

 Kinston Police Department	<u>POLICY: Training</u>					<u>POLICY #:</u> 100-8
	<u>NCLEA Standards: 1.05; 2.01; 2.02; 2.03; 2.04; 2.05; 2.06; 2.07; 2.08</u>					
	<u>CALEA Standards: 33.1.5; 33.1.6; 33.4.1; 33.4.2; 33.5.1; 33.5.3;</u>					
	<u>NCLM Standards: I.9.;</u>					Effective Date:
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	Revision Dates:	01/01/21	01/06/25			07-01-2019
Approval: Chief of Police						

I. PURPOSE AND SCOPE

This policy applies to training curriculum developed and hosted by all sections of the Kinston Police Department that is intended to support and reinforce Department policies, procedures and tactics. Specialized training for other purposes is approved by the employee's chain of command. Advanced training is utilized to ensure employees receive appropriate and quality training which is relevant to and enhances the operation and mission of the Kinston Police Department.

II. POLICY

The Kinston Police Department shall administer a training program that will meet the standards of federal, state, local, and the North Carolina Criminal Justice Education and Training Standards Commission training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members. (NCLEA 1.05)

III. OBJECTIVES

The Kinston Police Department is committed to continuous process of training to provide its personnel with the knowledge, skills, and abilities to serve the Kinston community. The Training Division is responsible for the scheduling, developing, and delivery of in-service, as well as advanced, and specialized training for all KPD personnel, as well as to external agencies when directed.

The objectives of the training program are to:

- a. Enhance the level of law enforcement service to the public.
- b. Increase the technical expertise and overall effectiveness of department members.
- c. Provide for continued professional development of department members.
- d. Ensure compliance with Commission rules and regulations concerning law enforcement training.

IV. TRAINING PLAN

It is the responsibility of the Training Coordinator to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and department-required training is completed by all members as needed or required. (CALEA 33.4.1) The plan should include a systematic and detailed method for recording and logging of all training for all members.

While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Coordinator shall review the entire training plan on an annual basis. The training plan will comply with state mandated coursework, but the overall plan shall be approved by the Chief or his designee.

The plan will include information on curriculum, training material, training facilities and scheduling. The plan will address federal, State and department-required, minimum-mandated training of officers and other members. All annual in-service training programs for sworn members shall include trainings consistent with the position in which is held and the functions performed, including legal updates **(CALEA 33.4.2 a)** **(CALEA 33.5.1)**

V. GOVERNMENT-MANDATED TRAINING (NCLEA 2.05) (CALEA 33.5.1)

The following lists, while not all-inclusive, identify training that is required under state and federal laws and regulations.

1. Federally mandated training: National Incident Management System (NIMS) training
2. State-mandated training:
 - a. Unless exempt by law, Criminal Justice officers must successfully complete the Basic Law Enforcement Training (BLET) curriculum and successfully pass the State Comprehensive Examination. **(CALEA 33.4.1)** **(CALEA 33.4.2 a, b, c)**
 - b. Every officer shall complete annual in-service training as required by the commission (12 NCAC 9E.0105; 12 NCAC 10B.2005). **(CALEA 33.5.1)**
3. Locally mandated training.
4. Annual Training Sworn Personnel: All sworn members shall meet the annual weapons qualification and in-service training requirements as mandated by the North Carolina Criminal Justice Training and Standards Commission. **(NCLEA 2.01)**
 - Sworn personnel are also required to attend training / review of policies on an annual basis:
 1. Legal Use of Force as mandated by NC Criminal Justice Training and Standards Commission **(NCLEA 2.02)**
 2. Use of Force Training and Proficiency for Intermediate Weapons **(NCLEA 2.03)**
 3. Ethics / Standard Rules of Conduct
 4. Bias-Free Policing
 5. Harassment & Discrimination
 6. Incident Management System
 7. Hurricane Preparedness
 8. Unusual Occurrences & Civil Disturbances

Non-Sworn Personnel and Volunteer Training: Nonsworn employees, including volunteers, must complete all mandatory training required for their respective positions, to include maintaining annual certifications, such as DCI Certification(s), TAC Certification, and all certifications required for the position in which the nonsworn personnel is assigned. **(NCLEA 2.06)**

VI. ACCREDITATION TRAINING

Accreditation Training- All current employees, shall receive training on the historical perspective and emphasis on the importance of accreditation to the organization. All newly hired agency personnel will receive accreditation training within thirty days after employment. This training will include the process, advantages, and the agency impact of CALEA. Civilian employees may receive training at orientation and sworn personnel through their Field Training Officer. This training may be accomplished by publication. **(CALEA 33.5.3)**

VII. SUPERVISOR TRAINING

The Kinston Police Department will provide supervisor training for newly promoted supervisors appropriate to their position/rank within 12 months of promotion.

Examples of training include:

1. First Line Supervision
2. FTO Supervisor Course
3. New Sergeant's Course
4. Leadership for Law Enforcement Managers
5. NCJA Leadership Institute
6. Senior Level Management Training
7. FBI LEEDA
8. West Point Leadership
9. AOMP, LEEDA, etc.

Within 12 months of promotion, a new supervisor will receive a training course regarding media or public information officer training.

Within 12 months of promotion, a new supervisor will receive a training course regarding City of Kinston Employee Evaluation Performance as well as City of Kinston Disciplinary Action.

For additional guidance on mandatory supervisor and non-supervisor training, see Kinston Police Department Career Development Policy and Procedure, 100-12. (NCLEA 2.07)

VIII. SWAT TEAM TRAINING (NCLEA 2.08)

The minimum level of basic training for SWAT members is completing a recognized tactical response school or the equivalent before participating in a primary function as a member of the team.

All Kinston Police Department personnel assigned to the SWAT team shall participate in at a minimum of 8 hours training and readiness exercises on a monthly basis. The SWAT Commander or designee shall be responsible for documenting the SWAT team training and readiness exercises and maintaining the records for future reference. Training records shall be submitted for file to the Training Section. The Training Section shall notify the SWAT Commander if training records have not been received by the end of the month.

The Kinston Police Department SWAT team snipers shall document and maintain records of his/her cold bore shots, qualification and any training that is done with their assigned sniper weapon. Snipers shall shoot a minimum of one cold bore shot a month. Snipers shall submit a copy to the SWAT Commander and the Training Section. The Training Section shall file and maintain the records for further reference. Documentation should be submitted by the last day of the month. Training section shall notify the SWAT Commander if documentation is not received by the last day of the month.

All SWAT Team members shall complete a Tactical Medic course or equivalent, as well as a SWAT I course (or equivalent) within one year of joining the SWAT Team.

IX. DEPARTMENT/ROLE CALL TRAINING

Each shift or division that conducts training shall retain a lesson plan of all curriculums that it presents. The Training Instructor will provide the Training Coordinator with attendance documentation for courses that are intended to support and reinforce Department policies, procedures and tactics must include a class roster and the name of the lead instructor.

Training curriculum that is intended to support and reinforce Department policies, procedures and tactics is vetted through the appropriate Major. The Chief of Police, through the appropriate Major, approves all training curriculum.

X. CONTINUING EDUCATION AND ADVANCED TRAINING

1. Employees who seek training from an outside agency or training program must complete a Kinston Police Department Training Request Form. The form should contain a course name, date, and location. Employees should provide information as to why the training is beneficial to the employee and to the department. Additionally, employees should attach a course overview and any pertinent information to include but not limited to registration fees, lodging, and equipment.
2. Once the employee has completed the KPD Training Request Form, it is to be turned in to the immediate Captain. The captain determines an assortment of factors, such as the relevance of the training, staffing or assignments as well as concerns or recommendations, and then decides on the approval. If approved, the captain forwards the KPD Training Request Form to the Division Major for recommended approval or disapproval at that level and the reasons for the decision.
3. Once the Division Major has reviewed the KPD Training Request Form and if it has been approved, it is then forwarded to the Training Coordinator where the total cost involved is calculated and added to the form. The Training Coordinator then forwards it to the Chief of Police for approval or disapproval of the training.
4. Once the training has been approved by the Chief of Police, the KPD Training Request Form is forwarded to the Training Coordinator who will make proper notification to all affected employees and supervisors, as well as make all necessary arrangements for the training.
5. All notations made at the Captain level, Training Coordinator level and Division Major level are only recommendations which should provide adequate information for the Chief of Police to make his determination.

XI. TRAINING ATTENDANCE

1. All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences should be limited to the following:
 - a. Court appearances.
 - b. Previously approved vacation or time off.
 - c. Illness or medical leave.
 - d. Physical limitations preventing the member's participation.
 - e. Emergency situations or department necessity.
2. Employees shall promptly notify their immediate supervisor and the Training Coordinator when and why they are unable to attend a required training for which they are registered. When an employee determines that he or she will not be able to attend required training for which the employee is registered, the employee must, as soon as practicable, make a reasonable attempt to

notify his or her immediate Supervisor and the Training Officer. The employee must provide the reason for not being able to attend training. Employees shall make arrangements through his/her supervisor or the Training Coordinator to attend the required training on an alternate date.

XII. REMEDIAL TRAINING

Remedial training may be required under certain circumstances. Remedial training may be required as a result of firearms (or other equipment) qualification where specific guidelines are provided by statute. Remedial training may be required in circumstances resulting from internal investigations or situations that are systemic of an employee qualified for Early Warning System.

When remedial training is assigned, the member must complete the training in the time allotted set forth by the Training Coordinator. Failure to complete the training may subject the member to disciplinary action. The Training Coordinator shall document the remedial training provided. (CALEA 33.1.5a, b)

XIII. TRAINING RECORDS

The Training Coordinator is responsible for updating, filing, security, and storage of all training records. Training records shall be retained in accordance with the established records retention schedule. The Training Coordinator maintains hard copy records of employee training files which are secured in their office. (NCLEA 2.04) (CALEA 33.1.5 a) (CALEA 33.1.6)

XIV. EMPLOYEE RESPONSIBILITIES

Employees are ultimately responsible for seeking the appropriate training and education they need for professional in-service requirements and for ensuring that their training records are accurate and up to date and copies of training certificates are submitted to the Training Coordinator. Review of training records and available training should be coordinated through the Training Coordinator. (CALEA 33.1.6)

XV. SUPERVISOR RESPONSIBILITIES

Supervisors are responsible to ensure that each employee in their division completes all mandatory training in a timely manner. Failure to attend mandatory training may result in appropriate disciplinary action. This is for sworn and nonsworn employees.

Supervisors are responsible for meeting regularly with members under their supervision to monitor and encourage participation in appropriate training and educational programs. Assistance in determining appropriate recommendations for training should be obtained from the Training Coordinator. The Training Coordinator will keep an updated compliance log in PowerDMS to provide access to supervisors to ensure mandated training is in compliance.