



OFFICE OF THE COUNTY SHERIFF
Montgomery County, Maryland
Raymond M. Kight, Sheriff



GENERAL ORDERS/PERSONNEL PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Roll Call	2.25	05/02/05

Purpose: To establish a standard method for disseminating accurate and comprehensive information to all deputies within the Sheriff's Office. **(12.1.4, 41.1.3)**

Contents:

- I. Conduct of Roll Calls
- II. Roll Call Topics
- III. Supervisors' Responsibilities
- IV. CALEA Standards
- V. Cancellation

I. Conduct of Roll Calls

- A. Roll Calls will be conducted daily by each Section *Lieutenant* or in their absence, the next ranking deputy at the following times:
 - (1) Court & Transportation Section - 08:00 *and* 16:00 hours.
 - (2) Criminal Section - 08:00 and 16:00 hours.
 - (3) Civil Section (Process, Evictions and Attachments) - 08:30 hours.
 - (4) Domestic Violence Section – 08:00, 15:00, and, 22:00 hours.
 - (5) Child Support Enforcement Section – 08:00 hours.
- B. Roll Calls will begin promptly at the scheduled times and will last *approximately* 15 minutes. Deputies failing to attend on time will be considered tardy unless prior arrangements have been made with the supervisor in charge.
- C. Proper attitude and decorum *must be* maintained. Disruptions such as telephone calls or eating food will not be tolerated during Roll Call.

II. Roll Call Topics

The topics and information discussed at Roll Call *should* include, but are not limited to:

- A. *Information regarding daily assignments, with particular attention given to unusual situations, potential and actual hazards, changes in the status of wanted persons, high risk trials, and potential problem inmates;*
- B. *Distribution and review of any new or modified directives;*
- C. *Information obtained from the Web board or teletype;*
- D. *Changes to schedules or work assignments; and,*
- E. *Supplemental training in coordination with the Training Section, to keep deputies up to date between formal retraining. (33.5.2)*

III. **Supervisors' Responsibilities**

- A. Prepare for Roll Call by reviewing assignment sheets, schedules and new written directives.
- B. Review the appearance of all the deputies within *their* section to ensure all are in proper uniform and properly equipped.
- C. Conduct line and vehicle inspections as required by written directives.
- D. Ensure that Roll Call information is *documented on MCSO20, Daily Roll Call Log, and provided* to deputies *that are* absent from Roll Call.
- E. Encourage suggestions or recommendations that are both constructive and positive in nature, by any deputy under *their* command, and forward these, and *their* own, to the Sheriff via the chain of command.

IV. **CALEA Standards**

12.1.4., 33.5.2, 41.1.3

V. **Cancellation**

This written directive cancels and replaces General Orders/Personnel Procedures 2.25, effective date *05/01/95. Shred replaced directive.*

AUTHORITY:



Raymond M. Kight, Sheriff

5/2/05