

City of Johns Creek Police Department

<i>Subject:</i> Training Division		<i>Number:</i> 03-01
<i>Reference:</i>		<i>Amends:</i>
<i>Effective:</i> 09/09	<i>Review Date:</i> Annually	<i># of</i> 4
<i>Revision:</i> 12/15		<i>Pages:</i>

PURPOSE:

Develop and maintain comprehensive training programs which meet state training requirements, and which will enable the Department to efficiently and effectively accomplish tasks through better trained, professional personnel.

POLICY: (03-01)

An educated officer or employee presents a professional and confident image to the public and their peers. Professional training and career development offers substantial benefits to the Department, the community, and the employee. It prepares employees to act correctly and decisively under a broad spectrum of circumstances, increases safety, efficiency, effectiveness, and promotes cooperation and unity of purpose.

Therefore, the Department shall plan, develop, and implement comprehensive training programs to accomplish the Department's mission, goals and objectives, and address the needs of the Department and its officers and employees. The education of our officers and employees shall start prior to any actual job assignment within the department and should follow him/her throughout their career.

PROCEDURES

Training Goals (03-01-01)

The Johns Creek Police Department shall, through continuous training and formal education programs, better prepare its officers and employees to handle the routine and the unusual, prepare them to be cognizant of special situations and hazards, and keep them alert to safety issues and needs which comply with accepted modern police practices. Professional, proud officers and employees enable us to serve our community and provide effective and efficient law enforcement. Thus, every employee at every level of the organization shall be offered and encouraged to seek higher levels of training to enhance their skills and knowledge.

These goals provide the basis for developing all training programs and evaluating student performance. In addition to basic police recruit training programs, the Department will ensure advanced, specialized, in-service, and career development programs providing opportunities for individual growth and development are available to all employees. These programs will address all Federal, State, Georgia Peace Officer Standards and Training Council (GPOSTC), and Departmental requirements.

Training Division (03-01-02)

The Training Division is responsible for the Department's training function and is

accountable for developing and administering training programs in conjunction with the Department's mission and goals and the GPOSTC regional academy. These training programs shall address the needs of both civilian employees and police officers. The activities of the Training Division shall include, but are not limited to, the following:

- A. Planning and development of training programs;
- B. Providing assistance and/or staff for the regional academy;
- C. Notifying personnel of required training, and training available to personnel;
- D. Updating and maintaining training records;
- E. Ensuring that required training programs are attended;
- F. Implementing and/or coordinating training programs;
- G. Selecting instructors;
- H. Developing special training for all Department personnel;
- I. Ensure all recruits, upon entering the Field Training Program, receive any and all specialized training in Department policies, procedures, rules and regulations.
- J. Evaluating training programs;
- K. Developing and reviewing lesson plans and lesson plan formats; and
- L. Provide Field Training Officers continued and annual training programs.

Training Coordinator (03-01-03)

The training function of the Department shall be coordinated through the Training Coordinator, who will have the responsibility and authority to carry out approved training functions. The Training Coordinator must possess, at a minimum, the following qualifications:

- A. Considerable law enforcement experience.
- B. Considerable knowledge of current laws, including but not limited to: civil liabilities; search and seizure; lawful use of deadly force; and other City, County, State, and Federal codes.
- C. Interest and ability to learn, organize, direct, and lead.
- D. Interest and ability to teach and communicate.
- E. Certified as an Instructor by the GPOSTC or successfully be able to pass the instructor course within one year of appointment.

Training Coordinator Responsibilities (03-01-04)

The Training Coordinator shall report to the Administrative Services Lieutenant or his/her designee, and his/her responsibilities shall include but are not necessarily limited to:

- A. Keeping apprised of the requirements for law enforcement personnel as set forth by GPOSTC, applicable law, national/state standards and Department policy.
- B. Assessing training needs, and using national, state, and local resources in developing and providing staff training.
- C. Developing and maintaining an in-service, in-house training program to address specific needs of the Department and to ensure those skills requiring qualification and re-qualification are kept current.
- D. Developing lesson plans and testing new training formats.
- E. Investigating and analyzing training programs for budgetary information.
- F. Scheduling training and notifying staff.
- G. Conducting program evaluation/validation.
- H. Ensuring that training records are current, complete, and accurate.
- I. Providing general orientation to all new sworn personnel prior to duty assignment.
- J. Selecting appropriate personnel for instructor certification training.
- K. Ensuring compliance with all national/state standards and providing documentation for verification.
- L. Updating all employees training records, to include POST records, if applicable, following their participation in training programs or classes.

Training Advisory Committee (03-01-05)

The Training Advisory Committee shall be the responsibility of the Chief's Advisory Council (see policy 03-23).

Training Support (03-01-06)

Support shall be made available to implement and maintain the training program. At a minimum, this shall include support for:

- A. Training aids and resource materials;
- B. Approved training related expenses; and
- C. Adequate manpower to allow time for training.

Training Program Development (03-01-07)

During its annual review, the Training Coordinator will review the following resources to help assess training needs, and shall complete and submit an annual report to the Chief of Police (or designee) citing status, needs and accomplishments:

- A. Inspection reports;
- B. Staff reports and/or meetings;
- C. Consultation with field personnel and field observations;
- D. Training evaluation reports;
- E. Internal Affairs investigative/Response to Aggression/Pursuit reports;
- F. Training surveys; and
- G. Any other information found to be valuable in assessing the training needs of the department.

Relationship with the Academy (03-01-08)

The **Georgia Police Officers Standard and Training Council (GPOSTC)** formulates the basic course of instruction for peace officers (and other positions requiring state certifications) in the State of Georgia (O.C.G.A. 35-8-9). Any school/academy offering a basic course of instruction must be certified according to **GPOSTC** Certification provisions (O.C.G.A. 35-8-7).

Academy Liaison

The training staff of the Department, including the Training Coordinator, Instructors, and Field Training Officers, shall maintain a close alliance with GPOSTC and the regional academies in order to be consistent in the training of all personnel. Mutual exchanges of information are necessary to ensure any new skills and subjects are taught.

The Department will utilize GPOSTC approved local and regional academies as well as the Georgia Public Safety Training Center (**GPSTC**). All Department employees in attendance at an academy or a training center are covered by Worker's Compensation. Any injury received while in training will be treated as if it occurred in the line of duty.

Furthermore, all new Department employees shall receive instruction in departmental policy and procedures, and while attending any outside academy or school, all department rules, regulations, policies and procedures will apply, in addition to all academy rules and regulations.

If an employee is trained in an outside academy the Training Coordinator shall be the main liaison for the agency and the recruit/new employee. The Training Coordinator shall maintain communication with the academy and the recruit/new employee and report any findings and updates to the Administrative Services Lieutenant and his/her chain of command.

Validation of Training (03-01-09)

Department training programs shall be validated before employees are allowed or mandated to attend. In order to be considered valid, a training program must meet the following criteria:

- A. The training program shall be based on job related criteria established through task analysis.
- B. Content of training programs shall be clearly stated in written lesson plan format or other approved format.
- C. The student's ability to comprehend and learn shall be evaluated through testing relying on the measurement of quantifiable performance objectives.
- D. Instructors shall be qualified in terms of detailed subject knowledge and experience, and must have the ability to effectively deliver information.
- E. An evaluation of the relationship between training effectiveness and job performance shall be conducted through follow-up analysis.

Training Program Evaluation (03-01-10)

The Training Coordinator shall conduct an annual evaluation of the Department training process. Training programs will be reviewed to ensure consistency with personnel and operational needs, legal requirements and Department policies. The Training Coordinator shall consult with unit supervisors, division majors as well as the Chief of Police in making a thorough evaluation of the training process. This process should provide management with an opportunity to ensure the program meets the needs of the Department and provides the basis for planning future training programs. The evaluation shall be included in the annual report if completed. The Chief's Advisory Council may also provide a training evaluation and feedback to the Training Division for future training needs and improvements for the department.