

CAMBRIDGE POLICE DEPARTMENT

Title: *TRAINING ADMINISTRATION*

Procedure: 3.700

Date Issued:

Revised:

PURPOSE:

To better prepare Department personnel to make decisive and informed decisions.

To maximize effectiveness and productivity.

To prevent civil and criminal liability by training all personnel in proper police procedures.

POLICY:

The Department has an obligation to provide a professional standard of law enforcement service to the community. In fulfilling that responsibility it is essential that Department personnel be properly trained. This is true not only at the entrance level where officers must receive basic training prior to their assumption of police responsibilities, but it is a continuous process throughout each officer's career.

PROCEDURE:

TRAINING GOALS

1. To provide job related training for all Department personnel.
2. To train employees to be better prepared to act decisively and correctly in a broad spectrum of situations.
3. To enhance employee productivity and effectiveness through greater job knowledge.
4. To foster cooperation and unity of purpose among Department members through common training.
5. To provide training for specialization, promotional opportunity, and general safety

of the employee and those with whom they come in contact

TRAINING FUNCTION

1. The training function within the Department will be vested with the Administrative Lieutenant. The Administrative Lieutenant is responsible for providing training for all personnel in accordance with the goals of the Department.

2. The Administrative Lieutenant is responsible for the following:

To implement the Department's Comprehensive Training Plan;

To ensure the requirements of the Maryland Police Training Commission are met.

To act as a liaison with the Training Commission.

To assist the in planning and developing training programs according to the needs of the Department;

To announce mandatory and all other available training for all personnel;

To maintain training records of all personnel;

To ensure training programs are being attended;

To assist in implementing training sessions.

To recommend instructors and develop training resources;

To evaluate and coordinate all training programs.

TRAINING COMMITTEE

1. The Training Committee is responsible for assisting, developing and evaluating training needs, and serve as a means of input from different components of the Department. The Training Committee shall work closely with the Administrative Lieutenant by providing suggestions and comments on all phases of the training function. These suggestions and comments are advisory in nature.

2. The Training Committee shall:
Develop and maintain a Comprehensive Training Plan;

Analyze training needs for both specific job categories and the Department in general;

Review current programs, suggest new programs and give recommendations for training needs;

Solicit suggestions and ideas for training programs from those members of the Department they represent; and

3. The committee shall be comprised of the following personnel:

- Administrative Lieutenant (ex-officio)
- One Sergeant
- One Patrol Officer
- One Detective
- One Police Communications Officer

4. Committee members shall be appointed by the Chief and report to the Administrative Lieutenant.

5. The Chief shall stagger the appointment of new committee members, excluding the Departmental Training Officer so that two new committee members will be appointed every January and serve for a two year period.

6. The Training Committee should solicit suggestions from those they represent. Ideas and suggestions should be discussed and recommendations made based on merit of the suggestion and the training need. Barring budgetary limitations, the recommendations of the committee will have significant impact on training programs.

7. The recommendations of the committee are advisory in nature and are not binding upon the Department. The Chief of Police shall have the final authority to determine training measures.

ATTENDANCE REQUIREMENTS

1. The Administrative Lieutenant will give written notice of training by routing a notification of training memo through the proper channels to the officer.

2. Personnel assigned to authorized training programs are required to attend all classes and other activities, except under the following circumstances:

- illness;
- personal emergency;
- vacation;
- police business emergency; or
- authorized release from attendance.

3. The Administrative Lieutenant shall be notified in all cases when an officer is unable to attend training. The officer scheduled for training shall notify the on duty supervisor or the Administrative Lieutenant whenever unable to attend training.

4. Where training is mandatory by law, the Administrative Lieutenant will make necessary arrangements for makeup training.

5. It will be the responsibility of the officer to arrange with the class instructor to make up necessary work or assignments. Excessive absence, or unexcused absence may result in being withdrawn from the class, in not being credited with successful completion, and/or appropriate disciplinary measures.

6. All personnel completing training courses shall receive documentation of such

and a copy of the record shall be placed in the officer's file.

7. Attendance rosters will be made on all in-house training.

TRAINING COST REIMBURSEMENT

1. Generally, officers will not be reimbursed for mileage, food or lodging for attending training within the Department's service area. Special circumstances and exceptions for reimbursement will be reviewed by the Training Officer.

2. Reimbursement for mileage, meals and lodging outside the service area will follow the standards provided by the City of Cambridge procedures.

3. When possible, the Department will provide funds in advance for certain travel expenses.

4. Personnel must complete a travel expense report upon completion of the training program.

5. Overnight accommodations will be provided as appropriate. In situations where cost effective housing is available through the training facility, personnel will be lodged at said facility. In all cases the most cost effective housing shall be utilized.

6. All tuition and required fees for materials, books, etc. will be paid by the City

7. A Department vehicle may be used when available.

LESSON PLANS

1. Police Department in-service training programs shall require lesson plans.

2. In all training courses, lesson plans will be developed. These plans will include the following:

guidelines and format for lesson plan development,

a statement of performance objectives; and

content of training and specification of the appropriate instructional technique, such as lecture, group discussion, panels or seminar.

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

4. Instructors shall ensure that all periods of instruction are adequately covered by a lesson plan outline.

5. Lesson plans will be required of all departmental and non-departmental instructors.

6. Responsibility for proper lesson plan development rests with the Administrative Lieutenant.

7. Lesson plans shall include, as applicable, the following:
Teaching techniques (lectures, group discussion, panel).

Field experiences (operational experiences, observations).

Presentations (lectures, lecture-discussion, lecture-demonstration).

Problem solving (as reviewed by the Training Officer).

Simulations (case study and role play).

Statement of performance objectives.

8. Lesson plans shall be submitted to the Administrative Lieutenant prior to the training date. All lesson plans must be approved before training begins.

9. The Administrative Lieutenant will be responsible for the approval of lesson plans. This process is to ensure that lesson plans are consistent with departmental guidelines, policies and procedures.

TESTING PROCEDURES

1. Formal classroom instruction shall include written examination. Questions will be derived from instruction presented, shall have validity, and be job related.
2. A 70% grade will be necessary to pass a training program.
3. Personnel failing any written test shall be given additional training in areas of deficiency and retested.
4. The testing format may be a written exam or a performance exercise. Written exams can include multiple choice, true or false, fill in the blank or essay questions.
5. Test development should be a cooperative effort between the instructor and the Administrative Lieutenant. Final approval of all test questions and format will be the responsibility of the Administrative Lieutenant.

TRAINING RECORDS

1. A record of any training received by department personnel will be maintained by the Administrative Lieutenant.
2. Training records will include:
 Name
 Course title and instructor
 Where and when attended
 Hours of instruction
 Test score
 Copy of certificate
3. The Administrative Lieutenant shall maintain records of training conducted by the Department.
4. Training records of classes will include:
 Course title, content and instructor
 Lesson plan
 Names of attendees
 Individual results of any tests administered.
5. Training records will not be released to anyone outside the Department except with the approval of the Chief of Police.

POST TRAINING COURSE EVALUATION

1. The Administrative Lieutenant shall provide all personnel with a Training Program Evaluation Report form upon completion of any training course. These forms, when completed, shall be routed to the Administrative Lieutenant.
2. The Administrative Lieutenant shall meet with any officer who submits a negative evaluation. The meeting will be to critique the training course and provide a better understanding for the negative comments of the officer.
3. The Administrative Lieutenant shall determine if the training academy or instructor should be informed of the negative evaluation.
4. Copies of all evaluation reports shall be provided to the Training Committee for review.

TRAINING INSTRUCTOR

1. The Administrative Lieutenant is responsible for the selection of instructional staff for internal training programs. Instructors should possess demonstrated skill and knowledge in the topic they will instruct, as evidenced through their work, their formal training and previous instructing.
2. Personnel assigned as instructors for specific training will provide the instruction until the completion of the assignment. Training that needs to be repeated annually to ensure competency will necessitate continued training for the instructor. In most cases the tenure will be a minimum of five years.
3. Outside resources for providing instruction are necessary to meet many specific training needs. The selection process for these instructors is based on their experience, reputation and instructional material supplied to the Administrative Lieutenant. This material is not limited to, but should include a lesson plan listing:
 training goals
 performance objectives
 instrument for testing

4. The level of compensation for outside resources will be within the training budget, and approved by the Chief of Police.

