

# GREELEY POLICE DEPARTMENT

**General Order 380.00**

**Reviewed: 07/15**

## **380.00 ROLL CALL TRAINING PROGRAM**

### 380.01 Policy:

- Police Officers will be provided training during normal patrol shift briefings. This training will be referred to as roll call training.
- Roll call training will be provided through a comprehensive, documented, multimedia training program.
- The program will be designed to fulfill the needs of the Operations Division. The Support Services Division will administer the “Roll Call Training Program” and will then maintain any training files generated. The duties of the designated patrol sergeant will include: planning, scheduling, implementation, and documentation of the training provided.

### 380.02 Needs Assessment and Planning:

- Needs Analysis – will be accomplished using the same methods listed in General Order 369.00, Remedial Training.
- Annually, the Operations Division will conduct a needs analysis. Upon completion of the analysis, curriculum development will be conducted. The training material to be presented must comply with departmental policy and all applicable local/state laws. All materials prepared for presentation should be submitted to the Training Sergeant for review and approval prior to administering such training.

380.03 Instructional Personnel: All the requirements for program instructors will comply with the departmental requirements described in General Order 373.00, Instructor Qualifications. The Patrol Section will maintain at least one supervisor per watch with instructor status.

### 380.04 Method of Presentation/Instructional Techniques:

- Careful evaluation of the pros and cons should precede the selection and use of any training techniques. This entails knowing what techniques are possible (slides, personal presentation by an expert, videotape, handouts, etc.).
- The Training Sergeant will determine the method of presentation that best suits these requirements and maximizes the impact of the training given.

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- Material presentation: the key to any successful training program is instructor preparation. Roll-call training is no exception.

### 380.05 General Procedures:

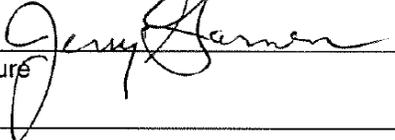
- Presentation:
  - Schedule: the monthly schedule issued by the Training Sergeant will determine what training will be given on a particular day.
    - Repetition: All the training materials will be available throughout the month.
    - Vacations: Those personnel on vacation or other extended leave will be responsible for contacting the Training Sergeant upon returning to duty to schedule make-up sessions.
    - Tests: Sworn personnel will be responsible for all material presented and covered during monthly roll call training. Absences from duty will not excuse or relieve personnel from that responsibility.
  - Material Presented: All material presented will be constructed and presented according to Support Services Division specifications.
- Documentation: In order to affirmatively prove that the training was given, a training documentation system is necessary.
  - Training Schedules: The schedule issued by the Training Sergeant is the first part of this documentation system. The Support Services Division will maintain copies of these schedules and any amendments to that schedule.
  - Sign-off Sheets: When an instructor has administered the training, as determined by the schedule, he will ensure that officers present for the training session complete a sign-off sheet. The original will be maintained by the shift for future referral or make-up information. The copy will be routed to the Support Services Division for retention. The affected patrol supervisor will maintain a log of those individuals who have missed roll call training and ensure that make-up instruction is completed.
  - Record Retention: The Support Services Division will retain the training schedules and the shift rosters in a manner that complies with departmental record retention requirements.

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- Posted schedule of training topics: The Support Services Division will prepare and post training schedules. These schedules will list the training topics to be presented and will be posted in advance. The training material will be repeated to insure that all officers will receive the training. The person responsible for the preparation of the material to be covered should be identified and notified as soon as possible to allow for adequate preparation time.
- Instructor Preparation: The instructors assigned will assist in the preparation of the material. The designated instructors who present the material should become familiar with all aspects of the training topic. Problem areas or unanswered questions will be identified and rectified.
- Evaluation and Feedback: After the material has been presented, evaluation and feedback will help gauge the effectiveness of the program and identify areas that need improvement or enhancement.
  - Formal Evaluation: The Training Sergeant will design and administer training material evaluation forms. These forms will solicit input/comments/suggestions concerning all aspects of the training that was administered. Areas covered will include: clarity, job-relevancy, timeliness of the material, effectiveness of the person presenting the training, critique of the method of presentation, and comments or suggestions for improving the material. These evaluations will be administered by either random distribution or distributed to all personnel according to the needs of the Training Sergeant. Information will be shared with the affected instructors and available for their review.
  - Informal Evaluation: This would consist of comments or suggestions made on a volunteer basis by participants in the training program. Supervisors should elicit pertinent comments from subordinates and use them constructively to improve the program.
  - Tests: The Training Sergeant will be responsible for designing and providing training tests to be administered by supervisory personnel. These tests will cover areas in which the officers have received training. The results of these tests will be used to evaluate past training and identify those areas where added training is needed.

380.06 Relationship with the Training Academy: The needs assessments conducted in conjunction with the Roll Call Training Program will be used to identify training concerns. Deficiencies in Academy training may be uncovered during this process. These concerns will be forwarded to the Chief of Police for review and if appropriate provided to the Colorado POST Board.

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Authorized by Jerry Garner, Police Chief	
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