

## Roll Call

### 402.1 PURPOSE AND SCOPE

Roll Call is generally conducted at the beginning of the deputy's or correctional officer's assigned shift. Roll Call provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct roll call. However, deputies or correctional officers may conduct roll call for training purposes with supervisor approval.

Roll Call should accomplish, at a minimum, certain basic tasks, including:

- (a) Ensure that scheduled members are present, prepared for duty.
- (b) Briefing deputies and correctional officers with information regarding daily activities, with particular attention given to unusual situations and changes in the status of persons of interest, recent criminal activities and major investigations.
- (c) Notifying deputies and correctional officer of their daily assignments.
- (d) Notifying deputies and correctional officers of changes in schedules and assignments.
- (e) Notifying deputies and correctional officers of new Agency Directives or changes in Agency Directives.
- (f) Reviewing recent incidents for training purposes.
- (g) Providing training on a variety of subjects.

### 402.3 PREPARATION OF MATERIALS

The supervisor conducting roll call, or the deputy or correctional officer if the supervisor is unable to participate in a roll call, is responsible for collection and preparation of the materials necessary for a constructive roll call. A supervisor may delegate this responsibility to a subordinate in his/her absence or for training purposes.

### 402.4 RETENTION OF ROLL CALL TRAINING RECORDS

Roll Call materials and a curriculum or summary shall be maintained by the respective division. Any training materials shall be forwarded to the Training Director for inclusion in training records, as appropriate.