

12.010 ROLL CALL AND PERSONNEL INSPECTION

References:

Procedure 12.020, Uniforms, Related Equipment, and Personal Grooming
Procedure 12.025, Authorized Weapons
Manual of Rules and Regulations, 3.01A and B

Purpose:

To ensure all members of the Department are properly equipped, informed, and uniformly trained to perform their assigned duties.

Policy:

Uniformed sworn personnel will report for duty in a clean and pressed uniform with the proper attire and equipment. Personnel will present a professional image at all times. Non-uniformed sworn personnel will report for duty in accordance with their bureau/section/unit's standard operating procedure (SOP).

Information:

Slight procedural differences may be necessary in certain units; however the conduction of roll call and personnel inspection is to be performed uniformly throughout the Department. Any variations in equipment or uniform parts may lead to confusion by the public and detract from an impressive, professional appearance.

Procedure:

A. Roll Call and Personnel Inspection

1. All uniformed units will conduct daily roll call and personnel inspection in the following manner. The inspecting supervisor will follow the commands in the order listed.
 - a. "Fall In"
 - 1) Two or more ranks may be used, depending on the number of officers. Ranks should be four feet apart when possible.
 - b. "At Close Interval, Dress Right, Dress"
 - 1) When the officers have straightened the ranks and are properly aligned, the supervisor commands, "Ready, Front."
 - c. "Secure Arms, Prepare for Inspection"
 - 1) Supervisors will carefully inspect the officers for appearance and proper equipment.
 - d. "Remove Magazines"
 - 1) When the inspecting supervisor gives the command to remove magazines, the officer will:

- a) Remove the magazine from the holstered pistol.
 - b) Remove magazines from magazine pouch.
 - c) Hold all magazines in the non-gun hand so the inspecting supervisor can verify they are each fully loaded with the correct amount of ammunition.
- e. "Raise Pistols"
- 1) Officers must be facing and at least 15 feet from the designated safe wall.
 - 2) When the inspecting supervisor gives the command to raise pistols, the officer will:
 - a) Draw the pistol from the holster.
 - b) Raise the pistol with the muzzle straight up to the inspecting supervisor's eye level.
 - c) As the inspecting supervisor approaches the officer's right, the officer will rotate the pistol, enabling the inspecting supervisor to view the chambered round through the weapon's ejection port.
 - 1] The supervisor will ensure the weapon is loaded.
 - 3) After inspection, the officer will lower his pistol and return it to the holster.
- f. "Replace Magazines"
- 1) The officer will then reinsert the magazine into the holstered pistol.
- g. "Raise TASERS"
- 1) When the inspecting supervisor gives the command to raise TASERS, the officer will:
 - a) Draw the TASER from the holster.
- h. "Remove Cartridges"
- 1) The officer will remove both cartridges from the TASER and hold them away from their TASER.
 - a) The officer will check the battery life percentage on the Central Information Display (CID).
 - 1] If the percentage is less than 20%, the officer will notify a supervisor to have the Digital Power Magazine (DPM) battery replaced.

- b) As the inspecting supervisor approaches, the officer will point the TASER in a safe direction, place the safety switch in the up (FIRE) position, pull the trigger and perform a “spark test” for five seconds.
 - c) The supervisor will check for a rapid/visible spark between the electrodes.
 - 2) After inspection, the officer will place the safety switch in the down position (SAFE), replace both cartridges, re-holster and secure their TASER.
 - 3) If an unintentional discharge occurs during a spark test, or any other time, an immediate investigation must be conducted by the district/section/unit commander or their designee. The designee must be a supervisor of equal or higher rank than the member who had the unintentional discharge. A Form 17 will be forwarded to the Police Chief detailing a full account of the incident.
 - a) The deployed cartridge will be disposed of unless otherwise directed by the district/section/unit commander.
 - b) All documentation related to the incident will be retained at the district/section/unit of occurrence.
 - i. A supervisor calls the roll from this position. When an officer’s name is called, the officer will answer “Here Sir or Ma’am” and remain standing at attention.
 - j. "Fall Out"
 - 1) At this time officers may be seated for the reading of roll call announcements.
2. All non-uniform units will conduct supervisory inspections of personnel at the beginning of each tour of duty, as outlined in this procedure and according to their bureau's S.O.P.
 - a. Supervisors will ensure non-uniform personnel have all required equipment.
 - b. Non-uniform officers will conduct TASER spark tests before each tour of duty.
 3. Any police equipment found to be malfunctioning, (e.g. during roll call, routine daily activities or during a critical incident) will immediately be taken to the appropriate police unit for inspection. If necessary, spare equipment will be issued to the officer.
 4. Roll Call will be conducted daily.

- a. Items supervisors are to present to personnel at roll call are:
 - 1) Daily beat and vehicle assignments
 - 2) Recent crime and crime trends
 - 3) Wanted persons and vehicles
 - 4) Teletype messages
 - 5) Missing persons
 - 6) Persons hazardous to police
 - 7) Reminders for court notifies
 - 8) Information from previous shifts
 - 9) General information
 - 10) Review of Staff Notes, procedure changes and training

B. Roll Call Training

1. Supervisors will provide roll call training on a daily basis.
 - a. The Police Academy will publish and distribute a monthly calendar with procedure reviews, scenario discussion training, video reviews and any other designated training.
2. Supervisors will complete a Form 17 to the Police Academy indicating training has been conducted.
 - a. The Form 17 will indicate the district, relief, date, name of the supervisor presenting training, the number of officers present and any additional comments regarding the training.
3. The Form 17 will be reviewed and signed by the district/unit commander or designee and forwarded to the Police Academy by the 10th of the following month.
4. Scenario books are maintained in each District.
 - a. Scenarios used in roll call training are to be taken from the scenario book.
 - b. An updated book will be maintained and new scenarios received are to be placed in the book according to their category.

C. Dismissal and Inspection

1. Upon shift change, a supervisor will confirm the status of all unit personnel for dismissal and clear them according to bureau S.O.P.
 - a. The supervisor will ensure assigned personnel return all equipment (e.g. car keys, DVR mics, laser units, etc.) to the proper location at the end of their shift.

D. Weekly Inspections

1. A supervisor will conduct a thorough weekly inspection of equipment assigned to officers in the unit. The supervisor will ensure all equipment is authorized and in good condition. This inspection will include but is not limited to the following items:
 - a. All leather equipment: belts, holster (and snaps), ammunition case, handcuff case, baton-holder, etc.
 - b. Glove pouch with 2 pair of Nitrile exam gloves
 - c. Firearm and ammunition
2. Loading and unloading of firearms for inspection
 - a. After all officers have been inspected and are still in roll call formation facing the safe wall; the inspecting supervisor will give the command for all officers remove the magazine from their holstered firearm.
 - b. Individually, each officer will approach the inspecting supervisor:
 - 1) When directed, the officer will remove their firearm from its holster, keeping their finger outside of the trigger guard, and point it into the "clearing trap."
 - a) The clearing trap should be positioned in front of the safe wall with the opening facing the officer.
 - 2) While pointing the firearm into the clearing trap, the officer will pull the slide of the firearm to the rear, expelling the live round to the floor.
 - a) The round will remain on the floor until the inspection of the firearm is completed.
 - 3) The officer will hand the firearm with the slide locked to the rear to the inspecting supervisor.
 - c. Inspecting supervisor responsibilities:
 - 1) Ensure the firearm is empty and seat a modified magazine into the magazine well.
 - a) Firearms Training Unit will provide specially modified magazines with the springs and followers removed to each facility.
 - 2) Allow the slide to go forward and point the firearm into the clearing trap. Pull the trigger to check the functionality of the firearm.

- 3) After a successful trigger check, the supervisor will pull the slide back to engage the trigger again and insert a color-coded bullet blocker into the barrel of the gun. The bullet blocker will either display “red”, indicating the firearm has an obstruction in the barrel, or “green”, indicating the firearm is unloaded.
 - a) If the bullet blocker displays red, the supervisor will take necessary action to locate the obstruction in the firearm. If unable to determine the problem, the firearm must be taken to the Target Range for examination by an armorer.
- 4) If the bullet blocker displays green, point the unloaded firearm with the bullet blocker towards the ceiling and depress the trigger. The bullet blocker should be propelled a short distance into the air, indicating the firearm's striker is functioning properly.
- 5) Remove the magazine and hand the firearm back to the officer. After holstering the firearm, the officer will retrieve the round from the floor and return to the roll call line.
- 6) After all officers' firearms have been inspected the supervisor will give the command for officers to administratively reload their firearms while facing the safe wall.