

CAMBRIDGE POLICE DEPARTMENT

Procedure 3.701

Title: *TRAINING - ROLL CALL, IN SERVICE, REMEDIAL, SPECIALIZED, ADVANCED AND CAREER DEVELOPMENT*

Date Issued:

Revised:

PURPOSE:

To establish training standards for professional and personal opportunities of growth and service.

To provide current and relevant information to assist officers in their daily duties.

POLICY:

Training is provided to accommodate Department needs and actualize the interest and concern which the Department has for the self improvement and personal development of its employee.

PROCEDURE:

ROLL CALL TRAINING

1. Roll call training is intended to inform officers of changing policies, orders, conditions within their immediate areas of assignment and other information of immediate importance.

2. Roll call training sessions shall be of short duration, and may be conducted at the beginning of the shift, during the shift for selected officers, or at the end of the shift, depending on the needs of the supervisor.

3. The Administrative Lieutenant and members of the Training Committee and the Field Training Officers shall continuously monitor information pertinent to the officer's function. This material, along with new and changed policies and procedures, shall be passed onto shift supervisors for review and dissemination at roll call.

4. Shift supervisors are responsible to see that roll calls are 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 purpose.

5. It is the responsibility of each patrol supervisor to plan roll call training on an as needed basis. Audio visual aids, literature, publications, etc. may be incorporated into short informational programs.

6. The Administrative Lieutenant will assist by providing informational materials and topics for roll call training. Specific programs will be initiated quarterly to cover areas of concern by the Department and stress uniformity in discussing the topic.

7. Department equipment, such as the VCR machine, slide projector, and video camera may be utilized for roll call presentations. Various VCR tapes and films are available through public and private sources to enhance a roll call training program. Supervisors can request, through the Administrative Lieutenant, VCR tapes that are designed to support the intended topic.

8. The Department's resource center can be utilized to find current information and plan roll call training topics. Various books, research material and publications are available to plan an effective roll call.

9. Instructional methods should include presentations that offer participation on the part of the trainee through discussion.

10. All roll call training will generally be conducted by the supervisor holding roll

call, or by another person who may have expertise in the subject matter.

11. To maintain a productive relationship between the Department and the Training Academy, officers recently attending the Academy may be asked to provide information on any new topics, techniques or procedures of concern or interest.

12. Officers are encouraged to request roll call training topics that would help in better understanding and discharging their duties.

13. Supervisors are expected to provide current and relevant topics for roll call training and discuss mutual concerns for roll call training at monthly staff meetings.

14. Evaluation of roll call training will be conducted by members of the Training Committee based upon observations and feedback from attending officers.

IN-SERVICE TRAINING

1. In-Service training is intended to augment previous training and acquired skills with current information regarding changes in legislation, advances in technology, and revisions in policy, procedures, rules or regulations affecting Department personnel.

2. All sworn personnel are required to participate in the In-Service training program as outlined by the Maryland Police Training Commission.

3. Mandatory firearms training is required by the Training Commission.

REMEDIAL TRAINING

1. Upon the recommendation of an officer's supervisor, the Administrative Lieutenant shall schedule training for those employees who:

Consistently demonstrates a lack of skill, knowledge or ability in job-task performance, based on evaluation

reports and first hand observations by supervisors.

Have received disciplinary action that may be corrected through supplemental training.

2. Notification of officers scheduled for remedial training shall be in writing. Upon completion of such training, evaluations of participants shall be forwarded to the Chief of Police.

SPECIALIZED TRAINING

1. To prepare personnel for new assignments the Department provides specialized training in those areas where a need has developed. Such schools have as their goal the development of specialized skills and knowledge within the framework of a police generalist.

2. Specialized training will be given to an officer BEFORE assignment in the following areas:

- Field Training Officer
- D.A.R.E. Officer
- Breath Alcohol Operator
- Accident Reconstructionist
- Firearms Instructor
- Communications
- Motorcycle Officer
- Canine Officer

3. Specialized training will be given to officers as soon as is practicable following their assignment to the following areas:

- Criminal Investigator
- Emergency Response Team Member
- Bicycle Officer

4. The Administrative Lieutenant shall refer to the Comprehensive Training Plan when assigning an officer to a training program for a specialized position, and ensure that such training will include:

Development and/or enhancement of the skills, knowledge and abilities particular to the specialization.

Management, administration, and supervision of the function.

Performance standards of the function.

The Department's policies, procedures, rules and regulations specifically related to the function.

Supervised on-the-job training.

5. The Administrative Lieutenant shall, when possible, initiate training for specialized positions within 30 days of the assignment.

ADVANCED TRAINING

1. Advanced training is considered the type of training provided at the FBI Academy, the Southern Police Institute and Northwestern University Traffic Institute.

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

3. Criteria and conditions for consideration of this advanced training are:

Meet the requirements of the advanced training institute.

Be in a supervisory or command position.

Approval of the Chief of Police.

4. Training requirements to be satisfied by the advanced training should include:

Management theory.

Utilization of resources to their maximum efficiency.

Supervisory Techniques.

Problem identification, evaluation and solving techniques.

5. Assignments following advanced training will be made so as to take maximum advantage of the employee's newly acquired knowledge and abilities.

CIVILIAN TRAINING

1. All newly appointed civilian personnel will receive the following training:

Orientation to the Department's role, purpose, goals, policies and regulations.

Working conditions.

Responsibilities and rights of employees.

2. Police Communication Officers are required to complete training on specific job responsibilities prior to assuming responsibility for the job assignment. Training includes:

Radio procedures.

Telephone and E911 procedures.

Computer operations.

Statistical management.

Prisoner handling.

Interpersonal communication.

Records management.

3. The Secretarial Staff shall receive training in the following:

Records management.

Interpersonal communication skills.

Computer operations.

Court records and procedures.

5. The Administrative Lieutenant will provide annual retraining for all civilian personnel to update skills and to increase knowledge for new job responsibilities.

CAREER DEVELOPMENT

1. Supervisors will be provided career development training through supervisory level courses such as, but not limited to, Supervision of Police Personnel.

2. All personnel promoted will receive specialty training in management techniques and skill development as required by the Maryland Police Training Commission.