



ROLL CALL TRAINING

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I. Purpose

The purpose of this Written Directive is to establish guidelines for Roll Call Training.

II. Policy

It shall be the policy of the University of Maryland Baltimore Police Force (UMBPF) that all members will receive Roll Call Training at a time and in a manner as prescribed by this Written Directive.

III. Roll Call Training Program

A. Background

Roll Call Training is that training officers receive during the briefing period prior to the beginning of their tour of duty. The primary goal of Roll Call Training is to keep officers up to date between formal training sessions. The training will primarily cover subjects that directly assist personnel in the performance of their duties and can easily be covered in a short period of time.

B. Goals for Roll Call Training

1. The Education and Training Lieutenant will plan Roll Call Training with the following goals in mind:
 - a. Planning enough sessions so that all police officers will receive the training.
 - b. Planning subject matter that is directed toward the Agency/officer's needs.
 - c. Allowing time to present the training topic
 - d. Allowing time to organize pertinent reference materials and/or audio-visual equipment.

2. Police officers are encouraged to submit recommendations or suggestions for Roll Call Training topics and are also encouraged to provide evaluations of the training when completed. This can be accomplished by submitting an Administrative 95 form through the chain of command to the Education and Training Lieutenant.
3. If required, the Education and Training Lieutenant will coordinate with a Maryland Police and Corrections Training Commission (MPCTC) approved training academy for assistance with Roll Call Training.

C. Instruction of Roll Call Training

1. The Patrol Supervisor will be assigned to instruct Roll Call Training with assistance from the Education and Training Lieutenant (files, handouts, etc.).
2. Roll Call Training is scheduled by the Education and Training Lieutenant.
3. Techniques and methods used for instruction will include hands-on training, demonstrations and the use of audio-visual aids such as videotapes and slides. Lesson plans will be created by the Research and Planning Education and Training Lieutenant and will be on file before Roll Call Training commences.

D. Documentation/Evaluation of Training

1. Patrol Supervisors will document the Roll Call Training in the Patrol Supervisor's Log Book and on the Roll Call Sheet. Additionally, the Patrol Supervisor conducting the training will forward documentation of the Roll Call Training to the Research and Planning Education and Training Lieutenant for the training files. The files will include:

- a. Course content (lesson plans).
 - b. Personnel attending.
 - c. Date and time of training.
2. Patrol Lieutenants will evaluate the training, as well as assess areas requiring instruction through:
- a. Review of training material.
 - b. Observation of field work.
 - c. Feedback from officer on training.
 - d. Annual personnel evaluations.

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