

# POLICY AND PROCEDURE

**No: 145**



## Annual Retraining Program/ In Service Training

**Massachusetts Police Accreditation Commission Standard 33.5.1**

Date Issued August 31, 2016	Date Effective October 1, 2025	Revision No. 3	No. of pages 4
Review Date November 1, 2026			

### **1. POLICY:**

The Worcester Police Department recognizes that training is one of its most important responsibilities. The department realizes that a process of continual training and updating is necessary in order to maintain a high level of professionalism. All aspects of training, whether recruit training, specialized training, in service training or training conducted at department meetings, are designed to enhance an employee's ability to perform the functions demanded in police work in today's society.

A comprehensive training program will help provide the department with employees who are better prepared to act decisively and correctly in any given situation. It will also increase the effectiveness and productivity of individual employees and foster greater cooperation between employees and units within the department. All of these benefits enhance the department's ability to achieve its goals and objectives. It is the policy of The Worcester Police Department to provide, or make available as resources allow, training in all areas of policing that will benefit both the department and its employees.

### **2. MANDATORY TRAINING FOR POLICE OFFICERS:**

Certain areas of police work require continuous training. The department will conduct mandatory training in each of these areas and administer written, oral or practical tests to ensure that all officers meet or exceed the minimum acceptable standards. The level of proficiency required to achieve minimum acceptable standards will be set by the Chief of Police, unless superseded by law or other authoritative body.

### **3. RECRUIT TRAINING:**

The Municipal Police Training Committee (MPTC), an agency of the Executive Office of Public Safety and Security (EOPSS), establishes training standards for the men and women who serve as police officers throughout the Commonwealth. Additionally, MGL Chapter 41 §96B reads in part, "...Every person who receives an appointment to a position on a full-time basis in which he will exercise police powers in the police department of any city or town, shall, prior to exercising police powers, be assigned to and satisfactorily complete a prescribed course of study approved by the municipal police training committee..." **MPAC 33.5.1**

As the governing body, the MPTC also approves recruit academies run by municipal police departments statewide. Upon graduation from a MPTC Approved Police Academy the student officer

will have successfully completed the prescribed course of study for basic police training, to exercise police powers, as mandated by Massachusetts General Laws, Chapter 41, § 96B.MPAC 33.5.1

#### **4. MANDATORY IN-SERVICE TRAINING:**

In accordance with MGL Chapter 41 §96B, “Every police officer on a full-time basis in any such municipal police department, shall be assigned to and shall attend a prescribed course of study approved by the Municipal Police Training Committee for in-service officers...”. Unless otherwise specified by the Chief of Police, In-Service Training for all Worcester Police Officers and Officials shall meet or exceed Municipal Police Training Committee standards, consist of 40 hours annually and include, but not be limited to, the following subject matter:MPAC 33.5.1

- a. **Firearms Training:** All officers must attend and successfully complete firearms training as required by the Chief of Police. Each officer must qualify yearly with any firearm that the officer is authorized to use. Qualification shall involve not only the actual firing of the weapon, but also a passing score on the entire course of instruction. *In addition, each officer must show a level of proficiency in weapon handling skills and demonstrate adequate safety procedures at all times when participating in qualification and all other department firearms training sessions.* All firearms training shall be in accordance with MPTC standards.
  - i. **OFFICER'S WHO DO NOT QUALIFY:** Since an unqualified officer is possibly unable to safely defend his life or the life of another, the following procedures are established:
    1. The officer will undergo remedial training with a department firearms instructor until qualification is achieved.
    2. Any officer who does not qualify with his duty weapon, shall not carry that weapon to perform any police function until he is qualified, this includes scheduled details.
    3. Any officer who fails to qualify after such intensive training shall have the circumstances reviewed by the Chief of Police for further action.
- b. **First Responder / C.P.R. Training:** Under M.G.L. chap 111 sec. 201 all officers shall meet the standards for first aid training prescribed by the department and shall not be less than the standards established by the Committee on Cardiopulmonary Resuscitation and Emergency Cardiac Care of the American Heart Association, and shall be satisfactorily completed by them as soon as practical, but in no event more than one year after the date of their employment. Satisfactory completion of a refresher course approved by the department in cardiopulmonary resuscitation to be completed each year. Also, an approved four hour blocks of first aid every year to keep in accordance with the MPTC minimum requirements. The training and equipment for automatic or semi-automatic cardiac defibrillation shall meet standards prescribed by the department.
- c. **Legal Updates:** Legal updates will be based on content recommended by the Municipal Police Training Committee as well as any departmental needs identified by the Chief of Police, Unit Commanders, or Training Division personnel.
- d. **Defensive Tactics/ De-escalation and Use of Force Policy review and updates**

Remedial Training: Remedial training will be available for all mandatory training. A reasonable period of remedial training will be provided by the department, to assist an employee having a problem meeting the required minimum standard of performance, acceptable in that specific area.

Attendance: All employees assigned to a training program must report at the time and location specified, with the proper material and equipment necessary to complete the course. *In-Service Training shall be documented and the records input into the MPTC ACADIS records. MPAC 33.5.1*

Casual business will be the required manner of dress unless otherwise specified. At no time will cargo shorts and open-toed footwear (sandals/flip-flops) be authorized. The use of cell phones and other electronic devices will be prohibited during any course of training.

Instructors: All department instructors will submit copies of their lesson plans, tests and other related materials to Training Division for electronic and/or hardcopy retention. The instructors will prepare the necessary guidelines and format, for lesson plan development. *Instructor certification records will be maintained by the Worcester Police Department and uploaded to the MPTC's Acadis Portal upon completion of the training. MPAC 33.5.1*

Requests For Training Records: All request for training records, or any information held in a training record of any member of the department, shall be forward to the Office of the Chief or Chief's designee for review, response, and processing.

#### **4. SUPERVISORY TRAINING:**

It is assumed that by preparing and participating successfully in the promotional process, and having attained a command position based on their demonstrable level of knowledge, a supervisor has a significant understanding of constitutional/criminal law; relevant leadership, managerial, and organizational principles.

Newly promoted supervisors and command staff will participate in the following training programs or other leadership development training as required by the Chief of Police.

Captain: *FBI Law Enforcement Executive Development Association (FBI-LEEDA) Executive Leadership Institute* or available equivalent.

Lieutenant: *FBI Law Enforcement Executive Development Association (FBI-LEEDA) Command Institute for Law Enforcement Executives* or available equivalent.

Sergeant: Municipal Police Training School Basic Sergeant School or available equivalent.

#### **5. SPECIALIZED TRAINING:**

Any officer, upon being assigned a specialized task or duty, shall, at the first opportunity, attend and successfully complete a training program designed for that particular function and as defined by the Commanding Officer of that Division or Unit, pending departmental funding and staffing levels. Every attempt will be made to initiate this training as soon as possible.

This program will include enhancement of necessary skills, knowledge and abilities needed as to perform the duties of the assignment; information on the function and objectives of the assignment; performance standards expected from the assigned, and any special policies, rules or procedures

assigned to the function.

Those assigned to the Investigative Units shall receive training specific to the task of interviewing and interrogation.

**6. CONFLICTING TRAINING PRESENTATIONS:** In order to address a broad training audience, many training presentations are generic in nature. All officers should be mindful that a training presentation usually provides only one perspective on the handling of a given situation. Previous training and experience, departmental policy, as well as local state and federal laws must be taken into consideration where applicable.

In cases where an officer believes that training received is in conflict with any of the above, the officer shall confer with Training Division staff.

An officer shall follow departmental policies, procedures, or any such laws in all cases where training that is received is in actual conflict with any of them.

Per:



*Paul B. Saucier*  
Chief of Police

\*\*\*Updated August 31, 2016 **Command Institute for Law Enforcement Executives and Executive Leadership Institute** switched to the appropriate rank.

Revision October 2025: Amended to reflect MPAC Standard 33.5.1