

MITCHELL POLICE DIVISION

CHAPTER 22

TRAINING

PURPOSE: Training serves three broad purposes. First, well-trained employees are 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 must ensure that the needs of the agency are addressed and that there is accountability for all training provided. In particular, training must be consistent with the agency's goals and objectives.

22.1 AGENCY TRAINING GOALS

The policy of the Mitchell Police Division is to provide training to its employees which is consistent with job related and personal development needs of its employees. Approval for training will be contingent upon its value to the employee(s) and the organization, and when the benefits of the training are deemed to be cost effective.

22.2 TRAINING FUNCTION ESTABLISHED

- A. The Training Administrator will handle all inquiries about outside training and arrangements.
- B. The Training Administrator will coordinate all internal training.
- C. Job related training will be available to employees through the:
 - 1. Basic law enforcement academy
 - 2. In-service training
 - 3. Roll call training
 - 4. Outside schools and seminars
- D. Division employees may contact the Training Administrator for listings of training available.

22.3 TRAINING COMPONENT ACTIVITIES

- A. The Training Administrator will establish, maintain, determine, coordinate, evaluate and notify personnel of all training matters.
 - 1. Determine training needs for the Division through job task analysis
 - 2. Plan and develop training programs
 - 3. Schedule in-service training
 - 4. Provide current training on a level beyond basic law enforcement
 - 5. Coordinate and obtain instructors for in-service training
 - 6. Consult rosters at class, ensures class attendance by designated personnel and report absent personnel to the appropriate Supervisor
 - 7. Schedule make-up classes as necessary
 - 8. Be responsible for the Field Training Program and the Training of the Field Training Officers.
- B. Additional responsibilities of the Training Administrator will be to coordinate training programs through outside organizations or agencies.
- C. Evaluate, update and revise Division training programs as necessary.
- D. Provide orientation programs for new officers through the F.T. program.
- E. Firearms Instructors will administer the Firearms Program.
 - 1. Coordinate firearms training/practice and qualifications for all Division personnel
 - 2. Maintain records of all firearms courses and scores of personnel qualifying on those courses.
- F. Field Training Coordinator will administer the Field Training Program
 - 1. Be responsible for the Field Training Program and the Training of the Field Training Officers.
 - 2. Provide orientation programs for new officers through the F.T. program.

3. Maintain records of F.T. recruits.

22.4 TRAINING PROGRAM OUTSIDE RESOURCES

Employee selection for advanced training, FBI Academy, Northwestern Traffic Institute, etc., shall be reviewed by the Chief, considering the following:

1. Would the training aid in meeting Division goals?
2. Would the training improve professional competency of the attendee?
3. Position/assignment of attendee
4. Mandatory training requirements
5. Selected person should have demonstrated leadership abilities
6. If scheduling and work load will allow the prolonged absence

22.5 INTERAGENCY TRAINING

- A. The Chief of Public Safety may authorize law enforcement personnel from other Divisions or people from other public or private agencies to attend Division training programs or have access to training materials.
- B. The Chief of Public Safety may authorize members of the Mitchell Police Division to conduct training for the Law Enforcement Standards and Training Commission, another law enforcement agency, or other public or private organizations.

22.6 TRAINING PROGRAM ATTENDANCE

- A. Division members assigned to any training program or class, being conducted by or for the Mitchell Police Division, are required to attend. Failure to attend shall be treated as the equivalent of failing to report for duty.
 1. Personnel may be excused from training by the Training Administrator or the appropriate Division Commander for a valid reason.
 2. Assigned members who fail to attend appropriate training due to illness or other reason shall immediately contact the Training Administrator.
 3. The Training Administrator shall schedule to receive makeup training,

when appropriate.

- B. During a training exercise all employees, regardless of rank, will adhere to the directions of the instructor or training officer.
- C. In the event any supervisor believes a training exercise is unsafe or unlawful, he shall suspend the training exercise or that portion of the exercise believed to be unsafe or unlawful. All such actions will be reported to the Training Administrator immediately.

22.7 SCHOOL DRESS REQUIREMENT

All employees, while attending any course of instruction, seminars or any other training activity, shall be dressed in either the uniform of the day or as designated by the training provider. All clothing shall be neat and clean presenting a professional appearance.

22.8 TRAINING PROGRAM REIMBURSEMENTS

The policy of the Mitchell Police Division is to pay employees when they attend training programs in or outside the Division's service area. Reimbursement for approved personal expenditures will be paid by the City of Mitchell unless otherwise provided by another agency.

- A. It is the attendee's responsibility to complete and submit the proper forms for reimbursement within 3 days of the training.
 - 1. Forms to be completed:
 - a. Reimbursement of expense form

22.9 TRAINING PROGRAM TESTING PROCEDURES

- A. Both pre-tests and post-tests may be administered.
- B. The minimum passing score is 70%. Pass/fail may also be used.

22.10 REMEDIAL TRAINING

- A. In order to ensure that all employees are performing to the best of their abilities, it is essential to offer remedial training in those areas where an employee exhibits a lack of knowledge or poor performance.

- B. Designated employees will attend remedial training when directed.

22.11 TRAINING RECORDS UPDATE/MAINTENANCE

- A. The Training Administrator shall be responsible to maintain accurate and current training records on all employees. All training received shall be recorded and become a permanent part of the employees training record immediately following their participation in the training program.
- B. Records will be kept by the Training Administrator in the following areas:
 - 1. Lesson plans will be approved by the Training Administrator
 - 2. Test results for the training courses as required
 - 3. Training course contents, including any handouts, names of attendees and instructor's name
 - 4. Attendance records of employees attending in-service training
 - 5. The training Administrator and/or individual instructors will ensure updating as necessary.

22.12 RELEASE OF TRAINING RECORDS

The Mitchell Police Division's training records shall only be released upon the following conditions:

- 1. Upon the request of the employee.
- 2. At any other time upon approval of the Chief of Public Safety.

22.13 OUTSIDE ACADEMY RELATIONSHIP

- A. All newly appointed police/communication employees shall be required to complete a preparatory program of police training as specified by the South Dakota Law Enforcement Standards Commission within the first year of employment.
- B. Recruits shall be paid 100% of their salary and benefits while attending the South Dakota Law Enforcement Training Academy. Salary and benefits shall be paid by the City of Mitchell.

22.14 TRAINING OF TRAINERS

- A. Prior to assignment as a regular instructor with the Mitchell Police Division, personnel must complete an instructors development course.
- B. Technical instructors (firearms, etc.) shall be required to hold the appropriate levels of technical training necessary to be instructors in their field.
- C. This policy shall not preclude those with particular knowledge or expertise from giving occasional instruction as approved by the Training Administrator.

22.15 OUTSIDE INSTRUCTOR SELECTION

Outside instructors shall be chosen by virtue of their expertise in the area of instruction. Instructors shall be required to provide the Training Administrator with a lesson plan as needed and a series of relevant test questions taken from their presentation, if a written test or oral test is to be administered.

22.16 RECRUIT TRAINING PRIOR TO ASSIGNMENT

- A. With regard to entry-level police officers, the Training Administrator shall insure that the following duties are accomplished:
 - 1. Complete all the requirements for the recruitment and selection of entry-level personnel.
 - 2. Complete all processing paperwork as is required to start employment.
 - 3. The Training Administrator shall obtain an academy start date from the South Dakota Law Enforcement Training Academy, and shall then make all necessary arrangements to schedule the recruit officer to enter field training status. Field Training may be conducted either pre- or post academy, depending upon the ability of the Training Academy to provide academy training to the recruit in a timely fashion.
 - a. Prior to entering the training status, recruits may be utilized in a law enforcement support function.
 - b. Prior to beginning the field-training program or completing firearms qualification, recruit officers shall not be utilized in any function or capacity that would involve them in arrest situations or require them to carry a firearm.

- c. Specific shift assignments for field training will be scheduled through the Field Training Coordinator.
- B. Newly hired personnel are not authorized to carry duty weapons until satisfactory completion of the Divisional Basic firearms training and qualifications.

22.17 RECRUIT TRAINING ELEMENTS

- A. The Mitchell Police Division's recruit training program shall include:
 - 1. A curriculum based on job task analysis of the most frequent assignments.
 - 2. The use of evaluation techniques designed to measure competency in the desired skills, knowledge and abilities (SKA).
- B. The Training Administrator shall review the field training of all recruits, to insure proper documentation of training.

22.18 RECRUIT EMS TRAINING

The policy of the Mitchell Police Division is that all newly hired sworn police officers shall receive EMS/First Responder training during their basic academy training.

22.19 FIELD TRAINING AND EVALUATION PROGRAM

- A. Field training and evaluation program will be conducted according to current F.T./C.T. manual.
- B. The Training Administrator shall act as a liaison to the director and staff of the South Dakota Law Enforcement Training academy.
 - 1. The Training Administrator shall remain abreast of training requirements or changes in them, to ensure Division recruit training is compatible and in compliance with existing standards.
- C. FTO's/CTO's shall be proficient and knowledgeable in all skills necessary to perform their duties and instruct recruit officers in the proper performance of those duties.
 - 1. Within the FTO's/CTO's first year, or when practical in the training program, they shall be scheduled to attend a program for Field Training Officers, Communication Field Training Officers and/or training

comparable to the above.

- D. Field training will be conducted according to the current field training and evaluation manual. Communications Specialists will receive initial training (Equivalent of officer field training) according to the current Communications Training Manual. Communications training will be the responsibility of the Communications Director who may recruit assistance and delegate duties as necessary.

22.20 PROBATIONARY EMPLOYEE EVALUATIONS

The work performance of each probationary employee will be evaluated according to the guidelines and procedures of the "Field Training/Communication Training and Evaluations Program," as well as standard employee evaluations.

22.21 ANNUAL RETRAINING REQUIRED

- A. The Mitchell Police Division recognizes the need to provide well-structured and informative in-service training to all personnel.
 - 1. The Mitchell Police Division shall provide a variety of In-Service Training programs designed to meet the needs of the Division and to maintain and develop skills, knowledge and abilities of employees.
 - 2. In-service training shall be coordinated through the Training Administrator.
 - a. Subject matter for training sessions shall be as determined by the Training Administrator or Communications Director (as applicable). Recommendations for training topics may be made by anyone.
- B. Certain training programs must be accomplished on a regular basis in order to maintain a reasonable level of officer proficiency. At a minimum, the following training programs shall be presented as established below, and shall be a mandatory requirement of the Mitchell Police Division In-Service Program.
 - 1. Annual firearms qualifications to include use of Deadly Force
 - 2. Annual Pressure Point Control Techniques PPCT
 - 3. Annual legal update training
 - 4. Domestic abuse training every 4 years
 - 5. Annual Taser ® qualification

6. CPR/AED qualification
7. Radar qualification every 2 years

22.22 IN-SERVICE MANAGEMENT TRAINING

Personnel promoted or placed in special assignments will receive training pertinent to their new responsibilities as soon as practical.

22.23 CIVILIAN TRAINING

- A. All entry-level civilian personnel will receive training, at a minimum, in the following areas:
 1. Orientation to the Division's role, purpose, goals, policies and procedures
 2. Working conditions and regulations
 3. Responsibilities and rights of employees, and requirements of any applicable job description
 4. Specific job training and on-the-job training as required by the position or assignment
- B. Training shall be conducted by the Supervisor to whom the civilian employee is assigned.