

 <p>Cambridge Police Department</p>	POLICY & PROCEDURES		No. 330
	Subject/Title: Patrol Shift Briefings (Roll Call)		
	Issuing Authority: 	Issue Date:	Effective Date: 02/23/09
	Robert C. Haas Police Commissioner	Review Date:	Rescinds:
References/ Attachments:	Accreditation Standards: 41.1.1 (a); 41.1.2 & 42.2.4		

I. PURPOSE:

The purpose of patrol shift briefings is to accomplish a variety of objectives which are designed to adequately prepare officers at the start of their respective shifts. This formal assembly is essential in ensuring that all officers are adequately briefed at the start of their shifts, as well as ensuring that they are properly prepared to perform their respective duties and assignments. Patrol Shift Briefings (also referred to as “roll call”) provide a method whereby patrol personnel are routinely being briefed on information regarding daily patrol activity, crime patterns and trends with particular attention given to unusual situations and changes in status of wanted persons, stolen vehicles, and major investigations; notifying officers of new directives or changes in directives; dissemination of information; conduct inspections; and evaluate officers’ readiness to assume their patrol assignments.

II. POLICY:

All patrol officers who are scheduled to report for duty at 07:00 a.m.; 03:00 p.m.; 4:00 p.m. (6:00 p.m. during summer hours); and 11:00 p.m., unless on other assignment, or specially directed otherwise, shall promptly report to the Roll Call Room on the hour at the beginning of their tour of duty for a formal patrol shift briefing to be normally conducted by the designated Shift Commander.

- Other command personnel and sector sergeants who are not otherwise involved in other activities or assignments should also be present during the shift briefing.
- Patrol officers unable to report at the designated times of the formal shift briefings are required to report directly to the duty shift commander promptly at the start of their tour of duty to receive information that was disseminated at the shift briefing.
- Officers assigned to other operational units within the department who are not already engaged in other assignments should report to the formal shift briefings for the

purpose of sharing additional information that will be beneficial to patrol officers who are about to assume their duties within their assignments.

III. PROCEDURES:¹

- A. Duties of the Shift Commander:** It is the responsibility of the designated Shift Commander to see that the following procedures are routinely carried out during course of all inspections and briefings:
1. Ensure that all officers scheduled to report for duty at the designated times are accounted for and present.
 2. All personnel reporting for duty are properly equipped and in their proper uniforms in accordance with the standards of the department.
 3. All personnel reporting for the Patrol Shift Briefing shall assemble in the department's Roll Call room (Guard Room – 2nd Floor) and be prepared to start their shift.
 4. Given the fact that certain officers assigned to the shift will not be able to attend the roll call session, it is incumbent upon the Shift Commander to ensure those officers are also properly briefed as soon as practical to do so.
 5. Officers not able to attend the scheduled roll call sessions are responsible for reporting in with the Shift Commander when first reporting for duty to be properly briefed. These officers should be fully prepared to begin their shift and will be in their full and proper uniform for their duty assignments.
- B. Roll Call Activities:** It will be the responsibility of the superior officer conducting the roll call session to be fully prepared to carry out the roll call. The Shift Commander will be responsible for carrying out the following objectives, whenever appropriate to do so:
1. The Shift Commander will designate one of the sector sergeants to serve as an “inspecting officer.” All officers should be inspected for their overall appearance, making sure that each officer is complying with the standards which have been established in terms of uniform and appearance.
 - a. When the inspecting officer determines that an officer is not properly attired or has problems with that officer's general appearance, it shall be

¹ CALEA Std.: **41.1.2** – *A written directive describes the agency's method for shift briefing.*

the responsibility of the inspecting officer to take corrective action. Typically, the Shift Commander will assign one of sector sergeants to serve as the “inspecting officer” to conduct the visual inspection of all personnel attending the session.

- b. The inspecting officer will see that all officers have the proper equipment in their possession, and that all such equipment is properly maintained.
 - c. When directed to do so, the inspecting officer will carry out specific inspections as may be directed by the Patrol Operations Division Commander (e.g., firearms or equipment inspections).
2. The Shift Commander (or henceforth, another officer assigned to conduct the roll call session) will provide each officer with their respective assignments, taking note of any officer who may be absent or not present at the time of the roll call session (those officers who were not properly excused from the shift).
 3. Officers will be briefed on all new or revised directives which may have been issued.
 4. Officers will be briefed on any situations which may relate to the performance of their duties.
 5. Officers will be directed to check their email accounts for any pending court appearances, issuance of policies and procedures, or any other notifications that may have been posted to their email accounts.
 6. Officers will be briefed on the Crime Bulletins, ICAP STRAT, crime patterns and trends by sector, and the tactics being employed to address identifiable patterns and trends.
 7. Officers will be directed to acknowledge the receipt of any outstanding rules and regulations, policies and procedures, orders, memorandums, etc.
 8. Provide for a forum where all personnel can constructively discuss or question any aspect of the department’s operations. It shall be the duty of the superior officer conducting the roll call to provide correct information to all personnel, and when the instructing officer is not certain of the correct information, ensure that such information is obtained and relayed back to all affected personnel in a timely fashion.
 9. When training materials are made available, the inspecting officer shall ensure that all officers, and when applicable, communications personnel will be provided with training materials.

10. The Shift Commander will elicit from all officers as to whether they are in need of any equipment or supplies, or if they have any other problems or pending issues prior to the beginning of their shift.
11. Officers will be briefed on any unusual situations which may have developed on previous shifts.
12. The Shift Commander will review the log from preceding shifts with all personnel attending roll call.

C. Attendance of Detectives at Roll Call Sessions:² Whenever practical and possible to do so, detectives will attend roll call sessions for the purpose of briefing officers on pending investigations, providing available intelligence information, and for the purpose of soliciting information which will assist in the investigation of pending cases.

1. It is the responsibility of the Unit Commander to ensure the officers and personnel assigned to the various investigative units assigned to the Criminal Investigations Section are fully and routinely briefed on all material and information that is presented at the roll call sessions.
2. The Unit Commander will routinely assess the appropriateness of having personnel within the various investigative units assigned to the Criminal Investigations Section assigned to attend roll call sessions to furnish information relative to investigations, provide further updates on pending investigations, to alert patrol personnel of an investigation where precautionary action is warranted, and to identify any individuals who are wanted as a result of presenting an undue risk.

D. Attendance of Officers and Personnel Assigned to Other Units: As a matter of course, officers and personnel who are assigned to other units within the department should make a point of attending roll call sessions whenever practical to do so. Aside from receiving the briefings that normally take place, officers and personnel from other units are expected to use these opportunities to exchange information relative to any issues that may have an impact on patrol operations and to update other officers on the activities in which they are engaged.

1. It is the responsibility of the Unit Commanders to ensure officers and personnel assigned under their command are regularly instructed on the information that is presented at roll call sessions. It will be up to the Unit Commanders in consultation with their commanding officers to devise a

² CALEA Std.: **42.2.4** – *The agency has a system that provides for periodic attendance of criminal investigators at shift briefings conducted for patrol officers.*

routine method whereby personnel assigned within their units are receiving the same materials and information being provided during the roll call sessions.

2. It is the responsibility of the Unit Commanders of operational units within the department to routinely furnish information and/or materials that are deemed appropriate to be shared with patrol personnel. The system whereby this information is exchanged will be established by the commanding officers.
3. It will be the responsibility of the commanding officers to ensure this free flow of communications is taking place unimpeded and as a regular course of department operations.

E. Continuous Patrol Coverage During Shift Change:³ While Patrol Shift Briefings are taking place, those patrol officers who are ending their shift will remain in their assigned areas until the completion of the roll call session for the oncoming shift. At the conclusion of the roll call session, a supervisory officer who is attending the roll call session will notify the Emergency Communications Center (ECC) that the roll call session has ended. ECC will notify those officers who are not otherwise on assignment will be advised they are able to leave their assigned areas and return to the police station (or other designated location).

³ CALEA Std.: **41.1.1 (a)** – *The agency has a written directive which describes: a. Provisions for continuous patrol coverage;*