

	POLICY & PROCEDURE	SERIES # 627	PAGE 1 OF 13
	SUBJECT		EFFECTIVE DATE
	DIVISION TRAINING		05/10/2021
			OVERSIGHT Prof. Standards
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 627 dated 03/17/20.		

I. PURPOSE:

To provide guidelines for conducting all Division training and the maintenance of Division training records.

II. POLICY:

Training can be effective only if it is well structured and reflects the needs or interests of the Division while being flexible enough to fit into the time limitations of the training environment. The following objectives will be used to attain our goal in all training:

- A. The understanding of the Division's role in service to the public, in the protection of lives and property
- B. The understanding of the police officer's role within the criminal justice system
- C. The understanding of the police officer's role in exercising authority
- D. The understanding of the police officer's role in "Critical Issues" in law enforcement. (Example: Use of Force, Hot Pursuit, Harassment in the Workplace.)
- E. Increased productivity and greater effectiveness through enhanced knowledge
- F. Utilizing certified trainers with in-house talent to provide quality instruction on numerous topics
- G. To provide unity of purpose to personnel through common training

III. DISCUSSION: COMPREHENSIVE TRAINING PROGRAM:

- A. The Division will implement a comprehensive training program which will consist of the following components:

APPROVED:
CHIEF OF POLICE



1. Orientation – That portion of training presented to recruits upon entry into the basic academy. This includes training of personnel in Division policies, procedures, rules and regulations, Academy schedule, Academy written directives, student conduct and the Accreditation process. Recruits will receive an Academy Handbook containing pertinent information at orientation.
2. Basic Recruit Training – an initial course of study to consist of, at a minimum, those State mandated training topics necessary for certification as a law enforcement officer in the State of Virginia. This training will be given at a facility certified by the State for such programs. All newly employed officers shall complete the recruit basic training program prior to any routine assignment in which the officer is allowed to carry a firearm or is in a position to make an arrest. These officers will be sworn-in on the successful completion of the basic recruit training.
3. Patrol Training Officer Program – a period of post basic training under the direction of a Police Training Officer. This training component shall include a period of orientation to the operation of the Division and its relationship to other criminal justice agencies. The primary purpose of training during this component is to put into practice that knowledge gained during the basic training period and to gain a thorough understanding of ordinances, policies, and practices unique to Hampton.
4. Pre-Service and In-Service Training – Pre-Service Training is training provided to an employee prior to the employee being allowed to perform his job on his own. In-Service Training is periodic refresher training provided to Division personnel which may include: 1) state mandated In-Service Training and Certification; 2) Division annual In-Service (KEY) Training for all personnel.
 - a. Certain civilian positions require Pre-Service and/or In-Service Training. The positions requiring this training are:
 - (1) Public Safety Communications Personnel
 - (2) Records Personnel
 - (3) Forensic Technicians
 - (4) School Crossing Guards/PSO
 - (5) Accreditation Manager
 - (6) Animal Control Officers
 - b. All newly appointed civilian personnel receive information regarding:
 - (1) The agencies role, purpose, goals, policies and procedures
 - (2) Working conditions and regulations, and
 - (3) Responsibilities and right of employees.
 - (4) City Policy
 - c. Sworn personnel and the designated civilian personnel are required

to complete Pre-Service and annual In-Service Training which includes, but is not limited to:

- (1) Legal updates
- (2) Firearms qualifications (sworn only) and demonstration of proficiency with electronic weapons annually and all less lethal weapons (biennially) the employee is authorized to use.
- (3) Defensive tactics / Use of Force (less lethal weapons) Training (sworn personnel, Police Cadets & Animal Control).
- (4) Periodic job related training in the areas defined as “Critical Issues in Law Enforcement”.

5. Online Training -The Division’s electronic training program may be used for training that qualifies for in-service credit such as (but not limited to) legal updates, instructor recertification, policy updates, Training Bulletins and Critical Issues Training.
6. Internal Transfer Position Training – specialized courses are provided for improving the professional competence of personnel assigned to certain units. For those positions which are identified in their related Policy and Procedure as requiring specialized training; the training shall include the following:
 - a. Development and/or enhancement of knowledge, skills and abilities particular to the specialization
 - b. Management, administration, supervision, personnel policies and support services of the function or component
 - c. Divisional policies, procedures, rules and regulations specifically related to the function or unit
 - d. Supervised on-the-job training.
7. Line-Up Training – A technique used to supplement other training. The goal of this training should be to keep officers current between formal retraining sessions. Examples of this training would include discussions on current/new laws, Division Policy and Procedures or Training Bulletins. This training shall be conducted as often as deemed necessary..
8. Remedial Training – Training which is personalized and designed to correct a specific deficiency. The need for remedial training may be identified by:
 - a. Testing or other evaluation during training
 - b. Evaluation of job performance
 - c. Results of inspection activities or Internal Affairs functions

d. As a function of discipline

When the need for remedial training is identified, the supervisor shall coordinate the training with the Training Academy Unit in writing. This training shall be completed within 30 days or as soon as possible. Remedial training provided shall be accurately recorded on a Training Order and the employees Training Record/History.

IV. PROCEDURE:

A. Division Training Academy Unit's Function:

1. To plan and develop training programs according to the needs of the Division to include all Basic Law Enforcement, Basic Dispatch, In-service, Career Development, Specialized and Instructor Certification and Recertification training sessions.
2. To announce mandatory and all other available training for all personnel.
3. To maintain training records of all personnel.
4. To maintain attendance of all training coordinated by the Division.
5. To implement In-House training programs. The Training Academy Unit shall be responsible for implementing in-house training on a monthly basis.
 - a. Maintain a lesson plan system to ensure that the content and quality of training provided satisfies the Division's training objectives.
 - b. Each unit will designate an individual as a Training Coordinator who shall be responsible for conveying the training needs of the Division and unit to the unit's members.
 - c. The Training Coordinator shall complete the necessary training documentation and forward it to the Training Unit for evaluation and record keeping.
6. To coordinate the selection and utilization of "training instructors" who possess the necessary knowledge, skills and abilities.
7. To develop and maintain training resources.
8. To coordinate and evaluate all training programs.
9. Maintain an annual training calendar that identifies "Critical Issues" training and other topics as they are identified.
10. Training Staff will provide guidance, if necessary, for Roll-Call or Unit Level initiated training will be coordinated by the Unit Commander and the Training Coordinator. This training should be documented in the format

approved and prescribed by the Training Unit. (A minimum of one training area should be initiated per month.)

11. Positions in the Training Academy Unit: Selection and Retention

- a. Vacancies within the Training Academy Unit will be posted, selected and evaluated per Division Policy and Procedure #641 (Position Assignment).
- b. Officers must be a General Instructor certified by DCJS and have an overall “3” on a Division issued physical assessment. The physical assessment must have been completed within one year of application.
- c. Officers that apply for this position need to be highly motivated, self-supervising, productive and able to adopt a flexible work schedule.
- d. Once an officer is assigned to the Unit, an Orientation Checklist will be completed. The original will remain in the officer’s personnel file and a copy of the completed Checklist will be forwarded to Accreditation.
- e. Retraining and remedial training will be accomplished on an as needed basis determined by the Training Academy Unit Commander/Supervisor and DCJS requirements.

B. Training Instructors

1. Selection of a quality instruction staff, which includes Training Unit members, Training Coordinators and Division Instructors, is critical to the operation of a successful training program. These individuals should be selected based on the following knowledge, skills and abilities:
 - a. Knowledge of law enforcement
 - b. Effective communications skills
 - c. Knowledge of teaching theories, methods and practices.
2. Instructor Qualifications:
 - a. All Division instructors will be required to have received training in the following areas:
 - (1) Lesson plan development
 - (2) Performance objective development
 - (3) Instructional techniques and learning theory
 - (4) Testing and evaluation techniques
 - (5) Legal and Liability Issues
 - (6) Resource availability and use

- b. Nothing in this qualification section will prevent a supervisor from providing training in critical areas or policy review.

3. Selection of Outside Instructors

Outside resources for providing instruction are necessary to meet many specific training needs. The selection for these instructors is based on their experience, reputation and instructional materials supplied to the Division.

4. Instructor Responsibilities

- a. Utilization of the Division initiated lesson plans, or pre-approved lesson plan, for Division generated training programs.
- b. Ensure the credibility and integrity of the testing process.
- c. Document the performance of the attending personnel.
- d. Document attendance at the training session.
- e. Ensuring the completion of necessary course evaluations.
- f. Developing and/or updating lesson plans, as needed.

5. Police Training Officers (PTO)

- a. The Police Training Officer Program will be administered by the Training Unit.
- b. The duties of the Police Training Officers will be supervised by the Training Unit Commander, or his designee.
- c. Candidates for Police Training Officer shall be nominated by the individual Unit Commanders. Candidates will be directed by the Unit Commander to submit a Training Request and Officer Candidate Eligibility Sheet to the Training Unit requesting consideration for the position. The request will be forwarded through the Chain of command and must receive a favorable recommendation from the candidate's supervisors and the appropriate Branch Commander for consideration.
- d. Police Training Officers eligibility criteria will be:
 - (1) Two (2) years' experience as a sworn Police Officer, with a minimum of one (1) year experience as a Hampton Police Officer. In order for lateral transfers to be considered their

- previous experience must have been with a comparable agency. Senior Police Officers and Master Police Officers are desired.
- (2) A minimum of an overall 3 on most recent performance evaluation.
 - (3) Demonstrates superior knowledge, skills, abilities, judgement, communication skills, and experience as a Police Patrol Officer.
 - (4) A score of 80 on the previous Annual Handgun Qualification. (Current PTO's must score an 80 or above on all of the Annual Handgun Qualifications in order to maintain their PTO status.)
 - (5) Endorsement by the appropriate supervisors and Commanders.
 - (6) The above criteria must be acquired annually to maintain the PTO status. The Commander of the Training Unit or his designee will conduct an annual review to ensure Police Training Officers maintain the minimum requirements.
 - (7) Prior to removing an officer from PTO status the Professional Standards Branch Commander will make a recommendation to the appropriate Branch Commander that the individual in question be removed from PTO Status with documentation of the reasons. A final decision will be made jointly by all the Branch Commanders.
- e. Candidate Police Training Officers will be scheduled to attend a Police Training Officers School. This school must be completed before any OJT occurs. Follow-up and In-Service training for Police Training Officers will be scheduled as the need is identified or as mandated.
- f. All recruits will receive on-the-job training under the authority of a designated Police Training Officer. If there are not any available PTO's during a specific tour of duty, the trainee shall be assigned to a Senior/Master Police Officer or Corporal at the discretion of the supervisor for observation purposes. Should the Trainee's assigned PTO be unavailable for an extended period of time, the PTO's Unit Commander shall consult the Training Unit Commander, or his designee to determine reassignment of police training responsibilities.
- g. All Police Training Officers will be required to complete the necessary documentation on each recruit. These reports will be

forwarded to the Division's Police Academy in accordance with the reporting schedule established by the Training Commander.

- h. Trainees shall be scheduled for an initial twenty (20) weeks of police training. During the police training time period, the Trainee shall remain under the chain of command of the Training Unit Commander. Generally, the Police Training Schedule is as follows:

(20 Weeks)

- Phases A & B completed with PTO-1
- One (1) Week Midterm completed with PTE-1
- Phases C & D completed with PTO-2
- Two (2) Week Final completed with PTE-2

- i. The minimum time for police training per DCJS is 100 hours. If at any time after the minimum 100 hours of police training, the PTO feels that the recruit is ready for a permanent shift assignment, the PTO shall consult the Training Unit Commander or his designee and discuss the four (4) AR's, four (4) CCL's, daily Journal Entry and one (1) NPE. If early release is approved, the PTO shall ensure that the Police Training Release form in the Police Training Manual is completed with the PTO's respective supervision and the Trainee shall be scheduled for release.
- j. Recruit officers in Police Training or "O.J.T." status are only allowed to perform police duties while under the direct and immediate direction of a Police Training Instructor or a supervisor unless otherwise directed.

While in Police Training, recruit officers will only be allowed to work Extra Duty if they are assigned to a duty that requires at least two officers. The second officer must be either a supervisor or a Police Training Officer. Additionally, the recruit officer must obtain approval from the Special Projects Sergeant or his designee prior to reporting for the assignment.

- k. In order to facilitate the training process, there should be a minimum of three (3) Police Training Officers assigned to each Uniform Unit providing the assets are available.

C. Lesson Plans

- 1. Lesson Plans shall be developed for all training courses to ensure that the subject to be covered in training is addressed completely, accurately and without conflict with Division policy.

2. Lesson plans will include the following:
 - a. Lesson Plan Cover Sheet
 - b. Guidelines and format for the lesson development
 - c. An introduction
 - d. A statement of performance, job-related objectives and standards
 - e. The content of the training and specification of the appropriate instructional technique, such as: lecture, group discussion, panels or seminar
 - f. Materials and resources needed and training aids required for delivery of the program.
 - g. Identification of any tests used in the training process. In most training programs, tests will be developed to measure participants' knowledge of the performance objectives covered during the training.
 - h. Reference lists noting all outside sources of information used to assist in the development of the course of instruction.
3. All lesson plans must be pre-approved by the Training Commander, or his designee. This will ensure that lesson plans are consistent with Divisional guidelines and policies. If the training will count for DCJS credit, the lesson plan must be submitted to the Academy Director no less than 30 days prior to the beginning of training for approval.
4. An exception to the lesson plan requirement exists with individuals who possess professional or proficiency skill in a field of endeavor directly related to the subject matter (lawyers, doctors, public administrators, etc.).
5. If a lesson is based on an approved written document, no lesson plan is required. However, a "cover sheet" approved by the Training Academy Commander providing the required training documentation will be submitted for recording purposes. The list of approved written documents includes:
 - a. Policy & Procedure
 - b. Chief's Directives
 - c. General Orders
 - d. Rules and Regulations
 - e. Branch Directives
 - f. Division Plans
 - g. Special Orders

- h. Personnel Orders
- i. Training Bulletins
- j. Hampton City Code
- k. Virginia State Code
- l. Court decisions/Case law

6. Course Instructors shall ensure that their lesson plan is current and up to date prior to commencement of training. Copies of all lesson plans and related records as actually taught will be submitted to the Training Academy Unit Commander, or his designee upon completion of the training session. This information will be maintained in accordance with the appropriate Virginia Retention Schedule.

D. Attendance Requirements

1. Members of the Division are assigned to training through written training orders issued under the authority of the Commander of ~~Support Services~~. **Professional Standards**.
2. Personnel assigned to training by a Training Order are required to report to that training unless excused by the Training Academy Unit Commander or his designee.
3. Personnel assigned to training by a Training Order are responsible for not scheduling activities which conflict with the training assignment.
4. The employee will coordinate the training assignment with his/her supervisor. Any disciplinary action resulting from the training environment will be referred to the Division Members Immediate Supervisor.

E. Training Records

1. Records of all training received by personnel will be maintained by the Training Academy Unit.
2. Training records of employees should include, at a minimum:
 - a. Employee's name
 - b. Course title
 - c. Date/time of training
 - d. Performance results such as qualification scores, quizzes, tests, etc.
3. Training records of classes should include, at a minimum:
 - a. Course Title / Course Inventory Cover Sheet
 - b. Course Lesson Plan as Actually Instructed
 - c. Instructor Name(s)
 - d. Attendance Rosters
 - e. Performance results such as Qualification Scores, quizzes, tests,

- etc.
 - f. Training and Instructor Evaluations
4. Remedial training records shall be included in the Division's training files. The employee's supervisor shall ensure that proper documentation is added to the member's Supervisor's Record of Employee.

F. Division Training Committee

1. Composition, Selection, and Replacement

- a. The Division Training Committee consists of the training coordinators from each of the unit within the Division.
- b. Training Coordinators are chosen by the respective Unit Commanders. Training Coordinators are replaced at the discretion of the coordinator's Unit Commander, or upon transfer to another assignment.

2. Relationship with the Training Academy Unit

- a. The Training Committee acts as a liaison between the various Division units and the Training Unit for the purpose of developing and evaluating training needs.
- b. The Committee meets at least annually with all activities and agenda items coordinated through the Commander of the Office of Professional Standards. All recorded minutes and Committee reports are forwarded to the Office of the Chief of Police and the Accreditation Office within ten days.
- c. The Training Academy Unit Commander (or his designee) serves as the coordinator and advisor of the Division's Training Committee. The Training Committee is briefed at each meeting on all components of Division related training issues. The Committee reports suggestions, findings, and concerns to the Training Academy Unit Commander.

3. Authority and Responsibility

- a. The Training Committee assists with the development, evaluation, and implementation of training needs. It serves as a focal point for input from other units within the Division, individual personnel, and private citizens.
- b. The Committee identifies any training deficiencies and proposes strategies for correction. The combined efforts of the Committee and the Training Academy Unit enhance the Division's training program, allowing Division personnel to deliver the highest quality of police services to the community.

G. Use of K-9 Training Aids

Training aids, such as controlled substances, weapons, or explosives used in K-9 training and/or Investigative training shall be documented by signing out these items from the Property and Evidence Unit.

1. The officer signing out such items for training purposes shall submit a report with list of items obtained and what they are to be used for to the Training Academy Unit Commander. This list shall include weights and/or amounts for each item.
2. Items shall be maintained in a locked safe/vault within a locked and alarmed room for extra security measures.
3. The Training Unit Commander shall audit these items monthly for accountability purposes and report the audit on the Training Unit Monthly report to the Support Services Branch Commander.

H. Expense Reimbursement for Patrol Training Officers (PTO)

1. Police Training Officers participating in the recruit OJT Training Program shall be reimbursed at the rate of \$10.00 a day for meals and inconvenience incurred due to the PTO Training requirement.
 - a. The PTO will submit a list of dates he/she trained a new officer. The dates and expenses of (\$10 per day) will be listed on the Division's Travel and Expense Voucher.
 - b. The voucher will be submitted five working days after the last day of the month in which the expenses were incurred to the Training Unit Commander or his designee.
2. Police Training Officer assignments will be the responsibility of the Training Unit. Officers performing PTO duty must be qualified and have received formal PTO training.
3. To qualify for the reimbursement, the PTO must meet the following criteria:
 - a. The officer conducting the training must be PTO qualified.
 - b. The officer must complete daily after action journal entries each day they serve as a PTO. Once completed, daily after action journal entries shall be submitted to the Training Unit. If this is not completed, the Training Unit's PTO Coordinator will not be able to complete the necessary Travel and Expense Voucher to reimburse the PTO.
 - c. Once the Training Unit's PTO Coordinator receives the daily

after action journal entries, he/she shall complete the Travel and Expense Voucher and submit it to Police Payroll on behalf of the PTO for reimbursement.

4. The Training and Expense Voucher shall be submitted to Finance for payment on a monthly basis. Payment is automatically provided in the PTO's paychecks.

I. Training Reimbursement Clause

1. If a Division employee attends a single Division funded training that has a cumulative value which includes the cost of the training, travel, lodging and per-diem that exceeds \$4000, the employee shall sign a legally binding agreement to remain employed with the Hampton Police Division for three additional years to begin at the conclusion of the training or shall be responsible for reimbursing the Division for the cost of the training prorated for the time that the employee has remained with the Division.
2. The employee shall be required to sign an additional agreement for each Division funded training that exceeds \$4000.
3. The reimbursement clause shall apply to all Division members who separate from employment for any reason other than retirement, disability or military orders.

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