



Policy 406

Subject	
ROLL CALL TRAINING	
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By Order of the Police Commissioner

POLICY

It is the policy of the Baltimore Police Department (BPD) to provide roll call training to sworn members. Topics selected may address member safety, policy review, and Departmental procedures. Particular attention is given to unusual situations, tactical concerns, command and control, search and seizure, use of force, and community engagement. This training will assist in communicating changes in policies, procedures, and law. It is designed to increase each member's readiness to perform the multitude of duties for which they are responsible, and provides opportunities for supervisors and subordinates to establish expectations regarding job performance.

PURPOSE

This directive establishes a uniform, centrally coordinated, Roll Call Training Program.

REQUIRED ACTION

Member

1. Attend Roll Call Training as scheduled by command.
2. Complete all mandated training modules.

Director, Police Training Academy (PTA)

1. Oversee and assist in the distribution of the roll call training program.
2. Ensure the training curriculum includes, but is not limited to, the following:
 - 2.1. Recent court decisions;
 - 2.2. Training bulletins;
 - 2.3. Office of the State's Attorney policy;
 - 2.4. Departmental policy;
 - 2.5. Officer safety;
 - 2.6. Individual district/command needs as they arise;
 - 2.7. Special Investigation Response Team (SIRT) training recommendations;

- 2.8. Violence reduction strategy and tactics; and
- 2.9. The importance of effective community engagement.
3. Oversee the preparation and dissemination of training materials.
4. Provide training for personnel designated as roll call training instructors.
5. Maintain communication with training coordinators.
6. Establish and maintain a master file for all reports and correspondence relative to the Roll Call Training Program.
7. Establish a Roll Call Development Team to design and deliver roll call training.
8. Conduct an annual evaluation of the Roll Call Training Program to determine its effectiveness and make recommendations for improvements. Submit a report to the Police Commissioner each January that outlines findings and recommendations.

Commanding Officer

1. Implement the PTA Roll Call Training Program.
2. Ensure non-uniformed members attend roll call briefings, unless precluded by assignment (e.g., undercover).
3. Submit the names of the Training Coordinator/Instructors to the Director of PTA.
4. Establish a schedule to ensure that each member of his/her command receives the required amount of training each week in the subject area directed by PTA.
5. Encourage members to participate by suggesting training topics.
6. Ensure that the unit Training Coordinator maintains a roll call training file.
7. Act as liaison to PTA with respect to reporting a training needs assessment of the district.

Training Coordinator/Instructor(s)

1. Establish a roll call training log to document members' completion of each roll call training session.
2. Maintain a roll call training file to record the following:
 - 2.1. Time allotted for instruction on each subject presented;
 - 2.2. Number of personnel present at training sessions; and
 - 2.3. Names of instructors and time devoted to instructing.
3. Maintain a Roll Call Training Record for each member. Ensure that whenever a member is transferred to another unit, this record is included in the member's personnel jacket.

4. Submit an administrative report (Form 95) entitled, Monthly Report on Roll Call Training, to the Director of PTA, no later than the fifth calendar day each month for the preceding month.
5. Attend periodic roll call training staff meetings scheduled by the Director of PTA or his/her designee.
6. Ensure supervisors advise members of the training material covered in their absence. The member shall be held responsible for knowing the contents of the material.

RESCISSION

Remove and recycle/destroy General Order D-6, *Roll Call*, dated 17 December 2001.

COMMUNICATION OF POLICY

This Policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.