

FILE COPY

## OFFICE OF OPERATIONS

ORDER NO. 20

August 4, 1995

TO: All Concerned Personnel, Office of Operations

FROM: Director, Office of Operations

SUBJECT: STANDARDIZED ROLL CALL TRAINING PROGRAM FOR  
DETECTIVES

EFFECTIVE: Deployment Period No. 9, 1995

PURPOSE

This Order implements the Area and Specialized Detective Divisions' Standardized Roll Call Training Program.

INFORMATION

In order for the Department to continue to provide the highest level of service to the community, police officers of every rank must keep pace with the many changes that impact our profession. Standardized Roll Call Training (SRCT) provides an opportunity to assist employees in maximizing personal abilities while improving the level of service to the public. To realize the full potential of this resource, the Department has developed the SRCT program for detective personnel.

The central theme of the SRCT program for detectives involves training sessions each Deployment Period (DP) on the following nine master topics:

- \* Laws of arrest
- \* Search and seizure
- \* Driving
- \* Human relations
- \* Non-lethal force
- \* Use of lethal force
- \* Physical fitness/Nutrition
- \* Tactics/Other
- \* Detective procedures

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8-7

Every DP, Training Division will send each Area and Specialized Detective Division a master topic training packet containing nine lessons (one lesson from each master topic) and two videotape programs.

Each master topic lesson and the two videotape programs shall be presented at least once per DP. The lesson presentations will be approximately ten minutes in length and will include review questions to evaluate individual learning retention.

#### PROCEDURES

No later than the third Monday of each DP, the Field Training Services Unit (FTSU), Training Division, will distribute to each Area/Division Training Coordinator (ADTC) a master topic training packet to be used for the following DP. Each packet will contain:

- \* One Roll Call Training Calendar (blank);
- \* A Notice to Instructor Guide;
- \* Nine-lesson plans;
- \* A master copy of handout material (if appropriate); and,
- \* Videotapes (if appropriate).

#### Area/Division Training Coordinators' Responsibilities

Area/Division Training Coordinators (ADTCs), upon receipt of the master topic training packet, shall ensure that all the above training materials are present in the packet. Any required handouts or videotapes will be identified on the respective lesson plans. If any items are missing, training coordinators shall contact FTSU, at (213) 485-3556, for item replacement.

Once the ADTC has determined that all items in the training packet have been accounted for, the ADTC shall forward the packet to the detective commanding officer.

In addition to the above duties, the ADTCs shall:

- \* Ensure that the training calendar is completed by the detective C/O (or his designee), and an informational copy is forwarded to the appropriate Bureau Training Coordinator each DP.
- \* Ensure that each instructor receives the appropriate lesson plan and necessary training material for his/her assigned topic;

- \* Establish and maintain a Roll Call Training Material Library (RCTML) in their Area/Division for detective personnel;

**Note:** None of the training materials needs to be returned to FTSU.

- \* Ensure all detective personnel receive the prescribed training each DP and are listed on the appropriate Course Roster.
- \* Sign the completed Course Roster and retain it in the divisional file along with the training calendar.
- \* Following the training, ensure that all training material is filed in the RCTML.

#### Detective Commanding Officers' Responsibilities

Upon receipt of the master topic training packet from the ADTC, the detective commanding officer shall:

- \* Select training date(s) and record the appropriate training topics on the Roll Call Training Calendar;

**Note:** Although SRCT is a mandatory program, Detective Commanding Officers may use their discretion in scheduling the prescribed training during each DP.

- \* Ensure a qualified instructor is assigned to provide training on the designated date(s).

#### Training Instructors' Responsibilities

Instructors assigned to provide roll call training to detective personnel shall:

- \* Review the lesson plan and necessary materials for their assigned training topics;
- \* Complete the appropriate training in accordance with the course guidelines;
- \* Complete the POST Course Roster, Post Form 2-111 (see Attachment);
- \* Return the Course Roster and the training material to the ADTC once the subject has been presented to all detective personnel.

Standardize Roll Call Training Program

for Detectives

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**NOTE:** To ensure uniformity in "Use of Force" training, all training in "Lethal" and "Non-Lethal" use of force will be presented through the use of videotapes. The instructor will play the videotape and lead a discussion based on the information in the video and a list of review questions with answers provided in the master topic training packet.

Area/Division Commanding Officers' Responsibilities

Office of Operations Order No. 22, 1994, Training Coordinators' Responsibilities, authorized the deployment of ADTCs to coordinate all training in each Area/Division. Whenever practical, commanding officers shall ensure that ADTCs assume the appropriate training coordinator duties relative to detective roll call training. However, in the event that these responsibilities prove overly burdensome or impractical for existing ADTCs, commanding officers may appoint an additional training coordinator to handle these duties.

**Note:** Any additional training coordinator appointments shall be made from existing resources. No additional authorities will be allocated for this position. If deemed necessary, these appointments should be assigned as an ancillary responsibility from within the affected detective division. This policy also applies to all specialized detective divisions.



HAYAN LEWIS, Assistant Chief  
Director  
Office of Operations

DISTRIBUTION "O"

Attachment

State of California Department of Justice  
**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**  
 1601 Alhambra Boulevard  
 Sacramento, California 95816-7083

# COURSE ROSTER

A. COURSE CONTROL NUMBER		B. COURSE TITLE		C. COURSE PRESENTER				D. COURSE PRESENTATION DATES			
E.	NAME OF TRAINEE (LAST, FIRST, M.I.) (PRINT OR TYPE)	G. TRAINEE STATUS - CHECK ONE			H. TIME BASE - CHECK ONE		I.	J. NUMBER COURSE HOURS ATTENDED	K. COMPLETED COURSE YES (NO)	L. PC NO	M. COMMENTS (CONTINUE ON REVERSE)
		PEACE OFFICER	RESERVE OFFICER	DIR. PATCHER	NON-PEACE OFFICER	FULL-TIME					
		F. SOCIAL SECURITY NUMBER									
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2.											
3.											
4.											
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16.											
17.	N. SIGNATURE OF COORDINATOR	O. DATE			P. TELEPHONE		Q.		R. ( )		

SECTIONS E-K MUST BE COMPLETED FOR ALL TRAINEES  
 INSTRUCTIONS ON REVERSE

## INSTRUCTIONS FOR COMPLETION OF THE COURSE ROSTER FORM

The Course Roster form is to be completed and submitted by the course coordinator to POST within ten days following completion of the course (Refer to PAM, Regulation 1055(i)). The trainee information for sections E - I can be obtained from the Training Reimbursement Request (TRR), POST 2-273, submitted to you by trainees from agencies in the POST Reimbursement Program. For those trainees without TRRs, the information must be provided either by the trainee or his/her employing agency.

Complete the lettered sections of the form for each trainee attending the course presentation. Ditto marks may be used where appropriate. Typed information is preferred.

- A. **COURSE CONTROL NUMBER:** Enter the course control number assigned by POST on the approved Course Announcement form POST 2-110.
- B. **COURSE TITLE:** Enter the title of the course as indicated on the course certification.
- C. **COURSE PRESENTER:** Enter name of the school, agency, individual, or firm authorized to present the course as indicated on the course certification.
- D. **COURSE PRESENTATION DATES:** Enter beginning date and ending date of training.
- E. **NAME OF TRAINEE:** Enter the names of all trainees enrolled in this course by last name, first, middle initial.
- F. **SOCIAL SECURITY NUMBER:** Enter each trainee's social security number. This number will be used on appropriate POST records as a reliable identifier.
- G. **TRAINEE STATUS:** For each trainee, check the most applicable box indicating the trainee's status. Brief definitions of each status follow:
  - Peace Officer** - Is an employee subject to assignment of the prevention and detection of crime and the general enforcement of the criminal laws of this state.
  - Reserve Officer** - Is an individual appointed as a Level I, II, or III Reserve Officer under the authority of Section 832.6 of the Penal Code.
  - Dispatcher** - Is a non-peace officer who performs duties which include receiving emergency calls for law enforcement services and/or dispatching law enforcement personnel.
  - Non-Peace Officer** - Is a civilian, non-sworn employee other than a dispatcher. (See dispatcher, if more applicable)
- H. **TIME BASE:** For each trainee, check the most applicable box indicating the trainee's time base at the time of course attendance. Brief definitions of each time base follow:
  - Full-time Employment** as defined by local charter or ordinance; and, the employee normally works in excess of 20 hours weekly or 87 hours monthly; and, the employee is awarded or has a right to due process in personnel matters; and, the employee is entitled to workers' compensation and retirement provisions as are other full-time employees of the same personnel classification in the department.
  - Part-time** - Anything less than conditions specified in full-time definition.

I. **DEPARTMENT OR AGENCY:** Enter the name of the current agency employing the trainee. If the trainee has no agency affiliation, enter "NONE".

J. **NUMBER COURSE HOURS ATTENDED:** Enter the total number of hours attended by the trainee. It is important that the instructor keep a daily account of the trainee's hours of attendance, as the hours will affect the reimbursement process.

K. **COMPLETED COURSE: (YES/NO):** Enter an "X" mark in the appropriate column. An "X" mark in the "Yes" column indicates the trainee satisfactorily completed all the requirements of the course. If the trainee has missed more than 5% of the certified hours of a Basic Course, or more than 10% of the certified hours of any other POST-certified course, attach a written statement explaining how successful completion was accomplished. [See PAM Regulation 1055(i)].

An "X" mark in the "No" column indicates the trainee failed to complete all the requirements of the course. If "No" is marked, explain reason for failure in Comments, section M.

L. **PC 832 CODE:** If presenting a PC 832 course, Arrest and Firearms, enter the appropriate code to signify which segments of the course were completed by each trainee.

A = Arrest only      F = Firearms only      X = Arrest and Firearms

M. **COMMENTS:** Use this section to explain anything that needs clarification on this roster. If there is insufficient space for your comments in section M, enter "see reverse" and indicate your comments in the space below.

N. **SIGNATURE OF COORDINATOR:** The course coordinator or designee shall sign the Course Roster form.

O. **DATE:** Enter date signed.

P. **TELEPHONE:** It is important that POST staff have the phone number of the coordinator in the event there is need for additional data or clarification of information.

Q. **PAGE OF PAGES:** Record the Course Roster page number followed by the total number of Course Roster pages submitted. This is done to account for all pages submitted.

Comments: