

ALBUQUERQUE FIRE DEPARTMENT	Roll Call Procedures
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INTENT:

To Clarify Roll Call Procedures.

SCOPE:

In order to enhance operational efficiency and professionalism within the Albuquerque Fire Department, these Roll Call procedures will be followed. All personnel assigned to Field Operations are required to attend the Daily Roll Call. The ranking officer in the station is required to insure that Roll Call is conducted.

POLICY:

At the beginning of each shift, no later than 0830 and 1830, the Officer in Charge (or his/her designee) will conduct a Station Roll Call. (Roll call may not be required at shift changes subsequent to the first morning, if there have been no changes in personnel and no new information to pass on. This is left to the discretion of the Officer in Charge, however, the Officer in Charge must review Lotus notes, Telestaff, etc., to verify that there are no changes, updated information, etc.) Roll Call will consist of, at a minimum:

- 1) Briefing.
 - a. The Officer in Charge will use Roll Call to brief the crews on, at a minimum:
 - I. New memos and current official Albuquerque Fire Department information.
 - II. Events and daily duties schedule for the shift.
- 2) Accountability and Compliance with Telestaff.
 - a. The Officer in Charge will use the Roll Call to insure all members are present, and fit for duty.
 - b. The Officer in Charge will insure that staffing present matches with Telestaff, to include Trades, Upgrades, Floaters, etc. If staffing present does not match Telestaff, the Officer in Charge must remedy the discrepancies, as soon as possible.
 - c. The Officer in Charge will insure that all assigned personnel have their appropriate Personal Protective Equipment, including Personal Accountability Tags, and that the tags are placed on the accountability board in each vehicle.
- 3) Uniform Compliance.
 - a. The Officer in Charge will insure that all members are in the proscribed fatigue uniform. This means the "hard badge" shirt (with badge, name plate, and trumpets commensurate with rank), uniform trousers, belt and proper footwear. Members may revert to existing uniform rules after Roll Call.