

Pasco Police Department Policy Manual

TRAINING AND CAREER DEVELOPMENT	Chapter No. 33
Effective Date: 04/01/2018	Reference: Chapter 21 - Classification and Delineation of Duties and Responsibilities
Revised: 06/15/2021	AO 460 – Travel Authorization SWAT Procedure Manual

33.1.1 TRAINING COMMITTEE

Under the direction of the Field Operations Captain, a committee to assist in the development of the training function shall be formed. The committee will report to the FOD Captain.

The Training Committee shall include the department lead training cadre in each specialty. To include, but not limited to, Firearms, EVOG, Defensive Tactics/Use of Force. The sergeant responsible for training will sit on the committee. The chief may add additional staff based on need.

The selection of committee members is by assignment to the position. When vacancies or a need is identified, a notification will be sent out to personnel. Recommendations are to be forwarded to the Chief of Police through the chain of command. The Chief of Police, or designee, will appoint a lead instructor.

The training committee assists in developing and evaluating training needs for agency components. They should solicit suggestions from those that they represent. Ideas and suggestions should be discussed and recommendations made based on the merits of the suggestions and the training need. Barring budgetary limitations, the recommendations of the committee will have a significant impact on training programs.

33.1.2 TRAINING PROGRAM ATTENDANCE

Training schedules provided by training instructors are given to shift supervisors and posted in the squad room. Scheduled block training is considered mandatory training for all sworn personnel. Segments may be deemed mandatory for other personnel, and the training coordinator will make proper advance notification to affected supervisors for scheduling purposes.

Attendance rosters are recorded at all in-house training sessions. The information is entered into the training record of the employee.

Sworn personnel are scheduled for a minimum of 24 hours of in-service training per year. Exceptions may be allowed under the following circumstances:

- Illness
- Personal emergency
- Police emergency
- Court
- Direction of the Chief

33.1.3 OUTSIDE TRAINING REIMBURSEMENT

The department budget for travel and training pays for all authorized training registration fees and associated training costs, including mileage, meals, and housing, in compliance with AO 460 – Travel Authorization.

Overtime compensation is made as outlined in the collective bargaining agreements and applicable City policy.

The training discussed in this section does not include continuing education benefits, which are outlined in department standard 21.1.3 E.

33.1.4 LESSON PLAN REQUIREMENTS

All training programs or courses conducted by the department require the development of a lesson plan. These lesson plans will include the following:

1. Statement of performance and job-related objectives
2. Content of training and specification of the appropriate instructional technique, such as performance, lecture, group discussion, panels, or seminar
3. A list of resources used in the development of the curriculum (literary works, legal findings, and other documents to support the requirement)
4. A list of resources required in the delivery of training
5. Lesson plan approval
6. A criterion test, with test answers if applicable.

Lesson plans ensure that the subject to be covered is addressed completely and accurately and is properly sequenced with other training material.

Responsibility for proper lesson plan development rests with the training coordinator. The training coordinator maintains a copy of each completed lesson plan.

33.1.5 REMEDIAL TRAINING

Remedial training is designed to correct an individual's deficiencies. The need for remedial training can be recognized as a result of a performance evaluation conducted by the individual's immediate supervisor, unsuccessful completion of a criterion test given after a particular training program, or during an inspection.

Failure or unsatisfactory performance in the following areas will require remedial training.

- Training mandated by state law or department directives.
- Areas including, but not limited to, all weapons qualifications, training techniques, and driving skills.
- Any aspect of law enforcement that incurs liability because of a lack of proper training or proficiency on the part of the employee.

A supervisor or department instructor identifying an employee's need for remedial training will notify their immediate supervisor. That supervisor will then notify the affected employee's chain of command to make them aware of the employee's need for remedial training. Remedial

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training will be made available by the training coordinator as the need arises. Training will be scheduled as soon as possible after the deficiency is observed or brought to the attention of the training coordinator or a supervisor. The timeframe in which an employee must satisfy remedial training objectives will vary depending upon the nature and complexity of the learning/training issue. Remedial training should be completed within 60 days. The remedial training provided will be documented.

Personnel designated to receive remedial training are required to attend the appropriate classes. Failure to participate will be reported to the Chief of Police via the chain of command. Disciplinary action may result.

33.1.6 MAINTENANCE OF TRAINING RECORDS

The Training Coordinator keeps all training records up to date using PowerDMS. These records include criterion testing scores or proficiency scores when applicable.

Training records include:

1. Employee Name
2. Course titles, when and where attended
3. Number of hours of instruction
4. Criterion test scores/results

Personnel training records will be updated following participation in training programs. The employee will forward the training documents to the training coordinator for outside courses.

33.1.7 MAINTENANCE OF RECORDS FOR IN-HOUSE TRAINING

The training coordinator maintains records of training conducted in-house by the department. Lesson plans are kept per the Washington State Retention Schedule. In-house training involves only the Pasco Police Department employees and may include courses developed for the training program, roll-call training, or video training. Training records of the classes include:

- Course content (lesson plans)
- A roster of attendees
- Individual results of tests, if administered
- Hours of instruction.

33.1.8 INSTRUCTIONAL ENVIRONMENT

It is the policy of the Pasco Police Department that all training information and materials presented in association with the Department or at Department facilities must conform to proper standards and professional ethics.

- Information and materials presented should be free of discriminatory, prejudicial, biased, insulting, defamatory, sexual harassment, and/or unethical statements, actions and/or innuendo.
- The Department expects all employees conducting training classes to avoid making statements that stereotype or generalize any segment of the community in a negative fashion.

33.2.1 ACADEMY ADMINISTRATION AND OPERATION

Pasco Police Department does not operate their own training academy.

33.2.2 ACADEMY FACILITIES

Pasco Police Department does not operate their own training academy.

33.2.3 STATE TRAINING ACADEMY

The Washington State Criminal Justice Training Commission is responsible, by state statute [RCW 43.101.200](#), for the development and implementation of training programs designed to upgrade the level of competency of criminal justice personnel. This includes the Basic Law Enforcement Academy. The commission is committed to providing high-quality training programs, which reflect the needs of criminal justice agencies throughout the state. The commission and the staff exist as a resource to agencies in the development of criminal justice personnel.

The Pasco Police Department sends all entry-level officers to the Basic Law Enforcement Academy for their basic certification.

The Pasco Police Department, upon request of the commission, provides instructors and other resources to the academy. Such requests are dependant upon financial and staff considerations.

The Pasco Police Department assumes all normal liabilities for its employees being trained at outside academies.

33.2.4 INSTRUCTION ON DEPARTMENT POLICIES AND PROCEDURES

The state-sponsored academy training does not cover policies and procedures that are specific to the Pasco Police Department. All relevant departmental policies, procedures, rules, and regulations are covered during the field training of new employees.

All new hire officers are required to successfully complete the Field Training Program. This training is in addition to the state academy/equivalency process.

33.3.1 INSTRUCTOR TRAINING

All department personnel, who are selected or designated as instructors, receive the following training prior to instructing:

- Lesson plan development
- Instructional goal development
- Instructional techniques
- Criterion testing and evaluation techniques
- Resource availability and use

The Field Operations Captain is responsible for ensuring the instructors receive the above training. This training will be conducted in conjunction with the Washington State Criminal Justice Training Commission and/or private enterprise.

33.4.1 RECRUIT TRAINING

All newly hired entry-level officers must successfully complete the basic law enforcement academy in accordance with the rules and regulations of the Washington State Criminal Justice Training Commission. Newly appointed officer candidates will not receive any assignment in any capacity in which they are allowed to carry a weapon or be in the position to make an arrest, except as part of the Field Training Program (PTO). Newly appointed officer candidates may receive administrative assignments for a period of time prior to entering the formal training program.

Lateral entry officers, who previously completed the Washington State Basic Law Enforcement Academy and are currently certified, proceed directly into the department training program. Lateral entry officers whose basic recruit training occurred in a state other than Washington must successfully complete the Washington State Basic Law Enforcement Academy.

33.4.2 RECRUIT TRAINING PROGRAM

The training academy attended by newly appointed officer candidates provides an orientation handbook and curriculum that includes information that will serve the interests of both the Pasco Police Department and the recruit. This information includes:

- The organization of the academy.
- The academy's rules and regulations.
- The academy's rating, testing and evaluation system.
- The physical fitness and proficiency skill requirements.

33.4.3 POLICE TRAINING PROGRAM (PTO)

Upon completion of the requirements of the Washington State Criminal Justice Training Commission (WSCJTC) for certification as a law enforcement officer, all newly hired sworn personnel will receive field training following the department's PTO model. In some circumstances, the Chief of Police may elect to have a recruit start the PTO program before entering the WSCJTC Basic Academy. The PTO program is divided into four phases, each 3 weeks in length with 1-week evaluations inserted at the midpoint and the end, a total of 14 weeks.

All new officers must successfully complete the PTO program and other requirements before passing probation. The Field Operations Captain will ensure that student officers are assigned to each of the patrol shifts during their assignment in the PTO program when scheduling and manpower permit. The PTO's will conduct regular evaluations of the recruits to evaluate skill and knowledge and provide guidance.

When Police Training Officer (PTO) positions become available, commissioned officers may apply following the process of the specialized positions outlined in 11.5.1. If selected as a PTO, training will be completed through WSCJTC or outside training approved by the Chief. In addition, PTO's will attend periodic in-service training.

The Training Coordinator is responsible for the supervision of the Police Training Officer program. PTO's will maintain liaison status with the Training Coordinator throughout the training period. During the time officers are attending the academy, the Training Coordinator maintains

liaison status with the officer and the academy staff.

33.4.4 ENTRY LEVEL TRAINING

Reserve officers must successfully complete the Reserve Law Enforcement Academy in accordance with the rules and regulations of the Washington State Criminal Justice Training Commission. The Reserve Academy curriculum adopted by the Commission is designed similar to that of the Basic Law Enforcement Academy, including student performance objectives for each instructional block. It is designed to provide Reserves with the basic knowledge and skills required for safe, proper and effective law enforcement service.

All post-academy training for sworn volunteer officers conducting any law enforcement function is equivalent to that provided to any full-time sworn law enforcement officer. Reserve officers are prohibited from performing any law enforcement related duty for which specific training has not been provided.

33.5.1 IN-SERVICE, ROLL-CALL AND ADVANCED TRAINING

In-Service Training: All sworn personnel are scheduled for a minimum of 24 hours of in-service training per year. This training includes refresher or advanced training. The purpose of in-service training is to keep personnel up-to-date with new laws, technological improvements, and, revisions in policy, procedures, rules, and regulations. In-service training may also be designed to provide supervisory, management, or specialized training to participants and/or items of general interest and concern.

Full-time sworn personnel are required to attend scheduled department training on defensive tactics, firearms, and emergency vehicle operations course (EVOG). Reserves will attend in-service training according to functions performed.

Roll-Call Training: Patrol supervisors are responsible that the roll-call, or briefing, is used for training purposes as much as possible on a daily basis. Department policies, procedures, and rules should be discussed to make certain there is a clear understanding of their purposes.

Videotapes provided by the training coordinator would be available to supplement this training.

Advanced Training: Advanced training is considered the type of training provided at the Federal Bureau of Investigations (FBI) National Academy, the Southern Police Institute, Northwestern University Traffic Institute, International Association of Chiefs of Police (IACP), or other similar schools.

This training is designed to improve the professional competence of officers who have demonstrated leadership capabilities.

33.5.2 ROLL CALL TRAINING

Each patrol shift should provide a 15-20 minute briefing to the oncoming shift, when practical. If needed, a block of time is set aside for training purposes. This training can include any topic. An officer, supervisor, or an outside source may provide the training. Examples of briefing training provided by the department include:

- A. Legal Updates: Review of the Law Enforcement Digest, which updates current statutory and case law. Officers or supervisors, who have attended advanced training in areas such as domestic violence and DUI enforcement, pass the

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training information at briefing.

- B. Safety Issues: The training officer provides videotape training on issues such as; high-risk traffic stops, contacting suspects, ABS braking systems, and vehicle airbags.
- C. Policy Updates: This includes the field operations captain, who attends briefing for policy explanation and review.

33.5.3 ACCREDITATION TRAINING

All newly hired employees will be instructed in the accreditation process and the use of the policy and procedures manual. This instruction will be conducted during the employee's orientation training to departmental policies.

All employees will receive accreditation training during the self-assessment phase associated with achieving initial accreditation and each reaccreditation.

All agency personnel will receive accreditation training just prior to an on-site assessment associated with initial accreditation and each reaccreditation.

33.5.4 ACCREDITATION MANAGER TRAINING

Personnel assigned to the position of Accreditation Specialist shall receive specialized Accreditation Manager Training within one year of being appointed and shall be responsible for providing appropriate training to other personnel assigned to the accreditation process.

33.6.1 SPECIALIZED IN-SERVICE TRAINING

Many positions within the Pasco Police Department may require specialized training either prior to the assignment or as part of continued training within the assignment.

POSITION/ASSIGNMENT	REQUIRED TRAINING	CONTINUING TRAINING
Detectives to include: <ul style="list-style-type: none">• Metro• DEA• VCTF• Street Crimes	On-the-job training to familiarize officers with job functions, including criminal investigations and intelligence.	None required but ongoing training as deemed necessary by the supervisor.
K9 Unit	Certification in accordance with WAC 139-05-915 to include ongoing training.	Ongoing training requirements as required by WAC
Evidence Technician	Crime scene investigations. Any other training deemed necessary.	None required but ongoing training as deemed necessary by the supervisor.
Public Information Officer	On-the-job training to familiarize with job functions. Additional courses as deemed necessary.	None required but ongoing training as deemed necessary by the supervisor.
Traffic Officer	Successful completion of any or all of the following may be required: <ol style="list-style-type: none">1. Basic & advanced collision investigation2. BAC certification	The Traffic Officer will be required to maintain all certifications.

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	3. LIDAR & RADAR certification	
School Resource Officer	On-the-job training to familiarize with job functions.	None required but ongoing training as deemed necessary by the supervisor.
Area Resource Officer	On-the-job training to familiarize with job functions.	None required but ongoing training as deemed necessary by the supervisor.
Bicycle Patrol	An approved Bicycle certification course.	None required but ongoing training as deemed necessary by the supervisor.
Patrol Training Officer (PTO)	Certification through CJTC required.	None required but ongoing training as deemed necessary by the supervisor.
SWAT	Successful completion of the following approved programs (or equivalent) are required: Basic SWAT Course Participation in ongoing, regularly scheduled training exercises is required. Additional training as defined by regional SWAT policies and procedures.	As deemed necessary per regional SWAT policies and procedures.
POSITION/ASSIGNMENT	REQUIRED TRAINING	CONTINUING TRAINING
Defensive Tactics Instructor	Minimal requirement is successful completion of the following approved class: - Control Tactics Instructor Any or all of the following approved classes are recommended (completion of ALL listed classes is encouraged): - Defensive Tactics Instructor - OC Spray Tactics Instructor - Impact Weapons Instructor - Firearms Retention & Disarming Instructor - Ground Survival Tactics Instructor **DT Instructors can take the next step in training, which is the successful completion of an approved Master	Required within 3 years from the last date of certification in accordance with CJTC requirements.

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	Instructor Certification course.	
Emergency Vehicle Operations Instructor	An approved Basic EVOC Instructor certification course required.	None required but ongoing training as deemed necessary by the supervisor.
Firearms Instructor	<p>Minimum requirements are:</p> <ul style="list-style-type: none"> • Handgun instructor, level one (CJTC or equivalent) • Glock armorer • Patrol rifle instructor <p>If the initial handgun course doesn't include instructor development, then that course must be taken separately in addition to the weapons classes.</p>	<p>Instructor updates or re-certifications are required every three years.</p> <p>In-house firearms instructor development at least once each year. Other training as deemed necessary.</p>
Taser Instructor	Certification must be obtained through the manufacturer.	It is required every two years through the manufacturer.
Unmanned Aircraft Systems (UAS) Pilot	Certification in accordance with 14 CFR 107 Subpart C	It is required every two years. Ongoing training as deemed necessary by the UAS Coordinator.

A. Assignments that require specialized training prior to assignment and their job descriptions include:

1. Evidence Technician: Supervised by the ISD Sergeant. Assists patrol and detectives by processing crime scenes for evidence.
2. Firearms Instructor: Supervised by the training coordinator and provides weapons proficiency instruction to all sworn personnel.
3. K-9 Handler: Supervised by a patrol sergeant. K-9 teams assist patrol and detectives by searching for suspects and evidence.
 - Ongoing training requirements as required by WAC

B. Assignments that may require specialized training after assignment are:

1. Crime Analyst: Supervised by the street crimes sergeant. Analyzes crime trends and uses intelligence information to identify targets of crime, types of crimes, and criminal suspects.
2. Supervisory Positions: Supervised by the next higher rank, positions range from sergeant to deputy chief.
3. Collision Investigator: Supervised by a patrol supervisor. Collision investigators conduct traffic collision investigations and collision reconstruction.
4. Detective: Supervised by detective sergeant. Detectives conduct investigations of felony crimes.
5. PTO Sergeant: Supervised by the FOD Captain. The training coordinator

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arranges and documents all department-sponsored and authorized training.

7. Police Training Officer (PTO): Supervised by the field-training sergeant and responsible for training new employees while on-the-job.
8. Emergency Vehicle Operations Instructor: Supervised by the training coordinator and responsible for designing, preparing, and teaching EVOC to employees of the police department.
9. Bicycle Patrol Officer: Supervised by a patrol supervisor. Bicycle officers conduct routine police patrolling on bicycles or in a police car.
10. Accreditation Specialist: Supervised by Deputy Chief of Police. The Accreditation Specialist updates and maintains department files to retain state and national accreditation status.

C. Each of the positions outlined above receives specialized training. This training aims to develop/enhance the knowledge, skills, and abilities particular to the specialization. This training will include at a minimum:

- Supervised on-the-job training.
- Information regarding the personnel policies specific to that position.

33.6.2 SWAT TEAM - TACTICAL RESPONSE TEAM TRAINING PROGRAM

See Tri-City Regional SWAT Team Operations Manual

33.7.1 CIVILIAN ORIENTATION

All newly appointed civilian personnel attend an orientation program introducing them to the department. This orientation program includes an explanation of:

- The department's role, purpose, goals, policies, and procedures
- Working conditions, rules, and regulations
- Rights and responsibilities of employees

The orientation consists typically of a meeting between the new employee and a member of the Personnel Department. Assigned supervisors will share additional information.

33.7.2 CIVILIAN PRE-SERVICE AND IN-SERVICE TRAINING

A. Pre-Service Training

Certain civilian positions within the department require training on specific job duties before assuming the responsibility. This training may consist of any of field training or formalized classroom instruction. Civilian positions requiring prior training are:

- Evidence Technician
- Crime Analyst
- Lead Police Service Specialist
- Police Service Specialist

B. In-Service Training

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All civilian employees receive annual retraining to update skills and increase job knowledge. This can be a combination of formal and on-the-job training.

Civilian personnel will be provided the opportunity to participate in in-service training programs sponsored or coordinated by the Pasco Police Department. The employee's supervisor must approve training requests.

The training coordinator shall maintain all training records and relevant data in the same manner prescribed for sworn personnel.

33.8.1 TRAINING OF SUPERVISORY PERSONNEL

The training coordinator will ensure that all supervisors receive training that will enable them to carry out their career development program responsibilities. This training includes, but is not limited to:

- General counseling techniques.
- Skills, knowledge, and abilities assessment.
- Salary, benefits and training opportunities.
- Education opportunities and incentive programs.
- Awareness of cultural background of ethnic groups.
- Record keeping techniques.
- Availability of outside resources.
- Community policing strategies.

[Note: The Washington State Criminal Justice Training Commission's First Line Supervision class meets these criteria.]

33.8.2 SKILL DEVELOPMENT UPON PROMOTION

As personnel promote, the skills necessary to perform at a given level may change to require supervisory, management, and administrative skills and knowledge. The Pasco Police Department will provide either in-service or outside training for newly promoted personnel prior to their promotion or at the earliest possible date following the promotion.

33.8.3 CAREER DEVELOPMENT PROGRAM

As part of an employee's annual performance evaluation, supervisors discuss and set goals for individuals to include performance or career interests. This process encourages employees to plan for and think about future career possibilities while providing an avenue for greater job satisfaction. An employee who develops their skills, abilities and/or interests, further enhances the department as a whole, while contributing towards departmental goals such as staff retention, maintaining a high level of staff training, and providing excellent service to the community.