

NEW CANAAN POLICE DEPARTMENT

SUBJECT: TRAINING ADDENDUM

GENERAL ORDER NUMBER: 87-8-43

FILE: TRNG 5

PERSONNEL PROCESS

I PURPOSE/POLICY

The purpose of this general order is to ensure that the training needs of the New Canaan Police Department are addressed, specifically as it relates to the use of Roll-Call Training as a method of instruction. Additionally, this general order provides guidelines governing the assignment of personnel as instructors for the POSTC.

II RESPONSIBILITY

It is the responsibility of all departmental personnel to adhere to this general order. It is the additional responsibility of the supervisory and command staff to ensure its compliance.

III PROCEDURES (POSTC INSTRUCTORS)

A The Chief of Police may, at his discretion and when requested, provide instructors to the POSTC. The availability and duration shall be determined on a case by case basis upon completion of a review of the allocation and distribution of personnel.

IV PROCEDURES (ROLL-CALL TRAINING)

A A Roll-Call Training Program will be used to supplement other formalized In-Service Training Programs. The following guidelines have been established to ensure that Roll-Call Training will be an effective means of instruction.

- 1.** Shift supervisors, in conjunction with the Training Office, shall be responsible for coordinating and conducting Roll-Call Training. Topics discussed during Roll-Call may include; new forms, procedures, problems and other business as circumstances dictate, which can be completed within a time span of 10-15 minutes.
- 2.** Methods and techniques of instruction will generally consist of lectures, discussions and demonstrations. Whenever possible, written supporting documentation will be distributed as a teaching aid. Visual aids, including video tapes, films and overheads may be utilized as time and subject matter permits.
- 3.** The Training Officer shall collaborate periodically with the POSTC to ensure that any material discussed during Roll-Call Training remains current.

4. Generally only the training officer, departmental instructors and shift supervisors will conduct Roll-Call Training.
5. The evaluation of Roll-Call Training will be based primarily upon the resolution of problems addressed and feedback from personnel. Additionally, the Training Committee will evaluate the effectiveness of Roll-Call Training during its annual evaluation.
6. Roll-Call Training will be conducted at the change of shifts as needed. When conducted, the shift supervisor or Training Officer will be responsible for ensuring that all available officers are in attendance.
 - a. If extenuating circumstances exist, and an officer is unable to attend Roll-Call Training, the Shift Supervisor will be responsible for ensuring that the officer receives instruction on the material covered.
 - b. Roll-Call Training shall be documented by the shift supervisor using the Daily Shift Assignment Form.
7. The role of shift supervisors and officers attending Roll-Call Training will be participatory. All officers are strongly encouraged to participate in any discussions which may occur.
8. All Roll-Call Training conducted should be filed in the Training office.

V DISTRIBUTION

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network. Printed copies and/or CD's will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

VI EFFECTIVE DATE

This general order approved by the Police Commission on June 17, 1992, and is effective July 1, 1992.
Revised July 2000

Per Order

Edward J. Nadriczny
Chief of Police