



I. ORGANIZATION AND ADMINISTRATION:

A. The Training Goals of the Division are as follows:

1. To prepare officers to make correct decisions in a wide range of work-related situations, and;
2. To instill the proper direction to new officers concerning the achievement of the Division objectives.

B. The Training Function:

1. The training function will be the responsibility of the Professional Development Unit (P.D.U.) and the New Castle County Office of Human Resources.
 - a. The P.D.U. will plan, develop, implement, and evaluate training programs.
2. The P.D.U. will coordinate the recruitment and processing of police applicants and the administration of the Recruit Training Academy.
3. The P.D.U. is responsible for training prospective and in-service personnel and maintaining records related to these functions.
 - a. They will notify personnel of required training as well as advanced training opportunities.
 - b. They will maintain records related to training personnel.
 - c. They will ensure that required programs are attended.
4. The P.D.U. is responsible for the selection of training instructors.
5. The P.D.U. and the New Castle County Office of Human Resources shall be responsible for the recruitment and processing of police applicants.

C. The Training Committee:

1. The Training Committee shall consist of Division members from various sections as well as the commander of the Professional Development Unit, who shall serve as chair with a co-chair appointed as needed. **(33.1.1.a)**
2. Members of the committee shall be appointed from various sections of the Division by the Administrative Services Commander and shall submit reports of their meetings and recommendations through the chair, to the Chief of Police. **(33.1.1.b) (33.1.1.e)**
 - a. If applicable, the co-chair shall also be appointed by the Administrative Services Commander.
3. The committee shall act as the focal point for all training issues throughout the Division. The committee is responsible for identifying and researching new training. The implementation of any new training becomes the responsibility of the P.D.U. **(33.1.1.c)**
4. The Training Committee will meet to develop and evaluate the Division's yearly training needs and goals. **(33.1.1.c)**
5. Responsibilities of the committee will include:
 - a. Planning roll call training.
 - b. Relationships with the academy.
 - c. Enlisting instructional personnel.
 - d. Scheduling of training.
 - e. Techniques used in training.
 - f. Instructional methods.
 - g. Evaluation of training.
 - h. Roles of supervisors and officers. **(33.1.1.d)**

D. Training Evaluation Process:

1. Reviews of the training process shall be conducted regularly by the P.D.U.
 - a. They shall be used to evaluate, update and review all Division training programs.
2. The process will include at least a review of:
 - a. New laws.
 - b. Recent court decisions.
 - c. Division Directives and Internal Operating Procedures.
 - d. Updates of Operational and Administrative Procedures.
3. This review ensures that needed changes will be implemented in a timely fashion.

E. Resources used in Training Program Development will include at least the following:

1. Inspection reports.
2. Staff reports and/or meetings.
3. Consultation with field personnel and field observations.
4. Training committee reports.
5. Training evaluations.
6. Participation and approval by the Chief of Police.
7. Professional Standards investigation reports.

F. Attendance at Training Programs:

1. The P.D.U. shall be responsible for:
 - a. Preparing the annual schedule of mandatory training for all members.
 - i. Members will be notified in advance if any training not listed on the annual schedule is mandatory.
 - b. Documenting attendance at all training programs.

- c. Rescheduling of members for authorized absences such as court appearances or approved leave for mandatory training.
- d. Ensuring that employees are recognized for successful completion of the training programs. **(33.1.2)**
 - i. This may be accomplished via the updating of employee files.

G. Training Program Cost Reimbursement:

- 1. Expense reimbursement shall be provided through the New Castle County Finance Department.
 - 2. The P.D.U. will instruct officers in the procedures for reimbursement.
 - a. Retention of expense receipts.
 - b. Submission of required paperwork to the Fiscal Unit.
- (33.1.3)**

H. Training Affiliation:

- 1. The P.D.U. shall maintain an affiliation with local colleges and universities.
 - a. Specialized or advanced training can be provided via these sources.
 - b. Where applicable, these sources may provide assistance with the Training Academy.
- 2. The P.D.U. shall also maintain training affiliation with other public and private institutions. This will allow better understanding among criminal justice system agencies.
 - a. Examples:
 - i. Federal agencies.
 - ii. Local law enforcement agencies.
 - iii. The Attorney General's Office.
 - iv. The Delaware Police Officers Standards and Training Commission (POST).
 - v. The Delaware Association of Chiefs of Police.

I. Training Location:

1. Classroom space for in-house training is supplied at the following locations:
 - a. The Paul J. Sweeney Public Safety Building.
 - b. Lt. Joseph L. Szczerba Police Academy.
 - c. The New Castle County Government Center.
 - d. P.A.L. locations: Garfield Park/Hockessin.
 - e. Alternate locations selected as needed and determined by the Professional Development Unit.

J. Training Curriculum:

1. The training curriculum will be job-related as determined by a job task analysis performed by the P.D.U.
2. This curriculum will include the basic curriculum mandated by POST.

K. Lesson Plan Requirements

1. Lesson plans shall contain:
 - a. Guidelines and format for lesson plan development.
 - b. A statement of performance and job-related objectives.
(33.1.4.a)
 - c. Content of the training. **(33.1.4.b)**
 - d. Specifications of the appropriate instructional techniques.
(33.1.4.b)
 - e. List of resources used in the development of the curriculum. **(33.1.4.c)**
 - f. List of resources required for the delivery of the program.
(33.1.4.d)
 - g. Identification of any tests used during the training process.
(33.1.4.f)

2. Lesson plans supplied by instructors will require approval of the P.D.U. Commander in advance of the course presentation to ensure that:
 - a. The subject to be covered is addressed completely and accurately.
 - b. The subject matter is coordinated with other training materials. **(33.1.4.c)**

L. Testing During Training Programs:

1. Testing assists in the evaluation of course material and its presentation by measuring participants' performance.
2. Courses of instruction will have an examination administered as needed or as required by POST. **(33.1.4.d)**

M. Remedial Training:

1. The Division encourages remedial training as a means of improving employee productivity and effectiveness through positive and constructive methods. Training is a component of the division's formal disciplinary process. Supervisors must monitor employee productivity and conduct and are responsible for identifying those cases where failure to perform according to established standards and policies is due to a need for retraining.
2. Remedial training shall be conducted as soon as practical, or as soon as scheduling permits in an effort to have the remedial training completed before the next evaluation period.
3. Whenever possible, supervisors are encouraged to conduct remedial training personally, however; remedial training requiring technical knowledge should be coordinated through the Professional Development Unit. Supervisors who identify subordinates in need of additional specialized training (firearms use, vehicle driving, interpersonal skills, etc.) will request remedial training through the use of the Remedial Training Request Form (DPS 0371).
4. Supervisors may recommend remedial training of employees as a result of job performance, evaluations, inspections, or participation in a training program. If a supervisor feels a member of the division would benefit from remedial training, the supervisor will forward a Remedial Training Request Form, including details identifying the need for such training, to the Administrative Services Commander.

5. When a supervisor recognizes an officer under their command is in need of remedial training requiring the assistance of the Professional Development Unit, the supervisor shall:
 - a. Inform the officer of the need for training.
 - b. Initiate the remedial training process by submitting a Remedial Training Request Form (DPS 0371).
6. The Professional Development Unit will:
 - a. Review the Remedial Training Request Form and speak with the referring supervisor. During this conversation, the remedial training may be referred back to the supervisor for implementation.
 - b. If the remedial training needs to be conducted by an instructor with technical knowledge or course specific certification (firearms, defensive tactics), the Professional Development Unit will make the necessary notifications and training arrangements.
 - c. Instructor(s) will forward a memorandum to the Commander of the Professional Development Unit outlining the material covered, the date the training was concluded and the officer's satisfactory completion. In addition, the officer is advised of their satisfactory completion as well. In some instances, the officer will be directed to complete a memorandum acknowledging the training received and outlining any additional training he/she feels is needed.
 - d. Every officer who undergoes a remedial training course shall be directed to complete a memorandum indicating completion of the training, their understanding of the course concepts, and any questions/concerns that may still exist on the part of the officer in question.
 - e. In the event the officer does not satisfactorily complete the prescribed remedial training, the officer's supervision shall meet with the Professional Development Unit Commander to determine the next course of action (alternative training, etc.)." **(33.1.5) (26.1.4.a)**
 - f. The memorandum(s) and Remedial Training Request Form are placed in the officer's training file.
 - g. The Administrative Services Commander will inform the Chief of Police of any significant remedial training requests submitted to the Professional Development Unit.

N. Training Records:

1. Training records will be maintained by the P.D.U.
2. They will be updated following employee participation in training programs. **(33.1.6)**
3. These records will include (at a minimum):
 - a. Course content, i.e., lesson plans. **(33.1.7.a)**
 - b. Names of employees in attendance. **(33.1.7.b)**
 - c. The performance of individual attendees as measured by tests, if administered. **(33.1.7.c)**

O. Release of Training Records Outside the Division:

1. Information will only be released if the person requesting the release has the written permission of the person whose file they are requesting.

II. ACADEMY ADMINISTRATION

A. Administration and Operation of the Academy:

1. Goals:
 - a. To provide each trainee with the skills and knowledge necessary to:
 - i. Perform primary law enforcement functions.
 - ii. Conduct investigations consistent with job responsibilities.
 - iii. Maintain and project a professional demeanor.
 - iv. Make legal and effective searches and arrests.
 - v. Properly use weapons and defensive tactics.
 - vi. Prepare neat and accurate reports.
 - vii. Prepare and present court cases.
 - viii. Properly control a crowd.
 - ix. Handle cases involving juveniles. **(33.2.1.a)**

2. Organization and Staffing:
 - a. The Recruit Training Academy will be staffed by one sergeant and one other officer. Additional officers can be assigned as class size requires. **(33.2.1.b)**
3. Administrative Procedures:
 - a. Professional Development Unit Internal Operating Procedures will set forth the administrative procedures concerning the academy. **(33.2.1.c)**
4. Operating Procedures:
 - a. The Recruit Training Academy will be operated following the guidelines established by POST. **(33.2.1.d)**
5. Recruit Training Academy Administration:
 - a. The Professional Development Unit Commander will administer the Recruit Training Academy and will:
 - i. Prepare the academy facility for training.
 - ii. Approve the course curriculum.
 - iii. Oversee Recruit Training Academy staff (Recruit Training Academy staff includes the Sergeant and other officers assigned).
6. Facility Standards:
 - a. At a minimum, the Recruit Training Academy, i.e. The Lt. Joseph L. Szczerba Police Academy, will contain:
 - i. Classroom space consistent with the curriculum being taught. **(33.2.2.a)**
 - ii. Office space for instructors, administrators, and clerical staff. **(33.2.2.b)**
 - iii. Space for physical training. **(33.2.2.c)**
 - iv. Access to study materials and resources. **(33.2.2.d)**
7. The Division, at this time, does not use any outside police academies to train the newly hired personnel or conduct any career development activities. **(33.2.3) (33.2.4)**

III. TRAINING INSTRUCTORS

A. Instructor Qualifications:

1. All instructors will be approved by POST
2. Proposed instructors will forward a resume to the Professional Development Unit Commander in advance of being considered as course presenters.
3. Instructors will normally have at least five (5) years of law enforcement experience.
 - a. Those instructors with special knowledge and instructional experience may, with the approval of the Administrative Services Commander, have the five-year limit waived.
4. All candidates for instructors must meet one of the following criteria:
 - a. Certification from a police instructor class as approved by POST.
 - b. Certification as a teacher by the State of Delaware Department of Public Instruction.
 - c. A bachelor's degree with practical application in teaching police-related subjects.
 - d. Possess special knowledge and experience suited to instruction of certain courses which are limited in subject matter and require such special knowledge.
5. All requests for certification will be evaluated by the Administrative Services Commander and forwarded to POST with either a recommendation of approval or disapproval.

B. Instructor Tenure:

1. Instructors may be recruited and/or volunteer based on Division needs.
2. All instructors will be evaluated for performance by the students and by P.D.U. personnel.

C. Instructor Training:

1. Instructors involved in Division training programs in a full-time capacity shall receive at least the following instruction:
 - a. Lesson plan development. **(33.3.1.a)**
 - b. Performance objective development. **(33.3.1.b)**
 - c. Instructional techniques. **(33.3.1.c)**
 - d. Learning theory.
 - e. Testing and evaluation techniques. **(33.3.1.d)**
 - f. Resource availability and use. **(33.3.1.e)**

D. Outside Division Instructors:

1. The Administrative Services Commander will determine the specific need for outside Division instructors.
2. The proposed instructor shall:
 - a. Meet the same requirements as Division instructors.
 - b. Submit a lesson plan in advance of the training.
 - c. Issue a written statement regarding any required fee.

IV. RECRUIT TRAINING

- A. Initial training and officer certification is accomplished by the successful completion of a state approved Police Academy as well as successful completion of a Field Training Program.
- B. Recruit Training Academy Program:
 1. Recruits must complete the entire Recruit Training Academy program prior to being assigned a capacity that:
 - a. Would allow carrying a loaded weapon (except for training purposes).
 - b. Would place the recruit in a position to make an actual arrest. **(33.4.1)**

2. Each recruit will receive an orientation handbook at the beginning of the Recruit Training Academy which will include:
 - a. Recruit Training Academy rules and regulations.
 - b. Curriculum.
 - c. Required equipment.
 - d. Training schedule. **(33.2.1.e)**

C. Recruit Training Academy Curriculum:

1. Recruit training will include:
 - a. A curriculum based on job task analysis, completed by the P.D.U., of the most frequent assignments of officers who complete recruit training. **(33.4.2.a)**
 - b. The basic curriculum mandated by POST and medical training for first responders.
 - c. The basic curriculum mandated by the Commission on Accreditation of Law Enforcement Agencies.
 - d. Use of evaluation techniques designed to measure competency in the required skills, knowledge, and abilities of the recruits. **(33.4.2.b)**

D. Field Training Program:

1. The following minimum provisions will be implemented in the Field Training Program:
 - a. Upon successful completion of the Police Training Academy each new officer will be assigned to a squad in the Patrol Section to begin the Field Training Officer program (FTO). Field training will last a minimum of sixteen **(16)** patrol tours. **(33.4.3.a)**
 - b. Field Training Officers (FTO's):
 - i. FTO selections will be made by the respective Patrol Squad Commanders.
 - a) Final approval will be made by the Patrol Section Commander(s). **(33.4.3.b)**
 - ii. FTO's will be supervised by a designated FTO sergeant and their assigned squad lieutenant. **(33.4.3.c)**

- iii. Will communicate with the P.D.U. concerning the FTO process via the FTO sergeant.
 - a) Direct communication may take place at the direction of the P.D.U. Commander. **(33.4.3.d)**
- iv. Each FTO will attend a minimum eight **(8)** hour block of instruction concerning the FTO process prior to assuming any duties as an FTO. **(33.4.3.e)**
- v. Will have new officers assigned to them in the following manner:
 - a) Each new officer will be assigned to a primary FTO for the first six **(6)** tours (1 through 6) and will return to that same primary FTO, if possible, for the last two **(2)** tours (15 through 16) of their FTO training.
 - b) Each new officer will work four **(4)** tours each with two **(2)** secondary field training officers for a total of eight **(8)** tours (7 through 10 and 11 through 14).
 - c) If a new officer fails to successfully meet all the requirements of the FTO program during the sixteen **(16)** tours, his/her FTO training may be extended for a period of time as deemed necessary by the Administrative Services Commander.
 - (1) Each new officer will work in all the division's patrol districts so that they become familiar with the areas served. **(33.4.3 f)**
- vi. New Officer Evaluation
 - a) The Field Training Officer will report on the progress of the new officer using the PowerFTO.
 - b) Beginning with the start of tour #3, each FTO will complete a standardized Daily Observation Report (D.O.R.) on their assigned new officer for each scheduled workday. Once completed, the D.O.R. is reviewed and electronically signed by the Recruit Officer and F.T.O. It is then reviewed and electronically signed by the F.T.O. Sergeant, Squad Lieutenant, and F.T.O. Coordinator.

- c) Beginning with tour #3, the FTO Sergeant will complete a Weekly Observation Report (W.O.R.), at the conclusion of each tour worked for each of the new officers. This report will be generated through PowerFTO and is a review of the new officer's performance based on the D.O.R.s and the FTO Sergeant's observations of the new officer's performance during that tour.
- d) Once completed, the W.O.R. is reviewed and electronically signed by the Squad Lieutenant and F.T.O. Coordinator. **(33.4.3.h)**
- vii. The required tasks of each new officer will be documented in PowerFTO. The FTO will document the information which will then be reviewed and electronically signed off by the FTO Sergeant, Squad Lieutenant and the FTO Coordinator. **(33.4.3.g)**
- viii. Psychological counseling services will be available for all recruit officers throughout the academy and FTO process.

E. Accelerated Police Academy:

Recruits hired who are currently police officers, certified by POST, with a minimum of two **(2)** years of service in the State of Delaware will attend an Accelerated Recruit Training Academy.

1. Accelerated Recruit Training Academy Curriculum:

- a. The Accelerated Recruit Training Academy will consist of a minimum of 110 hours of training in the policies and procedures of the New Castle County Division of Police.
- b. In addition to New Castle County's policies and procedures, the academy will include the use of force, defensive tactics, ASP baton training and firearms proficiency.

2. Field Training Program:

- a. Upon successful completion of the Accelerated Police Training Academy each new officer will be assigned to a squad in the Patrol Division to begin the *Accelerated* Field Training Officer program (AFTO). Accelerated police recruits will successfully complete up to four **(4)** patrol tours following the completion of the Accelerated Training Academy. **(33.4.3.a)**

- b. If a new officer fails to successfully meet all the requirements of the AFTO program during the tours, his/her AFTO training may be extended for a period of time as deemed necessary by the Administrative Services Commander.
 - c. For the duration of the program, each new officer will be assigned to a primary FTO who will complete a D.O.R. starting on the first day of the first full tour. Once completed, the D.O.R. is reviewed and electronically signed by the Recruit Officer and F.T.O. It is then reviewed and electronically signed by the F.T.O. Sergeant, Squad Lieutenant, and F.T.O. Coordinator.
 - d. Upon completion of the first tour, the FTO Sergeant will complete a W.O.R. for each of the new officers. This report will be generated through PowerFTO and is a review of the new officer's performance based on the D.O.R.s and the FTO Sergeant's observations of the new officer's performance during that tour.
 - e. Once completed, the W.O.R. is reviewed and electronically signed by the Squad Lieutenant and F.T.O. Coordinator.
 - f. The required tasks of each new officer will be documented in PowerFTO. The FTO will document the information which will then be reviewed and electronically signed off by the FTO Sergeant, Squad Lieutenant and the FTO Coordinator.
- (33.4.3.g)**

F. Accelerated Police Training Academy for Out of State Certified Police Recruits:

- 1. Recruits hired who are certified police officers in another state, currently employed as a full-time law enforcement officer with a minimum two **(2)** years of police service will attend an Accelerated Recruit Training Academy.

2. Accelerated Recruit Training Academy Curriculum for Out of State Certified Police Recruits:

The out-of-state Accelerated Recruit Training Academy is unique in that each officer's prior training and certification will be submitted to POST. **(33.2.3)**

- a. POST will determine the minimum requirements for Delaware Certification.
 - i. Training will then be provided to meet these requirements.
 - ii. In addition, this Accelerated Recruit Training Academy will also consist of a minimum of 110 hours of training in the policies and procedures of the New Castle County Police Division of Police. **(33.2.4)**
3. Field Training Program:
 - a. The Field Training Program following an out-of-state Accelerated Recruit Training Academy will include the successful completion of up to six **(6)** patrol tours. It will follow the same procedures as listed above for the Accelerated Field Training Officer Program.

V. IN-SERVICE, ROLL CALL AND ADVANCED TRAINING

A. In-Service Training:

1. All personnel shall complete an annual in-service training program.
2. This program should be structured in such a way as to motivate experienced officers and to further the professionalism of the Division.
3. The training must include a yearly firearms recertification and legal updates.
4. The training may also include a review of at least the following topics:
 - a. Division policy, procedures, rules, and regulations, with emphasis on recent changes.
 - b. Statutory or case law affecting law enforcement operations with emphasis on recent changes.

- c. The functions of agencies in the local criminal justice system.
 - d. Exercise of discretion in the decision to invoke the criminal justice process.
 - e. Interrogation and interviewing techniques.
 - f. Division policy on the use of force.
 - g. Emergency medical services.
 - h. Performance evaluation system.
 - i. Emergency fire suppression technique.
 - j. New or innovative investigative or technological techniques or methods (if any).
 - k. Hazardous materials incidents.
 - l. Contingency plans (if any) including those relating to special operations and unusual occurrences.
 - m. Crime prevention policies and procedures.
 - n. Collection and preservation of evidence.
 - o. Report writing and records system procedures and requirements.
 - p. Training in problem-solving techniques.
 - q. Any other training topic determined necessary by the Chief of Police. **(33.5.1)**
- 5. This training may also be used to provide supervisory, management or specialized training to participants.
 - 6. This training may be used to supplement:
 - a. Supervisory Skill Development.
 - b. Training prior to assignment to a specialized component.
 - c. Executive development training for higher ranking officers. **(33.5.1)**

B. Roll Call Training:

1. Roll call training will be used to supplement any other training.
 - a. Roll-call training should be used to keep officers up to date between formal retraining sessions.
2. Standards of roll call training:
 - a. Planning:
 - i. Training plans will be submitted by the squad commanders to the P.D.U. Commander for approval, prior to the delivery of the training.
 - b. Techniques to be used:
 - i. Brief lecture.
 - ii. Training films.
 - iii. Slides and audio visuals.
 - c. Relationships with the Recruit Training Academy:
 - i. Material presented during roll-call training shall be consistent with material presented at the Recruit Training Academy.
 - d. Instructional Methods:
 - i. Instruction given during roll-call training shall be presented in a manner consistent with the Recruit Training Academy instruction.
 - e. Instructional Personnel:
 - i. Instructors will be designated by the squad commander.
 - f. Evaluation of roll call training:
 - i. Testing on material presented during roll call training may be conducted when appropriate.
 - ii. Course critiques may also be utilized to determine training effectiveness.

g. Scheduling of Training:

- i. Whenever possible, roll call training will be presented during less active periods such as midnight shifts.

h. Role of Supervisors and Officers:

- i. Supervisors and officers may participate as instructors during roll call training.
- ii. A supervisor will always be present during roll call training to confirm compliance with instruction standards. **(33.5.2)**

C. Accreditation Training

1. All newly hired Division personnel will receive training regarding the Accreditation process either during the Recruit Training Academy or during their employee orientation. **(33.5.3.a)**
 - a. In addition, an accreditation tutorial is available to all employees via the New Castle County Division of Police Portal System.
2. All Division personnel will receive a review of the Accreditation process during the self-assessment phase. **(33.5.3.b)**
3. All Division personnel will receive information regarding the Accreditation process just prior to the on-site assessment. **(33.5.3.c)**

D. Advanced Training:

1. Opportunities for advanced training are at times presented to the Division from both inside and outside sources.
2. The following process will be followed in the notification of personnel concerning training, after approval by the Chief of Police:
 - a. Advertisement of the training will be made available in memorandum form to all personnel, prior to the date of the training.

3. The following process will be followed in the selection of personnel who will attend the advanced training:
 - a. Personnel requesting the training shall submit a Training Request Form (DPS 0345) to the Chief of Police via the chain of command.
 - i. A copy of the Training Request Form shall be sent to the secretary of the Administrative Services Commander for the employee's file.
 - ii. Personnel submitting the Training Request Form may also submit a memorandum detailing any additional information they wish to include about the training and/or request.
 - b. Commanders receiving Training Request Forms of requests for advanced training from subordinates shall:
 - i. Rank the Training Request Form received in the order they believe subordinates should appear, based on the following criteria:
 - a) Division need.
 - b) Present and future assignments.
 - c) Suitability and need of requestor.
 - d) Job performance of requestor.
 - e) Human resource availability.
 - f) Affirmative Action obligations.
 - g) Training needs outlined in the subordinate's career development plan.
 - ii. Ranking of subordinates shall be recorded on the supervisor section of the Training Request Form. The Training Request Form shall then be forwarded via the chain of command to the P.D.U. Commander.
 - a) Commanders shall include justification of the ranking within their comments.
 - b) Additional names and an explanation thereof may be included by the squad commander and forwarded, along with the other requests.

- c. The P.D.U. Commander shall review the requests, as well as the file of previously submitted requests, prior to the final selection by the Chief of Police.
- 4. Assignment of personnel within the Division following completion of advanced training.
 - a. Officers receiving advanced training may not necessarily be assigned to a corresponding unit.
 - b. Appropriate consideration will be given, however, when a position becomes available.
- 5. Mandatory training requirements of the Division that are satisfied by the advanced training:
 - a. The Administrative Services Commander shall determine if attendance at advanced training satisfies mandatory training requirements of the Division.

VI. SPECIALIZED TRAINING

- A. Individual Unit/Team IOPs will identify specialized training, both initial and in-service that is required for officers in the following assignments: **(33.6.1.a.b)**
 - 1. The Traffic Services Unit.
 - 2. The Community Services Unit.
 - 3. The Mounted Unit.
 - 4. The Canine Unit.
 - 5. The Criminal Investigations Unit.
 - 6. The Motorcycle Unit.
 - 7. The Professional Development Unit.
 - 8. Records Management Unit.
 - 9. Range Officer.
 - 10. The Bicycle Team.
 - 11. The Crisis Negotiations Team.
 - 12. The Explosive Ordinance Disposal Team.

13. The Special Weapons and Tactics Team.
 - a. Any member of the Specialized Teams will complete monthly training and participate in readiness exercises whenever possible. **(33.6.2)**
14. Accreditation Manager
 - a. Division employees assigned to the position of Accreditation Manager shall receive specialized training within at least one (1) year of being appointed.
 - b. Shall be responsible for providing appropriate training to other agency personnel assigned to the accreditation process. **(33.5.4)**
- B. Specialized training provided to personnel shall include at a minimum:
 1. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialization.
 2. Management, administration, supervision, personnel policies, and support services of the function or component.
 3. Performance standards of the function or component.
 4. Division policies, procedures, rules, regulations, and directives specifically related to the function or component.
 5. Supervised on-the-job training. **(33.6.1.c)**
 6. Retraining, if necessary.
- C. Training Timetable:
 1. When possible, specialized training will begin thirty **(30)** days prior to the assignment of an employee to a component.

VII. CIVILIAN TRAINING

- A. All newly appointed civilian personnel shall receive at a minimum the following training:
 - 1. Orientation to the Division's:
 - a. Role.
 - b. Purpose.
 - c. Goals.
 - d. Policies.
 - e. Procedures. **(33.7.1.a)**
 - 2. Working conditions and regulations. **(33.7.1.b)**
 - 3. Responsibilities and rights of employees. **(33.7.1.c)**
- B. The following civilian positions will require training, in addition to orientation, prior to the assumption of job responsibilities:
 - 1. Records.
 - 2. Crossing Guard Unit.
 - 3. Public Safety Aides.
 - 4. Management Information Systems.
 - 5. Fiscal Unit.
 - 6. Complaint Services Operator.
 - 7. Victim Assistance Specialists **(33.7.2)**
- C. Civilian employees will receive in-service training as needed to keep them current in their skills, knowledge, and responsibilities. **(33.7.2)**

VIII. Career Development

- A. Personnel who are assigned to conduct career development activities should undergo an orientation period that should provide career counseling skills, to include:
 - 1. General counseling techniques.
 - 2. Techniques for assessing skills.
 - 3. Cultural awareness.
 - 4. Formation of goals and plans of achievement. **(33.8.1)**
- B. The Division will provide advanced training and skill development to newly promoted supervisors.
 - 1. This skill development will include in-house training on administrative issues such as employee evaluation, employee accountability, payroll, and basic supervisory tasks.
 - 2. Outside sources will also be utilized to develop these skill sets and may include:
 - a. The Senior Management Institute for Police.
 - b. The Southern Police Institute.
 - c. The FBI National Academy.
 - d. The West Point Command and Leadership Program.
 - e. The Penn State School of Police Leadership.
 - 3. The Division will also encourage members to personally pursue advanced degrees in management and related fields. **(33.8.1)**
(33.8.2)
- C. The Career Development Program will assist employees in planning their career paths through the utilization of formal schooling opportunities and related training courses to improve their skills, knowledge, and abilities.
 - 1. Specifics on the sixty **(60)** day Career Development Program can be found in Directive 16.

2. All employees are encouraged to participate in training opportunities related to their personal career paths and interests.
 - a. Employees who desire to attend any such type of training at Division expense must submit a memorandum through the chain of command to the Chief of Police for consideration. A copy of the memorandum is sent directly to the Professional Development Unit for tracking purposes.
 - b. Selections for such Division sponsored training are made on an as available basis due to funding and staffing considerations.
 - c. Those members approved for such training shall have such attendance noted in their training history file and will be required to complete a course evaluation form for the Professional Development Unit files.
 - d. Employees are also encouraged to seek and attend such training on their own time and expense and are welcome to apply for tuition reimbursement as funds allow through the pre-established tuition reimbursement program.
 - i. Employees may forward certificates of completion and course evaluations to the Professional Development Unit related to such self-initiated training.
 - ii. Such information will also be maintained in the employee training history file of the Professional Development Unit **(33.8.3)**

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REFERENCES

Directive 16
Allocation and Distribution of Personnel and Personnel Alternatives

Appendix 33-A Training Request Forms

Professional Development Unit Internal Operating Procedure