



**Government of the United States Virgin Islands  
Virgin Islands Police Department**



# Policy and Procedure Manual

<b>Series</b> TCD	<b>Effective Date</b> February 13, 2012	<b>Review Date</b> Annually	<b>Policy Number</b>
<b>Subject</b> Roll Call Training Policy			10.4
<b>Chapter</b> 10 Training and Career Development			<input checked="" type="checkbox"/> <b>New Policy</b>  <input type="checkbox"/> <b>Replaces-</b>
<b>References</b>			

**I. PURPOSE:**

To establish within the Virgin Islands Police Department (VIPD) a uniform, centrally coordinated, Roll Call Training Program.

**II. POLICY:**

It is the policy of the VIPD to provide roll call training to sworn officers, usually at the beginning of shifts. Included are special topics that address officer safety, policy and directive review, and Department procedural matters.

**III. DEFINITIONS:**

Roll call training: is instruction or informational sessions of short duration administered to sworn officers, usually during their tour of duty at roll call. It supplements other Department training and provides an open forum for discussion of crime and disorder, safety, and policy issues. The goal of daily roll call training is to keep officers up-to-date between formal retraining sessions

Roll call training should include, but not be limited to the following tasks:

- A. reading and discussing training bulletins provided by the VIPD Training Bureau,
- B. briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations, potential and actual police hazards, changes in the status of wanted persons, stolen vehicles, major investigations,

and information regarding relevant community-based initiatives, if any;

- C. notifying officers of changes in schedules and assignments; notifying officers of new directives or changes in directives;
- D. evaluating patrol officer readiness to assume patrol; or
- E. Discussing legal updates directly related to changes in criminal procedures.

#### **IV. PROCEDURES:**

##### **A. Training Director:**

1. Ensure that a comprehensive roll call training curriculum is planned, developed, and administered for implementation within all Commands, Bureaus and Units of the Department;
2. Ensure the training curriculum includes, but is not limited to, the following subject areas:
  - a. Recent court decisions,
  - b. Training Bulletins,
  - c. Department orders,
  - d. Immediate Department training needs; and
  - e. Individual District and Zone needs as they arise.
3. Ensure training materials are prepared by the Training Bureau and distributed to Commands, Bureaus and Units at least one week prior to the date of each presentation;
4. Ensure that training is arranged for personnel designated as the roll call training instructor. This training shall cover those areas necessary to make the instructors as proficient and effective as possible;
5. Convene a monthly meeting with all designated training coordinators;
6. Establish and maintain a master central file for all reports and correspondence relative to the Roll Call Training Program; and
7. Conduct an annual evaluation of the Roll Call Training Program, to determine its effectiveness and make recommendations for improvements. A report outlining findings and recommendations shall be submitted to the Police Commissioner

or a designee.

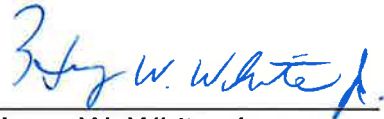
**B. Commanding Officers shall:**

1. Establish a Roll Call Training schedule within their command in accordance with the provisions of this Policy;
2. Ensure all units are included in the program as deemed appropriate and feasible by the Training Director.
3. Designate the following positions within their respective commands:
  - a. 1 lieutenant or senior administrative supervisor -Training Coordinator
  - b. 1 sergeant - Primary Instructor
  - c. 1 sergeant - Alternate Instructor
4. Submit the names of officers designated for the above functions to the Training Director. Though these assignments are incidental to the Officer's regular supervisory duties, commanding officers shall ensure sufficient time is dedicated to roll call training matters;
5. Ensure written notification is submitted to the Training Director indicating any change in the Officers designated as instructors;
6. Establish the schedule to ensure that each officer of his or her command receives 30 minutes of training per week in the subject area designated by the Training Director. The first week of each month shall be allotted to unit commanders for their individual training needs;
7. Ensure supervisors advise officers of the training material covered in their absence due to sick leave, annual leave, or other commitments. The officer shall be held responsible for being thoroughly familiar with the contents of the material;
8. Encourage officers to participate by suggesting training session topics.
9. Ensure that the Training Coordinator maintains a roll call training file and include roll call training records.

**C. Training Coordinator shall:**

1. Generate a roll call training sign in sheet for officers to sign and affix their identification numbers (badge & designator) before the training session.

2. Maintain a roll call training file recording the following information:
  - a. Time allotted for instruction on each subject presented.
  - b. Number of personnel present at training sessions.
  - c. Names of instructors and time devoted to instructing.
3. Maintain a Roll Call Training Record for each officer. Ensure that whenever an officer is transferred to another Command, Bureau or Unit, this record shall accompany the officer's personnel jacket;
4. Submit a Monthly Report on Roll Call Training Program itemizing information outlined in III.C.1 of this Policy through channels to the Training Director, no later than the fifth calendar day each month for the preceding month; and
5. Attend the monthly roll call training staff meeting to be conducted at a designated time and place by the Training Director.



Henry W. White, Jr.  
Police Commissioner