

# COLUMBIA POLICE DEPARTMENT

## Policy and Procedure Manual

### TRAINING

**Approved By:** Geoffrey Jones Chief of Police

**CALEA 6<sup>th</sup> Edition Standard:** 22.1.9; 33.1.2; 33.1.3; 33.1.4; 33.1.5; 33.1.6; 33.1.7; 33.3.1; 33.4.1; 33.4.2; 33.4.3; 33.5.1; 33.5.2; 33.5.3; 33.5.4; 33.6.1; 33.6.2; 33.7.1; 33.7.2; 33.8.2; 33.8.3

#### 208 TRAINING

##### 208.1 PURPOSE AND SCOPE

To establish department policies and procedures relating to the continuation of education and training for all department personnel to include recruit training, field training, remedial training and refresher/reintegration training.

##### 208.2 POLICY (33.4.1)

It is the policy of the Columbia Police Department that all commissioned officers will complete in a satisfactory manner their individual recruit, field and continuing education requirements as established by law and the department. It is also the policy of the department to provide all employees with training to maintain and enhance job knowledge, skills and abilities.

##### 208.3 GENERAL

- A. It is the responsibility of every employee and his/her supervisor to recognize areas in which additional training would benefit their performance and career goals.
- B. It is the responsibility of every supervisor to recognize areas in which employees under their command would benefit from remedial, specialized or other training and to assist employees in obtaining such training.

##### 208.4 LIEUTENANT OVER TRAINING AND RECRUITMENT UNIT

The Lieutenant over the Training and Recruitment Unit will be responsible for developing, implementing, and overseeing a training curriculum consistent with the Chief's vision of policing for the Columbia Police Department. This Lieutenant will work closely with his/her Training Coordinator and the Accreditation Manager to ensure department provided training meets the training requirements specified by law and CALEA Accreditation standards. The Lieutenant will have the responsibility and authority to approve training topics, lesson plans and recommendations for future training needs prior to submission to the Chief of Police for approval.

If special programs cannot be developed, the Lieutenant will recommend training from outside sources provided funding can be obtained within existing budget constraints. The Chief of Police will review the recommendations and may:

- A. Direct that specified training needs be satisfied through outside training sources; and/or
- B. Direct that specified employees attend specialized training to become certified instructors to conduct specific training.

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#### 208.4.1 TRAINING COORDINATOR (33.1.6) (33.1.7) (33.6.1)

The Training Coordinator works under the direction of the Lieutenant over the Training and Recruitment Unit and is responsible for implementing and coordinating all aspects of the department's training program as directed by the Lieutenant, except for the Field Training Program. This includes, but is not limited to:

- A. Advising all personnel on training issues;
- B. Dissemination of training announcements;
- C. Scheduling and coordinating of training;
- D. Scheduling/registering personnel for training;
- E. The Training Coordinator will work to ensure that all employees receive all required specialized, P.O.S.T. mandated, and other training required to meet CALEA standards. It is the shared responsibility of the Training Coordinator and the employee to ensure that each individual maintains all required training as may be mandated by law and/or the department.
- F. Maintaining department training files and records for each training and employee; and
- G. Assisting the TRU Lieutenant in identifying and obtaining training programs for the department to include identifying special programs to meet specific training needs.

#### 208.5 REQUIRED TRAINING AND CONTINUING EDUCATION

- A. All employees shall attend training mandated by statute and/or the department.
- B. All licensed peace officers in Missouri are required to have a minimum of twenty-four (24) hours every year continuing education for the purpose of maintaining their licenses effective the first quarter of 2017.
- C. It is the shared responsibility of the officer and Training Coordinator to ensure continuing education requirements are met in order to satisfy the 24-hour requirement mandated by the Missouri Police Officer Standards and Training Commission (P.O.S.T.).
- D. Every peace officer with the authority to enforce motor vehicle or traffic laws is required by law to obtain at least three (3) hours of bias-based (bias-free) and/or racial profiling training per three year reporting period. In order to meet this requirement, in-service racial profiling training courses must be pre-approved by P.O.S.T. or must be delivered by an "approved provider."
- E. The new system will require the following: All commissioned personnel are required to receive 24 hours of continuing education every year. The categories of continuing education will be the following:
  - 1. 2 hours- Legal Studies;
  - 2. 2 hours- Technical Studies;
  - 3. 2 hours- Interpersonal Perspectives;
  - 4. 2 hours- Skill development in the area of Firearms;
  - 5. 16 hours- electives (any of the above listed-listed core curricula areas); and
  - 6. 1 hour- Racial Profiling training. Racial Profiling training is part of the required 24 hours, not in addition to it.
- F. When appropriate, employees shall receive training and/or licensing necessary due to the introduction of new equipment, including firearms, special purpose vehicles, etc. unless proficiency and/or licensing can be demonstrated. Absent proper training or demonstrated proficiency and/or

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licensing, an employee will not be allowed to operate or utilize the new equipment, vehicles, etc. The training shall be documented by memorandum, training certificates, etc. and placed in the employee's department training file.

- G. Annual re-qualification and recertification of authorized weapon proficiency including a review of applicable use of force/response to resistance policies, legal updates on issues related to use of force/response to resistance, new policies and procedures, equipment, new technologies or methods, etc. is required for all commissioned personnel. Training can take place in a variety of forms and shall be documented.
- H. Training, certification and recertification, is required for those employees whose work assignment requires them to use and access MULES, NCIC, DOR, AFIS, CPD RMS, CAD or other applicable law enforcement computer systems and networks.

#### 208.5.1 EMPLOYEE RESPONSIBILITY

- A. It shall be the individual employee's responsibility to remain cognizant of their continuing education requirements; submit training requests to the Training Coordinator in a timely manner; attend and satisfactorily complete all training scheduled; notify the appropriate Bureau Commander and Training Coordinator via his/her chain of command, when they are unable to attend a scheduled training session; and, after each training session, ensure a copy of their training certificate is submitted to their training file via the Training Coordinator or designee. If the employee does not satisfactorily complete assigned training, the employee shall promptly notify the appropriate Bureau Commander and Training Coordinator via his/her chain of command.
- B. In the event any officer falls out of compliance with the required continuing education standards, the Training Coordinator will notify the appropriate Bureau Commander via his/her chain of command. Currently an officer is granted a three (3) month extension. If the hours are not obtained during this extension period, the officer found in violation of minimum standards will be suspended by P.O.S.T. until the hours are obtained. The Training Coordinator will notify the appropriate Bureau Commander via his/her chain of command. There are special provisions regarding injured officers and those with military obligations.
- C. Employees who serve as instructors and/or have specialized training skills will have the added responsibility of maintaining their individual course instructor certification(s), ensuring that lesson plans and source documents are in compliance with current law and practices. Additionally, instructors will be required to submit their credentials and lesson plans to the Training Coordinator for P.O.S.T. approval and certification in a timely manner prior to conducting a unit of instruction.

- 1. The Training Coordinator and department trainers will have shared responsibility in tracking and maintaining their required certifications. Any employee who provides training to CPD employees and wishes to let their instructor certification expire must receive prior approval from the appropriate Bureau Commander. Such matters shall be brought to the attention of the appropriate Bureau Commander by the TRU Lieutenant in a timely manner.

#### 208.5.2 ATTENDANCE OF TRAINING (33.1.2)

- A. Employees shall arrive on time and attend the full period of instruction unless otherwise excused by proper authority (e.g., the employee's commanding officer).

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- B. Employees attending department authorized training shall comply with the provider's attendance requirements to receive the appropriate certificate, diploma, etc., which is indicative of successful completion of the course of instruction.
- C. Employees shall wear proper attire as required by the training provider.
- D. Upon successful completion of a training course, a copy of the training certificate shall be promptly forwarded to the Training Coordinator or designee.
- E. If an employee does not satisfactorily complete any assigned training, the employee shall promptly submit to the appropriate Bureau Commander and Training Coordinator, via their chain of command, a written memorandum detailing the reasons why the training was not successfully completed.
- F. If an employee is unable to attend scheduled training for any reason, said employee shall obtain permission from a supervisor to cancel attendance. The supervisor shall notify the provider that the employee will not be attending as scheduled. The supervisor shall also promptly notify the Training Coordinator.
- G. The employee missing scheduled training shall submit to the appropriate Bureau Commander and Training Coordinator, via their chain of command, a written memorandum detailing the reason why they could not attend.

#### **208.6 ANNUAL AND/OR BIENNIAL IN-SERVICE TRAINING (33.5.1)**

All sworn personnel shall successfully complete all annual and biennial in-service training that includes, but is not limited to:

- A. Annually, all agency personnel authorized to carry lethal and less lethal weapons are required to receive in-service training on the agency's use of force/response to resistance policies and demonstrate proficiency with all approved lethal weapons and electronic controlled weapons for which they are authorized to use to include off-duty and back-up weapons.
- B. In-service training for other less lethal weapons and weaponless control techniques shall occur at least biennially.
- C. Defensive tactics training as determined by the TRU Lieutenant and the Chief of Police (minimum biennially).
- D. Selected department policies and procedures.
- E. CPR (as may be required) and emergency medical services.
- F. Training on hazardous materials and personal protection gear.
- G. Crime prevention techniques.
- H. Officer discretion in the criminal justice system.
- I. Evidence collection and preservation.
- J. Interview and interrogation techniques.
- K. Legal updates, laws of arrest, search and seizure, etc.
- L. Investigative techniques.
- M. Report writing, records system procedures and requirements.
- N. Witness/victim rights policies and procedures.
- O. Performance and evaluation system.
- P. Special operations and unusual occurrences.
- Q. Ethics (biennially).
- R. Any other topics as determined by the TRU Lieutenant and the Chief of Police.

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### 208.7 FAMILIARIZATION WITH CALEA ACCREDITATION PROCESS (33.5.3)

- A. Shall be provided to all newly hired agency personnel within a reasonable period after their employment status begins (within 30 days of beginning employment or completion of academy preferred).
- B. Shall be provided to all agency personnel during the self-assessment phase associated with achieving initial accreditation/recognition and each re-accreditation.
- C. Shall be provided to all agency personnel just prior to an on-site assessment associated with initial accreditation and each re-accreditation.

#### 208.7.1 ACCREDITATION MANAGER TRAINING (33.5.4)

Employees assigned to the position of accreditation manager shall receive specialized accreditation manager training within one year of being appointed and shall be responsible for providing appropriate training to other agency personnel assigned to the accreditation process.

### 208.8 REMEDIAL TRAINING (33.1.5) (33.1.6)

Remedial training is a useful tool to address deficiencies identified in personnel performance. Remedial training can occur at any time, including during participation in the Field Training Program.

Remedial training as determined by an employee's supervisor(s) where performance indicates that skills need to be improved should be scheduled as may be appropriate. All remedial training will be documented and maintained in the employee's training file.

The timeframe for scheduling and conducting remedial training will be as soon as practical and should not exceed 45 days; unless further delay is warranted such as when waiting for a scheduled class for instruction for the officer/employee to attend.

### 208.9 MANDATED TRAINING BY CHANGE IN STATUS, RANK OR ASSIGNMENT (33.6.1) (33.8.2)

- a. Upon return from an extended leave of absence (e.g., military, sick, injury, etc.) when new or revised rules, procedures or legislation have been put into place during the employee's absence as determined necessary by the patrol commander and the employee's supervisor.
- b. Upon promotion to the next higher rank, where the duties and responsibilities of the employee change significantly. Newly promoted first and second level supervisors will receive instruction on management and leadership skills, supervision, performance evaluation, career counseling and support services available for the function including any appropriate supervised on-the-job training as determined by the employee's commanding officer.
- c. Upon re-assignment to another component requiring knowledge and skills not yet developed or learned (e.g., crime scene technician, criminal investigator, traffic officer, etc.) including any requisite supervised on-the-job training as determined by the patrol commander or where training is mandated by law and/or the department (e.g., field training instructor).

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#### 208.10 SHIFT BRIEFING TRAINING (33.5.2)

Shift Briefing training may be used to introduce new legislation affecting law enforcement, recent court decisions, new/revised policy/procedures, training bulletins, and topics of general interest to law enforcement. The most appropriate media (e.g., PowerDMS review and signature, printed material, video, etc.) will be used to provide this training.

#### 208.11 CIVILIAN TRAINING (33.7.1) (33.7.2)

Newly appointed civilian personnel will receive City of Columbia new employee orientation and Columbia Police Department orientation training regarding:

- A. The agency's role, purpose, goals, policies and procedures.
- B. Working conditions and regulations;
- C. Responsibilities and rights of employees; and
- D. CALEA familiarization training.

Civilian clerical personnel shall receive initial and on-going training commensurate with their job responsibilities to include:

- A. On-the-job training and equipment familiarization;
- B. Public relations skills; and
- C. Legal issues related to the release of reports and information.

Periodic in-service training shall be scheduled for civilian employees to update their skills and review new procedures, legislation, department policy and clerical operating procedures. Resources used to meet these training needs may be acquired through attendance at seminars, in-house training, PowerDMS policy review/tests/acknowledgement, etc.

#### 208.12 CAREER DEVELOPMENT (33.8.3)

- A. The department encourages employees to take advantage of those courses offered for P.O.S.T. credit by other certified providers to further their career development goals. The department will make every reasonable effort to accommodate an employee's request to attend training that lies within their area of interest to further career objectives.
- B. Supervisors should include career development in the performance evaluation process, using training recommendations during counseling to enhance and develop the employee's skills.
- C. Supervisors should be cognizant of training programs and opportunities that will benefit the employee and the department.
- D. Supervisors who are assigned to specifically conduct career development activities shall undergo a period of orientation that should provide increased knowledge and skills in such areas as general counseling techniques; techniques for assessing skills, knowledge and abilities; salary, benefits, and training opportunities of the agency; educational opportunities and incentive programs; cultural diversity; career development program; record-keeping techniques; availability of outside resources, etc.

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- E. Job related training shall be provided to all newly promoted personnel. Such training should be commensurate with their duties and when possible, should take place either prior to promotion or within the first year following promotion.

#### **208.13 OUTSIDE TRAINING REQUESTS**

Employees are encouraged to seek out training opportunities outside the department and consistent with professional and departmental goals. Training courses in which the employee receives P.O.S.T. credit are preferred.

Outside training requests should be completed in accordance with the OUTSIDE TRAINING REQUEST PROCEDURE outlined in section 208.13.1.

##### **208.13.1 OUTSIDE TRAINING REQUEST PROCEDURE**

This procedure is intended to establish the process for requesting to attend training provided by an agency other than the Columbia Police Department. Outside training includes programs hosted by or done in partnership with the Columbia Police Department.

##### **208.13.2 APPLICATION (33.1.3)**

The interested employee must complete the Outside Training Request Form. Included on the form is the training information and cost break down. The interested employee must research and provide information on everything that would have an associated cost expected to be covered by the department. This includes hotels, transportation, and any other costs. The Per Diem allowance for meals can be located at <https://www.gsa.gov/travel-resources>. The interested employee should contact the appropriate Administrative Technician for questions or assistance.

##### **208.13.3 ATTACHMENTS**

The following must be attached to the Outside Training Request Form prior to being submitted for consideration:

- A. Attach the training advertisement/information sheet that has a description of the program, registration fee, and requirements.
- B. Overnight Accommodations (As applicable):
  1. If a particular hotel is recommended by the agency hosting the training – Attach a printout from the hotel or internet listing that has: the hotel's name, address, phone number, and cost including fees, taxes and nightly rate.
  2. If a hotel is not recommended, find a reasonably priced hotel near the training – Attach a printout from the hotel or internet listing that has: the hotel's name, address, phone number, and cost including fees, taxes and nightly rate.

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- C. Attach a printout from the airline or internet listing the airline's name, departing/arriving airport, and cost including fees, taxes and parking. (As applicable)
- D. Attach a printout from the car rental company or internet listing the rental company's name, address, phone number and cost including fees, taxes and insurance. (As applicable)
- E. Attach a printout detailing any other costs including company name and information. If not listed on the training advertisement, explain on the Outside Training Request Form why the cost is necessary. (As applicable)

The Administrative Technician will review the travel plans and make arrangements to hotel, flight and rental car. The Administrative Technician may use alternate companies as needed to ensure the lowest costs as practical.

#### 208.13.4 SUBMISSION

- A. The Outside Training Request Form with all required attachments should be submitted through the submitting employee's Chain of Command. Each supervisor is to indicate if the request is approved by him/her and forwarded to the next supervisor. **All Patrol requests start with the Administrative Sergeant.**
- B. Supervisors in the Chain of Command of the employee should review the request to ensure the training would be beneficial for the employee's current job assignment or future career goals within the Columbia Police Department.
- C. The appropriate Bureau Commander shall review the request and consider the remaining funds in their Bureau's training account. If training being applied for is offered at no cost, the Bureau Commander can approve the training and submit it directly to the Administrative Technician.
- D. Once the Bureau Commander approves the request, it will be given to the Administrative Technician for processing.
- E. Should any supervisor in the Chain of Command not approve the request, he/she should forward the Outside Training Request Form to the Administrative Technician and notify the interested employee. The Administrative Technician will log the denied request.

#### 208.13.5 TRAINING ARRANGEMENT PROCESS

The Administrative Technician will make the following arrangements:

- A. Training registration
- B. Travel arrangements including hotel, airline and rentals
- C. Verify the training is built in POSS and the interested employee is added

The Administrative Technician will notify the interested employee of all the arrangements made and provide verification he/she is attending the requested training. The Administrative Technician will then log the approved request.



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#### 208.13.6 TRAVEL REIMBURSEMENT AND PAYROLL PROCEDURES (33.1.3)

- A. Approved travel expenses will be reimbursed by the city for transportation, meals and lodging in accordance with city policy and as authorized by the Chief of Police. All officers requesting reimbursement for travel expenses MUST submit all receipts.
1. All meals and incidental expenses while traveling on official business representing the City of Columbia shall conform with and not exceed the current federal government (GSA) General Services Administration rate for the State of Missouri.
  2. To obtain the most up to date (GSA) annual travel reimbursement rate visit [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).
  3. All other expenses pertaining to official travel during training, meetings, seminars or school or any other function pertaining to city business, which may include parking fees, commercial transportation, telephone, facsimile, internet access, tips or other justifiable expenses, shall be reimbursed at actual cost to the city employee when in possession of a receipt for these expenditures.
  4. When returning from official city business, employees are required to submit all receipts justifying reimbursement.

#### 208.14 INSTRUCTION STANDARDS (33.1.4) (33.3.1)

- A. The department has three civilian employees assigned as full-time instructors.
- B. Additionally, several sworn personnel maintain training certifications in a variety of areas. Personnel assigned to train department employees possess a significant role in enhancing the professionalism of the agency's staff. Therefore, personnel serving as instructors shall receive training that overviews:
1. Lesson plan development;
  2. Performance objective development;
  3. Instructional techniques;
  4. Testing and evaluating techniques; and
  5. Resource availability and use.
- C. Personnel assigned to train officers will have documented instructor training and the training shall be updated periodically as may be appropriate.
- D. Personnel who are conducting specific training courses shall utilize completed lesson plans which shall be submitted to the department TRU Lieutenant via the Training Coordinator for approval prior to commencing the training. These lesson plans shall include:
1. A statement of performance and job related objectives;
  2. The content of the training and specification of the appropriate instructional techniques;
  3. List of resources used in the development of the curriculum;
  4. List of resources required in the delivery of the program; and
  5. Identification of any tests that may be used in the training session.

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- E. Department approved lesson plans are restricted documents and may not be released or duplicated without prior permission from the Chief of Police.

#### **208.15 ACADEMY AND RECRUIT TRAINING (33.4.1) (33.4.2)**

- A. The Columbia Police Department does not operate a police academy, however, it has entered into an agreement with the Law Enforcement Training Institute (LETI) for recruit training. Prior to, or at the start of academy training, all recruits are issued an orientation handbook from LETI. Additionally, prior to starting the LETI academy, new recruits attend a City of Columbia new employee orientation and receive training on CPD policies 340, 341, and 1058 as well as our department scheduling and payroll software.
- B. Prior to acting in the role of and carrying a weapon as a Columbia police officer, all personnel must successfully complete the basic recruit program from a Missouri P.O.S.T. approved training facility and obtain at a minimum a Class B license issued by the Missouri Department of Public Safety. All P.O.S.T. approved training academies/facilities must base their curriculum on standard practices used by sworn personnel who complete recruit training. Recruits must successfully graduate from the academy/training facility by completing program testing and evaluation techniques designed to measure competency in the required areas of knowledge, skills and abilities.

#### **208.16 FIELD TRAINING PROGRAM (33.4.3)**

The Field Training Program is designed to provide newly sworn officers and previously sworn officers new to our Department with on the job training under the supervision of a qualified Field Training Officer. Generally, the Field Training Program shall consist of three phases and total 60 shifts. The program may include assignments to specialty units as part of field training. Field training can be extended beyond 60 shifts, if necessary. Additional shifts can be added for remedial training or absences, such as military leave, at the discretion of the Field Training Program Supervisor. The training period for lateral officers may be modified depending on the trainee's demonstrated performance and level of experience as determined by the FTO Program supervisor. All newly sworn officers with the Columbia Police Department shall complete at a minimum 160 hours of field training in accordance with CALEA standards.

The Field Training Program may also be used and modified for the following training needs.

##### **A. REMEDIAL TRAINING**

Refer to section 208.8

##### **B. REFRESHER/REINTEGRATION TRAINING (22.1.9)**

Refresher/Reintegration training is designated for officers that have been away from a patrol assignment for an extended period of time. Examples include but are not limited to:

1. Specialty Unit Assignments;
2. FMLA leave;

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3. Extended injury leave;
4. Military deployment; or
5. Any other extended absence from the department and patrol activities.

The affected officer should be assigned to the TRU Lieutenant or designee to ensure all P.O.S.T. requirements, policy updates, required certifications, and weapons qualifications are up to date. A field training program will be designed by the Field Training Sergeant to fit the needs of the officer. All refresher/reintegration training will be documented as meets standards or needs further training.

**Commented [RD1]:** This statement added as directed by Chief Jones.

#### **208.16.1 FIELD TRAINING OFFICER (FTO) (33.4.3)**

The FTO is a qualified, experienced officer with knowledge and training in supervising, training, and evaluating newly sworn officers in the application of previously acquired knowledge and skill. The Field Training Officer serves as the first-line supervisor for recruit officers.

#### **208.16.2 FIELD TRAINING OFFICER SELECTION (33.4.3)**

FTO selection will be based on the following requirements:

- A. Desire to be a FTO;
- B. Minimum years of service as determined by the Field Training Program Supervisor or Operations Bureau Commander;
- C. Demonstrated ability as a positive role model and mentor;
- D. Participate in and pass an internal selection process as determined by the Field Training Program Supervisor or Operations Bureau Commander.

#### **208.16.3 FIELD TRAINING OFFICER TRAINING (33.4.3)**

After selection as a FTO the officer shall complete a Field Training Officer course approved by the Department.

The FTO may be required to complete additional FTO Program update training as determined by the Field Training Program Supervisor or Operations Bureau Commander.

#### **208.16.4 FIELD TRAINING OFFICER PROGRAM SUPERVISOR (33.4.3)**

The Field Training Officer Program Supervisor is a sworn department member holding the rank of Sergeant or higher. The responsibilities of the FTO Program supervisor include those listed below.

- A. Assign trainees to FTOs.
- B. Conduct FTO meetings.
- C. Maintain, review and ensure FTO/recruit officer performance evaluations are completed.
- D. Maintain, update and issue the Field Training Program Guide to each recruit officer.

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- E. Monitor individual FTO performance.
- F. Monitor the overall Field Training Program.
- G. Maintain liaison with academy staff on recruit performance during the academy.
- H. Develop ongoing training for FTOs.
- I. Maintain, review, and update the Field Training Program Guide as needed.

#### **208.16.5 EVALUATIONS (33.1.6) (33.4.3)**

The recruit officer, FTO, and their supervisor are required to complete various reports and evaluations documenting the performance of the recruit officer and FTO. Evaluations shall follow the evaluation standards and guidelines provided in the Field Training Program Guide.

- A. The FTO shall complete and submit a Daily Observation Report on the performance of the recruit officer for each shift the recruit officer is assigned to the FTO. The FTO will review the report with the recruit officer as well as their supervisor. The Daily Observation Report will be submitted to the Field Training Program Supervisor.
- B. The FTO's immediate supervisor shall complete and submit a Supervisor's Weekly Report. The supervisor will review the weekly report with the recruit officer and FTO. The Supervisor's Weekly Report will be submitted to the Field Training Program Supervisor.
- C. The FTO may complete Field Training Progress Reports as needed. Completed reports will be reviewed with the recruit officer and the FTO's supervisor. Field Training Progress Reports will be submitted to the Field Training Program Supervisor.
- D. The Skills Mastery Checklist shall be completed by the FTO for the assigned recruit officer as applicable. Situations will arise when completion of the Skills Mastery Checklist is not achievable. The FTO should discuss with the recruit officer any skill not completed on the Skills Mastery Checklist.
- E. Other reports and evaluations shall be completed at the discretion of the FTO's immediate supervisor or the Field Training Program Supervisor, as needed.
- F. Upon successful completion of the Field Training Program, recruit officers shall submit a FTO Critique Form for each primary FTO to which they were assigned. FTO Critique Forms will be submitted to the Field Training Program Supervisor.
- G. Each recruit evaluation, report, and critique, upon completion of the FTO program, will be forwarded to the Training Coordinator or designee and placed in the employee's training file. Any critiques of the FTO will be maintained in the FTO's performance file maintained by his/her supervisor/FTO supervisor for future evaluation purposes.

#### **208.16.6 FIELD TRAINING PROGRAM GUIDE**

Each recruit officer will be issued a Field Training Program Guide prior to his/her first field training phase. This guide is an outline of the subject matter and skills necessary to properly function as an officer with the Columbia Police Department. The officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

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### 208.17 TACTICAL TEAM AND CRISIS NEGOTIATION TEAM TRAINING PROGRAM (33.6.2)

All personnel assigned to the Special Weapons and Tactics (S.W.A.T.) team and Crisis Negotiation Team (CNT) will engage in regular training and readiness exercises. Periodically the S.W.A.T. team and CNT should train together.

All training will be documented and records retained according to section 208.18 TRAINING RECORDS and policy 408 SPECIAL WEAPONS AND TACTICS.

Additional information regarding S.W.A.T. and CNT training is located in policy 408 SPECIAL WEAPONS AND TACTICS.

### 208.18 TRAINING RECORDS (33.1.6) (33.1.7)

- A. All employees shall provide the department Training Coordinator or designee with a copy of any certificate, diploma, etc. that indicates completion of classes, seminars, workshops, etc. that pertain to their employment with the department.
- B. By state statute, it is the burden of each commissioned officer to maintain the required P.O.S. T. Certification and to maintain a record of training.
- C. Though not required by law, the department Training Coordinator or designee will assist officers and maintain a training file on each department employee and will maintain a training database which shall be updated as certificates of attendance/completion are received.
- D. The department Training Coordinator or designee shall maintain a record of all department-authorized training and shall serve as the custodian of all department training records, files, etc.
- E. The department Training Coordinator or designee will also maintain a record of each in-service training class conducted by the department to include, at a minimum:
  - 1. Course content (lesson plans);
  - 2. Name of attendees;
  - 3. Date of training;
  - 4. Performance of individual attendees as administered by tests (if a test is administered); and
  - 5. Retention schedule for lesson plans and related records.

This General Order supersedes all prior directives and orders inconsistent therewith.