

**River Bend Police Department**  
**Department Training**  
**General Order 45**  
**Effective Date 08/01/2015**

**45.01**

**Policy:** The River Bend Police Department has an obligation to our citizens to provide the highest quality of service possible. In order to fulfill that responsibility it is critical that our employees are caring, dedicated, and professional. One means of accomplishing this obligation is to provide extensive, relevant training, resulting in mission capable employees. Moreover, properly trained personnel will act decisively and correctly, within a broad spectrum of situations, providing greater productivity and effectiveness, while fostering cooperation and unity of purpose. In addition, this policy provides a systematic, comprehensive plan which satisfies the Town's and the Department's mission statement, goals and objectives; accommodates legal changes and technological innovations; and facilitates individual and professional career growth from date of hire to retirement.

**45.02**

**Definitions:** The following definition of terms shall apply throughout this general order:

*Field Training:* A Department approved on-the-job training program provided to newly hired probationary personnel.

The sworn Field Training and Evaluation Program is administered and conducted under the direct supervision of the Chief of Police.

*Formal Training:* Training conducted by a state or department certified instructor which makes use of a formal syllabus. If taught by a state certified instructor, a certificate is normally issued. If conducted by a department certified instructor, the period of instruction will normally satisfy in-service training requirements.

*Informal Training:* Training conducted by someone who is neither state nor department certified. Informal training satisfies a department training requirement, but does not result in the issuance of a certificate.

*In-Service Training:* Formal or informal training, provided by certified or non-certified instructors, used to satisfy either state mandated or department training requirements. This training will normally be conducted at times other than shift briefings.

*On-the-Job Training:* Instruction, training, or skills taught to an employee by another employee, on a tutorial basis, while performing normal duties/activities.

*Post-Promotion Training:* Training provided subsequent to promotion to assist the employee develop the necessary skills and abilities to satisfy his/her new position requirements. This training may be conducted through a variety of styles including self study, formal or informal.

*Recruit Training:* Basic Law Enforcement Training (BLET) received by a trainee while enrolled in a state recognized law enforcement training center/academy.

***Remedial Training:*** Personalized training to correct a specific deficiency. The deficiency normally is a result of unsatisfactory or non-compliant performance and is usually identified through personal observation by a supervisor or via testing. Remedial training should be provided as soon as possible in order to prevent reoccurrence.

***Specialized/Advanced Training:*** Training to provide knowledge, skills and abilities in addition to those taught in recruit or other in-service programs. Specialized/advanced training may address supervisory, management and/or executive development training, and may also include advanced technical and job-specific subjects.

***Training:*** A process or method to guide the continuing growth and development of members of the police department.

***Training Bulletins:*** A document issued to provide guidelines on specific matters and to instruct personnel in suggested methods to be utilized in the completion of a specific task. Training Bulletins will serve to keep employees up-to-date on the latest methods and techniques that will allow them to better perform their jobs. Training Bulletins may be used as temporary policy and/or procedure change directives, until such time as they can be included in Standard Operating Procedures.

**45.03**

**Organization:** Establishing a current, topical training program is the responsibility of all the members of the department. The implementation and maintenance of the Department's training program is a function of the Training Officer, appointed by the Chief of Police.

**45.04**

**General Education Information:** The Training Coordinator is designated as the central point of contact for providing information and assistance for specifics pertaining to the following requirements:

- A. **Intermediate and Advanced Certificate:** The Law Enforcement Officers' Professional Certificate Program is administered by the NC Department of Justice, North Carolina Criminal Justice Education and Training Standards Commission. Its purpose is to provide officers recognition for their specialization in the area of law enforcement and is based upon education, years experience and training points accumulated. The Training Coordinator can provide computation worksheets.
- B. **Distance Learning Center:** The department has installed computer systems for use by department employees in obtaining/satisfying course requirements for classes offered over the internet and for research for college classes and work projects.

**45.05**

**Semi-Annual Training Calendar (S-ATC):** The department's S-ATC is a document which identifies/projects the anticipated training dates of all periods of instruction for department employees in order for supervisors to be able to plan and arrange scheduling. The S-ATC is projected 6 months in advance with updates published monthly of all city and department training events and operational commitments. The information will be posted /disseminated to facilitate short-term and mid-term planning by both employees and supervisors.

**45.06**

**Instructor Classification:** The River Bend Police Department will utilize instructors who have met the following criteria for the delivery of periods of instruction.

- A. State Certified Instructors (SC-I): SC-Instructors will be trained and certified per the North Carolina Criminal Justice Education and Training Standards Commission, North Carolina Justice Academy. SC-Instructors will be used for areas of study that require formal certification or areas that require state mandated training.
- B. Informal Instructors (I-I): I-Instructors are any designated person who will provide an informal period of instruction. I-Instructors will normally be used for different training needs.
- C. Instructors Conducting Programs for Other Agencies: The department encourages qualified personnel to participate in providing training to other agencies. This effort will improve coordination between agencies, increase effectiveness, and promote the professionalism and image of the department. Accordingly, SC-Instructors and DC-Instructors who desire to participate in training of personnel from other agencies will notify the Training Officer, who will maintain a list of instructors and their respective specialties.

**45.07**

**Guest Instructors:** Instructors from other law enforcement agencies and the community may be scheduled to teach courses due to special needs of the department. Areas requiring highly trained professional knowledge and expertise, new and innovative approaches to solving problems, or specialized areas of instruction may indicate a need for outside instructors.

**45.07.01**

Examples of courses best presented by guest instructors are:

1. Drug investigations update;
2. New and changing legal issues;
3. Interpersonal relationships and stress;
4. Advanced writing skills;
5. Chemical agents;
6. Psychology; and
7. Personal health.

**45.07.02**

**Selection of Guest Instructors:** Instructors from outside agencies who present courses to members of the police department will be selected on the basis of past experience, authority in the field of study, recommendations from other law enforcement agencies, schools, colleges and universities and their known skills and ability as instructors. Such instructors will be required to comply with all training procedures applicable to instructional guidelines and may be subject to approval by the commander of the division receiving the training. In addition, instructors must meet the criteria stated under section Instructor Certification, or its equivalent.

**45.08**

**Lesson Plans:** Training delivered to employees of the department will be documented via a lesson plan. The lesson plan will be properly formatted and submitted (for other than informal training) to the Training Officer for review/approval prior to the class. Lesson plans will be maintained by the Training Officer.

**45.09**

**Class Requirements:** Periods of instruction will be conducted by a designated instructor. The instructor shall be responsible for the preparation of the class syllabus/lesson plan, collection of attendance records, and administration of tests (if appropriate).

**45.09.01** The Training Officer is responsible for facilitating logistics requirements to satisfy the period of instruction. However, the logistics requirements will be coordinated between the instructor and the Training Coordinator and will include administrative supplies, audiovisual equipment, facilities, course materials, attire and equipment.

**45.09.02** Testing: Testing provides a vehicle by which participant's acquisition of knowledge, skills and abilities can be measured. Testing for informal training is at the discretion of the instructor and the Training Coordinator. Examinations must be comprehensive, job related and relevant to course subject matter as provided during instruction and according to approved lesson plans. All examination instruments will clearly delineate criteria for pass/fail prior to scheduled examinations.

**45.09.03** Upon successful completion of a training session, certificates and/or records of completion, will be provided to the Training Officer for inclusion into individual training records.

**45.10** **Certification:** All officers holding the rank of Sergeant and below are required to obtain and maintain certification through the Division of Criminal Information (DCI), Speed measurement device and Breath Testing Operator. Once completed, this certification is to be maintained regardless of assignment.

**45.10.01** All personnel are required to maintain all certifications that they have received as a result of department authorized training unless granted a specific waiver by the Chief of Police. The Chief of Police will make the final decision to waive or require the certification to be maintained.

**45.11** **Attendance & Completion Requirements:** Attendance is extremely important to ensure successful completion of training courses. The following attendance guidelines apply to all officers scheduled for training.

**45.11.01** Attendance: Officers are reminded that scheduled training requires prompt attendance and is consider their assigned duty. Failure to arrive for training or tardiness can result in disciplinary action.

**45.11.02** Authorized Absences: Officers will be expected to attend the full course of study. Officers not attending due to illness, court appearances or other authorized absences shall be rescheduled for the next available training session when possible. Training sites outside of Craven County where the officer is attending training and is asking to be excused, must present documentation to the Chief of Police as to why that employee had to leave prior to the completion of the training. Examples can be: doctor's note, note from the day care provider, legal documents requiring immediate actions. The officer attending training should make all attempts to ensure that the training can be completed without interruption. All exigent circumstances shall be cleared through the **Chief of Police**.

**45.11.03** Unauthorized Absence: Officers scheduled to attend training classes who do not successfully complete all training blocks due to an unauthorized absence shall be subject to disciplinary action. Unauthorized absence at training sites will require the officer to reimburse the Town of River Bend for all funds incurred for attending such training and hours spent in training: first offense vacation time can be used, second and subsequent times non paid leave/ suspension but not loss of police authority.

**45.11.04** Attendance Documentation: Attendance will be taken by Training Officer during all agency training sessions. Attendance sheets will be used for this purpose and shall be maintained by the Training Officer.

**45.11.05** Failure to complete-pass training: Officers who fail to pass the training courses, whether mandatory or requested training shall reimburse the town for all expenses incurred for attending such training and hours spent in training: first offense vacation time can be used, second and subsequent times non paid leave/ suspension but not loss of police authority.

**45.11.06** Department: Officers will conduct themselves to the highest standards while at training. All department policies will remain in effect.

**45.11.07** Local Training: Those sites that are within 45 minutes of River Bend Town Hall, Officers are to be have no more than 8 hours of training documented for pay purposes (Lunch is not to be counted in those 8 hours nor is travel time). *Lunch is not per Diem approved.*

**45.11.08** Out of Town Training: Sites that are further than 45 minutes from River Bend Town Hall, travel time will be paid. *Lunch is not per diem approved.* Over night training-further than 2 hours from Town hall- will cover per diem, travel pay and travel time, etc as deemed appropriate by the Chief of Police.

**45.11.09** Vehicle Use: Only out of town training that would require the use of a fleet vehicle or personal vehicle for training, will that vehicle be allowed to be used. Local Training, fleet vehicles can be used.

**45.12** **Dress Code for Training:** Officers attending training off site will wear either their uniform or appropriate civilian attire. Appropriate civilian attire will be defined as: Dress slacks, skirt, dress, blue/black jeans that are not ripped or excessively worn, **collared shirt** or any court or church type attire. Weapons may be worn in a level 1 or better holster and the metal badge worn either on a badge holder worn around the neck or on the belt by the weapon. Not approved attire can be defined as: Shorts, tank tops, halters, flip flop/sandals, ripped jeans, T-shirts, etc. Exception will be Range or Physical training, ASP, OC Spray attire which can include T-shirts, tactical pants (511 or military type issue) with boots or athletic sneakers/shoes.

**45.13** **Requesting training:** Officers can request training via email to the Training Officer. Officers are required to provide justification to the benefit of the department. Officers will be notified if they are accepted into the training class by the Training Officer.

- A. If a training class is cancelled or permission to attend is rescinded by the employer, notification will be given to the employee as soon as possible to give time to cancel scheduled arrangements, i.e. motel, travel, etc.
- B. At the completion of the trip and within five business days, the employee will:
  1. Complete an account of trip expenses by submitting to the Financial Unit the following:
    - a. Copy of the conference brochure or meeting agenda, and
    - b. All necessary receipts.
  2. Submit to the Training Coordinator:

- a. Copy of any training certificates documenting successful completion of the training event.
- C. Training requests will be reviewed by the Chief of Police based on the relevance to the agency and the officers' primary job. The Chief may determine how much will the agency reimburse the officer for travel expenses, per diem, fuel, hotel, training and travel time. Scheduling may determine who may attend based on relevance or how often the training is offered and by location.

**45.14** The Training Coordinator will continue to research training classes that can be hosted by the Department to reduce overall costs.

**45.15** **In-Service Training:** The following topics are an example of the type of training that may be provided during in-service training:

- A. Policy/Procedures: (NCAC/CJTSC), Department SOP
- B. Administrative Skills: Report Writing, Case Management, Court Presentation, Public Ceremonies, and Key Boarding.
- C. Legal Training: Constitutional Law, US Code, General Statutes, Town Ordinances, and Legal Updates.
- D. General Law Enforcement: Officer Safety, Observation Skills, Surveillance Skills, Case Documentation, Drug Identification, Traffic Enforcement, Criminal Enforcement, Domestic Violence, Recognizing Community Problems, Proactive Patrol, Communication Skills, Crime Scene Protection and Search, Commitment Training, Juvenile Procedures, Interview/Interrogation, and Hate Crimes.
- E. Personal Growth: College Courses, Employee Assistance, Tuition Assistance, Wellness Program, Government Agencies, Apprenticeship Program, and Veterans Affairs.
- F. Agency Development: Diversity, Ethics, Leadership, Community Oriented Policing, Management, Customer Service, Recruitment, Computer Systems, Citizens Police Academy, Victims Advocacy, Accreditation Policy/Procedures, Planning for Personnel and Agency Growth, Media Relations and Public Information, and Chaplaincy Program.
- G. High Liability: Defensive Tactics, Arrest Procedures, Forced Entry, Less Lethal Weapons, Fire Arms, Driving, and Warrant Service.
- H. Specialty/Scenario: Specialty Vehicle Qualification, Civil Disturbance, Tactical Entry, Critical Incidents, Outside Agency Assistance, Working with K-9, Marine Operations, Hazardous Materials Spills, Chemical Spills/Munitions, Special Operations/weapons, CPR, First Responder, Bomb Threats, Homicide Response, Handling Disturbed Persons, Warrant Procedures, Hostage Negotiations, Animal Control Issues, FTO Program, and Hate Crimes.
- I. Referral Agencies: Alcoholics Anonymous, Narcotics Anonymous, Salvation Army, Council on Women, Phoenix House, Religious Community Services, Craven County Clerk of Court, Craven County Health Department, Craven County Magistrate, and Craven County Veterans Affairs.

**45.01**

Attendance for in-service training: Full and Part Time Officers will be offered a chance to attend Mandatory In-Service Training as mandated by the Training and Standards of the State of NC. **It will be at the officers own expense on time, unless he is on duty at that time.** If they are unable to make this training date, they are free to attend training at other locations (with the approval of the Chief of Police) on their own time and in their own POV. Upon completion of this training, they will provide documentation to the Training Officer for later submittal to the State of NC at the close of the Calendar Year. Reserve Officers will follow the GO 43 in reference to their training protocol.

**NOTE: Failure to complete ALL state mandated in-service training by the end of each calendar year may result in the officer's loss of his/her certification. Each officer is ultimately responsible for meeting this state mandated training requirement. It is, after all, the officer's certification.**

**45.15**

**Specialized Training:** The purpose of specialized training is to develop and/or enhance the knowledge, skills and abilities particular to the specialization. Unit supervisors are responsible for assisting their personnel in planning for their career path through the utilization of identified formal schooling and law enforcement related training courses to improve their knowledge, skills and abilities. Specialized training courses will be supplemented by supervised on-the-job training and by familiarization of the employee with the management, administration, supervision, personnel policies, and support services of the specialized function or component. When feasible, specialized training will be initiated within 30 days of an employee's assumption of additional duties or assignment to a specialized position. Otherwise the employee will be assigned to a course at the earliest possible date.

A. Sworn positions within the department that require either pre-assignment or post-assignment specialized training are:

1. Bicycle Patrol
2. Certified Instructor
3. Field Training Officer
4. Police Evidence Custodian

**45.16**

**Mandatory Officer Training**, not subject to waiver, courses that are required by the River Bend Police Department for work at this agency. Those courses are: Intro to At Scene crash investigation or similar course; Basic Radar/Speed Measurement/ Certification; Forensic Testing for Alcohol Operator course or similar course; and Basic Death/Homicide Investigator course.

These courses are designated by the chief of police as ESSENTIAL TRAINING that all FULL time officers must complete to work at the River Bend Police Department. Failure to complete and pass the course will require paying back of all expenses (per diem, fuel, etc) and first offense will result in the option of use of vacation time, second and subsequent times use of non paid leave/suspension but not of police authority.

**45.17**

**Reserve Officer Training:** Reserve officers may attend training as outlined in the Reserve Officer policy GO 43.

**END**