

<b>PALM BEACH GARDENS POLICE DEPARTMENT</b>		
<b>TRAINING UNIT FUNCTION</b>		
<b>POLICY AND PROCEDURE 4.3.4</b>		
<b>Effective Date :</b> 08/06/2015	<b>Accreditation Standards:</b> CALEA 33.1.2 – 33.1.4, 33.1.7 CFA 14.01 – 14.03M, 14.05M, 14.07M	<b>Review Date:</b> 09/01/2016

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**Purpose:** To outline the Training Unit functions; member attendance and participation provisions.

**Scope:** This policy and procedure applies to all members.

**Review Responsibility:** Administrative Support Bureau Major and Training Advisory Committee

**Policy:** It is the policy of this Department to provide in-service or other training programs designed to accomplish departmental objectives. Department members shall be provided and attend all mandatory training as required by Federal and State agencies. Additionally, it is Department policy to afford the training necessary to ensure that members fully understand and satisfactorily perform the functions and duties of their positions.

**1. TRAINING UNIT FUNCTION**

- a. The Training Unit shall be responsible for coordinating the Department’s training functions, which may include, but is not limited to the following:
  - i. Identify, select, and implement courses to be conducted at each formal training session and ensure that classroom space is available for all training sessions.
  - ii. Designate the instructors for courses, and shall supervise any and all records of any training program conducted.
  - iii. This unit shall maintain all Department records of each training class. Records may include:
    1. Lesson plans;
    2. Names of attendees; and
    3. Individual achievement and test scores if used.

- iv. Encourage and coordinate Department member participation in training programs provided by other criminal justice agencies and other criminal justice agencies' personnel attending training programs provided by the Department.
- v. Determine that training program attendance and participation by members are in compliance with the provisions of this directive.
- vi. Conduct and coordinate Department training activities to include:
  - 1. in-service
  - 2. on-the-job
  - 3. specialized
  - 4. periodic refresher
  - 5. roll-call
  - 6. advanced training
  - 7. remedial training
- vii. Assist in the development and implementation of training programs.
  - 1. Notify members required to attend training.
- viii. Function as a Support Unit.
- b. The Training Unit Staff shall be charged with, but not limited to the following:
  - i. Review and evaluate member job assignments for the development of the Department training program curriculum.
  - ii. Conducting an annual evaluation, update, or revision of Department training programs and activities.
    - 1. This annual review shall take place prior to the budget review process or at a time designated by the Administrative Support Bureau Major.
    - 2. This annual review may outline:
      - a. Personnel and operational needs.
      - b. Legal requirements regarding department policies and procedures.
      - c. Review of new laws and court decisions.
      - d. Evaluation of training program.
      - e. Identification of problems associated with physical facilities, materials, and scheduling.
      - f. Certification and/or recertification requirements of sworn officers.
    - 3. When necessary, consultation will be made with Department Supervisors, Recruit Academy Program Directors and the Chief of Police.
  - iii. Updating each member's training file upon the successful completion of each training session attended.
    - 1. The updated information shall include:
      - a. date
      - b. types of training
      - c. received certification
      - d. attendance records
      - e. test scores
  - iv. The development and implementation of performance objectives for all training programs:
    - 1. Focus on the elements of the job task analysis for which formal training is needed;
    - 2. Provide clear statements of what is to be learned;
    - 3. Provide the basis for evaluating the participants;

4. Provide a basis for evaluating the effectiveness of the training program.
- c. The Training Unit shall have access to the following sources in order to properly develop the Department training program:
    - i. Inspection reports;
    - ii. Staff reports and/or meetings;
    - iii. Consultation with field members and field observations;
    - iv. Training committee reports and recommendations to be considered when preparing the Department's training programs and/or calendar.
    - v. Consultation with the Chief of Police;
    - vi. Reports from the Internal Affairs Unit that might indicate training deficiencies; and
    - vii. Field training officer evaluations and/or current court decisions.
  - d. The development of a lesson plan or learning design will be established by the Training Unit to meet the needs of the Department.
    - i. A lesson plan shall be required for any and all courses of instruction conducted at or hosted by the Department. This shall include, but not be limited to:
      1. In-service training
      2. Specialized training
      3. Advanced training
      4. Specialty training for units such as K-9, SWAT, Bomb Squad, Dive Team, etc.
  - e. Lesson plans will be prepared in the format that allows for submission to the Criminal Justice Standards & Training Commission (CJSTC) for approval of mandatory retraining credits.
    - i. See Attachment - A of this policy and procedure
    - ii. Completed lesson plans will be submitted to the Training Coordinator for review and approval.
      1. Final approval of all instructional courses and lesson plans will rest with the Chief of Police or his designee.
  - f. The passing scores on all end of course examinations and practical exercises will either be calculated by a numerical rating and/or a pass-fail grade.
    - i. Specialized and advanced courses of instruction may specify higher standards.

## 2. REMEDIAL TRAINING

- a. Remedial training will be provided to members who have not met minimum standards including any mandatory training course in any area of high liability (i.e. lethal/non-lethal weapons, including force, etc.) in which certification or qualification is required by statute, ordinance, policy or procedure.
  - i. Remedial training may also be utilized as a corrective action.
- b. Failure to attend remedial training for qualification or recertification in areas of high liability may result in disciplinary action or relief from duty.
  - i. All members' certifications, qualifications, and mandatory retraining sessions are subject to review by the Chief of Police or designee.
- c. Remedial training relating to authorized weapons will be accomplished at the next scheduled session available, but in no case shall training be delayed over thirty (30) days, if presented by the department.

- i. Certain areas of qualification and/or certification may not be under the control of the Department Training Unit, but are subject to the schedule of other agencies or entities. Remedial training will be provided within that entities schedule.
- d. Remedial training for those members who are unable to qualify with an authorized weapon (i.e., prior to resuming official duties) will be subject to the following:
  - i. Officers failing to qualify with their duty weapon or police shotgun will be subject to re-firing the course an additional three (3) times.
    - 1. A minimum qualifying score is required.
  - ii. Officers who continue to fail to qualify will repeat the qualification course at the next available range scheduled date for original qualifying.
  - iii. Any officer failing to qualify on the third attempt will be subject to administrative action or at the Chief of Police discretion:
    - 1. suspended from police powers;
    - 2. relieved of all department issued weapons;
    - 3. not authorized to carry an off-duty weapon;
    - 4. subject to administrative action with appropriate procedural guarantees.
    - 5. Probationary officers may be subject to dismissal from duty at this stage without further cause and without procedural guarantees.
  - iv. Time will be allowed as to when re-qualifying of any non-probationary officer will occur from the date of effective suspension.
  - v. Officers unable to qualify within thirty (30) days (or specified time) of original qualification date due to injury or illness will be rescheduled to qualify within thirty (30) days of returning to duty.
    - 1. Officer's circumstances are reviewed by the authorized trainer/instructor if he/she does not qualify at this stage.
  - vi. Off-duty weapons - Officers who fail to qualify with approved off-duty weapons must re-fire the course two (2) times and must qualify both times.
    - 1. The schedule to re-qualify will be agreed upon by the officer and training instructor.
      - a. The right to disapprove a request to carry an off-duty weapon will be subject to approval by the Chief of Police along with the training instructor's recommendation.
  - vii. Weapons (firearms) for special training (i.e. SWAT, etc.) purposes - Officers who fail to annually qualify with a special use weapon(s) will not be authorized to carry/deploy that weapon until re-qualified and certified by the training instructor.

### **3. OTHER DUTIES OF THE TRAINING UNIT**

- a. It is also the responsibility of the Training Unit to seek assistance from the Bureaus when needed.
- b. The Training Unit shall:
  - i. Identify training needs of sworn officers and civilian members;
  - ii. Schedule, conduct, and evaluate the training;
  - iii. Ensure suitable instructors and information are available;
  - iv. Forward to the Chief of Police documentation of the successful completion of specified training, including rosters and dates; and
  - v. Develop and implement a Department Training Bulletin.

**4. DEPARTMENT TRAINING BULLETIN**

- a. The training bulletin should provide training information and opportunities to department members.
- b. The training bulletin may include:
  - i. Updates on training needs and availability
  - ii. Law enforcement issues and concerns
  - iii. The training bulletin may be disseminated in print and posted, or via the department intranet and email.

**5. ATTENDANCE OF TRAINING PROGRAMS**

- a. Members shall attend scheduled training courses, be on time, and
- b. Members shall be properly uniformed and have all necessary materials, equipment, etc., required for participation in training activities.
- c. Members not scheduled to attend may request permission to attend through their immediate Supervisor and with approval of Training Sergeant.
- d. To receive credit for the program, members must be present for 100% of the class time unless specified by the course of instruction.

**6. EXCUSED ABSENCE FROM TRAINING PROGRAM**

- a. Members may be excused by the Training Sergeant when:
  - i. The member is sick or injured, which prohibits attendance or participation;
  - ii. The member's presence in Court is required;
  - iii. An emergency situation develops requiring the member's immediate attention; and
  - iv. When absence is excused by a Supervisor.

**7. RESCHEDULING OF TRAINING PROGRAMS**

- a. Members unable to attend a scheduled class shall be rescheduled, if possible.
- b. Each member unable to attend the regularly scheduled training date shall be present at a make-up class.

**8. TRAINING REIMBURSEMENTS**

- a. Reimbursements to a member attending training programs (courses) outside of the department's service area shall be accomplished by that member completing a Travel Authorization and Advance Request form at least ten (10) days prior to date of departure and the submission of a Travel Expense Report form within ten (10) days after returning from such training program (course).
- b. Reimbursements allowances shall include meals (breakfast, lunch, and dinner), toll fees, gasoline (if cash for fuel is required), transportation carriers and appropriate incidental expenses as prescribed in the City's travel policy.

**9. EVALUATION AND RECOGNITION FOR COMPLETION**

- a. Each attendee may receive, when applicable, credit toward any mandatory re-training requirement upon successfully completing the training class.
- b. An evaluation form or summary on a form outlined by the Training Unit or the designated instructor will be filed with the Training Unit within five (5) working days following the attendee's class completion.
- c. The evaluation and/or summary may include:

- i. Number and attendance;
- ii. Individual participation; and
- iii. Other pertinent information relative to the training session.
- d. Successful completion of certain course offerings may result in the attendee receiving a certificate of attendance or completion and/or certification in the subject matter.

#### 10. RELEASE OF TRAINING RECORDS

- a. Training records can be released to another Police Department or employer with the member's written permission.
- b. Training records shall be released in accordance with FSS 119.07.

#### 11. AUTHORITY OF TRAINING INSTRUCTOR/TRAINING OFFICER

- a. The training instructor and/or training staff shall be authorized to expel from the training site and/or classroom:
  - i. Any attendee who, by their conduct or attitude, represents a danger to the safety of other attendees or continues to disrupt training after being advised of their disruptive conduct.
    - 1. Any such member shall be subject to disciplinary action if conduct so warrants.

#### 12. OPERATION AND ADMINISTRATION OF TRAINING FACILITY

- a. The Department operates a training facility, which includes at minimum:
  - i. Classroom space consistent with the curriculum being taught;
  - ii. Office space for instructors, and administrators;
  - iii. Physical training capability

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- TRAINING FUNCTION
- REMEDIAL TRAINING

#### RESPONSIBILITY INDEX

- CHIEF OF POLICE
- ADMINISTRATIVE SUPPORT BUREAU MAJOR
- TRAINING SERGEANT
- SUPERVISORS

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#### APPROVED:



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 Stephen J. Stepp  
 Chief of Police

08/06/2015  
 Date

**PALM BEACH GARDENS POLICE DEPARTMENT  
IN-SERVICE TRAINING  
LESSON PLAN**

<b>TITLE OF COURSE:</b>	
<b>INSTRUCTOR(S):</b>	
<b>Instruction Time</b>	
<b>PURPOSE OF INSTRUCTION:</b>	State the purpose and justification for this course in a brief statement of one or two paragraphs.
<b>TARGET AUDIENCE:</b>	Describe who the class is meant for, i.e., sworn personnel, civilian personnel, SWAT personnel, etc.
<b>GOALS AND OBJECTIVES:</b>	Goals: A brief statement of what skills, knowledge, abilities, and attitudes the instruction is designed to impart to the student. The concluding sentence(s) should state what the terminal outcome of the instruction should be. Objectives: A list of specific pieces of information or skills that are central to the topic of the course, and how the student will be able to demonstrate the knowledge or proficiency in each.
<b>OUTLINE:</b>	Detailed progression of the instruction throughout the course
<b>REFERENCES:</b>	A list of reference materials used in course development, including, but not limited to, books, articles, policies, procedures, films, etc.
<b>RESOURCES:</b>	A list of materials used in course instruction
<b>TEACHING STRATEGIES/METHODS:</b>	A list of teaching techniques and audio-visual presentations to be used on the course, such as lecture, discussion, video, film, etc.
<b>SCHEDULE:</b>	A breakdown by day, time period, and sub-topics of the progression of the instruction throughout the course
<b>TESTING:</b>	For informational courses, a copy of the written examination is attached. The examination should correlate directly with the stated goals and objectives. For courses that involve skill development, a description of the proficiency level and the method for demonstrating proficiency should be provided. Courses that address information and skills will require both testing criteria
<b>LESSON PLAN BY:</b>	Instructors signature
<b>APPROVED BY:</b>	Approving supervisor, usually the Training Sergeant