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# CHAMPAIGN POLICE DEPARTMENT

## POLICY and PROCEDURE

POLICY NUMBER: 33.5

SUBJECT: IN-SERVICE AND ROLL CALL TRAINING

EFFECTIVE DATE: 10/01/09

REVISED DATE: 08/02/19

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REFERENCE ILEAP: TRN.02.02

INDEX AS:

- 33.5.1 ANNUAL IN-SERVICE TRAINING
- 33.5.2 ROLL CALL TRAINING
- 33.5.3 ACCREDITATION FAMILIARIZATION

PURPOSE:

The purpose of this policy is to establish guidelines for the continual training of employees of the Champaign Police Department.

DEFINITIONS:

In-Service Training: The presentation of material that enhances an officer's basic training. The use of in-service training may be a component of other specialized, career development, promotional, or advanced training.

Roll Call Training: Material that is presented in a short period of time, generally at the beginning of an officer's shift or work assignment.

POLICY:

### 33.5.1 IN-SERVICE TRAINING

- A. Department employees may be periodically assigned to in-service training. The purpose of this training is to provide employees with information on recent legislation and case law, information on advances, changes, and improvements in the law enforcement community, requisite training prior to assignment to specialty duties, and leadership training for supervisors.
- B. Topics covered during in-service training may include, but are not necessarily be limited to:
  - 1. Agency policy, procedures, rules and regulations, with emphasis on changes.
  - 2. Changes in statutory or case law affecting law enforcement operations.
  - 3. Use of force, including use of deadly force.
  - 4. Proper use of discretion and alternatives to arrest.
  - 5. Pursuit and emergency driving.
  - 6. Emergency medical service and emergency fire suppression.
  - 7. Hazardous materials.
  - 8. Special operations and unusual occurrences.

- 9. Evidence collection and investigative techniques.
- 10. Report writing, the records system, and procedures.
- 11. Victim/Witness rights, including the law and Departmental procedures.
- 12. Safety Issues.
- 13. Ethics.
- 14. Cultural sensitivity / biased based policing.
- 15. First Aid / CPR / AED.
- 16. De-Escalation Techniques

### 33.5.2 ROLL CALL TRAINING

- A. Department employees assigned to Patrol duties attend roll call as the first assignment of each duty shift.
- B. The purpose of roll call is to inform the shift members of the activities of the prior 24 hours, make assignments, distribute special instructions, disseminate intelligence information and bulletins, inspect uniforms and equipment, and provide training sessions of short duration.
- C. Roll call training will normally be conducted by shift supervisors. Department employees with specialized training, skills, or knowledge may also instruct roll call training.
  - 1. Shift supervisors are responsible for identifying areas of training need or interest for their employees.
  - 2. Specific roll call topic may be assigned by Professional Standards / Training. Topics may include those identified in 33.5.1.
- D. Persons who conduct roll call training will utilize teaching techniques that best meet the needs of the employees attending and may include:
  - 1. Group discussion.
  - 2. Demonstration.
  - 3. Case study.
  - 4. Critique.
  - 5. Lecture.
  - 6. Peer instruction.

- G. The duration of roll call training should typically not exceed 20 minutes due to time constraints and the operational needs of the Department.
- H. After the completion of a block of instruction during roll call, the supervisor conducting the training will report the topic and the list of employees present for the training to the Training Sergeant.

### **33.5.3 ACCREDITATION FAMILIARIZATION**

- A. The Training Sergeant will ensure that all employees are familiar with the accreditation process and what it entails. Familiarization training will address the following topics:
  - 1. The history and background of law enforcement accreditation and the Department's involvement in the process.
  - 2. The accreditation process.
  - 3. The goals and objectives of accreditation.
  - 4. The advantages of accreditation and its impact on the Department.
    - a. The development and implementation of nationally recognized policies.
    - b. Enhances the Department's ability to defend itself through sound and legally defensible policies.
- B. Familiarization with the accreditation process will be provided to employees as follows:
  - 1. To all newly hired employees during their orientation training.
  - 2. To all employees during the self-assessment phase associated with achieving initial accreditation and each re-accreditation.
  - 3. To all employees just prior to an on-site assessment associated with initial accreditation and each re-accreditation.
- C. Accreditation familiarization may be achieved through:
  - 1. Roll call training.
  - 2. Memoranda.