

# GENERAL ORDER 33

## TRAINING AND CAREER DEVELOPMENT

EFFECTIVE DATE: March 22, 2024

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**PURPOSE:** The purpose of this chapter is to define the Division’s training needs and establish procedures by which these needs are met.

## **33.1 ADMINISTRATION**

### **33.1.1 TRAINING COMMITTEE**

The Division shall establish a training committee.

- A. The Mansfield Division of Police will have a training committee selected by **the Chief of Police**. . Committee members shall seek input from all personnel and functions of the Division and the **Police Advisory Board**.
- B. The Training Committee shall be a standing **committee comprised of the staff members of this division**, who shall assume their role in this committee on the basis of their position within the organization.
- C. The Professional Standards Supervisor /**Training Coordinator** shall periodically report on training progress, training programs, training concerns and issues, and other matters, which may be of interest to the committee and may ask for input from the committee concerning training issues.
- D. Training matters may be addressed at weekly staff meetings, or monthly management team meetings. The training committee shall be **responsible for contributing input to training decisions and shall be responsible for assisting**, through their attendance and input during staff meetings, in the development and implementation of training programs conducted and/or hosted by this division.
- E. **The committee shall report** to the Professional Standards Supervisor /Training Coordinator, who in turn shall report to the Deputy Chief who is under the general direction of the Chief of Police.

### **33.1.2 TRAINING ATTENDANCE REQUIREMENTS**

The Division **shall require attendance** of employees assigned to authorize training programs, unless reasonable grounds exist to be excused from the training, and/or suitable arrangements for substitute training

have been made in advance. In the case of unexcused absence, the division may require the employee, at his/her own expense and time, to make up the unexcused time in addition to other possible disciplinary action, if applicable.

- The Division shall require an employee to provide the Professional Standards Supervisor certificates of completion or evidence of attendance of training.
- The Division will ensure copies of training certificates received by members for completion of training are placed in their training files and records of all training are documented in division electronic files and available to the member at his/her request.

### **33.1.3 TRAINING REIMBURSEMENTS**

Generally, the expenses for employees who are ordered to attend assigned training shall be paid by the employer. The employer will pay registration fees, tuition charges for the training school, seminar, educational or other instructional programs. Other expenses paid by the employer are as follows:

- Meals, as permitted, when not included in registration fees.
- If a City vehicle is unavailable and an employee is required to use his or her own vehicle, the employer shall pay the current rate for mileage, as determined by the city. Mileage will not be paid unless travel by personal vehicle is pre-approved in writing.
- Hotel or motel charges, when lodging is not provided, as a term of tuition payment and out of town training/lodging is approved as outlined in the City's Travel Policy.
- Where overnight lodging is provided at the City's expense, an employee will only be reimbursed for mileage to and from the training facility on one occasion each way, unless otherwise approved or directed. All other travel shall be considered to be non-work-related and non-reimbursable.
- Bus, train, or airfare costs are provided for lengthy trips when travel is approved by the Mayor.
- Regular hourly rates will be paid during training hours. If training sessions create overtime, employees should provide a copy of the training schedule or other documentation show the necessity for the overtime. Study and class preparation time is NOT subject to overtime pay. Overtime for training requires prior approval and is normally paid for mandated training only.
- The employer will pay for all necessary tools and equipment required by the course of instruction.
- All reimbursements require original receipts and completed expense report to be submitted within 2 business days upon return.
- This policy does not preclude an employee from attending non-mandatory elective training (example, employee wants to attend a conference on their own time that has not been approved by the division as mandatory, but is granted extended time off to attend). Such requests will be submitted to the Chief of Police in writing using the same procedure as mandatory training.

– Requests for training shall be submitted on the Training Request/Approval form and be forwarded to the employees' immediate supervisor, with all course information, course registration forms, and all costs associated with meals/travel/lodging/tuition attached. Requests for training may be self-initiated or initiated by the employees' supervisor. (Finance now requires proof that meals are not included if asking for per diem). The Chief of Police or designee will approve or deny all training requests which will then be forwarded to finance and the Mayor's office for final disposition.

#### **33.1.4 LESSON PLANS**

All training courses conducted by this division will be accompanied by a lesson plan. The plan may be contained in a presentation such as a power point but will include:

- A. A statement of performance and **job-related objectives**.
- B. The content of training and specification of the appropriate **instructional techniques**.
- C. List of resources used for development of curriculum.
- D. A list of resources required in the delivery of the program
- E. a process for approval of lessons plans
- F. Identification of any **tests** used in the training process.

#### **33.1.5 REMEDIAL TRAINING (LE1)**

The Division will utilize **remedial training** as a constructive tool to reinforce, retain, and refine an employee's knowledge, skills, and abilities in keeping with the goals and objectives of the division. The criteria used for requiring remedial training should be based on recurring errors or deficiencies in performance and may be part of corrective action linked to counseling, reprimand, or other disciplinary action. The need for remedial training will normally be identified through observed performance and evaluations done by the employee's supervisors; however, a remedial training recommendation can be made by any supervisory staff member, with the training assignment ultimately being approved by the Chief of Police. Remedial training will include:

- A. Documentation of remedial training completed and turned into the Office of Professional Standards/Training Section.
- B. Time frames for remedial training (Remedial training shall be scheduled as soon as practical and will be required to be satisfactorily completed by the employee).

The Division may identify in-service training of a remedial nature or may choose to use facilities or courses of instruction outside the division which will address the remedial training need(s) of the employee.

#### **33.1.6 EMPLOYEE TRAINING RECORDS (LE1)**

Employees shall submit a copy of all training certificates to the Professional Standards Supervisor for all city approved or sponsored training. The Professional Standards Supervisor **shall maintain an electronic file** for each member containing a list of programs attended and dates of attendance, and shall place a copy of any applicable certificate and/or document of attendance and performance (if applicable) in the division training files and forward a copy to Human Resources Department to be included in the employee's personnel file.

### **33.1.7 TRAINING RECORDS**

The Division shall maintain records of each training class it conducts as prescribed by the City of Mansfield Records Retention Schedule, to include:

A. **Course content** (lesson plans).

B. **Names of attendees.**

C. **Performance** of individual attendees if measured by tests.

D. Lesson plans, training records, and related records will be kept by the Office of Professional Standards/Training Section and retained per the City of Mansfield Retention Record Schedule.

### **33.2 ACADEMY ADMINISTRATION (N/A)**

**33.2.1 N/A**

**33.2.2 N/A**

### **33.2.3 OUTSIDE TRAINING ACADEMY RELATIONSHIP**

In accordance with Ohio Revised Code §109.73, §109.75, §109.77, this Division will select an academy for recruits that meet the requirements of the Ohio Peace Officer Training Council. Certification of a recruit by the Executive Director of the Ohio Peace Officer Training Council shall serve as proof of compliance of the recruit with training standards promulgated by the Training Council. Liaison will be maintained between the Division and the recruit academy. Financial obligations of the division to the academy will be processed through the City Finance Department for course or program fees and any applicable expenses.

### **33.2.4 OUTSIDE ACADEMY/TRAINING IN DIVISION POLICIES & PROCEDURES**

The Division will provide instruction in policies, procedures, rules and regulations that are specific to this Division during the employee's field/initial training period.

### **33.3 TRAINING INSTRUCTORS**

#### **33.3.1 INSTRUCTOR TRAINING**

As soon as practical after assignment, the Division will require that personnel assigned to the training function, as full-time instructors, receive Ohio Peace Officer Training Academy's **Instructor Training** or equivalent as approved by OPOTA guidelines. This training will include at a minimum:

- A. **Lesson plans.**
- B. **Performance objectives.**
- C. **Instructional and teaching techniques.**
- D. **Testing and evaluation techniques.**
- E. **Resource availability and use.**

### **33.4 RECRUIT TRAINING**

#### **33.4.1 PROHIBITION FROM CARRYING FIREARM OR MAKING ARRESTS (LE1)**

The Division shall require all sworn officers to complete a recruit training academy program and become certified peace officers prior to assignment in any capacity in which the officer is required to carry a weapon or is in a position to make an arrest, except as part of a formal field training program.

#### **33.4.2 JOB TASK ANALYSIS-BASED TRAINING (LE1)**

The Division's recruit training program shall include:

- A. A **curriculum based on tasks** of the most frequently assigned duties of officers who complete recruit training.
- B. The use of **evaluation techniques** designed to measure competency in the required skills, knowledge, and abilities.
- C. Issuance of an orientation handbook to all new recruit personnel at the time of hire

#### **33.4.3 FIELD TRAINING PROGRAM (LE1)**

The Division shall establish a field training program for all newly sworn officers with a curriculum based on tasks of the most frequent assignments with provisions for following after the Basic Police Academy.

- A. **Duration:** Field Training of at least 12 weeks for probationary police officers (trainees), following completion of required classroom instruction. Training time is based in part on the officers' previous training and experience and can be amended by the Chief of Police, particularly in cases where an employee is returning to duty after an extended absence and does not require a full training regimen.
- B. The **selection process for Field Training Officer (FTO)** will include an annual bid posting (when applicable), written recommendation by the section/shift commander with an endorsement by the Bureau Commander, outlining why each supports the bid. The recommendations will be forwarded to the FTO selection committee to include Command Staff and the FTO Coordinator. The committee will

be chaired by the Professional Standards Supervisor. The committee will make a final recommendation to the Chief of Police for final selection.

- C. **Supervision of Field Training Officers** will be assigned to the Professional Standards Supervisor.
- D. The Professional Standards Supervisor will **liaison** with Academy staff on any concerns that arise during recruit training.
- E. **Training** of field training officers will be conducted at a recognized FTO training course. In-service training will be conducted on an as-needed basis and scheduled by the FTO supervisor.
- F. Field training will consist of a three phase process where in recruits will be **rotated** to a different Field Training Officer during each phase of training. When possible each recruit will be rotated through all three shifts during their field training. The selection of the FTO assigned to a particular recruit is at the discretion of the Professional Standards Supervisor.
- G. Field Training Officers will use standardized criteria “Standard Evaluation Guidelines” for the **evaluation of recruits** as trained in the Ohio model of the FTO Manual.
  - Trainees will be evaluated daily using daily observation reports which evaluate a standardized list of performance characteristics.
  - Trainees will receive an end-of-phase evaluation which summarizes their performance in that phase and recommends either moving on to the next phase or extension of the current phase.
- H. Field Training Officers are required to provide **written documentation** of recruit performance during each phase of training and submit documentation to the Professional Standards Supervisor.

### **33.5 IN-SERVICE, ROLL-CALL, AND ADVANCED TRAINING**

#### **33.5.1 IN-SERVICE TRAINING (LE1)**

- In-service training is designed to ensure that personnel are kept up to date with new laws, technological improvements, and revisions in division policy, procedures, rules, and regulations.
- All sworn personnel will be required to complete an **annual retraining program**, inclusive of weapons qualification and legal updates.
- The Training Committee, in conjunction with the Chief of Police and the Bureau Commanders, shall identify specific topics for in-service review/retraining during each year.

Officers will receive annual training in General Orders dealing with Pursuit Policy, Response to Resistance/Aggression, and will be instructed in the **use of lethal and less than lethal force** at least on an annual basis (See G. O. Chapter 4.3). Professional car stops (BIAS based profiling) and Critical Incident Training to include NIMS and ICS as well as Field Force Deployment.

- Requests for training shall be submitted on the Training Request/Approval form and be forwarded to the employees' immediate supervisor, with all course information, course **registration forms, and all costs** associated with travel/lodging/tuition attached. Requests for training may be self-initiated or initiated by the employees' supervisor.

### **33.5.2 ROLL-CALL TRAINING**

The Division will transmit information to members through the use of **roll-call training** to supplement, but not replace, in-service training. Roll-call training will vary in frequency and duration and will be scheduled as needed.

- Roll-call training may include a wide variety of techniques, including, but not limited to lecture, videotapes, written documents, audiotapes, and discussions.
- Supervisors will be responsible for documenting the attendance of their officers at assigned roll call training sessions and for ensuring that all their officers have been exposed to the training materials by forwarding a signed acknowledgement to the Professional Standards Supervisor t.
- While formalized roll-call training is the responsibility of the Professional Standards Supervisor the training function may utilize members who have received up-dated and/or specialized materials to prepare and/or present roll-call segments.

### **33.5.3 ACCREDITATION TRAINING (LE1)**

The Division shall familiarize all personnel with the accreditation process as follows:

- A. As a portion of an **employee's introduction to the division** accreditation process, function, and applicable standards; all newly hired probationary police officers shall receive training on the CALEA accreditation process within 30 days of hiring or within 30 days of completing basic academy training.
  - Field training will provide an opportunity for the police officer to be introduced to the accreditation process and specifically with accreditation standards dealing with such topics as Response to Resistance / Aggression (G. O. 4), Pursuit Policy (G. O. 41.2.2), Disciplinary Policies (G. O. 26), Grievance Procedures (G. O. 25), and so on. This training will be completed at the beginning of the FTO process.
  - Other personnel will be **introduced to the accreditation process** within thirty days of being hired or within 30 days of completing their training period and will be provided specific instruction in accreditation standards applicable to their job description and/or function.
- B. The division will conduct **periodic retraining** on select portions of accreditation standards applicable to various functions and positions and will seek to involve members as much as possible in the accreditation process.
  - Accreditation standards will be incorporated in training bulletins as applicable.
  - Personnel will be encouraged to provide input to the accreditation process through goals and objectives, and to provide input through reports required by accreditation standards.



- Personnel will be encouraged to attend yearly accreditation conferences.
- C. **Prior to a CALEA on-site**, a memorandum will be distributed explaining the process and detailing each member's duties and responsibilities.
  - Supervisory personnel will be actively involved in preparation and will be encouraged to involve all the members of the division to participate as much as possible in the on-site evaluation of the division.

#### **33.5.4 ACCREDITATION MANAGER TRAINING**

Personnel assigned to the position of Accreditation Manager will attend **specialized accreditation manager training** within one year of appointment.

### **33.6 SPECIALIZED IN-SERVICE TRAINING**

#### **33.6.1 SPECIALIZED TRAINING**

Specialized training will be required of members assigned to the following areas, including, but not limited to: Firearms Instructor, Armorer, DARE Officer, Special Investigations, Honor Guard, K-9 Officer, SWAT, Motor Unit, Unmanned Aerial Systems (drones), Crisis Negotiator, Certified Instructor in specific topics such as Defensive Tactics, Defensive Driving etc. Such training is also required for personnel in the Forensic Science Section.

- A. The Division's **Career Development Training Manual** and/or special unit manuals lists the core and elective training for assignments listed above.
  - The division encourages specialty in-service training, which is designed to encourage personal growth and development in new areas of interest and specialization and to enhance the overall potential of the employee for upward mobility.
- B. The Division's Career Development Guide lists the **retraining requirements** for all assignments as needed.
- C. The Division's Career Development Guide lists any supervised on-the-job training, if applicable.

#### **33.6.2 TACTICAL TEAM TRAINING (LE1)**

**Officers assigned to the Special Weapons and Tactics team shall participate in team training and readiness training exercises.** All Tactical Training will be documented and retained in Division Training.

### **33.7 NON-SWORN TRAINING**

#### **33.7.1 NON-SWORN PERSONNEL ORIENTATION**

All newly appointed non-sworn personnel shall receive information regarding:

- A. **The division's role, purpose, goals, policies, and procedures.**
- B. **Working conditions and regulations.**
- C. **Responsibilities and rights of employees.**

### **33.7.2 NON-SWORN PERSONNEL TRAINING**

**Training for non-sworn positions will be required following the hiring process but prior to assumption of job responsibilities** and duties in the Forensic Science Section and/or other non-sworn assignments. The Division will provide required annual retraining of non-sworn personnel, which shall be designed to update skills and to increase knowledge for job responsibilities.

### **33.8 CAREER DEVELOPMENT**

#### **33.8.1 CAREER DEVELOPMENT PERSONNEL TRAINING**

Supervisors within the Division are assigned to conduct **career development** activities for their personnel, documented annually on the Career Track Form. As part of the annual evaluation process, employees and their supervisor will discuss the subordinate's career development goals for the coming year.

Therefore, supervisors will be trained in accordance with the Career Track Development process, for their position as soon as practicable once promoted, to enhance their knowledge and skill of career development techniques.

#### **33.8.2 SKILL DEVELOPMENT – PROMOTIONS (LE1)**

The Division shall provide job-related training prior to promotion or as soon as practical within the first year of the promotion to the new rank. In-service training may be documented on the "Training Task Checklist".

#### **33.8.3 CAREER DEVELOPMENT PROGRAM**

The division will provide a **Career Development Training Manual** for all personnel which outline the related training courses for all assignments within the division. The guide will include core training for their position and also include certain elective training courses to improve their skills, knowledge, and abilities. Employees and their supervisors should use this guide to identify and request core training for other positions of interest. These requests may be approved based on the needs of the individual and the division.

#### **33.8.4 EDUCATION INCENTIVES (N/A)**

**CROSS REFERENCE TO STANDARDS AND POLICIES:** Ohio Administrative Code 109: 2-1-12, Field Training Program Guidelines, General Order 4.3, 22.2.9, 26.1.4, 41.1.3;

**CROSS REFERENCE TO FORMS:** Career Development Guide; FTO Guide; Career Track Form; Training Evaluation; Training Request; Travel Expense Report; Firearms Qualification Report; Firearms Record; Property Record, personal; Training Task Checklist; Firearms Safety & RTR Acknowledgement; and Remedial Training Form.