

Heinz von Eckartsberg, Chief of Police

GENERAL ORDER 33
TRAINING
EFFECTIVE DATE: May 10, 2012 LAST REVISION DATE: April 27, 2015
SUMMARY OF REVISIONS: 33.1.1

INDEX OF STANDARDS
33.1 ORGANIZATION AND ADMINISTRATION
33.1.1 TRAINING COMMITTEE
33.1.2 ATTENDANCE REQUIREMENTS
33.1.3 TRAINING REIMBURSEMENTS
33.1.4 LESSON PLANS
33.1.5 REMEDIAL TRAINING
33.1.6 UPDATING EMPLOYEE RECORDS
33.1.7 TRAINING RECORDS
33.2 ACADEMY ADMINISTRATION
33.2.1 N/A
33.2.2 N/A
33.2.3 RELATIONSHIP WITH TRAINING ACADEMY
33.2.4 TRAINING IN AGENCY POLICIES & PROCEDURES
33.3 TRAINING INSTRUCTORS
33.3.1 INSTRUCTOR TRAINING
33.4 RECRUIT TRAINING
33.4.1 PROHIBITION FROM CARRYING FIREARM OR MAKING ARRESTS
33.4.2 TRAINING BASED ON JTA
33.4.3 FIELD TRAINING PROGRAM
33.5 IN-SERVICE, ROLL-CALL, AND ADVANCED TRAINING
33.5.1 IN-SERVICE TRAINING

- 33.5.2 ROLL-CALL TRAINING
- 33.5.3 ACCREDITATION TRAINING
- 33.5.4 ACCREDITAION MANAGER TRAINING
- 33.6 SPECIALIZED TRAINING**
- 33.6.1 SPECIALIZED TRAINING
- 33.6.2 N/A
- 33.7 CIVILIAN TRAINING**
- 33.7.1 CIVILIAN PERSONNEL ORIENTATION
- 33.7.2 CIVILIAN PERSONNEL TRAINING
- 33.8 CAREER DEVELOPMENT**
- 33.8.1 CAREER DEVELOPMENT PERSONNEL
- 33.8.2 SKILL DEVELOPMENT – PROMOTIONS
- 33.8.3 CAREER DEVELOPMENT PROGRAM
- 33.8.4 EDUCATION INCENTIVES

PURPOSE: The purpose of this chapter is to define the Division’s training needs and establish procedures by which these needs are met.

33.1 ADMINISTRATION

33.1.1 TRAINING COMMITTEE

The Division shall establish a training committee.

- A. The Dublin Division of Police will have a training committee comprised of the Chief of Police, Bureau Commanders, and Sergeants of the Division of Police.
- B. The Training Committee shall be a standing committee comprised of the **supervisory** staff members of this agency, who shall assume their role in this committee on the basis of their position within the organization.
- C. The Accreditation Manager shall periodically report on training progress, training programs, training concerns and issues, and other matters, which may be of interest to the committee and may ask for input from the committee concerning training issues.
- D. Training matters may be addressed at staff meetings **at least quarterly** and the training committee shall be responsible for contributing input to training decisions and shall be responsible for assisting, through their attendance and input during staff meetings, in the development and implementation of training programs conducted and/or hosted by this agency.
- E. The committee shall report to the Accreditation **Manager**, who in turn shall report to the Technical Services Bureau Commander, under the general direction of the Chief of Police.

33.1.2 ATTENDANCE REQUIREMENTS

- The Division shall require attendance of employees assigned to authorize training programs, unless reasonable grounds exist to be excused from the training, and/or suitable arrangements for substitute training have been made in advance. In the case of unexcused absence, the agency may require the employee, at his/her own expense and time, to make up the unexcused time in addition to other possible disciplinary action, if applicable.
- The Division shall require an employee to provide the Training Sergeant certificates of completion or evidence of attendance of training.
- The agency will ensure that copies of training certificates received by members for completion of training are entered in their personnel files and that records of any and all training is documented in agency files and available to the member at his/her request.

33.1.3 TRAINING REIMBURSEMENTS

Generally, the expenses for employees who attend assigned training shall be paid by the Employer. The employer will pay registration fees, tuition charges for the training school, seminar, educational or other instructional programs. Other expenses paid by the employer are as follows:

- Meals, as permitted, when not provided by tuition.
- If a City vehicle is unavailable and an employee is required to use his or her own vehicle, the employer shall pay the current rate for mileage, as determined by the IRS. Mileage will not be paid unless travel by personal vehicle is pre-approved.
- Hotel or motel charges when lodging is not provided as a term of tuition payment and out of town training/lodging is approved.
- Where overnight lodging is provided at the City's expense, an employee will only be reimbursed for mileage to and from the training facility on one occasion each way unless otherwise approved or directed. All other travel shall be considered to be non-work-related and non-reimbursable.
- Bus, train, or airfare at tourist rate is provided for lengthy trips when travel is approved by the City Manager.
- Regular hourly rates will be paid during training hours. If training sessions create overtime, employee should provide a copy of the training schedule or other documentation for the overtime to be paid.
- The employer will pay for all necessary tools and equipment required by the course of instruction.
- All reimbursement requires original receipts.
- This policy does not preclude an employee from entering into a special agreement with the Division to attend non-mandatory elective training (example, employee wants to attend a conference on their

own time that has not been approved by the agency, but is granted extended time off to attend). Such requests should be submitted to the Chief of Police in writing.

33.1.4 LESSON PLANS

All training courses conducted by this agency will be accompanied by a lesson plan, which will include:

- A. A statement of performance and **job-related objectives**.
- B. The content of training and specification of the appropriate **instructional techniques**.
- C. Submission to the Training Officer for formal **approval** by the Chief of Police.
- D. Identification of any **tests** used in the training process.

33.1.5 REMEDIAL TRAINING

The Division will utilize **remedial training** as a constructive tool to reinforce, retain, and refine an employee's knowledge, skills, and abilities in keeping with the goals and objectives of the agency. The criteria used for requiring remedial training should be based on recurring errors or deficiencies in performance and may be part of corrective action linked to counseling, reprimand, or other disciplinary action.

- The need for remedial training will normally be identified through observed performance and evaluations done by the employee's supervisors, however a remedial training recommendation can be made by any supervisory staff member with the training assignment ultimately being approved by the Chief of Police.
- Training which is identified as remedial training shall be scheduled as soon as practical and will be required to be satisfactorily completed by the member.
- The Division may identify in-service training of a remedial nature or may choose to use facilities or courses of instruction outside the agency which will address the remedial training need(s) of the member.
- The Training Sergeant shall review all recommendations for remedial training of an employee to determine if the agency and/or its training function have failed to adequately prepare the member.

33.1.6 UPDATING EMPLOYEE RECORDS

Employees shall submit a copy of all training certificates to the Training Officer for all City sponsored training. The Training Officer shall maintain a file for each member containing a list of programs attended and dates of attendance, and shall place a copy of any applicable certificate and/or document of attendance and performance along with any member's evaluation statement (if applicable) of the program in training files and/or maintain such information in computer.

33.1.7 TRAINING RECORDS

The Division shall maintain records of each training class it conducts, to include:

- A. **Course content** (lesson plans).
- B. **Names of attendees.**
- C. **Performance** of individual attendees as measured by tests, if administered.

33.2 ACADEMY ADMINISTRATION

33.2.1 N/A

33.2.2 N/A

33.2.3 RELATIONSHIP WITH TRAINING ACADEMY

In accordance with Ohio Revised Code §109.73, §109.75, §109.77, this Division will select an academy for recruits that meet the requirements of the Ohio Peace Officer Training Council. The recruit academy is acting as an agent for the City of Dublin in training recruit officers. Certification of a recruit by the Executive Director of the Ohio Peace Officer Training Council shall serve as proof of compliance of the recruit with training standards promulgated by the Training Council. Liaison will be maintained between the Division and the recruit academy. Financial obligations of the agency to the academy will be processed through the City Finance Department for course or program fees and any applicable expenses.

33.2.4 TRAINING IN AGENCY POLICIES & PROCEDURES

The Division will provide instruction in policies, procedures, rules and regulations that are specific to this Division during the employee's field/initial training period.

33.3 TRAINING INSTRUCTORS

33.3.1 INSTRUCTOR TRAINING

As soon as practical after assignment, the Police Division will require that personnel assigned to the training function as full-time instructors receive Ohio Peace Officer Training Academy's **Instructor Training** or equivalent as their core instructor training. This training will include at a minimum:

- A. **Lesson plan development.**
- B. **Performance objective development.**
- C. **Adult education and teaching techniques.**
- D. **Testing and evaluation techniques.**
- E. **Resource availability and use.**

33.4 RECRUIT TRAINING

33.4.1 PROHIBITION FROM CARRYING FIREARM OR MAKING ARRESTS

The Division shall require all sworn officers to complete a recruit training academy program and become certified peace officers prior to assignment in any capacity in which the officer is required to carry a weapon or is in a position to make an arrest, except as part of a formal field training program.

33.4.2 JOB TASK ANALYSIS-BASED TRAINING

The Division's recruit training program shall include:

- A. A **curriculum based on tasks** of the most frequently assigned duties of officers who complete recruit training.
- B. The use of **evaluation techniques** designed to measure competency in the required skills, knowledge, and abilities.

33.4.3 FIELD TRAINING PROGRAM

The Division shall establish a field training program for all newly sworn officers with a curriculum based on tasks of the most frequent assignments with provisions for the following:

- A. **Duration:** Training of at least sixteen weeks, which will include classroom instruction, in the field training, and a shadow period.
- B. The selection process for Field Training Officers (FTO) will include ranking based on a "Letter of Intent" and candidate evaluation by the FTO selection committee.
- C. **Supervision of Field Training Officers** will be assigned to a first line supervisor at the direction of the Chief of Police.
- D. The Training Officer shall **liaison** with Academy staff on any concerns that arise during recruit training.
- E. **Training** of field training officers will be conducted at a recognized FTO training course. In-service training will be conducted on an as needed basis and scheduled by the FTO supervisor.
- F. Field training will consist of a three phase process where in recruits will be **rotated** to a different Field Training Officer during each phase of training. When possible each recruit will be rotated through all three shifts during their field training.
- G. Field Training Officers will use standardized criteria "Standard Evaluation Guidelines" for the **evaluation of recruits**.
 - Trainees will be evaluated daily using daily observation reports which evaluates a standardized list of performance characteristics.

- Trainees will receive an end-of-phase evaluation which summarizes their performance in that phase and recommends either moving on to the next phase or remedial training.
- H. Field Training Officers are required to provide written documentation of recruit performance during each phase of training and submit documentation to the supervisor of the FTO program.

33.5 IN-SERVICE, ROLL-CALL, AND ADVANCED TRAINING

33.5.1 IN-SERVICE TRAINING

- In-service retraining is designed to ensure that personnel are kept up to date with new laws, technological improvements, and revisions in agency policy, procedures, rules, and regulations.
- All sworn personnel will be required to complete an annual retraining program, inclusive of weapons qualification (See General Order 1.3.10, 1.3.11) and legal updates.
- The training function, in conjunction with the Chief of Police and the Bureau Commanders, shall identify specific topics for in-service review/retraining during each year.
- Officers will receive annual training in General Orders dealing with **pursuit policy** and the **use of force** and will be instructed in the **use of lethal and less than lethal force** at least on an annual basis. (See G. O. 1.3.10 and 1.3.11)
- Requests for training shall be submitted on the Training Request/Approval form and be forwarded to the employees' immediate supervisor, with all course information, course registration forms, and all costs associated with travel/lodging/tuition attached. Requests for training may be self-initiated or initiated by the employees' supervisor.

33.5.2 ROLL-CALL TRAINING

The Division will transmit information to members through the use of roll-call training to supplement, but not replace, in-service training. Roll-call training will vary in frequency and duration and will be scheduled on an "as-needed" basis.

- Roll-call training may include a wide variety of techniques, including, but not limited to lecture, videotapes, written documents to be distributed to members, audiotapes, and discussions.
- Supervisors will be responsible for documenting the attendance of their officers at roll call training and for ensuring that all their officers are have been exposed to the training materials.
- While roll-call training will be responsibility of the Training Sergeant, the training function may utilize members who have received up-dated and/or specialized materials to prepare and/or present roll-call segments.

33.5.3 ACCREDITATION TRAINING

The Division shall familiarize all personnel with the accreditation process as follows:

- A. As a portion of an **employee's introduction to the agency** accreditation process, function, and applicable standards will be provided.
- Field training will provide an opportunity for the police officer to be introduced to the accreditation process and specifically with accreditation standards dealing with such topics as use of force (G. O. 1.3), pursuit policy (G. O. 41.2.2), disciplinary policies (G. O. 26), grievance procedures (G. O. 25), and so on. This training will be completed at the beginning of the FTO process.
 - Communication personnel will be introduced to the accreditation process within thirty days of being hired as part of the CTO training program.
 - Other personnel will be introduced to the accreditation process within thirty days of being hired and will be provided specific instruction in accreditation standards applicable to their job description and/or function.
- B. The agency will conduct periodic retraining on select portions of accreditation standards applicable to various functions and positions and will seek to involve members as much as possible in the accreditation process.
- Accreditation standards will be incorporated in training bulletins as applicable.
 - Personnel will be encouraged to participate in annual accreditation audits, to provide input to the accreditation process through goals and objectives, and to provide input through reports required by accreditation standards.
 - Personnel will be encouraged to attend periodic accreditation conferences.
- C. Prior to on-site, memorandum will be distributed explaining the process and detailing each member's duties and responsibilities.
- Supervisory personnel will be actively involved in preparation and will be encouraged to involve all the members of the agency to participate as much as possible in the on-site evaluation of the agency.

33.5.4 ACCREDITATION MANAGER TRAINING

Personnel assigned to the position of Accreditation Manager will attend specialized accreditation manager training within one year of appointment.

33.6 SPECIALIZED IN-SERVICE TRAINING

33.6.1 SPECIALIZED TRAINING

Specialized training will be required of members assigned to the following areas, including, but not limited to: Defensive Tactics Instructor/Supervisor, Range Officer/Range Supervisor, Training Sergeant, Juvenile Officer, Community Education Officer, Technical Traffic Crash Investigator, Property Officer, Detectives, Field Training Officer, Bike Patrol, motor officer, canine officer. Specialized training shall include:

- A. The Division's Career Development Guide lists the core and elective training for all assignments listed above.
 - The agency encourages specialty in-service training, which is designed to encourage personal growth and development in new areas of interest and specialization and to enhance the overall potential of the employee for upward mobility.
- B. The Division's Career Development Guide lists the retraining requirements for all assignments as needed.
- C. The Division's Career Development Guide identifies if the assignment requires supervised on-the-job training.

33.6.2 TRAINING

The following general order (standard) is covered in the Dublin Division of Police Crowd Control Unit Stand Alone document.

33.7 CIVILIAN TRAINING

33.7.1 CIVILIAN PERSONNEL ORIENTATION

All newly appointed civilian personnel shall receive information regarding:

- A. **The agency's role, purpose, goals, policies, and procedures.**
- B. **Working conditions and regulations.**
- C. **Responsibilities and rights of employees.**

33.7.2 CIVILIAN PERSONNEL TRAINING

Training for civilian positions will be required prior to assumption of job responsibilities in Communications, Records, and/or other civilian assignments. The Division will provide annual retraining of civilian personnel, which shall be designed to update skills and to increase knowledge for job responsibilities.

33.8 CAREER DEVELOPMENT

33.8.1 CAREER DEVELOPMENT PERSONNEL

All Supervisors within the Division are assigned to conduct career development activities for their personnel. Therefore supervisors will be trained in accordance with the Career Development training for their position as soon as practicable once promoted, to enhance their knowledge and skill of career development techniques.

33.8.2 SKILL DEVELOPMENT - PROMOTIONS

The Division shall provide job-related training prior to promotion or as soon as practical following promotion.

33.8.3 CAREER DEVELOPMENT PROGRAM

The agency will provide a career development guide for all personnel which outline the related training courses for all assignments within the division. The guide will include core training for their position and also include certain elective training courses to improve their skills, knowledge, and abilities. Employees and their supervisors should use this guide to identify and request core training for other positions of interest. These requests may be approved based on the needs of the individual and the agency.

As part of the annual evaluation process, employees and their supervisor will discuss the subordinate's career development goals for the coming year.

33.8.4 EDUCATION INCENTIVES

- A. N/A
- B. N/A
- C. The Division's commitment to higher education is demonstrated through the provision of tuition reimbursement for post-secondary education expenses incurred by members of the agency. The Tuition Reimbursement Program is coordinated by the City of Dublin Human Resources Division and is administered in accordance with City Administrative Order 2.71.
- D. N/A

CROSS REFERENCE TO STANDARDS AND POLICIES: Administrative Order 5.1, 5.2, 5.10, Ohio Administrative Code 109: 2-1-12, Field Training Program Guidelines, General Order 1.3.10, 1.3.11, 22.2.9, 26.1.4, 41.1.3 ; §8.07 of Personnel Practices, §30.1 and §17.4 of FOP Agreement -- Training, §33.1 of FOP/OLC Agreement -- Training

CROSS REFERENCE TO FORMS: Career Development Guide; FTO Guide