

PALM BEACH GARDENS POLICE DEPARTMENT		
ROLL CALL TRAINING		
POLICY AND PROCEDURE 4.3.4.6		
Effective Date : 07/22/94	Accreditation Standards: CALEA 33.5.2 CFA	Review Date:

CONTENTS

1. Responsibilities

2. Procedures

PURPOSE: To outline the details of an effective roll call training program.

SCOPE: This policy and procedure applies to all officers and members.

REVIEW RESPONSIBILITY: Training Unit

POLICY: Roll call training may be utilized by the department in fulfilling training needs that occur between scheduled in-service training sessions. Constant changes in laws and procedures necessitate the implementation of a roll call training program that informs personnel of these changes and trains them in the current and proper manner in which to perform their duties.

1. RESPONSIBILITIES

- a. Whenever roll call training is deemed necessary, it is the responsibility of the training unit to:
 - i. Maintain records of all division conducted roll call training sessions, including subject matter, dates, and attendees;
 - ii. Assist in the formulation, planning and implementation of roll call training programs;
 - iii. Provide information in a short (block of) time to refresh department practices; and
 - iv. Maintain relationship with basic recruit academy and updated techniques used in roll call training.
- b. Input from supervisors/managers regarding roll call training will be encouraged to help assist in:
 - i. Identifying training needs respective to personnel;
 - ii. Scheduling, conducting and evaluating the training;
 - iii. Ensuring suitable instructors and methods are utilized;
 - iv. Forwarding to the training division, documentation of the successful completion of specified training, including attendees and dates; and
 - v. Course content and/or summary of roll call training sessions may include written material, video or verbal communication.
- c. Whenever roll call training is scheduled, it is the responsibility of the platoon supervisor to:
 - i. Ensure each platoon member attends roll call training; and
 - ii. Conduct additional training tailored to the needs of the platoon members, individually and collectively.

2. PROCEDURES

- a. Roll call training will be conducted when it is deemed necessary in order to increase the skills, knowledge and/or abilities of department personnel.
- b. Roll call training may include specific training, procedure and policy review, training as to new practices or procedures, and anything else deemed beneficial.

- c. When training runs are available, they will be utilized as part of roll call training.
- d. Suggestions for the subject matter of these training sessions may originate from any source.

INDEX AS:

- ROLL CALL TRAINING

RESPONSIBILITY INDEX

- TRAINING SERGEANT
- SUPERVISORS
- OFFICERS
- MEMBERS

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APPROVED:



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Date