

Germantown Police Department

Policies and Procedures

Number: 1-5
Effective Date: February 8, 2012
Subject: Training: In-service, Roll Call, Specialized
Previous Revisions: January 1, 2003

I. PURPOSE

The purpose of this policy is to establish guidelines for the Germantown Police Department in-service training, roll call training, and specialized training.

II. POLICY

It is the policy of the Germantown Police Department to conduct in-service training, roll call training, and specialized training to ensure that all members are provided information that is necessary to perform their duties in an efficient and effective manner.

III. PROCEDURE

A. In-Service Training:

1. All sworn personnel shall complete an annual training program and firearms requalification of no less than 40 hours duration, as required by the P.O.S.T. Commission. All Department sponsored in-service training courses designed to meet P.O.S.T. requirements shall be approved by the P.O.S.T. Commission prior to the beginning of the course.
2. The purpose of in-service training shall be to keep personnel up-to-date with new laws, technological improvements, and revision in policy, procedures, rules, and regulations.
3. Officers completing a specialized training school may, in addition, be required by the Chief of Police to attend annual training in law changes, procedural changes, new techniques, etc. The Department's firearms requalifications shall be mandatory for all sworn officers.

B. Roll Call Training:

1. Roll call training shall be defined as training or informational sessions of short duration administered to law enforcement officers just prior to, during, or after their tour of duty.
2. The purpose of roll call training shall be:
 - a. To inform Department personnel about changes in the law, policies, or procedures.
 - b. To review current laws, policies, and procedures as a refresher.
 - c. To discuss an actual or hypothetical police incident or situation and the proper methods for handling the incident.
3. Guidelines:
 - a. It shall be the responsibility of the Training Officer to coordinate the Roll Call Training Program with the Uniform Patrol Commander.
 - b. Shift supervisors shall be responsible for planning, scheduling, and documentation of roll call training sessions.
 - c. Roll call training shall generally be conducted by the supervisor of the shift. Roll call training may be conducted by any sworn officer or civilian of the Department demonstrating an expertise in the subject matter and receiving supervisory approval. Instructors from outside the Department may be utilized upon review of the subject matter by, and approval of, the Chief of Police.
 - d. All officers and supervisors shall be expected to participate in roll call training in order to enhance the effectiveness of the training. They shall offer suggestions and/or feedback to the training unit on areas for training, effectiveness of the training, and improvements that could be made.
 - e. On a semi-annual basis, the roll call training program shall be evaluated by the Training Officer to ensure the training is up-to-date and responsive to the training needs of the Department.

C. Specialized Training:

1. Specialized training shall be defined as training held outside or within the Department and designed to impart a higher level of technical, supervisory

and/or management skills to participate. Examples of advanced training programs are those provided by the FBI National Academy, IPTM, ROCIC, CALEA, and the Northwestern University Center for Public Safety.

2. The criteria for and conditions by which officers may take advantage of specialized training shall be, at a minimum:
 - a. Recommendation of the Chief of Police, Deputy Chief, or the Training Officer.
 - b. Meet the standards and requirements of the institution offering the training.
 - c. Be able to demonstrate a need for the training.
3. The training requirements (course content) to be satisfied by specialized training shall include, but not be limited to, the following:
 - a. Supervision-Newly promoted supervisors are required to attend a POST approved First-Line Supervision school.
 - b. Management-Management training includes Northwestern School of Police Staff and The Southeastern Command, Command Leadership Academy and The FBI National Academy. These management schools offer yearly retrainers.
 - c. Resource utilization-included in the management training
 - d. Planning-included in the management training
 - e. Administration-included in the management training. Yearly TACP training.
 - f. Technical expertise-This training includes but is not limited to:
 - i. Crime Scene Training-Basic Crime Scene training.
 - ii. Child Safety Seat Inspection-Recertification every 2 years.
 - iii. Arson Investigation-Yearly conference
 - iv. Crisis Intervention/Hostage Negotiation-CIT and/or Hostage Negotiation training.
 - vi. Field Training Officer-FTO school
 - vii. Crash Investigation-At-Scene and Advanced Crash Investigation
Crash Reconstruction
 - viii. Less Lethal- Less Lethal training.
 - ix. Patrol Rifle-Yearly qualifications.
 - x. K-9-Basic k-9 school and yearly recertifications

4. In order to enhance the effectiveness of specialized training, a change of duty assignment or responsibility due to an officer's completion of an specialized training course may be initiated by the participating officer's chain of command or at the discretion of the Chief of Police.
5. Before approval of requests for specialized training, the curriculum shall be inspected by a representative of the training unit to determine if the curriculum meets the Department's minimum training requirements. Results of the inspection shall be forwarded to the Chief of Police for consideration and final approval. If the training does not meet sufficient training requirements of the Department, the trainee shall be required to attend additional training that will meet the Department requirement.

IV. REVIEW PROCESS

An annual review of this policy will be conducted to determine if it should be revised, cancelled or continued in its present form.

This order shall remain in effect until revoked or superseded by competent authority.