

## **Hamden Police Department General Orders**

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**Policy Number:** 024-002

**Effective Date:** April 01, 2012

**Section:** Patrol Division

**Rescinds:** August 01, 2005

**Title:** Roll Call

**Approved By:** Police Commission

**Approval Date:** November 14, 2012

### **Purpose**

To establish guidelines for conducting Roll Call.

### **Policy**

To establish a procedure for conducting shift briefing to ensure that all of the necessary information is provided to personnel coming on duty, to give out daily assignments and to conduct inspection of personnel.

### **Procedures**

Roll Call will be led and directed by the patrol shift supervisor coming on duty. If the patrol shift supervisor is unavailable, a supervisor present will conduct the Roll Call.

Roll Call is normally scheduled at the following hours:

1. 2300
2. 0000
3. 0700
4. 0800
5. 1500
6. 1600

Attendance will be mandatory for Sergeants, Detectives and Officers assigned to:

1. Patrol Division
2. Detective Division
3. Traffic Division
4. Street Interdiction Team
5. School Resource Officers

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Command Personnel are expected to attend roll call when feasible.

During Roll Call, the patrol shift supervisor shall inspect each officer for proper equipment, uniform and overall appearance.

Officers will be briefed on:

1. Information regarding daily patrol activities, status of wanted persons.
2. Stolen vehicles, and major investigations.
3. Changes in schedule or assignments.
4. Potential and/or actual police hazards within the department's service area or in neighboring jurisdictions.
5. Revised or newly issued directives.
6. Assignments and special orders.
7. Any additional information deemed pertinent by any supervisor attending the briefing.

Should a call for service be received during Roll Call that requires an immediate response, the patrol shift supervisor will be responsible for assigning personnel to the call.

As soon as possible following such call for service, the shift supervisor will meet with the officer(s) to provide any information they may have missed.

At the conclusion of Roll Call, the patrol shift supervisor shall make a proper report or take the appropriate action for any irregularities or employee questions that may have occurred and need forwarding to a higher level of management. This would include:

1. Personnel late for duty (include the circumstances).
2. Personnel unfit for duty.
3. Personnel improperly equipped
4. Personnel attired inappropriately.
5. Operational issues noted by personnel
6. Problems brought up for remedy by personnel.

Such report will be forwarded to the appropriate Commanding Officer via verbal contact, email or written memo dependent upon the circumstance of the information.