



FAIRBURN GEORGIA POLICE DEPARTMENT OPERATIONS MANUAL



CHAPTER 4 Training

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I. PURPOSE

- A Meets State and Agency training requirements and needs.
- B Establishes and maintains access to a comprehensive training program at the Agency level which will complement available state level training.
- C Accomplishes efficiently and effectively Agency tasks through better trained, more professional personnel.

- D Provides training which is consistent with law enforcement responsibilities and requirements.
- E Provides remedial training when applicable.

II. RULES AND REGULATIONS

- A Training Support - Support shall be made available to implement the training program. At a minimum this shall include:
 - 1. Training aids and resource materials;
 - 2. Approved training related expenses; and
 - 3. Adequate manpower to allow time off for training.
- B Training Unit Commander - The training function of the Agency shall be coordinated through the Training Supervisor. The Training Supervisor shall have the responsibility and authority to carry out approved training functions. Activities assigned to this position include:
 - 1. Assessing training needs and identifying training resources;
 - 2. Implementing/coordinating training programs;
 - 3. Developing and testing new training formats;
 - 4. Analyzing programs to determine budgetary needs;
 - 5. Scheduling training and notifying staff;
 - 6. Conducting program evaluation/validation;
 - 7. Maintaining training records; and
 - 8. Attending periodic training for training officers.
- C Validation of Training - The validation of training programs shall be completed prior to authorizing employee attendance. Validity is typically established by meeting the following criteria:
 - 1. The training programs shall be based on job related criteria which are established through task analysis.
 - 2. The content of training programs shall be clearly stated in written lesson plan format or Microsoft PowerPoint.
 - 3. The student's ability to comprehend and learn shall be established through testing which relies on the measurement of quantifiable performance objectives.
 - 4. The instructor shall be qualified in terms of detailed subject knowledge and experience, as well as the ability to effectively deliver information.

5. An evaluation of the relationship of training effectiveness to job performance shall be conducted through follow-up procedures.
- D Training Program Evaluation - At a minimum, evaluation of the overall Agency Training Program shall be conducted on an annual basis. The evaluation process should afford management an opportunity to ensure that the program meets the needs of the Agency and provides the basis for planning future training programs.
 - E Professional Development - Professional development is encouraged at all levels of the organization. Administrators, managers, and supervisors shall attend professional meetings, seminars and similar work-related activities. This will enable them to stay abreast of current management techniques, trends and litigation which impacts Agency operations. Officers are encouraged to pursue higher education courses of formal instruction.

**STANDARD OPERATING PROCEDURE
EFFECTIVE: 05/19/2008**

S.O.P. 4-1 TRAINING DIRECTIVE

I. PURPOSE

The purpose of this policy is to direct continuous training for the members of this agency as well as the essential documentation of said training.

II. POLICY

It is the policy of this agency to provide officers with continuous training on the recurring, high risk, critical tasks that an officer will face. All weapons training shall be monitored by a certified weapons instructor.

III. HIGH RISK CRITICAL TASKS

These tasks include:

- A Tasks that the final policy maker of the Agency knows to a moral certainty that officers will face and;
- B Tasks where the policy maker knows that officers have previously made mistakes; and,
- C Tasks where the wrong decision with respect to the task will lead to a physical or a constitutional injury.

IV. PROCEDURE

Each member of the Agency will receive an annual block of training on each of the high-risk critical tasks in law enforcement including:

- A Response to Active Resistance, to include qualification/certification of any weapons or special equipment the officer may utilize.
- B Legal Update
- C Pursuit
- D Emergency operation of vehicles
- E Search and seizure/Arrest/Property and Evidence
- F Care, custody, restraints and transportation of prisoners
- G Domestic violence & Agency Employee involved Domestic Misconduct
- H Off-duty conduct / Off-duty paid details
- I Ethics - Sexual harassment - External Sexual Misconduct by Officers
- J Selection and Hiring (For personnel who may be faced with this issue)

- K Complaints and internal affairs investigations
- L Special Operations: SWAT; Narcotics, High Risk Warrants Service (For Personnel who may be faced with this issue)
- M Dealing with mentally ill, emotionally disturbed persons, and persons with diminished capacity
- N Authorized forcible stopping techniques.
- O Bias-Based Profiling
- P Agency Critical Incident Plan

V. DOCUMENTATION

All training shall be documented in the following manner:

- A Each Agency employee shall have a training file that indicates the training programs received by the employee to include:
 - 1. Subject matter of the training
 - 2. Date of the training
 - 3. Number of hours
 - 4. Proficiency scores where applicable
- B Agency files will contain a lesson-plan and/or Microsoft PowerPoint (PPT), and outline of each in-house training session which indicates the following:
 - 1. Subject matter
 - 2. Lesson plan/PPT
 - 3. Course objectives
 - 4. Course content
 - 5. Handout Material (if applicable)
 - 6. Dates training was given.
 - 7. Instructor(s) of training
- C Agency will also retain as part of agency records, documentation relating to any external program an officer attends as part of continued training.
- D The Agency will maintain a file on all training required by state mandate and shall document that training in accordance with this policy.

STANDARD OPERATING PROCEDURE
EFFECTIVE: 05/19/2008

S.O.P. 4-2 STAFF TRAINING

I. INTRODUCTION

Training should start prior to the actual job assignment and follow an employee throughout his/her career. Training offers substantial benefits to both the Agency and the employee. Training prepares employees to act correctly and decisively under a broad spectrum of circumstances. Further, training increases employee efficiency and effectiveness while promoting cooperation and unity of purpose.

II. STAFF TRAINING - GENERAL

The Training Unit Commander shall be responsible for:

- A Keeping apprised of training resources and scheduling training to meet the requirements for law enforcement personnel as set forth by the Georgia POST Council, applicable law, and Agency policy;
- B Using national, state, and local resources in developing and providing staff training;
- C Developing and maintaining an in-service, in-house training program to address specific needs of the Agency and to ensure those skills requiring qualification and re-qualification are kept current;
- D Ensuring that training records stay current, complete and accurate;
- E Providing a general orientation to all new sworn personnel prior to duty assignment;
and
- F Selecting appropriate personnel for Georgia POST instructor certification training.

III. ORIENTATION TRAINING

- A Orientation training shall provide new employees knowledge and understanding of the following:
 - 1. His/her job descriptions;
 - 2. Organizational structure and the chain of command;
 - 3. Agency operational policies and procedures;

4. Layout and organization of the Agency's jurisdictional area; and
 5. The Agency's legal basis and scope of authority.
- B Prior to duty assignment, all new personnel will participate in general orientation training to familiarize him/her with the Agency.
- C During orientation, each employee will be given access (via PowerDMS) to the Agency's policy and procedure manual and will digitally sign confirmation of such. The employee will successfully complete any necessary testing materials to confirm understanding and knowledge of material therein.

IV. FIELD/PREPARATORY TRAINING

The training provided to newly hired, promoted or transferred employees is a continuation of the selection process. During this time, efforts are made to identify employees possessing the ability to perform the job assignments. As part of this training, emphasis is placed on developing the knowledge, skills and abilities necessary to successfully conduct specific job assignments. This training should continue until the employee has satisfactorily demonstrated the ability to perform all routine aspects of the job or assignment. Field training shall be provided to employees prior to any assignment.

V. FIELD TRAINING OFFICER PROGRAM

- A The Agency shall maintain a Field Training Officer Program. The program shall include a formal selection and training process for Field Training Officers.
- B The Field Training Officer Program will be reviewed annually by the Operations Commander, or his/her designee, to ensure consistency and quality.
- C The Training Unit Commander shall be responsible for the administration of the program and will make recommendations to the Chief of Police regarding training objectives. For more information regarding the F.T.O program, refer to S.O.P 4-4.
- D All assigned Field Training Officers must receive annual FTO in-service training.

VI. FIELD/RECRUIT TRAINING

See S.O.P. 4-4 F.T.O PROGRAM

VII. PREPARATORY TRAINING

- A The selection of employees for specialized tasks is normally based on demonstrated abilities in field assignments.
- B Within thirty (30) days of assignment, personnel transferred into a specialized unit or promoted shall undergo a period of structured on-the-job training.
- C Other required training, including in-service training, shall be scheduled as soon as possible and in no case later than three (3) months after promotion or reassignment.

VIII. BASIC TRAINING

The Basic Training Course, as prescribed by Georgia POST Council, shall be provided to

applicable employees prior to their assuming any law enforcement duties or responsibilities.

IX. ON THE JOB TRAINING

It is the responsibility of all officers to share with other officers the skills and knowledge necessary to perform their duties. Supervisory and Command officers of all ranks have the responsibility to train subordinates to perform assigned tasks, and to familiarize them with their job responsibilities.

X. ROLL-CALL TRAINING

The Agency shall establish and develop a roll call training program for the Agency. The main goal of this training is to keep officers aware of changes in the law, policies, procedures and other Agency matters.

Roll call training shall be conducted as ordered. Roll call training updates will be provided by the Chief of Police or his/her designee.

Roll-Call Training shall be conducted by supervisory officers assigned to the shift. Supervisors should ensure that all personnel receive training and that personnel absent from roll-call sessions receive the same instructions later. Supervisory officers shall provide feedback to the Chief of Police or his/her designee concerning the effectiveness and value of the training.

XI. IN-SERVICE TRAINING

In-service training shall provide employees with continuous and on-going instruction designed to enhance, refresh and update job-related knowledge, skills and abilities. A minimum of twenty (20) hours of in-service training is required of all sworn personnel each year (defined as within a twelve-month calendar year period of employment). Any sworn officer failing to meet these minimum requirements will be removed from enforcement duties and is subject to disciplinary actions under city policy.

The POST Act requires a minimum of twenty (20) hours of in-service training during each calendar year for all certified peace officers. Additional mandated training may be necessary as prescribed by law.

Personnel will be compensated for participation in approved in-service training scheduled during off-duty hours, or off-site.

XII. ADVANCED / SPECIALIZED TRAINING REQUEST

All Agency employees may apply for advanced or specialized training using the agency Training Request Form through PowerDMS. Requests shall be submitted through the chain of command for approval. If a request is denied, an explanation shall be provided to the requesting officer in digital writing through PowerDMS.

Personnel completing advanced or specialized training may be reassigned to meet Agency needs as specified by the Chief of Police. Application of, and participation in, advanced or specialized training is voluntary; however, certain specialized assignments may require specialized training prior to assignment, transfers or promotions.

Personnel unwilling to attend, or who fail to successfully complete, advanced or specialized training may be denied reassignment opportunities.

**STANDARD OPERATING PROCEDURE
EFFECTIVE: 05/19/2008**

S.O.P. 4-3 TRAINING ATTENDANCE

I. INTRODUCTION

Frequently changing laws and community profiles create a need for constant updating of training content. Recent court action has served to emphasize this and reinforce the need for training of law enforcement personnel. When the failure to train reflects a "deliberate" or "conscious" choice by the Law Enforcement Agency or the local government, the basic requirement for liability under Title 42 Section 1983 has been established.

NOTE: For reference see City of Canton, Ohio v. Harris 57 U.S.L.W. 4270. (February 28, 1989).

Mere access to training alone is insufficient; training must be utilized. No training program can be successful without the support of the Agency and the participation of its employees. In order to ensure the participation of Agency employees, the following procedures shall be followed.

II. SCHEDULING OF TRAINING

Scheduling and notification of training shall be handled on a regular and predictable basis. This allows instructors and students to plan and prepare properly.

III. NOTIFICATION PROCEDURE

- A Notification of in-service and required classes shall be in writing and shall be forwarded in the following manner:
 - 1. All notifications shall originate from the Training Unit Commander, or his/her designee.
 - 2. The original of each notification is to be forwarded to the Division Commander and a copy to the Chief of Police and Deputy Chief.

- B In the event an employee cannot attend a course, the following procedure shall be followed:
 - 1. The employee shall submit, in writing, to the Division Commander, stating the reason(s) for his/her absence.
 - 2. Trainees' requests for excused absences from required scheduled training shall be approved or denied by the Division Commander.
 - 3. The Training Instructor shall compile a list of those officers who fail to attend scheduled training and shall forward this list to the Division Commander and the Chief of Police.
 - 4. The Training Instructor shall contact both the employee and his/her supervisor to arrange make-up classes.
 - 5. In the event an employee fails to attend training and alternative arrangements are not made, a memo indicating the officer's failure to attend the required

training shall be forwarded to:

- a) Division Commander
- b) Employee's supervisor
- c) Employee
- d) Training files
- e) Personnel files

IV. STUDENT REIMBURSEMENT

Students will be reimbursed for approved out-of-pocket expenses, including travel expenses, associated with training in accordance with the Agency's policy.

V. DOCUMENTATION OF PARTICIPATION

The Training Unit will be responsible for:

- A Placing documentation of training successfully completed in each employee's file, if applicable;
- B Notifying the employee's Division Commander and the Deputy Chief of Police if an employee does not successfully complete training;
- C In the event an employee fails to successfully complete a training course, said failure will be documented on the Agency's administrative platform (Blue Team) as an infraction in accordance with SOP Chapter 6-2 Disciplinary Guide. Documentation shall be handled by the employee's supervisor, or Division Commander, and then forwarded to the Deputy Chief of Police for final review.
- D The Division Commander and the Training Unit shall jointly design a remedial training program to assist the employee in gaining the necessary information.

Remedial training is personalized training designed to correct a specific deficiency which is usually identified either by testing or other evaluation during training or by a supervisor evaluating an employee during routine job performance. Remedial training will generally be given as soon as possible after a deficiency is noted but should be completed within 30 days of a deficiency being noted.

- E For personnel having difficulty with any program of instruction at any level of training and for personnel who show a lack of understanding in the application of Agency policy and procedures, the Agency will provide or obtain remedial training.
- F Each officer is responsible for meeting the minimum training requirements for retraining or recertification by attending the necessary training classes in the following areas: firearms, including secondary or back-up weapons; response to resistance; CPR; first aid; criminal law; criminal procedures; and emergency and defensive driving. However, the Training Unit will help officers in scheduling and arranging classes.

VI. TRAINING RECORDS

A Comprehensive training records shall be maintained which document:

1. Scheduling and notification
2. Attendance
3. Job relatedness
4. Course content and performance objectives
5. Test scores (including copy of test instrument), if applicable
6. Instructor roster/qualifications

The Training Unit shall maintain these records for all agency-initiated classes. The Training Unit Commander also verifies that the same information is maintained by all training institutions where employees attend. In the event this information is not maintained, the Training Supervisor shall initiate necessary steps to obtain it.

B Training records shall be released to agency personnel with a legitimate need to know.

STANDARD OPERATING PROCEDURE

EFFECTIVE: 11/21/08

S.O.P. 4-4 FIELD TRAINING OFFICER (F.T.O.) PROGRAM

I. PURPOSE

The purpose of this procedure is to establish guidelines for the field training of recruits and the utilization of field training officers in this process.

II. POLICY

The Fairburn Police Department, in seeking strict levels of performance standards and in striving to maintain the highest standards of professionalism, has implemented a Field Training & Evaluation Program.

Recruits require personal guidance, instruction, direct supervision, and experience in patrol operations in order to develop sound working habits, good judgment, proper appearance, and efficiency in their performance as police officers.

No department recruit will be sworn in or issued police identification until the successful completion of Mandate Training conducted at the Regional Academy unless the Recruit has previously been certified by the Georgia Peace Officers Standards and Training Council (P.O.S.T.) and has qualified in the use of firearms. This is to preclude assigning persons to positions requiring the carrying of firearms, enforcing the law, or making arrests until their successful completion of Mandate Training.

The Training Unit will be responsible for coordinating and supervising the training of recruits or new probationary officers prior to attending the police academy and until their release/graduation from the academy. The Training Unit Commander will also perform the duty of liaison with the academy staff to establish changes in the basic course curriculum, methods of delivering training, and problem areas identified concerning the recruit officer's performance.

Upon graduation from Basic Mandate academy, the Training Unit Commander will coordinate the Field Training Officer program for the newly sworn officers, to include duty assignments, proper outfitting, and assignment of FTOs.

III. DEFINITIONS

Field Training - A structured and closely supervised program provided to recruit officers to facilitate the application of skills and knowledge obtained in the academy/classroom to actual performance in on-the-job situations.

Field Training Officer - An officer who has been carefully selected and trained to deliver the field training program to recruit officers.

IV. GUIDELINES FOR RECRUIT EVALUATION

The Field Training Officer(s) is responsible for the completion of the daily evaluation reports used to evaluate and rate a recruit's daily performance. Each Field Training Officer is provided with standardized evaluation guidelines to maintain program standardization and continuity. These standardized evaluation guidelines provide specific direction in evaluating and rating the recruit in many areas.

The Field Training Officer is responsible for the completion of the Daily Observation Report (D.O.R.) as it pertains to comments about the recruit's performance. The D.O.R. is to be signed by the recruit and the Field Training Officer.

These reporting responsibilities provide timely assessments of the recruit's performance and serve as instructional tools for the Field Training Program. The goal of Field Training is to provide recruits with "on-street" experiences following the completion of mandate training. The program length will vary from four (4) weeks to twelve (12) weeks depending upon the certified status of recruit; this does not include mandate training.

If determination is made, by the FTO(s) and the Training Unit Commander that the FTO Program should be extended for any recruit, such recommendation will be submitted in writing, including recommended length of extension and reason(s). The Chief of Police or his/her designee will approve, amend, or not approve recommendation.

V. RECRUIT ROTATION

The length of the Field Training Program (at least four weeks) allows for rotation of the recruit between watch assignments and different Field Training Officers. This rotation provides the recruit with more exposure to the Agency's activities and allows for a more objective evaluation of the recruit.

VI. CERTIFIED OFFICERS

Certified officers must attend and successfully complete Firearms qualification in the calendar year in which they are hired. This should be done within the first days from date of hire to ensure compliance with POST training requirements.

The length of time in the Field Training Program for certified Police Officers shall be based on the officer's law enforcement experience and field performance. The abbreviated Field Training Officer Program for certified officers with prior law enforcement experience shall be a minimum of four (4) weeks in length, or minimum fourteen (14) D.O.R. No matter the experience, each officer will be required to complete a minimum of seven (7) D.O.R. before release to Shadow Phase of training, which is the portion of the FTO Program where an officer begins operating as a solo unit.

The Field Training Officers and the Training Unit will evaluate the officer's progress. Graduation to solo status and release from the FTO Program will be determined by the Training Unit Commander after receiving a recommendation from the Field Training Officer(s).

VII. NON-CERTIFIED RECRUITS

- a. Completion of basic mandate training before issuance of any badge, gun, identification card, excluding basic mandate firearms training.
- b. Assignment to Field Training Officer Program for a twelve-week minimum.
- c. Daily evaluation by Field Training Officer.
- d. Field Training Officers and supervisors evaluate recruit's progress.
- e. Graduation to solo status subject to final evaluation by the Training Unit Commander.

VIII. FIELD TRAINING OFFICER SELECTION PROCESS

To ensure that all recruits can perform the various skills acquired during academy training under actual working conditions, Field Training Officers will be developed to supervise recruits who have recently graduated from basic mandate training in order to put to practical use the various skills acquired during formalized training.

Field Training Officers will be required to have the following minimum qualifications to be considered:

1. Have minimum two (2) years of law enforcement experience;
2. Be in good standing with the Fairburn Police Department (not under investigation, not on probation)
3. Must hold the rank of Senior Patrol Officer or Corporal

All Corporals serve as the Agency's primary Field Training Officer. Therefore, all recruits (newly mandated or certified with law enforcement experience), will be first assigned to a training officer that holds the rank of Corporal. In the absence of a Corporal, a Senior Patrol Officer can serve as the back-up trainer for that given time.

The selection process for Field Training Officers follows the guidelines and requirements outlined in Chapter 3 for the ranks of Senior Patrol Officer and Corporal.

All Field Training Officers will be required to complete the P.O.S.T. 40-hour Field Training Officer Course taught at the state academy or regional academy. When available and needed, Field Training Officers will attend in-service training related to the F.T.O. program. All Field Training Officers will be under constant supervision from their immediate supervisors and required to also answer to the Training Unit Commander while actively training new recruits/employees.

**STANDARD OPERATING PROCEDURE
EFFECTIVE: 05/19/2008**

S.O.P. 4-5 DEPARTMENT FIREARMS RANGE

I. PURPOSE

The purpose of this policy is to establish rules and procedures for safe and appropriate range use by officers of this department, as well as any other approved users.

II. GOALS

The goals of the Fairburn Police Department Range:

1. To provide a safe location for the practice and application of weapons training to a wide range of Public Safety entities;
2. Provide a training environment that allows for a true and practical application of weapons skills, which results in a more realistic training experience; and
3. Facilitate a level of training that ultimately increases the safety of our officers and the citizens of the area we serve.

III. GENERAL PROCEDURES

- A. The Fairburn Police Department Range will only be used by sworn personnel and other persons approved by the Range Master or his/her designee.
- B. The department range master or designee will be the Officer in Charge (OIC) of the range and shall serve as the primary supervisor during all times the range is in use. All personnel, regardless of rank, will follow appropriate rules, instructions or other directives given by the OIC concerning activities at the range.
- C. Officers will not use any unapproved weapon, ammunition, target, or equipment on the range. Only the following types of weapons, ammunition, targets and equipment are permitted for use:
 1. Approved Weapons:
 - a. Handguns
 - b. Shotguns
 - c. Rifles
 - d. Other weapons approved directly by the Range Master
 2. Approved Ammunition
 - a. Full Metal Jacket
 - b. Hollow Pont
 - c. Frangible
 - d. Birdshot
 - e. Buckshot
 - f. Slugs
 - g. Specialty Impact Munitions (bean bag rounds, etc.)
 - h. Other ammunition as approved by the Range Master

3. Restricted Ammunition

- a. Armor piercing ammunition (green tip ammo)
 - b. Steel penetrating rounds
 - c. Incendiary/explosive rounds
- D. During all training involving the use of firearms, officers shall wear personal safety equipment. Personal safety equipment, at a minimum, will include:
1. Eye protection
 2. Hearing protection
 3. Brimmed hat (optional)
- E. All Range personnel (instructors and safety officers) must have emergency medical training. A medical kit will be accessible at all times when the range is in use.
- F. All outside agencies wishing to utilize the FPD Range shall ensure that a Georgia POST certified firearms instructor (or equivalent) is present during any training sessions, to ensure proper safety and instructions are provided.

IV. RANGE SAFETY RULES

- A. Treat every firearm as if it were loaded.
- B. Keep the muzzle of the weapon pointed in a safe direction at all times.
- C. Keep your finger off the trigger and outside the trigger guard until your sights are on target and you have made the decision to fire.
- D. Identify your target and what is behind it. Never shoot at anything that you have not positively identified.
- E. All weapons will remain holstered or slung unless directed otherwise by a Firearms Instructor or Range Safety Officer.
- F. Load and unload your weapon only when instructed to do by the Firearms Instructor or Range Safety Officer
- G. Persons utilizing the range will only park in the areas designated by the Range Master.

V. OPEN RANGE DATES

- A. Open Range days will be held at the discretion of the Range Master and announced to the entire department.
- B. The training ammunition allotment for officers on open range days will be determined by the Range Master. Officers must sign up to receive their ammunition allotment.
- C. Only officers present on open range day will be permitted to receive ammunition from the Range Master.
- D. Qualifications for assigned handguns, rifles, shotguns and backup weapons may be held on Open Range dates, at the officer's request.