

City of Johns Creek Police Department

<i>Subject:</i> Shift Change Procedure - Roll Call	<i>Number:</i> 02-01
<i>Reference:</i>	<i>Amends:</i>
<i>Effective:</i> 04/08 <i>Revised:</i> 03/10	<i>Review Date:</i> Annually <i># of Pages:</i> 2

PURPOSE:

Promote effective communications, dissemination of information, and education as well as maintain harmony between each division and unit within the Department.

POLICY (02-01):

All departmental personnel shall periodically attend one shift change during their scheduled work day assignment. This includes traffic officers, record clerks, command staff and Investigative Division personnel.

PROCEDURES:

Roll Call (02-01-01)

At the beginning of each tour of duty, each Shift Supervisor shall conduct daily roll call in an orderly manner. Each division representative shall be given the opportunity to pass along any information from his/her division or unit which may be relevant to the on-coming shift(s). Each representative is encouraged to openly participate in the exchange of information.

Deployment (02-01-02)

Shift supervisors will assign each officer to his/her zone. That officer will be provided with information relevant to his/her responsibility in that zone along with pertinent information regarding activity taking place in and around the community. Shift supervisors will provide Communications with a duty roster (Name, I.D. Number, Zone, etc.).

Line Inspections (02-01-03)

Supervisors shall conduct uniform and equipment inspections of each member attending his/her roll call. Line inspections are informal, visual checks of each employee and include checking uniforms, equipment, duty firearms, grooming and personal hygiene. Officers should seek guidance on wearing of uniform, grooming and personal appearance standards from established policies and procedures. Employees not meeting departmental standards may be sent home to make changes or repairs before reporting for assignment.

Roll Call Training (In-Service Training) (02-01-04)

The Training Coordinator, employee or supervisor shall prepare a 5-15 minute training program to be conducted by him/her and/or the shift's supervisor during each roll call period. These programs may include, but are not limited to:

- A. Legal updates,
- B. Recent court decisions,
- C. Code of conduct
- D. Departmental policies and procedures (Including benefits, etc.),
- E. Appearance, grooming standards and guidelines,
- F. Any relevant law enforcement material, and/or
- G. City/Community/Civic programs, Charitable Organizations/Programs, etc.

Supervisors shall consider using other departmental personnel, training films, and outside sources, when preparing their training programs. Each member returning from professional or career schools shall be required to conduct training sessions about their courses of instruction during this time so all may derive benefit from the training. Training is a benefit for the department as well as the employee. Innovations, ideas, new philosophies, and training keeps the department current, aware, and alert.

Documentation of Training (02-01-05)

Supervisors **shall** document all training. Each member attending should document his/her attendance at any training session by signing an attendance form. The responsibility for documentation of any training is a shared responsibility of the employee and the employee's supervisor. However, the supervisor shall be accountable for the training documentation, for providing the necessary forms, and for the forwarding of the documentation to the Training Coordinator for its inclusion into the employee's file. The Training Coordinator shall be responsible for forwarding documentation of P.O.S.T. credit training to the proper authority.

Subpoenas (02-01-06)

The Records Division will be responsible for ensuring all traffic and criminal subpoenas, which are received by Records, are delivered to the respective officer in a timely manner. Each officer will receive the original subpoena in their assigned mail box. Additionally an electronic copy will be sent to the officer, records personnel and the officers Shift Lieutenant. The Records Division stores an electronic copy of the subpoena for documentation purposes. Civil subpoenas are not accepted by Records Division personnel.