



NEWARK POLICE DIVISION GENERAL ORDER



SUBJECT: TRAINING STANDARDS	GENERAL ORDER NO. 18-28
SUPERSEDES: G.O. 18-28 (DATED 12/31/19)	DATED: MARCH 3, 2025
RELATED POLICIES: Firearms Range (G.O. #84-1) Vehicle Pursuit Policy (G.O. #94-3) Body-Worn Cameras (G.O. #18-05) Blood borne Pathogens (G.O. #96-05) Bias-Free Policing (G.O. #17-06) Conducted Energy Devices (G.O. #18-10) Domestic Violence Policy (G.O. #95-01) Standards of Appearance (G.O. #02-07) Violence Policy (G.O. #95-01)	

I. PURPOSE

The Newark Police Division seeks to provide initial and continuing training within the requirements of a given assignment, legal mandates, Consent Decree requirements and Attorney General Guidelines. The purpose of this order is to establish the standards by which training will be conducted.

II. POLICY

The Newark Police Division (NPD) continually strives to create a work environment in which its employees are trained, and developed into an exceptional team. Training and development are not temporary steps, but continual, career-long advancements toward excellence. The policy of the NPD is to administer training that will provide for the professional growth and continued development of its personnel. By doing so, the NPD will ensure Division members possess the knowledge and skills necessary to provide professional service that meets the needs of Newark's diverse community.

Documentation of training activities will be maintained, and requirements for developmental and remedial training will be monitored and implemented in accordance with the procedural elements of this policy. The training record shall be used for assignment considerations within the Division and as a reference source for gathering training statistics. The members training file shall document written certificates, diplomas, degrees and successful completion of courses by authorized trainers and/or supervisors who attest to a trainee's course participation.

III. RESPONSIBILITIES OF THE POLICE ACADEMY

A. An Annual Training Plan shall be developed and maintained by the Police Academy. It is the responsibility of the Police Academy Commander to maintain, review, and update the Training Plan on an annual basis. See section VI for reporting requirements. The plan will address the following areas:

1. Legislative changes and case law
2. Attorney General (AG) mandated training
 - a. Firearms Requalification (biannually)



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- b. Vehicle Pursuit Policy (biannually)
 - c. Use of Force (biannually, scheduled at least three months apart)
 - d. CLEAR Training: Cultural Diversity, De-escalation & Bias Crime Reporting (4 hours annually)
 - e. Blood-borne Pathogens (annually)
 - f. Hazardous Materials Awareness (annually)
 - g. Right to Know (annually)
 - h. Domestic Violence - to include an ODARA refresher (4 hours annually)
 - i. Incident Command System (ICS)
 - i. Police Officers require ICS-100: Introduction to ICS
 - ii. Sergeants require ICS-100 and 200: Basic ICS
 - iii. Lieutenants require ICS-100, 200 and 300: Intermediate ICS
 - iv. Command Staff require ICS-100, 200, 300 and 400: Advanced ICS
 - j. Alcotest (breath alcohol measuring instrument) Operators require to be recertified every third calendar year. (4 day initial training and 8 hours every 3rd Year)
 - k. 911 dispatcher or call-taker update training (8 hours annually). Every employee who acts as a call-taker or dispatcher must comply with the in-service training requirement.
3. Consent Decree Related Training
- a. Body-Worn Camera Training (8 hours initial and 4 hours annually)
 - b. Supervisory Body-Worn Camera Training (4 hours initial and 4 hours annually)
 - c. Community Policing (8 hours initial and 4 hours annually)
 - d. Stop, Search & Arrest (16 hours initial and 8 hours annually)
 - e. Bias-Free Policing (8 hours initial and 4 hours annually)



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- f. CPR & Bleeding Control (8 hours initial 4 hours biennially)
 - g. Use of Force (8 hours initial) Ongoing training shall be conducted as part of the AG mandated biannual training.
 - 4. Additional Newark Police Division required training
 - a. In-Service - Dealing with Disorderly Subjects (biannually)
 - b. Sexual Harassment (biannually)
- B. The Police Academy shall develop and maintain a monthly training calendar. It is the responsibility of the Police Academy Commander to maintain, review, and update the monthly training calendar on a weekly basis. See section VI for reporting requirements.
- C. The Police Academy Commander shall ensure all Newark Police Division personnel complete a Course and Instructor Evaluation Form (Attachment B) at the completion of all courses taught by Newark Police Division Instructors.
- D. The Police Academy, in coordination with the PowerDMS Unit, will maintain a database of members who have successfully completed each training in PowerDMS and will notify Commanders of any personnel who have not been scheduled or rescheduled to attend any specific class.

IV. SUCCESSFUL COMPLETION OF TRAINING

- A. Successful completion of in-service training shall consist of the following:
 - 1. A score of 90% or higher on any written tests relevant to use of force training,
 - 2. A score of 80% or higher on all other written tests given during training.
 - 3. Attendance rate of 100% in all training.
 - 4. An officer who fails to successfully complete an in-service course may be required to repeat the training at the discretion of the Commander of the Police Academy in its entirety and take all associated testing with the following exception:

An officer who scores less than 80% or 90% as above on the final examination of a course will be allowed to repeat the written test a second time. An officer who scores less than 80% or 90% as above on the second attempted examination will be required to repeat the entire course of instruction.
 - 5. Officers who fail to successfully complete an in-service course shall be referred to the



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Officers Commander for further evaluation.

- B. It is the goal of the Newark Police Division that all information and materials presented conform to proper standards of professional ethics.
 - 1. Information and material presented shall be free of discriminatory, prejudicial, biased, insulting, defamatory, sexually harassing, or unethical statements, actions, or innuendoes.
 - 2. Police Academy staff shall be responsible for monitoring all presentations to ensure conformity to professional standards. Appropriate warning and/or disciplinary action will be taken in all cases of unprofessional or unethical behavior.
 - 3. Any instructor presenting an in-service training session shall ensure that all instruction is free from statements, which might be construed as unprofessional conduct by criticizing, deriding, belittling, or defaming any citizen or group of citizens, any sworn or civilian employee of the City of Newark, or any departmental entity of the City.
- C. Officers attending training are encouraged to ask questions and offer relevant comments. However, students shall not challenge a course instructor in any belittling manner. Challenges of an instructor's credibility shall be addressed through the Commander of the Training Division.
- D. Officers attending in-service training shall wear the uniform of the day or professional business attire in conformance with General Order 02-07 (Standards of Appearance). Prior to in-service training, the Commander of the Police Academy will announce any changes to the standards of clothing/dress, if necessary.
- E. During classroom presentations, all cell phones and electronic devices shall be on silent mode. If the device does not have this feature, it shall be turned off unless an emergency exists and the instructor has approved the device remain on. Any form of personal electronic communication (i.e., texting, email, etc.) is prohibited while the instructor is presenting a class unless authorized by the instructor prior to the start of the course.

V. SELECTION AND TRAINING OF INSTRUCTORS

- A. Instructors shall be selected based on their desire to instruct, ability, subject matter knowledge, academic credentials, and professional experience. All instructors must be either a NJ Police Training Commission Methods of Instruction Certified Instructor or a subject matter expert in the areas they teach.
- B. Instructors are expected to teach at least once every six (6) months in a training program approved by the Training Division or as required by the Police Academy Commander.
- C. The Police Academy shall initiate, maintain, and update records of all Instructors. Records shall include;



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1. yearly evaluation of the instructor conducted by the Police Academy Commander or his/her designee (see Attachment A),
2. the date(s) and type of training received,
3. any certificates received,
4. the instructors training experience on the subject matter, and
5. feedback summaries from students for courses taught.
(see Attachment B)

VI. REPORTING REQUIREMENTS

- A. The Annual Training Plan shall be completed and sent to the Office of the Public Safety Director by the first Monday of every September for the following year.
- B. It is the responsibility of the Police Academy Commander to submit a weekly report containing a training schedule that includes topics that will be taught to Division personnel for the upcoming twenty-eight day period. The weekly report shall include a course description for all in-service training and outside Police Academy personnel are scheduled to attend.
- C. This weekly report shall include a list of training that has been completed for the previous week including total number of Division personnel trained and those that have been trained upon returning from extended leaves (i.e. medical, military, etc.). This report shall also include a list of outside trainings approved by the Director the prior week. This should note the attendee, the course title, the organization sponsoring the training and the location of the training.
- D. This weekly report is due every Tuesday by 0900hrs and shall be submitted to the Commander of the Consent Decree and Planning Division.
- E. The finalized and approved Training Plan schedule shall be provided to each Commander, their administrative staff, and the Human Resources Division. All Commands shall regularly compare the personnel listed on the training schedule against any finalized vacation picks and/or other approved leave. If conflicts are discovered, commands shall exchange/replace personnel to attend the "training week" and immediately notify the Police Academy of the necessary change.
- F. The finalized roster for each "training week" shall be emailed to all commands and the Human Resources Unit no later than 14 days before each "training week."



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VII. TRAINING RECORDS

- A. The Police Academy shall maintain accurate and current records of each member's training certifications, certificates of attendance or completion, course titles or training subjects, and any available test scores for all career related training.
- B. The Police Academy Commander shall ensure training records are updated within 10 days of the completion date of the course.
- C. Power Document Management System (PowerDMS) shall be utilized to maintain a complete and consistent training record and any relevant training documentation for all Division members.
- D. It shall be the responsibility of individual members to provide the Police Academy with a valid copy of any proof of training from a reliable training source for any career related training that a member may wish to add to their individual training record.

VIII. TRAINING REQUESTS

- A. All employees are encouraged to participate in outside training/education, however, such participation must not be in conflict with the operational needs or efficiency of the Police Division.
- B. Commanding Officers will evaluate a request for training for validity, Division benefit, impact to the agency, employee performance and disciplinary history. Commanding Officers will then submit a recommendation to the Police Academy. The Commander of the Police Academy shall evaluate all requests for outside training/education submitted to the Police Academy. According to their determination of the relative value of this training to the Newark Police Division, the Police Academy will make recommendations to the Office of the Public Safety Director regarding approval or disapproval.
- C. Training Not Requiring the Expenditure of Divisional Funds
 - 1. Any employee attending outside training/education on their own time (during time off) and at their own expense will not be required to request permission to attend.
 - 2. Upon successful completion of the outside training/education course(s), the employee may submit, at their discretion, an Administrative Submission (DPI:1001) stating that they have completed a course(s) of training and include a copy of any course completion certificates or a copy of the school transcript or letter from the school outlining the grades received.



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NOTE: It is advisable that all employees submit this training information as this information may have an advantageous effect on the employee's future requests for transfer or assignment.

D. Training Requests Requiring Expenditure of Divisional Funds and/or Leave with Pay

1. The Public Safety Director has final authorization for granting:
 - a. Any leave with pay; and/or
 - b. The payment of tuition and/or required course fees, as well as travel and other expenses in whole or in part, or any combination of the foregoing.
2. Division employees shall submit an Administrative Submission (DP1:1001) requesting training via the chain of command which shall be forwarded directly to the Commanding Officer of the Police Academy. The supervisor accepting the report shall provide the requesting officer with a signed copy of the Administrative Submission. The requesting employee, at their discretion, has the option to send a copy of that submission to the Office of the Public Safety Director via facsimile or email.
3. If the Commanding Officer of the Police Academy approves the training, all relevant information shall be forwarded to the Office of the Public Safety Director.

E. If the Commanding Officer of the Police Academy disapproves the training, the disapproved request shall be returned through the submitting commander to the requesting employee with a reason for the disapproval.

F. Upon receiving a training request, the Police Academy will evaluate the requested training according to the following:

1. Value to the Division as a whole and in relation to all other pending training requests.
2. Availability of alternate training at a lower cost.
3. Availability of outside funding or reimbursement.
4. Advisability of hosting training locally for a large numbers of employees.

G. After evaluating the request based on the above, the request and the recommendation of the Police Academy will be forwarded to the Office of the Public Safety Director.

H. Upon successful completion of the outside training/education course(s), the employee shall submit an Administrative Submission (DPI: 1001) stating that they have completed the course(s) of training and include a copy of any course completion certificates or a copy of the school transcript or letter from the school outlining the grades received.



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IX. RESPONSIBILITY OF COMMANDING OFFICERS

- A. Upon receiving a training request from an employee, the commanding officer will evaluate the request for training for validity, Division benefit, impact to the agency, employee performance and disciplinary history and shall then submit a recommendation to the Police Academy.
- B. Ensure that a copy of all training documentation received or initiated at their command is forwarded to the Police Academy for posting into the employees training record and;
- C. Insert copies of all training documentation into the individual's personnel folder.
- D. Commanding Officers of specialized units (i.e. Special Operations Division) are responsible for any in-service training of employees. Commanding Officers of specialized units shall provide employees with the basic required training for the position. The specified unit will forward training records to the Police Academy for entry into the employee's departmental training record. The information to be forwarded will include the course name, course content, tests and the names of employees, including performance/grades (if applicable).
- E. Commanders shall ensure that their personnel are immediately served with the necessary tour change notices (30 day or 15 day, as appropriate), for both the "training week" and the additional use of force training day.

Personnel shall attend their "training week" Monday through Friday, with classes taking place from 0800 to 1600 hours. All 8-hour Use of Force Training days will take place on Mondays from 0800 to 1600 hours. Training classes should be limited to 25 personnel per week, with no fewer than 12 personnel per week scheduled to attend. No more than three personnel per command should be scheduled during each "training week" unless the command has adequate staffing to prevent overtime.

- F. Commands shall ensure personnel are properly notified to ensure they are aware of and attend training. Commands shall ensure that adequate staffing exists to maintain continuity of services. Personnel scheduled to attend a particular "training week" shall not be cancelled, removed, or replaced from the finalized training calendar without prior approval of the Public Safety Director, Chief of Police, or the Commander of the Police Academy or his designee.
- G. Commands of personnel who are unable to attend or successfully complete one or more days of instruction due to illness, or other unforeseen circumstance, shall coordinate with the Police Academy to have them rescheduled.



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X. EFFECT OF THIS ORDER

All previous Division orders and memoranda governing training standards, which are inconsistent or in conflict with this order are hereby rescinded. This order shall become effective immediately.

By Order of:


EMANUEL MIRANDA, SR.
PUBLIC SAFETY DIRECTOR

EM/CS/JG



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ATTACHMENT A



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NEWARK POLICE DIVISION INSTRUCTOR EVALUATION FORM

(Circle one response under each heading and include any appropriate comments)

Evaluator: _____

Course Name: _____ Date: _____

Instructor: _____

1. Prepared for class

Always ____ Usually ____ Rarely ____ Never ____

Comment _____

2. Demonstrated knowledge of subject being taught

Always ____ Usually ____ Rarely ____ Never ____

Comment _____

3. Communicated written content and performance steps clearly and effectively

Always ____ Usually ____ Rarely ____ Never ____

Comment _____

4. Organized the material in a logical manner and made the class interesting

Always ____ Usually ____ Rarely ____ Never ____

Comments _____

5. Encouraged questions and class discussion

Always ____ Usually ____ Rarely ____ Never ____

Comments _____

6. Treated the students with respect

Always ____ Usually ____ Rarely ____ Never ____

Comments _____

7. Showed enthusiasm for the craft being taught

Always ____ Usually ____ Rarely ____ Never ____

Comments _____

Additional Comments _____

Instructor Evaluation



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ATTACHMENT B



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COURSE AND INSTRUCTOR EVALUATION FORM

Newark Police Division – Training Division

1 Lincoln Ave. Newark, NJ 07102

(973) 733-6050

YOUR HONEST AND SINCERE EVALUATION OF THIS COURSE HELPS ENSURE THAT OUR PROGRAMS ARE OF THE HIGHEST CALIBER AND THAT THEY MEET OR EXCEED YOUR TRAINING NEEDS. THANKS!

COURSE:

DATE(S):

INSTRUCTOR(S):

RATING SCALE: 5- Outstanding
4- More than satisfactory
3- Satisfactory
2- Less than satisfactory
1- Poor

<u>Materials:</u>	1. Printed materials were well organized.	5	4	3	2	1	NA
	2. Printed materials were complete	5	4	3	2	1	NA
	3. Were readable (printed well).	5	4	3	2	1	NA
	4. Visual materials were related to course.	5	4	3	2	1	NA
	5. Visual materials were in appropriate numbers.	5	4	3	2	1	NA
	6. Visual materials were of good quality.	5	4	3	2	1	NA
<u>Course:</u>	7. Covered subjects that you thought it would.	5	4	3	2	1	NA
	8. Was a reasonable length.	5	4	3	2	1	NA
	9. Contributed to your knowledge and skills.	5	4	3	2	1	NA
	10. Related to your needs.	5	4	3	2	1	NA
	11. Was worth recommending to others.	5	4	3	2	1	NA
<u>Instructor(s):</u>	12. Related course materials to class needs.	5	4	3	2	1	NA
	13. Knew subject thoroughly.	5	4	3	2	1	NA
	14. Encouraged class participation.	5	4	3	2	1	NA
	15. Made course requirements and objectives clear.	5	4	3	2	1	NA
	16. Stayed on subject.	5	4	3	2	1	NA
	17. Answered questions completely.	5	4	3	2	1	NA
	18. Tolerated differences of opinion.	5	4	3	2	1	NA
<u>Materials:</u>	19. Contained a minimum number of distractions.	5	4	3	2	1	NA
	20. Overall, the facility was acceptable.	5	4	3	2	1	NA
<u>Suggestions:</u>	21. How could the instructors(s) improve class delivery?						
	22. How could the course content or structure be improved?						
	23. If you could make one change to this course (or school) what would you add, subtract, or deleted?						

(Please write additional comments on the back of this form)