

Roll Call Training

316.1 ROLL CALL PURPOSE AND SCOPE

Roll call training is generally conducted at the beginning of the officer's assigned shift. Roll call provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct roll call; however, officers may conduct roll call for training purposes with supervisor approval.

Roll call should accomplish, at a minimum, the following basic tasks:

- (a) Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations.
- (b) Notifying officers of changes in schedules and assignments.
- (c) Notifying officers of new General / Special Orders or changes in General / Special Orders.
- (d) Reviewing recent incidents for training purposes.
- (e) Providing training on a variety of subjects.

316.2 ROLL CALL PREPARATION OF MATERIALS

The supervisor conducting roll call is responsible for preparation of the materials necessary for a constructive briefing. Supervisors may delegate this responsibility to a subordinate officer in their absence or for training purposes.

316.3 RETENTION OF ROLL CALL TRAINING RECORDS

Roll call training materials and a curriculum or summary shall be forwarded to the Commander for approval. Once approved the material and a roster of all officers that participated in the training, including the MIS, will be sent to the Professional Standards Division for inclusion in training records, as appropriate.