
Roll Call Briefing Training

402.1 PURPOSE AND SCOPE

Roll Call Briefing training is generally conducted at the beginning of the officer's assigned shift. Roll Call Briefing provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct Roll Call Briefing; however officers may conduct Roll Call Briefing for training purposes with supervisor approval.

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

- (a) Briefing officers with information regarding daily patrol activity, with particular attention given 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
- (f) Assign civilian subpoenas to be served by officers and verify that previously assigned subpoenas are returned

402.2 PREPARATION AND DOCUMENTATION OF MATERIALS

The supervisor conducting Roll Call Briefing is responsible for preparation of the materials necessary for a constructive briefing. The off-going supervisor shall assist with the preparation of the Briefing for the on-coming shift whenever possible. Briefings should start on the scheduled time and last approximately 5-15 minutes. Supervisors should encourage officers to exchange relevant information during the briefing session.

The supervisor is responsible for logging all department equipment that is issued for the shift such as weapons, etc. The supervisor shall initial the bottom page of the daily briefing sheet which will indicate that the material on the briefing board has been covered during the briefing.

The supervisor is responsible for reviewing the other briefing materials available such as the Beat Book, training materials, overtime sign ups etc. on a daily basis. At the conclusion of the briefing all materials shall be cleared from the desks.