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| <b>Effective Date: July 1997</b>            | <b>Revision Date: November 2011</b>    |
| <b>Amends/Supercedes: 900.190/July 2007</b> | <b>Approved by: Chief Kevin Higdon</b> |
| <b>Meets Accreditation Standard:</b>        | <b>17.1</b>                            |

## **Section 1000.150 Roll Call Inspections**

### **Policy**

It is the policy of the Shively Police Department to establish procedures for communication, coordination and cooperation between patrol shifts and between patrol and other components of the agency. It shall be the goal of the department to conduct roll calls and regularly scheduled line inspections in order to maintain internal controls, disseminate information and enforce standards necessary to generate and monitor quality control.

Guidelines shall be established outlining proper procedures for conducting roll calls and inspections. These guidelines shall establish the frequency, responsibilities of supervisors, reporting and follow-up of all roll calls and inspections. Supervisors of the persons and materials for which they are responsible conduct roll calls and inspections.

The beginning of every shift is considered to be the designated time to perform any routine inspections or to pass on any pertinent job related information between patrol and other components. It is the objective of this policy to establish a procedure that effectively and efficiently manages the dissemination of job-related tasks and information to subordinates at shift change. It shall be the responsibility of all commanding officers to accomplish the goal of this policy so that personnel can assume their assigned beats and responsibilities without delay.

### **Roll Calls**

Roll calls shall be conducted at the start of every tour of duty or shift; unless situations exist that make this impractical to do so. Commanding officers or acting shift commanders shall be responsible for the detailing of assignments, routine inspections, communications between shifts and review of daily reports, assigning special details or dissemination of any other pertinent information. (Also, see Section 200.50 through 200.60).

Commanding officers shall utilize roll call time efficiently and shall not cause delay in the timely dispatch of personnel to their official duties. Commanding officers shall not promote the idle congregation of personnel in the police department after roll call has been concluded. However, personnel should be encouraged to review daily sheets, memos, bulletins or any other administrative routine prior to assuming their beat.

Inspections may be conducted informally; however, infractions should be brought to the attention of the employee immediately and handled in a professional manner. Commanding officers should conclude roll calls in an official manner so all personnel are aware of that they are dismissed to their assigned duties.

### **Inspections-Responsibility of Commanding Officers**

Supervisors are responsible for inspecting all personnel under their command at the

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beginning of each tour of duty (Roll Call).

- The inspection of personnel should include, at a minimum, but is not limited to the following:
  - Health
  - Cleanliness
  - Physical Appearance
  - Proper Equipment and Uniformity
  - Serviceability of Equipment
- Inspection of Equipment by Subordinates;
  - Members should inspect all equipment under their control for serviceability and damage.
  - Inspection of equipment should be made prior to or at the beginning of the tour of duty. Then again, at the end of the tour of duty.

### **Notification of Deficiencies**

Any officer or employee discovering missing, broken, damaged or inoperable equipment should bring it to the attention of the supervisor without delay. If necessary, documentation of the damage should be submitted to the immediate supervisor by the end of that tour of duty.

- Commanding officers discovering unusual deficiencies in personnel, equipment or furnishings should document and report such to the Operations Commander.
- Commanders should have maintenance or equipment requests forwarded to the appropriate unit (i.e. Fleet Management, Training, Chiefs Office, etc.). Departmental equipment will be scheduled for repair or replacement as soon as possible.
- Commanding officers should make note of all deficiencies of personnel for the purposes of employee evaluation or addressing habitual offenders of set standards.
- Commanding officers should follow up on all deficiencies to ensure matters have been rectified. Personnel are expected to correct problems under their control, immediately if possible.

### **Special Inspections**

The Chief of Police or his designee may order formal inspections of police equipment such as; vehicles, firearms and ammunition, storage and any other area or item under the control of the Shively Police Department.

This procedure must be in compliance of any applicable law, ordinance or other policy.