

# GENERAL ORDER CHANGE



Subject  
**GOC-14-01 [GO-OMA-101.09 (Duties and Responsibilities of Sworn Officials)]**

Effective Date  
**December 11, 2014**

DISTRICT OF COLUMBIA

**I. REMOVE FROM:**

GO-OMA-101.09  
Page 19

**INSERT:**

GOC-14-01  
Page 19  
(revised December 11, 2014)

**II. NOTES:**

This general order change amends language on page 19 of GO-OMA-101.09 (Duties and Responsibilities of Sworn Officials), effective date July 28, 2011, to add the requirement contained in Teletype 09-104-14 (Roll Call Reporting Requirements), issued on September 23, 2014, that roll call sergeants email a copy of their daily roll call to [911ops@dc.gov](mailto:911ops@dc.gov) no later than one hour after the conclusion of their daily roll call briefing.

Modified text is marked on the revised page with a vertical line in the left margin.

**III. RESCISSION OF OTHER DOCUMENTS:**

Teletype 09-104-14 (Roll Call Reporting Requirements), issued on September 23, 2014 is hereby rescinded.

A handwritten signature in black ink that reads "Cathy L. Lanier".

Cathy L. Lanier  
Chief of Police

CLL:PAB:MOC:AWS:PHC

NOTE: Officials should not enter their own time into TACIS.

13. Ensure that the PSS Book entries for each member's starting time are accurate and consistent with roll call and TACIS.
14. Ensure that the roll call rooms are left neat and orderly for use by others.
15. Complete and deliver copies of all roll calls and the related information to the Watch Commander no later than thirty (30) minutes following the completion of the final roll call, ensuring that the other officials assigned to the shift are given a copy of the roll call sheets.
16. Email a copy of their daily roll call to [911ops@dc.gov](mailto:911ops@dc.gov) no later than one hour after the conclusion of their daily roll call briefing.
17. Once all the duties and responsibilities of the Roll Call Sergeant outlined in Part III.J of this order are accomplished, assume the duties and responsibilities of the Field Sergeant as outlined in Part III.L of this order and Patrol Sergeant as outlined in Part III.I of this order for the duration of the shift unless directed otherwise.

K. Check-Off Sergeants shall:

1. Report to work one (1) hour following roll call, or as otherwise directed by the District Commander, advising the Watch Commander of their arrival.
2. Be responsible for conducting all check-offs for the shift (e.g., early check-off, late check-off, and Full Stride check-off, as applicable).
3. Verify that all members working the shift have been accounted for and checked off properly in TACIS and consistent with the PSS Book.
4. Ensure that **all** police reports are reconciled, returned for correction, or approved in the RMS system in accordance with SO-08-02 (Duties and Responsibilities for Reviewing PD Forms 251, 252, and PD Form 10s for Accuracy, Completeness and CCN Reconciliation).
5. Ensure that paper copies of submitted reports [e.g., PD Forms 76 (Stop or Contact Reports); NOIs; PD Forms 775, PD Forms 346 (Activity Sheets)] are compiled and submitted to the appropriate personnel or location.
6. Ensure that the on-coming Watch Commander is notified of all members who are held over and the reason(s) for the decision(s).
7. Brief the on-coming Roll Call Sergeant and Watch Commander on staffing (e.g., details that must be relieved, leave that was approved for on-coming members), significant incidents that occurred in the prior shift, and other circumstances that would facilitate an efficient shift transition.