

Reporting for Duty

Index Code: 1603
Effective Date: 11/15/02 (Revised 8/1/16)

I. Purpose

The purpose of this directive is to establish procedures for briefing deputies reporting for duty.

II. Policy

It is the policy of the Queen Anne's County Office of the Sheriff to brief deputies reporting for duty by providing them with pertinent information regarding daily patrol activities, changes in assignments and schedules, changes in policies or directives, and officer safety issues.

III. Definition

For purposes of this directive, "Reporting for Duty" is defined as the total process of briefing deputies reporting for duty. Whereas the traditional Roll Call entailed a physical meeting between deputies reporting for duty and their supervisor, for purposes of exchanging information and inspection, that physical meeting has now been supplemented by the use of technology to exchange information, and personal contact while on patrol to augment inspection.

IV. Reporting for Duty

Deputies will report promptly for duty at the time and location designated. Those failing to report at the specified time or location will be considered late for duty, unless they were engaged in a law enforcement task and advised that they would be late. When reporting for duty, deputies will be properly attired and equipped, and in a physical and mental condition that will permit them to execute their required duties.

V. Dissemination of Information

The dissemination of pertinent information will be conducted for each relieving shift by a patrol supervisor. In the event a supervisor is not available, the senior deputy will perform this duty. If deputies do not report for duty at Headquarters, the Duty Officer is responsible for accomplishing the roll call function by other means of communication. This may be accomplished by posting the information on the computer server designated for the Office of the Sheriff

sending the information via facsimile to the sub-stations, transmitting updates via police radio or telephone, or having the corporal, or other senior deputy, meet with the patrol deputies in their respective beats.

Supervisors are responsible for ensuring that deputies are made aware of information contained in the Duty Officer log. Supervisors are also responsible for updating those deputies who have been absent from duty. Such updates will consist of procedure changes and orders issued during their absence.

During his or her tour of duty, the patrol corporal will attempt to contact in person each patrol deputy, to ensure that pertinent information has been received, and assess the deputy's readiness for duty. This assessment will include:

- A. Uniform
- B. Grooming
- C. Equipment
- D. Fitness for duty

VI. Interagency Communication

The Office of the Sheriff encourages and supports the exchange of information between deputies and other components (CID, Support Services, etc.). Doing so will enhance relationships between components and coordinate activities for the mutual benefit of all personnel.

VII. Informal Training

When manpower is sufficient, supervisors are encouraged to rotate deputies into Headquarters and conduct informal roll call training. Such training may consist of showing short training videos, sharing information from pertinent published articles, or reviewing current written directives.

VIII. CALEA References: None

IX. Cancellation of Directive dated 4/15/05

Sheriff Gary Hofmann