PURPOSE:

To improve weekly roll-call training for patrol staff on a variety of topics.

PROCEDURE:

The four patrol sergeants shall be responsible for creating one roll-call training card with their teams by the end of every month. The proposed training cards should be submitted to the admin. sergeant in an electronic format for review.

The roll-call training can be on any topic as determined by the patrol sergeant. Patrol sergeants are encouraged to identify topics that would be most beneficial for their officers to review. Examples include, but are not limited to; case law updates; investigative procedures; tactics; etc.

The selection of topic and creation of the roll-call training cards may be completed by the patrol sergeant, as a team on a shift, or assigned to a specific officer on the shift. It is the responsibility of each patrol sergeant to ensure a roll-call training card is created each month and that it is appropriate. The sergeant shall ensure their shift’s training card is submitted to the admin. sergeant before the last day of each month. Each card needs to contain an appropriate level of detail so that the other patrol shifts can provide the same training based solely on the cards content.

The admin. sergeant will review and approve each shift’s submitted roll-call training cards, print them out and place them into a training folder in the briefing room for use during the following month. The admin. sergeant will assign the roll-call training cards to a specific week within each month.

Each week, patrol sergeants will be responsible for ensuring their teams complete the roll-call training and discussion for that week’s identified training card as a group, during one of their shift briefings. Upon completion of that week’s roll-call training, each officer who participated should place their initials in the box associated with that training card on the training roster. It is encouraged that patrol sergeants rotate the officers responsible for leading each roll-call training/discussion and allow them time to prepare for the roll-call training by letting them know in advance which card and during which shift they are presenting.