


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: <p style="text-align: center;">"Roll Call"</p>		ORDER NUMBER: <p style="text-align: center;">40-01</p>
		PLEAC STANDARD:		PAGE 1 OF 2
RE-ISSUE DATE: <p style="text-align: center;">6/9/2017</p>	EFFECTIVE DATE: <p style="text-align: center;">10/11/2004</p>	ANNUAL REVIEW DATE: <p style="text-align: center;">OCTOBER</p>	RESCINDS: <p style="text-align: center;">ALL PREVIOUS</p>	AMENDS: <p style="text-align: center;">ALL PREVIOUS</p>

1.0 PURPOSE

The main purpose of the roll call briefing is to ensure an effective means of communication between officers assigned to a shift and the Patrol Supervisor. In addition, the briefing is utilized as a training device to disseminate information, directives, and documents, to issue patrol assignments, and to encourage constructive feedback from patrol officers regarding Department related issues and activity.

2.0 POLICY:

A briefing will be conducted for all shifts in order to provide officers with information necessary to fulfill the daily requirements of the job. All patrol officers are required to be fully dressed, equipped, and ready to respond to calls during the roll call briefing, thus ensuring continuous patrol coverage.

3.0 PROCEDURES:

Shift briefings will be held in the Roll Call Room at the beginning of each shift. All officers assigned to patrol duties are required to attend, dressed and prepared to respond to calls, unless excused by the Shift Commander, or another supervisor. Shift Supervisors shall inspect all officers assigned to their shift in order to insure they conform to Department standards.

3.1 The Patrol Supervisor will prepare a roster containing personnel assigned to the shift and their shift assignments. The Patrol Supervisor shall conduct the briefing. In an emergency situation where no Patrol Supervisor is available, officers will review the items on the roll call list and make use of any available patrol vehicle unless directed otherwise by a supervisor.

3.2 The Patrol Supervisor will review the items on the roll call list along with any other issues pertinent to the patrol shift. Training topics may also be addressed consistent with the current policy. Other bureau employees, with administrative or crime related information that should be disseminated, shall do so. Topics may include, but not be limited to:

- Officer safety and wellness information;
- Recent incidents which may impact the current shift;
- Alarms temporarily out-of-service;
- Vehicles or equipment, or vehicles out of service;
- Road construction or road closings;
- Broadcasts about missing persons or wanted persons;
- Recent reports of criminal activity in the surrounding area;
- Stolen vehicles, wanted persons, or missing persons;
- Policies and procedures, general orders, or other written directives;
- Special events scheduled for that day;
- Recent law changes; and

- Recent incidents which may impact the current shift;

3.3 Calls for service shall take priority over Roll Call procedures when necessary.

3.4 During Roll Calls, all non-police persons shall leave the room.

4.0 Formal Roll calls

- a. Formal roll calls will be conducted for the purpose of performing
 - Uniform inspections
 - Formal dissemination of information
 - Public Relations events
 - Unit / personal recognition
 - Any other events as determined by Zone or Bureau leadership
- b. Fall In
- c. Attention
- d. Right (left) face
- e. About face
- f. Close Interval Dress Right (left) Dress
- g. Normal Interval Dress Right (left) Dress
- h. Open Ranks
- i. Close Ranks
- j. Ready Front
- k. Parade Rest
- l. At Ease
- m. Dismissed

4.1 All non-uniform units supervisors will conduct inspections of personnel at the beginning of each tour of duty.

4.1.1 Supervisors will ensure non-uniform personnel have all required equipment.

4.1.2 Any police equipment found to be malfunctioning, (e.g. during roll call, routine daily activities or during a critical incident) will be taken to the appropriate police unit for inspection. If necessary, spare equipment will be issued to the officer.

Roll Call will be conducted daily.



Scott Schubert
Chief of Police