

Burleson Police Department

Administrative Policy and Procedures



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CALEA Standards Referenced: 33.1.2; 33.1.3; 33.1.4; 33.1.5; 33.1.6; 33.2.4; 33.4.1; 33.4.2; 33.4.3; 33.5.1; 33.5.2; 33.5.3; 33.5.4; 33.6.1a-c; 33.7.1; 33.7.2; 33.8.1; 33.8.3

ISSUING AUTHORITY: _____

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- I. Training and Career Development programs should ensure that the needs of the agency are addressed as well as provide opportunities for individual growth and development. The ultimate responsibility for training of departmental personnel lies with the Support Bureau. [33.8.1]
 - A. Training Classes
 1. Attendance is mandatory at all agency-provided training including “away” or online training, unless prior supervisory approval is obtained. Conflicting Court appearances, bona-fide illness or death in the family or if the employee can show proof of attending the class within the past one-year period are reasons why an employee can be excused. Attendance at training class shall be documented on daily class rosters with “in house” training and a Certificate of completion for “away” or online training classes. [33.1.2 / 33.1.7b]
 2. Authorized expenses for training either in or outside the City will be paid for by the City. In the event expenses are to be reimbursed to an employee, they must complete the Expense Report and submit it within 10 days with all required receipts to the Deputy Chief. If reimbursement is approved, the Expense Report and all related documents will be forwarded to the Finance Department for final approval. [33.1.3]
 3. Each instructor assigned to present a training class shall prepare a comprehensive lesson plan for the course of instruction. [33.1.7a]
 - a. Guidelines and format of lesson plans should ensure the subject to be covered in training is addressed completely and accurately.
 - b. Lesson Plans should set forth the performance objectives related to training critical to job tasks. [33.1.4a / 33.1.7a]
 - c. Lesson Plans should include references, teaching techniques, responsibilities and evaluation of the participants. [33.1.4b/c/d / 33.1.7a/c]
 - d. All lesson plans prior to training shall be submitted to the Training Coordinator for approval. The Training Coordinator shall see that the lesson plan fits department guidelines and policies. [33.1.4e]

- e. The qualified instructor shall determine the method of testing the comprehension of the course content. [33.1.4f / 33.1.7c]
4. Remedial training shall be provided to an employee when they have not performed at an expected level, e.g. weapon qualification. The length of time for remedial training will be based on the recommendation of the Training Coordinator. If at the end of the remedial training period the employee has not responded to the training, steps will be taken to remove that employee from their assignment. [33.1.5b]

A record shall be maintained of all training received by employees of the police department and will be updated as schools or classes are completed. [33.1.5a / 33.1.6 / 33.1.7d]

Due to the lack of an agency owned academy, the training section will involve itself when possible with the training function of local regional academies in the following way: [33.4.3d / 33.2.3]

- a. Providing State Certified Instructors to assist in training programs.
- b. Provide input into course content of the academy via correspondence, conferences and questionnaires.
- c. Providing health insurance and other related city benefits to the employee while they are at the academy.
- d. Participating in a financial agreement with the local regional academy.

B. Field Training of New Officers

1. All new employees shall receive instruction on agency policies, procedures, rules and regulations during their Field Training phase. [33.2.4 / 33.4.2a] All current employees shall receive roll call training on any changes to agency policies, procedures, rules and regulations.
 - a. All sworn personnel will receive 12 – 16 weeks of field training prior to being released to solo officer status. [33.4.3a] However, an officer in training may be released prior to 12 weeks or held longer than 16 weeks at the discretions of the Chief of Police based on a written recommendation from the Field Training Coordinator.
 - b. Field Training Officers are carefully selected by the Field Training Coordinator from a list of possible candidates provided by each shift supervisor. [33.4.3b]
 - c. The Field Training Program will be under the supervision of the Field Training Coordinator. [33.4.3c]
 - d. In-service training will be provided to Field Training Officers periodically to provide them with the latest techniques as well as procedures to allow a better

evaluation of the recruit's ability to apply his previous training. [33.4.3e]

- e. During the field training phase, when possible recruits will be rotated between Field Training Officers every 4 weeks to ensure the recruit is evaluated by more than one Field Training Officer [33.4.3f]
- f. All recruits shall be evaluated daily by the Field Training Officer on a Daily Observation Report (DOR), which is based on standardized categories. The shift supervisor shall review each Daily Observation Report and complete a weekly report. [33.4.2b / 33.4.3g/h]
- g. At the conclusion of the field-training period, the Field Training Officer will complete a report either recommending or not recommending the recruit to be released from training. The report will be sent up the chain of command to the Chief for approval. [33.4.3g/h]

2. To insure that all sworn personnel are kept up to date with new laws, technology and revisions in agency policy, procedures, rules and regulations, the Training Coordinator will ensure that these personnel are scheduled to attend mandatory classes designed at least annually. [33.5.1]

3. Roll call training will be accomplished by the department Training Coordinator or their designee. Roll call training shall normally be in increments of 15-20 minute segments and shall include, but not be limited to, changes in agency policy / procedures, legal updates and patrol procedures. All roll call training will be noted on the daily activity sheet by each shift supervisor. [33.5.2]

C. Specialized In-Service Training

All employees who are assigned to a specialized position shall receive appropriate training to meet requirements of the position. The specialized in-service training is also designed for the development and /or enhancement of skills, knowledge and abilities particular to that position. Specialized in-service training allows supervised on-the-job training in the areas of management, administration, supervision, personnel policies and support services. The following positions (NOT ALL INCLUSIVE) require specialized training and related on-the-job training. [33.6.1a/b/c / 33.8.1]

- *Undercover Narcotics Investigator
- *Range Instructor
- *SWAT Officer [33.6.2]
- *Bike Patrol
- *Drone Pilot
- *Criminal Investigator
- *Traffic Officer
- *DARE; SRO Officer
- *Community Resource Officer
- *Crisis Negotiator

D. Civilian Employee training

1. All newly appointed civilian employees will undergo in-service and orientation training as part of their probationary period. The training shall consist, at a minimum, of the following:
 - a. Orientation to the agency's role, purpose, goals, policies, and procedures. [33.7.1a]
 - b. Each new employee shall be instructed to the working conditions and regulations of the agency. [33.7.1b]
 - c. Each employee shall be instructed in the responsibilities and rights as an employee. [33.7.1c]

2. Due to the highly technical nature of some civilian positions, both an in-service and formal training program is required. Those positions that require formal structured training are: [33.6.1a/b / 33.7.2]
 - * Police Records: The employee in this position shall receive formal and in-service training in records management and computer operations.
 - * Property/Evidence technician: Formal and in-service training in records management and property/evidence control.
 - * Telecommunications: Formal and in-service training in telecommunications operations and public relations.