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<b>Effective Date</b>	<b>January 1, 2010</b>		



## **Wilkesboro Police Department**

### **Electronic Written Directives Document**

#### **I. PURPOSE**

The purpose of this directive is to give the guidelines and procedures for requesting and conducting training within the Wilkesboro Police Department.

#### **II. POLICY**

The Wilkesboro Police Department will provide meaningful training that meets or exceeds minimum training requirements mandated by the state to ensure employees maintain the skills necessary to efficiently carryout their duty assignments.

#### **III. PROCEDURES**

##### **A. Requesting Officer**

1. Identify training that will enhance job required skills, knowledge, and abilities and help meet performance evaluation goals and objectives
2. Complete and submit the training request form to the Deputy Chief of Police.

##### **B. Supervisor**

1. Identify subordinates skills, knowledge, and abilities that could be improved with training
2. Identify and inform the subordinate of training needs (informally and through the evaluation process)
3. Help identify training needs for subordinates.
4. Encourage subordinates to apply for and attend training that will improve their knowledge and skills.

##### **C. Deputy Chief of Police**

The Deputy Chief of Police will:

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1. Review and approve or deny training requests based on departmental need and expense.
2. Inform the appropriate Division Commander of the request and the approval decision and check for any scheduling conflicts.
3. Submit the course application or registration for the training requested.
4. Notify the employee of the approval decision.
5. Once the registration has been confirmed and returned the Deputy Chief of Police he will place the training on the departments training calendar.

#### IV. TRAINING COORDINATOR

- A. The Deputy Chief of Police is responsible for the overall training function. In order to achieve this mandate, the Deputy Chief will appoint a Training Coordinator to assist him and whose responsibilities include:
  1. Developing an annual training plan based on identified needs;
  2. Identifying, locating, or developing training opportunities, programs and instructors necessary to execute the training plan;
  3. Implementing and managing the plan;
  4. Maintaining records of each training course conducted by the department;
  5. Assuring that training programs are attended by personnel as assigned;
  6. Maintaining liaison with educational and training resources;
  7. Assisting in maintaining accurate and up to date training files on all departmental employees;
  8. Assist in scheduling, and making arrangements, for employees to attend training classes;
  9. Filling out forms for employees to attend training classes;
  10. Evaluate department instructors as required by the North Carolina Training and Standards Commission.

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V. ATTENDANCE & REIMBURSEMENTS

- A. Department personnel scheduled for authorized training shall report at the place and time of the training. Training is considered an assignment and must be attended unless the officer's supervisor or higher authority excuses attendance.
- B. Absence from training will be excused for court attendance; sickness; other training of a higher priority; and emergencies. Personnel requesting to be excused from department authorized and assigned training shall notify his/her supervisor as soon as possible once it becomes apparent that the training will be missed. For excused absences, personnel may submit a training request to attend the training at another time.
- C. Unexcused absence from training will be documented by the employee's supervisor and reviewed during the performance evaluation process. Disciplinary action may result for excessive unexcused absences.
- D. Missed training, excused or unexcused, will be made up at the convenience and availability of the training instructor.
- E. All training hours shall be documented on the time sheet. The Department will consider all training as work time.
- F. Department personnel attending assigned job-related training will be entitled to compensation for registration fees, tuition, books, materials, and any special equipment or clothing required. Employee training occurring outside of Wilkes County will be entitled to compensation for travel expenses and meals. Training outside of Wilkes County not requiring over night stays will be entitled to travel compensation of the lunch meal only. Cash advance for travel and training expenses may be requested at the time the training request form is completed.
- G. Employees attending training at the campuses of the North Carolina Justice Academy are provided with cost free lodging. Employees who choose not to stay at the academy do so at their own expense.
- H. Town of Wilkesboro vehicles will normally be used for transportation to and from training sites. Upon approval by the Chief of Police an employee may use their personal vehicle to attend training. If a personal vehicle is approved, a mileage allowance set by the Town of Wilkesboro will be paid for the trip. Documentation of the starting and ending mileage of the vehicle used is required.

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- I. Receipts are required for motel/hotel expenses, meals, fees and registration cost and must be submitted to the Deputy Chief of Police within 5 working days after returning from the training.
- J. Normal meal allotment for training and travel in North Carolina will be \$27.00 per day for three meals. For advancement payments; all unused monies must be returned to the Deputy Chief of Police along with all meal receipts.

#### VI. INSTRUCTORS & LESSON PLANS

- A. Department training instructors shall meet the minimum requirements set forth by the North Carolina Education and Training Standards Commission. If the subject matter requires special certification the instructor conducting the training shall be certified in the subject matter through the North Carolina Education and Training Standards Commission or other certifying agency or institution. The instructor shall have a working knowledge of teaching methods, practices, and the use of teaching aids.
- B. Personnel serving as instructors in departmental training programs must first complete an Instructor Training Course. Such course shall include, at a minimum:
  - 1. Lesson plan development;
  - 2. Performance objectives development;
  - 3. Instructional techniques;
  - 4. Testing and evaluation techniques, and
  - 5. Resources availability and use.
- C. Excluded from this requirement are persons acting as assistant instructors under the direct supervision of an approved instructor, and persons teaching in shift briefing training sessions.
- D. Each training course conducted by the Wilkesboro Police Department shall be taught from a lesson plan. The Deputy Chief of Police or designee will review each plan prior to approving the plan for use by the department to ensure that the lesson plan:
  - 1. Is developed in accordance with the guidelines and format set forth in the approved Instructor Training course

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2. Contains a statement of performance and at least one job-related learning objective
  3. Discusses the content of the training to be presented and specifies the instructional techniques to be employed
  4. Identifies the testing procedure, if any, used during the course
- E. Lesson plans may be obtained from other law enforcement agencies, training academies, or community colleges and utilized for department training if they meet the above criteria and are approved by the Deputy Chief. Approved lesson plans shall be maintained in a permanent file.

## VII. TESTING & REMEDIATION

- A. Officers who fail to pass any law enforcement course of instruction or proficiency demonstration during their tenure of law enforcement service are required to attend remedial training. The department must maintain, in the personnel records of the attending officer, the criteria used for determining a need for such remedial training [i.e. the specific situation where the officer demonstrated an inability to effectively carryout a law enforcement function, duty, or task on which he was previously trained]. Following participation in remedial training programs, the department will update the attendee's personnel file with the results of the supplementary training. In training areas of high liability, remedial training should be immediate. An agency bares a great burden of liability where an officer fails to meet minimum standards and allows that officer to continue under those conditions.
- B. All tests or examinations administered during a training course must be competency based and must include a method for objectively evaluating each student to determine the student's knowledge and ability to use job-related skills.
- C. Testing may be performed on Department training programs at the instructor's discretion or as requested by command staff.
- D. Unless specifically stated otherwise, the minimum passing score on any written examination will be 70%. Testing may be in the form of a written and/or oral examination, individual or group performance of specific skills or actions, or a practical application of skills in a controlled environment.
- E. Firearms qualifications are based on a scored system that requires a minimum score of 70% to pass the practical shooting aspect of the qualification exercise.

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- F. Supervisor personnel are responsible for identifying the need for remedial training in department employees under their supervision. The lack of knowledge and skills to successfully perform necessary job functions at expected levels may be identified as a part of the performance evaluation process, inspections, and observations of behavior that indicate a lack of skills, abilities or knowledge.
1. Once it is apparent that an employee does not meet performance standards, the supervisor will discuss the problem with the employee. The supervisor will indicate the most critical knowledge or skill areas in need of improvement.
  2. The supervisor will provide the employee with written documentation of the deficient performance and indicate agreed-upon steps to correct the problem. This documentation will be forwarded to the Chief of Police.
  3. The remedial training will be implemented as soon as possible pending availability of an appropriate course and instructor.
  4. The immediate supervisor will review the employee's progress and evaluate the successful completion of the training.
- G. Remedial training is offered to employees in lieu of more serious action. Failure to successfully complete remedial training may result in more serious disciplinary action.

#### VIII. TRAINING ACADEMY & RECRUIT TRAINING

- A. The Wilkesboro Police Department does not operate a training academy. Employees hired that are not certified by the North Carolina Criminal Justice Education and Training Standards Commission shall attend a Basic Law Enforcement Training academy approved by the Commission at a local Community College or Justice Academy facility selected and approved by the department.
- B. The Department utilizes outside training academies for the provision of basic, and specialized training. These academies may be administered through a community college, the N.C. Justice Academy, or affiliated with other law enforcement agencies.
- C. The Department will ensure that all training provided conforms to requirements set forth by the North Carolina Criminal Justice Education and Training Standards Commission.

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- D. The Deputy Chief of Police will monitor the progress of personnel assigned to attend an academy and will include discussions with academy staff to provide input from the Department and receive information about Departmental members.
- E. The Department will provide members attending a training academy with required learning material not furnished by the academy. These materials may include, but are not limited to, student notebooks, reference books, clothing, equipment, or vehicles.
- F. When attending an academy, officers are in an on-duty status and are covered by Workman's Compensation benefits and other related employee benefits. The Department and academy provider will each be legally responsible for the actions or omissions of their respective employees, instructors, or students. Officers serving as instructors in an off-duty capacity are the responsibility of the academy provider.
- G. Employees attending non-approved courses while off duty are not covered by workers' compensation benefits or any other related employee benefits.
- H. Trainees attending a Basic Law Enforcement Training academy will receive orientation information covering the organization of the academy, the academy's rules and regulations, the academy's rating, testing, and evaluation system, physical fitness and proficiency skill requirements and daily training schedules.
- I. Basic Law Enforcement Training (BLET) at local Community Colleges or Justice Academy facilities does not provide department specific training in policies, procedures, rules or regulations. Newly hired sworn personnel shall receive instruction in department polices, procedures, rules and regulations during the Police Training Program before assignment to regular law enforcement duties.
- J. All sworn officers shall successfully complete an approved Basic Law Enforcement Training (B.L.E.T.) course before being assigned to a position that requires the officer to carry a weapon, enforce laws, or make arrest. No recruit shall be assigned to the Police Training Program until B.L.E.T is successfully completed and the recruit is duly sworn as required by state law and department policy.
- K. Recruit training for newly hired officers that are not certified shall be the Basic Law Enforcement Training approved and regulated by the North Carolina Criminal Education and Training Standards Commission. The training is curriculum based covering the tasks most frequently associated

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with the duties of officers assigned to patrol following the training. B.L.E.T. utilizes a variety of methods and techniques to evaluate the skills, knowledge and abilities acquired through the training. Techniques used to evaluate competence include, but are not limited to, written exam for block of instruction, practical exercises, classroom discussion and participation, role-play, and state administered State Comprehensive Examination. Wilkesboro Recruits are bound by policies and procedures established by the B.L.E.T. school director and North Carolina Law Enforcement Education and Training Standards Commission regarding completing missed classes and retaking of exams.

#### IX. Training Records

- A. The Wilkesboro Police Department will maintain current and updated records of department personnel training. Upon completing a training assignment proof of training shall be submitted to the Deputy Chief of Police who shall maintain the file. Certificates received from the training facility or organization will suffice as proof. Copies of the certificates will be filed in the employees personnel file and the training documented in the computerized training records database. The records database will store information by employee and will contain:
1. A description of the training,
  2. The name of the training facility,
  3. Date of the training,
  4. Number of training hours,
  5. If training resulted in a certification,
  6. If the training is part of the career path program.
- B. The Police Department shall maintain a record of each training class that is conducted by the department. This record shall include:
1. Course content (lesson plans)
  2. Names of department personnel attending and
  3. The performance for each employee attending the training if tests are administered.

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X. Advanced Training

A. Advanced training is designed to promote and improve the professional competence of employees who have shown leadership abilities. Selection of employees to attend advance training shall include the following:

1. Rank and position,
2. Length of service
3. Performance record and
4. Supervisor recommendation.

B. Employees who attend advanced training shall not have a greater expectation for promotion or reassignment based solely on attendance, and return to the position held prior to the training.

C. Advanced training facilities include such institutions as the FBI National Academy; The Southern Police Institute, Institute of Government, The Traffic Institute, and the Administrative Officers Management Program at North Carolina State University.

XI. Accreditation Training

A. Accreditation training will be provided to all new employees during the orientation period of field training. This training will include the following:

1. A historical perspective of accreditation
2. The Wilkesboro Police Department's involvement in and commitment to accreditation
3. Steps involved in the accreditation process
4. The goals, objectives, and advantages of accreditation and its impact on the agency

B. Accreditation training will be provided to all departmental personnel during the self-assessment phase preceding initial accreditation or re-accreditation and just prior to each on-site assessment.

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- C. An employee serving as the Accreditation Manager will be required to attend basic accreditation manager training within one year of being assigned to that position.

## XII. Civilian Training

- A. The Deputy Chief of Police or designee shall provide new civilian employees orientation and training that includes the role of the police department, department's goals and purpose, all related procedures and policies.
- B. The employee shall be made aware of the working conditions and the responsibilities of the position. The cities personnel department shall inform the employee of benefits that the employee shall receive including salaries, insurance, leave, 401K and other matter of interest to the employee.
- C. Civilian or non-sworn positions may require training prior to the employee assuming full duties of the assignment; this training shall be made available to the employee by the department.
- D. Full and part time civilian Administrative Assistants will be trained in the use of the department's computer software to include the applications in Windows Office Professional, Microsoft Outlook, and the Records Management System prior to assuming full duties of the position. Full time Administrative Assistants will obtain and maintain DCI operator certification from the Division of Criminal Information as soon as possible after assuming duties as record clerk.

## XIII. Career Development Training

- A. The Department provides career counseling and training. The objective is to provide career development opportunities to all personnel and enhance the professional growth and capabilities of Department members.
- B. Department supervisors will act as Career Development Counselors. During the annual performance evaluation process supervisors will review the training file of the employee being evaluated to assess whether the training achieved meets the skills, knowledge, and abilities required to perform present and future jobs in the Department.
- C. All Department Supervisors doing performance evaluations will receive training in:
  1. Counseling techniques;

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2. Skills, knowledge, and abilities assessment techniques;
3. Salary, benefits, and training opportunities;
4. Educational opportunities and incentive programs;
5. Record keeping; and
6. Availability of outside resources

XVI. In-Service Training

- A. All sworn employees of the Wilkesboro Police Department shall attend the state-mandated training at least yearly as required by the North Carolina Criminal Justice Education and Training Standards Commission. Training attendance required by the State will be documented in accordance with state requirements. Officers failing to attend mandated training are subject to department disciplinary as well as Commission action, up to and including the suspension of the officers' law enforcement certification.
- B. All sworn Wilkesboro Police Department personnel shall complete a program of in-service training to enhance and refine necessary job skills and knowledge. This training will also be used to inform personnel of updates and changes in laws and policies affecting the duties and responsibilities of sworn personnel. Annual training shall include:
  1. State Mandated Training
    - a. Firearms qualification and Response to Aggression
    - b. Juvenile/Minority sensitivity,
    - c. Legal Updates,
    - d. Ethics
  2. OSHA Training
    - a. Blood born pathogens
    - b. Hazardous materials

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B. While not limited to these topics, in-service training may also include the following:

1. Department directives, policies, procedures, rules and regulations, with emphases on changes,
2. Defensive & Pursuit Driving
3. Bias Profiling Policy
4. CPR/ First Aid
5. Emergency fire suppression techniques,
6. Identification, collection, and preservation of evidence,
7. Computerized Records system procedures and requirements,

C. Other topics as needs are identified through the evaluation process, on the job observations, complaints, or other methods (chase and response to aggression reviews) that reveal deficiencies in job skills, knowledge, or abilities that can be corrected or improved through in-service training.

#### XV. REFERENCES

North Carolina Training and Standards

CALEA 33.1.2, 33.1.3, 33.1.4, 33.1.5, 33.1.6, 33.1.7, 33.2.3, 33.2.4, 33.3, 33.4.1, 33.4.2, 33.5.1, 33.5.3, 33.5.4, 33.7.1 and 33.8.1