



## MEDFIELD POLICE DEPARTMENT

**POLICY NO. 1.24**

# ROLL CALL / PATROL COVERAGE

MASSACHUSETTS POLICE ACCREDITATION  
STANDARDS  
REFERENCED: 41.1.1, 41.1.2

ISSUING AUTHORITY:

Michelle Guerette  
Chief of Police

DATE OF ISSUE:  
05/28/2023  
EFFECTIVE DATE:  
05/28/2023  
REVISION DATE:  
11/07/2025

### **BACKGROUND:**

The main purpose of the roll call briefing is to ensure an effective means of communication between officers assigned to a shift and the Patrol Supervisor. In addition, the briefing is utilized as a training device to disseminate information, directives, and documents, to issue patrol assignments, and to encourage constructive feedback from patrol officers regarding Department related issues and activity.

### **POLICY:**

The Medfield Police Department shall provide patrol coverage to the Town of Medfield 24 hours a day, 365 days a year. **[41.1.1]** A briefing will be conducted for all shifts in order to provide officers with information necessary to fulfill the daily requirements of the job. All patrol officers are required to be fully dressed, equipped, and ready to respond to calls during the roll call briefing, thus ensuring continuous patrol coverage to the Town. **[41.1.1]**

### **PROCEDURES:**

Shift briefings will be held in the Roll Call Area promptly at the start of each shift (0700, 1500, 2300). All officers on duty are required to attend, dressed and prepared to respond to calls, unless excused by the Shift Commander, or another supervisor. Shift Commanders shall inspect all officers assigned to their shift in order to ensure they conform to Department standards.

The Patrol Supervisor will prepare a roster containing personnel assigned to the shift and their shift/sector assignments. The Patrol Supervisor shall conduct the briefing. In an emergency situation where no Patrol Supervisor is available, officers will review the items from the previous shift and make use of any available patrol vehicle unless directed otherwise by a supervisor.

The Patrol Supervisor will review the items from the police information book, along with any other issues pertinent to the patrol shift. Training topics may also be addressed consistent with the policy on ***Training and Development***. Other department employees, with administrative or crime related information that should be disseminated, shall do so by placing the information on the roll call clipboard and department email. Topics may include, but not be limited to:

1. Any calls generated by IMC which were "flagged" by dispatchers or officers;
2. Recent incidents which may impact the current shift;
3. Alarms temporarily out-of-service;
4. Vehicles or equipment, or vehicles out of service;
5. Road construction or road closings;
6. Broadcasts about missing persons or wanted persons;
7. Recent reports of criminal activity in the surrounding area;
8. Stolen vehicles, wanted persons, or missing persons;
9. Policies and procedures, general orders, or other written directives;
10. Special events scheduled for that day;
11. Recent law changes; and
12. Officer safety and wellness information.