
	<p style="text-align: center;">ANDOVER POLICE DEPARTMENT GENERAL ORDER</p>		Number: M1302
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			Distribution: All
Title: RECRUIT TRAINING		Section: Training	
Issued: 08/30/2011	Effective: 09/07/2011	Revised: 11/21/2016	
Rescinds: All Previous		Amends:	
CALEA References: 33.2.3, 33.2.4, 33.4.1, 33.5.3a			
Review: Annual	Authority: Chief Michael A. Keller 		

## I. Purpose

The purpose of this General Order is to establish procedures for newly hired officers prior to beginning basic training at the Kansas Law Enforcement Training Center and/or prior to beginning the department's field training program.

## II. Policy

All officers hired who are not certified Kansas law enforcement officers must attend and successfully complete the Kansas Law Enforcement Training Center basic training curriculum within one year of being hired before being placed in an unsupervised law enforcement position. Officers who are certified in another state must attend and successfully complete the Kansas Law Enforcement Training Center Reciprocity School before being placed in an unsupervised law enforcement position. All newly hired officers will be given orientation training prior to beginning field training.

## III. Definitions

(This section intentionally left blank).

## IV. Regulations

- A. Newly hired officers may not carry a weapon unless they have officially started the department's Field Training Program (33.4.1) [C].
- B. Officers assigned to the Field Training Program may not carry a firearm on-duty until they have been issued a department firearm and successfully qualified with the weapon, and then only while on-duty or directly to and from home and work (33.4.1) [C].
- C. Officers are not permitted to carry the department's issued firearm while off-duty until they have successfully completed KLETC and the department's Field Training Program. [C]. (Note: If an officer carries a firearm off duty under the authority of state law, it is not with the authority or protections through their employment and they are not authorized to take any enforcement action while off duty.)
- D. Newly hired officers may not make arrests unless they have officially started the department's Field Training Program and then only under the direct supervision of a Field Training Officer (33.4.1) [C].



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## V. Procedures

### A. Outside Academy Role (33.2.3)

1. The Kansas Law Enforcement Training Center (KLETC), by virtue of the Kansas Law Enforcement Training Act (KSA 74-5601 et seq), is the headquarters for all law enforcement training in the State of Kansas.
2. Officers who do not hold a law enforcement certification in this state or another will complete the basic training curriculum at the Kansas Law Enforcement Training Center in the first available academy class after being hired unless other arrangements are made with KLETC.
3. Newly hired officers holding a certification from another state will attend reciprocity training as directed by KLETC.
4. The department will maintain contact, and meet when needed, with KLETC staff to ensure quality instruction is provided to department members.

### B. Pre-Academy Recruit Training (33.2.4)

1. Prior to attending KLETC, newly hired officers will receive training in the following areas within 30 days of employment as part of their orientation:
  - a. Department and City policies, procedures, rules and regulations.
  - b. City Ordinances.
  - c. Department mission and value statements.
  - d. Communications.
  - e. City and Regional Geography.
  - f. Law Enforcement Code of Ethics.
  - g. Introduction to City and Department personnel.
  - h. Firearms familiarization.
  - i. Issuance of uniforms, equipment and their proper use and wear.
  - j. History and background of accreditation, the accreditation process, goals and objectives of accreditation and its impact on the agency (33.5.3a).
  - k. Other department specific training as deemed necessary by the Field Training Program Coordinator.
2. Orientation days will not count towards credit towards the field training program and can be administered by any member of the department.
3. All use of force and firearms training will be conducted by a department qualified instructor.
4. Newly hired officers who are required to attend KLETC may begin the first phase of the field training program while waiting acceptance to KLETC.
  - a. Officers may not carry a weapon or make arrests unless they have officially started the department's field training program and are under the direct supervision of a Field Training Officer (33.4.1).



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- b. Officers are not permitted to carry a department's issued firearm off-duty until they have successfully completed KLETC and the department's Field Training Program.
5. Newly hired officers whose attendance is required at KLETC but do not enter the field training program prior to attending KLETC, may be assigned to a position that does not require the carrying of a weapon, enforcing the law or making an arrest.
6. Officers should not begin phase two of the field training program until after completion of KLETC.
7. Officers holding a Kansas law enforcement certification may immediately begin the department's field training program upon completion of the orientation program.