTION OF ROLL CALL TRAINING RECORDS

Roll Call training materials and a curriculum or summary shall be forwarded to the Training Commander for inclusion in training records, as appropriate.