



DEPARTMENT OF PUBLIC SAFETY

# LAW ENFORCEMENT OPERATIONS POLICY AND PROCEDURES

## Procedure 7.3.1p4. Chapter 4: Training

Revised:

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### I. PURPOSE

The training aims to ensure the professional growth of personnel and the Agency. Employees' increased skill, knowledge, and ability through training **improve efficiency and effectiveness in job performance.**

### II. RULES AND REGULATIONS

#### A. Training Support

Support shall be made available to implement the training program. At a minimum, this shall include the following:

1. Training aids and resource materials;
2. Approved training-related expenses; and
3. Adequate workforce to allow time off for training.

#### B. Training Officer

The training function of the Agency shall be coordinated through the Training Officer. If the Agency does not have a POST-Certified Instructor on staff, the College Chief of Police will assume the responsibility of Training Officer. The Training Officer shall have the responsibility and authority to carry out approved training functions. Activities assigned to this position may include:

1. Assessing training needs and identifying training resources;
2. Implementing/coordinating training programs;
3. Developing and testing new training formats;
4. Analyze programs to determine budgetary needs;
5. Scheduling training and notifying staff;
6. Conducting program evaluation/validation;
7. Maintaining training records; and
8. Attend periodic training for training officers.

#### C. Validation of Training

The validation of training programs shall be completed before authorizing employee attendance. Validity is typically established by meeting the following

criteria:

1. The training programs shall be based on job-related criteria.
2. The content of training programs shall be clearly stated in written lesson plan format.
3. The student's ability to comprehend and learn shall be established through testing, which relies on the measurement of quantifiable performance objectives. Examples include written tests, scenario-based evaluations, oral quizzes, etc.
4. The instructor shall be qualified in terms of detailed subject knowledge, experience, and ability to deliver information effectively.

D. Training Program Evaluation

At a minimum, an evaluation of the overall Agency's training program shall be conducted annually. The evaluation process should allow management to ensure that the program meets the needs of the Agency and provides the basis for planning future training programs.

E. Professional Development

Professional development is encouraged at all levels of the organization. Administrators and supervisors should attend professional meetings, seminars, and similar work-related activities. This will let these officers stay abreast of current management techniques, trends, and litigation, affecting agency operations.

Officers are encouraged to pursue higher education courses of formal instruction.

### III. TRAINING DIRECTIVE

- A. All department officers and employees will be provided ongoing training to ensure they have the knowledge, skills, and abilities to address those issues they will likely encounter in their assigned positions.
- B. Sworn officers will receive an annual block of training on each of the high-risk critical tasks in law enforcement, including:
  1. Use of Force - to include qualification/certification of any weapons or special equipment the officer may utilize. **(GLECP 2.6, 2.7, 2.8)**
  2. Pursuit **(GLECP 2.1b)**
  3. Emergency operation of vehicles
  4. Search and seizure/Arrest **(GLECP 2.1e)**
  5. Care, custody, restraints, and transportation of prisoners **(GLECP 2.9)**
  6. Domestic violence & Agency Employee involved in Domestic Misconduct **(GLECP 2.2f)**
  7. Off-duty conduct of officers/ Off-duty paid details **(GLECP 2.2a)**
  8. Sexual harassment/ External Sexual Misconduct by Officers **(GLECP 2.2b)**
  9. Complaints and internal affairs investigations **(GLECP 2.2c)**
  10. Critical Incident Plan **(GLECP 2.1f)**
  11. Dealing with mentally ill, emotionally disturbed persons and persons with diminished capacity **(GLECP 2.2e)**
  12. Property and evidence
  13. Legal Updates **(GLECP 2.1a)**

C. Documentation

All training shall be documented in the following manner:

1. Each officer shall have a training file that indicates the training programs received by the officer, including:
2. The subject matter of the training
3. Date of the training
4. Number of hours
5. Proficiency scores, where applicable

**ATTENTION CEO: Proficiency must be documented, AND the training involving any approved weapons system, both lethal and non-lethal, must be by a Qualified Weapons Instructor for that specific weapon.**

6. Agency files will contain an outline of each in-house training session which indicates the following:
  - a. Course Content
  - b. Dates of training
  - c. Instructor name
  - d. Course materials (handouts)
7. The Agency will maintain a file on all training required by state mandate and shall document that training in accordance with this policy.

**IV. STAFF TRAINING**

Training should start before the job assignment and follow an employee throughout their career. Training offers substantial benefits to both the Agency and the employee. Training prepares employees to act correctly and decisively under various circumstances. Further, exercise increases employee efficiency and effectiveness while promoting cooperation and unity of purpose.

**A. GENERAL**

The Training Officer or College Chief of Police shall be responsible for the following where applicable:

1. Keeping apprised of training resources and scheduling training to meet the requirements for law enforcement personnel as set forth by the Georgia Peace Officer Standards and Training Council (GA POST Council or POST), applicable law, and Agency policy;
2. Using national, state, and local resources in developing and providing staff training;
3. Developing and maintaining an in-service, in-house training program to address the specific needs of the Agency;
4. Ensuring that training records stay current, complete, and accurate;
5. Selecting appropriate personnel for Georgia Peace Officer Standards and Training Council (GA POST Council or POST) instructor certification training.

**B. ORIENTATION TRAINING**

1. Orientation training shall provide new employees with knowledge and understanding of the following:
  - a. Their job descriptions;
  - b. Organizational structure and the chain of Command;
  - c. Agency operational policies and procedures;

- d. Layout and organization of the Agency's jurisdictional area; and
  - e. The Agency's legal basis and scope of authority.
2. Before duty assignment, all new personnel will participate in general orientation training to familiarize themselves with the Agency.
  3. During orientation, each employee will be given access to the Agency's Policy and Procedure Manual.
  4. All sworn personnel will also receive Field Training as required below.

### **C. FIELD TRAINING**

The training provided to newly hired, promoted, or transferred employees continues the selection process. During this time, efforts are made to identify employees who can perform the job assignments. As part of this training, emphasis is placed on developing the knowledge, skills, and abilities necessary to conduct specific job assignments successfully. This training should continue until the employee has satisfactorily demonstrated the ability to perform all routine aspects of the particular job or assignment. In addition, field training shall be provided to employees before any assignment.

### **D. FIELD TRAINING OFFICER SELECTION AND TRAINING**

1. The Agency shall maintain a Field Training Officer (FTO) Program. The program shall include a formal selection and training process for Field Training Officers.
2. The Agency's Training Officer should review the Field Training Officer Program to ensure consistency and quality.
3. The Training Officer shall be responsible for the program's administration and will make recommendations concerning training objectives.
4. All Field Training Officers will receive annual FTO in-service training. This in-service training may be in formal training classes, roll-call training, or a meeting of FTOs that provides professional development and/or discusses the status of the FTO Program and any future improvements. **(GLECP 2.10)**

### **E. SELECTION OF FTOs**

1. When an officer is selected to act as an FTO, they will be scheduled to attend the next available FTO Training Program at a law enforcement academy. It is recommended that each FTO maintain a liaison with academy staff personnel and participate in in-service training related to FTO areas. This is to keep current on changing procedures, laws, and practices taught by the academy. **(GLECP 7.15 d)**
2. Upon completing the basic Field Training Officer course, the FTO will be approved to wear the designated uniform insignia to denote this position.
3. Requirements for candidacy for the position of FTO: **(GLECP 7.15b)**
  - a. Two years of law enforcement experience;
  - b. Above average performance appraisals;
  - c. Recommendation by immediate Supervisor(s);

- d. Demonstrated ability to teach;
  - e. Above average interpersonal skills;
  - f. A minimum of six months with the Agency
  - g. Above average communications skills (written and oral);
  - h. Georgia POST certified peace officer;
  - i. Good working knowledge of departmental SOP;
  - j. Good working knowledge of patrol procedures.
4. Responsibility of the FTO Program - All personnel selected for this program will be held accountable for their actions as trainers. FTOs' conduct and actions directly reflect on the entire department. All FTOs are responsible for ensuring that their conduct and actions are exemplary to the best of their ability. Supervision of the FTOs will be the responsibility of the college Chief of Police. **(GLECP 7.15c)**

## **F. FIELD TRAINING PROGRAM**

The Field Training Program is designed to produce an officer who can safely, skillfully, and professionally work in a solo capacity.

### **1. Standard FTO Program**

The Standard FTO Program is a minimum of four weeks. **(GLECP 7.15a)**

#### **a. Training (GLECP 7.15e)**

The trainee will be assigned to a specific FTO for training and evaluation for all shift types. The FTO will schedule rotation through the various shifts to ensure the trainee gains knowledge and skills particular to each. In addition, the FTO will fill out in detail a Daily Observation Report (DOR) to document the trainee's progress, as well as his success or failure at performing law enforcement tasks. A sample FTO DOR form is included at the end of this policy.

#### **b. Guidelines for Evaluation of recruits in FTO Program: (GLECP 7.15f)**

Items to include in the Agency's FTO Daily Observation Report should consist of, but not be limited to, the following:

- General Appearance
- Attitude
- Knowledge of Department Policy/Procedures
- Knowledge of Criminal Statutes/Procedures
- Knowledge of County/City Ordinances
- Knowledge of Traffic Codes
- Driving Skills: Normal Conditions
- Driving Skills: Stress Conditions
- Response Time to Calls

- Routine Forms: Accuracy & Completeness
- Report Writing: Organization
- Report Writing: Grammar & Spelling
- Report Writing: Appropriate Writing
- Field Performance: Normal Conditions
- Field Performance: Stress Conditions
- Investigative/Interrogation Skills
- Self-Initiated Field Activity
- Officer Safety: General
- Officer Safety: Suspects/Prisoners
- Control of Conflict: Voice Command
- Control of Conflict: Physical Skills
- Problem Solving & Decision Making
- Communications: Appropriate use of Codes
- Radio: Listens & Comprehends
- Radio: Articulation of Transmissions
- Relationship with Citizens: General
- Relationship with Ethnic/Cultural Groups
- Relationship with other Departmental Staff

Each should be rated as Acceptable, Not Acceptable, or Not Observed. The FTO shall also provide a narrative of the day's DOR to explain the ratings. Each DOR will be dated and include the signatures of the FTO and the recruit.

1. After the Standard FTO Program, the FTO who is assigned to evaluate the trainee's success or failure will advise the Chief of Police as to the status of the trainee. A Trainee evaluated as successful will be graduated from the program and be assigned. All documentation of work performance will be forwarded to the Chief of Police for final review. **(GLECP 7.15g)**
2. A Trainee who is not evaluated as successful will not be graduated from the program at that time. The FTO will provide the Chief of Police documentation as to the specific reason preventing graduation. The Chief of Police will then determine which action to take.
3. Recommendation to the Chief Executive Officer that the trainee's employment with the department is terminated.
4. Recommendation to the Chief Executive Officer that the trainee be transferred to alternate duty from the Uniform Patrol Division.

5. The recommendation is that the trainee be provided with specific additional training in the area(s) which need to be improved. The trainee will meet with the Chief if the third alternative is selected. During the meeting, the trainee will be advised of the decision to provide additional training. The trainee will also acknowledge that they must meet departmental standards within a specific time frame or be subject to a recommendation for termination of employment by the Chief. All documentation of work performance will be forwarded to the Chief upon completion of all training for final review and filing. The Chief will consult with the college HR Director and college President to get a final determination based on the documentation.
6. If a Trainee is provided with additional training and does not meet departmental standards within specific time limits, the FTO will give the Chief all documentation of work performance. The Chief will make the final determination in that event.

## **V. BASIC TRAINING**

The Basic Training Course, as prescribed by Georgia Peace Officer Standards and Training Council (POST), shall be provided to applicable employees before routine assignment in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest. **(GLECP 1.6)**. Additionally, reserve officers must meet the same State training and certification requirements as the Agency's full-time peace officers.

Personnel hired full-time by a TCSG Law Enforcement Agency for a sworn position and are full-time employees of the Agency while attending basic training shall be required to sign an acknowledgment of the terms of reimbursement of training expenses (attached to this policy) as required by O.C.G.A. 35-8-22c which states:

Effective July 1, 2003, for the State of Georgia or any county or municipality thereof to demand reimbursement, the demanding governmental unit must be able to document that the peace officer in question signed an acknowledgment of the terms of this Code section or an employment contract specifying the provisions of this Code section before such peace officer's employment with the demanding governmental unit. Otherwise, this Code section shall not apply to such demand for reimbursement.

## **VI. ON-THE-JOB TRAINING**

It is the responsibility of all officers to share with other officers the skills and knowledge necessary to perform their duties. In addition, supervisory and Command officers of all ranks are responsible for training subordinates to perform assigned tasks and familiarize them with their job responsibilities.

## **VII. IN-SERVICE TRAINING**

In-service training shall provide employees with continuous and ongoing instruction designed to enhance, refresh and update job-related knowledge, skills, and abilities. Officers who fail to meet minimum annual training requirements will be removed from enforcement duties.

**NOTE: The POST Act requires at least 20 hours of in-service training during each calendar year for all certified peace officers, including specific course requirements. Each officer is responsible for maintaining their state certification.**

**In compliance with Federal Labor laws, personnel shall be compensated for participating in approved in-service training scheduled during off-duty hours. The form of compensation shall be determined by FLSA and at the direction of the college's HR Director. Personnel should be tested in all areas of in-service training received.**

**VIII. ADVANCED / SPECIALIZED TRAINING**

All Agency employees may apply for advanced or specialized training.

Personnel completing advanced or specialized training may be reassigned to meet Agency needs as specified by the College Chief of Police. Application of, and participation in, advanced or specialized training is voluntary; however, specific specialized assignments may require specialized training before assignment, transfers, or promotions.

Personnel unwilling to attend or fail to complete advanced or specialized training shall be denied reassignment opportunities.

**VIX. Training Required for State Certification**

The Georgia Law Enforcement Certification Program (GLECP) requires additional training for state certification. Below is a chart listing the needed training, the frequency at which it shall be taken, and the applicable standards. See the State Certification Standards Manual 6.2 Edition for any further clarification.

<b>REQUIRED TRAINING to meet GLECP Standards</b>	<b>FREQUENCY</b>	<b>STANDARD</b>
POST 20 hours (Sworn)	Annually	<b>1.5</b>
Included in the POST 20:		
Firearms (Each issued and/or approved to carry a firearm)	Annually	<b>1.5, 2.6</b>
Use of Force	Annually	<b>1.5,2.3,2.5</b>
De-escalation	Annually	<b>1.5</b>
Community Policing	Annually	<b>1.5</b>
Legal Updates training (sworn)	Annually	<b>2.1a</b>
Vehicle pursuits training (sworn)	Annually	<b>2.1b</b>
Authorized forcible stopping techniques (sworn)	Annually	<b>2.1c</b>
Bias-based profiling (sworn)	Annually	<b>2.1d</b>
Search and seizure (sworn)	Annually	<b>2.1e</b>
The Agency's critical incident plan (sworn)	Annually	<b>2.1f</b>
Off-duty conduct (all personnel)	Annually	<b>2.2a</b>
Sexual harassment (all personnel)	Annually	<b>2.2b</b>
The Agency's policy on citizen complaints/internal affairs (all personnel)	Annually	<b>2.2c</b>
Ethics (all personnel)	Annually	<b>2.2d</b>
Dealing w/the mentally ill or persons w/diminished capacity (all personnel)	Annually	<b>2.2e</b>
The Agency's policies on domestic violence incidents involving employees of the Agency (all personnel)	Annually	<b>2.2f</b>



The Agency's Use of Force policies (all who carry less lethal/lethal weapons)	Annually	<b>2.3</b>
Approved techniques-neck, restraints, or similar weaponless control	Initial; Annually	<b>2.4; 2.4a</b>
Constitutional & legal limitations, & agency policy on deadly force (all authorized to carry lethal weapons)	Annually	<b>2.5</b>
Proficiency w/each issued or approved lethal weapon	Annually	<b>2.6b</b>
Proficiency w/all electronic control devices authorized to carry	Annually	<b>2.7</b>
Proficiency w/less lethal weapons authorized to carry	Biennially	<b>2.8b</b>
Personnel authorized to transport detainees on Agency's policy	Annually	<b>2.9</b>
FTO in-service	Annually	<b>2.10</b>
Appointment of P&E custodian - Receive training commensurate with their duties	Upon appointment	<b>7.11</b>
Appointment of newly sworn officer - Min. 4 weeks of field training for recruits after the mandate	After mandate	<b>7.15a</b>

## **X. TRAINING ATTENDANCE**

Frequently changing laws and community profiles require constant updating of training content. Therefore, more than mere access to training is needed; training must be utilized. A training program can only be successful with the Agency's support and its employees' participation. To ensure the involvement of agency employees, the following procedures should be followed.

### **A. SCHEDULING OF TRAINING**

Scheduling and notification of training shall be handled regularly and predictably. This allows instructors and students to plan and prepare appropriately.

### **B. NOTIFICATION PROCEDURE**

1. Notification of classes shall be in writing and should be forwarded in the following manner:
  - a. All notifications should originate with the Training Officer or College Chief of Police.
  
2. In the event an employee cannot attend a course, the following procedure shall be followed:
  - a. If alternative arrangements are not made, a memo indicating the officer's failure to attend the required training shall be forwarded to:
    - i. Chief of Police
  
    - ii. Employee's immediate supervisor
  
    - iii. Employee
  
    - iv. Training files
  
    - v. Personnel files

## C. EMPLOYEE REIMBURSEMENT

Employees shall reference TCSG Procedure: 4.9.5p. (III.U.8) Staff Development for issues regarding employee reimbursement for training.

## D. DOCUMENTATION OF PARTICIPATION

Upon completing a class outside the Agency, the trainee shall provide the Training Officer with a copy of any certificate received. In addition, the Training Officer shall be responsible for the following:

1. Placing the documentation in the employee's file of training completed and in the POST file when applicable;
2. Notifying the employee's supervisor, in writing, if the employee did not complete the training;
3. Place a letter in the employee's file if an employee fails to complete a training course. This letter shall remain in file until the course is completed;
4. The supervisor and the Training Officer shall jointly design a remedial training program to assist the employee in gaining the necessary information;
5. The Agency will provide or obtain remedial training for personnel needing help with any program of instruction at any level of training and those who show a lack of understanding in the application of agency policy and procedures. **(GLECP 7.16)**

**NOTE: Remedial training is personalized training designed to correct a specific deficiency, usually identified either by testing or other evaluation during training or by a supervisor evaluating an employee during routine job performance.**

6. Each officer is responsible for meeting the minimum training requirements for retraining or recertification by attending the necessary training classes in the following areas: firearms, including secondary or backup weapons; use of force; CPR; first aid; criminal law; criminal procedures; and emergency and defensive driving. However, the training officer will assist officers in scheduling and arranging classes. Further, the training officer will verify that all appropriate training is documented with POST.

Guidelines concerning recertification or retraining for high liability areas:

- a. Firearms - Each sworn officer must pass an annual firearms course (1 hour minimum) taught by a certified firearms instructor to include a qualifying score on the POST-certified course of fire. This will include primary, secondary, and backup weapons.
- b. Use of Force - Each sworn officer must take and pass an annual Use of Force class (1-hour minimum)
- c. CPR - To maintain CPR certification, an officer must take and pass the recertification course provided by the certifying Agency at the required frequency.

d. First Aid - To maintain First Aid certification, an officer must take and pass the recertification course provided by the certifying Agency at the frequency required.

e. Criminal Law - The criminal law training provided in primary mandate school is required of all officers. It is recommended that officers continue taking criminal law courses throughout their careers. A legal updates course (minimum 1 hour) is required annually.

f. Criminal Procedures - The criminal procedures training provided in primary mandate schools is required of all officers. It is recommended that officers continue taking criminal procedures courses throughout their careers.

g. Emergency and Defensive Driving - All officers require emergency and defensive driving training provided in primary mandate school. It is recommended that officers continue taking emergency and defensive driving throughout their careers, especially after any at-fault incidents.

## **E. TRAINING RECORDS**

1. Comprehensive training records, which document the following, shall be maintained:

- a. Scheduling and notification
- b. Attendance
- c. Job relatedness
- d. Course content and performance objectives
- e. Test scores (including a copy of the test instrument)
- f. Instructor roster/qualifications

2. The Training Officer shall update and maintain training records for all agency personnel following participation in training programs. **(GLECP 1.7)**

**Appendix A**

**FIELD TRAINING AND EVALUATION PROGRAM  
DAILY OBSERVATION REPORT (DOR)**

NAME OF TRAINEE:

FTO:

DATE:

PHASE:

NUMBER:

1	General Appearance		
2	Attitude		
3	Knowledge of Department Policy/Procedures		
4	Knowledge of Criminal Statutes/Procedures		
5	Knowledge of County/City Ordinances		
6	Knowledge of Traffic Codes		
7	Driving Skills: Normal Conditions		
8	Driving Skills: Stress Conditions		
9	Response Time to Calls		
10	Routine Forms: Accuracy & Completeness		
11	Report Writing: Organization		
12	Report Writing: Grammar & Spelling		
13	Report Writing: Appropriate Writing		
14	Field Performance: Normal Conditions		
15	Field Performance: Stress Conditions		
16	Investigative/Interrogation Skills		
17	Self-Initiated Field Activity		
18	Officer Safety: General		
19	Officer Safety: Suspects/Prisoners		
20	Control of Conflict: Voice Command		
21	Control of Conflict: Physical Skills		
22	Problem Solving & Decision Making		
23	Communications: Appropriate use of Codes		
24	Radio: Listens & Comprehends		
25	Radio: Articulation of Transmissions		
26	Relationship with Citizens: General		
27	Relationship with Ethnic/Cultural Groups		
28	Relationship with other Departmental Staff		

NARRATIVE FIELD:

Field Training Officer (Signature) \_\_\_\_\_

Trainee (Signature) \_\_\_\_\_

**GEORGIA LAW ENFORCEMENT CERTIFICATION PROGRAM (GLECP) STANDARDS INCLUDED: 1.6, 1.7, 2.1, 2.2, 2.4 2.6, 2.7, 2.8, 2.9, 2.10, 7.15 AND 7.16**

**This policy is for the Law Enforcement Agencies of the Technical College System of Georgia use only and does not apply to any criminal or civil proceeding. The policy shall not be construed as creating a higher standard of safety or care in an evidentiary sense concerning third-party claims. Violations of this policy will form the basis for departmental administrative sanctions only. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.**