

Roll Call Briefing Training

404.1 PURPOSE AND SCOPE

Roll Call Briefing training is generally conducted at the beginning of the officer's assigned shift. Roll Call Briefing provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct roll call briefing. However, officers may conduct roll call briefing for training purposes with supervisor approval.

Roll Call Briefing should accomplish, at a minimum, the following basic tasks:

- Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles and major investigations.
- Notifying officers of changes in schedules and assignments.
- Notifying officers of new Departmental Directives or changes in Departmental Directives.
- Reviewing recent incidents for training purposes.
- Providing training on a variety of subjects.

404.2 PREPARATION OF MATERIALS

The supervisor conducting roll call briefing, or the officer if the supervisor is unable to participate in a group briefing session, is responsible for collection and preparation of the materials necessary for a constructive briefing. Supervisors may delegate this responsibility to a subordinate officer in his/her absence or for training purposes.

404.3 RETENTION OF BRIEFING TRAINING RECORDS

Roll Call Briefing training materials and a curriculum or summary shall be forwarded to the Training Section for inclusion in training records, as appropriate.