

 NORFOLK Department of Police	Administrative General Order – 630: Roll Call		
	Office of Preparation: Strategic Management Division (jah)		
	CALEA:	41.1.2	
	VLEPSC:	OPR.01.07	
LEGAL REVIEW DATE:	July 2, 2014	PRESCRIBED DATE:	7/8/14
City Attorney:	Wayne Ring	City Manager/Director of Public Safety:	Mark [Signature]
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		[Signature]	

Purpose

The purpose of this order is to establish policies, procedures, and guidelines which are to govern the Department's Roll Call Training Program.

Policy (CALEA 41.1.2)

The Norfolk Department of Police Supervisors are to use Roll Call time to provide personnel with specific information and direction relating to skills, knowledge and abilities necessary to carry out law enforcement duties and responsibilities.

Supersedes:

1. G.O. ADM-630, dated July 30, 2009
2. Any previously issued directive conflicting with this order

Order Contents:

- I. Objectives of Roll Call
- II. Conducting Roll Call
- III. Roll Call Training Considerations

I. The objectives of roll call are to:

- A. Ensure that police personnel report for work on time and are prepared for duty;
- B. Provide for discussion of new and proposed:
 - 1. Laws and ordinances;
 - 2. General Orders, Special Orders, Memoranda;
 - 3. Changes in policy and procedures;
 - 4. Administrative information from the Command;
- C. Make district, vehicle and special assignments;
- D. Discuss crime information;
- E. Provide training designed to help augment basic recruit, in-service, and specialized training programs of the department; and
- F. Obtain valuable feedback from officers on the operation of the department and methods by which it can be improved.

II. Conducting Roll Call (VLEPSC OPR.01.07f)

- A. Supervisors responsible for conducting roll calls shall on a daily basis:
 - 1. Provide for inspection of personnel;
 - 2. Issue Subpoenas to Officers;
 - 3. Discuss criminal activity for the prior 24 hours;
 - 4. Discuss any special information obtained from the prior relief personnel;
 - 5. Review new orders, laws, ordinances, policies, procedures, and information;
 - 6. Ensure that personnel are made aware of any changes or events that occurred while they were off duty;
 - 7. Have individual officers discuss issues of concern about their districts; and

8. Make assignments.
- B. Supervisors responsible for conducting roll calls shall on a weekly basis:
1. Consider potential training concerns in reference to special problems, policies, procedures and orders, laws and ordinances;
 2. Inspect notebooks for content;
 3. Show and discuss NPD Updates; and
 4. Hold feedback sessions about current problems.
- C. Supervisors responsible for conducting roll calls shall periodically:
1. Inspect weapons (on a monthly basis);
 2. Have officers from other commands provide training in reference to special problems, which may include showing video training footage;
 3. Discuss news events that affect the Department; and
 4. Report back to officers in reference to their problems and/or questions.

III. Roll Call Training Considerations

- A. All roll call training must be well planned and thought-out. Supervisors are expected to take the following actions to ensure that the roll call training meets the needs of his/her personnel and the Department:
1. Determine training needs through task analysis and review of current problem areas;
 2. Clearly identify the instructional and learning objectives to be accomplished;
 3. Ensure that existing literature has been surveyed;
 4. Ensure that appropriate information sources are interviewed;
 5. Ensure lesson plans/outlines have been completed;
 6. Gather teaching aids from appropriate sources;

7. Teach the lesson or have qualified personnel teach;
 8. Have attendees critique the presentation;
 9. Follow up to ensure that problems have been corrected or new procedures have been learned; and
 10. Make available or coordinate additional training if necessary.
- B. Supervisors shall include as many of the following instructional methods as appropriate in their roll call training activities:
1. Lectures, panel discussions, and role play;
 2. Presentations by qualified officers (Field Training Instructors and DCJS Certified Instructors);
 3. Practical applications and testing for knowledge, skills, and abilities; and
 4. Use of various audio / visual aids.
- C. Upon request, assistance in preparing for roll call training will be provided by Training Unit personnel.