



TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS

TITLE: Training	Number: 403	
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New X Amends Rescinds	GO 403 dated September 14, 2007	
Authority: Chief Alan Goldberg	CALEA STANDARDS 1.1.2, 1.2.9, 33.1.1-33.1.7, 33.2.3, 33.2.4, 33.3.1, 33.4.1-33.4.3, 33.5.1- 33.5.3, 33.5.4, 33.6.1, 33.7.1, 33.7.2	Total Pages 12

01 Purpose: To describe training goals, procedures, responsibilities and accountability for employee training, both civilian and sworn.

02 Policy: Training has been cited as one of the most important responsibilities of a law enforcement agency because:

- * Well trained officers generally will act more decisively and correctly in a broad range of situations;
- * Training results in greater productivity and effectiveness, and
- * Training fosters cooperation and unity of purpose.

03 Training Goals:

- A. To train newly hired officers with State-mandated basic entrance level training.
- B. To increase the correctness, effectiveness and consistency of actions taken by officers.
- C. To provide specialized training which enhances career development opportunities.
- D. To improve police/community relations.
- E. To increase the knowledge and skill of all employees, including civilians.
- F. To lessen the liability of the City of Takoma Park, the Police Department, and individuals.

04 The Training Function: Over-all responsibility for civilian and sworn staff training is a function of the Training Officer as designated by the Chief of Police. He/she will consider and use the recommendations of the Training Committee whenever possible, and will perform or delegate the following responsibilities at a minimum:

- * Planning and developing training programs;
- * Coordinating with all Department components, the Maryland Police Training Commission, and the Directors of the Police Academies used by the department;
- * Arranging sufficient funds in the City budget;
- * Notifying staff of required training or training that is available;
- * Assuring that required training is attended, and maintaining the training records;
- * Receiving, considering and, as appropriate, acting on recommendations of the Training Committee;
- * Implementing training programs and selecting instructors, and
- * Evaluating training programs to ensure that training is relevant, valuable and within the framework of Department goals.

05 The Training Committee:

A. The committee reports to and advises the Training Officer, and consists of:

- * The Training Officer, as chairperson
- * One member designated by the Patrol Operations Commander
- * One member designated by the Criminal Investigations Commander
- * One member designated by the Administrative Services Commander
- * One member designated by UFCW Local 400

B. The designations will be made by January of each year, and the committee will meet that month and thereafter as needed.

C. The committee will receive input and suggestions from all employees, including civilians.

D. Annually, the committee will review training programs to make sure they are responsive to personnel and operational needs, legal requirements and agency policies. Afterwards, the Training Officer will ensure necessary implementation. The evaluation will include:

1. Ensuring that the training provided is job-related, effective, and timely;
2. Reviewing and evaluating intra-department training, and other training programs offered by outside agencies on an annual basis;
3. Making written recommendations regarding new areas that may require training, including an over-all training plan issued by January 31st to cover the calendar year, and any necessary recommendations for consideration in budgetary planning for the coming fiscal year, and
4. Assisting in developing and/or modifying existing programs to accommodate needs.

06 Training Program Development

A. The Training Officer will use all possible resources in developing programs including those contained within the Department, which may be, but are not limited to:

- * inspection reports
- * staff reports and/or meetings
- * consultation with field personnel and field observations
- * training committee reports
- * training evaluations
- * participation and approval by the Chief
- * internal investigation reports

B. The Training Officer or designee will coordinate with the police academies used by the department. Discussions and coordination with the Academy Administrators will be carried out to ensure the Department's needs are being met based on Training Commission standards. Takoma Park Police will assist academies by providing state-certified instructors, as well as equipment, when needed. Communication will be maintained with academy staff personnel to coordinate in-service training to meet department and commission requirements.

C. The Training Officer will become a member of the Criminal Justice Instructors' Association, which meets periodically throughout the year. The Association discusses training needs and operations of the Academy in order to fulfill the requirements of the Training Commission, and individual jurisdictions.

07 Attendance and Reimbursement:

A. Attendance:

1. Employees will attend any training programs assigned, and in regards to any training not conducted by or for this department as a whole, will submit a memorandum to the Training Officer detailing knowledge they received from the training. The course outline, including the instructor's name, and copies of training materials should be attached.

2. Notice of cancellation for a previously approved training course, conferences, etc. shall be promptly forwarded through the chain-of-command, in writing, to the Training Officer.

3. Attendance shall be documented either by the instructor or other person responsible for the training.

4. Employees may be excused from attending a training program for court appearances or illness, but any absence must be properly excused by the trainer and/or Training Officer.

5. The time lost must be made up before any certificate of completion will be issued.

6. A certificate of completion shall be given to those officers who satisfactorily complete a training program. A copy of the certificate will be included in the officer's training records by the Training Officer.

7. [The Training Officer will be notified of any employee who does not show up, arrives late, or leaves training without permission or valid excuse.](#)

B. Reimbursement: Local travel is within a 50-mile radius of City offices.

1. After approval of a training request by the Chief of Police and the City Manager, a Request for Purchase form will be forwarded to the Finance Office for processing.

2. Through Administrative Services, the Finance Office will notify the requester when and where funds advanced can be picked up.

3. Funds will be advanced for non-local travel only.
4. All receipts and reimbursement requests will be audited by the City Finance Office.
5. Registration fees will be prepaid whenever possible.
6. Normally, no expenses for meals, lodging, etc. will be authorized for local travel.
7. Lodging (single room rate), transportation and meal expenses are authorized for non-local travel. Meals should not exceed \$30.00 per day, per person.
8. Personal items, alcoholic beverages, entertainment, traveler's' checks, flight or other insurance, and expenses of an employee's family are not authorized expenditures.
9. Travel will be via marked or unmarked police vehicles. If a police department vehicle is not available, mileage allowances for the use of a personal vehicle may be authorized, providing the allowance is authorized by the Training Officer in advance.
10. Travel documentation must be submitted within ten (10) working days after travel is completed. Expense claims will not be honored without original receipts.
11. Any materials needed to be purchased will be approved in advance by the Training Officer.

08 How to Request Training: An employee requesting training will prepare a memorandum to the Training Officer, via the chain of command, no less than thirty (30) days prior to the travel/registration date. Exceptions are possible on a case by case basis. The memorandum will contain:

- A. Name or title of seminar, conference, etc., with dates and locations, and number of persons to attend.
- B. Brief description of planned activity.
- C. Justification of need and benefits to be derived.
- D. Itemized list of estimated expenses:
 - * registration fee
 - * materials needed and cost of the same
 - * transportation
 - * lodging and meals
 - * other expenditures
 - * total estimated expenditures
- E. Enclosures or attachments, including the original of registration forms, flyers or announcements, and any other documentation, which is available.

09 Approval or Denial of Training Requests: Approvals and denials of training requests will be given in a timely manner, in writing and will be based on:

A. Approval:

- * value of training
- * relevance to needs of the department
- * cost of training/travel
- * follow-up training
- * relevance of training to duty assignment, supported by written endorsement from the employee's supervisor. Endorsement will attest to employee's suitability for the training.
- * Recommendation for approval from the immediate supervisor.

B. Denial:

- * lack of funds
- * same or similar training offered at less expense locally
- * years of service remaining
- * training identified as inadequate
- * lack of solid endorsement by supervisor, and/or
- * knowledge is not transferrable

10 Internal and Other Training Resources:

A. The Department strongly encourages and takes advantage of public and private sector training whenever possible, and cooperates by providing instructors as possible. The Training Officer is responsible for updating all information on training opportunities offered by, but not limited to:

- * International Association of Chiefs of Police
- * Maryland Police Training Commission
- * Neighboring law enforcement agencies
- * Specialized training organizations

B. The Department has classroom space, tables, chairs, computer monitors and audiovisual equipment for the enhancement of any training it conducts or hosts.

11 Performance Objectives: The instructors of all training courses will prepare statements of performance objectives as part of their lesson plans, forwarding a copy to the Training Officer, to include:

- * the task for which training is needed
- * a clear statement of what is to be learned
- * how trainees will be evaluated
- * the basis for evaluating effectiveness of the program

12 Lesson Plans:

A. The development of lesson plans should ensure that the subject to be covered is addressed completely and accurately and is properly sequenced with other training materials. Lesson plans establish the purpose of the instruction, set forth the performance objectives, relate the training to critical job tasks, and identify matters that will be taught. Lesson plans will be required of all instructors, including field training instructors, and of the training academy used by the department. Lesson plans should include:

1. The Police Training Commission's guidelines and format for lesson plan development,
2. A statement of performance objectives, and
3. The content of the training and specification of the appropriate instructional techniques.

B. Additionally, lesson plans can include:

*** references**

- * teaching technique to be used; lecture, group discussion, panel, seminar, debate
- * how lessons relate to the job to be performed
- * responsibilities of trainees for the material taught
- * plans for evaluating trainees

C. Possible instructional techniques to be incorporated include:

- * conference (debate, discussion groups, panels, seminars)
- * field experiences (field trips, interviews, operational experiences and operational observations)
- * presentations (lectures, lecture-discussion, lecture-demonstration)
- * problem investigations (committee inquiry)
- * simulations (case study, games, and role-playing)

D. The Training Officer is responsible for approving lesson plans before training is given, to make sure they are consistent with this General Order, state requirements, and Department policy. He/she will maintain the lesson plans for training.

13 Tests: For all training programs, instructors will prepare tests, which use performance objectives and measure trainee's' knowledge of and ability to use job related skills. The Training Officer will review and approve all tests in advance. Passing and failing scores will be determined based on the type of training and test, in accordance with regulations of the Police Training Commission.

14 Remedial Training: This section does not include recruit trainees during their police academy training.

A. Remedial training is directed at solving a particular problem and/or changing an undesirable attitude or work habit, and/or increasing knowledge in a specific area. Inspections, particularly, may point to a need for remedial training. Other indicators that more training is needed include:

- * performance evaluations
- * observations of officers, police supervisors and other employees
- * substantiated complaints against an officer
- * poor performance in training programs
- * recommendation of the Training Committee

B. Any employee or supervisor may submit a memorandum to the Training Officer suggesting a need for remedial training and documenting supporting observations or evidence. The Training Officer or designee will review supporting materials, make a determination, and arrange any necessary remedial training, and discuss it with the affected employee. Failure to attend scheduled remedial training will result in disciplinary action.

15 Training Records:

A. The Training Officer or designee maintains records of all training received by employees, including date, type, certificates received, attendance, test scores, lesson plans, and course attendees.

B. Training records will be afforded the confidentiality of personnel records. Only persons authorized by law will have access to them.

16 Police Academy Training: All officers are required to complete entrance-level training as mandated by the Police Training Commission, before being assigned to duties requiring the carrying of a firearm, or making of an arrest, except as provided for in the field training program.

A. The Department will send recruits only to academies recognized by the Maryland Police Training Commission. Fees are arranged with the academy on each occasion recruits are entered. A contract is prepared.

B. The Training Officer and/or Patrol Operations Commander arrange for attendance at an academy and cooperate with and maintain liaison with the academy's staff.

C. The Department provides certified instructors to any recognized academy on request and as possible.

D. The Department is liable for any Workmen's Compensation injury a recruit may receive while attending a police academy.

E. Recruit instruction in Department General Orders, Rules, policy, and accreditation is the responsibility of the Field Training Officer. See General Order 633.

F. The academy provides an orientation handbook to all officers at the time academy training begins. New Officers are to be provided with information concerning:

- * organization of the academy
- * academy rules and regulations
- * academy rating, testing and evaluation systems
- * physical fitness and proficiency skill requirements
- * daily training schedules

G. Academies used by the Department will utilize a curriculum based on tasks of the most frequent assignments of our officers. An evaluation technique designed to measure competency in the required skills, knowledge, and abilities will be used.

H. Academies used by this agency include emergency medical services and CPR training in their recruit program.

I. If a recruit seeks or appears to need psychological counseling, he/she will be referred to a mental health professional by the Chief of Police.

J. The Training Officer or designee will review the academy entry-level schedule of courses as well as in-service courses for State and local requirements. If courses are needed to meet the Department's specific needs, recommendations will be made in writing.

K. To safeguard the interests of both the Takoma Park Police Department and a police academy, a written memorandum will be prepared describing the relationship between this Department and the outside academy, to include the:

- * legal basis for participation in the academy
- * relationship of the Department's training component and the Department, to the academy
- * process for providing agency input to the academy program
- * circumstances under which the Department provides staff, facilities, instructors, and other resources to the academy
- * determination of the legal liability of the two agencies

17 Instructor Qualifications:

A. In-house trainers will meet the following requirements:

- * have a minimum of five years of police experience, or
- * be a currently certified instructor, or
- * possess clearly demonstrated skill in the subject matter, and
- * have knowledge of teaching theories, methods and practices.

B. Normally, any officer trained to instruct in an academy will be expected to teach as needed for at least a two-year period.

C. Department instructors will be certified to teach by the Maryland Police Training Commission, and will submit a lesson plan in advance.

D. Instructors from outside the Department will be selected by the Training Officer, who will consider recommendations from all sources, including the Training Committee, and who will supervise the outside trainers. Compensation, if any, depends on the assignment. All outside instructors will be certified by the Training Commission and will submit a lesson plan in advance.

18 Annual In-service(Re-training): The Department provides mandated State in-service training to all officers, and works to ensure that personnel are kept up to date on new laws, technological improvements and revisions in Department General Orders, Rules and policy. Supervisory/management or other specialized training may also be offered. The information covered by in-service training will be included on any promotional examinations. The Training Officer will ensure that the following topics are addressed during annual in-service training, as necessary:

- * Department policy, General Orders, and Rules
- * Case law changes as they affect policing
- * functions of other criminal justice agencies
- * the exercise of discretion
- * interrogation/interview techniques
- * use of force
- * emergency medical services
- * the performance evaluation system
- * emergency fire suppression techniques
- * new techniques in policing
- * hazardous materials incidents
- * any special contingency plans
- * crime prevention policies
- * collection and preservation of evidence
- * report writing and records procedures
- * firearms (annual re-qualification required)
- * accreditation (if self-assessment is in progress, or an on-site assessment is imminent).
- * ethics (biennially at a minimum)
- * bias based profiling issues including legal aspects

19 Roll-Call Training: See General Order 601. This training is used to supplement all other training and is most effective when it is well-structured and reflects the needs/interests of officers, while being flexible enough to fit into the time limits of a roll-call setting. The Department will make every effort to adhere to the following guidelines:

- * planning for roll-call training
- * techniques used in roll-call
- * relationships with the academy
- * instructional methods
- * instructional personnel
- * evaluation of roll-call training
- * scheduling of training
- * role of supervisors and officers

20 Advanced Training - Sworn Employees: This training is designed to improve the professional competence of officers who have demonstrated leadership capabilities. Consideration should be given to the assignment these employees will be given upon their completion of such training.

A. Any supervisor with notable police performance, above-average leadership skills, a strong commitment to the Department and a high ability to teach others, may apply to the Chief of Police for nomination to attend the Northwestern University Traffic Institute, the Southern Police Institute, or the FBI National Academy, among other institutions. Such attendance can serve as a substitute for mandated supervisor training.

B. On completion of advanced training as above, an officer normally will be assigned to teaching and other duties, which give maximum opportunity to use the new training.

C. The Training Officer shall ensure that advanced training is conducted in accordance with Police Training Commission Regulations.

D. Specialized training, as identified below, shall be arranged as soon as possible upon identifying the individual who will assume a position. Specialized training should be provided for the following positions:

1. Patrol Operations Commander - administration of the patrol function and community policing
2. Criminal Investigations Commander - administration of the investigative function and administration of the internal affairs function
3. CIS Sergeant -conducting homicide and internal investigations, also see CIS detective
4. CIS Detective - basic criminal investigation, crime scene search techniques, child abuse and other crime specific investigation
5. Applicant Coordinator - personnel issues, background investigations, testing procedures;
6. Recruiting Team members - background investigations
7. K-9 Officer - canine handlers school
8. Firearms Instructor - MPTC certified instructor's school, firearms instructor school
9. Defensive Tactics/Secondary Weapons Instructor - MPTC certified instructor's school and an appropriate weapons school
10. Field Training Officer - field training officer's school
11. COP Team Sergeant, community organizing and supervisory training, also see COP Sector Specialists
12. COP Team Sector Specialists - bike patrol, conducting security surveys, juvenile topics and youth crime prevention, and community policing topics.

E. Job Analysis' form one basis on which the Training Officer can design specific training. The Training Officer will also contact other law enforcement agencies as appropriate for input before designing specific training, and will also ensure that legal and policy issues are included in training. The Training Officer will work to ensure that specialized training includes:

- * enhancement of the skills, knowledge and abilities particular to a specialty
- * training in management, administration, supervision, personnel policies and support services of the specialty
- * performance standards of the specialty
- * Department policies, General Orders, and Rules specifically related to the specialty
- * supervised on-the-job training

21 Civilian Training:

A. All new civilian employees will receive the following pre-service training:

- * orientation to the Department's role, purpose, goals and policies and General Orders
- * working conditions and regulations
- * responsibilities and rights of employees
- * accreditation

B. Civilian employees shall be trained to meet the requirements of job responsibilities as identified by a job analysis. This will be performed by their supervisor or designee, and documented to the Training Officer.

C. The Training Officer will ensure the provision of annual in-service training for Communications Dispatchers and School Safety Section (Crossing Guards). Any administrative or other civilian employee who is cross-trained to perform the functions of the two named positions, will participate in the appropriate annual in-service training.

Training, as appropriate, will be made available to the civilian positions, including Victim/Case Support Coordinator, NCIC Validation/Warrant Control Specialist, Administrative Services Supervisor, Emergency preparedness/Planning Manager, Specialists and Clerks.

D. Training for employees who predominantly deal with the public should stress not only the skills necessary to perform, but also the importance of the link they provide between the citizen and the police department, which often shapes the citizen's opinion of the Department.

E. Training for School Safety Section will include the legal, safety and coordinating responsibilities of their assignments, including dealing with the public.

F. Civilian Dispatchers will be sent to the State of Maryland CJIS training pursuant to State law. This enhanced computer training will allow them not only to learn legal matters, but also to enhance their computer skills. Newly hired dispatchers shall undergo three months of Field Training (on-the-job-training). This period may be extended for remedial training with the approval of the Commander of Administrative Services. Additionally, civilian dispatchers shall maintain current CPR certification.

G. Parking Enforcement Officers shall undergo one month of Field Training (on-the-job-training). This period may be extended for remedial training with the approval of the Commander of Administrative Services.

H. Code Enforcement and Education Section: Will receive training consistent with the Departments mission and their job functions.

J. The Accreditation Manager/Planning Manager (for formal accreditation), within one year of being appointed to the position, shall receive specialized accreditation manager training to include, at a minimum, the essential components of the process, the standards manual, file maintenance, and panel interview process.

K. Termination: If the employee is found to possess inadequacy, which cannot be overcome by documented remedial training, the Supervisor shall record all pertinent information in memorandum, via the Commander of Administrative Services, to the Chief of Police. All remedies attempted will be described so as to support the recommendation for termination.