

TRAINING		
<input type="checkbox"/> new: <input type="checkbox"/> rescinds: <input checked="" type="checkbox"/> amends: All previous		cross-reference: accreditation standards: NYSLEAP Standard(s) 32.1, 33.1, 33.2 33.3, 34.1, 34.2, 35.1, 35.2 & 35.3
effective date: September 8, 2008	amend date: February 22, 2022	

I. PURPOSE

This order aims to establish and describe policies and procedures for the training function in the University Police Department.

II. POLICY

A. It is the policy of the University Police Department to:

1. Recognize the critical importance of training and provide meaningful and relevant training for both sworn and civilian employees;
2. Develop and provide training that is consistent with the department’s mission, goals, and objectives;
3. Fully document departmental training; and
4. Comply with State-mandated training requirements for both recruit and in-service police officers.

III. MANAGEMENT AND COORDINATION OF THE TRAINING FUNCTION

- A. The training coordinator role will be assigned to the Assistant Chief of Police. This role will manage, supervise, schedule, and coordinate training matters in consultation with the Chief.
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- B. Other department personnel will assist and participate in the training function as directed by a competent authority.
- C. In determining training needs and developing training programs to meet those needs, the following sources may be utilized:
 1. The Chief or Assistant Chief and other management officials;
 2. Suggestions and input from community organizations and members of the community;
 3. Suggestions submitted by departmental personnel;

4. Performance evaluations;
5. Line and staff inspections;
6. Changes in pertinent statutes and new case law impacting law enforcement operations;
7. Civil litigation involving the department; and
8. Personnel complaints.

IV. TRAINING PROCEDURES

A. Training Directives

1. Training directives issued by the training coordinator will govern the attendance at authorized programs. The training directive will constitute an order to attend the designed training.
2. The training directive will include the following information as appropriate:
 - The date, time, and location of the training;
 - The title or purpose of the training program;
 - The sponsoring entity and instructor;
 - Required uniform or attire and equipment;
 - Travel, transportation, and lodging arrangements;
 - Any special instructions.
3. Department personnel will attend all training as directed and comply with all directions and instructions.
4. Department personnel will notify their Commanding Officer and the training coordinator if they cannot attend scheduled training for a good cause (i.e., injury, illness, required court appearance, operational need, etc.). The training coordinator will coordinate the scheduling of make-up training, if applicable.

B. Lesson Plans

1. The assigned instructor will develop and submit lesson plans for all training conducted by the department to the training coordinator.
2. The lesson plan will include the following:
 - A statement of performance and job-related objectives;
 - The content of the training and the instructional techniques to be utilized; and
 - Identification of any tests to be used in the training process.
3. Lesson plans will be submitted to the training coordinator or their designee for approval before the training program.

C. Instructor Qualifications

1. Personnel assigned to serve as an instructor will undergo instructor development training to include the following:
 - Lesson plan development;
 - Development of performance objectives;
 - Instructional techniques;
 - Testing and evaluation techniques; and resource availability and use.

NOTE: Successful completion of the State-mandated police instructor development course or a master's degree in education will satisfy the above requirement. Amended 02/22/22

2. The training coordinator may waive the above instructor training requirement in instances of significant departmental training needs. The instructor possesses the appropriate technical expertise, advanced academic credentials, or unique qualifying experience. In such cases, the training coordinator should arrange for the instructor to attend instructor development training at the earliest opportunity.
3. The training coordinator will assess the need for specialized instructor training and certifications and make arrangements for such training (i.e., Firearms Instructor, Defensive Tactics, Impact Weapons Instructors, etc.).

D. Remedial Training

1. The training coordinator will assess the need for remedial training in consultation with the appropriate instructors. Examples of situations that may require training include, but are not limited to the following:
 - Failure to complete department-mandated training;
 - Identified performance problems;
 - Unsatisfactory performance evaluations;
 - Inspections; and
 - Personnel complaints.
2. The training coordinator will develop and implement remedial training programs in consultation with the appropriate instructors or subject matter experts to meet the specific need on a case-by-case basis.
3. Remedial firearms training is addressed in the Firearms General Order. The training coordinator will require attendance at remedial training programs via training Directives. All remedial training will be documented in accordance with the procedures in this order.

V. DOCUMENTATION OF TRAINING

- A. The training coordinator will be responsible for maintaining and updating training files to document all training.
- B. The training coordinator will maintain a file for each training course, program, or subject matter. These files will include the following:
 - 1. Lesson plan (course content);
 - 2. Identification of instructors;
 - 3. Names of department personnel attending the program;
 - 4. Performance of individual attendees as measured by tests, if any.
- C. The training coordinator will maintain a training file for each department employee and update the file to document employees' participation in training programs. This file will include the following:
 - 1. Any certificate or other proof of the completion issued by the training entity; and
 - 2. A copy of the training spreadsheet showing the total training attended, total hours of training received, and any expiration dates of certifications.
- D. Upon completing the course, all persons attending the training will submit course materials and syllabus to the Training Coordinator.

VI. RECRUIT AND NEW EMPLOYEE TRAINING

- A. All sworn officers will successfully complete the "Basic Course for Police Officers" that meets or exceeds the Municipal Police Training Council requirements.
- B. No member of the University Police Department shall be authorized, permitted, or assigned to perform regular law enforcement duties until they have successfully completed the "Basic Course for Police Officers." Recruit Police Officers, however, may perform minor service-related responsibilities if they are accompanied by and under the direct supervision of a permanent University Police Officer.
- C. No member of the University Police Department shall be authorized or permitted to carry or use any firearm in connection with the performance of their official duties unless they have satisfactorily completed the "Basic Course for Police Officers". **Amended 02/22/22**
- D. The training coordinator will arrange department-specific training in University Police policies and procedures for new police officers before releasing them to full duty. The Field Training Program and additional department training may be utilized for this. This training will include:
 - 1. The issuance and review of General Orders, rules, and regulations.

2. Training in critical policies and procedures (i.e., use of force, vehicle pursuits, domestic violence, etc.).
3. Familiarization with the department.

NOTE: The Field Training Program is governed by the Field Training General Order

VII. SUPERVISORY TRAINING

- A. All police officers promoted to the rank of lieutenant (UPO 2) must complete the State-mandated course in police supervision before promotion or within one year following the promotion.
- B. The training coordinator will arrange other supervisory or management training for department supervisors of all ranks.
- C. Supervisory personnel will receive annual training in managerial skills to update and develop their supervisory and organizational abilities.

VIII. IN-SERVICE TRAINING

- A. The training coordinator will arrange for annual in-service training for all sworn personnel. There will be a minimum of twenty-one (21) hours of in-service training annually for all sworn personnel. This will include firearms training and qualifications (actual time spent on the firing range), legal updates, de-escalation, use of force, and deadly force.
- B. The training coordinator will determine the content of in-service training in consultation with the Chief, utilizing the training needs procedures in this order. In addition to the above-listed training, this content may include:
 1. Review of existing policies, procedures, rules and regulations, and revisions;
 2. Supervisory, management, or specialized training;
 3. Executive development training;
 4. Community relations; and
 5. Ethics and integrity.
- C. Pre-shift briefings may be utilized for training in appropriate situations. For example, training in new policies and procedures may be given when distributed during pre-shift briefing. In planning pre-shift briefing training, the following factors should be considered:
 1. The subject matter is sufficiently straightforward to address during the limited time allotted for pre-shift briefings adequately;
 2. Available instructional techniques and methods;
 3. Scheduling of training to reach all personnel; and

4. Availability of instructors.

IX. SPECIALIZED TRAINING

- A. The department will conduct or otherwise provide specialized training to develop or enhance the skills, knowledge, and abilities necessary for a specific specialized assignment, including on-the-job supervised training.
- B. The management, administration, supervision, and other support functions for the specified assignments are outlined in the respective General Orders or other department directives.

X. CIVILIAN TRAINING

- A. The training coordinator will arrange orientation training for newly hired civilian (non-sworn) personnel. This training will include:
 1. The department's role, purpose, goals, policies, and procedures;
 2. Working conditions and regulations;
 3. Responsibilities and rights of employees.
 4. Basic dispatcher (communications) training for CPSO.
- B. The training coordinator arranges for pre-service, on-the-job, and in-service training for civilian employees, including the following:
 1. Communications Officer;
 2. Security Services Aides;
 3. Temporary student assistants.

BY ORDER OF

Mark T. DePaull

Mark T. DePaull
Chief of Police