ROLL CALL

B. Procedure

1. Daily roll calls shall be held at the beginning of each watch. Patrol teams returning to duty after their days off shall be briefed as to any significant events affecting them, which have taken place during their days off. Additionally, roll call training shall be conducted on the first day of each workweek for each patrol team.

2. Roll calls held after the first duty day shall include any significant duty-related information, which has occurred during the previous 24 hours.

3. Information deemed significant shall include, but not be limited to:
   a. Information regarding patrol activity.
   b. Unusual situations, which have occurred.
   c. Changes in status of wanted persons and vehicles.
   d. Stolen vehicles.
   e. Major investigations.
   f. Notification of new assignments or schedules.
   g. Notification of new directives or changes in directives.

4. Patrol supervisors shall ensure the readiness of their personnel to assume patrol duties.

PATROL DEPLOYMENT

B. Procedure

1. Rotations of beat assignments are at the discretion of the Sector Commanders. An attempt shall be made to assign agents to beat areas that enable them to become better acquainted with persons, businesses, and hazards in that particular area of the city.

2. Beat assignments may be changed as necessary to facilitate call load changes, experience of agents, interests of individual agents, and any other deployment needs of the department.

3. Shift scheduling and rotation shall be governed by the Patrol Division scheduling procedure.

4. Patrol personnel are distributed in accordance with temporal and geographic distribution of incidents.
B. Procedure

1. On-duty agents shall document all offenses, traffic collisions, arrests, other custody situations, runaways, and missing persons, and supplemental reports. They shall be submitted to a sworn supervisor for approval. Off-duty agents who become aware of a criminal event shall report it or cause it to be reported to the proper authority.

2. Noncriminal events such as assists to other agencies, lost property, suspicious incidents, etc., may be recorded on an incident report.

3. Reports are completed in accordance with I/Leads User Manual, state guidelines for reporting traffic collisions, and other department instructions as needed.

4. Agents shall provide to victims of Victim Rights Amendment crimes, a Victim Rights Card and shall document the receipt of the card.

5. Reports may be taken in person, by telephone, or the Internet.

B. Procedure

1. All necessary personnel will be given the combination to the keypad at the armory door.

2. The door to the armory will be closed at all times.

3. All personnel checking out car keys, radio batteries, radar units, shotguns, Tasers, Taser holsters, etc., will sign for that equipment in the sign-out log maintained in the Armory.

4. The Patrol Division Equipment Services Technician will conduct a bi-monthly inventory of equipment, excluding Tasers. Tasers will be inventoried annually.

5. The completed inventory form will be sent to the Patrol Support Coordinator.

6. Any discrepancies noted on the armory inventory form will be resolved by the Patrol Support Coordinator.

C. Rule

Due to the importance of having equipment available for on-duty personnel, all equipment as mentioned above that is maintained in the Armory shall be returned at the end of watch. Personnel not complying with this directive will be subject to discipline.