

Chapter 18

TRAINING

Standards in this chapter relate to the training of law enforcement personnel.

Training has often been cited as one of the most important responsibilities in any law enforcement department. Training serves three broad purposes. First, well-trained officers are generally better prepared to act decisively and correctly in a broad spectrum of situations. Second, training results in greater productivity and effectiveness. Third, training fosters cooperation and unity of purpose.

Training programs should ensure that the needs of the department are addressed and that there is accountability for all training provided. In particular, training should be consistent with the department's goals and objectives.

18.1 Organization and Administration

18.1.1 A written directive establishes the department's training function.

Comments: The directive should establish the training function; provide the organizational placement of the function; identify its authority and responsibilities; and assign to it the activities consistent with the department's training goals. The directive should establish the function's responsibilities for both sworn and civilian training. (M M M)

18.1.2 A written directive specifies the activities of the training component, to include:

- o planning and developing training programs;
- o notifying personnel of required training, and training that is available to department personnel;
- o maintaining training records;
- o ensuring that required training programs are attended;
- o implementing training programs;
- o selecting instructors; and
- o evaluating training programs.

Comments: Specifying the activities helps ensure that all training and training-related activities are being addressed and that there is accountability for the efforts. All training activities should be conducted within the framework of department goals and in cooperation with all operational units. (M M M)

18.1.3 Job task analyses are used in the development of the curricula of department training programs.

Comments: The department should be able to demonstrate the job-relatedness of all training programs. (M M M)

18.1.4 A written directive establishes performance objectives for all training programs.

Comments: The use of performance objectives acquaints the training participants with the information they are required to know, the skills that must be demonstrated, and the circumstances under which the skills will be used. This approach also enables the instructors to relate training directly to the job performance that will be expected by supervisors. (M M M)

18.1.5 A written directive requires the department to update records of employees following their participation in training programs.

Comments: As personnel complete training programs, the date of the training, the types of training received, any certificates received, attendance, and test scores should be recorded for each trainee. (M M M)

18.1.6 The department maintains records of each training class, to include:

- o course content (lesson plans);
- o names of attendees; and
- o performance of individual attendees as measured by tests, if administered.

Comments: The intent of the standard is to ensure that the department is able to demonstrate what instruction was provided, who attended the sessions, and the performance of the attendees. (M M M)

18.1.7 A written directive governs the release of training records outside the department.

Comments: The department should determine the circumstances under which release of training records for the use of entities outside the department is allowed. (M M M)

18.2 Recruit Training

- 18.2.1** The department requires all newly sworn officers to complete the recruit training program prior to any routine assignment in any capacity in which the officer is allowed to carry a firearm or is in a position to make an arrest.

Comments: The intent of this standard is to preclude assigning persons to positions requiring the carrying of firearms, enforcing the law or making arrests until they successfully complete a structured basic training course. (M M M)

- 18.2.2** A written directive establishes a field training program for recruits with provisions for the following:

- o a selection process for field training officers;
- o supervision of field training officers;
- o liaison with the academy staff;
- o training of field training officers;
- o rotation of recruit field assignments;
- o guidelines for the evaluation of recruits by field training officers;
and
- o reporting responsibilities of field training officers.

Comments: The goal of field training is to provide recruit trainees with qualified instruction; and the department with an objective appraisal of recruit performance. (M M M)

18.3 In-service, Roll-call, and Advanced Training

- 18.3.1** A written directive governs an in-service training program for all sworn personnel.

Comments: The department should ensure that personnel are kept up to date with new laws, technological improvements, and revisions in department policy, procedures, rules, and regulations. The training should include a review of the following topics: (1) department policy, procedures, and rules and regulations, with emphasis on changes; (2) statutory or case law affecting law enforcement operations, with emphasis on changes; (3) the functions of agencies in the local criminal justice system; (4) exercise of discretion in the decision to invoke the criminal justice process; (5) interrogation and interviewing techniques; (6) department policy on the use of force, including the use of

deadly force; (7) emergency medical services; (8) the performance evaluation system; (9) emergency fire suppression techniques; (10) new or innovative investigative or technological techniques or methods, if any; (11) hazardous materials incidents; (12) contingency plans, if any, including those relating to special operations and unusual occurrences; (13) crime prevention policies and procedures; (14) collection and preservation of evidence; and (15) report writing and records system procedures and requirements. (M M M)

18.3.2 A written directive establishes a department roll-call training program.

Comments: Roll-call training is a technique that may supplement all other training. The goal of this training should be to keep officers up to date between formal retraining sessions. (M M M)

18.3.3 A written directive governs advanced training for sworn personnel and includes:

- o criteria for selecting personnel; and
- o assignment of personnel within the department following completion of advanced training.

Comments: Advanced training may be considered the type of training provided at the Canadian Police College and other appropriate institutions. (M M M)

18.4 Specialized Training

18.4.1 A written directive identifies the positions for which specialized training is required.

Comments: The department should identify all of the positions for which both pre- and post-assignment training are required. (M M M)

18.5 Civilian Training

18.5.1 A written directive requires all newly appointed civilian personnel to receive the following training:

- o orientation to the department's role, purpose, goals, policies, and procedures;
- o working conditions and regulations; and
- o responsibilities and rights of employees.

Comments: *Civilian employees should be trained to meet the requirements of job responsibilities as identified by a job task analysis. (M M M)*

18.5.2 **A written directive identifies the civilian positions for which training, in addition to orientation, is required prior to assumption of job responsibilities.**

Comments: *Training for employees who predominantly deal with citizens (i.e., communications personnel or personnel assigned to information posts or the "front counter") should stress not only the skills necessary to perform the technical aspects of their jobs but also the importance of the link they provide between the citizen and the department, which often shapes a citizen's opinion of the department. (M M M)*