




Jamestown Police Department

GENERAL ORDER 220.01

SECTION		EFFECTIVE DATE	PAGES
200 – Human Resources		10/01/2016	9
SUBSECTION		PREVIOUSLY ISSUED DATE	
20 - Training		11/1/10	
TITLE		BY ORDER OF	
220.01 - Training Policy		 Chief Edward A. Mello	
REVIEW	LAST REVIEW DATE	RIPAC REFERENCE	
Every three years	02/28/2019	6.1, 6.2, 6.3, 6.4, 6.5, 6.8	

I. PURPOSE

To establish and maintain guidelines regarding the organization and administration of the Department's training programs.

II. POLICY

The Jamestown Police Department recognizes that in order to maintain a high level of professionalism and readiness, a process of continual training is necessary. Training, whether in the form of recruit training, in-service training, specialized or advanced training, promotional training, remedial training, or shift briefing training, has often been cited as one of the most important responsibilities of any law enforcement agency.

Training also serves three broad purposes. First, well-trained employees are generally better prepared to act decisively and correctly in a broad spectrum of situations. Second, training results in greater productivity and effectiveness. Third, training fosters cooperation and unity of purpose. Furthermore, law enforcement agencies are now being held legally accountable for the actions of their employees and for failing to provide initial or remedial training to their employees. Therefore it is the policy of the Jamestown Police Department to consistently provide its members with updated job related training.

III. DEFINITIONS

A. CURRICULUM — A series of courses related to a specific kind of training program.

- B. IN-SERVICE TRAINING** — Training in addition to recruit training, which may include periodic retraining or refresher training, specialized training, career development, promotional training, advanced training, and shift briefing training.
- C. LESSON PLAN** — A detailed guide from which an instructor teaches. The plan includes the goals, specific subject matter, performance objectives, references, resources, and methods of evaluating or testing students.
- D. OUTSIDE ACADEMY** — An academy not operated by the agency, such as a regional or state training academy providing recruit, in-service, or specialized training.
- E. PERFORMANCE OBJECTIVES** — Statements of operational behavior required for satisfactory performance of a task, the conditions under which the behavior is usually performed, and the criteria for satisfactory performance.
- F. RECRUIT TRAINING** — The orientation of new officers to their jobs and the development of basic law enforcement skills.
- G. REMEDIAL TRAINING** — Personalized training to correct a specific deficiency, which is usually identified by either (1) testing or other evaluation during training or (2) supervisory evaluation during routine job performance.
- H. SPECIALIZED ASSIGNMENT** — An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification; a specialized assignment may involve higher pay or additional benefits.
- I. SPECIALIZED TRAINING**— Training to enhance skills, knowledge, and abilities taught in either recruit or other in-service programs. Specialized training may address supervisory, management, and/or executive development training, or it may include technical and job-specific subjects, e.g., homicide investigation, fingerprint examination, juvenile investigation, etc.
- J. SHIFT BRIEFING TRAINING** — Training or informational sessions of short duration administered to law enforcement officers just prior to, or after, their tour of duty.
- K. TEST** — A measuring device to determine the amount and quality of learning which has taken place during a particular training session. It reveals only whether information has been transmitted as planned, not how well the new information is applied to job problems or whether it initiates behavior change.
- L. TRAINING** — Instruction to make a person proficient in specific areas.
- M. TRAINING PROGRAM** — Any program designed to make a person proficient in a given area(s) as a result of the instruction provided.

IV. TRAINING COMMITTEE ROLES

- A. The Police Chief shall establish a Training Committee made up of various sworn and non-sworn Department members to assist in the development and evaluation of training needs.
- B. The Police Chief shall select Department members to serve on the Training Committee and replace committee members, as needed.
- C. The Training Committee has the authority and responsibility of:
 - 1. Identifying training needs;
 - 2. Soliciting training suggestions from Department members;
 - 3. Developing and evaluating training programs, and;
 - 4. Providing training recommendations based on research of new concepts, laws, technology, and procedures having an impact on the Department.
- D. The Training Committee may use a variety of resources in the development of training programs, to include:
 - 1. Staff meeting results;
 - 2. Feedback from trainees;
 - 3. Annual training reports, and;
 - 4. Use of Force, Discharge of Firearm, High Speed Vehicular Pursuit, and Internal Affairs analyses and statistical reports.
- E. The Training Committee shall submit training recommendations to the Training Officer, who shall review the recommendations, then forward them to the Police Chief for final approval.

V. TRAINING ATTENDANCE

- A. The Training Officer shall provide advance written notice to Department members assigned to attend training programs. Such notice shall include the date, time, location, and description of the training program.
- B. Attendance at training programs is considered mandatory, unless members are otherwise excused by the Training Officer. Unexcused absences or tardiness may result in disciplinary action.
- C. Department members unable to attend assigned training programs because of scheduling conflicts, i.e.: court appearances, vacations, etc., shall promptly notify the Training Officer
 - 1. The Training Officer shall reschedule Department members to attend mandatory training program make-up sessions.

- D. Department members attending training programs offered by the Department shall sign a sign-in sheet documenting their attendance. The Training Officer shall maintain sign-in sheets.
- E. Department members shall forward copies of attendance certificates or diplomas to the Training Officer.

VI. TRAINING EXPENSES AND REIMBURSEMENT

- A. Full-time Department members attending training programs scheduled during non-working hours shall be compensated consistent with the applicable collective bargaining agreements for sworn and non-sworn Department members.
- B. Other training-related expenses, (i.e.: travel, hotels, fees, books, etc.), shall be pre-paid by the Department or paid in the form of reimbursement. Department members requesting reimbursement shall submit appropriate receipts to the Chief for approval.

VII. LESSON PLANS

- A. Lesson plans are required for all training programs conducted by the Department.
- B. Department members providing training instruction shall submit lesson plans to the Training Officer for approval, prior to conducting training programs.
- C. The Training Officer shall ensure that lesson plans are prepared and that all lesson plans include:
 - 1. Statement(s) of performance and job-related objectives;
 - 2. Content of the training and specification of the appropriate instructional technique(s), (i.e.: lecture, group discussion, demonstration);
 - 3. Resources, references, aids, supplies, and equipment used, and;
 - 4. Identification of any test(s), (i.e.: written test, oral test, practical exam, etc.).

VIII. REMEDIAL TRAINING

- A. Department members shall be provided with remedial training directed at correcting specific, job-related deficiencies or improving performance in a particular area within a designated time period and with clearly defined and expected results, as needed.
- B. Supervisory officers shall identify the training needs of Department members within their span of control and provide remedial training or make remedial training recommendations to the Training Officer

- C. Remedial training may be provided by supervisory officers, FTOs, other Department members, or outside instructors qualified to provide training programs.
- D. Attendance at remedial training programs for assigned Department members is mandatory. Unexcused absences or tardiness may result in disciplinary action.
- E. Department members providing remedial training at other than regularly scheduled training programs shall document the training on an inter-departmental memorandum and forward it, along with the results of any proficiency examination, to the Training Officer. The Training Officer shall arrange for the appropriate documentation of remedial training provided at outside training programs.
- H. Although remedial training is a viable means of correcting some job-related deficiencies, the process will not be considered the only means available for coping with inadequate performance. Other means, including transfer, demotion, or termination of employment, consistent with the Department's policy on Internal Affairs Investigations, may be utilized at the discretion of the Police Chief when judged more appropriate to the particular circumstances surrounding the inadequate performance.

IX. TRAINING RECORDS

- A. The Training Officer shall maintain updated, permanent training records in the Department's computerized records system.
- B. Individual training records shall include:
 - 1. Date of training;
 - 2. Type of training;
 - 3. Training attendance;
 - 4. Certificate or diploma received, if any, and;
 - 5. Credited training hours.
- C. The Training Officer shall maintain updated and separate training files for each training program:
 - 1. Training program files should include:
 - a. Name of instructor(s)
 - b. Lesson plans;
 - c. Course outlines;

- d. Attendance records;
- e. Any communications with non-resident instructors;
- f. Written tests (if applicable);
- g. Oral quiz questions (if applicable);
- h. Proficiency scores/results (if applicable), and;
- i. Critiques.

D. Department trainers using proficiency examinations, (i.e.: written tests, oral quizzes, practical examinations, etc.), as part of their instruction shall retain all examinations and forward such scores or results to the Training Officer.

E. The Training Officer shall prepare and maintain an annual training report, which shall include Training Committee recommendations for future training programs. A copy of the report shall be forwarded to the Police Chief.

X. ACADEMY TRAINING

A. Department members must successfully complete the POST-certified Rhode Island Municipal Police Training Academy (RIMPTA) recruit training program prior to assuming the duties of sworn police officers.

B. The Police Chief, or designee, shall maintain communication with the RIMPTA and shall submit any documents or forms requested by the RIMPTA while Department members are enrolled in the recruit training program.

C. The Police Chief, or designee, shall maintain RIMPTA status reports detailing the performance of Department members enrolled in the recruit training program.

D. The Department shall pay all costs associated with the recruit training program, to include tuition, materials, uniforms, salaries, and benefits.

XI. IN-SERVICE, SHIFT BRIEFING, SPECIALIZED AND ADVANCED TRAINING

A. In-service training:

- 1. Sworn Department members shall complete an annual in-service training program, which shall include both training and retraining programs.
- 2. Annual training shall consist of, but is not limited to, the following subject areas:

- a. Legal updates;
 - b. Revisions in Department directives and procedures;
 - c. Weapons proficiency (firearms require semi-annual qualifications);
 - d. Use of force policies, training and policy;
 - e. Review of Department directives and procedures;
 - f. Mutual Aid;
 - g. Harassment and Discrimination;
 - h. All Hazards Plan;
 - i. Active Threat Response;
 - j. Bias Based Profiling;
 - k. Taser Training;
 - l. Other training programs offered outside the Department;
 - m. Any other needed retraining, as identified by the Training Officer.
4. Non-sworn Department members shall also be required to participate in applicable in-service training and retraining programs.
 5. All Department members are encouraged to assist in developing the Department's in-service training and retraining programs by submitting suggestions to the Training Committee.
- B. Shift briefing training:
1. Patrol Shift Supervisors shall provide shift briefing training which supplements other forms of training between in-service training and retraining programs.
 2. Shift briefing training may be short in duration and conducted by the supervisor holding roll call or a Department member with training in a particular subject matter.
 3. Patrol Shift Supervisors shall incorporate audiovisual aids, videotapes, publications, demonstrations and presentations that enable participation on the part of roll call attendees.

4. Patrol Shift Supervisors shall maintain records of shift briefing training provided to their subordinates and submit a monthly report to the Training Officer explaining the subject matter covered.

C. Specialized training:

1. The Department shall provide specialized training to Department members required to perform specialized functions. Positions requiring specialized training include:

- a. Supervisors;
- b. Firearm instructors;
- c. Detectives;
- d. BCI officers;
- e. NCIC operators;
- f. OC spray instructors;
- g. Expandable baton instructors;
- h. Breathalyzer officers;
- i. Hostage negotiators;
- j. Field training officers (FTOs);
- k. Bicycle patrol officers;
- l. Dispatchers.

D. Advanced training:

1. Advanced training shall be provided to Department members to meet Department needs.
2. Advanced training may be provided by the Federal Bureau of Investigation (F.B.I.) National Academy, Northwestern University Traffic Institute, or other recognized universities, colleges, organizations, or institutions.
3. The following criteria shall be used in selecting Department members to attend advanced training programs:
 - a. Department needs;

- b. Department members' level of interest, position, duties, and responsibilities, and;
 - c. Department members' specialized skills, (i.e.: leadership skills, supervisory abilities, investigative skills, training abilities, etc.).
4. The Police Chief shall approve those selected to attend advanced training programs.

XII. PROMOTIONAL TRAINING

- A. Training shall be provided to all newly-promoted Department members. Such training shall be job-related and commensurate with their new duties.
- B. Training for newly-promoted Department members may be provided by supervisory Department members, recognized universities, colleges, organizations, agencies, or institutions.

XIII. CIVILIAN TRAINING

- A. All non-sworn Department members shall be provided with the training and retraining necessary for them to meet the requirements of their respective job responsibilities.
- B. Non-sworn Department members assuming the following positions shall receive pre-service and in-service training appropriate to their respective assignments:
 - 1. Administrative Assistant;
 - 2. Public Safety Clerk / Dispatcher
 - 3. Harbormaster
- C. The appropriate Division Commander shall ensure that newly-hired, non-sworn • Department members receive information regarding:
 - 1. The Department's role, purpose, goals, policies, and procedures;
 - 2. Working conditions and regulations, and;
 - 3. Rights and responsibilities.
- D. In addition, the appropriate supervisor shall ensure that newly-hired, non-sworn Department members receive an orientation tour of Department headquarters and are introduced to co-workers.