
	GAITHERSBURG POLICE DEPARTMENT		
	Roll Call Procedures and Training		
	GENERAL ORDER	401.3	
Effective Date	10/21/2011		
Authorized by:	Mark P. Sroka CHIEF OF POLICE	SIGNATURE	DATE

I. DEPARTMENT POLICY

Roll call will be conducted fifteen minutes prior to the beginning of each patrol shift by the uniformed patrol supervisor and, unless otherwise directed, officers shall report at the time and place specified, properly uniformed and equipped.

II. PROCEDURES

A. Conducting Roll-Call

1. If a patrol supervisor is not present, the highest-ranking officer will conduct roll call.
2. If an officer is the only one present at roll call, the officer will review the information contained in the electronic roll call folder in Outlook, and any additional information that is passed on from the prior patrol shift.
3. Roll call will be conducted in an orderly manner. Officers will be briefed regarding:
 - a) Daily patrol activities;
 - b) Community complaint action items;
 - c) Unusual situations and special attention areas;
 - d) Any potential hazards;
 - e) Directed patrol activities, beat assignments, or schedule changes;
 - f) Look-outs, wanted persons, stolen vehicles, major investigations and the color code;
 - g) Any required training; and
 - h) New directives or changes in directives.
4. Supervisors will inspect officers and evaluate officer readiness to assume patrol.

5. Roll call will be conducted in such a manner that officers can exchange information with officers from the previous shift, so that communication, coordination, and cooperation exist among all shifts and functions.

III. INVESTIGATORS ATTENDANCE AT ROLL-CALLS

A. Exchange of Information

1. Bureau commanders and shift supervisors will arrange for investigators to periodically (no less than six visits per year) attend patrol shift roll calls to brief officers, exchange information, or conduct roll call training.
2. Shift supervisors shall ensure that all appropriate information sent by investigators is reviewed during roll call.

IV. ROLL-CALL TRAINING

A. Commander Responsibilities

1. Coordinating the Department's roll call training program is primarily the responsibility of the bureau commanders, who will assign timely and appropriate topics for discussion or instruction.
2. Supervisors may assign relevant law enforcement topics to be covered during roll call training.
3. Supervisors will ensure that a roll call training receipt is completed at the conclusion of roll call and forwarded to the Training Coordinator and Accreditation Manager. The documentation will be added to the Department's training records.