

**CITY OF FERGUSON  
OFFICE OF THE CHIEF OF POLICE****Index as:**

Communications Attendance  
Detectives, Roll Call Attendance  
Roll Call Book  
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**ROLL CALL PROCEDURES****469.00 PURPOSE**

The purpose of this General Order is to establish procedures for supervisors to follow while conducting roll call. The roll call shift briefing should accomplish, at a minimum, the following four basic tasks: briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations, potential and actual police hazards, changes in the status of wanted persons, stolen vehicles, major investigations, and information regarding relevant community-based initiatives, if any; notifying officers of changes in schedules and assignments; notifying officers of new directives or changes in directives; and evaluating officer readiness to assume patrol.

**469.01 PROCEDURE**

- A. All officers should be present and seated in the roll call room at the start of roll call. Officers should be in uniform and have in their possession all equipment necessary to assume duty. Specifically, officers should have in their possession in addition to the proper uniform, hat, coat, rain gear and weapon, writing instrument, nightstick, notebook or clipboard and whistle. There will be no drinking or eating permitted during roll call.
- B. Supervisors are responsible to retrieve from the in-house computer a listing of the radio assignments which occurred during the preceding twenty-four hours. Supervisors are responsible for conducting inspections to see that officers are properly equipped and uniformed prior to their tour of duty.
- C. When available the supervisor from the previous shift shall attend the oncoming roll call to pass on pertinent information.
- D. When available the supervisor from the Communications should attend the roll call meetings. When activity permits, he will authorize a communications operator to participate in roll call. All relevant information gathered at roll call will be forwarded to communication operators who were not in attendance.

- E. Any officer from any division may utilize the roll call as a means of disseminating information; however it must be coordinated through the supervisor conducting the roll call.
- F. The following should be disseminated at roll call by the supervisor:
  - 1. Information concerning major crimes or incidents which occurred during the preceding twenty-four hours.
  - 2. Pertinent information entered in the roll call book, P.A.S.S., and the I.T.I. deskbook during the preceding twenty-four hours.
  - 3. Daily assignments and special details.
  - 4. Additions or changes to General and Special Orders.
  - 5. Other pertinent information.
  - 6. Roll call periods should be used by supervisors to conduct in-service training capsules.

#### 469.02 ROLL CALL BOOK PROCEDURES

Officers are to review the roll call book, P.A.S.S. (**P**olicy **A**cknowledgement **Sy**St**e**m), and the I.T.I. deskbook entries on a daily basis. Supervisors and officers should make appropriate entries in the roll call book which pertain to officer safety warnings, 10-68's, traffic enforcement requests and any other instructional notifications.

#### 469.03 VEHICLE TRANSFER AND DAMAGE ACCOUNTABILITY

- A. Officers will inspect their patrol vehicles prior to operation. Any unreported damage will be reported immediately to the supervisor. The inspection will be completed as directed in General Order 451.00.
- B. In the event that an officer leaves before the end of a shift, a supervisor must inspect his or her vehicle to insure compliance with the daily vehicle inspection requirements.
- C. Officers that damage a vehicle during their tour of duty are required to notify their supervisor.

#### 469.04 JOINT ROLL CALL

Detectives will attend the uniform officer's roll call sessions in an effort to provide potentially valuable information to the BFO, as indicated by the detective schedule and activities, and when additional needs arise. This will also enhance a more cohesive relationship between the Bureau of Field Operations and the Bureau of Operational Support. The Bureau of Operational Support shall provide Field Operations with pertinent information

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of on-going investigations, as long as it is not of a sensitive nature which may compromise an investigation.

By order of:

A handwritten signature in cursive script that reads "Colonel Thomas Jackson". The signature is written in dark ink and is positioned above the printed name.

COLONEL THOMAS JACKSON  
Chief of Police

Distribution

All Department Personnel