

**MERIDIAN TOWNSHIP POLICE DEPARTMENT
TRAINING PLAN
JANUARY 2023 – DECEMBER 2025**

I. PURPOSE

This document establishes a plan to provide Meridian Police Officers with the skills and knowledge necessary to perform their duties in a safe and professional manner.

II. PHILOSOPHY

It is the philosophy of this Department that well-trained police officers are better prepared and more capable of handling the complex duties required of law enforcement professionals. Furthermore, it is our belief that proper training strengthens professionalism. Training is designed to enhance each officer's proficiency in job related skills through instruction and practice.

This training plan defines those training categories that are mandatory, specialized and enhanced topics for officers. All officers are expected to participate in department training sessions and other training opportunities as is appropriate to their assignment and duties. The Department will train officers toward the goal of demonstrating proficiency.

Whenever practical, Department personnel will be developed as instructors to provide in-service training instruction and to serve as a resource for all personnel.

III. GOALS AND OBJECTIVES

A. General Goals

1. Train officers in specific topics, which will provide them with the skills and information necessary to perform their jobs competently and professionally.
2. Provide training to assist officers in reaching personal, professional and career development goals.
3. Provide quality training considering available funds.
4. Provide training opportunities to our officers consistent with the Department's stated mission, annual goals and daily operation.
5. The training coordinator shall maintain up-to-date records of all training completed by Department employees as outlined in G.O. 246.
6. Complete individual training evaluations for all training topics to assess the applicability and quality of the training.
7. The Department will participate in the Mid-Michigan Police Academy Advisory Committee.

- a. A supervisory officer will be assigned as a coordinator to the Mid-Michigan Police Academy.
- b. The Department will utilize the resulting scholarship funds to further the accomplishment of the training goals identified in this plan.

B. Specific Goals – Mandatory Training (In-Service Training Program)

1. Conduct in-service training sessions on a monthly basis throughout the calendar year during a variety of time blocks. (Except: July and August)
2. Sworn employees should complete a minimum of thirty hours in-service training annually.
3. Utilize Meridian police personnel as instructors whenever appropriate, supplemented by outside instructors as needed.
 - a. Instructors will have attended an instructor level training course in the topic or have demonstrated expertise in the topic based on experience.
4. Prepare, utilize and maintain on file a lesson plan for all in-service training topics provided, to include:
 - a. A cover sheet, which identifies the topic, instructor(s), materials and other items.
 - b. A specific set of learning objectives.
 - c. An instructional outline describing the material.
 - d. Copies of any handout material.
5. Written and/or practical testing of training topics should be provided to evaluate the delivery and understanding of the material.

C. Specific Goals – Specialized Training

1. Provide task related training when an officer is assigned to perform a specific job function within the department.
2. External training sources will be used to provide specialized training classes not available in house.

D. Specific Goals – Enhanced Training

1. Provide officers with advanced training opportunities when reasonably available.

2. Disseminate that information which was gathered during external training sessions with other officers upon return of the attendee.

E. Field Training and Evaluation

1. Maintain the Field Training Program with materials and records to ensure that the program remains current.
2. Develop new Field Training Officers as needed
3. Develop written probationary police officer examinations for departmental procedures and Township ordinances.

F. Firearms Program

1. Maintain the skill of all officers at a level of demonstrated proficiency on the MCOLES firearms proficiency course.
2. Provide varied training techniques and experiences for officers to increase their ability to respond to different situations and threats.
3. Document and keep records on file for each officer.
4. Recommend changes needed to improve the program by monitoring the training. Use a firearms training simulator annually to assist officers in developing their use-of-force decision-making skills.

G. Departmental Instructor Development

1. Develop instructors.
2. Track and maintain certification for Department instructors.

IV. MANDATORY TRAINING

All officers are obligated to complete, at minimum, the 30 hours of in-service training as prescribed on the yearly In-service Training Schedule.

A. All Sworn Personnel

1. Medical First Responder (MFR)
 - a. Completion of medical first responder training (MFR) and licensure as a MFR in Michigan. Required completion of 15 hours continuing education credit over three (3) years as required by the State of Michigan.

- b. CPR certification upon hire (or confirmation of it) and recertification completed every 2 years.
2. Use of force policy, Use of Force Continuum, Department statistical data, legal Issues, and de-escalation tactics.
 - a. Annually through class room and practical training – 2 hours
3. Hazardous materials awareness level training upon hire and annually
4. Blood borne pathogens upon hire and annually
5. Hazardous Communications (Employee right to know), upon hire and annually
6. Pressure Point Control Tactics (PPCT) and Ground Avoidance Ground Escape (GAGE)
 - a. A review and testing of proficiency will be conducted upon hire
 - b. Annually
7. Taser
 - a. Complete training upon hire
 - b. Update training annually
8. Domestic violence investigation and personal protection order enforcement – annually
9. Legal Update – annually and as required
10. Law Enforcement Information Network (LEIN) Certification and LEIN Security Awareness Training
 - a. Within 6 months of hire.
 - b. Annually
11. Firearms Training
 - a. Quarterly proficiency training as established within the firearms training general order.
 - b. Annual qualification using MCOLES approved course.
12. Aerosol Subject Restraint (ASR) and Pepper Ball System

- a. Upon hire
 - b. Every two years
13. Firearms Training Simulator – annually
14. Precision Driving
- a. At least every three (3) years at minimum
15. Workplace harassment
- a. Upon hire
 - b. Every two years
16. Biased based policing
- a. Upon hire
 - b. Annually thereafter
17. Ethics – every three years
18. Stop sticks
- a. Upon hire
 - b. Every three years
19. Mentally ill subjects
- a. Upon hire
 - b. Annually
20. Training in the Department's all hazard plan – every two years
21. Temporary detention
- a. Upon hire
 - b. Every two years
22. Active Violence Incidents – annually
23. Verbal Defense and Influence
- a. Upon hire

- b. Every two years
- 24. Holding Facility Training
 - a. Upon hire
 - b. Every three years
- 25. Evaluations
 - a. Upon promotion
- 26. Stress Recognition
 - a. Upon hire
 - b. Annually

V. SPECIALIZED TRAINING

Officers will be provided training as appropriate to their current assignment.

A. Police Officers

- 1. Laser and Radar Certification
 - a. Initial certification – Prior to completion of probationary service period.
 - b. Recertification – Annually as satisfied by:
 - (1) 100 hours annual hands use of laser and/or radar, or
 - (2) Current MCOLES recertification requirements
- 2. Interview and Interrogation
 - a. All officers as scheduling and budget permit
 - b. Upon assignment as an Investigator
 - c. REID Technique or comparable training preferred
- 3. Child Forensic Interviewing
 - a. All officers as scheduling and budget permit
 - b. Upon assignment as an Investigator

4. Civil Disorder
 - a. For all sworn officers
 - b. Basic School –Refresher when available.
5. Accident Investigation
 - a. Basic Traffic Crash Investigation
 - (1) Basic crash investigation skills will be taught by Traffic Crash Investigation Team members to new personnel as appropriate.
 - b. Traffic Crash Investigators
 - (1) Personnel assigned as Traffic Crash Investigators will attend and pass At Scene Traffic Crash Investigation course through the Michigan State Police
6. Specific Instructor Certifications
 - a. Designed to develop training staff to reduce the need for external trainers
 - b. In areas determined by need (PPCT, range, radar, etc.)
 - c. As required for specific skill or knowledge areas

B. Investigative Assignments

1. Basic Detective School
 - a. Upon assignment as an Investigator
 - b. Michigan State Police program preferred
2. Interview and Interrogation
 - a. Upon assignment as investigator
 - b. REID Technique Basic
 - c. Advance at the needs of the Department
3. Sexual Assault Investigator
 - a. The Department will develop the Investigator assigned experience and knowledge through specialized training in keeping with the best practices.

C. School Resource Officers

1. School resource officer training
 - a. May be part of Fifth Grade Core Curriculum
2. Fifth Grade D.A.R.E. Core Curriculum
 - a. Upon assignment as a D.A.R.E. officer
3. T.E.A.M.
 - a. Upon assignment as school resource officer
4. Continuing Education
 - a. Annual D.A.R.E. conference
5. Both Basic/Advanced SRO training

D. Supervisors

1. New Sergeant Orientation – prior to solo supervision assignments
2. First Line Supervision
Mandatory: All Supervisors within one year of promotion
Desirable: All officers on active promotion list prior to promotion
3. Advanced Supervision Class
 - a. All supervisors after probation as schedule permits
4. Performance Evaluation training
 - a. prior to conducting evaluations
 - b. Every three years
5. Supervising Investigations – Investigative Sergeant only
6. Supervising FTO programs – FTO Supervisor only
7. Other Supervisory Topics at the discretion of the Department
 - a. Counseling and Discipline Techniques
 - b. Staff and Command

E. Canine Handler

1. Minimum of 12 hours of maintenance training monthly
2. Annual conference or training seminar to maintain North American Professional Canine Handlers certifications
3. On duty training sessions as call activity and assigned duties allow

F. Hostage Negotiation

1. Basic hostage negotiation training
2. Refresher training which may be the Michigan Association of Hostage Negotiators (MAHN) Conference

G. Field Training Officers (FTO)

1. 40 hour Field Training Officer program (DeWolf)
2. Update as needed
3. Basic supervision school as resources and scheduling permit.

H. Evidence Technicians

1. Crime scene investigation

I. Special Response Team (SRT)

1. Basic Tactical Officer School
 - a. Upon assignment to SRT
2. Advanced SWAT School
3. Continuing Education
 - a. Monthly
 - b. Annual: Training seminars 2-4 days annually in a team setting
 - c. Continued proficiency with specialized weapons

J. Background Investigators

1. Background investigator training

K. Recruiting Personnel

1. Specialized recruitment training

L. Motorcycle Officers

1. Basic motorcycle operator course
2. Periodic refresher

M. Accreditation Manager, Agency Head, and assistant

1. MACP Accreditation Manager training within one year of assignment.

VI. Attendance at Police Accreditation Coalition (PAC) as scheduled. ENHANCED TRAINING TOPICS

Recommended training to improve an officer's overall performance and assisting the officer in realizing their law enforcement career goals.

A. Patrol Topics

1. Alcohol Enforcement
2. ARIDE and DRE
3. Interview and Interrogation
4. Bicycle training

B. Investigations (as appropriate to assignment)

1. Homicide School
2. Child Abuse
3. Sexual Assault

C. School Resource Officer

1. Child Abuse Recognition

D. Command Staff

1. Leadership and management skill enhancement as needs are identified by the Department to include in part, criminal and civil legal issues, liability concerns,

personnel management

2. Staff and Command
3. FBI National Academy

VII. ROLL CALL TRAINING

Materials and/or instruction that are generally distributed at the beginning of an officer's shift or via email. Topics will generally include legal or policy updates, officer safety issues and other short duration topics to assist officers in performance of their duties.

VIII. MANDATORY TRAINING CIVILIAN PERSONNEL

A. All civilians, excluding volunteers and crossing guards

1. Right to know, upon hire and annually
2. Blood borne pathogens, upon hire and annually
3. Work place harassment, upon hire and every two years
4. LEIN training, upon hire and every two years
5. Security Awareness commiserate with their job functions upon hire and annually thereafter
6. Ethics upon hire and every three years thereafter
7. Bias influenced policing upon hire and annually thereafter
8. Stress recognition upon hire and annually thereafter

B. Administrative Assistant

1. Time management
2. Advanced Computer courses

C. Clerical Staff

1. MICR training
2. Federal firearms disqualifiers

D. Records Supervisor

1. Supervision training

2. Freedom of Information Act training
 3. Federal firearms disqualifiers
 4. LEIN TAC
 5. Evaluating subordinates upon hire
- E. Property Technician
1. Basic and Advance Property Room Management
 2. Federal firearms disqualifiers
- F. Cadets
1. Cadet Orientation Training
 2. Crossing guard training
- G. Crossing Guards
1. 4 hours upon employment
 2. 2 hours every year
 3. Ethics upon hire and every three years thereafter
 4. Bias influenced policing upon hire and annually thereafter
- H. Volunteers
1. Parking
 - a. Training to appropriate duties anticipated
 - b. LEIN Security Awareness, upon hire and every two years
 2. Records
 - a. Training to appropriate duties anticipated
 - b. LEIN Security Awareness, upon hire and annually