

# Cocoa Beach Police Department

## Standard Operating Procedure



<b>Effective Date:</b> August 23, 2020	<b>Replaces:</b> <b>Amends:</b> April 30, 2019	<b>Number:</b> 080.00
<b>Subject:</b> Training	<b>Re-evaluation Date:</b> 2022	
<b>Distribution:</b> ALL PERSONNEL	<b>Related Standards:</b> 10.01,10.02M, 10.04M, 10.05M, 10.06M, 10.08,10.09M, 10.11M, 10.12M, 10.15M, 10.16M	

This order consists of the following numbered sections:

1. Purpose
2. Scope
3. Policy
4. Definitions
5. Administration
6. Training Agenda
7. Remedial Training
8. Attendance Requirements
9. In-Service Training Lesson Plans
10. Selection of Instructors
11. Specialized Training
12. Appendices
13. References

### 1. **PURPOSE**

The purpose of this standard operating procedure is to establish guidelines for the administration of the Department's training function and programs.

### 2. **SCOPE**

This policy applies to all members of the Cocoa Beach Police Department.

### 3. **POLICY**

Training will be consistent with the Department's goals and objectives. Members will be provided training as mandated by the Criminal Justice and Standards and Training Commission (CJSTC), state and federal law, and in accordance with the Department's needs and policies.

### 4. **DEFINITIONS**

- A. Educational Training- An associate's degree, equivalent, or bachelor's degree, pursuant to F.S.S. 943.22.
- B. Advanced Training- Courses designed to increase an officer's knowledge, skills and abilities to perform the job. For salary incentive credit under Rule 11B-35.006, the training needs to comply with the active list of Advance Training Program Courses. Each salary incentive course covers one major topic and is a minimum of 40 hours.
- C. Basic Recruit Training Program- Designed for individuals who are entering the law enforcement, correctional, correctional probation profession, and are developed by the CJSTC based on job and task analysis.
- D. In-service Training- Courses developed by criminal justice agencies based on local needs. In-service training courses or programs will not be part of the programs or courses established by CJSTC pursuant to F.S.S. 943.17, nor will they be used to qualify an officer for salary incentive payment provided under F.S.S. 943.22.
- E. Job Skills Training- Courses developed by criminal justice agencies to maintain basic and high liability job skills to include, but not limited to: Firearms Qualification and Proficiency, Emergency Vehicle Operations, Defensive Tactics and First Responder/CPR/AED.
- F. Specialized Training Programs- Specialized training is designed to enhance the knowledge, skills and abilities in a particular specialized field based on job descriptions and special task assignments.

- G. Outside / Online Training- Training that prepares an employee for a specialty position, promotional opportunity, or other particular job skill/knowledge. This training is normally attended by an employee at an outside training course by submitting training request documentation through their chain of command.
  - H. Remedial Training- The need for remedial and/or additional training occasionally arises and is identified by testing or supervisory observations and personal evaluations. A deficiency in the knowledge, skills, and abilities of the officer or civilian is to be documented by instructors, training officers and supervisors.
  - I. Roll Call Training- Training or informational sessions of short duration administered to personnel during the shift.
5. **ADMINISTRATION**
- The Training Coordinator, or designee, at the direction of the Chief of Police, is responsible for the implementation of the Department's training program.
- A. Duties and Responsibilities
    - 1. Plan and develop training programs for review and approval by the Chief of Police or designee.
    - 2. Formulate a schedule for Department training to be administered during the upcoming fiscal year.
    - 3. Notification of personnel of required training and available instruction as school opportunities arise.
    - 4. Coordinates training programs with other law enforcement, educational institutions, and CJSTC.
    - 5. Monitors attendance of personnel at training
    - 6. Coordinates with the Support Services Administrator in the scheduling of personnel and the recording of successful completion of training.
    - 7. Up to date records of all training for each member will be maintained by the Support Services Administration the member's training file. (CFA 10.05M)
6. **TRAINING AGENDA**
- A. Department Orientation- New member orientation will include at minimum the Department's accreditation process. Orientation training will be completed within the first month of their employment.
  - B. Training Programs- Personnel will be trained according to procedures established for that respective position. Those positions not reflected below will be trained according to procedures established by the Department Training Coordinator, or designee, as it relates to job duties and responsibilities.
    - 1. Sworn personnel will be trained according to SOP 015.00 *Field Training and Evaluation Program*.
    - 2. Sworn personnel and TCOs will receive educational training related to mental health awareness, prevention, mitigation, and treatment to include Post- Traumatic Stress Disorder. (CFA 10.16M)
    - 3. Newly promoted or appointed first line sworn supervisors will receive Advanced or Online supervisory training prior to or no later than 12 months after their assignment. (CFA 10.12M)
    - 4. Telecommunication Officers will be trained in accordance with SOP 300.05(5) *Communications*.
    - 5. Records and Evidence personnel will be trained in procedure as outlined in SOP 250.00 *Records Management* and SOP 206.00 *Property and Evidence Management*.
7. **REMEDIAL TRAINING**
- A. The need for remedial training may be identified by any member of the Department and will be relayed through the chain of command as soon as practical.
  - B. A deficiency in the knowledge, skills, and abilities of the officer or civilian is to be documented by instructors, training officers, and supervisors.
  - C. Remedial training of a member will take place when a specific deficiency has been identified by testing and/or evaluation during in-service training, performance evaluation process, or deficiencies in a specific noted area. (CFA 10.04MA)
  - D. Types of remedial training include, but are not limited to:
    - 1. Driving Remedial Training – Members involved in any accidents while operating agency vehicles may be required to complete practical defensive driving course;
    - 2. Firearms Remedial Training – Officers failing to demonstrate proficiency in the use of firearms annually;
    - 3. Less Lethal Remedial Training – Officers failing to demonstrate proficiency in the use of less lethal training;
    - 4. Remedial Training on job specific tasks – Other deficiencies noted by supervisors, Training staff, or others
  - E. Remedial training for Department issued weapons will be completed in accordance with SOP 240.20, *Response to Resistance*.
  - F. All other assigned remedial training will be determined by Command Staff. The completion of this training will not exceed 90 days. (CFA 10.04MC)
  - G. All members assigned to remedial training will participate. Failure to do so can result in disciplinary action up to and including termination. (CFA 10.04MD)
  - H. Remedial training records will be maintained by the Support Services Administrator

**8. ATTENDANCE REQUIREMENTS (CFA 10.01)**

- A. Members are responsible for attending scheduled training
- B. A member who misses any part of scheduled training will be required to retake the course. Failure to attend training within the defined training cycle can result in reassignment of duties and disciplinary action up to, and including, termination.
- C. Member must report all absences from training and the reason for the absence to their supervisor who will in turn notify the Training Coordinator.
- D. The Training Coordinator, or designee, will work with the member's supervisor to reschedule the missed training.

**9. IN-SERVICE TRAINING LESSON PLANS**

- A. In-service training requires the use and approval of a lesson plan.
- B. Instructors shall use the lesson plan format currently in use by the Department. (Appendix A)
  - 1. The first portion of the lesson plan serves as a cover sheet and includes components a-h listed below. The second portion of the lesson plan contains the body of the training content. (CFA 10.02MD, 10.06MA)
    - a. Course title / Subject title
    - b. Number of hours required to complete the training
    - c. Prepared by and date prepared
    - d. Approved by and date approved
    - e. Primary and secondary instructor (CFA 10.06MD)
    - f. Training objectives (these are the student performance objectives) (CFA 10.02MA)
    - g. Instructional aids and materials
    - h. Equipment requirements and procedural outline to include appropriate instructional technique recommended for the course and application of test, if applicable. (CFA 10.02MCF)
  - 2. The second portion of the lesson plan contains the training content. (CFA 10.02MB)
- C. Instructors shall forward a lesson plan draft along with any accompanying tests and PowerPoint presentations to the Training Coordinator for review before going to the Chief of Police, or designee, for approval. (CFA 10.02ME)
- D. Once approved, the Training Coordinator, or designee, shall coordinate with shift supervisors to schedule the training.
- E. All in-service training shall be accompanied by an attendance roster. It is the instructor's responsibility to forward the completed attendance roster, lesson plan and any required documentation to the Training Coordinator (or designee) at the conclusion of the training. (CFA 10.06MB)
- F. The Training Coordinator shall review the material for completeness and forward the training packet to the Support Services Administrator where the training file is maintained. (CFA 10.05M)
- G. The Support Services Administrator is responsible for issuing certificates of completion for members who have successfully completed in-service training.

**10. SELECTION OF INSTRUCTORS**

- A. When an instructor position becomes available, the Training Coordinator, or designee shall post notice of the position on the bulletin board in the squad room. The notice will list the specific discipline for which an instructor is being sought and include other information identifying the requisite skills, knowledge, abilities and other criteria needed to apply for the position. (Appendix B). (CFA 10.08)
- B. Interested members shall submit a memo through their chain of command to the Training Coordinator identifying what they believe qualifies them for consideration in the position along with any supporting documentation.
- C. The Training Coordinator shall notify the Command Staff of the member's memo of interest and evaluate each applicant with regard to their individual level of expertise, knowledge, skills and abilities in the desired area of training. Additionally, applicants will be evaluated on their overall employee performance to include safety record, performance counseling, discipline and attendance. The Chief of Police, or designee, shall make the final approval on instructor selection. (CFA 10.08)
- D. Instructors teaching CJSTC high liability topics will, at a minimum, meet CJSTC requirements for high liability instructors, except for having to complete an internship requirement and be affiliated with a training school. (CFA 10.09M)

**11. SPECIALIZED TRAINING**

- A. Specialized training is designed to enhance the knowledge, skills and abilities in a particular specialized field based on job descriptions and special task assignments. The following assignments for sworn and non-sworn personnel require specialized training: (CFA 10.11M)
  - 1. Command Staff level management
  - 2. Supervisory level management
  - 3. Field training officer
  - 4. Detective

5. Public information officer
6. Armorer
7. Instructor
8. Breath test operator
9. Traffic homicide investigator
10. Background Investigations (CFA 10.15)
11. Communications
12. Accreditation
13. Records
14. Property and Evidence
15. Parking Enforcement Specialist
16. Code Enforcement Officer

12. **APPENDICES**

- A. Cocoa Beach Police Department Lesson Plan  
<https://powerdms.com/link/COCOAB/document/?id=389988>
- B. Memorandum Advertising Instructor Vacancy  
<https://powerdms.com/link/COCOAB/document/?id=389992>

13. **REFERENCES**

- Florida Department of Law Enforcement (2020). Florida Administrative Code. Retrieved August 9, 2020 from: <https://www.flrules.org/gateway/result.asp>
- The Florida Senate (2019). Florida Statute 943.17 - Basic recruit, advanced, and career development training programs; participation; cost; evaluation. Retrieved August 9, 2020 from: <https://www.flsenate.gov/Laws/Statutes/2019/943.17>
- The Florida Senate (2019). Florida Statute 943.22 – Salary incentive program for full-time officers. Retrieved August 9, 2020 from: <https://www.flsenate.gov/Laws/Statutes/2019/943.22>



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