



CHATHAM COUNTY POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES

SOP # ADM-008
TRAINING AND CAREER DEVELOPMENT

EFFECTIVE DATE: 05/18/20
REVISION: 06/22/23

PURPOSE

The purpose of this Standard Operating Procedures is to establish a comprehensive police training program ranging from basic training for new employees to advanced command training for the senior command staff. The overall training program is designed to meet all training requirements, promote organizational competence and effectiveness, and provide progressive development opportunities for Chatham County Police Department (CCPD) employees.

POLICY

It shall be the policy of the CCPD to maintain a Training Unit which shall direct efforts toward the development of new skills, improving and updating old skills, re-certification of performance in high liability areas, the development of specialized skills, and creating an awareness of new techniques and technologies for all employees, and overseeing the Department's mandatory retraining program. It shall further be the policy of the CCPD to ensure every Officer is allowed to attend a minimum of 20 hours of training each year. The Department reserves the right to periodically mandate training which is to be considered as part of each Officer's 20 hours.

PROCEDURE

I. TRAINING COMMITTEE

- A. The Training Committee shall include the following members:
 - 1. The Office of Professional Standards Unit Commander or Designee - Shall provide input in reference to needs identified through citizen complaints, investigations of use of force, and other needs or training deficiencies.
 - 2. Division Representative - Each Division Commander shall appoint a minimum of one representative from their division to serve on the Training Committee. Representation should cover sworn, civilian, and sections which require specialized or additional training needs.
 - a. Appointed Division Representatives may resign or be replaced with the permission of their Division Commander. Division Commanders will appoint a replacement member prior to the next scheduled committee meeting (may be sworn, civilian, or both).
 - 3. Training Unit Lieutenant - Shall head the committee and report the committee's suggestions and identified needs to the Office of Professional Standards Commander for action. The Training Unit Lieutenant should schedule quarterly meetings.

- B. The Training Committee will act in an advisory capacity to the Training Unit, identifying Departmental needs and making recommendations for training topics and programs.
 - 1. Each committee member is responsible for identifying training needs and deficiencies and making recommendations to correct them.
 - 2. Divisional representatives shall relay the needs, deficiencies, and recommendations of the employees within their respective Divisions to the Committee Chairman.
 - 3. The Training Unit Lieutenant shall submit an annual report to the Office of Professional Standards Commander detailing the needs, deficiencies, and recommendations of the committee and the progress made towards those recommendations.

II. ATTENDANCE

- A. Personnel scheduled for training must attend and successfully complete all content areas of the program in order to receive credit.
- B. Personnel not attending scheduled training due to illness, court appearances, and other authorized absences may be rescheduled for the next available training session. Any employee of the CCPD who cannot attend scheduled training will promptly notify their Supervisor and the Training Unit.
- C. All training programs conducted by the Training Unit will utilize Training Class Attendance Roster form 1051, which will be maintained in each class folder. At a minimum, roll call will be taken and documented at the end of each training day.
- D. The Training Unit shall forward the names of those absent from required/mandatory training, via e-mail through the chain of command to the employee's Division Commander or designee and the Office of Professional Standards.
- E. Sworn agency personnel shall be removed from enforcement duties if they fail to maintain the minimum annual training requirements required by Georgia law.

III. TRAINING EXPENSES

- A. CCPD employees will occasionally be assigned to attend training, seminars, or workshops conducted by external agencies. Likewise, employees are encouraged to apply to attend specialized training offered by external professional agencies or vendors.
- B. External specialized training will require the submission of a Training Request through Blue Team and subsequent approval prior to attendance and a statement of expenditures upon return.
- C. Training requiring travel beyond a one hundred mile radius of Chatham County requires the submission of a Training Request and a statement of expenditures upon return.
- D. Upon return, Officers will turn in a copy of the course certificate or other proof of completion to the Training Unit. Failure to do so may result in not receiving credit from POST. Submission of expense receipts (gas, motel vouchers, etc.) to their Unit or Division Administrative Assistant is also required. Failure to submit receipts for expenses may result in the recipient of the funds reimbursing the CCPD for expenses.

- E. The fact that the CCPD pays for required training does not preclude an employee from paying for training that is not required by the CCPD but is desired by the employee, provided the employee does so on their own time or has made arrangements to have time off.

IV. INSTRUCTORS

- A. Instructor candidates shall be required to:
 - 1. Obtain a letter of recommendation from their Watch or Unit Commander.
 - 2. Submit a memo stating why they aspire to be a POST instructor and what qualifications they have to be considered for the position.
 - 3. Present a five (5) minute presentation in front of a group. The Training Unit will determine the topic.
 - 4. Complete and submit a POST application along with a résumé to the Training Lieutenant for a recommendation for approval to attend the POST Instructor certification course or other Instructor level certification course.
- B. In-house Instructors will be selected as Instructors based upon:
 - 1. Desire to instruct.
 - 2. Subject matter knowledge and experience.
 - 3. Instructional ability.
 - 4. POST Instructor Certification.
 - 5. Recommendations of Command Staff and peers.
 - 6. Recommendations of the Training Committee.
- C. CCPD in-house Instructors shall be required to teach at least annually in their specialty area.
- D. CCPD Instructors shall be required to successfully complete the Georgia POST Certified Instructor Course. The course contains training in:
 - 1. Lesson plan development,
 - 2. Performance objective development,
 - 3. Instructional techniques,
 - 4. Testing/evaluation techniques,
 - 5. Resource availability and use.
- E. Instructors shall receive periodic retraining and updating to meet any specific instructional problems of the Department.
- F. The Department will utilize facilitators/instructors who are selected based on their expertise, skills, knowledge, and motivation.
- G. When necessary and appropriate, instructors who are not employed by the Department may be utilized.
- H. Outside instructors shall be required to provide lesson plans, PowerPoints (with instructor notes), and copies of all handouts prior to the class/course being conducted.

- I. Outside instructors shall be required to provide a list of anticipated expenses of the program prior to any agreement being approved. The Training Unit Lieutenant shall submit all expenses in writing to the Office of Professional Standards Commander prior to the encumbrance for approval.
- J. Written evaluations of outside instructors shall be completed at the end of each training program by the Training Unit Lieutenant and submitted to the Office of Professional Standards Commander for review.

V. LESSON PLANS

- A. Lesson plans will contain the following at a minimum:
 - 1. Title of the training block,
 - 2. Name of lesson plan originator,
 - 3. The rationale for the training block,
 - 4. Goals of the training block,
 - 5. Statement of performance and job-related objectives,
 - 6. Content of the training,
 - 7. Specification of the appropriate instructional techniques,
 - 8. List of resources used in the development of the curriculum,
 - 9. Training resources required, training site, audio-visual equipment, handout material, etc.,
 - 10. Tests/exams to be used and criteria for pass/fail.
- B. All lesson plans must be sufficiently detailed so as to enable a qualified instructor, other than the instructor originating the lesson plan, to conduct the training session.
- C. Proposed lesson plans will be submitted to the Training Unit Lieutenant for evaluation prior to use.
- D. The Training Unit Lieutenant has the responsibility for final lesson plan approval.
- E. All suggested additions, deletions, and corrections will be completed prior to submission for further screening/approval.
- F. The final approved lesson plans will be typed and copies will be given to the appropriate instructors. A copy will also be filed in the master lesson plan file and retained in accordance with the Department's retention schedule.

VI. TRAINING RECORDS

- A. It shall be the responsibility of the Training Unit to develop and maintain centralized records of all training presented to Department personnel, to include all in-house training, as well as training received from approved outside sources. This includes civilian training records.
- B. The Training Unit will update the training records of employees following their participation in Department sponsored training programs. Employees who attend outside training shall submit copies of course completion certificates and an outline of the training completed to the Training Unit. Employees must also report to the Training Unit to sign a Training Class Attendance Roster form 1051.

- C. The CCPD Training Unit will maintain records of each training class conducted by the Training Unit to include, at a minimum:
 - 1. Lesson plans,
 - 2. Names of attendees,
 - 3. Performance of individual attendees as measured by tests, if administered.
 - 4. Retention schedule for lesson plans and related records.

VII. TRAINING INSTITUTIONS

- A. Annually, the Training Committee will determine the type of in-house training and/or Academy programs required for the upcoming year based on a needs analysis or recommendation of the staff and will notify the local academy of these needs, if necessary.
- B. The CCPD may provide instructors, both general and specialized, to the Regional academy on a periodic basis, as well as other resources such as equipment, vehicles, and other materials.
- C. The CCPD will utilize state supported and private training institutions, as needed, in order to ensure that the training needs of the Department are met.
 - 1. The Georgia Public Safety Training Center- Garden City shall be the primary training resource for state mandated recruit training.
 - 2. The Georgia Public Safety Training Center- Garden City shall be the primary training resource for career development training.
 - 3. Other training resources for specialized training may be utilized depending on specific Department needs.
- D. All CCPD employees in attendance at an academy or training center are covered by Worker's Compensation. Any injury received while in training will be treated as if it occurred in the line of duty.
- E. While attending any outside academy or school, all Department rules, regulations, policies, and procedures will apply, in addition to all academy rules and regulations.
- F. The CCPD Training Unit will conduct a training course for all new officers to include additional training outside of the Georgia Public Safety Training Center-Garden City requirements.
 - 1. This training will include topics set forth by the Training Committee.
 - 2. Mandatory topics include, CCPD Standard Operating Procedures and Chatham County Policies, and department computer operations.

VIII. RETRAINING

- A. Officers are required annually to demonstrate proficiency with their assigned and authorized firearms, including shotguns, patrol rifles, and conductive energy weapons when applicable. The qualifications, training, and remedial requirements are covered in the related policies:
 - 1. ADM-013 Firearms (assigned handguns, shotguns, and backup firearms)
 - 2. ADM-023 Patrol Rifle
 - 3. OPS-058 Conductive Energy Weapons

- B. Less-lethal weapons –Officers are required to complete in-service training with all authorized non-lethal weapons and weaponless control techniques at least biennially.
1. All less-lethal weapons training shall be monitored by an instructor who is certified to conduct this training.
 2. All less-lethal weapons training and proficiency shall be documented by the instructor and forwarded to the Training Unit to be maintained
 3. Officers who fail to demonstrate proficiency with all assigned authorized non-lethal weapons will attend remedial training.
 - a. The officer is not authorized to wear the weapon until proficiency is achieved.
 - b. An instructor who is certified to teach this training will conduct the remedial training course and afford the non-qualifying officer the opportunity to qualify at the end of the remedial training.
 - c. Officers failing to qualify after remedial training may be given two weeks to prepare for another chance at demonstrating proficiency. Preparation and training, during this time period, will be conducted on their own time and at their own expense.
 - d. Officers who fail to qualify at the second remedial qualification will be referred to their Division Commander for further action.
- C. The CCPD Training Unit will develop and present an annual training course for all sworn personnel of the department. The training will include critical task training identified by Georgia Certification (*). The session will include at a minimum training on:
1. Legal Updates *
 2. Vehicle Pursuits *
 3. Authorized Forcible Stopping Techniques *
 4. Bias Based Profiling *
 5. Search and Seizure *
 6. Agencies Critical Incident Plan *
 7. Property and Evidence *
 8. Use of force policies
 - a. Community Resource Officers (CRO) shall also receive this training.
 9. In-service training on the constitutional and legal limitations on the use of deadly force and the agencies policies regarding the use of deadly force.
 10. Transportation of detainees.
 11. Field training officers in-service training
 12. And any other training required by department policy.
- D. The CCPD Training Unit will develop and present an annual training course for all personnel of the department. The training will include critical task training identified by Georgia Certification (*). The session will include at a minimum training on:

1. Off duty conduct *
 2. Sexual harassment *
 3. The agencies policy on citizen complaints/internal affairs *
 4. Ethics
 5. Dealing with the mentally ill or person of diminished capacity *
 6. The agency's policy on domestic violence incidents involving agency employees *
- E. All personnel used to conduct background investigations will receive training in collecting required information.
- F. All-Hazards Plan – The Training Unit will ensure that there is documented annual training on the agency's All Hazard Plan, including the Incident Command System (ICS) for affected personnel.
1. Training will include a biennial tabletop exercise and instruction on the All Hazards Plan and the Incident Command System.
- G. The Training Unit will provide Hazardous Materials awareness training for officers who are considered first responders to emergencies if not done by the State academy.
1. Training is designed to equip officers with the ability to recognize hazardous situations and immediately implement basic measures to secure the scene and summon appropriate assistance.
 2. Training will also include personal safety measures

IX. REMEDIAL TRAINING

- A. Students in CCPD training programs must achieve a minimum score of 80% on written tests and/or performance assessments, when given, to be deemed as successfully completing the course; unless otherwise specified by the Training Unit.
- B. The instructor responsible for presenting the block of instruction will be responsible for documenting all tests and performance results and notifying Unit Commanders of those failing to satisfactorily complete the training and/or being in need of remedial training.
- C. Students in need of remedial training may repeat the course of instruction at the next available training session.
- D. If a student desires individual assistance with a unit of study, the student should contact the instructor directly for assistance. Instructors may make themselves available to assist students on an individual or group basis when requested.
- E. At the conclusion of the remedial training period, the student will be retested. Those students who fail to achieve a proficiency of 80% will be considered for administrative or personnel action by their Division or Unit Commander.
- F. Remedial Training may be directed at any time when it is deemed appropriate by the Unit or Division Commander when it is determined that an officer lacks certain proficiency levels or an understanding of a particular task associated with the officer's job duties.

1. Skills may include the misuse of a conductive energy weapon, firearm, use of force, driving skills, or any procedure evidenced by complaints, observations, and documented deficiencies.

X. ROLL-CALL TRAINING

- A. Roll call training shall be conducted by Supervisors to ensure that employees of the CCPD are abreast of all policy and procedure revisions, legal updates, and other topics that may be relevant to the mission of the CCPD.
- B. Roll call training will be documented by attaching a copy of the material presented to the log sheet. Copies of this documentation will be forwarded to the Training Unit.
- C. No POST credit will be given for roll-call training.

XI. NEWLY HIRED OFFICERS/RECRUITS

- A. Newly hired officers/recruits will attend the Chatham County First Day Experience class, which is given by Chatham County's Human Resources:
- B. Newly hired officers/recruits will also receive information regarding the Chatham County Police Department and Chatham County:
 1. Role, Purpose, Goals, and Policy and Procedures.
 2. Working Conditions and Regulations,
 3. Responsibilities and Rights of Employees,
 4. Receipt of the above information will need to be documented and retained in the employees' training records. Use CCPD Form# 258 Employee Receipt of Information Form

XII. RECRUIT TRAINING

- A. Basic law enforcement training, as mandated by POST, shall be provided to non-certified sworn employees prior to the employee carrying a weapon or put in a position to make an arrest, except during formal field training.
- B. Basic law enforcement training, as mandated by POST, will be based on the task analysis of the most frequent assignments of Officers who complete recruit training as identified by the Georgia Peace Officers Training Council.
- C. Basic law enforcement trainees, as mandated by POST, will be evaluated by techniques designed to measure competency in the required skills, knowledge, and abilities in accordance with Georgia POST rules.
- D. Basic law enforcement trainees, as mandated by POST, are issued an orientation handbook at the time the academy begins.
- E. After the successful completion of the POST Basic Law Enforcement Certification class, Recruits will:
 1. Participate in the department's Patrol School program.
 2. Participate in and successfully complete the Field Training Officer (FTO) Program.
 3. Additionally, pre-service certified sworn employees will also be required to participate in and successfully complete the FTO program prior to being assigned to perform solo police functions (*Pre-service certified sworn*

employees may participate in an abbreviated version of the FTO program at the discretion of the FTO Program Manager).

- F. The Training Unit Lieutenant or designee will be the liaison to the GPSTC Academy staff.

XIII. FIELD TRAINING and EVALUATION PROGRAM (FTEP)

A. FTPE Objectives

- 1. Field Training and Evaluation Program has been designed to meet the following objectives:
 - a. To produce professional, well-trained police officers who have honor, pride, integrity, and commitment to the Chatham County Police Department and the law enforcement profession.
 - b. To provide standardized and formalized training to all recruit police officers. Scenarios and remedial training will be consistent to ensure all recruits receive equal training.
 - c. To incorporate field training and experience with the basic knowledge from the academy, so that recruits can develop their law enforcement skills.
 - d. To assist the Chatham County Police Department's screening process by providing consistent, objective evaluation of each recruit's performance.
 - e. To ensure that the evaluation process is directly related to the recruit's overall performance while in the program, and that it is job specific.
 - f. To increase the efficiency of the Chatham County Police Department by creating a climate of professionalism.

B. Administration and Supervision

- 1. The FTEP Administrator or designee will be responsible for the administration, evaluation, & monitoring of the Field Training and Evaluation Program. Administrative and strategic control will consist of the following:
 - a. Development and regular revision of the program.
 - b. Overseeing training of FTEP Supervisors, FTO's, and trainees.
 - c. Schedule rotation of trainees with various FTOs and precinct assignments.
 - d. Administration of paperwork, evaluations, remedial training, and records pertaining to the Field Training & Evaluation Program.
 - e. Scheduling meetings between FTEP Supervisors, FTO's, trainees, and other needed supervisors to evaluate the FTEP.
 - f. Disseminate information regarding the training of new officers and the training program.

C. Operations – Reporting Procedures

- 1. FTEP Supervisors and FTO's will report all daily routine activities through their normal chain of command. It is the responsibility of the patrol sergeant to keep their Watch Commander apprised of the progress of each trainee.

2. FTEP Supervisors are responsible for keeping his or her Lieutenant informed with weekly supervisor evaluation reports.
3. Additionally, Watch Commanders and their supervisors are responsible for:
 - a. Watch assignment of the FTO and the trainee.
 - b. Timesheets and overtime slips of the FTO's and trainees.
 - c. Annual & probationary performance evaluations.
 - d. Disciplinary procedures.
 - e. Documentation of field training and evaluation through daily evaluations, weekly supervisor's evaluations, and end of phase evaluations.

D. Duties and Responsibilities of the FTO

1. The FTO is also responsible for:
 - a. Training new recruits on how to properly carry out the daily functions of being a police officer
 - b. Instilling officer safety procedures and tactics
 - c. Ensuring the trainee adheres to the policies, procedures, rules, regulations, and highest ethical standards and expectations of the Chatham County Police Department
 - d. Fully and accurately document all training conducted with the trainee, and to objectively evaluate the trainee's job related performance
 - e. Keeping the FTEP Supervisor and Watch Commander informed of the status of each trainee. This is accomplished by completing daily evaluation reports for every day that each trainee is trained.
 - f. Identifying deficiencies in training or understanding. They must document the deficiency, notify the FTEP Supervisor and administer remedial training.
 - (1) Remedial Training will be accomplished through the use of standardized scenarios, formal training, rules and regulations. It is the FTO's responsibility to exhaust all measures to correct the deficiency.
 - g. Must attend regular meetings as designated by the program supervisor and/ or Training Unit Lieutenant to discuss and evaluate the effectiveness of various training methods and the program as a whole.
 - h. Must ensure the trainee's field training manual is updated and complete.
 - i. Must make certain all requirements, checklists and orientation training topics have been completed and documented prior to signing off and releasing the trainee from the program.

E. Selection of Field Training Officers (FTO):

1. Field Training Officers will be selected by and serve at the pleasure of the Training Unit, Precinct Commander, Watch Commander and/ or FTEP Supervisor.
2. The Field Training Officer candidate must meet the following qualifications:

- a. Must have experience as a sworn police officer with this department. (In exceptional cases, such as extensive prior police experience or department need, the Training Unit Supervisor may waive this criterion).
 - b. Have an acceptable discipline record, including no suspensions within the preceding (12) twelve-month period.
 - c. Have completed or scheduled to attend a department accepted Field Training Officer Course.
 - d. Be willing to devote the necessary time, instructional effort, remedial training, and to provide accurate documentation of the new recruit's performance through the prescribed training evaluation program.
3. Procedures for consideration as a FTO candidate:
 - a. Persons requesting consideration for Field Training Officer assignments will forward a memorandum of interest through their chain of command to the Training Unit Supervisor.
 - b. Supervisor endorsement memo will address the officer's:
 - (1) Past and present performance.
 - (2) Interpersonal skills.
 - (3) Ability to perform training responsibilities.
 - (4) Ability to training and evaluation techniques.

F. Training Phases

1. The purpose of the FTEP is to train new officers to become proficient and dependable police officers. The program is designed to move the trainee along a continuum of know ledge by learning to perform numerous functions required with the ultimate goal in the final phase of demonstrating proficiency in all areas as a single-officer unit.
 - a. A checklist will accompany each phase in an effort to measure accomplished tasks and to aid in determining the need for more proficiency in a specific area.
2. Officers with previous law enforcement experience may be afforded the opportunity to attend an abbreviated Field Training and Evaluation Program. This determination will be made by the FTEP Administrator and appropriate Command Staff personnel. The length of the abbreviated program will be on a case by case basis.
3. Phase One (1)
 - a. Phase one is 21 working days but may be longer if deemed necessary based on the progress of the trainee.
 - b. Phase one introduces the trainee to a vast multitude of new tasks which have not been learned in the academy.
 - c. These are the everyday hands-on procedures which acclimate the trainee to the field and must be learned in addition to applying the knowledge and skills taught in the basic law enforcement academy.

- d. In phase one, new officers do not reach proficiency in many areas. This is due largely in part to being exposed to a plethora of information and activities.
 - e. Evaluation begins immediately and continues to the end of the phase. During this period, the Field Training Officer completes the trainee's daily evaluation report, evaluating their performance.
 - f. At the end of each week, the FTO and trainee meet with the patrol shift sergeant for a weekly training meeting.
 - g. The shift sergeant will complete the supervisor's weekly evaluation report.
 - h. The FTO will complete an End of Phase Evaluation Report at the completion of Phase one.
4. Phase two (2)
- a. Phase two is 21 working days but may be longer if deemed necessary based on the progress of the trainee.
 - b. Phase two is also a training and evaluation phase. During this phase, most trainees attain proficiency in some areas and make a great deal of progress in others.
 - c. By the end of phase two, it is expected the trainee will be able to do routine / simple tasks with little or no assistance.
 - (1) Examples, which are not all inclusive, include basic radio transmissions and comprehension, completing routine reports, appropriate response time to arrive at a given location, as well as the ability to make appropriate decisions and take control of most situations.
 - d. The FTO evaluates the trainee on a daily basis.
 - (1) Areas needing improvement are noted, the FTO documents and assigns remedial training assignments to correct and improve the problems.
 - (2) The remedial training assignments can range from studying the statute book, reading CCPD Standard Operating Procedures or completing standardized scenarios.
 - e. At the end of each week, the sergeant will conduct a weekly training meeting with the FTO and trainee and complete the weekly supervisor's evaluation report.
 - f. During the last week of each phase, the FTEP Lieutenant (Watch Commander), the sergeant and the FTO will decide to either approve or disapprove the assignment of the trainee to the next phase.
 - (1) This decision will be made based upon the trainee's progress up to this point. This is accomplished not only through discussions, but also by a thorough review of the trainee's evaluations, to ensure the documentation is complete, consistent, and all areas in need of improvement have been documented.
 - (2) Discussions will be centered on whether or not the trainee is

progressing and developing/retaining the necessary basic framework of the job function.

- (3) If during the meeting it is felt the trainee has not yet developed the necessary basic framework and may fall behind if passed on to the next phase, the recommendation should be to remain in the current phase until the skills are fully developed.
- (4) It is not beneficial to the trainee to be placed into the next phase if there are too many skills that have been identified as needing improvement.
- (5) If any question exists about the ability of the trainee to go on to successfully complete the next phase, the recommendation shall be made to stay in the current phase.
- (6) The End of Phase Evaluation Report must contain specific information supportive of the decision whether or not to pass the trainee on to the next phase.

5. Phase Three (3)

- a. Phase three is 14 working days but may be longer if deemed necessary based on the progress of the trainee.
- b. During phase three, the trainee refines their basic skills to the point they can function as a single officer unit.
- c. The focus in this phase is on learning tasks not previously encountered, strengthening weak areas, and simulating a single officer unit with minimal assistance from the FTO.
- d. Phase three is also a training and evaluation phase. Daily evaluation reports by the FTO's are continued, and remedial training is provided when needed.
- e. At the end of each training week, the sergeant will meet with the trainee and FTO for a weekly training meeting and complete the supervisor's weekly evaluation report.
- f. During the last week of Phase Three, the FTEP Lieutenant (Watch Commander), the squad sergeant, and the current FTO will determine if the trainee is able to function as a single officer unit.

6. Phase Four (4)

- a. Phase four is 5 working days but may be longer if deemed necessary based on the progress of the trainee.
- b. During phase four, the trainee refines their basic skills as a single officer unit.
- c. The FTO will ride in the vehicle and respond to calls with the trainee but he/she will not interact with the trainee. This will allow FTO to observe the trainee as a single officer unit.
- d. Phase four is also a training and evaluation phase. Daily evaluation reports by the FTO's are continued.

- e. At the end of the training week, the sergeant will meet with the trainee and FTO for a weekly training meeting and complete the supervisor's weekly evaluation report.
- f. The End of Phase Evaluation Report will be completed by the FTO and must contain a statement that the trainee is ready to be released.

7. Specialty Unit Phase (Optional)

- a. The specialty unit phase is 7 working days but may be longer if deemed necessary based on the progress of the trainee.
- b. The usage of specialty units while the trainee progresses through each phase is an important aspect of the program, assisting them while gaining a better understanding and basic working knowledge of each unit. The usage of specialty units may be utilized depending on training progress of the trainee, department needs, and availability of specialty units.
- c. Trainees may be assigned to:
 - (1) Criminal Investigations
 - (a) While working with Criminal Investigations, the trainee will be exposed to the life cycle of a criminal case. They will also be provided with insight in what investigators need from first on scene officers to increase the solvability of various cases.
 - (2) When assigned to a specialty unit, the specialty unit member will complete a daily evaluation report for the trainee to fully document the training.
- d. If possible, the trainee will attend traffic court, an autopsy, an administrative driver's license hearing or other relevant outside events which will help the trainee better understand their role within the criminal justice system.
- e. This phase provides the trainee with a good understanding of these very important units, which will enable them to professionally interact with them in the field once they are released from the program.

G. Field Training Files

- 1. Upon completion of the Georgia Public Safety Academy, or in the case of recruits hired with prior experience and not attending the academy, recruits will attend a FTEP orientation.
- 2. The orientation program will introduce the recruit to the policies of the Chatham County Police Department and department philosophy. The Field Training and Evaluation Program will be discussed and presented to the recruits during orientation. Practical application of the topics discussed during orientation will be accomplished during the phases of training of the Field Training and Evaluation Program.
- 3. When new recruits report for duty, the Training Unit Supervisor and initial FTO will begin a file for each new recruit. The Field Training File is documentation of the performance (both strong and weak points) of the recruit throughout the Field Training and Evaluation Program.

4. The Field Training Officers, who are responsible for maintaining a recruit officer's file, will ensure the following documents, or copies of the documents, are included in the file. The documents will be completed and filed in a timely manner as required by phase training.
5. The Training Unit Supervisor will review and maintain the recruit training files.
 - a. Recruit FTEP Manual Master Checklist
 - b. FTEP Phase Checklists
 - c. Daily Observation Reports
 - d. Supervisor Weekly Evaluations
 - e. Final Phase Evaluation Reports
 - f. Weekly Test Results/ Copy of Tests, if any
 - g. Remedial Training Assignments & Worksheets
 - h. Recruit Officer's Self Evaluation
 - i. Recruit Officer's FTO Evaluation
 - j. Documentation pertaining to the recruit officer's training or performance
 - k. Final Approval & Sign-Off Sheet ending FTEP and placement into a probationary assignment

XIV. CIVILIAN TRAINING

- A. Supervisors of newly appointed civilian personnel shall ensure that the employee attends the Chatham County First Day Experience and Orientation class, which contains information regarding the Chatham County's:
 1. Operational Philosophy (role, purpose, goals),
 2. Policies and procedures,
 3. Working conditions and regulations,
 4. Responsibilities of employees,
 5. Rights of employees,
- B. Newly hired civilian employess will attend the Chatham County First Day Experience class, which is given by Chatham County's Human Resources.
- C. Newly hired civilian employess will also receive information regarding the Chatham County Police Department and Chatham County:
 1. Role, Purpose, Goals, and Policy and Procedures.
 2. Working Conditions and Regulations,
 3. Responsibilities and Rights of Employees,
- D. Receipt of the above information will need to be documented and retained in the employees' training records. Use CCPD Form# 258 Employee Receipt of Information Form.
- E. Supervisors will ensure that all civilian employees receive appropriate training that allows them to improve and update skills associated with their respective job tasks.

XV. ADVANCED POLICE OFFICERS (APO)

- A. The position of Advanced Police Officers (APO) will be recognized as a rank position between Officer and Corporal. The rank of APO may act as a career path to a supervisory position.
 - 1. There will not be any additional pay authorized or given with this rank.
- B. The rank of APO will be part of CCPD's seniority structure.
 - 1. The rank of APO may be given preference for assignments, days off, training, etc., over officers with less seniority or officers that have not achieved the rank of APO.
 - a. The rank of APO is not the only deciding factor when preferences are considered. Work performance and/or sick leave abuse for example may also be used when considering preferences for assignments, days off, training, etc.
- C. Upon successfully meeting the below requirements the officer will be authorized to wear the single stripe (chevron) to identify the officer as an Advanced Police Officer.
- D. Requirements: (requirements may be waived or added at the Chief of Police's discretion)
 - 1. Must have at least 2 years as a certified law enforcement officer.
 - a. The officer must have completed their new hire probationary status.
 - 2. No disciplinary action within six months of becoming eligible to wear the APO rank.
 - 3. A letter or memo from their precinct or unit commander authorizing the wearing of the APO rank. This letter or memo will be presented to the quartermaster, authorizing the issuing of the APO rank.

XVI. CORPORAL (Cpl.)

- A. The rank of Cpl. will be part of CCPD's seniority structure.
 - 1. The position of Corporal (Cpl.) will be recognized as a rank position between APO and Sergeant.
 - 2. The Cpl. rank may act as a career path to a permanent supervisory position
 - a. An officer with the rank of Cpl. may be used in a supervisory capacity when a sergeant is unavailable.
 - 3. A pay increase will be associated with this rank.
 - 4. The rank of Cpl. may be given preference for assignments, days off, training, etc., over officers with less seniority or officers that have not achieved the rank of Cpl.
 - a. The rank of Cpl. is not the only deciding factor when preferences are considered. Work performance and/or sick leave abuse for example may also be used when considered.
- B. Successful completion of the below requirements will qualify officers to participate in the assessment for the rank of corporal.
 - 1. Requirements: (requirements may be waived or added at the Chief of Police's discretion)

- a. 4 years of continual law enforcement service.
 - (1) Continual law enforcement service is defined as no break in law enforcement service exceeding 30 days.
 - b. Successfully pass the following training requirements:
 - (1) Supervision Level 1 (40 hours)
 - (2) Field Training Officer (FTO) (40 hours)
 - (a) Also requires active participation in the FTO program, if requested.
 - (3) Criminal Procedures (24 hours).
- C. Upon successfully completing the above requirements and review of personnel records, the officers will be authorized to participate in the assessment portion of the selection process. Which consist of:
- 1. Written Test
 - a. Study information and/or materials will be provided to qualifying candidates.
 - 2. Oral Interview
 - a. Candidates must successfully pass the written test to participate in the oral interviews.
- D. The rank of corporal has a limited number of authorized positions. The Chief of Police or designee will select officers for the rank of corporal from the final list of qualifying candidates.

XVI. SPECIALIZED TRAINING

- A. The CCPD provides specialized training, either internal or external, in areas where a need has developed or for specific unit assignments.
- 1. Specialized training provided to personnel includes, but is not limited to, the following:
 - a. Development and/or enhancement of the skills, knowledge, and abilities particular to the assignment or specialization.
 - b. Management, administration, supervision, personnel policies, and support services of the function or component.
 - c. Performance standards of the function or component.
 - d. CCPD policies, procedures, rules, and regulations specifically related to the function or component.
- B. The following specialized assignments have been identified as those needing either pre- or post-assignment training and require certification by the State of Georgia, U.S. Government, or other certifying service providers:
- 1. Radar/Lidar/ Instructor/Operator,
 - 2. Marijuana Identification Technician,
 - 3. Driving Instructor,
 - 4. Intoxilyzer Operator,

5. Firearms Instructor,
 6. National Crime Information Center (NCIC) and Georgia Crime Information Center (GCIC) Terminal Operator,
 7. Defensive Tactics Instructor,
 8. POST Instructor,
 9. Evidence Technician,
 10. DUI/Standardized Field Sobriety Testing,
 11. Field Training Officer, (FTO)
 12. Other positions as designated.
- C. The following specialized assignments have been identified as those needing either pre- or post-assignment specialized training:
1. Investigators (all types),
 2. Neighborhood Liaison Officers,
 3. Traffic Enforcement Officers,
 4. Hostage Negotiators,
 5. Marine Patrol,
 6. Community Resource Officer,
 7. Analysts,
 8. Special Weapons and Tactics (SWAT) Officers,
 9. Other positions as designated,
- D. It is the responsibility of Unit Commanders and individual employees to ensure that all requisite re-training is successfully completed in the appropriate manner required to maintain any issued certifications or licenses required for the performance of the assigned job function.

XVII. SUPERVISOR TRAINING

- A. Sworn personnel newly promoted to the rank of Sergeant shall be required to participate in the New Supervisor Training Program (NSTP) as outlined in section XVIII.
- B. All newly promoted civilian and sworn supervisors shall attend supervisory training within one (1) year after promotion, when practical.
1. New supervisors will participate in the Performance Management training (for the Employee Performance Appraisal Program.) This training is offered annually by Chatham County Human Resources.
- C. All supervisory personnel are strongly encouraged to attend the following supervisory and management training:
1. POST Supervisory Certificate course.
 2. Supervision, Levels I, II, and III.
 3. Management, Levels I, II, and III.

4. Chatham County's Performance Management Refresher training, which is offered annually by Human Resources.
- D. Career development training and education is encouraged for all supervisors. Career development may include:
1. Completing college courses/degree.
 2. Pursuing additional or advance certifications.
 3. Attending specialized training.
 4. Any other actions consistent with personal and professional development (i.e. reading related books, publishing articles, and developing new departmental procedures, initiatives, or innovative programs).

XVIII. NEW SUPERVISOR TRAINING PROGRAM

- A. Upon assignment, the newly promoted Sergeant will be assigned a "Mentor" Sergeant to acclimate them to their new position. This process will include:
1. Orientation with facilities and personnel assigned.
 2. Familiarization with precinct boundaries.
 3. Overview of Department, Division, and Unit goals and objectives.
 4. Instructions on conducting roll-call training.
 5. Procedures for approving leave.
 6. The Department's Early Warning System.
 7. The Chatham County's Progressive Discipline Policy.
 8. The Department's Internal Affairs policy.
 9. Utilization of various documenting instruments that will include, but is not limited to:
 - a. Leave Forms and automated database.
 - b. Chatham County's Disciplinary Action Form.
 - c. Chatham County's biweekly Time Sheet.
 - d. Chatham County's Conflict Resolution Program.
 - e. Report Accountability Forms.
 - f. Citation Log Book.
 - g. Uniform Line Inspection Report.
 - h. Roll-call training.
 - i. Duty Rosters and personnel allocations.
- B. Probationary Sergeants will be evaluated monthly by their assigned Mentor on job performance and supervisory knowledge.
1. The completed monthly evaluation form will be reviewed by the Precinct or Unit Commander and forwarded to the Training Unit to be placed in the employee's training file.

2. Probationary Sergeants in jeopardy of receiving an unsatisfactory evaluation shall be notified in writing.
- C. A CCPD Sergeant Training Program (CCPD Form 211) shall be completed on all newly promoted Sergeants by their assigned Mentor. Once the CCPD Sergeant Training Program form has been completed, a copy of the form shall be forwarded to the Training Unit to be filed in the employee's training file.
- D. Newly promoted Lieutenants will receive training in the following areas conducted by their precinct commander;
 1. Conducting shift briefings
 2. Conducting weapons inspection
 3. Investigating County vehicle accidents
 4. Police Executive Research Forum, Senior Management Institute for Police.
 5. Investigating use of force incidents
 6. Handling Critical Incidents/After Action Reports
 7. Major Crime Scene/Accident Scene Management
 8. Handling Employee Discipline

XIX. ADVANCED COMMAND TRAINING

- A. The achievement of advanced command level training is vital to the development of the senior command staff. Therefore, the CCPD provides training opportunities for the career development of the command staff.
- B. For the purpose of this directive, Advanced Command Training is defined as extended training designed to enhance professional competence.
- C. The CCPD sponsors selected Command Officers to afford the following advanced command training courses:
 1. POST Management Certificate Course.
 2. FBI National Academy.
 3. Southern Police Institute.
 4. Police Executive Research Forum, Senior Management Institute for Police.
 5. Columbus State University Command College and Police Management Development Program.
- D. Persons desiring to attend Advanced Command Training shall request consideration, through the chain of command, from the Chief of Police.
- E. If the Chief of Police approves the request, the Officer will proceed with the application process required by the respective training program and the travel/training requirements of Chatham County.
- F. Where it is possible for the Officer to make course choices for advanced training, the courses selected will satisfy mandatory training requirements of the State or CCPD. The Training Unit Lieutenant may be consulted for guidance.
- G. All training requests will be submitted to Division Commanders through the chain of command for approval or disapproval prior to being submitted to the Training Unit.

Supervisors who receive requests for training will endorse the requests with their recommendations (approved or disapproved with reasons) and forward them through the chain of command to the Training Unit.

BY ORDER OF:

Electronically Signed in PowerDMS on 06/22/2023

Jeffrey M. Hadley
Chief of Police