DUBLIN POLICE DEPARTMENT

**STANDARD OPERATING PROCEDURE**

#### SECTION: T-001 TRAINING

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**1.6, 1.7, 1.12, 1.13, 1.14, 1.15, 1.16, 1.17**

**1.18, 3.5, 3.8, 6.15**

# I. PURPOSE

To develop and implement successful basic police training programs; advanced, specialized, and in-service training programs; a career development program for sworn personnel; and job-related training for civilian personnel.

**II. POLICY**

All training provided to employees and officers, including police officer recruits, shall be in accordance with the laws of the State of Georgia and the administrative rules established by the Georgia Police Officers Standards and Training Council (POST). Any training mandated by state law or POST rules will be conducted by certified instructors. All training shall be conducted by instructors competent in their field of instruction and in a manner conducive to learning.

Training for all officers, members, or employees shall begin with an orientation program on their first day of employment and shall become part of a continuing education program designed to encourage an individual’s professional and career development. By way of a structured training process, the department should enable the person to define and focus on their talents and strengths, which, when properly channeled, will offer mutual and maximum benefit to the individual and the department.

**III. FUNCTIONS AND GOALS**

A. The Chief of Police and department staff are responsible for the entire training program within the department. Duties and responsibilities include but are not limited to the following:

1. Planning, developing, and implementing training programs.
2. Ensuring that proper training is available and notifying personnel of required training.
3. Maintaining all department and POST training records.
4. Ensuring that mandatory training is attended and reporting deficiencies to supervisory staff.
5. Administering the Field Training and Evaluation Program (FTEP) and evaluating the effectiveness of the program.
6. Providing scheduled firearms qualifications with duty and off-duty weapons.
7. Providing in-service, remedial, and advanced training.
8. Providing newly hired civilian and sworn personnel with job-related training as soon as practical.

 B. Each shift/unit commander and section leader serve as the “defacto” training officer for their respective division, shift, or section. This individual will be responsible for the training of his/her personnel. The Administrative Coordinator will be the training officer for non-sworn personnel. The Chief of Police shall also appoint an officer as the Operations officer; this officer has the overall responsibility for training management and status within the department. While the department Operations officer is primarily responsible for the following activities, all other training officers (shift/unit commanders) will assist and provide input as necessary:

1. Planning and developing training programs to include revision and update of annual training, field training programs, and implementation of new programs of training.

2. Notifying personnel and supervisors of required training, dates, times, locations, and other pertinent information. Ensure that required training programs are attended and notify supervisors of absences from required training.

3. Notifying supervisors of other available training for sworn and civilian personnel.

4. Ensure that accurate training records are maintained on all sworn and civilian personnel.

5. Develop, coordinate, and implement yearly training and classes schedule.

 6. Maintain a liaison with the state and regional police academy by coordinating training, and attendance, and by providing information, training aids, instructors, or other assistance as requested and available**.** Also maintain contact with the academy while recruits are in attendance to assist with recruit requirements, status, and/or problems.

**IV. TYPES OF TRAINING / REQUIRED TRAINING**

STD 1.12, 1.13, 1.14, 1.15, 3.8d

A. Annual Training – All officers will receive training annually on legal updates, use of force policy (including the constitutional and legal limitations on the use of deadly force), high-risk critical tasks, vehicle pursuits, ethics, biased-based profiling, and any other training as prescribed by law.

STD 1.13

B. High-risk / Critical task training will be conducted and will include the following subjects/tasks:

Dealing with the mentally ill or persons with diminished capacity (all employees)

Code of Conduct/Ethics/Off-duty Conduct (all employees)

Domestic Violence/ Agency Employee Domestic Misconduct (all employees)

Sexual Harassment/Sexual Misconduct (all employees)

Complaints/Internal Affair investigations (all employees)

Search and Seizure/Arrest

Transportation of Detainees

Selection and Hiring

Property and Evidence

Special Operations/High Risk Warrant service (etc.)

Pursuits/Emergency operation of vehicles

Use of Force/Response to Aggression

These tasks may be taught at the department level or at shift/section roll call training. All department-level training will be conducted by POST certified instructors.

C. Roll Call Training **–** is one of the quickest and easiest ways to provide training to officers. Supervisors will conduct roll-call training on a regular basis with officers/subordinates; subject matter includes, but is not limited to, department policies, ethics/professionalism, vehicle pursuits, use of force, legal updates, high-risk critical tasks, changes in policies/procedures, care of equipment, etc. In addition, supervisors will conduct the training topics as scheduled on the department training schedule. Officers should feel free to recommend topics for training to their supervisors. Resources used for roll call training include but are not limited to, department policy, video, incident reports, accident reports, traffic analysis, crime analysis, lookout reports, daily bulletins, inspection reports, staff reports, law/legal updates, etc.

D. Firearms, ECDs, and less lethal weapons training/qualification requirements can be found in sections A017 (Firearms Regulations), P006 (Intermediate Weapons), and P008 (TASER) of this policy.

E. In-Service Training - To ensure that personnel is kept up to date with new laws, technological improvements, revisions in agency rules and regulations, etc., the department will provide in-service training programs which will be conducted by POST certified instructors.

F. Advanced/Specialized Training - Advanced/specialized training is training to enhance skills, knowledge, and abilities beyond the level taught in either recruit or other in-service training programs. Advanced/specialized training may also address the development and/or enhancement of the skills, knowledge, and abilities particular to specialization such as management, administration, supervision, personnel policies, department policies, procedures, or rules and regulations specifically related to the department.

In an effort to encourage professional development, advanced education, and improved law enforcement abilities and services, the state training academy and regional academies offer a wide selection of training and courses designed to enhance individual knowledge, skills, and abilities. All officers/employees are encouraged to seek training in areas that will enhance their abilities.

Many functions within the department may require specialized training. This training may be provided internally, at a regional academy, state academy, or even by outside public or private organizations. Those areas which the department identifies as positions requiring specialized training include, but are not limited to:

Traffic officers Field Training Officers School Resource officers

CID personnel Internal Affairs personnel Crime Prevention personnel Supervisory personnel Training officers Operations officers

Public Housing officers

Any other assignments which are specialized or highly technical in nature

Specialized training may be provided for newly promoted employees and employees in selected assignments. Officers/employees, who are promotable, or have been promoted to a supervisory position, may attend Supervision training. Supervisors/Managers, upon the recommendation of the Chief of Police or Assistant Chief, may attend Management Training. The Chief of Police is required to attend various training designed for executive development.

G. Career Development Program – In an effort to encourage professional development, advanced education, and improved law enforcement abilities and services, POST offers a series of certifications beyond that of the basic level. Requirements for these certifications are based on time in service, higher education, and training/courses consisting of both core and elective programs. They include Basic Law Enforcement Certification, Intermediate Certification, Advanced Certification, Supervisory Certification, Management Certification, and Executive Certification. Requirements for each level are mandated by POST and are subject to change.

All sworn personnel are encouraged to strive to obtain intermediate and advanced certification. Supervisors and managers are encouraged to obtain supervisory and management certificates. Employees meeting the requirements for one of these certifications may obtain the appropriate application from the Operations officer.

H. Annual Requirements -

STD 1.7

1. POST Requirements for Sworn Police Personnel –

Effective January 1, 1989, the Georgia POST council requires that each sworn officer receive at least twenty (20) hours of in-service training each calendar year. Failure to do so will result in removal from their duty assignment and/or loss of certification as a peace officer in the state of Georgia.

Below is a revision to POST rules which was approved by POST Council on December 14, 2016, and implemented January 1, 2017.

It was posted statewide for officers and agencies to review in September and October of 2016. In essence, the rule now establishes a minimum of 5 of the required 20 hours of annual training.

The topics are:

Firearms requalification - 1 hour

Use of Deadly Force - 1 hour

De-escalation training - 1 hour

Community Policing - 2 hours

It is the individual officer's responsibility to satisfy this requirement each year.

Senior department staff will plan, develop, schedule, and implement in-service training programs to assist officers in fulfilling this mandate.

2. Required Recertification.

a. Firearms – Annually officers are required to demonstrate proficiency/qualify with all issued weapons. This recertification may include training regarding the use of force, legal, moral, and ethical aspects of firearms use, and safety in handling firearms. Failure to demonstrate proficiency will result in remedial training pursuant to this chapter and as described in section A-017 (Firearm Regulation).

***Note:*** *All officers must demonstrate proficiency with their primary duty weapon to maintain POST certification.*

b. Less Lethal Weapons/TASER - Annually officers will be required to demonstrate proficiency/qualify/recertify with any assigned less lethal weapons (O.C., Baton), and/or TASER. Failure to demonstrate proficiency will result in remedial training pursuant to this chapter and as described respectively in sections P-006 (Less Lethal Weapons) and/or P-008 (TASER).

3. As previously mentioned, all officers will receive training annually on legal updates, use of force policy (including the constitutional and legal limitations on the use of deadly force), high-risk critical tasks, vehicle pursuits, ethics, performance evaluation rater training, and any other training as prescribed by law.

4. Training will also be provided and/or conducted in accordance with the department's monthly training schedule.

I. Lesson plans approved by the POST Council or the Georgia Public Safety Training Center may be used at any time. Copies of all utilized lesson plans and/or training outlines will be provided to the department Operations Officer for filing and reference.

J. All training will be documented and recorded; training provided by a POST certified instructor will be transmitted to POST.

# V. NEW EMPLOYEES / FIELD TRAINING AND EVALUATION PROGRAM

A. Entry-level police officers who are not POST certified must attend and successfully complete the POST basic mandate course prior to assuming sworn status. As soon as practical, these officers will be scheduled to attend the Basic Law Enforcement Training Course (BLETC) at one of the regional academies used by the department.

B. New officers will be entered into the Field Training and Evaluation Program (FTEP), a program designed to provide a systematic approach for the field training of new officers that is consistent and standardized. Officers who attend BLETC will normally be entered into the program after their completion of the basic mandated program. New officers who are POST certified will be entered into the program upon hiring. The FTEP policy, including information, specifics, and guidance can be found in section T002 of this SOP.

C. New officers who have been employed and are awaiting BLETC attendance may be utilized in various non-sworn roles, including assignment administrative duties, or to the FTO Coordinator or Operations officer to begin study of this SOP, or other duties as assigned.

STD 1.6

D. No officer will be assigned to a position requiring the carrying of firearms, enforcing the law, or making arrests until his/her successful completion of POST mandated training.

E. The following materials will be issued to all new employees:

STD 3.5 a, b, c

1. Dublin Police Department SOP and a City of Dublin handbook containing:

a. the agency’s role, purpose, goals, policies, and procedures

b. working conditions, rules, regulations, and general orders

c. rights and responsibilities of employees.

2. A listing of 10- codes used by the department (officers only).

3. Uniforms and duty gear (officers only) (civilian employees issued shirts).

4. Any other applicable items as provided at the time.

F. Civilian (non-sworn) employees will be provided with on-the-job training relative to the position to which they are assigned.

## VI. REQUESTS FOR TRAINING (Academy/External Source)

A. Requests for training will be forwarded through the chain of command to the department Operations officer using the “Training Request Form”. If the training/course is taught at the state or a regional academy, normally no other paperwork is required (exception – courses with listed prerequisites). If the training/course is to be conducted by a vendor or other entity, the requestor must attach all applicable information (such as a flyer or brochure) to the request for training. All financial obligations for such “outside” courses/training will be established at the time of application.

B. A request for training may be initialized by utilizing one or more of the following methods:

* Officer/Employee request - An officer or employee requesting training will complete the Training Request form and forward it through the chain of command. If approved by section/shift supervisors/ commanders, it will be forwarded to the Assistant Chief of Police for approval. If approved by the Assistant Chief it will be forwarded to the department Operations officer for action. The Operations officer will action the request as necessary and required. Registration/reservation information will be provided back through the chain of command to the requesting officer.
* Supervisor request – A supervisor may request training for one or more of his/her subordinates. In this event, the supervisor will complete the Training Request form and forward it through the chain of command. If approved by the ranking section/shift supervisors/ commanders, it will be forwarded to the Assistant Chief of Police for approval. If approved by the Assistant Chief it will be forwarded to the department Operations officer for action. The Operations officer will action the request as necessary and required. Registration/reservation information will be provided back through the chain of command to the requesting supervisor and affected officer(s)/employee(s).
* Department request – In the event the Chief and/or Assistant Chief determines there is a broad need for training in a specific area or course, the Operations officer will be directed to enter applicable personnel into relative/applicable courses. Registration/reservation information will be provided back through the chain of command to all affected personnel. The Chief and Assistant Chief will determine which training programs and courses, if any, are necessary and mandatory as a departmental requirement.

It is recommended that anyone desirous of training first check with the Operations officer about the availability of training/courses to be requested. Knowing the availability of seats in courses in advance will eliminate wasted time on request actions for courses that are full /closed and reapplications for other courses.

Department personnel (other than the Chief of Police, the Assistant Chief of Police, and the department Operations Officer) will not make contact with the state academy, regional academies, “outside” entities such as private companies/academies, and/or other agencies with regards to training without prior approval. All requests for training or requests for training-related information will be pursued through the chain of command.

C. If the training course is other than at a state or regional academy, the requestor must provide information relative to the course. All training at outside facilities/agencies shall be done pursuant to state law and POST rules and regulations. Officers/employees are reminded that departmental policies, procedures, rules, and regulations are still applicable. If any training or skills learned at an outside facility/agency conflict with any departmental procedures, policies, rules, and regulations, these conflicts should immediately be brought to the attention of the Operations officer and the chain of command.

D. Attendance at any or all scheduled training/courses, either departmental or at regional/state academies, shall be considered a duty assignment; officers/employees will attend as scheduled. Attendance shall be documented and maintained by the Operations officer as a means to record training received by the officer/employee. Cancellation of training/course reservations or applications will be accomplished through the chain of command. Permission to miss or be excused from any scheduled training may be given by an officer’s/employee’s supervisor, but only after informing the chain of command. In the event of emergencies, the supervisor will make the decision and then notify higher authorities. Missed training and/or excusals must be justified.

E. Employees will be basically allowed to attend training each year, and the selected/approved course(s) will be consistent with the employee’s job assignment. Officer evaluations and/or training records may be used in class selection. The Chief of Police or designee may assign job-related classes as necessary or as described in this section.

**VII. CIVILIAN PERSONNEL TRAINING**

A. Newly appointed civilian personnel will receive the following training prior to assumption of job responsibilities:

1. Orientation to the agency's role, purpose, goals, policies and procedures;

2. Working conditions and regulations pertaining to the position and general departmental procedures; and

3. Responsibilities and rights of employees.

B. The department further requires that all civilian personnel will attend any training made available that enhances their professional skills and enables them to better perform the tasks and jobs they are assigned, and/or deemed necessary by state regulation or the Chief of Police. All police and court clerks must become GCIC certified.

C. Civilian personnel will also receive training in the following areas: Critical tasks as indicated in section IV, department organization, job descriptions, and mission statement. Civilian personnel will receive training on the following policies: police clerks, communications and electronics, social media, and employee early warning system. Civilian supervisors will also receive rater training.

## VIII. REMEDIAL TRAINING

 A. Remedial training is defined as a correction or review of previously taught information or procedures, and the department encourages remedial training as a means of improving employee productivity and effectiveness through positive and constructive methods. Supervisors must monitor employee productivity and conduct and are responsible for identifying those cases where failure to perform according to established standards and policies is due to a need for retraining instead of formal disciplinary action.

STD 6.15

B. Remedial training will be required for any employee who shows a lack of understanding in the application of department policies and procedures, has difficulty with any program of instruction, has performance or conduct problems, or specific deficiencies (such as a lack of knowledge, skill, or ability) which have been identified by supervisory personnel.

C. Basic Procedures - Once a decision has been made for an employee to receive remedial training:

 1. If the training is to be conducted within the department, the training will be planned, resourced, and scheduled, the employee notified and then conducted appropriately. Whenever possible the supervisor is encouraged to conduct the retraining personally. The retraining should focus on the problem or deficiency at hand and should take as long as necessary to ensure success. Sometimes this can be accomplished in a single session; sometimes multiple sessions over time are required.

 2. If the training requires the employee to be trained externally, such as in attendance at the state or a regional academy, such training will be requested and scheduled, and the employee will be notified.

If an employee refuses or fails to attend a remedial training program after being required to do so, he/she will be subject to disciplinary action.

D. There are certain POST and department requirements that require demonstrated proficiency on an annual basis.

STD 1.16c

 1. POST requires sworn officers to qualify/re-qualify with their primary duty weapon annually. Failure to do so will result in remedial training as specified in section A-017 of this policy.

 2. The department requires all sworn officers who are issued any additional firearms to demonstrate proficiency on an annual basis. Failure to do so will result in remedial training as specified in section A-017 of this policy.

STD 1.17c

 3. The department requires all sworn officers who are issued ECDs to demonstrate proficiency on an annual basis. Failure to do so will result in remedial training as specified in section P-008 of this policy.

STD 1.18c

 4. The department requires all sworn officers who are issued OC and/or expandable batons to demonstrate proficiency on an annual basis. Failure to do so will result in remedial training as specified in section P-006 of this policy.

E. Training is a component of the disciplinary process. An employee's willingness to participate in remedial training is indicative of a positive form of discipline. If the employee is unwilling to participate, then disciplinary action applies. All remedial training and the results thereof will be reported in the performance evaluation system.

F. Training records for remedial training will be forwarded to the department Operations officer for inclusion in the affected employee’s training record.

## IX. COURSES OF INSTRUCTION / TRAINING INSTRUCTORS

A. Development of course curriculum for training within the department is the responsibility of the Operations officer and certified instructors in the department; POST guidelines must be met. In determining course curriculum and the development of training programs, the Operations officer and certified instructors may use all training resources available through the department and POST.

Course curriculum may also be developed by using outside resources within the public and private community. Public organizations include other law enforcement and government agencies, and other components of the criminal justice system. Private organizations include training seminars, programs, conferences, or work sessions conducted by private organizations. The purpose of using outside public and private organizations is to enhance our own training programs. All resources and training will meet with the prior approval of the Chief of Police.

On occasion, in-service, advanced, and specialized training may occur at an outside training facility. In order for an employee to receive credit for any outside training, the training must be POST approved. Training provided by department personnel at external facilities must be approved by the Chief of Police or designee.

B. Lesson plans/training outlines utilized during training will be approved by the Chief of Police or his designee to ensure that the subject matter to be covered in training is addressed completely, accurately, and is properly sequenced with other training materials; that the lesson plans establish the purpose of the instruction, set forth the performance objectives, relate the training to critical job tasks, and identify the subject material. All plans/outlines will follow guidelines set forth by the Georgia POST Council.

Instructors for all advanced, in-service, and specialized training programs will be required to complete a lesson plan/outline, which will include at a minimum:

1. Guidelines and format for plan development

2. A statement of student performance objectives

3. The content of the training and specification of the appropriate instructional techniques

4. Identification of any tests used in the training process

C. Instructors providing training at the Dublin Police Department will have been certified by the Georgia POST Council as an instructor. All instructors will be required to complete the Instructor Training Course taught at a state academy and be certified by POST. Those instructors who desire to instruct in a high liability area (such as firearms) must have that specialty endorsement added to their general certification. All certified instructors will be required to follow POST guidelines in updating and maintaining their instructional certification requirements.

When training programs pertain to other areas of the criminal justice system, the Operations officer and/or instructor should seek an individual from that area to assist in the instructional process. Examples may include a judge discussing courtroom procedures, a district attorney discussing criminal prosecution, or a nurse discussing health care. This type of training increases effectiveness, improves coordination, and promotes better understanding throughout the criminal justice system.

D. Testing - All testing procedures for Departmental training programs will be approved by the Operations Officer and shall consist of two types:

1. Written examinations that evaluate cognitive knowledge

2. Performance examinations that evaluate psychomotor skills.

If required, instructors will administer a test to all attendees upon completion of the training/course. All tests should be competency-based, use performance objectives, and measure participant knowledge of and ability to use job-related skills. For written examinations, seventy percent (70%) shall be considered the minimum passing score unless otherwise specified by the instructor or designated by the training standard.

### E. Training Records -

STD 1.7

The Operations Officer will maintain a training file on each employee of the department. The files will be updated upon completion of an employee's participation in a training program/course and in accordance with POST regulations. The file will contain at a minimum, the date of the training, types of training received, number of hours, and any certificates received. Attendance and test scores shall be recorded for each employee.

Employees attending outside training will provide a copy of all certificates of completion or attendance to the Operations Officer following the training program.

The Operations Officer is responsible for maintaining records of each training class conducted by the Dublin Police Department. These records shall include at a minimum the following:

1. Course content (lesson plans/training outlines)

2. Roster of participants

3. Performance of individual attendees as measured by tests, if administered

# X. TRAINING EVALUATION AND REQUESTS

A. It shall be the policy of this department that all training programs be evaluated on an ongoing basis to ensure our training is up to date according to training needs and obligations.

B. As part of the evaluation process, several resources will be referred to when developing and modifying training programs. Resources reviewed and referenced are:

1. Field reports, including supervisory reports

2. Minutes from Staff /Supervisor meetings and reports

3. Consultations with field officers and supervisors and observations made in the field

4. Student evaluations and critiques

5. Reports from the accident review board, inspections, and other department committees

6. Reports from Internal Affairs regarding cases investigated and potential problems or problem areas identified

7. Requests from other agencies such as Laurens County Juvenile Court, Department of Family and Children Services, etc.

8. Participation and approval by the Chief of Police

C. All staff members are expected and encouraged to make suggestions about the improvement of or needed changes to training. As training topics are pointed out and areas requiring improvement are noted, the various section heads will be charged with examining the feasibility of inserting a particular topic into the training program.