OFFICE OF THE COUNTY SHERIFF  
Montgomery County, Maryland  
Raymond M. Kight, Sheriff

GENERAL ORDERS/PERSONNEL PROCEDURES

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Number:</th>
<th>Effective Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roll Call</td>
<td>2.25</td>
<td>05/02/05</td>
</tr>
</tbody>
</table>

Purpose: To establish a standard method for disseminating accurate and comprehensive information to all deputies within the Sheriff's Office. *(12.1.4, 41.1.3)*

Contents:

I. Conduct of Roll Calls
II. Roll Call Topics
III. Supervisors' Responsibilities
IV. CALEA Standards
V. Cancellation

I. **Conduct of Roll Calls**

A. Roll Calls will be conducted daily by each Section *Lieutenant* or in their absence, the next ranking deputy at the following times:

(1) Court & Transportation Section - 08:00 and 16:00 hours.
(2) Criminal Section - 08:00 and 16:00 hours.
(3) Civil Section (Process, Evictions and Attachments) - 08:30 hours.
(4) Domestic Violence Section – 08:00, 15:00, and 22:00 hours.
(5) Child Support Enforcement Section – 08:00 hours.

B. Roll Calls will begin promptly at the scheduled times and will last *approximately* 15 minutes. Deputies failing to attend on time will be considered tardy unless prior arrangements have been made with the supervisor in charge.

C. Proper attitude and decorum *must be* maintained. Disruptions such as telephone calls or eating food will not be tolerated during Roll Call.

II. **Roll Call Topics**

The topics and information discussed at Roll Call *should* include, but are not limited to:
A. Information regarding daily assignments, with particular attention given to unusual situations, potential and actual hazards, changes in the status of wanted persons, high risk trials, and potential problem inmates;

B. Distribution and review of any new or modified directives;

C. Information obtained from the Web board or teletype;

D. Changes to schedules or work assignments; and,

E. Supplemental training in coordination with the Training Section, to keep deputies up to date between formal retraining. (33.5.2)

III. Supervisors' Responsibilities

A. Prepare for Roll Call by reviewing assignment sheets, schedules and new written directives.

B. Review the appearance of all the deputies within their section to ensure all are in proper uniform and properly equipped.

C. Conduct line and vehicle inspections as required by written directives.

D. Ensure that Roll Call information is documented on MCSO20, Daily Roll Call Log, and provided to deputies that are absent from Roll Call.

E. Encourage suggestions or recommendations that are both constructive and positive in nature, by any deputy under their command, and forward these, and their own, to the Sheriff via the chain of command.

IV. CALEA Standards

12.1.4., 33.5.2, 41.1.3

V. Cancellation

This written directive cancels and replaces General Orders/Personnel Procedures 2.25, effective date 05/01/95. Shred replaced directive.

AUTHORITY:

[Signature]
Raymond M. Kight, Sheriff
5/2/05