


REVERE POLICE DEPARTMENT		Department Manual: Policy No. 205.1
Subject: Shift Briefing Policy		
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 33.5.2; 41.1.2		GENERAL ORDER 2022-05
Effective Date: 04/04/2022 Review Date: 04/04/2024	ISSUING AUTHORITY <i>David J. Callahan</i> David J. Callahan Chief of Police	

NOTE: This policy is for the internal guidance of the Revere Police Department, and is not intended and shall not be used to establish a higher standard of care in any proceeding, civil or criminal, than is provided by State law, except that it may be used for internal disciplinary purposes.

I. TABLE OF CONTENTS:

	<u>Page(s)</u>
II. Policy	1
III. Definitions	2
IV. Frequency of Roll Call	2
V. Purpose of Roll Call	2
VI. Roll Call Procedures	3 - 5
VII. Roll Call Information	5
VIII. Distribution of Written Directives	5 - 6

II. POLICY:

It is the policy of the Revere Police Department:

- A. To conduct a Roll Call at the start of each Patrol Division shift
 - B. To ensure continuity at the change of shifts
 - C. To ensure officers are fit and ready to perform their police duties
 - D. To keep members informed and better prepared for their work
 - E. To provide supervisors the opportunity to direct activity, coordinate resources, inspect personnel and provide roll call training
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III. DEFINITIONS:

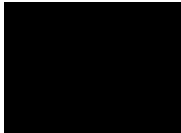
Roll Call / Shift Briefing: The assembly of officers prior to going on duty, held for the purpose of disseminating information and determining their fitness and preparedness for duty.

Reverse Roll Call / Shift Briefing: The assembly of officers from the previous shift and the oncoming shift held for the purpose of disseminating information of a **serious nature** or whenever due to **emergent circumstances**, the previous shift is being held over until the emergency circumstances are resolved and public safety is assured.

IV. FREQUENCY OF ROLL CALL:

Roll Call shall be conducted by one of the following: Officer-in-Charge (**OIC**), Patrol Supervisor (**PS**) or Duty Supervisor (**DS**) hereinafter “**Supervisor**” prior to the beginning of each uniform shift.

Roll Call / Shift Briefings shall be held daily as follows:

<u>SHIFT</u>	<u>TIME</u>	<u>LOCATION</u>	<u>SUPERVISOR</u>
Day Shift		Roll Call Room	OIC / PS / DS
Split/PM Shift		Roll Call Room	OIC / PS / DS
Split/AM Shift		Roll Call Room	OIC / PS / DS

V. PURPOSE OF ROLL CALL:

A. Roll Call should accomplish the following basic tasks:

1. Briefing officers with information regarding daily patrol activity;
2. Notifying officers of changes in schedules and/or assignments;
3. Notifying officers of new and/or updated policies and procedures;
4. Notifying officers of changes in Directed Patrols;
5. Evaluating / inspecting officers’ readiness to assume patrol;
6. Coordinating resources and
7. Brief training sessions, keeping officers up-to-date between formal in-service training sessions. 33.5.2
 - a. all Roll Call Training shall be documented by the Supervisor conducting the training
 - b. patrol attendance roster shall be printed and names checked off on who attended the training
 - c. training documentation (attendance roster & training materials) shall be forwarded to the Training Division.

VI. ROLL CALL PROCEDURES:

A. Patrol Supervisor's Responsibilities

1. At each shift change, the Supervisor shall brief on-coming supervisors on pertinent activity which may include, but is not limited to:
 - a. arrestees and detainees
 - b. prior shift(s) activities
 - c. pending schedules, assignments, follow-up investigations, or special details
 - d. new directives or changes in directives
 - e. wanted or dangerous persons, domestic violence protective orders
 - f. stolen vehicles
 - g. on-going community problems
 - h. crime patterns, neighborhood issues
 - i. directed patrols
 - j. evaluation of officer readiness to assume patrol
 2. The Supervisor conducting Roll Call shall be in complete and proper uniform, fully prepared to conduct Roll Call, and shall:
 - a. Commence the Roll Call at the beginning of each Patrol Division shift.
 - b. Inspect all officers at Roll Call for appearance and attentiveness to ensure that each officer is:
 - i. Fit for Duty,
 - ii. Appropriately dressed,
 - iii. Appropriately equipped, and
 - iv. Able to perform the duties incumbent upon a police officer.
 - c. Call the roll of officers and read their assignments, departmental orders, and any other related items of police importance.
 - d. Distribute any restraining orders, arrest warrants, and / or summonses/subpoenas etc. requiring service.
 3. Supervisors shall use all available sources of information in preparing for the shift briefing, and or roll call training
 4. If an officer is unable to attend roll call at the start of a shift, he / she shall be briefed by the Supervisor as soon as practicable during their tour of duty
 5. Officers and Supervisors shall ensure that important information or pending activity is passed on to the next shift for inclusion in the subsequent roll call.
 6. New General Orders shall be read at roll calls for four consecutive calendar days. Reading general orders at roll call **does not** relieve members of the responsibility to read the order itself and be familiar with its contents
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7. In addition to giving out information relevant to the shift's activities, the Supervisor **shall utilize roll call as a training opportunity when applicable**. Roll call training segments when applicable **shall be at least 10 minutes in duration**. Materials or training aids shall be used whenever possible, and may include:

- a. videos
- b. computer aided training and testing,
- c. training bulletins or other written materials

8. The roll call training given shall be documented by the Supervisor who is conducting the training on the attendance roster. A copy of the attendance roster and training materials used shall be forwarded to the Training Division for inclusion in the department and employees training records.

- a. Roll call training shall be coordinated with the Training Division. The training shall be relevant, beneficial, and informative to the department's mission, goals and objectives
- b. Any officer may suggest topics to their Supervisors for roll call training

9. Employees who fail to appear at the start of roll call without good and sufficient reason, permission of the Supervisor or who are not properly dressed or equipped, shall be considered late and recorded as such on the attendance roster shift roster by the OIC. Excused tardiness shall be recorded as such. In addition, all excused absences shall be noted.

- a. officers who are late for roll call on **three occasions** shall be **verbally warned and counseled** by their Supervisor. The Supervisor shall file a written report for each tardiness and submit to Executive Officer.
- b. the Supervisor, after consultation with the Executive Officer, shall issue a **written reprimand** after **three tardiness** in a 12-month period
- c. Progressive discipline shall be applied further up to and including discharge, if warranted. Progressive discipline shall start with **one punishment shift**.
- d. The discipline outlined above shall apply "**only if absent of other violations**". If there are other violations, more serious discipline will be warranted.

B. Patrol Officer's Responsibilities

1. All officers assigned to the Patrol Division shall report to their respective Roll Call on time. At the start of Roll Call, patrol officers shall:

- a. Be in complete and proper uniform;
 - b. Have all the required/necessary equipment and supplies; and
 - c. Be in the Roll Call Room at the designated time.
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2. Officers who fail to appear on time at the start of Roll Call, or who are not fully uniformed and equipped to begin their assignment, shall be considered late.
3. All incidents of tardiness shall be recorded on the Attendance Roster for that shift by the Supervisor conducting Roll Call. The matter will be brought to the attention of the Platoon Commander for inquiry and documented to Executive Officer for possible corrective action, as appropriate.
4. At the conclusion of Roll Call, officers shall proceed directly to their assignments.
5. In addition to attending Roll Calls/Shift Briefings, all officers are responsible for making themselves fully aware of current matters within the Department by checking departmental email and DHQ **at least once per every shift.**

VII. ROLL CALL INFORMATION: 41.1.2

A. The primary method for disseminating information at Roll Call is through the OIC, PS or DS. All items forwarded to the OIC to be disseminated at Roll Call shall be dated and initialed by the individual who requests the information to be disseminated at Roll Call.

B. The following items, incidents, and information shall be current and disseminated at Roll Call.

1. Recent police incident reports or arrests that are noteworthy;
2. Changes in laws;
3. Stolen or recovered motor vehicles of interest;
4. Disabled motor vehicles, construction hazards or closed streets;
5. Property check requests;
6. Alarm outages;
7. Missing persons, particularly young children or elderly at risk persons;
8. General or specific information regarding:
 - a. Major investigation information from detectives;
 - b. Suspected or alleged criminal activity at certain locations;
 - c. Suspected or alleged criminal activity by certain individuals;
9. Composites or photographs of suspects;
10. Any information from officers attending Roll Call which could assist other officers in the performance of their duties, or is of particular interest to members of the department.
11. Community events.

VIII. Distribution of Written Directives at Roll Call: 41.1.2, 33.5.2

Written directives (policy or procedure) disseminated to patrol officers shall be distributed by departmental email, posting on the clip boards in the OIC's office and Roll Call room, posting on DHQ and during departmental training sessions by the Training Division. These directives shall be disseminated at Roll Call by the OIC, PS and or DS. Written directives shall be read at Roll Calls for (4) consecutive days.

- A. These written directives shall be read and discussed by the OIC, PS or DS when they are distributed.
- B. If there are any questions or clarifications needed, it shall be the responsibility of the Supervisor to obtain the information required for this clarification, and to inform his/her subordinates at the next Roll Call.