

# Truro Police Department

## TRAINING

*Policy Number: ADM-3.09*

*Effective Date: June 1, 2000*

*Revised: November 20, 2008*

**REFERENCE:** *Massachusetts Criminal Justice Training Council*  
**Accreditation Standards:** *Chapter 33 (in-part)*  
**Mass. Gen. Law** *Chap.41, Sec. 96B*  
**Other:**

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### **POLICY:**

The Truro Police Department recognizes that training is one of its most important responsibilities. The department realizes that a process of continual training and updating is necessary in order to maintain a high level of professionalism. All aspects of training, whether recruit training, specialized training, in service training or training conducted at department meetings, are designed to enhance an employee's ability to perform the functions demanded in police work in today's society.

A comprehensive training program will help provide the department with employees who are better prepared to act decisively and correctly in any given situation. It will also increase the effectiveness and productivity of individual employees, and foster greater cooperation between employees and units within the department. All of these benefits enhance the department's ability to achieve its goals and objectives.

Training will aid individuals in achieving their career goals and objectives by developing greater job and study skills. The additional exposure to training should also increase an employee's desire to further his personal education.

In all cases, the employee (sworn or civilian) shall be made aware of the specific areas that affect their positions, and such areas as the agency's role, purpose, and goals prior to assuming job responsibility. The new employee shall receive training on the working conditions and regulations of the department, their rights as employees, and the accreditation process.

*(Revised December 24, 2004)*

Training, as a major function of discipline and rewards, shall be used as such by the Truro Police Department when circumstances arise.

**PROCEDURES:**

1. **TRAINING COORDINATOR:** The Chief of Police will act as Training Coordinator for the department. All training requests or issues related to training should be forwarded to him in memo form. The Training Coordinator will serve as the liaison between the Department and the Academy for Student Officers. In this capacity, the responsibilities of the Training Coordinator will include: *(Revised December 24, 2004)*
  - A. Handling all paperwork (including forwarding all appropriate documentation to the academy) on the Student Officer
  - B. Scheduling and coordinating all activities for the Student Officer
  - C. Working with Academy staff to resolve problems that arise concerning the Student Officer while at the Academy. *(Revised December 24, 2004)*
  - D. Updating and maintaining the training records. *(Revised March 16, 2008)*

If requested by the MPTC, the Training Coordinator will provide information on, and availability of qualified Department personnel to act as instructors at recruit academies. Also, if requested, the Department will make every effort to provide additional staff, resources, and facilities to the MPTC. *(Revised December 24, 2004)*

2. **MANDATORY TRAINING FOR POLICE OFFICERS:** Certain areas of police work require continuous training. The department will conduct mandatory training in each of these areas and administer written, oral or practical tests to ensure that all officers meet or exceed the minimum acceptable standards. The level of proficiency required to achieve minimum acceptable standards will be set by the Chief of Police, and if applicable, the labor agreement, unless superseded by law or other authoritative body.

The following training is mandatory and will be attended by all officers as noted:

- A. **FIREARMS TRAINING:** All officers must attend and successfully complete firearms training yearly. The training will include a qualification course, which must be successfully completed with all authorized and issued firearms. *(See OPS-6.11 Use of Force). (Revised November 17, 2007)*
  1. Each officer must qualify each year with any firearm that the officer is authorized to use. Qualification shall involve not only the actual firing of the weapon, but also a passing score on the entire course of instruction. All firearms training shall be in accordance with MPTC standards. *(Revised November 17, 2007)*

2. **OFFICER'S WHO DO NOT QUALIFY:** Since an unqualified officer is possibly unable to safely defend his life or the life of another, the following procedures are established:
  - a. He will undergo remedial training with a department firearms instructor until qualification is achieved.
  - b. Any officer who does not qualify with his duty weapon, shall not carry that weapon to perform any police function until he is qualified, this includes scheduled details.
  - c. Any officer who fails to qualify after such intensive training shall have the circumstances reviewed by the Chief of Police for further action
- B. **C.P.R. TRAINING:** All personnel will be trained and certified to use automatic defibrillators. This training will be periodically, but not less than yearly. *(revised November 17, 2007)*
- D. **IN-SERVICE TRAINING:** All sworn officers will be scheduled for In-Service Training on a yearly basis in accordance with department policy, contract and state laws. In-service training usually includes first responder and CPR training. Reviews of all policies, procedures, rules and regulations are conducted monthly at department meetings, or special training classes if needed.
- E. **CODE OF ETHICS TRAINING:** All personnel (sworn and civilian) are required to abide by the departments Code of Ethics. Training on the Code of Ethics will be provided at least biennially. *(Revised November 17, 2007)*
- F. **HOLDING FACILITY TRAINING:** Officers shall be trained in holding facility and booking procedures. They shall be trained in the various equipment located in the booking area including fire suppression and detection equipment (Right To Know Training) and department policies that concern these issues. They shall be retrained every three years at a department meeting. *(Revised November 20, 2008)*
3. **REMEDIAL TRAINING:** Remedial training will be available for all mandatory training. A reasonable period of remedial training will be provided by the department, to assist an employee having a problem meeting the required minimum standard of performance, acceptable in that specific area.
4. **EDUCATIONAL/TRAINING LEAVE:**
  - A. **EMPLOYEES ASSIGNED BY THE DEPARTMENT:** In cases where employees are assigned to training by the department, the training will accomplished at the expense of the department. *(Revised March 16, 2008)*

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1. If an employee is assigned during a working day, it shall be considered a tour of duty and a "T" marked next to their name on the schedule.
2. If an employee is assigned on a day off, he shall be compensated according to contract. and a "T" marked next to their name on the schedule.
3. Tuition and fees shall be paid by the department. A request for reimbursement must be submitted to the Chief of Police per the labor agreement upon completion of the training.

**B. OFFICER VOLUNTEERS:** If an officer volunteers for training, all efforts shall be made to accommodate the officer's request for training. *(Revised March 16, 2008)*

1. If said requests are granted, officers attending training during a regularly scheduled work day shall be considered as on regular tour of duty.
2. If the training scheduled is during what would normally be a day off, then the training shall be on the officer's own time.
3. Tuition and fees shall be paid at the discretion of the Chief of Police. If approved, the items the Chief agreed to pay for, if any, will be paid upon the submission of a request for reimbursement as per the labor agreement.

7. **VOLUNTARY TRAINING FOR SWORN PERSONNEL:** Schedules of training programs offered by other approved agencies, such as the MPTC, Massachusetts Police Institute, etc., shall be promptly posted in the squad room, or will be announced at regular department meetings. *(Revised November 17, 2007)*

Any officer wishing to attend one or more of these courses shall submit a memo to the Chief of Police. This training request shall include the course name, meeting date and location. The Chief of Police will give final approval to these requests. The TPD Training Matrix will be used as a guide for the Chief of Police in determining training. *(Revised November 20, 2008)*

8. **SPECIALIZED TRAINING:** Any officer, upon being assigned a specialized task or duty, shall, at the first opportunity, attend and successfully complete a training program designed for that particular function, pending departmental funding and staffing levels. Every attempt will be made to initiate this training as soon as possible.

This program will include enhancement of necessary skills, knowledge and abilities needed as a member of the assignment; information on the function and objectives of the assignment; performance standards expected from the assigned members and any special policies, rules or procedures assigned to the function. Written, oral or practical proficiency tests will be administered during the training process. The TPD Training Matrix will be used as a guide for the Chief of Police in determining training. *(Revised November 20, 2008)*

9. **SUPERVISORY AND MANAGEMENT TRAINING:** Police officers, having completed their probationary period may be sent for Command Training, Basic Sergeants Training, or both, pending departmental funding and personnel needs. All supervisors will receive refresher training in various aspects of supervision and management during in-service training, and/or when offered by outside agencies. The TPD Training Matrix will be used as a guide for the Chief of Police in determining training. *(Revised November 20, 2008)*
10. **RECRUIT TRAINING:** All newly appointed Student Officers of the Truro Police Department will successfully complete a Recruit Training course, as mandated by Mass. Gen. Law, Chap. 41, Sec. 96B. This will be done prior to the employee performing the duties of a police officer. The training academy will be one approved by the MPTC. Training in Departmental rules and regulations, policies and procedures will be conducted by the assigned field training officer after graduation. *(Revised November 17, 2007)*
- A. While attending the recruit training academy, all student officers from the Truro Police Department, will be bound by the rules, regulations and procedures of the academy, as well as the regulations and procedures of the Truro Police Department.
  - B. Upon completion of the academy, the officer will enter a field training/evaluation period, as mandated by the labor agreement, with designated field training officers. The FTO program will include a review of agency policies, procedures, rules and regulations. *(Revised April 7, 2005)*
  - C. The TPD Training Matrix will be used as a guide for the Chief of Police in determining training. *(Revised November 20, 2008)*
11. **ATTENDANCE:** All employees assigned to a training program must report at the time and location specified, with the proper material and equipment necessary to complete the course. *(Revised March 16, 2008)*
- A. An employee reporting late will be considered as late for a tour of duty. An employee not reporting to a scheduled training session will be considered missing a tour of duty. As such, that employee will be subject to disciplinary action. *(Revised March 16, 2008)*
  - B. Attendance of in-house training sessions will be taken at the start of the training, and will be monitored and documented by the Chief of Police *(Revised March 16, 2008)*
  - C. Attendance at training sessions conducted by outside agencies will be monitored and documented by the Chief of Police *(Revised March 16, 2008)*

- D. An employee who has an excused absence for any assigned training class, program or seminar will notification of their excused absence to Desk Personnel. Said Desk Personnel will make an incident reflecting this excused absence in the log. The Chief of Police to ensure proper measures are taken to reschedule said class. An excused absence is considered a court appearance, being sick or ill, a family emergency, vacations, car accident etc. *(Revised March 16, 2008)*
- E. The Chief of Police is responsible for rescheduling excused and unexcused employees to classes, seminars, and other trainings. *(Revised March 16, 2008)*

**12. INSTRUCTORS:** All department instructors will submit copies of their lesson plans, tests and other related materials to the Chief of Police. The instructors will prepare the necessary guidelines and format, for lesson plan development. Lesson plans must include expected performance objectives and set qualification standards for the course instruction. Lesson plans should establish the purpose of the instruction. All lesson plans used by course instructors will be maintained on file.

Instructors enlisted from agencies outside the department will also be required to submit copies of their lesson plans, a resume, and will be subject to review by the Chief of Police.

**13. TRAINING RECORDS:** The Chief of Police will record all training by department personnel. The records will include the name of the training course, dates and total hours attended. Records will also reflect mandatory training requirement certification date. Employee training records will be updated on a continuing education basis.

When an officer attends a training program at an outside agency, he shall supply the Training Supervisor with a copy of any certifications received. The officer may keep the original copy.

**14. FIELD TRAINING PROGRAM:** All personnel, prior to being assigned a shift, will undergo a field-training program as mandated by the labor agreement.

**15. CIVILIAN EMPLOYEES:** As a part of orientation, the Truro Police Department will provide every civilian employee access to the department manual on the Truro Police Department Web Site. In addition, they shall have access to hardcopies of the department manual. Reviews of all policies, procedures, rules and regulations are conducted monthly department meetings, or special training classes if needed. *(Revised November 17, 2007)*

Civilian employees in the police department shall have access to the Truro Police Department Manual/rules and regulations, as well as access online. They shall be made aware of the specific areas that affect their positions, such as the agency's role, purpose, and goals prior to assuming job responsibility. A new employee shall receive training on the working conditions and regulations of the department, their rights as employees, and the accreditation process. The TPD Training Matrix will be used as a guide for the Chief of Police in determining training. *(Revised November 20, 2008)*

All civilian employees of the department will receive on the job training to acquaint them with any particular procedures in their assignments, or upon promotion.

*(Revised December 24, 2004)*

**Matrons** will receive instruction in handcuffing techniques, prisoner processing, holding facility and booking procedures. They shall be trained in the various equipment located in the booking area including fire suppression and detection equipment (Right To Know Training) and department policies that concern these issues. They shall be retrained every three years. *(Revised November 20, 2008)*

16. **TRAINING FOR CIVILIAN PERSONNEL:** Schedules of upcoming training programs will be forwarded to affected personnel. Approval of the course will be based on the needs of the department as well as the employee's goals, objectives, abilities and field of expertise. The TPD Training Matrix will be used as a guide for the Chief of Police in determining training. *(Revised November 20, 2008)*
17. **RELEASE OF TRAINING RECORDS:** No training record, or any information held in a training record of any member of the department, will be released to any outside agency without the written permission of the Chief of Police.
18. **CONFLICTING TRAINING PRESENTATIONS:** In order to address a broad training audience, many training presentations are generic in nature. All officers should be mindful a training presentation usually provides only one perspective on the handling of a given situation. Previous training and experience, departmental policy, as well as local state and federal laws must be taken into consideration where applicable.  
  
In cases where an officer believes that training received is in conflict with any of the above, he should confer with the instructor, his supervisor, or the Chief of Police.  
  
An officer shall follow departmental policies, procedures, or any such laws in all cases where training that is received is in actual conflict with any of them.  
  
In all cases of actual conflict, the officer making such discovery shall immediately submit a written report on the matter to the Chief of Police.
19. **ACCREDITATION TRAINING:** Any employee assigned as Accreditation Manager shall receive specialized accreditation manager training when offered by the Massachusetts Police Accreditation Commission within one year of being appointed. This training will be coordinated by the Chief of Police. The Accreditation Manager shall be responsible for dissemination information and training personnel on the Massachusetts Police Accreditation Process. *(Added March 16, 2008)*