12.010 **ROLL CALL AND PERSONNEL INSPECTION**

**References:**
Procedure 12.020, Uniforms, Related Equipment, and Personal Grooming  
Procedure 12.025, Authorized Weapons  
Procedure 12.550, Discharging of Firearms by Police Personnel  
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). All personnel will ensure their primary duty weapon is clean, oiled, operable, and loaded prior to responding to roll call.

**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 front of their chest with the odd numbered side facing outward so the inspecting supervisor can verify they are each fully loaded with the correct amount of ammunition.
   d) After inspection, the officer will then reinsert the magazines into the holstered pistol and magazine pouch.

e. "Raise TASERS"

1) When the inspecting supervisor gives the command to raise TASERS, the officer will:

   a) Draw the TASER from the holster.

f. “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 via the battery icon displayed on the Central Information Display (CID).

      1] If the battery icon displays one bar or less on the CID, the officer will notify a supervisor to have the Digital Power Magazine (DPM) battery replaced.

   b) After the inspecting supervisor ensures the TASERs are unloaded, the supervisor will direct the officers to conduct a “spark test.” 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.

g. A supervisor will inspect and conduct a five second test recording of each officer’s BWC, to ensure the BWC is properly functioning and positioned to clearly record police activities regardless of uniform attire. Refer to procedure 12.540, Body Worn Camera System.

h. 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.

i. “Stand-by for Weapons Inspection”

1) As the inspecting supervisor approaches, the officer will raise the pistol to the point where the chamber indication port is visible, while muzzle of the firearm is still inside the holster - KEEPING THE INDEX FINGER OFF AND AWAY FROM THE TRIGGER.

2) The inspecting supervisor, from a distance of approximately two to four feet, will view the chamber indication port to ensure a round is loaded in the chamber of the firearm.

   a) A flashlight may be used to assist in viewing the brass through the chamber indication port.

3) Once inspected, the officer will secure the firearm in the holster.

4) If an unintentional discharge occurs, an immediate investigation must be conducted by the district/section/unit commander or their designee as outlined in Procedure 12.550, Discharging of Firearms by Police Personnel section E.

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 SOP.

   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. Police Training Section 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 Training Section 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 Training Section 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 SOP.
   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