

<b>PALM BEACH GARDENS POLICE DEPARTMENT</b>		
<b>BASIC POLICE RECRUIT TRAINING</b>		
<b>POLICY AND PROCEDURE 4.3.4.2</b>		
<b>Effective Date :</b> 07/22/1994	<b>Accreditation Standards:</b> CALEA 33.2.3,4 & 33.4.1, 3, 4 CFA	<b>Review Date:</b>

## **CONTENTS**

### **1. Compliance with State Requirements**

### **2. Basic Recruit Training**

### **3. Glossary**

**PURPOSE:** To outline the basic recruit training to be received by member entering into service as a sworn law enforcement officer.

**SCOPE:** This policy and procedure applies to all members involved in the recruitment, selection and training of newly hired law enforcement officers.

**REVIEW RESPONSIBILITY:** Training Unit

**POLICY:** It is the legal and professional responsibility of the department to ensure that all persons entering employment or appointment as sworn law enforcement officers as defined in FSS 943.10 to receive the training necessary to obtain state certification.

## **1. COMPLIANCE WITH STATE REQUIREMENTS**

- a. It is the responsibility of the training unit to ensure compliance with this directive.
- b. This department will comply with all requirements for employment, appointment, basic training, and recertification as contained in FSS 943.
- c. This department will comply with all rules and regulations developed by the Florida Department of Law Enforcement (FDLE), Criminal Justice Standards and Training Commission (CJSTC) to ensure compliance with statutes under their authority.

## **2. BASIC RECRUIT TRAINING:**

- a. All basic recruit training for all classifications of police recruits will be conducted at a certified regional training facility utilizing the Florida Basic Standard Recruit Training Program as required by statute and CJSTC regulations.
- b. The recruit training academy instruction includes, but is not limited to the following subject areas:
  - i. History of law enforcement;
  - ii. Laws of arrests;
  - iii. Alternatives to arrests;
  - iv. Search and seizures laws;
  - v. Juvenile law;
  - vi. Constitutional law;
  - vii. Collection and preservation of evidence; and
  - viii. Other subject areas deemed appropriate by the CJSTC, Academy Directors, Region XII Training Council or Palm Beach County Chief of Police Association.

- c. The regional training academy for the training region containing Palm Beach Gardens will be utilized for all basic training unless:
  - i. A determination is made that another academy fulfills a department need in their curriculum that is not addressed locally.
  - ii. Local academy scheduling does not correspond with the department's timetable for hiring and training.
  - iii. Local academy scheduling for comparative compliance courses for out-of-state certified officers to obtain Florida certification does not allow for completion within the time limit after date of hire set by the state.
- d. It will be the responsibility of the training unit, if conditions warrant, to maintain liaison with the regional training academy to:
  - i. Keep current schedule of courses on file.
  - ii. Assure that recruits are registered for classes in a timely manner.
  - iii. Track the progress of all recruits throughout the span of their academy.
  - iv. Address any disciplinary problems experienced by academy staff with Palm Beach Gardens police department recruits.
  - v. Address any personal problems experienced by the recruit while in the academy related to the stress associated with the academy program, the new profession, changes in life style, and related family stress by referring the recruit for psychological counseling to the city's EAP program.
  - vi. Provide input to the academy as to curriculum needs beyond the basic mandatory program set by the state.
  - vii. Ensure that all appropriate fees and ancillary costs incurred through recruit's attendance at the academy are known and submitted to city finance for payment in a timely manner.
  - viii. Ensure that recruit training program include a curriculum based on job task analyses of the most frequent assignments of officers who complete recruit training.
  - ix. Ensure the use of evaluation techniques are designed to measure competency in the required skills, knowledge, and abilities to be a police officer.
- e. New members will receive orientation training in department policies, procedures, rules, regulations, reports, radio procedures, and other basic areas applicable to this agency.
  - i. The orientation will be conducted by a department member prior to a recruit being assigned to a Field Training Officer (FTO).
  - ii. The orientation will also include training and certification in high liability areas such as firearms qualifications, patrol rifle course, ASP and OC.
  - iii. All new officers must complete the basic recruit academy prior to routine assignment in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest except as part of the FTO program.
  - iv. New civilian members will attend those portions of the orientation relevant to all members as directed by their supervisors.
  - v. All new members will attend a city-wide orientation at Human Resources. These orientations will be scheduled by Human Resources.
- f. The department will provide assistance to the academy staff upon request of the director when such assistance is mutually beneficial.
  - i. This assistance may include, but is not limited to instructors; full time staff liaison officer; resources such as equipment, literature, etc.; and facilities, such as classrooms, range facilities, etc.
  - ii. The provisions of assistance to the academy shall not be allowed to interfere with the normal operation of the police department and the delivery of police services.

### 3. GLOSSARY

**Law Enforcement Officer** -See FSS 943.10 (1).

**Part-Time Law Enforcement Officer** -See FSS 943.10 (6).

**Auxiliary Law Enforcement Officer** -See FSS 943.10 (8).

**Reserve Officers** -Those part-time and auxiliary officers as defined in 943.10 (6) & (8) who assist full-time sworn officers on a voluntary or paid post-time basis as members of the Palm Beach Gardens police reserves program.

---

### INDEX AS:

- BASIC POLICE RECRUIT TRAINING

### RESPONSIBILITY INDEX

- CHIEF OF POLICE
- TRAINING SERGEANT
- FIELD TRAINING OFFICERS

DRAFTED: 07/22/1994      FILED: 4.3.4.2.pdf

---

**APPROVED:**



\_\_\_\_\_  
**Stephen J. Stepp**  
Chief of Police

03/10/2003  
**Date**