

	BRIDGEPORT POLICE DEPARTMENT  POLICY AND PROCEDURE GENERAL ORDER	Distribution	General Order Number
		ALL PERSONNEL  Original Issue Date  MM/DD/YY	<b>9.05</b>  Reissue/Effective Date  MM/DD/YY
Order Title:  <b>IN-SERVICE, ROLL CALL AND ADVANCED TRAINING</b>		Accreditation Standard: POSTC: 1.5.16, 1.13.1, 1.13.2, 1.13.4, 1.14.4, 2.9.5, 3.9.4	Section  9
		Section Title TRAINING	
Rescinds: 2.6.2.24, 2.6.2.25, 2.6.2.26, 2.6.2.27		<b>Armando J. Perez, Chief of Police</b>	

*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 Department's in-service training, roll call training, and accreditation familiarization processes.

## II. POLICY:

It is Bridgeport Police Department policy to provide annual retraining programs, roll-call training, and accreditation familiarization for sworn officers, as well as civilian employees, to improve and enhance their knowledge, skills, and abilities. All training must be consistent with the Department's goals and objectives. The Commanding Officer of the Training Division is assigned the functional responsibility for Department training and is accountable for developing and administering training programs. The Commanding Officer of the Training Division will also monitor POSTC for future training mandates and new legislation. Program development provides for input from several sources, including Department personnel in general, a training committee, the inspections function, and, most importantly, the Chief of Police.

## III. DEFINITIONS

Proficiency In-Service Training: A training process designed to stimulate, develop, and improve the skills, knowledge, and abilities necessary to stay competent in the duties and responsibilities of the position.

Career Specialty In-Service Training: A training process used to provide an advanced level of instruction in an area of interest and specialization that enhances the overall potential for job satisfaction and career advancement.

## IV. PROCEDURE

### A. Department Annual Retraining Program

#### 1. Introduction

- a. Training has often been cited as one of the most important responsibilities in any law enforcement agency, and serves three broad purposes:
  - 1) Well-trained officers are generally better prepared to act decisively and correctly in a broad spectrum of situations.
  - 2) Training results in greater productivity and effectiveness.
  - 3) Training fosters cooperation and unity of purpose. Moreover, law enforcement agencies are now being held legally accountable for the actions of their personnel and for failing to provide initial or remedial training.
- b. Sworn personnel shall complete an annual retraining program, as required by the Connecticut Police Officers Standard and Training Council (POSTC), and the Department, to ensure that personnel are kept up to date with new laws, technological improvements, and revisions in agency policy, procedures, rules, and regulations. The mandatory retraining program is designed to provide supervisory, management, or specialized training to participants. Retraining is used to supplement promotional training, training prior to assignment to a specialized component, or executive development training for higher-ranking officers.
- c. The retraining program is designed to further the professionalism of the individual officer as well as that of the Department. The training includes, **but is not limited to**, a review of the following topics:
  - 1) Agency policy, procedures, and rules and regulations, with emphasis on changes and accreditation process
  - 2) Ethics and integrity taking into consideration cultural influences, policy compliance, and doing what is correct rather than what is not illegal
  - 3) Statutory or case law affecting law enforcement operations, with emphasis on changes
  - 4) The functions of agencies in the local criminal justice system
  - 5) Exercise of discretion in the decision to invoke the criminal justice process
  - 6) Interrogation and interviewing techniques

- 7) Agency policy on the use of force, including the use of deadly force
- 8) The performance evaluation system
- 9) New or innovative investigative or technological techniques or methods, if any
- 10) Hazardous materials incidents
- 11) Contingency plans, if any, including those relating to special operations and unusual occurrences
- 12) Crime prevention policies and procedures
- 13) Collection and preservation of evidence
- 14) Report writing and records system procedures and requirements
- 15) Victim/witness rights, policies, and procedures
- 16) First Aid training
- 17) Other training as necessary

d. The Commanding Officer of the Training Division shall be responsible for monitoring future training legislation and mandates.

## 2. Certification Renewal

- a. Pursuant to C.G.S. § 7-294, police officer certifications must be renewed every three (3) years.
- b. The Department shall provide in-service review training to all sworn members of the Department to satisfy the statute requirements.
- c. Individual officers are responsible for knowing their certification expiration dates and ensuring that they receive the required review training.

## 3. Proficiency In-Service Training

- a. Proficiency in-service training keeps the employee up to date on the duties and responsibilities of the job presently being performed and enhances the employee's skills beyond the minimum level and increases the potential for career development. Proficiency in-service training is available to all members of the Department.

## 4. Career Specialty In-Service Training

- a. Career specialty areas are designed to stimulate personnel to compete for new areas of interest and specialization and to enhance the overall potential of the employee for upward mobility. Although the majority of Department personnel are generalists, the Department attempts to identify and/or provide training opportunities for all specialty positions. The nature and scope of such training should be determined

by the skills, knowledge, and abilities required of each specialty. Career specialty in-service training will be provided prior to assignment or as continued training within the position.

- b. Immediate supervisors shall recommend employees for advanced training. Recommendations for advanced training shall be subject to approval by the Division Commander.
- c. The following criteria shall be used in recommending employees for progressive supervisor training:
  - 1) Demonstrated leadership ability
  - 2) Desire for self-improvement of oneself and improvement of the department
  - 3) Promotional consideration
- d. Records of advanced training shall be maintained in the employee's training file.
- e. Openings for specialized assignments will be announced department-wide and filled through a selection process. Specialized training shall be provided to employees in special assignments when it is determined this type of training will benefit both the employee and the Police Department. Special assignments include, but are not limited to: K-9, ESU, Marine Unit, Dive Team, etc.
- f. The Division Commanders shall be responsible for identifying specialized training needs of assigned personnel. The purpose of specialized training is to provide:
  - 1) Development and enhancement of the skills, knowledge and abilities particular to the specialization.
  - 2) Management, administration, supervision, personnel policies, and support services of the function or component.
  - 3) Performance standards of the function or component.
  - 4) Police Department policies, procedures, rules and regulations specifically related to the function.
  - 5) Supervised on-the-job training.
- g. Specialized training should normally be completed within 30 days of initial assignment to any specialized function or component.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

6. Inventory of Resources

The Commanding Officer of the Training Division will maintain an inventory of resources available to assist with in-service training for employees. This inventory is to contain a brief description of the training opportunities offered by the resource and contact information (contact person, address and phone number).

7. Advanced Training

- a. Advanced training is considered training provided by the FBI National Academy, Northwestern, Southern Police Institute, etc. Generally those officers acting in a mid-management position, or higher, shall be considered for advanced training. Officers wishing to receive such training are encouraged to forward requests up the chain of command, listing the specific school, costs, and justifying the need for such training. The Chief of Police will make the final selection for advanced training.
- b. Employees who wish to be considered for advanced training shall submit their requests to the Commanding Officer of the Training Division through the chain of command. The request will be evaluated in terms of available funding and the appropriateness of the training course and will be forwarded to the Chief of Police with a recommendation. The selection of employees to attend advanced training is based upon:
  - 1) Competency displayed by the individual employee in regards to the task requiring the advanced training.
  - 2) Recommendations of the employee's supervisor.
  - 3) Needs of the Department.
  - 4) The approval of the Chief of Police.
- c. The assignment and additional responsibilities of an officer selected for advanced training will be decided prior to the officer leaving for the training. Advanced training should satisfy any of the following

training requirements:

- 1) Management Theory
- 2) Resource Utilization
- 3) Supervisory Roles/Techniques
- 4) Police Administration
- 5) Executive Leadership
- 6) Police Ethics
- 7) Change Management

8. Training for Specialty Positions

a. The following list are examples of specialty positions that may require additional training but is not limited to. The training and certification classes should be provided within 1 year of the assignment when possible:

- 1) Supervisor
- 2) Management
- 3) Detective
- 4) Canine Officer
- 5) Community Police Officer
- 6) Bicycle Patrol Officer
- 7) Marine Unit Officer
- 8) SCUBA Team Member
- 9) Field Training Officer
- 10) Police Instructor
- 11) DARE Officer

b. Officers filling the above position shall be given specialized training that includes, but is not limited to:

- 1) The development or enhancement of skills, knowledge, and abilities particular to the specialization.
- 2) Management, administration, supervision personnel policies, and support services of the function component.
- 3) Performance standards of the specialized position.
- 4) Department policies, procedures, rules and regulations specifically related to the specialized function.
- 5) Supervised on-the-job training.

c. The Commanding Officer of the Training Division shall coordinate the appropriate training to be received on the position being filled and the availability of such training.

## B. Roll Call Training

1. Roll Call Training is a technique that may supplement all other training. Roll Call Training is a useful element of the Department's training program, and is accomplished through the Department's formal Roll Call, or Shift Briefing Periods, by the Shift Supervisor or other supervisor. The goal of this training should be to keep officers/employees up to date between formal retraining sessions. Roll Call training topics may include:
  - a. Department policy, procedures and rules
  - b. Changes or enactment of new laws
  - c. Operational techniques or methods
  - d. City policy, procedures, and rules
  - e. Safety and OSHA mandated training
  - f. Other training as required or needed
2. Roll call training should especially address a review of policy and procedures that relate to High-Risk/Low Frequency events, particularly those events having No Discretionary Time (NDT) to prepare in advance.
3. Each Division Commander is responsible for ensuring that roll-call training is planned, delivered, and evaluated. Roll Call Training may involve the use of videotapes, lecture, or participating discussion. The programs shall be short in duration (5 to 15 minutes) and informational. Instructors will generally be the Shift Supervisors, but may include other personnel especially skilled or qualified in the particular topic. Instruction methods may include the following:
  - a. Lecture
  - b. Video
  - c. Demonstration
  - d. Articles, handouts, and other reading materials
  - e. Group discussion
  - f. Role-play, simulation, etc.
4. Roll-call training shall be critiqued by personnel in attendance, and evaluated by the Shift Commander.
5. Instructors conducting roll call training will ensure that the training is documented.
6. It shall be the responsibility of the Shift Supervisor to ensure that those officers missing Roll Call Training receive it as soon as practical. Officers are responsible to know and understand the Roll Call material taught.

### C. Accreditation Process Familiarization

1. The intent of this section is twofold. First, it ensures that all employees are familiar with accreditation and what it entails during the self-assessment process. Second, familiarizing new employees with the process will provide a historical perspective and emphasize the importance of accreditation to the Department. This familiarization process will include:

- a. The history and background of accreditation
- b. The Department's involvement in the process
- c. The accreditation process
- d. The goals and objectives of accreditation, and the advantages of accreditation and its impact on the Department.

2. The Commander of the Professional Standards Division is responsible for this function and any and/or all of the following means may achieve this familiarization:

- a. Classroom instruction
- b. Video
- c. Newsletter
- d. Memo

3. Familiarization with the accreditation process will be provided to Department employees as follows:

- a. Newly Hired Personnel

All newly hired employees will be provided familiarization training as part of the training curriculum. As part of this training, an introduction to the accreditation process, function, and applicable standards will be provided, especially standards dealing with the use of force, police pursuits, and the citizen complaint process.

- b. Self-Assessment Phase

The Department will conduct periodic retraining on select portions of accreditation standards to various functions and positions, and will seek to involve members as much as possible in the accreditation process. Personnel will be encouraged to participate in accreditation audits, to provide input to the accreditation process through goals and objectives, and to provide input through reports required by accreditation standards. During the self-assessment phase of accreditation and re-accreditation, the Commander of the Professional Standards Division will keep all Department personnel abreast of the process. This will be accomplished by inter-office memos,



Department meetings, briefings, Staff Meetings, Internal In-Service Training, email, or as determined by the Chief of Police.

c. On-Site Assessment

Within three (3) months of a re-accreditation on-site assessment, the Commander of the Professional Standards Division will apprise all Department personnel of the upcoming on-site assessment and what it will entail. This will be accomplished by inter-office memos, Department meetings, briefings, staff meetings, internal in-service training, email, or as determined by the Chief of Police. Prior to the on-site, information will be distributed explaining the process and detailing each member's duties and responsibilities. Supervisory personnel will be actively involved in the preparation and will be encouraged to involve members of the Department to participate in the on-site evaluation of the agency.

d. Advanced Accreditation Training

The Chief of Police or designee will attend at least one meeting of the Commission on Accreditation for Law Enforcement Agencies or The Connecticut Police Accreditation Coalition (CONN-PAC) during the three-year accreditation period, if at all possible, subject to budgetary and manpower limitations. The Accreditation Manager will receive specialized training as soon as practicable following their assignment to the position, but not more than one year from assuming Accreditation Manager duties. The Accreditation Manager will attend at least one CALEA or CONNPAC meeting per year, subject to budgetary approval. The Chief of Police may require additional accreditation training assignments of other Department personnel as he sees fit.