

	DELMAR POLICE DEPARTMENT	
	Policy 3.1 Basic Training Requirements	
	Effective Date: 01/01/15	Replaces: N/A
	Approved: <u>Ivan Barkley</u> Chief of Police	
	Reference: DPAC: 1.5.8, 1.10.1, 1.10.2, 1.10.3, 1.10.5, 1.10.6	

I. POLICY

Today’s society is both multi-faceted and complex. In order to provide effective law enforcement services it is imperative that officers as well as non-sworn employees have the training necessary to accomplish their mission. The Delmar Police Department is committed to providing the training necessary to meet and exceed State requirements and contribute to employee’s career goals.

II. PURPOSE

To provide members of the department with details of the training required by the department and their responsibilities with regard to maintaining that training.

III. REQUIRED TRAINING – SWORN PERSONNEL

A. Basic Training

1. Sworn members of the Department are required to be certified by the Maryland Police and Correctional Training Commission (MPCTC) and the Delaware Council on Police Training (COPT). This certification currently requires officers to attend a Police Entry Level Training Program (MD) and or a Police Basic Training Course (DE). Comparative Compliance will be completed in the state in which the officer did not attend the complete training program. The officer must satisfy all the requirements as established by MPCTC and COPT.
2. Previously certified officers who apply for employment or re-employment must have their certification(s) in good standing, all in-service training completed or the ability to complete in-service requirements as established by MPCTC and or COPT.
3. In addition to any training required for certification, all sworn officers will complete the National Incident Management System (NIMS) training, appropriate for their rank, prior to completion of the Police Officer Training Program, or prior to completion of promotional probation in the event of promotion to a higher rank.

B. Field Training

1. All newly hired and re-employed sworn members of the Department are required to complete the department's Police Officer Training Program as outlined in Policy 3.2 within the time period specified.
2. Officers with prior experience may qualify for an expedited Police Officer Training Program if they were previously employed by the Department and have already completed the Police Officer Training Program; and
 - a. their separation from the Department does not exceed two (2) years; and
 - b. the Officer is able to demonstrate proficiency in all required areas; and
 - c. a recommendation by the Patrol Commander is approved by the Chief of Police or designate.

C. In-service Training

1. As required by law, all sworn personnel of the department shall obtain a minimum of eighteen (18) hours of approved in-service training. In-service instruction may include:
 - a. A review of changes or revisions in the State Laws.
 - b. Specialized training required at the direction of the Chief of Police and/or MPCTC / COPT based on assignment such as CPR, AED and Emergency Medical Responder/First Responders recertification.
 - c. Supervisory training.
 - d. Policies and procedures.
 - e. Hands-on arrest and defensive tactics training.
 - f. Firearms training and qualifications.
 - g. Specialized training topics in furtherance of job related skills and performance enhancement.
 - h. Training required by the legislature.
 - i. METERS/DELJIS/NCIC training and certification course for a minimum status of "less than full access" operator within one (1) year of employment followed by successful completion of an approved METERS/NCIC recertification course every two (2) years.
2. Sworn personnel are responsible for obtaining the required training necessary to maintain their certifications and any special certifications they may hold. The Department will provide officers with the training or provide the time and funding necessary to obtain the required training.

D. Supervisory and Administrator Training

1. A police officer promoted to a first-line, or higher, supervisor position, shall successfully complete MPCTC-approved supervisor training within 1 year of the promotion, unless the police officer successfully completed Commission-approved supervisor training within the 2 years preceding the promotion.
2. A police officer promoted to a first-line, or higher, administrator position is required to successfully complete Commission-approved administrator training within 1 year of the promotion, unless the police officer successfully completed Commission-approved administrator training within the 2 years preceding the promotion

IV. REQUIRED TRAINING – NON-SWORN PERSONNEL

A. Animal Control Officer – Basic Training & Certification

1. All animal control officers are required to maintain an active driver's license. Entry-level officers will receive training on the job in Maryland and Delaware state regulations and town ordinances for animals as well as administrative and animal handling duties.
2. Animal control officers will need to have training to access and use the Delaware Criminal justice Information System (DELJIS) database, and use the Law Enforcement Investigative Support Systems (LEISS) database under supervisory authority. The animal control officer shall complete such training within six (6) months of employment or assignment.
3. All newly-appointed animal care services personnel will also receive the following training from the Chief or designate:
 - a. Orientation to the department's role, purpose, goals, policies, and procedures.
 - b. Working conditions, rules, and regulations.
 - c. Responsibilities and rights of employees.

B. Civilian personnel

1. All newly-appointed civilian personnel will receive the following training from the Chief or designate:
 - a. Orientation to the department's role, purpose, goals, policies, and procedures.
 - b. Working conditions, rules, and regulations.
 - c. Responsibilities and rights of employees

2. All civilian personnel needing to have access to METERS/DELJIS/NCIC records shall complete such training within six (6) months of employment or assignment. Civilian personnel shall maintain METERS/DELJIS/NCIC accessibility through recertification courses as required.
3. The Department will provide civilian personnel with job specific training or provide the time and funding necessary to obtain that training.

V. TRAINING EXPECTATIONS

- A. Attendance - Department personnel are expected to attend any assigned training programs. Attendance will be documented either by the instructor or, in cases where the training is at location other than the department, documentation will be furnished by those responsible for the training. There are cases where attendance at a training program may be excused, such as for court appearance or sickness. Any absence must be properly excused by the administrators of the program. Any time lost must be made up before any certificate of completion is issued. Certificates will be issued to those students who complete any training program. Employees shall provide a copy of any certificates to the Administrative Commander for inclusion in the employee's training file.
- B. Materials and Supplies - with the exception of paper and pencils or pens, all *approved* expenses related to materials or supplies necessary for course completion incurred by department personnel as a result of required training will be reimbursed based on actual expense (receipts must be provided).
- C. Mileage Reimbursement - personnel who are required to use their personal vehicles to attend approved training will be reimbursed at the current city mileage rate. The Department reserves the right to provide personnel with a Town vehicle for transportation during approved training. Personnel who instead elect to use their personal vehicle or other form of transportation shall not be reimbursed for mileage or other transportation expenses unless approved in advance by the Chief of Police or designate.
- D. Per Diem Expenses – personnel attending approved out-of-town training requiring an overnight stay shall be reimbursed for meals at the current Town rate.
- E. Accommodations – personnel attending approved out-of-town training requiring an overnight stay shall be reimbursed for the cost of hotel accommodations (if not using a town authorized credit card). Approved reimbursement will be for the room only and shall not include fees for special services or entertainment (movies, laundry, pool/exercise access, etc.). Reimbursement for accommodations shall include the dates of training plus the night before the scheduled first day of training. Reimbursement will not be made for any nights exceeding the last day of training unless special circumstances exist (air transportation availability, dangerous driving conditions due to inclement weather).

1. Personnel may be required to reimburse the Town for unused pre-paid accommodation costs should the employee leave training prior to completion of the training course.
2. The decision for all reimbursements mentioned above shall be at the discretion of the Chief of Police.

VI. DEPARTMENTAL TRAINING

A. Performance-based training - This method of training requires the development of performance objectives. The use of performance objectives acquaints the training participants with the information they are required to know, the skills that must be demonstrated, and the circumstances under which the skills will be used. This approach also enables the instructors to relate training directly to the job performance that will be expected by supervisors. An employee who develops an outline for instruction of a topic must develop objectives which:

1. Focus on the elements of the job-task analysis for which training is needed.
2. Provide clear statements of what is to be learned.
3. Provide the basis for evaluating the participants.
4. Provide the basis for evaluating the effectiveness of the training program.

B. Lesson plans - Lesson plans are required for all training courses conducted or sponsored by the department. It is the responsibility of the individual instructor, whether a member of the department or not, to provide the Chief of Police, with a copy of the lesson plan for approval before each class. A copy of the lesson plan will be maintained along with rosters of personnel attending the training.

1. The lesson plan should include a statement of performance objectives, the content of the training, specification of the appropriate instructional techniques, references, relationships to the job tasks, responsibilities of the participants for the material taught, and plans for evaluation of the participants. The instructional techniques that might be used include:
 - a. Conferences (debate, discussion groups, panels and seminars).
 - b. Field experiences (field trips, interviews, operational experiences and observations).
 - c. Presentations (lectures, lecture-discussion, lecture-demonstration).
 - d. Problem investigations (committee inquiry, critical incidents).
 - e. Simulations (case study, simulation, games, and role-play).

B. Instructors

1. Instructors for all department training programs shall:
 - a. Have completed a MPCTC and or COPT Instructor Course and be certified as an instructor; and
 - b. Have a minimum of five years law-enforcement experience, and
 - c. Possess a demonstrated skill in an area of instruction; and
 - d. Be knowledgeable of teaching theories, methods, and practices and have some knowledge of law-enforcement practices.
2. Instructors enlisted from outside the department shall be approved by the Chief of Police or designate. The instructor must have demonstrated skill in his/her area of instruction and comply with requirements for lesson plans as previously stated. Any compensation must be approved by the Chief of Police.
3. Before being allowed to instruct any state-mandated courses at the department, instructors shall be certified MPCTC and or COPT Instructors and receive, at a minimum, training in:
 - a. Lesson plan development.
 - b. Development of performance objectives.
 - c. Instructional techniques.
 - d. Learning theory.
 - e. Testing and evaluation techniques.
 - f. Resources.
4. Normally, officers selected and trained as instructors in a particular subject will be expected to teach it as needed for a minimum of four (4) years.

VII. REMEDIAL TRAINING

- A. Remedial training is directed at solving or curing a particular problem or improving performance in a particular area, within a designated time and with clearly defined, expected results.
- B. Remedial training may be assigned as a result of discipline, counseling, recognized deficiency or performance evaluation.

VIII. TRAINING RECORDS

- A. Training records

1. The Chief of Police or designate shall maintain a training record for each employee that includes:
 - a. Dates of training.
 - b. The type and hours of training received.
 - c. A copy of any certificate received.
2. All departmental personnel shall have a separate training file maintained by the Administrative Lieutenant or designate.
3. The Administrative Lieutenant or designate shall maintain files on all in-house training courses or presentations, including:
 - a. Course content (lesson plans).
 - b. Personnel attending.
 - c. Any performance measures as ascertained through tests or demonstrations.