

St. Joseph, Missouri Police Department



DIRECTIVE TYPE: SPECIAL ORDER		INDEX NUMBER: SO 0202
SUBJECT: SHIFT BRIEFING/ROLL CALL PROCEDURES		
ISSUE DATE: March 25, 2001	REVIEW: Annual	AMENDS/RESCINDS: N/A
		DISTRIBUTION: B (Sworn Personnel)

I. POLICY:

It shall be the policy of the St. Joseph Police Department to conduct daily shift briefings to provide information, issue equipment, conduct inspections and training in a structured manner and make provisions for continuous patrol coverage.

II. PROCEDURE:

- A. Patrol personnel assigned to shift duties shall report to the roll call room in uniform and on time according to their assigned shift and assignment.
- B. Shift briefing will start at the top of the hour for each roll call, and should be limited to 15 minutes under normal circumstances. At the conclusion of shift briefings, patrol officers will be issued any required equipment.
- C. Patrol Supervisors will be responsible for conducting shift briefings. Supervisors shall ensure that roll calls/shift briefings are started and finished on time and that personnel are made available for service in a timely manner. The following information shall be provided during shift briefings (when available):
 1. District, vehicle and/or any special assignments for that shift
 2. Current "try-to-locate" information
 3. Memos and staff meeting minutes directed to or that include patrol issues
 4. General information such as patrol activities, hazards, training schedules, written directives, case status, etc. will also be provided when appropriate
 5. Roll call training updates

(All memos, training updates, etc. shall be provided for 3 consecutive days. The material shall then be posted for no less than two weeks. Roll call training material will be available in the provided binder. Patrol personnel are responsible for checking the bulletin board in the roll call area for any information they may not have received.)

Christopher Connally, Chief of Police

Date