

FLORENCE POLICE DEPARTMENT GENERAL ORDER

Subject: <p style="text-align: center;">TRAINING</p>	Procedure: General Order 16.1.1 CALEA 33	Total Pages: 10
Authorizing Signature: Original with Authorizing Signature on File	Effective: 1/12/18 <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	

I. POLICY

It is the policy of this Department to recognize the importance of training and to commit to providing the best training available to all personnel.

II. PURPOSE

This written order establishes uniform guidelines for training all personnel. It establishes goals, procedures, responsibilities, and accountability for all training provided to personnel of the Florence Police Department.

III. SCOPE

This directive is applicable to all departmental personnel.

IV. RESPONSIBILITY

All personnel are responsible for complying with this directive.

V. TRAINING COMMITTEE:

- A. **TRAINING COMMITTEE:** The Department will maintain a Training Committee to serve as a focal point for input from all employees on training needs.
- B. **COMPOSITION:** The Training Committee will be comprised of all Lieutenants and the Training Coordinator.
- C. **SELECTION:** Upon assuming a position as a Lieutenant, an officer is automatically selected to the Training Committee. The Lieutenant will serve as long as they hold their position. The Chief of Police appoints a supervisor to serve as the Training Coordinator.
- D. **MEETINGS:** The Training Committee will meet at least once annually, or as the need dictates, or as scheduled by the Chief of Police.
- E. **MEMBER RESPONSIBILITY:** Committee members solicit, observe, and monitor officer performance in order to determine training needs. They seek suggestions for training and coordinate training programs for officers from the respective divisions.
- F. **FOLLOW-UP:** The Training Committee reports to the Chief of Police, who has final authority on any recommendation or proposal made by the Committee.

TRAINING

VI. ATTENDANCE REQUIREMENTS

- A. Members of the Florence Police Department are expected to attend and successfully complete any training program for which they are assigned.
- B. Members shall comply with the rules and regulations of the agency provider and/or instructor.
- C. Attendance for all in-house training will be documented by the class instructor and maintained by the supervising Lieutenant. When department level training is conducted, documentation will also be maintained by the Training Coordinator of this agency.
- D. In cases where the training is outside this agency, such as specialized training, it will be the responsibility of the hosting agency or class instructor to maintain attendance records.
- E. Satisfactory completion of any course will be recognized by a certificate of attendance.
- F. All absences from scheduled training must be cleared through the employees' supervisor. Training is assigned work and unexcused absences or tardiness from any required training program is subject to disciplinary action.
- G. Employees may not receive a certificate of attendance when training was missed due to excused or unexcused absences. Training courses will be made up based on subject matter and availability.

VII. TRAINING EXPENSES AND REIMBURSEMENT

- A. **OPTIONAL, OFF-DUTY TRAINING:** While employees are encouraged to participate in training that will enhance job proficiency, the Department cannot bear the expense of training sessions an employee chooses to attend on his/her own accord.
- B. **EDUCATIONAL DAYS:** Each employee is authorized up to ten (10) educational days (training in lieu of shift) per calendar year during which they can attend approved training. Permission to attend and requests for compensation or the reimbursement of incurred expenses must be approved in advance.
- C. **DEPARTMENT ASSIGNED TRAINING:** If an employee is assigned to attend a seminar, conference, or other training which is not conducted by the Florence Police Department or the City, the Department will pay all fees related to the training. If the training is conducted outside the city, routine travel expenses (meals, lodging, etc.) will be paid according to City policy.
- D. **CITY EXPENSE FORM:** A city expense form will be completed for any expenses covered or reimbursed by the City.
- E. **COMPENSATION:** Compensation will only be granted for **departmental approved training**.

TRAINING

- F. Members desiring to receive approval to attend training other than Agency In-Service training shall complete and submit a “Request for Training” form via their chain of command in advance of the training date.

VIII. LESSON PLANS REQUIRED

- A. Lesson plans are required for all training courses conducted by the Department.
- B. The lesson plans will be developed by each instructor or the Lieutenant supervising the unit to be trained and a copy kept on file by the responsible Lieutenant.
- C. The lesson plans should be in outline form and should follow the *guidelines* listed below:
 - 1. The instructor’s name;
 - 2. Subject;
 - 3. Course title;
 - 4. Description of the instructional techniques (lecture, practical, etc.);
 - 5. Copies of handouts; and
 - 6. A statement of the performance and job-related (training) objectives.
- D. APPROVAL: Lesson plans developed for use during in-service training will be approved by either the Lieutenant supervising unit to be trained or the Department Training Coordinator. In the case of specialized unit training, the commander of the unit/division in which the training is to be conducted is responsible for generating and maintaining lesson plans.
 - 1. Personnel approving lesson plans will ensure the plans are consistent with lesson plan guidelines, department policies, current law, and other requirements that might apply.
- E. Lesson plans are only required for formal training during which participants receive APOST credit for in-service training or certificates of completion or attendance. Lesson plans are generally not required for roll call training or informal training.
- F. TESTING: A basis for evaluating the participants will be provided as part of the lesson plans (e.g., written tests, qualifications, etc) if appropriate.

IX. REMEDIAL TRAINING

- A. This section will apply to employees who have completed regular basic training and/or FTO programs and have assumed the regular responsibilities of their position.
- B. Remedial training is defined as individualized training to correct a specific deficiency. It is not in and of itself a form of disciplinary action.

General Order 16.1.1

TRAINING

- C. The need for remedial training and the timetable under which remedial training will be provided will be handled as follows:
 - 1. If a sworn officer fails to qualify with his/her duty firearm, remedial firearms training will be provided. The officer will be removed from duty until he/she successfully qualifies with his/her duty firearm.
 - 2. Other remedial training will be completed within two weeks from the time the need for remedial training was identified.
- D. Normally, it will be an employee's immediate supervisor who notes the need for remedial training through the following means:
 - 1. Observation of the employee during performance of regular duties;
 - 2. during inspections;
 - 3. during evaluations;
 - 4. through the employee's participation in a training program;
 - 5. as specified in a disciplinary action;
 - 6. at the employee's request; or
 - 7. by any other means which would allow a deficiency in ability or knowledge to become known.
- E. Forms of remedial training may include but are not limited to:
 - 1. personalized instruction by the employee's supervisor;
 - 2. assignment to an FTO for instruction in the deficient area;
 - 3. assignment to a related training program;
 - 4. assignment to an instructor qualified in the area of the employee's deficiency.

X. TRAINING RECORDS

- A. Training records will be treated the same as personnel records. Only those persons authorized by law will have access to the records.
- B. Records for specialized/advanced training will be maintained in each employee's training file. It will be the employee's responsibility to forward appropriate information (certificates, diplomas, etc.) for the training received to his/her training file.
- C. Lieutenants are responsible for updating officer training records in ePOST (AELECTS) upon successful completion of a training course and/or the receipt of a certificate of attendance.
- D. If a training certificate of attendance is not received, and if the training is not conducted by the Florence Police Department, it will be the employee's responsibility to provide the date of training, a description of the type of training received, and tests scores, if applicable. Copies of

General Order 16.1.1

TRAINING

class sign-in sheets together with an outline of material trained, such as a lesson plan, is an acceptable substitute for certificates of attendance.

- E. The Florence Police Training Coordinator will maintain training class records for all department-wide training including;
 - 1. Lesson plans detailing the course content;
 - 2. A sign in sheet listing the names of agency attendees; and
 - 3. Performance of individual attendees as measured by tests, if administered.

XI. POLICE ACADEMY TRAINING

- A. The Florence Police Department does not have a formal APOSTC certification training component. Therefore, all new officers hired by the Florence Police Department are required to complete the state-mandated basic training at an Alabama Law Enforcement Training Academy in order to receive law enforcement certification from APOSTC.
- B. The Chief of Police is a member of the Alabama Association of Chiefs of Police, which has representation on the P.O.S.T. Commission. Through this representative, the Florence Police Department may provide input into the academy program.
- C. All Florence Police recruits are required to abide by the rules and regulations of the P.O.S.T. certified police academy. The City of Florence is legally liable for its recruits attending the Police Academy.
- D. The Florence Police Department covers all related expenses incurred by a recruit attending the Police Academy in accordance with city policy.
- E. Training in department-related subject matter, such as agency policies, procedures, and rules and regulations, is received by recruits upon completion of the basic police academy. This training is provided by the Florence Police Department during the twelve-week Field Training Program and at roll-call training.
- F. State certified police academies, to which Florence Police recruits attend, follow an approved curriculum based on job-task analyses of the most frequent assignments and associated duties of officers who complete recruit training. The Academy's testing system is used as an evaluation technique to measure competency in required skills, knowledge, and abilities. The basic recruit training program consists of a minimum of 520 hours of training. Recruits must successfully complete the training in order to become a certified officer.
- G. Successful completion of a state certified police academy will occur before being assigned duties requiring the officer to perform routine law enforcement action, engage in duties that require carrying a firearm, or the making of an arrest, except as part of the field training officer's program.

TRAINING

Newly hired officers are considered a part of the recruit training program until officially released from final FTO phase.

XII. ANNUAL RETRAINING

- A. All sworn personnel of the Florence Police Department will, on an annual basis as required by law, attend and satisfactorily complete twelve (12) hours of P.O.S.T. approved training, to include firearms qualifications and legal updates.
- B. The Training Coordinator will send out training notices for training courses that include, but are not limited to, topics including:
 - 1. Leadership;
 - 2. Ethics and Integrity;
 - 3. Cultural Diversity;
 - 4. Interview and Interrogation;
 - 5. Use of Force;
 - 6. Investigation technologies and techniques;
 - 7. Hazardous material incidents;
 - 8. Evidence collection and preservation;
 - 9. Crime Prevention;
 - 10. Officer Safety techniques; and
 - 11. Crime prevention.
- C. An officer should submit a “Request for Training” via chain of command in order to request approval for training.
- D. Upon completing approved training, the officer should submit copies of certificates indicating successful completion of the course to his/her supervisor and to the chief’s office in order to receive P.O.S.T. credit for the training.

XIII. SHIFT BRIEFING/ROLL CALL TRAINING

- A. Roll call training provides updates on legal issues, policy and procedural changes, and other pertinent material between in-service training sessions.
- B. Roll call training will be conducted as needed, when updates are required. This training should be designed to fit within the time constraints of a standard roll call. At the direction of the Shift Commander, roll call training may be held at an alternate time or place. Divisions without a formal roll call may accomplish the function through alternative methods such as training bulletins, scheduled training sessions, or other equally effective measures.

General Order 16.1.1

TRAINING

- C. TOPICS: The appropriate commander will determine training topics based on current training needs such as new legal issues, recent policy/procedural changes, and priorities developed in staff meetings.
- D. INSTRUCTORS: The training will generally be conducted by the supervisor holding roll call or by another person with expertise in the training material.
- E. INSTRUCTIONAL TECHNIQUES: Instructors will use standard accepted methods of instruction during roll call training (e.g., lecture, video, group discussion, etc.)
- F. TRAINING RECORDS: The supervisor conducting roll call will complete written documentation of training. The documentation will include the following information:
 - 1. Topic;
 - 2. Instructor's name;
 - 3. Date & time;
 - 4. Description of material taught (e.g., lesson plan, training bulletin, copy of directive, list of significant points, etc.)
 - 5. Officers present during training;
- G. RETENTION OF RECORDS: Original roll call training records will be retained by the supervising Lieutenant. At the supervising lieutenant's discretion roll call training may also be documented in the training file of each officer in attendance as well as in the Spillman Training Table.

XIV. ACCREDITATION TRAINING

- A. The Accreditation Manager will ensure that familiarization with the accreditation process is provided to all personnel as follows:
 - 1. To all newly hired personnel within 30 days after their employment begins;
 - 2. To all personnel during the self assessment phase of initial accreditation and all subsequent reaccreditations; and
 - 3. To all personnel just prior to any on site assessment for (re)accreditation.

XV. SPECIALIZED TRAINING

- A. All employees of this agency are encouraged to request specialized training based on their interests and assignments. Approval is based on a cost benefit analysis and/or any pre-assignment training and/or certification requirements. Assignments requiring specialized training include:
 - 1. Criminal Investigators;

General Order 16.1.1

TRAINING

2. Evidence Technicians;
 3. Hostage Negotiators;
 4. Traffic Collision Investigators;
 5. Supervisors;
 6. Field Training Officers;
 7. K-9 Officers;
 8. Accreditation Manager;
 9. Evidence Custodian;
 10. Draeger Operators;
 11. Bike Patrol;
 12. Mounted Patrol;
 13. SWAT;
 14. Firearms Instructors;
 15. Traffic – Motorcycle units; and
 16. Dive Team.
 17. Explosive ordnance Disposal (EOD)
- B. Required specialized training should include:
1. Supervised on-the-job training;
 2. Training mandated for certification/re-certification.
 3. Agency policies, procedures, rules and regulations that may specifically relate to the assignment.
 4. Development and/or enhancement of the knowledge, skills, and abilities particular to the specialization through training courses designated for each specialization either pre-assignment or as soon as possible post-assignment depending on training availability.
- C. **RETRAINING REQUIREMENTS:** The agency shall fulfill any retraining requirements as necessary for those assignments that require periodic re-certification. The agency will further strive to provide continued specialized training to all assignments on a cost benefit analysis.

XVI. CAREER DEVELOPMENT

- A. **SKILL DEVELOPMENT UPON PROMOTION:** All supervisory personnel will be provided with skill development training as soon as possible after promotion. This training will include, at a minimum, the following topics:
1. Basic leadership and supervision;

General Order 16.1.1

TRAINING

2. Performance evaluation, including career development counseling techniques;
 3. Disciplinary and grievance procedures, including complaint investigation techniques;
 4. The City of Florence Manual for Supervisors and Employees;
 5. Employee Assistance Program; and
 6. Other topics as applicable.
- B. **ORIENTATION FOR CAREER DEVELOPMENT COUNSELING:** Supervisors will be responsible for conducting career development counseling during the regular performance evaluation interview, and at other times as needed by subordinates. The Department will arrange or provide orientation for all supervisors in the following areas:
1. General counseling techniques;
 2. Techniques for assessing skills, knowledge and abilities;
 3. Salary, benefits and training opportunities of the agency;
 4. Educational opportunities;
 5. Awareness of the cultural background of the ethnic groups present in the subordinate ranks;
 6. Record keeping techniques; and
 7. Availability of outside training/career development resources.

XVII. CIVILIAN EMPLOYEE ORIENTATION

- A. All newly appointed civilian personnel will receive the following information:
1. Orientation to the agency's role, purpose, goals, policies, and procedures;
 2. Working conditions and regulations; and
 3. Responsibilities and rights of employees.
- B. **Police Communications Officer Training**
1. Twelve (12) weeks of On-the-Job training shall be required for all new Police Communications Officers.
 2. Police Communications officers are required to complete the sixteen (16) hour "NCIC Full Access" training course with ACJIS.
 3. NCIC recertification is required for each Police Communications officer every two (2) years.
 4. The Police Communications supervisor performs the function as the T.A.C. (Terminal Agency Coordinator) and the A.I.S.O (Agency

General Order 16.1.1
TRAINING

Information Security Officer). The T.A.C. and the A.I.S.O. is required to attend a minimum of two (2) ACJIS training courses annually (courses may include attendance at a Regional Field Operations meeting and/or the annual statewide user conference).

5. When funds are available, the Department should send new Communications Officers to the 40 hour APCO Basic Telecommunicator course.