

Bowie Police Department - General Orders



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AUTHORITY Chief John K. Nesky	ACCREDITATIONS STANDARDS CALEA STANDARDS: 33.1.2 33.1.3 33.1.4 33.1.5 33.1.6 33.1.7 33.2.3 33.2.4 33.3.1 33.4.1 33.4.2	TOTAL PAGES 18
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I. POLICY

The City of Bowie Police Department will provide, through the use of in house instructors, allied agencies or other organizations, training to meet or exceed Maryland Police Correctional Training Commission (MPCTC) standards for certification as a Maryland Police Officer.

The Department will, to the extent resources are available, provide specialized and advanced training to police and civilian employees to develop the wide variety of skills and abilities required to perform the complex tasks associated with supervision, management and specialized police functions.

The Department will concentrate training resources on MPTC standards, critical functions, identified deficiencies, programs that improve operational effectiveness, employee development, and topic areas identified by the Chief of Police.

II. ORGANIZATION AND ADMINISTRATION:

- A. Authority: The authority and responsibility for all training for both sworn and civilian personnel shall be vested in the Operations Services Division.
- B. Management: Under the management of the Operations Services Division Commander, the Training Coordinator shall:
 1. Determine training needs through interaction with sources such as the Prince George's County State's Attorney's Office, Maryland Police Training Commission (MPTC), etc.
 2. Plan, develop, coordinate and implement "in-house" training programs that received prior approval by the Chief of Police or designee, and coordinate all other training programs for Departmental personnel.
 3. Notify supervisors and employees of required or approved optional training available.
 4. Notify supervisors and employees of scheduled training courses.
 5. Ensure that all personnel have attended and satisfactorily completed all mandated training.
 6. Determine job-relatedness of requested training through interaction with appropriate supervisory personnel.

7. Ensure that all training is directed towards the accomplishment of the Department mission by ensuring that each “in-house” program presented:
 - a. Focuses on the elements of the job for which formal training is needed;
 - b. Provides clear statements of what is to be learned;
 - c. Provides a basis for evaluation by the participants; and
 - d. Provides a basis for evaluating the effectiveness of the training program.
8. Assist the Command Staff in the selection of Department training instructors.
9. Maintain accurate records of all training received by Department employees.
10. Evaluate all training programs through employee and supervisor feedback.
11. Act as the Department liaison with police academy staff. (CALEA 33.4.3.d)

III. LESSON PLANS

Each instructor assigned to present a training class shall prepare a lesson plan for the course of instruction.

- A. The lesson plan shall be comprehensive and accurate. The lesson plan shall be required of both internal and visiting instructors unless the lesson has been pre-approved by MPTC.
- B. Guidelines for format of the lesson are to include:
 - a. Course: The title of the course or school (e.g., Emergency Vehicle Operations).
 - b. Subject: The title of the block of instruction the lesson covers (e.g., The Mechanics of Driving).
 - c. Instructional Unit: The subdivisions for each block of instruction. The subject “Vehicle Skills” may have instructional units covering backing, skid control, obstacles course, etc. (CALEA 33.1.4.b)
 - d. Lesson Number: Some courses will consist of more than one lesson. Number the lessons consecutively.
 - e. Method: The type of instructional procedures to be used. Method may include some or all of the following: (CALEA 33.1.4.b)
 - i. Lecture;
 - ii. Demonstration;
 - iii. Discussion; and/or
 - iv. Role playing.
 - f. Time: The amount of time needed to present the lesson.
 - g. Teaching Aids: Teaching aids to be used during the presentation. These may include:
 - i. Computer / projector;
 - ii. Handouts;

- iii. Multimedia;
 - iv. DVD;
 - v. Flip charts;
 - vi. Marker board or chalkboard; and/or,
 - vii. Power Point presentations.
- h. Reference Materials: List reference materials used in developing the lesson.
 - i. Assignments: List the assignments, if any, that will be given to the students.
 - j. Student Materials: List the materials the student will need in order to be prepared for the class (i.e., pencil, paper, calculator, ruler, etc).
 - k. Job Related Objectives: What the student should learn upon the completion of the class (i.e., "Upon completion of this course the student should be able to..."). (CALEA 33.1.4.a)
 - l. The lesson plan must indicate that the material presented in class will be reviewed prior to testing.
 - m. Type of test, if any, to be given, (i.e., essay, multiple choice, practical, etc). The Operations Services Division Commander must receive a copy of the test prior to the lesson presentation (CALEA 33.1.4.d)

IV. APPROVAL OF LESSON PLANS: (CALEA 33.1.4.c)

- A. All instructors shall, no less than thirty (30) days prior to the presentation of a lesson, submit a written lesson plan with a description of the learning objectives to the Training Coordinator who will ensure the lesson plan is within appropriate format as well as complete.
- B. Lesson plans needing MPTC approval for in-service credit will be forwarded by the Training Coordinator for processing.
- C. Lesson plans not approved by the Training Coordinator will be returned to the instructor for corrections.
- D. The Training Coordinator will maintain a record of all approved Departmental and MPTC lesson plans.

V. LESSON PLAN RETENTION

- A. All approved lesson plans will be maintained in a secure location by the Training Coordinator. Lesson plans shall be maintained within two categories:
 - i. Active
 - ii. Inactive
- B. Lesson plans should be updated every three years. Once a lesson plan is found to be obsolete or no longer necessary, it will be moved from the active file to the inactive file. Lesson plans will be maintained in the inactive file for at least three years plus six months from the last revision date, at which time they can be destroyed.

VI. LESSON PRESENTATION: Each class presentation shall include at least the following:

- A. Introduction: This first phase of instruction is used to prepare the student to receive the lesson or instruction that will be presented. The introduction should include at least the following:
 - a. At the beginning of each course, participants shall be instructed as to the performance objectives of the course, the type of testing that will be used and the requirements for a passing score. (CALEA 33.1.1.a & d)
 - b. Articulation of the objective(s) of the lesson.
 - c. Why the lesson is being taught.
 - d. The benefits derived from learning the material presented.
- B. Presentation: The step by step teaching of the material.
- C. Application/Demonstration: Explanation of the application of the material presented or hands on performance by the student when applicable.
- D. Review: A summary of the material presented with emphasis on major points of instruction.
- E. Test: The determination of the student's comprehension of the lesson content. All written tests are to be approved by a qualified instructor. Tests may be formal written exams or may consist of informal questioning sequences by the instructor or may include practical exercises. The purpose of any test shall be to ensure student comprehension of the covered material. A minimum score of seventy (70%) percent must be obtained to pass written exams. Practical exercises may be scored on a pass/fail basis.
- F. Course Critique: A written evaluation of the course content and effectiveness of the instructor as perceived by the student.

VII. CURRICULUM RECORDS: In addition to the Employee Training file, the Training Coordinator shall maintain records on training classes conducted within the Department and attended by Agency employee(s). These records shall contain:

- 1. Lesson plans or course content; (CALEA 33.1.7.a)
- 2. Names of Agency attendees; and, (CALEA 33.1.7.b)
- 3. Performance of individual attendees as measured by test, if administered. (CALEA 33.1.7.c)

VIII. TRAINING RECORDS:

- A. Attendance at all training schools or sessions shall be documented and records maintained by the Training Coordinator. The employee's training file shall be updated following the successful completion of each training program. Employees attending courses or schools outside the Department shall be responsible for submitting a certificate of completion or other appropriate documentation to the training files. This documentation shall be provided within three (3) days of receipt of a course completion certificate. (CALEA 33.1.6)
- B. "In-House" Training: The file for "in-house" training shall contain at least the following information.
 - a. The name and date of the course attended;
 - b. The length of the course in hours;
 - c. The name(s) of instructors;
 - d. Hours of MPTC credit awarded for each class, if applicable;

- e. The employee's performance as measured by test, if administered; and,
 - i. Participants of all in-service training courses may be tested on their ability to use the knowledge and skills covered in a course.
 - ii. Competency-based testing, based upon the performance objectives of the course, may be employed.
- f. A copy of the course certificate, if issued.

IX. RELEASE OF TRAINING RECORDS:

- a. Training records shall not be released outside the Agency without specific legal authority.
- b. Any outside request, including any legal process demanding the release of training records, shall be forwarded to the Captain through the chain of command who shall in turn determine the validity of the request.

X. INSTRUCTORS' QUALIFICATIONS AND TRAINING:

- A. Department instructors will meet the following criteria:
 - a. Have a minimum of five years of police experience; or,
 - b. Be a current certified instructor; or,
 - c. Possess clearly demonstrated skill in the subject matter; and,
 - d. Have knowledge of teaching theories, methods and practices
- B. Officers who instruct for the Department are to be Maryland Police Training Commission (MPTC) certified.
- C. Any officer selected to be an instructor is responsible for keeping his/her teaching credentials current for a minimum of ten (10) years.
- D. Instructor Training: Departmental instructors shall receive training, in the following: (CALEA 33.3.1)
 - a. Lesson plan development; (CALEA 33.3.1.a)
 - b. Performance objective development; (CALEA 33.3.1.b)
 - c. Instructional techniques; (CALEA 33.3.1.c)
 - d. Testing and evaluation techniques; and, (CALEA 33.3.1.d)
 - e. Resource availability and use. (CALEA 33.3.1.e)

XI. ATTENDANCE: (CALEA 33.1.2)

- A. Employees shall report to scheduled training assignments at the designated time in designated/proper attire with all required equipment. Employees who cannot avoid being late for training shall contact the Training Coordinator and provide an explanation for the tardiness and an estimated time of arrival. When feasible, notification will be made by the officer to the training class instructor. Employees shall be held accountable for completing any lost time.

- B.** Failure to report to scheduled training shall be handled in the same manner as failure to report for normal duty assignments.

- C.** The Department has limited monetary resources in the training budget. Officers are encouraged to sign up for training that will enhance their knowledge, promotional potential and career development. In an effort to get the most out of the Department's training budget, employees who fail to appear for Department scheduled training, without a legitimate excuse, are responsible for reimbursing the City for the cost of the training. The reimbursement is in addition to any disciplinary action that may be taken.

- D.** If an employee is unable to attend a training session, he/she must notify the Training Coordinator immediately, his/her own supervisor as soon as practical, and the Call Center immediately.

- E.** If an employee needs to leave class for any reason, notification must be made to the instructor. Upon returning, the employee must again notify the instructor. Missed portions of any program may be made up at the discretion of the instructor.

- F.** Employees whose official duty status is listed as light-duty may attend the classroom portion of any training, but any physical participation, limited by their status, will have to be made up as soon as the employee returns to full-duty status. If possible, employees whose duty status is listed as light-duty should expect to complete mandatory training if it is available during that period of time. Training must be made up as soon as practical.

- G.** The Training Coordinator shall be responsible for maintaining all training attendance records. A daily sign-in sheet for each subject will also be utilized. No later than 1000 hours on the next business day following an "in-house" training, session hosted by this Department, the instructor will either forward by memorandum or e-mail to the Training Coordinator roster certifying the date of training, the number of hours involved and the identity of the City of Bowie employees who attended. The Training Coordinator shall input all information into Skills Manager within 14 days of receiving the sign in sheets.

XII. REMEDIAL TRAINING: (CALEA 33.1.5)

- A.** Entry-Level/Recruit: The City of Bowie Police Department does not operate its own police academy. Any recruit officer failing to attain a satisfactory performance level at an allied agency's police academy shall be placed in remedial training as defined by the allied agency's remedial training policy as appropriate.

- B.** Performance:
 - 1. Any officer who fails to demonstrate a satisfactory performance level during a tour-of-duty will receive remedial training as appropriate.

 - 2. Deficiencies in the following areas shall be brought to the immediate attention of the officer's Commander and the Operations Services Division Commander for scheduled remedial training:
 - a. Firearms proficiency and safety;

 - b. Driving techniques;

 - c. First aid administration;

 - d. ASP Baton use;

 - e. Failing a MPTC required test;

 - f. Significant report writing deficiencies;

 - g. Pepper spray use; and,

- h. Officer safety skills.
- C. Officers who fail remedial tests shall be placed in an administrative assignment pending a disposition by the Chief of Police.

XIII. ENTRY LEVEL/RECRUIT TRAINING AND ORIENTATION:

- A. All newly hired recruits must successfully complete a MPTC certified entry level training program to which they are assigned by the Department prior to any assignment in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest, except while participating in the City of Bowie Police Department's Field Training Program as a non-certified employee. (CALEA 33.4.1)
- B. While a recruit is assigned to an allied agency's police academy for entry level training, the officer may not carry a weapon or exercise his/her authority as a City of Bowie Police Officer until successful completion of the training.
- C. All new recruit personnel shall be provided an academy handbook from the allied agency at the time academy training begins.
 - 1. The recruit training program shall include:
 - a. A curriculum based on tasks of the most frequent assignment associated duties of officers who complete recruit training; (CALEA 33.4.2.a)
 - b. Use of evaluation techniques designed to measure competency in the required skills, knowledge and abilities expected of a patrol officer; and, (CALEA 33.4.2.b)
 - c. Minimum standards of the Maryland Police Training Commission.
 - 2. All recruits shall be expected to comply with all City of Bowie Police Departmental Orders and lawful orders issued by academy staff members. (CALEA 33.2.3)
 - 3. All recruits will have access to the Employee Assistance Program for confidential counseling services. (CALEA 33.2.3)
 - 4. The Department is responsible to provide Workers Compensation coverage for injuries received by a recruit when attending the police academy. (CALEA 33.2.3)
 - 5. To safeguard the interest of both the Department and the allied agency's police academy a written memorandum will be prepared describing the legal basis for participation. (CALEA 33.2.3)
 - 6. The Department will make every attempt to provide certified instructors to any recognized academy on request when possible. (CALEA 33.2.3)
 - 7. Any fees or charges paid to an allied agency's academy, etc., will be negotiated on a case-by-case basis. (CALEA 33.2.3)

XIV. FIELD TRAINING PROGRAM (FTP):

New officers hired by the Department will be assigned to a certified Field Training Officer (FTO) so that they can gain "on-street" experience and become familiar with, among other things, the City boundaries, the reporting system, Departmental policies (procedures, rules, and regulations), and more importantly, the community. Therefore, the Department has a formal FTO program and designates certain officers who have received additional training as FTOs and mentors to work with new officers.

A. Training Period

Upon graduation from the police academy, a new officer will begin to accompany a trained FTO in the field. He or she will be under the direct supervision of the trained FTO for at least four hundred (400) hours. Current Maryland Police Corrections Training Commission (MPCTC) certified officers will receive a minimum of (400) hours of FTO training. Lateral officers who are not MPCTC certified will receive a minimum of four hundred (400) hours.

XV. FIELD TRAINING OFFICER SELECTION AND TRAINING: (CALEA 33.4.3.b)

A. Selection:

- a. When the Department has a need for Field Training Officers, the Training Coordinator shall distribute a personnel order requesting volunteer candidates for the position. Officers interested in being a Field Training Officer shall forward a memorandum via the chain-of-command to the Operations Support Division Commander.
- b. Officers selected to be Field Training Officer shall have an average of “3” on their past two performance appraisals.
- c. Selection of Field Training Officers will generally be from the minimum rank of Police Officer First Class may apply.
- d. The Operations Services Division Commander and Training Coordinator may select officers from the list of volunteers or any Officer in the Patrol Division. When selecting Field Training Officers, the selection committee should consider the following:
 - i. Years with the Agency;
 - ii. Performance appraisals;
 - iii. Report writing ability;
 - iv. Pro-activeness; and,
 - v. Knowledge of Department Rules and Regulations.

B. Prior to a recruit being assigned to a Field Training Officer, when applicable, the training officer shall confer with the Operations Support Division to find the recruit’s strength and weaknesses as determined by the allied agency’s academy staff. (33.4.3.d)

C. FTO Training: All officers assigned as Field Training Officers will receive, at minimum, FTP orientation training conducted by the Training Coordinator. (CALEA 33.4.3.e)

D. Evaluation: Field Training Officers’ training effectiveness shall be evaluated by their immediate supervisor and the Training Coordinator. (CALEA 33.4.3.c)

E. Required Reports: Field Training Officers shall conduct their training and make required reports and recruit evaluations as indicated in the Field Training Manual. (CALEA 33.4.3.g & h)

F. Recruit officers shall evaluate each Field Training Officer from which they have received training after completion of each phase in the program. This shall be accomplished in writing utilizing the appropriate form.

G. Oversight of FTO Program

1. All officers who have been trained as FTOs will have their activities supervised by the Training Coordinator.
2. The Field Training Coordinator will be responsible for:
 - a. Supervising the FTO program;
 - b. Ensuring that the FTOs know the Department's policies and procedures relating to the FTO Program;
 - c. Providing FTOs with guidance on an on-going basis; and
 - d. Explaining the evaluation and reporting process to FTOs.
 - e. The Training Coordinator will discuss the evaluation guidelines, criteria, and applicable forms with the FTO upon assignment of the trainee.
 - f. There will also be a supervisor overview given on the FTO process.

H. Evaluation of Recruits

1. FTOs will evaluate their assigned officer pursuant to the guidelines and criteria enumerated in the Department's FTO Manual.
2. To provide the trainee with goals to work toward, and so that FTO program participants know what is expected of them, FTOs will discuss the rating criteria with the new officer.
3. FTOs will evaluate new officers on a daily basis using the Daily Observation Report (DOR).
4. The new officer will be evaluated by utilizing the categories and scale listed in FTO Manual.
5. Upon completion, each evaluation form will be discussed with the person being evaluated before it is forwarded to the Sergeant.

XVI. POLICE LATERALS:

- A. Police officers hired at the lateral entry level must successfully complete mandated training as prescribed by the Maryland Police Training Commission prior to receiving certification as a police officer.
- B. These officers shall then be placed in the Department's Field Training Program.

XVII. IN-SERVICE TRAINING:

- A. All sworn employees shall annually complete a minimum of eighteen (18) hours of In-Service Training, as mandated by MPTC. In addition to this at a minimum once a year, all officers, shall receive firearms training, officers shall record one day and one reduced lighting fire score. (CALEA 33.5.1)

- B. In-Service: Training topics may include subjects which have been identified by the Training Committee as pertinent to the maintenance of job assignment proficiency. (CALEA 33.5.1)
- C. Legal Updates: As part of in-service training, at least once annually legal updates will be included as a topic of instruction. (CALEA 33.5.1)
- D. CPR/AED/First Aid Training: Sworn personnel shall attend training on CPR, AED and First Aid as directed by the Training Coordinator. Non-sworn personnel are strongly encouraged to take advantage of this valuable training.
- E. Use of Force training will be conducted annually to include, at a minimum, the Use of Force General Order. (CALEA 1.3.11)
- F. Annually officers will receive training and must demonstrate proficiency with all Departmentally approved less-lethal weapons.
- G. Some portions of In-Service Training will include testing procedures to measure the participants' knowledge of the material taught. A test failure will result in the officer being scheduled to repeat the training and being administered a re-test.
- H. As soon as available, the Training Coordinator shall publish a tentative calendar of In-Service Training and other anticipated training for the coming year. The training will be posted on the Training Calendar in the Department's Outlook email program.
- I. Persons scheduling personnel for training will attempt to minimize overtime costs, minimize disruption to operations, and minimize any burdens upon the employees. It is also the Squad/Unit Supervisors' responsibility to schedule their personnel and ensure completion of required courses/programs as well as prompt submission of course completion certificates.
- J. Specialized In-Service Training Request:
 - a. Officers/civilians interested in specialized training shall complete the appropriate form(s):
 - i. City of Bowie Police Department Training Request Form (BPD Form 05-5); and/or,
 - ii. City of Bowie Travel Training Reimbursement of Expenditures Form.
 - b. Specialized training requests will be forwarded through the requesting officer's chain-of-command to the Training Coordinator who will forward up to the Chief for approval.
- K. All officers shall report to the In-Service Training sessions in either the uniform of the day or BDU pants and a polo. Civilians and plain clothes personnel shall report in business casual or BDUs and a polo. T-shirts, jeans, sweats, shorts, tank tops, athletic shoes, and sandals are prohibited. Exceptions to this policy will be made prior to the training date by the Operations Support Division Commander, if applicable.
- L. Officers will act respectfully towards all instructors and participate fully in the training. Deviation from this policy will be reported to the Operations Support Division Commander and the officer's immediate supervisor, who will then take appropriate action.
- M. Pagers and cellular phones will be turned off or placed on silent mode while in the classroom.

XVIII. SHIFT BRIEFING/ROLL CALL TRAINING: (CALEA 33.5.2)

- A. Roll call training is designed to be brief in nature and conducted during patrol briefings. Roll call training may include a variety of topics in which the immediate training objective can be met with a short presentation.

- B. Roll call training should be conducted by the Shift Supervisor or his/her designee.
- C. Any roll call training which is recommended for the entire Department shall be coordinated through the Training Coordinator.
- D. The development of roll call training should include the following:
 - a. Appropriate planning and scheduling for efficient and effective use of time and material coverage;
 - b. Identification of the techniques and methods used;
 - c. Documentation of personnel in attendance; and,
 - d. Evaluation of the training.
- E. Supervisors shall ensure that a copy of the Roll Call Training Form is completed and forwarded to the Training Coordinator through the section Commander.

XIX. SPECIALIZED TRAINING:

- A. Specialized training provides the necessary knowledge, abilities and skills in a specified subject area in addition to those received through basic recruit or other In-Service programs. Specialized training includes: (CALEA 33.6.1)
 - a. Development and/or enhancement of the skills, knowledge and abilities particular to the specialization;
 - b. Management, administration, supervision, personnel policies and support services of the function;
 - c. Supervised on-the-job training; and,
 - d. Agency policies and procedures, rules and regulations specifically related to the function or component, to include taking receipt of and reviewing all Standard Operating Procedures and Commission on Accreditation for Law Enforcement Agencies (CALEA) standards relevant to the assignment.
- B. Specialized training will be provided to officers transferred to the following specialty assignments as soon as practical after assuming the position this includes the following: (CALEA 33.6.1)
 - a. K-9 Unit;
 - i. Required Training: Must attend a Basic Drug Detection Training School.
 - ii. Required Retraining: Must participate in K-9 Unit retraining days.
 - b. Collision Reconstruction Unit ;
 - i. Required Training: Must complete an advanced accident investigation and accident reconstruction school.
 - ii. Required Retraining: None, however it is recommended that officers attend at least one reconstruction school or conference annually.
 - c. Criminal Investigations Section (CIS);

- i. Required Training: Must complete a Basic Criminal Investigations School.
 - ii. Required Retraining: None
 - d. Evidence Unit;
 - i. Required Training: Must complete a Basic Evidence Technician (Crime Scene Investigation School).
 - ii. Required Retraining: None
 - e. School Resource Officer (SRO):
 - i. Required Training: Must complete Basic School Resource Officer training.
 - ii. Required Retraining: Must attend the State or National SRO conference to retain certification.
 - f. Bike Unit:
 - i. Required Training: An introductory bicycle training school.
 - ii. Required Retraining: None
 - i. Drug Recognition Expert (DRE):
 - i. Required Training: Attend training required by IACP to become a Nationally certified drug recognition expert.
 - ii. Required Retraining: Attend the required training mandated by IACP to maintain certification.
 - j. Accreditation Manager:
 - i. Required Training: Basic Accreditation Manager training instructed by CALEA or the local Police Accreditation Coalition (PAC).
 - ii. Retraining Includes: Attendance at least one CALEA Conference and PAC meeting annually.
 - l. Traffic Unit Officer:
 - i. Required Training: Certification Training in RADAR, LIDAR, standardized field sobriety and accident reconstruction. It is preferred, but not required that the officer also be certified as a drug recognition expert.
 - ii. Required Retraining: None, however it is recommended that officers attend at least one reconstruction school or conference annually.
 - n. Honor Guard:
 - i. Required Training: Attend a basic honor guard school.

ii. None, however it is highly recommended that officers attend an honor guard skills course at least once annually.

t. General Instructor

i. Required Training: Attend MPTC basic instructor course.

ii. Required Retraining: None, however it is highly recommended that officers attend instruction level classes for subject areas they plan to teach.

u. Firearms Instructor:

i. Required Attend training: Attend MPTC basic instructor and firearms instructor training.

ii. Required Retraining: None, however it is highly recommended that officers attend weapons manufacture related training.

v. Use-of-Force Instructor:

i. Required: Attend Training: MPTC Instructor and Use-of-Force Instructor Training.

ii. Required Retraining: Manufactures training in subject area of instruction.

w. Civil Disturbance Unit

i. Required: Attend Training basic CDU training

ii. Required Retraining: None, however it is recommended that officers attend at least one CDU focused training annually.

C. Patrol officers are eligible to receive training in specialized patrol equipment and tactics (i.e., RADAR, Preliminary Breath Test (PBT), Less-lethal weapons, etc.).

D. Selected civilian personnel are eligible to receive specialized training as needed for their particular position/assignment.

XX. WEAPONS TRAINING AND DOCUMENTATION:

A. All agency personnel must demonstrate proficiency in the use of all agency-authorized lethal, less-lethal and specialized weapons before being allowed to carry the weapons. (CALEA 1.3.10)

B. All proficiency training for lethal and less-lethal weapons must be monitored by a certified instructor. (CALEA 1.3.11.a)

C. All training and documentation of proficiency for lethal weapons will be the responsibility of the Range Master/Armorer. The proof of proficiency and training will be forwarded to the Training Coordinator for file control. (CALEA 1.3.11.b)

D. All training and documentation of proficiency for less-lethal weapons will be the responsibility of the individual less-lethal instructor. The proof of proficiency and training will be forwarded to the Training Coordinator for file control. (CALEA 1.3.11.b)

XXI. ADVANCED TRAINING:

A. Advanced training is available through the Federal Bureau of Investigation (FBI) National Academy, the Northwestern University Traffic Institute, and Office for Domestic Preparedness and

other comparable institutions. This training is designed to improve the professional competence of officers who have demonstrated leadership abilities or are in need of specialized training not available from other resources.

- B. The Chief of Police shall approve the selection of any member who are chosen to attend any advanced training. The criteria used will include:
 - i. Meets the requirements of the advanced training institution;
 - ii. Is in a supervisory, command or specialty assignment; and,
 - iii. Demonstrates leadership abilities.

XXIII. NON-SWORN PERSONNEL ORIENTATION AND TRAINING: All new civilian employees shall receive the following training, which shall be coordinated through the Training Coordinator: (CALEA 33.7.1)

- A. Orientation to the Department's role, purpose, goals, policies and procedures; (CALEA 33.7.1.a)
- B. Working conditions and regulations; (CALEA 33.7.1.b)
- C. CJIS security awareness training
- D. Civilian Active shooter response training
- E. Responsibilities and rights of employees; and, (CALEA 33.7.1.c)
- F. Familiarization with the accreditation process. (CALEA 33.5.3)
- G. Specialized and In-Service for Civilians:
 - i. Civilian positions that require pre-service training include, but are not limited to: (CALEA 33.7.2)
 - a. Communications personnel; and,
 - b. Records personnel.
 - ii. Civilian positions that require in-service training include, but are not limited to:
 - a. Communications personnel; and,
 - b. Records personnel.

XXIV. DISTANT TRAINING: Is defined as any training more than 50 miles from the City of Bowie. (CALEA 33.1.3)

- A. The Department's policy on distant training is as follows:
 - i. The instruction is the sole source of training (e.g. pedestrian reconstruction may only be taught at IPTM in Jacksonville, Florida);
 - ii. National Conferences; and,
 - iii. Other training opportunities approved by the Chief of Police.
- B. All Department employees who wish to attend any distant school, seminar, conference or training program which is to be:
 - i. Funded by the Department, other than through the City Tuition Reimbursement Program;

ii. Attended while on-duty; or

iii. Recognized by the Department in order to receive credit for attendance, or attending as a representative of the Department, shall complete a Training Request Form (BPD Form 05-5).

C. Employees attending out-of-town training approved by the Chief of Police may forward a City of Bowie Training Reimbursement of Expenditures Form. Employees shall fill the form out completely and attach it to the original request for training. (CALEA 33.1.3)

i. Airfare shall be for the coach rate and officers will seek a competitive price.

ii. When a Department vehicle is not available any employee who uses his/her personally owned car, the employee will be reimbursed at current government rate.

iii. Normally, conferences, seminars and other forms of out-of-town training have suggested or host hotels. Employees will use the suggested hotel(s).

iv. For conferences, seminars and other out-of-town training that do not have a specified hotel; employees shall search for a competitive rate before booking a room.

NOTE: When calculating advances for room rates employees should inquire not only about room rates, but also nightly taxes. The total of the two is what officers shall request for their advance.

v. Meals/tips should not exceed the rate allotted by the City.

vi. Whenever possible, conference, seminar and training fees will be paid for in advance by the Department.

vii. Any materials needed to be purchased will be approved in advance by the Operations Services Division Commander.

viii. Personal items, alcoholic beverages, entertainment, flight or other insurance and expenses of an employee's family are not authorized expenditures unless previously approved by the Chief of Police.

ix. Transportation: The Department will pay for transportation, for official business needs, while at out-of-town training. It is incumbent upon the employee to take the reasonably least expensive form of transportation available.

x. Travel documentation must be submitted on the City's Training Travel Reimbursement of Expenditures Form within three (3) days after travel is completed. Expense claims should be submitted with original receipts.

XXV. NEWLY PROMOTED PERSONNEL: All newly promoted personnel shall complete training that is commensurate with their new duties at the earliest opportunity, but no later than one year after promotion. (CALEA 33.8.2)

XXVI. REQUEST FOR TRAINING: The agency recognizes that officers sometimes come across training opportunities that could meet Departmental training needs. Officers who wish to seek training at a school, conference or seminar shall submit a buck slip with the following attached: written memorandum of justification, a Department Training Request Form and, if needed, a Training Travel Reimbursement of Expenditures Form via the chain-of-command to the Operations Division Commander who will forward to the office of the Chief of Police via the chain of command. All forms will be filled out completely.

A. Requests for Training

1. An employee shall submit each request for training on BPD Form 05-5 to the employee's supervisor. Such request shall include date(s), location, subject matter, and the information listed below:
 - a. Justification and benefits to be derived from training;
 - b. Number of department staff attending;
 - c. An itemized list of estimated expenditures;
 - (1) Registration fee;
 - (2) Mode of transportation and associated costs;
 - (3) Lodging;
 - (4) Meals; and
 - (5) Other expenditures.
 - d. Total amount requested.
2. Enclosures or attachments should include:
 - a. Registration forms;
 - b. Flyers or announcements; and
 - c. Any other relevant documentation.
3. The officer's supervisor will forward the request to the Training Coordinator. The Training Coordinator will review the request and then forward it to the Division Commander. The Chief or his or her designee will make a final decision. The request will then be returned back to the Training Coordinator and the employee shall be notified of the disposition within 10 days.

B. Disapproved Training Programs

1. Employees attending training which has not been authorized by the Department must do so on their own time and will not be compensated by the Department.
2. The Department may not reimburse employees for training which has not been authorized.
3. The Department may not excuse employees from work to attend unauthorized training. Employees are responsible for using leave for any work time that is lost.
4. If a certificate is earned, a copy may be submitted by the employee for placement into his or her training file or an appropriate note may be made in the training file, as long as the training coincides with the rules and regulations of the Department.
5. The Department reserves the right to prohibit the use or representation of the agency by any employee when it goes against the standards or policy of the Police Department or the City.

XXVII. ACCREDITATION: See General Order 667-Accreditation Process

XXVIII. MANDATORY TRAINING AFTER A DEPARTMENTAL COLLISION: Employees who are involved in Departmental collisions may be subject to remedial training as follows: (CALEA 33.1.5)

- A. All officers who are deemed to be at fault in a collision may be subject to Training approved by the Operations services Division Commander. If the officer was traveling in an emergency mode (priority or pursuit) may attend a one to three day EVOG training course or comparable course as approved by the Operations Support Division Commander.
- B. Employees who are deemed not at fault, but the collision was avoidable, as deemed by the Accident Reconstructionist, may be subject to a course approved by the Operations Services Division Commander. If the officer was traveling in an emergency mode (priority or pursuit) will attend a one to three day EVOG training course or comparable course as approved by the Operations Services Division Commander.
- C. Employees who illegally park a Department vehicle and the vehicle is struck may be subject to a course approved by the Operations Services Division Commander.
- D. Employees who are deemed not at fault, and the collision was unavoidable will not be subject to any form of remedial training.
- E. The Training Coordinator, Operations Services Division Commander, and Traffic Reconstructionist shall meet to go over collision analysts.

XXIX. CAREER DEVELOPMENT

- A. The training and career development afforded Department members will benefit the Department and the citizens it serves. All personnel shall have equal access to training and development opportunities. The focus of training and career development will be to highlight specific opportunities for individual growth at all levels and to improve overall job satisfaction.
- B. Rotation of Field Assignments
 - 1. In the interest of career development, and to enhance a new employee's skills, knowledge, and abilities, the Department will make reasonable efforts to rotate new officers to other field assignments, such as:
 - a. Assigning officers to work different shifts;
 - b. Selective enforcement activities;
 - c. Special short-term neighborhood projects.