



# Helen Police Department

## Standard Operating Policies and Procedures

Chapter T-005  Training	Effective Date:	September 1, 2022	# of Pages:	26
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	Special Instructions:			

### I. PURPOSE

To develop and implement successful basic police training programs; advanced, specialized, and in-service training programs; a career development program for sworn personnel; and job-related training for civilian personnel.

### II. POLICY

- A. All training provided to employees and officers, including police officer recruits, shall be in accordance with the laws of the State of Georgia and the administrative rules established by the Georgia Peace Officers Standards and Training Council (Ga P.O.S.T.). Any training mandated by state law or P.O.S.T. rules will be conducted by certified instructors. All training shall be conducted by instructors competent in their field of instruction and in a manner conducive to learning.
- B. Training for all officers, members, or employees shall begin with an orientation program on their first day of employment and shall become part of a continuing education program designed to encourage an individual's professional and career development. By way of a structured training process, the Department should enable the person to define and focus on their talents and strengths, which, when properly channeled, will offer mutual and maximum benefit to the individual and the department.

### III. FUNCTIONS AND GOALS

- A. To provide newly hired civilian and sworn personnel with job-related training as soon as practical. Entry-level police officers will be required to successfully complete the P.O.S.T. basic mandate-training course prior to assuming sworn status. Civilian personnel will be provided with on-the-job training relative to the position to which they are assigned.
- B. In-service and advanced training gives the training function its fullest meaning. It provides a continuum of training from basic training to selected training schools. It keeps officers current with the ever-increasing demands of the job.
- C. The Chief of Police shall appoint a ranking officer as Training Coordinator, who will be assigned to the Patrol Division. The captain or their designee shall complete an annual documented review and evaluation as to the effectiveness of the position. The Training Coordinator shall be responsible for the department's training program for sworn and civilian personnel and for the maintenance of training records. The Training Coordinator shall further be responsible for the following activities:
  - 1. Assisting with planning and development of the agency's recruitment program.
  - 2. Planning and developing training programs to include revision and update of annual training, field training programs, and implementation of new programs of training.
  - 3. Notifying personnel and supervisors of required training, dates, times, location, and other pertinent information. Ensure that required training programs are attended and notifying supervisors of absences from required training.
  - 4. Notify supervisors of other available training for sworn and civilian personnel.
  - 5. Ensure that accurate training records are maintained on all sworn and civilian personnel. Supervise and maintain records on recruit officers and the Field Training Officer (FTO) Program.
  - 6. Coordinate and implement new training programs in-service and advanced training programs; select qualified instructors; review and evaluate training programs.

7. Maintain a liaison with the regional police academy by providing information, training aids, instructors, or other assistance as requested and available. Also maintain contact with the academy while recruits are in attendance to assist in any recruit testing requirements, commendations, and disciplinary procedures.

#### **IV. CIVILIAN PERSONNEL TRAINING**

- A. Newly appointed civilian personnel will receive the following training prior to assumption of job responsibilities:
  1. Orientation to the agency's role, purpose, goals, policies, procedures
  2. Working conditions and regulations pertaining to the position and general Departmental procedures; and
  3. Responsibilities and rights of employees.
- B. The Department further requires records clerks and other civilian personnel attend any training made available that enhances their professional skills and enables them to better perform the tasks and jobs they are assigned, and/or deemed necessary by state regulations, the Chief of Police and the Training Coordinator.
  1. The Communications shall receive and maintain GCIC terminal operator certification and Terminal Agency Coordinator training.
  2. The Records clerks shall receive training in records management and NIBRS reporting.

#### **V. RECRUIT TRAINING / FIELD TRAINING PROGRAM**

- A. When a person is hired into the entry level sworn position (police officer), he / she shall be known as a "Recruit" until completion of the Field Training Officer (F.T.O.) Program, then the recruit shall be "promoted" to the rank of Police Officer. The F.T.O. program will be supervised by the Training Coordinator, who will be responsible for the completion, review, and filing of all new recruits training paperwork.
- B. **Note:** *No recruit shall be allowed to work any extra-duty employment job in uniform or where the recruit- is expected to use police authority until such time as the officer has completed the F.T.O. Program. Any other type of extra job (out of uniform and non-law enforcement related*

*duties) may be approved by the Chief of Police through the chain-of-command. The recruit shall be required to follow the policy concerning secondary employment in this Manual.*

- C. As soon as practical, recruits will be scheduled to attend the Basic Law Enforcement Training Course at one of the regional academies used by the department. After completion of the course, recruits shall complete departmental firearms qualification be sworn in and issued his / her police identification and handgun. Per P.O.S.T. regulations, recruits will not be assigned to positions requiring the carrying of firearms, enforcing the law, or making arrests until their successful completion of mandate training.
  
- D. The following materials will be issued to all Recruit Officers:
  - 1. Helen Police Department SOP and a City of Helen Policy manual and/or computer disk containing:
    - a. The Agencies role, purpose, goals, policies, procedures, and familiarization with the accreditation process
    - b. Working conditions, Rules, Regulations and General Orders
    - c. Rights and responsibilities of employees.
  - 2. A Listing of Codes Used by the Department
  - 3. Uniforms and Duty Gear requirements
  - 4. Any other item as currently provided
  
- E. When a non-certified recruit has been employed, the recruit will attend the first available **Basic Law Enforcement Training Course** at a regional academy. If the recruit is employed prior to entering mandate training, the recruit shall be assigned to the Training Coordinator. Upon successful completion of Mandate Training, the recruit shall begin Phase I (Orientation) of the FTO Program and continue until successful completion of Phase IV at which time he / she shall be released from the FTO Program for permanent assignment.
  
- F. Phases of the Field Training Program for officers with less than two (2) years of experience.
  - 1. The Field Training Program will consist of four phases of observation and performance. Each phase will consist of a

curriculum based on tasks of the most frequent tasks associated duties of officers to the variety of assignments in the law enforcement field. The phases are as follows:

- a. Phase I – New Hire Only - Communications/ Orientation - Two Weeks
  - 1.) Orientation / Observation / Communications – One week
- b. Phase II (can be done in any order)
  - 1.) Day Watch - Three Weeks
  - 2.) Night Watch – Three Weeks
- c. Phase III - Criminal Investigations - Up to One Week
- d. Phase IV - On the job observation by Supervisor - Two Weeks
- e. Daily observation reports will be done in Phases II and III. A weekly evaluation will be done by the Shift Supervisor in Phase IV. All reports will be forwarded to the Training Coordinator.
- f. Training for Officers with Two years or more of full-time experience will be on an accelerated FTO Program. The accelerated program will be as follows.

G. Phase I – New Hire Only - Communications/ Orientation - Two Weeks

- 1. Orientation / Observation / Communications – One Week
- 2. Phase II (can be done in any order)
  - a. Day Watch – Up to Two Weeks
  - b. Morning Watch – Up to Two Weeks
- 3. Phase III - Criminal Investigations - Up to One Week
- 4. Phase IV - On the job observation by Supervisor – Up to Two Weeks

## **VI. TRAINING REQUIREMENTS**

A. Each Field Training Officer(s) is provided with standardized evaluation guidelines and techniques which serve as means of program standardization and continuity. The use of the evaluation techniques designed to measure competency in the required skills, knowledge, and abilities. These standardized evaluation guidelines provide specific direction in evaluating and rating the recruit in many areas. Officers will complete daily and weekly observation reports using these guidelines.

1. Certified Officers

B. Firearms proficiency will be achieved before the officer is assigned to patrol duty or allowed to carry their badge, gun, identification card. Length of time in the Field Training Program for certified Police Officers shall be determined by the officer's law enforcement experience. Duty assignments and length of phases, as well as the phase level, will be determined by the Field Training Officer based on the recruit's ability to perform. The following requirements, however, will be followed:

1. Officers with (2) years or more experience – Minimum of 2 weeks, up to 9 weeks Field Training Officer Program
2. Officers with (2) years or less experience – Minimum of 4 weeks, up to 14 weeks Field Training Officer Program
3. Daily Observation Reports as required by the Field Training Program.
4. The Field Training Officer(s) is responsible for the completion of the Daily Observation Report (D.O.R.) as it pertains to comments about the recruit's performance and specific documentation. The Field Training Officer(s) will jointly review the completed D.O.R. with the recruit. The D.O.R. is to be signed by the recruit and the Field Training Officer.
5. The Field Training Officer will submit a letter to the Field Training Coordinator and patrol commander before the recruit is released to the next phase.
6. Weekly evaluations are required by the supervisor during solo phase.

7. Release from the FTO Program shall be subject to final evaluation by the Captain and Training Coordinator, who has discretion to extend training.

#### C. Non-Certified Recruits

1. Successful completion of BLETC and departmental firearms qualification will be accomplished before being issued badge, gun, or identification card.
2. Assignment to the fourteen (14) week, Field Training Program.
3. The Field Training Officer(s) is responsible for the completion of the Daily Observation Report (D.O.R.) as it pertains to comments about the recruit's performance and specific documentation. The Field Training Officer(s) will jointly review the completed D.O.R. with the recruit. The D.O.R. is to be signed by the recruit and the Field Training Officer. Daily Observation Reports as required by the Field Training Program
4. The Field Training Officer will submit a letter to the Field Training Coordinator before a recruit is released to the solo phase.
5. Weekly evaluations are required by the supervisor during solo phase.
6. Release from the FTO Program shall be subject to final evaluation by the Field Operations Commander and lead FTO, who has discretion to extend training.

D. For specific field training procedures refer to the Field Training Manual.

#### E. Recruit Time Keeping Responsibilities

1. If a recruit is required to be off duty for any reason such leave will be approved by Field Training Officer, the shift supervisor, the Training Coordinator, and the captain. Recruits are assigned to shifts via an order issued by the captain. All time recording will be using the department time clock.

### **VII. RECRUIT CHAIN OF COMMAND**

A. The chain-of-command for field supervision of all recruits will be as follows:

1. Field Training Officer
2. Shift Supervisor
3. Training Coordinator
4. Captain
5. Chief of Police

## **VIII. RECRUITS TRAINING FILE**

- A. A recruit's training file is confidential and shall be reviewed only by personnel connected with the Field Training and Evaluation Program or by persons having a "need-to-know". A request by others to review any file shall first be approved by the Chief of Police.
- B. Agencies conducting background checks on former employees shall be directed to the Training Coordinator for information regarding the Training Program. Access to a recruit's file will be granted only in instances where the agency representative has a release, signed by the recruit, in his / her possession. Non-law enforcement agencies will be advised of the recruit's dates of employment with the Department and reason for leaving as noted on the "Notice of Separation."

## **IX. FIELD TRAINING OFFICER SELECTION PROCESS**

- A. Field Training Officers shall be those officers who either volunteer or are identified by the training section, shift supervisor, and lead FTO as potential field trainers and either meet or are eligible to meet the following requirements: They must have been a certified police officer for one (1) year, employed as an officer by the Helen Police Department for at least one (1) year, and have attended or are eligible to attend a recognized Field Training Officer Training Course. Candidates for the Field Training Officer position must also be highly qualified and capable officers, able to keep themselves above reproach.
- B. The Training Coordinator will then prepare a list of those who have volunteered or been recommended for the position of Field Training Officer and submit that list to the Chief of Police.
- C. The Chief of Police will be responsible for making the final decision on those officers selected to be Field Training Officers.



- D. If a Field training Officer has not attended a POST Field Training Officer course prior to appointment, and one cannot be scheduled prior to the officer receiving a training officer assignment, the officer as a minimum receives training from a departmental instructor who is fully versed in the Field training Officer function and the Helen Police Department's procedures, before assuming this additional duty. Periodic in-service training will be provided to Field Training Officers to keep them current with their assigned responsibilities.

## **X. REQUESTS FOR TRAINING/ ATTENDANCE**

### **A. Training Requests**

1. Any employee requesting specialized training must complete a Training Request form. These forms are located in the squad room and also available from the Training Coordinator. If the training is to be conducted by an outside vendor other than the listed academies, you must attach the flyer or brochure for the training course to the Training Request form. All financial obligations shall be established prior to an employee attending a training function at an outside facility / agency.
2. After completion of the Training Request form, and acquiring the appropriate approval, the form will be forwarded to the Training Coordinator. Upon receiving the request, the Training Coordinator will make all necessary arrangements for the employee to attend the training.
3. If the training course is other than at a regional academy, the employee must also forward a course outline showing topics that are covered.
4. All training at outside facilities / agencies shall be done pursuant to Georgia state law and P.O.S.T. rules and regulations. Employees are reminded that departmental policies, procedures, rules, and regulations are still applicable. If any training or skills learned at an outside facility / agency conflict with any departmental procedures, policies, rules and regulations, these conflicts should immediately be brought to the attention of the Training Coordinator and the employee's Shift Supervisor.

## **XI. ATTENDANCE**

A. The captain will determine which training programs will require mandatory attendance. Attendance at training sessions shall be considered a duty assignment. Employees shall attend as scheduled. Employee attendance shall be documented and maintained by the Training Coordinator as a means to record training received by the employee.

1. Employees may be excused from scheduled training by a supervisor in the employee's chain-of-command. The supervisor who excuses the employee from training will promptly notify the Training Coordinator. Employees will be awarded certificates for successful completion of training programs.

## **XII. TYPES OF TRAINING / REQUIRED TRAINING**

### **A. Roll Call Training**

1. The Training Coordinator shall be responsible for preparing or assisting supervisors with memorandums and/or topic matter to be used at roll call sessions for patrol officers. Lesson plans may be made available from the Training Coordinator or the regional police academy if needed. Subject matter will cover items of an immediate need-to-know nature in reference to legal updates, changes in policies or procedures, equipment handling procedures, review of existing policy, etc.

a. Resources used for preparation of roll call training include:

- 1.) Film (training)
- 2.) Incident reports
- 3.) Accident and traffic analysis reports
- 4.) Crime analysis reports
- 5.) Lookout reports
- 6.) Daily bulletin
- 7.) Inspection reports
- 8.) Staff reports

2. Roll call training shall be conducted by supervisory officers for personnel assigned to their watch.
  - a. Techniques used may include lectures, audiovisuals, or written material. Other available resources may be utilized as instructional aids, i.e., personnel from the regional police academy, local schools, colleges, etc.
  - b. Because of shifts, roll call training shall be scheduled for a minimum of two sessions per workweek in order to accommodate all personnel.
  - c. Officers may request specific training they feel would be beneficial to their shift. Officers should provide feedback to assist with the effectiveness of training.

#### B. In-Service Training

1. To ensure that personnel are kept up to date with new laws, technological improvements, revisions in agency rules and regulations and firearms proficiency; the department will provide in-service training programs. The following tasks/topics shall be addressed annually via in-service training (tasks which require the attendance of unsworn personnel are denoted):
  - a. Legal Update
  - b. Vehicle Pursuits
  - c. Search and Seizure
  - d. Transportation of Detainees
  - e. Domestic Violence (Call for Service)
  - f. Domestic Violence (Employee, Unsworn Mandatory)
  - g. Property and Evidence
  - h. Off-Duty Conduct (Unsworn Mandatory)
  - i. Sexual Harassment (Unsworn Mandatory)
  - j. Selection and Hiring
  - k. Citizen Complaints/Internal Affairs (Unsworn Mandatory)
  - l. Special Operations/SWAT/K-9
  - m. Dealing with the mentally ill or persons with diminished capacity (Unsworn Mandatory)
2. In-service training will be conducted by POST certified instructors. Georgia POST Council will approve training provided unless otherwise approved by the Chief of Police.

3. Attendance at all in-service training is mandatory. It is the responsibility of each employee to see that his or her attendance is recorded at in-service training. Exceptions will be made in cases of illness, death in family or court attendance. It is the responsibility of each employee to provide adequate documentation for authorized absences to their supervisor and/or the Training Coordinator.
4. The Training Coordinator shall update agency personnel records following their participation in POST certified training, as well as in-service or other training resulting in POST credit.
5. Courses administered by the Helen Police Department will have fully developed lesson plans using the required POST guidelines with clearly written performance objectives that are job related. Performance and job-related objectives will be given to the students and their specific performance will be demonstrated to the instructor. Copies of lesson plans used will be maintained by the Training Coordinator and will be available to instructors as needed. Lesson plans not on file will be made available from the regional police academy, the Georgia Public Safety Training Center, the International Association of Chiefs of Police, or other certified sources.

#### C. Advanced / Specialized Training

1. Advanced / Specialized training is training to enhance skills, knowledge and abilities beyond the level taught in either recruit or other in-service training programs. Advanced / Specialized training may address the development and / or enhancement of the skills, knowledge, and abilities particular to specialization such as, management, administration, DNA evidence collection, supervision, personnel policies, department policies, procedures, or rules and regulations specifically related to the department.
2. All members of the Helen Police Department who have demonstrated leadership capabilities, and are presently in a position of leadership, or will be assigned to a position of leadership will participate in various Advanced Training Programs designed to strengthen their leadership skills.
3. Specialized training shall be provided for newly promoted employees and employees in selected assignments. Employees who are promoted to the rank Sergeant (Shift or Unit Commander) or upon the recommendation of a

supervisor will attend the Law Enforcement Supervision Training Course Levels I, II and III. Both, the Chief of Police and Captain will be required to attend various training designed for executive development.

4. Many functions within the department require pre-assignment or Georgia P.O.S.T. assignment specialized training. Outside public or private organizations may provide specialized training internally, at a regional academy. The Training Coordinator will ensure that all personnel receive the necessary specialized training to provide the skills for the job performance and shall track retraining requirements, if any are defined. Those areas which the Helen Police Department identifies as positions requiring specialized training are, but are not limited to, the following:
  - a. Traffic/ DUI Enforcement
    - 1.) Accident Investigation,
    - 2.) Advanced Traffic Law Classes; and
    - 3.) DUI Detection, Standardized Field Sobriety Evaluation, and
    - 4.) Intoxilyzer Training.
  - b. Field Training Officer personnel will attend a recognized Field Training Officer Training Course.
  - c. Criminal Investigation personnel will, at a minimum, attend a recognized criminal procedure and investigation course, crime scene investigation, internal affairs investigations, background checks, and any other investigative related courses deemed necessary.
  - d. Supervision / Management personnel will attend Supervision training level's I, II, & III as well as Management training level's I, II, & III, and any other related training deemed necessary.
  - e. Training Coordinator will receive training in Instructor Training, Departmental Trainer and any other related training deemed necessary.

f. Any other assignments that are specialized or highly technical in nature

D. The Training Coordinator has the responsibility for developing specialized training for the Helen Police Department. The Training Coordinator will ensure that all personnel receive specialized training to provide the necessary skills for job performance. The specialized training will utilize specific lesson plans and evaluations conducted by experienced personnel or training officers. Specialized training provided to personnel shall include:

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; and
3. Supervised on-the-job training.

E. Whenever an employee has been promoted or assigned to a specialized area, that employee shall be enrolled in a specialized training program as soon as practical after the assignment.

F. Career Development Program

1. Advanced Certifications

G. In an effort to encourage professional development, advanced education, and improved law enforcement services, P.O.S.T. offers a series of certifications beyond that of basic level. The certifications are based on; time in service, higher education and a training requirement consisting of both core and elective programs.

H. The certifications available are listed from the most basic to the advanced. They are the:

1. Basic Law Enforcement Certification
2. Intermediate Certification
3. Advanced Certification
4. Supervisory Certification
5. Management Certification

## 6. Executive Certification

- I. Upon graduation from the Basic Law Enforcement Training Course and meeting applicable Georgia Peace Officer Standards and Training (P.O.S.T.) Council standards, the entry level peace officer is granted the **Basic Peace Officer Certification**.

### 1. Intermediate Certification

- a. The requirements of P.O.S.T. state that to qualify for the intermediate certificate each applicant must:

- 1.) Be a certified, registered, or exempt peace officer currently employed by a Georgia law enforcement agency certified by P.O.S.T.,
- 2.) Have at least two (2) years experience as a full-time, paid peace officer,
- 3.) Have a minimum of ten (10) quarter hours (or semester equivalent) from an accredited college or university **OR** be born before July 1, 1940 **AND** employed continually as a peace officer since July 1, 1970. (Officers meeting this requirement may substitute training points for the required education points.); and
- 4.) Have successfully completed the following five (5) required core courses at a P.O.S.T. recognized training facility.

- i. Criminal Procedures (40 hours)
- ii. Health and Awareness (22 hours)
- iii. Interpersonal Relations (8 Hours)
- iv. First Responder (40 hours)
- v. Officer Survival (40 hours)

### 2. Advanced Certification

- a. The requirements of P.O.S.T. state that to qualify for the advanced certificate, each applicant must:

- 1.) Possess, or be able to possess the Intermediate Certificate,
- 2.) Be a certified, registered or exempt peace officer currently employed by a Georgia law enforcement agency certified by P.O.S.T.,
- 3.) Have a minimum of twenty (20) quarter hours (or semester equivalent) from an accredited college or university **OR** be born before July 1, 1940 **AND** employed continually as a peace officer since July 1, 1970. (Officers meeting this requirement may substitute training points for the required education points.); and
- 4.) Have successfully completed the following seven (7) required core courses at a P.O.S.T. recognized training facility.
  - i. Advanced Firearms (32 hours)
  - ii. Advanced Report Writing (16 hours)
  - iii. Advanced Traffic Law (24 hours)
  - iv. Crime Scene Processing (24 hours)
  - v. Interviews and Interrogations (24 hours)
  - vi. Search Warrants and Affidavits (16 hours)
  - vii. Specialized Patrol Techniques (8 hours)

### 3. Supervisory Certificate

- a. The requirements of P.O.S.T. state that to qualify for the Supervisory Certificate, each applicant must:
- b. Currently hold a supervisory position and have done so for at least one year prior to certification. A supervisory position is defined as those who are responsible for the direct supervision of personnel occupying basic operational line positions in patrol, investigations, or support. The position title may be sergeant, corporal, or officer-in-charge. A person in this position commonly performs both the direct supervision of personnel and



actual law enforcement duties. Also included would be coordination of supervised personnel, evaluation, and record keeping. Determination shall be based job function and not position title.

- c. Possess, or be able to possess, the Advanced Certificate. Persons employed in supervisory positions prior to July 1, 1986 may challenge the Advanced Certificate by examination. Any module failed may not be re-tested and the candidate must complete the required core course for that module. A combination of successfully completed modules and course completion is permissible to satisfy the Advanced Certification requirement only as to the awarding of the Supervisory Certificate.
- d. Possess forty-five (45) college quarter hours (or semester equivalent) from an accredited college or university OR be born before July 1, 1940 AND employed continually as a peace officer since July 1, 1970. (Officers meeting this requirement may substitute training points for the required education points).
- e. Complete the 120-hour P.O.S.T. approved Supervisory Development Course. A supervisor who attends a supervisory related course of 120 hours or longer that is delivered by a P.O.S.T. recognized training facility may submit the curriculum and their Certificate of Completion for the course to be P.O.S.T. for equivalency evaluation. Requests must meet 100% of the objectives of the currently offered P.O.S.T. Supervisory Development Course in order for P.O.S.T. to issue an "Equivalent Course Completion letter."

#### 4. Management Certification

- a. The requirements of P.O.S.T. state that to qualify for the Management Certificate, each applicant must:
  - 1.) Currently hold a management position and have done so for at least one (1) year prior to certification. A management position is defined as "those who occupy the management position in a law enforcement agency which fall between the supervisor and the executive. This position typically involves planning, organizing, public

relations, discipline and general administrative work." Determination shall be based on job function and not position title.

- 2.) Possess, or be able to possess the P.O.S.T. Advanced Certificate. (Persons employed in management positions prior to July 1, 1986 are exempted from this requirement.)
- 3.) Possess ninety (90) college quarter hours (or semester equivalent) from an accredited college or university, **OR** be born before July 1, 1940 **AND** employed continually as a peace officer since July 1, 1970. (Officers meeting this criterion may substitute training points for the educational requirement).
- 4.) Complete the 120-hour P.O.S.T. approved Management Development Course. Managers who attend a management related course of 120 hours or longer that is delivered by a P.O.S.T. recognized training facility may submit the curriculum and their Certificate of Completion for the course to P.O.S.T. for equivalency evaluation.

#### 5. Executive Certificate

- a. The requirements of P.O.S.T. state that to qualify for the executive certificate, each applicant must:
  - 1.) Currently hold an executive position and have done so for at least one (1) year prior to certification. An executive position is defined as "the highest level official with direct operational responsibility for a law enforcement agency." Duty positions may be identified by the title of chief of police, sheriff, superintendent, warden, colonel, director, or commissioner. As general manager of a law enforcement agency, the executive has the administrative responsibility for the policies and performance of the agency. Determination shall be based on job function and not position title.
  - 2.) Possess ninety (90) college quarter hours (or semester equivalent) from an accredited college

or university, or be born before July 1, 1940 and employed continually as a peace officer since July 1, 1970. (Officers meeting this criterion may substitute training points for the educational requirement).

- 3.) Complete the 120 hours P.O.S.T. approved Executive Development Course.

### **XIII. CAREER COUNSELING**

- A. The aim of the career development program of the Helen Police Department will be to highlight specific job opportunities for individual growth and to improve overall satisfaction and performance. Supervisors at all levels within the police department will be required to attend the Supervision training course (3 weeks), which will qualify them to conduct career development counseling.
- B. All division supervisors shall conduct an annual review with each subordinate focusing on the employee's in-service training record in order to assess the progress of the employee in achieving career objectives. The supervisor should coordinate with the Departmental Training Officer and / or Training Coordinator in an effort to gain the training necessary for the employee to realize his/her objectives.
- C. All sworn personnel are encouraged to strive to obtain intermediate and advanced certification. Supervisors and managers are encouraged to strive to obtain the supervisory and management certificates. Employees meeting the requirements for one of these certifications may obtain the appropriate application from the Training / Personnel Officer.
- D. Effective January 1, 1989, the Georgia Peace Officers Standards and Training Council (P.O.S.T.) requires that each sworn officer receive at a minimum, twenty (20) hours of in-service training each calendar year to include the Governor's Initiative Training. Failure to do so will result in removal from their duty assignment and/or loss of certification as a peace officer in the state of Georgia. It is the individual officer's responsibility to satisfy this requirement each year.
- E. To assist the officer in fulfilling this mandate, the Training Coordinator will plan, develop, schedule, and implement in-service training programs. These programs will take into consideration the needs of the department and the community. Instruction will include topics that will encourage and nurture professional growth, strengthen the

management and administrative abilities of supervisors and encourage career development and career advancement of all personnel.

- F. In-service training programs will be developed to provide for advanced and specialized training and annual proficiency training in high risk, high liability areas such as firearms and defensive tactics.
- G. The Training Coordinator will update records of employees following their participation in training programs on the Helen Records Management System (RMS) as well as verifying their POST officer profile training history report.
- H. CPR / first-aid re-certification will be held every two years as recommended by the American Heart Association.
- I. G.C.I.C. Security & Integrity re-certification will be held every two years as required by G.C.I.C. Council Rules.
- J. Certain in-service training shall be mandatory. All employees scheduled for in-service training will be responsible for notifying the Training Coordinator if a conflict arises. Absence must also be cleared through the employee's chain-of-command.
- K. Mandatory Annual In-service
  - 1. Annually, sworn officers will be required to attend training on the following topics: Governor's initiative Training, Vehicle Pursuits, Ethics & Professionalism, Legal Updates, Use of Force Policy, Firearms Proficiency, Search and Seizure, Transportation of Prisoners, Employee Domestic Violence, Property/Evidence, Off-duty Conduct, Sexual Harassment, Selection and Hiring, Citizens Complaints / I.A., Special Operations/SWAT/K-9, and dealing with mentally ill or persons with diminished capacity.
  - 2. **Note:** *Any employee who fails to meet all training requirements may be removed from duty status until they meet training requirements.*

#### **XIV. TRAINING REIMBURSEMENT**

- A. The police department will reimburse any employee attending training programs in or outside the agency's service area when appropriate. All reimbursements shall be through the Administrative Assistant.

- B. All contacts initiated by members of the Training Section, either private enterprise, public enterprises, including other law enforcement agencies, will be made only after informing the commanding officer of such intent. Likewise, contacts initiated by these entities should be brought to the attention of the commanding officer for his information.
- C. All contacts made with these outside resources will be handled in the utmost professional manner.
- D. Lesson plans used in training shall be approved by the Training Coordinator or a lesson plan approved by the POST Council or the Georgia Public Safety Training Center.

## **XV. COURSES OF INSTRUCTION / TRAINING INSTRUCTORS**

- A. Course Curriculum
- B. Development of course curriculum is the responsibility of the Training Coordinator under the direction of the captain considering the needs of the Department and the community and satisfy Georgia Peace Officers Standards and Training (POST) Council guidelines. In determining course curriculum and the development of training programs, the Training Coordinator may use all training resources available through the Department and P.O.S.T.
- C. Course curriculum may also be developed from using outside resources within the public and private community. Public organizations include other law enforcement and government agencies, and other components of the criminal justice system. Private organizations include training seminars, programs, conferences, or work sessions conducted by private organizations. The purpose of using outside public and private organizations is to enhance our own training programs. All resources and training will meet with the prior approval of the Training Coordinator and the Chief of Police.
- D. On occasions in-service, advanced and specialized training may occur at an outside training facility. For an employee to receive credit for any outside training, the training must follow P.O.S.T. guidelines. Training provided by departmental personnel at outside facilities must also be approved by P.O.S.T., the Training Coordinator and the Chief of Police.
- E. The agency requires lesson plans for all training courses conducted by the agency, to include:

1. A statement of performance and job-related objectives,
2. The content of the training and specification of the appropriate instructional techniques,
3. A process for approval of lesson plans; and
4. Identification of any tests used in the training process.

#### F. Lesson Plans

1. Lesson plans utilized during training will be approved by the Training Coordinator to ensure that the subject matter to be covered in training is addressed completely and accurately and is properly sequenced with other training materials; that the lesson plans establish the purpose of the instruction, sets forth the performance and job-related objectives, and identify the subject material.
2. All lesson plans will follow guidelines set forth by the Georgia Peace Officers Standards and Training Council.
3. Instructors for all recruit, advanced, in-service, and specialized training programs will be required to complete an approved lesson plan, which will include at a minimum:
4. Guidelines for lesson plan development,
5. A statement of student performance and job-related objectives,
6. The content of the training and specification of the appropriate instructional techniques,
7. Processes for approval of lesson plans; and
8. Identification of any tests used in the training process.

#### G. Instructors

1. Personnel teaching at the Helen Police Department will have been certified by the Georgia Peace Officers Standards and Training Council as an instructor.

2. All instructors will be required to have a certain level of training prior to teaching. All instructors will receive instructional training, which includes, at a minimum:
  - a. Lesson plan development,
  - b. Student Performance Objective development,
  - c. Instructional techniques,
  - d. Learning theory,
  - e. Testing and evaluation techniques; and,
  - f. Resource availability and use.
- H. All instructors utilized by the Training Coordinator will be required to provide proof of current P.O.S.T. Instructor Certification.
- I. When training programs pertain to other areas of the criminal justice system, the Training Coordinator should seek an individual from that area to assist in the instructional process. Examples may include a judge discussing courtroom procedures, a district attorney discussing criminal prosecution or a nurse discussing health care. This type of training increases effectiveness improves coordination and promotes better understanding throughout the criminal justice system.
- J. Whenever possible, certified law enforcement instructors are encouraged to provide training to other components of the criminal justice system.

## **XVI. TESTING**

- A. All departmental testing procedures for recruit, advanced, in-service, and specialized training programs will be approved by the Training Coordinator and shall consist of two types:
  1. Written Examinations that evaluate cognitive knowledge; and
  2. Performance Examinations that evaluate psychomotor skills.
- B. When possible, instructors will administer a test to all attendees upon completion of the Training Program. All tests should be competency-based, use performance and job-related objectives and measure participant knowledge of and ability to use job-related skills. For written examinations, eighty percent (80%) shall be considered the

minimum passing score unless otherwise specified by the course instructor or designated by the training standard. If any course deviates from the eighty percent (80%) rule, it is to be clearly stated in advance, by the instructor.

## **XVII. TRAINING RECORDS**

- A. The Training Coordinator will maintain a training file on each employee of the department. The files will be updated upon completion of an employee's participation in a training program and in accordance with P.O.S.T. regulations. The file will contain at a minimum, the date of the training, types of training received, number of hours, and any certificates received. Attendance and test scores shall be recorded for each employee.
- B. Employees attending outside training will provide a copy of all certificates of completion or attendance to the Training Coordinator following the training program.
- C. The Training Coordinator is responsible for maintaining records of each training class conducted by the Helen Police Department. These records shall include at a minimum the following:
  - 1. Course content (Lesson Plans),
  - 2. Roster of participants; and
  - 3. Performance of individual attendees as measured by tests, if administered.

## **XVIII. REMEDIAL TRAINING**

- A. All supervisory personnel should recognize the effectiveness of remedial training, particularly in the disciplinary processes. Remedial training may be used in the place of disciplinary action when appropriate. The need for remedial training is best reflected in an employee's job performance, such as:
  - 1. The employee displays a lack of knowledge, skill, or ability in a specific area of required police activity.
  - 2. The employee displays a high level of interest in a particular area of required police activity; but lacks the basic knowledge, skills, or abilities necessary for improvements in that area.



3. The employee shows a lack of understanding in the application of departmental policy and procedures.
- B. Remedial training is required for any employee having difficulty with any program of instruction at any level of training or who shows a lack of understanding in the application of law, departmental policy, critical tasks, and departmental procedures.
  - C. Failure to participate in remedial training may result in disciplinary action. Remedial training should be completed as soon as practical. All remedial training will be documented.
  - D. Each sworn and certified officer is required to qualify in certain critical skills (such as the proper use of their firearm and the safe operation of their patrol vehicle). Other frequently utilized skills are arrest procedures, search and seizure procedures, report writing, interpersonal communication, resolving of conflicts and decision making.
  - E. Whenever the officer displays that they are lacking any of the above skills, then it is imperative that corrective action be taken. Such corrective action may involve remedial training. Remedial training may be used to correct problem areas and unwanted behavior.

## **XIX. ANNUAL TRAINING EVALUATION**

- A. It shall be the policy of this department that all training programs be evaluated annually to ensure our training is up to date according to training needs and obligations.
- B. As part of the evaluation process, several resources will be referred to when developing and modifying training programs. Resources reviewed and referenced are:
  1. Field reports, including supervisory reports.
  2. Minutes form Staff /Supervisor meetings and reports.
  3. Consultations with field officers and supervisors and observations made in the field.
  4. Student evaluations and critiques.
  5. Reports resulting from Internal Investigations regarding cases investigated and potential problems or problem areas identified.

6. Requests from other agencies such as White County Juvenile Court, Department of Family and Children Services, local schools, etc.
  7. Participation and approval by the Chief of Police.
- C. All staff members are expected and encouraged to make suggestions during the evaluation process paying particular attention to information received from sources outside the Training Section. As training topics are pointed out and areas requiring improvement are noted, the various supervisors will be charged with examining the feasibility of inserting a particular topic into the training program.
- D. All training conducted by the Training Section will, at its most basic level, meet those job tasks as developed by the Georgia POST Council as it is related to patrol officers. Further, all testing conducted will measure knowledge, skills, and abilities as they relate to the performance of these job tasks.

**XX. TRAINING COMMITTEE**

- A. The training committee will assist in the development and evaluation of training needs of the agency. The Helen Police Training Committee is comprised of the Departmental Training Coordinator, Criminal Investigations, Shift Supervisors, Communications, and the captain. The committee serves as an oversight capacity and will exercise approval authority as it relates to the following activities:
1. Planning and Developing Training Programs,
  2. Implementing New Training Programs,
  3. Evaluation and Revision of Existing Training Programs,
  4. Training Direction for Personnel Development.
- B. The Training Coordinator will be responsible for implementation and management of the above activities as approved by the Training Committee. The findings of the committee will be periodically reported to the Chief of Police.