

	BRIDGEPORT POLICE DEPARTMENT POLICY AND PROCEDURE GENERAL ORDER	Distribution ALL PERSONNEL	General Order Number 9.01
		Original Issue Date 10/20/20	Reissue/Effective Date 05/24/25
Order Title: TRAINING-ADMINISTRATION		Accreditation Standard: POSTC: 1.13.5, 1.13.6, 2.9.1, 2.9.2, 2.9.3, 3.9.1, 3.9.2, 3.9.5	Section 9
		Section Title TRAINING	
Rescinds: 2.6.2.1-2.6.2.14		Roderick Porter, Chief of Police	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE:

The purpose of this general order is to establish a written directive that describes the Bridgeport Police Department's procedures related to the administration of training for the Department.

II. POLICY:

It is the policy of the Bridgeport Police Department that the administration of our training program be governed by the following principles, guidelines, and procedures. While all Supervisors are responsible for the training and performance of their subordinates, the primary responsibility for administering the Department's training function rests with the Training Division, which includes the assessment, development, coordination, accountability, and delivery of our training programs. The specific administrative activities of the training function include, but are not limited to the following:

- Plan, develop, implement, and evaluate training programs
- Post and update as necessary the training schedule
- Make available training brochures and academy training information
- Serve as a liaison with all law enforcement training academies
- Maintain training records
- Ensure that the required training programs are attended
- Select instructors for in-service training

In establishing our training program, we recognize that:

- Well-trained officers are generally better prepared to act decisively and correctly in a broad spectrum of situations.
- Training results in greater productivity and effectiveness.
- Training fosters cooperation and unity of purpose. Moreover, police departments are now being held legally accountable for the actions of their personnel and for failing to provide initial or remedial training.

In order to ensure that the needs of the agency are adequately addressed, the following minimum training goals are established:

- Provide job-related training to all sworn and non-sworn personnel
- Train employees to be better prepared to act decisively and correctly in a wide variety of circumstances
- Provide training for specialization, promotional opportunity, and general safety of employees
- Provide training to meet the mandates of law; and provide training necessary to meet the Department's mission

III. PROCEDURE:

A. OIC of Training

1. Specific Duties of the Training Division include:

- a. Identification of Police Department's training needs;
- b. Development of Police Department's training plans and specific programs;
- c. Identification of and coordination with both private and public training resources;
- d. Liaison with other law enforcement and criminal justice agencies in training matters of mutual benefit;
- e. Scheduling of personnel assigned to attend specified training;
- f. Maintenance of training records to include applying for and tracking certifications, updating of instructional outlines, evaluation of courses and instructors, and preparation of related reports and correspondence;
- g. Review and recommendations concerning training equipment and facilities; and
- h. Maintenance of training video/reference libraries.

2. The Bridgeport Police Department's OIC of Training assists in developing and evaluating training needs and serves as a focal point for input from those representing the Department components.

3. The OIC of Training acts as an advisor to the training function, and assists in establishing training goals and objectives, which serve to improve Department operations. Training matters may be addressed at monthly staff meetings and the OIC of Training shall be responsible for contributing input to training decisions and shall be responsible for assisting in the development and implementation of training programs conducted and/or hosted by the Department.
4. The OIC of Training and the Chief of Police shall meet quarterly to discuss training issues. They can also discuss training issues, as required, at monthly Supervisory Staff Meetings, and at other meetings specially called for this purpose. At a minimum, the OIC of Training shall have the following responsibilities:
 - a. To assist in identifying, developing, and evaluating training needs of the Department, based on POSTC requirements and departmental goals and objectives.
 - b. To focus on problems, ideas, strengths, and weaknesses that relate to the training function.
 - c. To formulate training needs
 - d. To schedule training in advance in order to avoid scheduling conflicts and reduce overtime costs
 - e. To take into account all use of force incidents, commendations and awards, counseling, reprimands, and disciplinary action, personnel issues, report writing concerns, equipment needs, and accreditation standards, as appropriate and warranted
 - f. To review the training program for the current year, and make recommendations to the Chief of Police for improvement

B. Review of Department Training

1. The OIC of Training will conduct an annual review and evaluation of the Department's training program, to ensure that it complements operational and personnel needs, legal requirements, and Department policies. The OIC of Training shall submit a written report of recommendations to the Chief of Police by January 1st. This process will include a review of:
 - a. A summary evaluation of the Training Program for sworn and civilian employees, in terms of its strengths and weaknesses.
 - b. Overall evaluation of in-house training as documented by course critiques.

- c. Overall evaluation of training attended outside of the department as documented by feedback reports.
- d. Review of attendance and the training received.
- e. The identification of problems associated with physical facilities, materials, or scheduling.
- f. Updates required by new laws, court decisions, and department directives.
- g. Consultations with Supervisors.
- h. Feedback of employees, through the use of in-house surveys and/or training critiques.

C. Developmental Resources for Training

- 1. In developing training sessions and programs, the Training Division will consider the following as a resource in determining and prioritizing training needs:
 - a. Inspection reports and other Staff reports;
 - b. Discussions and meetings with supervisors and Department personnel;
 - c. Field observations;
 - d. Training evaluation reports and training supervisory input;
 - e. Recommendations of the Chief of Police;
 - f. Citizen complaint investigations and reports;
 - g. Consultation with prosecutors and judges;
 - h. Personnel performance evaluations; and
 - i. Any other pertinent resource.

E. Public and Private Resources for Department Training Program

- 1. The Bridgeport Police Department encourages the development of training programs using the resources of both public and private sectors of this community. Resources include, but not limited to, the Connecticut Police Training Academy, the New England Law Enforcement Training Center, The FBI National Academy, the Law Enforcement Television Network, and the International Association of Chiefs of Police. In the private sector, numerous sources of training are available on given topics and will be identified, as needed.

F. Inter-Agency Training

- 1. Department personnel may be assigned to attend training sponsored by other criminal justice agencies or personnel from other agencies may be invited to

attend training sessions sponsored by the Department when the training meets an identifiable training need and:

- a. Increases operational or administrative effectiveness
- b. Improves interagency cooperation
- c. Promotes better understanding between criminal justice agencies

G. Training Facilities/Equipment

1. The Training Division shall be responsible for training equipment and classroom use. The use of training equipment and reservations for classroom use may be obtained by contacting the Training OIC.

H. Training Curriculum – Job Task Analysis

1. In the development of training programs, employee job descriptions and performance evaluations will be used to ensure job relatedness of training as it relates to knowledge and skills necessary to perform various tasks.

I. Training Attendance Requirements

1. The Department shall require documentation of an employee's attendance at all prescribed training programs. The OIC of Training shall confirm attendance policies of agencies/facilities to which employees are sent, to ensure that the employee must attend mandatory portions to receive credit/certification for attendance.
2. Departmental Internal Training schedules published by the Department will list mandatory, as well as optional training courses.
3. Attendance rosters will be made on all in-house training sessions. All sworn personnel are required to participate in all mandatory training scheduled by the department. Where training is mandatory, exceptions will be allowed under the following circumstances:
 - a. Personnel with prior vacation approval
 - b. Reasonable excuses, such as illness, personal emergency, police business, court appearances, etc.
 - c. Unreasonable excuses will be brought to the attention of the appropriate Supervisor.
4. Officers and/or employees missing any training are to document the reasons any session or part of a session was missed. Such documentation shall be in the form of an Inter-Office Memo and forwarded through the chain of command to the Training OIC. No person shall be excused from any training requirements, which are mandated by law or required by Department Rules or Regulations. Where training is mandatory by law, the OIC of Training will

make necessary arrangements for makeup training. If an absence occurs, arrangements for make-up training are to be coordinated by the Division Commander.

5. All training sessions attended are to be documented in the respective employee's written and automated personnel training files. Certificates will be issued to all employees completing in-house training courses, when warranted.

J. Training Costs Requests and Reimbursement

1. Requests For Training

- a. Employees are required to make formal written requests for advanced training and career development courses of instruction. The employee should first discuss the issue with an immediate Supervisor. Such requests may be part of an employee's performance goals. In addition, the Chief of Police or designee may take into consideration advanced training requests as a part of the annual budgetary process. Therefore, requests for external training considerations for the following year must be submitted in writing as part of the budget preparation process. Employees submitting such written requests will be given priority consideration in most circumstances.
- b. As such, the Chief of Police or designee will approve or deny training requests subject to the following:
 - 1) Availability of staffing, and the need to replace the employee;
 - 2) Availability of funds;
 - 3) Degree of need for the type of training in question;
 - 4) If the employee requesting the training is best suited for the special training;
 - 5) If the training is needed to correct deficiencies in the employee; and
 - 6) Number of employees already trained in the specialty

2. Leave For Training Purposes

- a. Certain training programs may require an officer to be absent from their duties for a period of time. Officers attending Department authorized training programs may receive time off or leave charged to "training time." The officer requesting such training time shall make the request to the Commanding Officer of the Training Division. The Commanding Officer of the Training Division shall make a

recommendation to the Chief of Police regarding the appropriateness of granting “training time” The Chief shall approve or disapprove charging time off to “training time.”

- b. In addition, the Chief of Police may authorize training time for officers for other legitimate purposes such as outside workshops, seminars or conventions.

3. Training Costs Reimbursement

- a. All expenses for employees who are required to attend training schools, seminars, or other instructional or educational programs will be paid by the City of Bridgeport as follows:
 - 1) Respective *Collective Bargaining Agreements*
 - 2) City of Bridgeport’s Financial Policies and Procedures
- b. The expenses for employees, who are not required to attend training schools, seminars, or other instructional or educational programs, but choose to do so as part of their own career development, will be paid for as determined by the Chief of Police, depending on the nature of the course, except when governed by the provisions of a *Collective Bargaining Agreement*.
- c. The following may be considered necessary expenses for training purposes, but prior approval of the Chief of Police is required:
 - 1) *Registration fees*: Tuition charges for the training school, seminar, or educational or other instructional programs.
 - 2) *Meals*: Reimbursement at the current rate for daily meals as approved by the City.
 - 3) *Lodging*: Hotel or motel charges when required, and normally will not include overstay on the night previous to the first day of the training if within reasonable driving distance.
 - 4) *Transportation*: The Department shall furnish transportation for all required training. When an employee does not use a City-owned vehicle for training, reimbursement shall be at the current mileage rate as approved by the City.
 - 5) *Miscellaneous Items*: Any other expenses directly related to the training, which has been approved by the Chief of Police, including all necessary books, tools and equipment required by the course of instruction.
- d. Employees requesting reimbursement, or payment in advance, shall be required to submit receipts of all expenses along with all required

Departmental forms.

K. Lesson Plans

1. Introduction

- a. The development of lesson plans for training programs of the Department ensures that the subject to be covered in training is addressed completely, accurately, and is properly sequenced with other training materials. Lesson plans establish the purpose of the instruction, set forth the performance objectives, relate the training to critical job tasks, and identify ethical consideration related to the topic. The Department requires the development of lesson plans for all training courses conducted by the Department.
- b. Responsibility for proper lesson plan development rests ultimately with the Instructor, with assistance from the Training Division. All training programs will have specific performance objectives. Lesson plans will include the following:

- 1) Guidelines and Format for Lesson Plan Development

All lesson plans developed for Departmental training programs will be completed in the proper format approved by the Chief of Police or designee.

- 2) Training Performance Objectives

Performance objectives will be established for each training program and will:

- (a) Focus on the elements of task analysis (job-related) for which formal training is needed;
 - (b) Provide clear statements of what is to be learned;
 - (c) Provide a basis for evaluating the participants; and
 - (d) Provide a basis for evaluating the effectiveness of the training program.
- c. Performance objectives are to acquaint 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. Use of such objectives enables instructors to relate training directly to the job performance, which will be expected.

4. Content of Training and the Instructional Technique

a. Lesson plans will include:

- 1) References
- 2) Teaching techniques:
 - a) Conferences and lectures (debate, discussion groups, panels, and seminars);
 - b) Field experiences (field trips, interviews, operational experiences, and operational observations);
 - c) Problem investigations (committee inquiry); and
 - d) Simulations (case study, games, and role-play).
- 3) Relationships to job tasks
- 4) Responsibilities of the participants for the material taught
- 5) Plans for evaluation of the participants

5. Lesson Plan Approval / Revision

- a. All lesson plans and revisions are to be submitted to the Training Division ten (10) working days prior to the start of any class. The Training Division is responsible for approving lesson plans along with POSTC and shall ensure that the plans are prepared consistent with Department policy or lesson plan development, existing state requirements, POSTC goals and objectives, and other Department policy and procedure. Responsibility for proper lesson plan development rests with the respective instructor.
- b. All Instructors are required to complete the POSTC Lesson Plan – Cover Sheet annually for each course. This sheet certifies that the content in their lesson plan and the content which will be presented meets or exceeds the Instructional Goals and Objectives established by POSTC for that course.

6. Identification of any Tests Used in Training Process

- a. Generally, tests will be developed to measure participant's knowledge of and ability to use job-related skills based on performance objectives developed for each training course. Tests may be:
 - 1) Written (multiple choice, true-false, essay, fill-in-the blank, etc.)
 - 2) Practical or performance exercises, which are based on the participant's ability to successfully demonstrate that minimum

proficiency has been acquired to successfully complete the task.

- b. In the event a test is given in a training class, the following guidelines shall apply:
 - 1) All test questions shall be presented with the course lesson plan, and review by the Training Division or designee prior to the class.
 - 2) Test questions shall be based on the performance objectives presented in class and shall reflect the knowledge needed to be effective in job related skills.
 - 3) A score of 70% or higher is considered passing.

L. Remedial Training

- 1. Remedial training is personalized training that is designed to correct a specific deficiency in an employee. The need for remedial training is usually identified by one of the following methods:
 - a. Testing or other evaluation during training.
 - b. Supervisory evaluation during job performance.
 - c. During routine line or staff inspections.
- 2. Remedial training for recruits in the Field Training and Evaluation Program will be conducted according to guidelines established in the program. When a supervisor recognizes a need for remedial training for any member, such need shall be documented in the form of an Inter-Office Memo and forwarded through the chain of command to the Chief of Police. Such documentation is to contain a recommendation for training to correct the deficiency and note any corrective action already taken.
- 3. The Chief of Police shall consult with the employee's Supervisor(s) and make the determination if the remedial training is warranted, and if so, decide if it should be conducted in-house, or by outside provider capable of providing the training.
- 4. Upon completion of remedial training the member's performance in the deficient area will be continually evaluated by observation of the member's supervisor for a period of at least six months. Non-participation in, failure to pass remedial training, or continued non-satisfactory performance after remedial training has been conducted, may result in disciplinary action.

M. Updating Employee Training Records

- 1. Upon completion of any training, the OIC of Training shall update the employee's training records, which includes:

- a. Name of attendee;
- b. The date(s) of the training;
- c. Course title and/or description;
- d. Instructor(s)' name, when known;
- e. Copies of any certificates received;
- f. Attendance (hours of instruction);
- g. Test scores (if tested); and
- h. Any other pertinent information as determined by the Chief of Police.

N. Department Training Records

1. The Department maintains records of each training class it conducts, to include, at a minimum:
 - a. Date, location, and duration;
 - b. Course content (lesson plans) and names of instructors;
 - c. Names of agency attendees; and
 - d. Performance of individual attendees as measured by tests, if administered.
2. Employee training records shall include the following information:
 - a. Employee full name;
 - b. Date of birth;
 - c. Social security number;
 - d. Date of hire; and
 - e. CT Police Officer certification number.
3. All such departmental training records will be stored and secured in the Training Division after they have been compiled and entered into the training records system. However, training records are essentially administrative records maintained by the Department for reference purposes and, as such, are available to employees and the public, to the extent permitted by state laws governing public records, upon approval of the Chief of Police.
4. An evaluation should be completed on all in-house training conducted by the Police Department. The evaluation form will be structured in the format approved by the Chief of Police and must address:
 - a. Content of course;
 - b. Instructional methods and delivery;
 - c. Usefulness and value of the program; and
 - d. The training facility and other pertinent issues.