WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Roll Call and Weapons Inspection		Policy # 5.1.39
Accreditation N/A		
Effective Date: January 1, 2008	Revised Date:	
By Authority Of: Chief A. Dale Mabry	Signature: ADMabry	

5.1.39 ROLL CALL AND WEAPONS INSPECTION

A. POLICY

It is the policy of the West Norriton Police Department to provide to the patrol officers current information for the safe and effective performance of their daily task.

B. PURPOSE

The purpose of this directive is to establish a format and create a proper atmosphere conducive to the relaying of daily information to the officers.

C. PROCEDURES

1. At the start of each shift going on duty, roll call will be conducted.

2. Roll call will begin promptly at designated times - 7 AM and 7 PM.

3. Roll call will be conducted in the roll call room unless given prior approval by administration.

4. Each officer will report to roll call properly uniformed and equipped, ready for inspection.

5. Each officer will give careful attention to orders and instructions.

6. Smoking during roll call is prohibited.

7. Roll call will be accomplished in a minimum amount of time.

8. Roll call will include but not be limited to:

   a. Inspection of officers - uniforms and equipment.
   b. Briefing of officers on their general patrol assignments, specified individual assignments, unusual situations, changes in schedules, wanted persons and/or vehicles, new or change directives from administration, and all other general information that would enable officers to perform their duties in a safe and effective manner.
   c. Brief training information/instruction.

D. SUPERVISOR

1. All shift supervisors will report for duty 15 minutes prior to the beginning of roll call. This will give the shift supervisor time to prepare for the roll call briefing and to receive any last minute information form the shift supervisor going off duty.

2. The shift supervisor will conduct daily inspections of all personnel they supervise, the equipment they use - how it is used and cared for, their uniforms for cleanliness and properly worn (as outlined in the dress code directive of the manual). The shift supervisor will conduct weapons inspection once a week. This inspection will be conducted according to the outline attached to this directive.

3. The shift supervisor will relay in a clear manner all pertinent information needed for the officers to perform their assigned tasks.

4. The shift supervisor will evaluate the officer's readiness to assume patrol prior to briefing at roll call.

5. The shift supervisor will provide the dispatcher with the daily roster and any specific instructions.

6. The shift supervisor will see that all directives and assignments issued are carried out, in the prescribed manner and time frame. Problems or deficiencies will be dealt with and corrected promptly. Any recurring problems/deficiencies will be documented and forwarded through the chain of command.

7. Upon completion of roll call shift supervisors are to see that their officers begin patrol assignments promptly.

E. WEAPONS INSPECTION

1. Have the officer unload the piece using the clearing barrel.

2. To unload do the following in the given order:

   a. Keep finger outside the trigger guard.
   b. Put the safety on.
   c. Remove the magazine.
   d. Pull the slide to the rear and lock it. This will eject the chambered round.
   e. Visually inspect the chamber to make sure it is empty before handing the piece to the Sgt.
   f. Unload the magazine and give it to the Sgt.

3. Check the barrel and breech face for cleanliness and lack of obstructions. Pay special attention to the extractor hook.

4. Check the weapon generally for cleanliness, lack of debris, cracked grips, etc.

5. Check that there is a metal bar enclosing the firing pin.

6. Pull the slide back slightly and ease it forward into battery; the hammer should fall as the slide goes into battery.

7. Push the safety off and pull the trigger; the trigger moves freely but the hammer does not move.

8. Insert the empty magazine, pull the trigger and hold it back; the piece dry fires.

9. With the trigger held back cock the hammer; the hammer stays back and when the trigger is released, a distinct click is heard.

10. Put the safety on and pull the trigger. When the safety is applied the hammer falls. When the trigger is pulled, the trigger moves freely but the hammer does not move.

11. Pull the slide to the rear; it will lock open on the empty magazine.

12. Give the piece back to the officer to reload at the clearing barrel.

13. To reload do the following in the order given:

    a. Keep your finger out of the trigger guard.
    b. Assure that the safety is on and the slide locked back.
    c. Load eight rounds into the magazine.
    d. Insert the magazine.
    e. Depress the slide stop to chamber a round.
    f. Remove the magazine and load the ninth round.
    g. Re-insert the magazine into the gun.