

ADMINISTRATIVE PROCEDURE			270.00
		EMPLOYEE DEVELOPMENT	
			
ISSUED: 05-10-93	EFFECTIVE: 05-20-93	REVISION: 15 <u>+016-08</u>	PAGES: 10

CONTENTS: This procedure consists of the following numbered sections:

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|-------------------------------------|-------------------------------------|
| I. ADMINISTRATION | VII. TRAINING RECORDS |
| II. TRAINING COMMITTEE | VIII. RECRUIT TRAINING |
| III. LESSON PLANS | IX. TRAINING INSTRUCTORS |
| IV. ATTENDANCE AT TRAINING | X. IN-SERVICE AND ADVANCED TRAINING |
| V. REMEDIAL AND ADDITIONAL TRAINING | XI. SPECIALIZED TRAINING |
| VI. TESTING AND COURSE EVALUATION | XII. SALARY INCENTIVE PROGRAM |
| | XIII. CIVILIAN EMPLOYEE TRAINING |

PURPOSE

The purpose of this standard operating procedure is to establish guidelines for efficient and effective training programs for the Punta Gorda Police Department.

SCOPE

This procedure shall apply to all Punta Gorda Police Department personnel.

DISCUSSION

The goals of training are to improve and update job skills, train and re-certify officers in the use of firearms, and train personnel in new skills and programs to raise the overall effectiveness of the Police Department.

DEFINITIONS

Employee Development Coordinator – an employee, selected by the Chief of Police, who is responsible for training in all aspects of the personal and professional development of department employees.

PROCEDURE**I. ADMINISTRATION**

- A. Training shall be under the direct supervision of the Employee Development Coordinator.
- B. It shall be the responsibility of the Employee Development Coordinator to plan and administer all departmental training programs and to maintain a central repository for all departmental training files for each employee.
- C. Duties of the Employee Development Coordinator
 - 1. Planning and development of training programs with the assistance of the Training Committee;
 - 2. Notification of personnel of required training and of available instruction as school opportunities arise;
 - 3. Oversee maintenance of the training files of all department employees;
 - 4. Ensuring of attendance of personnel at required training programs;
 - 5. Implementation and development of new training programs;
 - 6. Recommendation of instructors;
 - 7. Evaluation of training programs;
 - 8. Coordination of training programs;
 - 9. Coordination of training sites (classroom, range, etc.);
 - 10. Orientation for new members;
 - 11. Coordination of the Field Training and Evaluation Program; and
 - 12. Conduct a semi-annual quality control review of the Career Development Track Program.
 - 13. Coordination of the Communications Training and Evaluation Program.

II. TRAINING COMMITTEE

- A. To assist in the development of training programs, the Training Committee will be established and shall meet in October of each year, or as needed, to:
 - 1. Assist and review departmental training needs; and
 - 2. Make recommendations to enhance the agency's overall employee development program.

- B.** The Training Committee shall be appointed by the Chief of Police, chaired by the Employee Development Coordinator, and consist of:
1. The Employee Development Coordinator;
 2. The Operations Commander; and
 3. A member of each component.
- C.** It shall be the Employee Development Coordinator's responsibility to schedule the committee meeting and to keep appropriate records pertaining to the meeting.
- D.** The Training Committee may use the following resources in making recommendations the training program for departmental personnel:
1. Staff meeting minutes;
 2. Department reports (pursuit, use of force, etc.);
 3. Input from field personnel;
 4. Field observations;
 5. Training class evaluations; and
 6. Staff inspection recommendations.
- E.** The resulting recommendations shall be presented to the Executive Staff for approval.

III. LESSON PLANS

- A.** The purpose of the lesson plan is to ensure the topic of the presentation is thoroughly and accurately presented. A lesson plan shall be required for each training class administered. Lesson plans shall be developed in accordance with CJSTC Instructor Techniques training, to include provisions for the following:
1. Lesson plan development guidelines;
 2. A statement of student performance objectives;
 3. Training content; ~~and~~
 4. ~~4.~~ Instructor techniques; ~~and~~
 - 4.5. ~~An assigned safety officer for any scenario-based training.~~
- B.** The method of instruction shall be correlated to the subject matter being presented.
- C.** All lesson plans shall be submitted to the Employee Development Coordinator, who shall ensure completeness, consistency with agency requirements, and they coincide with departmental policy. All lesson plans shall be approved by the Employee

Development Coordinator. Lesson plans prepared by the Coordinator shall be approved by an Executive Staff Officer prior to implementation.

D. Lesson plans shall be retained in the training files.

IV. ATTENDANCE AT TRAINING

A. Required training shall be attended by departmental personnel. The Employee Development Coordinator, or his/her designee, shall document attendance at training classes.

1. Excused absences shall be submitted in writing (court, illness, etc.) and approved by the Employee Development Coordinator.
2. Unexcused absences shall be reported to the employee's immediate supervisor for proper disposition.
3. Persons who fail to attend required training shall contact the Employee Development Coordinator to schedule a make-up session.

B. Attendance shall be documented in the employee's training file. When attending outside training classes, the employee shall forward a copy of the certificate to the Employee Development Coordinator to verify attendance and successful completion. Upon receipt of the certificate, the Employee Development Coordinator shall have the document recorded and placed in the training file.

V. REMEDIAL AND ADDITIONAL TRAINING - Remedial and additional training is available to members when performance deficiencies are identified through evaluation or observation. Minor deficiencies can be corrected through informal training or counseling sessions. Serious deficiencies shall be reported to the Employee Development Coordinator and addressed as follows:

- A. Remedial training shall be initiated within seven (7) days of discovery of the deficiency.
- B. The Punta Gorda Police Department will provide necessary training. If the training exceeds the department's resources, or the need is of an administrative or technical nature, the Employee Development Coordinator will plan, administer, and document the training.
- C. Training hours accumulated during remedial training will not be credited as training time necessary to complete the in-service training requirement.
- D. Failure to participate in, or successfully complete, a remedial training program may be considered failure to do a job function and be handled according to established disciplinary procedures.
- E. Remedial training will be initiated for, but not limited to, the following job performance deficiencies:
 1. Vehicle Driving Skills - Members who demonstrate poor driving habits, or are found at fault in crashes while operating police department vehicles, may be

required to attend the next scheduled defensive driving course. Law enforcement officers may be required to attend a skill driving course.

2. Firearms Proficiency - Officers must demonstrate proficiency with their service weapons. This is accomplished during in-service training. Failure to show proficiency will result in further training under the direction of the Employee Development Coordinator (refer to Firearms standard operating procedure).
3. Electronic Control Device – Officers must demonstrate proficiency with their Electronic Control Device. This is accomplished during in-service training. Failure to show proficiency will result in further training under the direction of the Employee Development Coordinator.
4. Defensive Tactics/Impact Weapon Proficiency - Officers must demonstrate proficiency in use of force, use of defensive tactics, and their impact weapon annually. This is accomplished during in-service training. Failure to qualify in either of these areas will result in further training under the direction of a certified defensive tactics/impact weapon instructor.
5. Subject Control Spray – Officers must demonstrate proficiency in with Subject Control Spray. This is accomplished during in-service training. Failure to show proficiency will result in further training under the direction of the Employee Development Coordinator.
6. Cardiopulmonary Resuscitation (CPR) - This is normally accomplished during in-service training.

VI. TESTING AND COURSE EVALUATION - The instructor may use competency tests based upon performance objectives to measure participant knowledge and job-related skills. The Employee Development Coordinator must review all such tests before use.

- A. Instructors will administer tests according to lesson plan requirements and score numerically for pass or fail grades. If written tests are used, they shall require a score of 80% to achieve a passing grade. Specific topics or certifications may require a different passing score (e.g. the American Heart Association requires a score of 84% for a passing grade for the CPR recertification program.)
- B. Practical/Skill tests will be scored pass/fail.
- C. Participants will evaluate each course for content, training aids, organization, instructor performance, and the need for expansion or cancellation of the course. Evaluations will be documented on an Instructor/Course Evaluation Sheet that will be placed into the master course file.

VII. TRAINING RECORDS

- A. The Coordinator shall be responsible for maintaining all training records for departmental personnel. Training records shall consist of two main series of training record files, to include:
 - 1. Individual member files; and
 - 2. Master course files.
- B. Training records shall be updated for each member upon completion of a course of training.
- C. A master course file shall be kept on the following:
 - 1. Lesson plans authored by the Employee Development Coordinator to be approved by the an Executive Staff Officer for all classes to be given;
 - 2. Training course contents, including handouts;
 - 3. Names of participants;
 - 4. Performance of individual participants, if applicable;
 - 5. Name(s) of instructor(s); and
 - 6. Other information and files as deemed necessary.

VIII. RECRUIT TRAINING

- A. Prior to being assigned to any position within the department that would allow the member to carry a firearm or evoke powers of arrest, officers shall have successfully completed a recruit training program and obtain certification from the State of Florida within six (6) months. Sworn members participating in a formal field training program under a Temporary Employment Authorization (TEA) are exempt from this requirement.
- B. All recruit training will be completed at a Florida Criminal Justice Standards and Training Commission (CJSTC)-recognized criminal justice academy. While at the Academy, all recruits shall adhere to all academy rules and regulations included in the orientation handbook assigned to them.

IX. TRAINING INSTRUCTORS

- A. Personnel selected to be instructors for the Punta Gorda Police Department shall receive Instructor Training and, where necessary, be in compliance with CJSTC.
- B. Requests for departmental members to instruct outside this agency shall be submitted to the Chief of Police for his approval.

- C. Instructors shall be evaluated by the Operations Commander to determine if their skills, knowledge, and ability to instruct are meeting acceptable standards. Course evaluations will be utilized in this process.
- D. Members desiring to serve as department instructors when openings are announced shall submit a memorandum in electronic format to the Chief of Police and copied to the member's chain of command; to include all command staff. The member's supervisor and the Employment Development Coordinator shall be consulted for their input prior to selection. Final approval of all department instructors shall rest with the Chief of Police.

X. **IN-SERVICE AND ADVANCED TRAINING**

A. **In-Service Training** - All sworn personnel shall receive retraining to maintain proficiency in the following areas annually:

1. Firearms;
2. TASER, and other less-lethal weapon techniques;
3. Exposure control;
4. Review of departmental policy with emphasis on changes and Use of Force policy; and
5. Any other CJSTC-required courses.

B. Scenario-based Training

1. It shall be the responsibility of the Employee Development Coordinator to ensure that any training requiring the use of actual or simulated firearms or other weapon system used in a scenario or role play will have a minimum of one designated safety officer whose sole responsibility will be to ensure the safety and well-being of the officers and others involved.
2. The designated safety-officer(s) shall be responsible to ensure that all weapons, simulated and real are free of live ammunition.
3. The designated safety officer shall be responsible to ensure that a first aid kit and an Automated External Defibrillator are present at the training site.

CB. Advanced Training

1. Advanced training is designed to impart higher level skills to participants. Selection of an employee to attend this training will be based on:

- a. Needs of the department;
 - ~~b.~~ Needs of the employee;
 - b.
 - c. Ability of the employee;
 - d. Desire of the employee to attend; and
 - e. Budgetary constraints.
3. Employees wishing to attend advanced training shall submit a Training Request form. All requests shall be reviewed by the Chief of Police. All denied requests will be accompanied by an explanation.
- ~~4.~~ Department-required training has been identified by the agency as training for which the department has an essential need and for which the employee shall be compensated for attendance.
- 4.
5. Employee-requested training is training requested by the employee which may not necessarily be deemed essential for the employee's specific job function. Although the agency will try to accommodate approved employee requested training, such training may not always be compensable depending upon current funding levels and the impact the course has on agency operations.
6. Per Diem shall be provided to employees who are required to travel outside of Charlotte, Lee, DeSoto, or Sarasota counties for department-required courses and may be provided to employees for employee requested training at the discretion of the agency under the same guidelines. Hotel accommodations will be made on a case-by-case basis with location and course times being taken into consideration.

XI. SPECIALIZED TRAINING

- A. Specialized training shall be provided for those positions and assignments that require advanced instruction. These positions may require training before, or soon after assignment. Positions and assignments that require specialized training include, but are not limited to:
 - 1. Marine Officer – minimum of one (1) year law enforcement officer experience, boating safety certification, and a swim test;

270.00

2. Field Training Officer (FTO) – non-probationary employee and minimum of 40 hours FTO Program;
3. Evidence/Crime Scene Technician – minimum of 24 hours of crime scene processing training, minimum of eight (8) hours of evidence and fingerprint collection, and a minimum of 24 hours of digital photography training;
4. Bike Officer – minimum of an approved Police Cyclist training course;
5. DARE Officer – minimum of 80 hours of DARE training certifying an officer by the State of Florida;
6. Police Diver – minimum of a basic open water diver certification from a nationally-recognized dive organization;
7. Hostage Negotiator – minimum of a 40 hour basic hostage negotiation training course;
8. Traffic Homicide Investigator – minimum of 80 hour advanced traffic crash investigations school and additional training as required by the department.
9. Detective – each detective shall receive specialized training based on the needs of the agency and the availability of classes. This training may include Background Investigations, Sex Crime Investigations, Injury and Death Investigations, Street Crimes and Interview Techniques, etc.
10. SWAT Team Member – Special Weapons and Tactics team members shall receive specialized training as dictated by the Charlotte County Sheriff's Office SWAT Team Leader and Standard Operating Procedure 523.01 - *Special Weapons and Tactics Team (SWAT)*.
11. Canine Officer – minimum of 400 hours of basic canine training that meets or exceeds those standards established by FDLE.
12. Motorcycle Officer – basic Police Motorcyclist training course.
13. Animal Cruelty Investigator – minimum 40 hour Animal Control Officer course.

B-C. The employee's immediate supervisor shall be responsible for:

1. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialization;
2. Management, administration, supervision, personnel policies, and support services of the function or component;

3. Performance standards of the function or component;
4. Agency policies and procedures, rules and regulations specifically related to the function or component; and
5. Supervision of on-the-job training.

- C. Employees wishing to attend specialized training shall submit a Training Request form. All requests shall be reviewed by the Chief of Police. All denied requests will be accompanied by an explanation.

XII. SALARY INCENTIVE PROGRAM

- A. Florida Administrative Code Rule Chapter 11B-14 - *Salary Incentive Program* allows full-time police officers to be compensated with the sum of \$20 per month for each successfully completed 80-hour unit of Commission-approved Advanced or Career Development Training.
- B. Officers shall notify the Employee Development Coordinator when they have completed courses eligible for salary incentive. The Employee Development Coordinator shall verify the courses have been completed by the officer and that they meet the eligibility for salary incentive. The Employee Development Coordinator has ultimate responsibility to ensure members are

receiving their eligible salary incentive and shall ensure that the course information is entered into the Automated Training and Management System (ATMS).

- C. On an annual basis, the Executive Assistant to the Chief of Police shall conduct an audit of the salary incentive program in the ATMS to verify compliance.

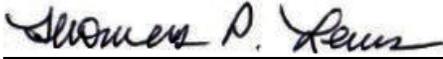
XIII. CIVILIAN EMPLOYEE TRAINING

- A. All newly appointed civilian personnel, to include but not limited to, Telecommunicators, Records Clerks, and administrative staff, shall receive training in the following areas:
1. Orientation to the Police Department's role, purpose, goals, policies, mission statement, and procedures;
 2. Working conditions and regulations;
 3. Responsibilities and rights of the employee; and

270.00

4. Familiarization with the accreditation process and what it entails during the self-assessment associated with achieving initial accreditation and each re-accreditation and what occurs prior to an on-site inspection.
- B.** All non-sworn personnel shall receive on-the-job training from qualified persons, in addition to orientation, prior to assumption of duties in positions such as Telecommunicator or Evidence Technician. Also, Marine Volunteers in Policing (VIPs) shall provide documentation that they meet the seamanship requirements of the program as detailed in SOP 224.02 – *Volunteer Marine Code Enforcement Program* prior to participating as a Marine VIP.
- C.** All non-sworn personnel shall receive periodic re-training as required.
- D.** Civilian employees who have been approved for an advanced training course shall be provided with an agency vehicle for travel if one is available. If a vehicle is unavailable, the civilian employee shall be eligible for mileage reimbursement. If the civilian employee chooses to take his/her own vehicle in lieu of an available agency vehicle, he/she will not be eligible for mileage reimbursement.

APPROVED



THOMAS P. LEWIS, CHIEF OF POLICE

STAFF REVIEW: 08/23/16 ~~10-21-15~~

Comment [GS1]: Staff review conducted by Chief Lewis, Captain Nichols, Lt. Salsman, Lt. Lipker, Lt. Heck and Gloria Sepanik