



STRUCTURED ROLL CALL

FC No.: 145

Date: 01-04-02

Contents:

- I. Policy
- II. Structured Roll Call
- III. Department Web Board
- IV. Bureau Standard Operating Procedures
- V. Proponent Unit

I. Policy

Structured roll call will serve as the primary transfer point for information within each departmental unit. To sustain the effective sharing of information, the structured roll call process will be followed routinely and considered a daily briefing for all units. It is the responsibility of the unit supervisor to ensure that individual bureau operating procedures are executed during the identified roll call periods. Linking key informational sources and aligning available data is a primary goal of structured roll call. This regular exercise is intended to appropriately prepare employees for their daily responsibilities. (CALEA 41.1.3)

II. Structured Roll Call

- A. The structuring of roll call maximizes contact between employees within specific units, engages key resources throughout the department, and supports a “working group” environment countywide. It is critical to the mission of the department to encourage an ongoing dialogue between bureaus, units, and employees. Roll call is a time when all facets of the department come together in order to support this valuable exchange of information.
- B. Structured roll call is broken into five sections:
 1. Attendance/Line Up: All employees/unit members are accounted for with regard to duty assignments, leave, and details.
 2. Intelligence Review: Utilizing departmental approved channels, information concerning, but not limited to, crime analysis updates, intelligence notices, administrative bulletins, national law enforcement updates, unit specific data along with other informational sources, will serve as the basis of roll call content.
 3. Training: Training is a key component in maintaining the readiness of employees, and roll call is a convenient time to facilitate routine low-level training. This training does not replace the in-service requirement and is intended to supplement the formal training conducted by the Training and Education Division. (CALEA 33.5.2)
 4. Unit Inspections: Roll call is an opportune time for a unit to conduct their required routine inspections.

These include, but are not limited to, service weapons, uniforms, body armor, critical and unit specific equipment.

- 5. Directed Assignments: Roll call serves as a venue to discuss and direct the activities, resources, and deployment of employees as set forth by their unit mission statements.

III. Department Web Board

- A. The department’s Web Board will act as the primary repository and exchange point for formal intelligence and departmental communication bulletins during roll call. See FC 1410, “MCP Web Board,” for information on how to access the roll call portion of the Web Board.
- B. The Strategic Planning Section maintains the department Web Board. Employees will follow the training and policy for the Web Board set forth by the Strategic Planning Section.

IV. Bureau Standard Operating Procedures

Each bureau will establish a Standard Operating Procedure (SOP) for structured roll call according to their goals and objectives while maintaining a focus on the mission of the department. Each SOP will address the individual components of structured roll call.

V. Proponent Unit: Strategic Planning Section

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