

PALM BEACH GARDENS POLICE DEPARTMENT		
ROLL CALL (BRIEFINGS)		
POLICY AND PROCEDURE 4.2.1.15		
Effective Date : 09/15/94	Accreditation Standards: CALEA 41.1.2 CFA	Review Date:

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1. Frequency of Briefings
2. Briefings

PURPOSE: To establish guidelines for shift briefings within the Department.

SCOPE: This policy and procedure while intended for Road Patrol may be used by other units (Traffic, Investigations, TAC).

REVIEW RESPONSIBILITY: Patrol Operations Major

POLICY: This department shall conduct roll call in order to brief officers with information regarding daily patrol activities, with particular attention given to unusual and changes in the status of wanted persons, stolen vehicles, and major investigations. Also roll call will be accomplished to provide notification to officers of changes in schedules and assignment, new or revised policies, and evaluating officer readiness to assume patrol responsibility.

1. FREQUENCY OF ROLL CALL

- a. Roll call for patrol officers will occur for a minimum of 10 minutes prior to the beginning of the shift.
- b. Sergeants and officers shall report, ready for duty, to the briefing room at the required time. Sergeants will generally conduct the briefings.

2. BRIEFINGS

- a. At a minimum, briefing should be used to accomplish four (4) tasks:
 - i. Ensure officers receive all crime analysis information, information bulletins and daily information sheets.
 - ii. Notify officers of changes in schedules and assignments.
 - iii. Notify officers of new or changes in policy and procedures.
 - iv. Inspection and evaluation of officer readiness to assume patrol.
 - v. Sharing of information with other units/divisions.
- b. Officers working special patrol assignments/details such as tactical crime unit, K-9 unit, community involvement unit or other special assignment, because of irregular hours, may attend regular briefings when required or as part of information sharing.
 - i. Ensuring that a briefing is conducted shall be the responsibility of the first line supervisor of that unit or section.
 - ii. If there is not a first line supervisor assigned to the unit or section, the unit or section must report to the supervisor on duty, who shall be responsible for briefing the officers.

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APPROVED:



Stephen J. Stepp
Chief of Police

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Date