
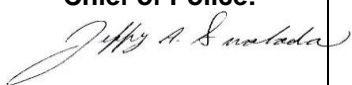
	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 05/30/18
Chief of Police: 	In Service, Roll Call Advanced Training, 33.5	
Cross Reference:	Policy Sections: 33.5.1 Annual In-Service Training 33.5.2 Roll Call Training	

PURPOSE

The purpose of this policy is to establish guidelines for the continual training of members of the Elgin Police Department.

POLICY STATEMENT

It is the policy of the Elgin Police Department to provide on-going training for all of its employees to ensure all employees are afforded the opportunity to broaden their scope of knowledge of the department and various subjects that pertain to their positions.

PROCEDURES

33.5.1 ANNUAL IN-SERVICE TRAINING

- A. Personnel will be assigned to annual in-service training, which will include information on recent court decisions and statutory law affecting law enforcement.
- B. The training shall be structured in such a way as to maintain the interest of members and to further the professional development of the department.
- C. Topics may include, but not necessarily be limited to:
 1. Agency policy, procedures, rules and regulations
 2. Board certified training, as approved by the Illinois Law Enforcement Training and Standards Board; refer to board approved guidelines for a complete list of topics
 3. Cultural sensitivity/biased based policing
 4. Ethics
 5. Emergency medical service, first aid, and CPR/AED
 6. Evidence collection and investigative techniques
 7. Bloodborne pathogens
 8. Functions of agencies in the criminal justice system
 9. Hazardous materials incidents
 10. Judgment and decision making skills
 11. Pursuit and emergency driving
 12. Report writing, the records system and procedures

13. Response to resistance, including deadly force
 14. Safety issues
 15. Special operations and unusual occurrences
 16. Victim/witness rights, including the law and department procedures
- D. Training may be conducted at the police department or at an off-site location. This training shall be scheduled to accommodate the needs of the employee and the department.

33.5.2 ROLL CALL TRAINING

- A. The department requires that personnel assigned to the Patrol and Communications Division attend roll call as the first assignment of each duty shift.
- B. The purpose of roll call is to inform the shift employees of the activities of the prior 24 hours, make assignments, distribute special instructions, disseminate intelligence information and bulletins, inspect uniforms and equipment, and provide training sessions of short duration.
- C. Collectively, the patrol lieutenants will identify training topics. To ensure standardization, all patrol shifts will be instructed on the same topics, unless exigent circumstances exist. The training officer may also recommend specific topics which may consist of the items listed in Section 33.5.1.
- D. Roll call training may consist of, but is not limited to the following:
1. Law update
 2. Policy review
 3. PowerPoint
 4. Training video
 5. Test on the training material
- E. Persons who conduct roll call training will utilize various teaching techniques and instructional methods that best meet the needs of the employees.
- F. Patrol supervisors are responsible for the maintenance of roll call training records which include documentation of training topics and materials. The training officer shall have access to these records.