

GENERAL ORDER



Title	Roll Call Training	
Series / Number	GO-PER-404.06	
Effective Date	July 31, 2002	Distribution
		A
Replaces / Rescinds	General Order 404.6 (Roll Call Training)	

DISTRICT OF COLUMBIA

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I. BACKGROUND

In-service roll call training is instruction or informational sessions of short duration administered to sworn members, usually during their tour of duty at roll call. It supplements other Department training and provides an open forum for discussion of crime and disorder, safety, and policy issues. The goal of daily roll call training is to keep members up-to-date between formal retraining sessions; therefore it must be well managed and supervised.

Roll call training should include, but not be limited to the following tasks: reading and discussing training modules provided by the Institute of Police Science (IPS), briefing members with information regarding daily patrol activity, with particular attention given to unusual situations, potential and actual police hazards, changes in the status of wanted persons, stolen vehicles, major investigations, and information regarding relevant community-based initiatives, if any; notifying members of changes in schedules and assignments; notifying members of new directives or changes in directives; and evaluating patrol member readiness to assume patrol.

II. POLICY

It is the policy of the Metropolitan Police Department (MPD) to provide roll call training to sworn members, usually at the beginning of shifts. Included are special topics selected by the Maurice T. Turner, Jr., Institute of Police Science and District Commanders that address member safety, policy and directive review, and Department procedural matters.

This directive establishes a uniform, centrally coordinated, In-Service Roll Call Training Program. Non-uniformed members (e.g. detectives, crime scene search, etc.) shall attend roll call training at least once a week unless their assignment precludes their attendance (e.g., undercover).

The attendance of non-uniformed members shall help ensure communication and exchange of information between uniformed and non-uniformed members. (CALEA 33.5.2) (CALEA 41.1.3) (CALEA 42.2.6)

III. PROCEDURES (CALEA 33.5.2)**A. Director, Institute of Police Science shall:**

1. Ensure that a comprehensive in-service roll call training curriculum is planned, developed, and administered for implementation within all elements of the Department;
2. Ensure the training curriculum includes, but is not limited to, the following subject areas:
 - a. Recent court decisions,
 - b. Training Bulletins,
 - c. U.S. Attorney's office policy,
 - d. Department orders,
 - e. Immediate Department training needs,
 - f. Individual district needs as they arise, and
 - g. Office of the Corporation Counsel policy.
3. Ensure training materials are prepared by the Institute of Police Science and distributed to organizational elements at least one week prior to the date of each presentation;
4. Ensure that training is arranged for personnel designated as the in-service roll call training instructor. This training shall cover those areas necessary to make the instructors as proficient and effective as possible;
5. Sponsor a monthly meeting with all organizational element training coordinators;
6. Establish and maintain a master central file for all reports and correspondence relative to the In-Service Roll Call Training Program; and
7. Conduct an annual evaluation of the In-Service Roll Call Training Program, to determine its effectiveness and make recommendations for improvements. A report outlining findings and recommendations shall be submitted through channels to the Chief of Police.

B. Commanding Officers shall:

1. Establish an In-Service Roll Call Training Program within their command in accordance with the provisions of this directive;
2. Ensure non-uniformed members attend roll call briefings, at least weekly, unless precluded by assignment (e.g., undercover);
3. Ensure all units are included in the program as deemed appropriate and feasible by the Director, Institute of Police Science.
4. Designate the following positions within their respective commands:
 - a. 1 lieutenant-Training Coordinator
 - b. 1 sergeant (per watch)-Primary Instructor
 - c. 1 sergeant (per watch)-Alternate Instructor
5. Submit the names of officials designated for the above functions to the Director, Institute of Police Science. Though these assignments are incidental to the officials' regular supervisory duties, commanding officers shall ensure sufficient time is dedicated to in-service roll call training matters;
6. Ensure written notification is submitted to the Director, Institute of Police Science, indicating any change in the officials designated as instructors;
7. Establish a schedule to ensure that each member of his or her command receives 30 minutes of training per week in the subject area designated by the Director, Institute of Police Science. The first week of each month shall be allotted to unit commanders for their individual training needs; (CALEA 41.1.3)
8. Ensure supervisors advise members of the training material covered in their absence due to sick leave, annual leave, or other commitments. The member shall be held responsible for being thoroughly familiar with the contents of the material;
9. Encourage members to participate by suggesting training session topics.
10. Ensure that the unit training coordinator maintains an in-service roll call training file and the PD Form 103 (Roll Call Training Record).

C. Training Coordinator shall:

1. Establish an in-service roll call training sign in sheet for members to sign and affix their identification numbers (badge & CAD) before the training session.
2. Maintain an in-service roll call training file recording the following information:
 - a. Time allotted for instruction on each subject presented.
 - b. Number of personnel present at training sessions.
 - c. Names of instructors and time devoted to instructing.
3. Maintain a PD Form 103 (Roll Call Training Record) for each member. Ensure that whenever a member is transferred to another organizational element, this record shall accompany the member's personnel jacket; (CALEA 33.1.6)
4. Submit the PD Form 189 (Monthly Report on Unit Level In-Service Training Program) itemizing information outlined in Part III, C, 1 of this directive through channels to the Director, Institute of Police Science, no later than the fifth calendar day each month for the preceding month; and
5. Attend the monthly in-service roll call training staff meeting to be conducted at a designated time and place by the Director, Institute of Police Science.

IV. CROSS REFERENCES

- A. General Order GO-PER-201.30 (Scheduling and Attendance of In-Service Training)
- B. Special Order SO-02-18 (In-Service Training Request Form)

// SIGNED //
Charles H. Ramsey
Chief of Police