



# BRAINTREE POLICE DEPARTMENT

## Policy and Procedure

### SHIFT BRIEFING/ROLL CALL

2018-34

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Revised:

Chief Paul Shastany

Certification Standards: **41.1.2; 41.3.1**

Accreditation Standards:

Optional Accreditation Standards: **33.5.2; 41.1.1; 41.3.2; 53.1.1**

#### **Purpose** **41.1.2**

The main purpose and intent of roll call is to ensure an effective means of communication and exchange of operational, criminal and administrative information between officers, supervisors, units and shifts of the department on a consistent and perpetual basis. It is also a forum to train and disseminate information to officers, a means of inspecting the dress and equipment of officers and a way to encourage constructive feedback in a professional manner from personnel regarding department policy and activity. **[41.1.2]**

The primary method of disseminating roll call information is through the review of the daily log from the last time the shift worked. This log review will encompass information related to safety issues, recent arrests and crimes, and any other information that the Shift Commander deems to be necessary and pertinent. **[41.1.2]**

In order to prepare for roll call there should be an exchange of information between Shift Commanders. The on-duty Shift Commander should advise the on-coming Shift Commander of all matters of importance to include but not limited to, cruiser and building issues, list of detainees, incidents and investigations from the previous shift.

Shift Commanders should, at the start of each shift, review the logs, check departmental emails and voicemails.

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**Attendance  
41.1.2**

When possible, roll call should be held at the beginning of each Patrol Shift; 0630 hrs, 1430 hrs and 2230 hrs by the Patrol Shift Commander in the Training Center if available and should be attended by all sworn patrol officers.

At the start of the official roll call, officers shall be appropriately dressed and equipped, in order to perform the duties incumbent upon a police officer. This will ensure continuous patrol coverage 24/7. **[41.1.1]**

**MOU  
w/another  
agency 41.1.1**

In the event this department needs mutual aid assistance to provide continuous 24/7 coverage, the Braintree Police Department is a member of the Metropolitan Boston Area Mutual Aid Agreement. Supervisors can also request assistance through Ma. Gen. Law 41, s99, Requisition of Police Officers by Other Towns. **[41.1.1]**

**Tardiness**

Officers who fail to appear at the start of roll call or who are not fully uniformed and equipped to begin their assignment are considered late. This will be addressed at the discretion of the Shift Commander. When an officer misses Roll Call it shall be his/her responsibility to obtain pertinent information that was addressed before assuming or resuming patrol.

Frequent and continuous tardiness should be documented and dealt with accordingly.

Officers attending roll call should be encouraged to exchange information and ideas on topics presented by Supervisors or Officers. **[41.1.2]**

It is the responsibility of officers attending roll call to write down or note pertinent information.

When an officer misses Roll Call it shall be his/her responsibility to obtain pertinent information that was addressed before assuming or resuming patrol.

Officers should check their voicemail and email daily while working.

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**Assignments  
and Inspection**  
**41.1.1 a**

Summonses, restraining orders and any other legal documents needing to be served should be given out at roll call. **[41.1.2]**

The Patrol Shift Commander will prepare a Daily Roster in ONDUTY to include the following: **[41.1.1]**

- Patrol cruiser assignments
- For those officers assigned to spares or open cruisers/sectors the Shift Commander will assign personnel at roll call. **[41.1.1 a]**

Roll call should include a visual inspection by the Shift Commander or Street Supervisor of all personnel to include uniforms and equipment. Deficiencies will be addressed at the discretion of the Shift Commander. Frequent and continuous deficiencies should be documented and dealt with accordingly.

After roll call officers should proceed to their assignments without unnecessary delay.

No officer will vacate his/her assigned tour of duty until properly relieved.

**Weapons  
Inspection**  
**53.1.1**

The inspection of firearms and ammunition will be conducted monthly by the Shift or Unit Commanders. **[53.1.1]** See policy ***Monthly Weapons Inspections***. Weapons are only to be inspected at locations within the station where the safety of others will not be jeopardized. All personnel must use the designated unloading stations or “bullet traps” for making guns safe for inspection, unless the inspection is conducted in an approved firearms range.

**Cruiser  
Inspection**  
**41.3.1**  
**41.3.2**

Officers should conduct an inspection of the cruisers at the conclusion of roll call at the start of their assigned duties and at the conclusion of their shift. Officers should test the patrol vehicle emergency lights, siren and radio systems for proper operation. This will include marked and unmarked vehicles that will be used. **[41.3.1]** Care shall be taken to inspect the prisoner/detainee transport area for contraband and any other item that may be a safety concern. The Shift Commander or Street Supervisor shall be notified of any damage, cleanliness issues, contraband, or other relevant issues concerning the inspection. At that time, the Shift Commander or Street Supervisor will then inspect the vehicle. Any newly reported damage, cleanliness or relevant issue not previously reported should be documented.

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All equipment should be checked including, but not limited to medical, fire extinguisher, MDT, E Citation, weapons (less lethal, shotgun or rifle) and any other piece of equipment issued to the cruiser. Officers should replenish the medical bag and oxygen as needed. The fire extinguisher should be checked to ensure it is fully charged. The Automated External Defibrillator (AED's) should also be inspected. This entails opening the AED case and powering on the unit. All line patrol vehicles are issued two doses of Narcan. The Street Supervisor has additional doses of Narcan for resupply. All medical supplies, excluding Narcan and AED pads, can be replenished by the town ambulance provider. For other supplies needed, the driver shall contact their immediate supervisor. **[41.3.2]**

Any concerns or deficiencies with police equipment should be discussed, addressed and rectified at the time. If this cannot be accomplished the equipment shall be taken out of service and addressed to the supervisor or personnel in charge of that particular piece of equipment. Officers should be assigned new or temporary replacement equipment prior to assuming their duties.

**Training  
33.5.2**

Shift Commanders and Patrol Supervisors are responsible for periodically incorporating training into their roll calls. They should document who was at the training and what was given. This should be forwarded to the Lieutenant of Professional Standards and training. The purpose of this training is to ensure personnel are kept up to date on new laws, changes in laws, technological improvements, and recent court decisions that have an impact on law enforcement, officer safety and equipment issues, and revisions in agency policy, procedures, rules and regulations. This information will aid the individual in performing his/her job with better understanding and knowledge. This program may include varying methods of training such as videotapes, training bulletins, oral presentations, and displays. **[33.5.2]**

Additionally, the Lieutenant of Professional Standards and Training will periodically develop programs for roll call training, with the assistance and input of all department personnel. **[33.5.2]**

Any member of the department through his/her immediate supervisor may submit suggestions for subjects to be covered. Content should reflect current or urgent needs of the department and be flexible enough to fit into a roll call training situation. **[33.5.2]**

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