



ORONO POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES

Protect with Vigilance & Serve with Compassion and Excellence

Subject:	Training & Career Development	Policy #	A-33
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MLEAP:	2.01, 3.01, 3.02, 3.04, 3.05, 3.06, 3.07, 3.08, 3.09, 3.10, 3.16, 3.17 3.18, 3.19, 4.09,6.11, 6.12, 7.07, 7.15, 8.07		
	<i>Rescinds All Previous Policies Related To This Current Policy</i>		
Issuing Authority:	Chief of Police Daniel Merrill		

I. POLICY:

The Orono Police Department recognizes the need to provide relevant and consistent training to develop and allow employees to fulfill the responsibilities of their job assignments and those of the agency. Training will be provided based on need.

II. PURPOSE:

To provide guidelines for the training and development of department personnel, with the intention of preparing employees to act decisively and correctly in a broad spectrum of situations, maximizing efficiency, effectiveness, productivity, safety, cooperation, and unity of purpose, while minimizing liability risks.

III. ADMINISTRATION & RESPONSIBILITIES:

- A. The Orono Police Department's training program is considered part of the agency's career development system and shall include the following goals and objectives:
 - 1. Increase and develop employees' job-related knowledge, skills, and abilities.
 - 2. Improve job performance to provide a higher level of service to the community.
 - 3. Ensure that personnel assigned to specialized or supervisory positions receive training pertinent to those positions.
 - 4. Facilitate the career development of personnel in advanced areas of training and require them to share acquired knowledge with others who may benefit.
 - 5. Make unique training opportunities available to all personnel so that all personnel will be adequately prepared to fulfill the responsibilities of their present assignments and can work towards career goals as resources allow.

- B. The recommendation and provision of departmental training are considered a responsibility of all employees, but shall be the direct responsibility of the department's supervisory and command staff. All supervisors are expected to provide input and recommendations for departmental training. This

will be done at least on an annual basis, but can be whenever a supervisor deems it necessary, e.g., due to a deficiency noted during inspection or review, following field observations or consultation with field personnel, after a change in a job description or SOP, and/or following a job reassignment.

- C. The coordination and implementation of departmental training will be overseen by the Chief of Police or designee. As the Training Officer they will identify and evaluate training needs, which will include requesting an assessment of the training needs from each supervisor for the department and personnel under their command. This may consist of an evaluation of the entire shift as well as each individual officer. Additional duties of the Training Officer include the following:
 - 1. Developing a training program, using both internal and external instructors and subject matter experts, that ensures a fair distribution of training opportunities for all personnel, and will fulfill the department's training needs as determined by the above needs assessment and as mandated by the Maine Criminal Justice Academy (MCJA) Board of Trustees.
 - 2. Scheduling or assigning officers to training classes, maintaining lesson plans, and soliciting feedback in order to maintain quality control of course content.
 - 3. Keeping a written record and database of training activities.
 - 4. Assisting the Field Training Officer (FTO) Supervisor in the oversight of the FTO program to ensure that program requirements have been met.
- D. All members will be required to attend any assigned training unless excused by the supervisor who assigned the training for a legitimate illness, family emergency, pre-scheduled discretionary time off, or a work-related emergency or assignment.
- E. Unexcused absences shall be explained in writing to the Training Officer or supervisor in charge of the training session.
- F. Attendance will be documented by the department instructor or liaison and provided to the Training Officer.

IV. Annual Retraining / In-Service Training:

MLEAP 3.06

- 1. The department shall conduct annual in-service training, including new law updates, technological advances, and revisions to agency policy, procedures, rules, and regulations. In-Service training will consist of both mandatory and non-mandatory training. Per State annual retraining standards, all officers are responsible for completing a minimum of 20 hours of training per year (10 hours as mandated by the MCJA, and ten mandatory hours).
- 2. Mandatory **ANNUAL** training will include:
 - i. Firearms training and qualifications. **MLEAP 3.01**
 - ii. Statutory and case law updates, with emphasis on changes per MCJA.
 - iii. Use of force SOP - lethal, and Conductive Energy Weapon (CEW) proficiency. **MLEAP 3.02**
 - iv. Vehicle Pursuits **MLEAP 7.15**
 - v. De Escalation **MLEAP 6.11**
 - vi. Duty to Intervene **MLEAP 6.12**
 - vii. Bloodborne pathogen/exposure control.
 - viii. Fire extinguisher training.
 - ix. Workplace/Sexual Harassment **MLEAP 2.11**
 - vi. Dealing with mentally ill / emotionally disturbed persons.
 - vii. CJIS Security Awareness
 - viii. Other topics mandated by the MCJA, state or local legislation, or the Chief of Police.

3. Mandatory **BIENNIAL** training will include:

- i. Ethics/integrity training.
- ii. Bias-based policing, including legal issues. **MLEAP 2.01**
- iii. Use of force SOP - less lethal weapons (impact tool, chemical agent, *PepperBall*, impact projectile) proficiency. **MLEAP 3.04**
- iv. CJIS limited access training
- v. A tabletop or full-scale exercise, or a command/supervisory staff discussion and review of plan assessing agency capabilities with all-hazards plans and Incident Command System (ICS). **MLEAP 8.07**

4. Other retraining topics may also include:

1. Agency policy and procedures, with emphasis on changes or updates.
2. Laws/rules or arrest, search, and seizure.
3. Domestic violence.
4. Exercising discretion in the decision to invoke the criminal justice process.
5. Interview, interrogation, and new/innovative investigative techniques.
6. Emergency operation of vehicles.
7. Care, custody, restraints, and transportation of prisoners.
8. CPR, AED, first aid, officer self-care.
9. MARC / defensive tactics.
10. Property and evidence collection and handling.
11. Collection of criminal intelligence information.
12. Report writing/records management.
13. Functions of the agency in the local criminal justice system.

V. PROMOTION / SPECIALIZED TRAINING

MLEAP 3.08, 3.18

A. Promotions and specific departmental assignments and functions may require specialized training to enhance the knowledge, skills, and abilities beyond a level taught in general recruit training.

B. An officer who is promoted to a supervisor or command level position or assigned to a new specialized assignment (e.g., Detective, School Resource Officer, Court Officer, Accident Reconstructionist, Canine Officer, CNT, Dive Team, or SWAT member) will receive training commensurate with the new assignment's responsibilities prior to or within one (1) year of assignment. The immediate supervisor will be responsible for providing or arranging for the training, which should include:

1. Development and enhancement of the skills, knowledge, and abilities particular to that specialty. This shall include, but not be limited to, Interview and Interrogation, Leadership, Management, Public Information, or Background Investigations. **MLEAP 3.16, 5.04, 7.07**
2. Performance Evaluation of personnel assigned to a supervisory role. **MLEAP 4.09**
3. Department rules and procedures, personnel policies, and support services specifically relating to the new function or unit.
4. Supervised on-the-job training until the officer can be scheduled to attend training in topics relevant to the function or unit.
5. Training for SWAT, CNT, K9, and the Dive Team will be consistent with the department SOP. **MLEAP 3.09, 3.10**
6. An individual that conducts Internal Affairs Investigations for serious and/or gross deviation of policy and/or law, that could potentially result in demotion, termination or criminal charges has received training in conducting the internal investigations. **MLEAP 3.19**
7. Required firearms qualifications will be coordinated by the department's designated range officer(s) and will conform to the specifications set forth elsewhere in this policy and the MCJA

Standard for firearm qualifications.

MLEAP 3.01

VI. CIVILIAN OR VOLUNTEER TRAINING

MLEAP 3.07

- A. All civilians appointed to positions with the Orono Police Department will receive, at a minimum, orientation in the role, purpose, goals, policies and procedures of the department, their duties and job expectations, working conditions and regulations, and responsibilities and rights of employees.
- B. In-service training for civilian personnel will be provided to update skills and to increase job knowledge for new responsibilities.
- C. The above training should be requested through and/or arranged by the employee's immediate supervisor.

VII. Emergency Communication Specialists (ECS) Training

MLEAP 3.17

- A. The telecommunications for Orono Police Department is facilitated by the Penobscot Regional Communications Center

VIII. TRAINING RECORDS

MLEAP 3.05

- A. The Training Officer will maintain a file in PowerDMS of all approved training.
- B. The Training Officer, or a designated lead instructor, will maintain records of in-house training classes conducted by the agency, including:
 - 1. Course title, content.
 - 2. A roster of attendees.
 - 3. Individual test results, if administered.
 - 4. Hours of instruction
- C. The Training Officer shall document employee attendance at all training in PowerDMS, to include:
 - 1. Name of course.
 - 2. Date(s) attended.
 - 3. Length of course, in hours.
 - 4. Name(s) of presenter(s)
- D. The employee's training record shall be updated following the successful completion of each training program. Employees wishing to receive credit for relevant courses or schools attended in a personal, off-duty capacity shall be responsible for providing the required information to the Training Officer.
- E. All other applicable training records, including an officer's Field Training Manual documentation, will be filed in the Training folder of the individual employee's personnel file. Likewise, employees shall submit copies of any training certificates received to the Training Officer, who will ensure they are filed in the Training folder of the employee's personnel file.
- F. Training records are considered part of the employee's personnel file. As such, they are considered confidential (Title 30-A MRSA, § 503) and shall not be released outside the agency without specific legal authority. Any outside request, including any legal process demanding the release of training records, shall be forwarded to the Freedom of Access Act (FOAA) designee.