

City of Johns Creek Police Department

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PURPOSE:

Provide specific guidelines for developing and maintaining a comprehensive training program and to establish levels of training required of all employees.

POLICY: (03-02)

All training provided to employees and officers, including police officer recruits, shall be in accordance with the laws of the State of Georgia and the administrative rules established by the Georgia Police Officers Standards and Training Council (GPOSTC). Any training mandated by state law or P.O.S.T. rules will be conducted by certified instructors. All training shall be conducted by instructors competent in their field of instruction and in a manner conducive to learning.

Training for all officers, members, or employees shall begin with an orientation program on their first days of employment and shall become part of a continuing education program designed to encourage an individual's professional and career development. By way of a structured training process, the Department should enable the person to define and focus on their talents and strengths, which, when properly channeled, will offer mutual and maximum benefit to the individual and the department.

PROCEDURES:

Orientation and Training (03-02-01)

All new, full or part-time personnel shall be provided, and will participate in, a general orientation program of familiarization with the Department, other pertinent City locales, and key departmental and city personnel prior to assuming any assignments or duty requirements. During this phase, he/she shall be provided with copies of his/her job description and the Department's organizational structure and chain of command. The employee will also receive passwords to the online policy manual and guardian tracking.

The employee will also be oriented to their work station/area and the assignments he/she will perform. Additionally, all personnel, especially police officers will be acquainted with the boundaries and organization of their jurisdictional area, and their legal basis and scope of authority.

Orientation should also provide the new employee with insights into the philosophies, the mission, goals and objectives of the department, some history of the department, and familiarization with the accreditation process and its objectives.

Shift-Briefing Training (03-02-02)

Shift briefing is developed to keep employees apprised of changes in the law, policy, procedure and other departmental matters.

Shift briefing training shall be conducted by supervisory officers, or his/her designee assigned to the shift, which shall ensure that all personnel receive training. Personnel absent from roll call sessions receive the same instructions at a later date. Supervisory officers shall provide feedback to the Training Coordinator concerning the need for specific training for shift briefing. Topics covered in shift briefing will be documented on the daily activity log.

In-Service Training (03-02-03)

In-Service Training shall provide employees with continuous and on-going instruction designed to enhance, refresh and update job related knowledge, skills and abilities. A minimum of twenty hours of In-Service Training is required of all sworn personnel each year (by December 31st each year) by the State of Georgia and **GPOSTC**. The Department may, at the discretion of the Chief of police, increase the number of hours of training required of its employees. Sworn officers of the Department who fail to maintain the minimum annual requirements under law shall immediately be removed from enforcement duties.

All personnel shall be compensated for participation in approved in-service training conducted during non-scheduled work days or during off-duty hours. Personnel will be tested in all areas of in-service training received at the discretion of the Training Coordinator.

Annually, all sworn officers are required to receive training on legal updates, training on the use of force policies, vehicle pursuits, ethics, critical tasks, as defined by the State Certification Program, and any other training as prescribed by law.

Annually, all non-sworn personnel will receive training on ethics, applicable Critical Tasks, as defined by the State Certification Program, and any other training as prescribed by law.

Employee attendance will be recorded in the employee's permanent training file. Additional Civilian and supervisor in-service training will be coordinated on an annual basis by the Training Division.

Preparatory Training (03-02-04)

The selection of employees for specialized tasks is normally based on demonstrated abilities in field assignments and selection for a specialized assignment. Personnel transferred into a specialized unit/assignment or promoted shall undergo a period of on-the-job training. Other required training shall be scheduled as soon as practical by the Training Coordinator.

The Department supports its' employees seeking higher levels of instruction and education through advanced certification programs offered through **GPOSTC**. Employees aspiring to achieve higher levels of responsibility are encouraged to seek those classes that prepare them for supervision and management positions prior to promotional opportunities.

Advanced/Specialized Training (03-02-05)

It is a goal of the Johns Creek Police Department to provide the City with employees who have achieved the highest levels of professionalism and pride. To accomplish this, we must provide them with the highest levels of training and education. Therefore, the Department shall seek those schools that offer the better course of study that best meets the needs of the department and prepares the employee to undertake the new or added responsibilities for the position. The schools are not necessarily limited to those conducted by the State of Georgia, however first consideration should be made for those classes.

All employees at all levels of the organization may apply for advanced/specialized training using the Department Training Request Form. Requests shall be submitted through the chain of command for approval. If a request is denied by anyone in the chain of command or the training coordinator, an explanation shall be provided to the requesting officer and his/her supervisor. Personnel completing advanced/specialized training may be reassigned to meet Department needs as specified by the Chief.

Application to and participation in most advanced/specialized training is considered preparatory and therefore voluntary. Certain assignments and promotions require specialized training for the performance of assigned duties. Personnel unwilling to attend such training shall be denied reassignment or demoted. Certain positions require additional retraining and

will be annotated, if applicable.

The Department identifies the following positions or assignments as requiring specialized training:

- A. Special Weapons and Tactics – 40 hour SWAT course; continuous retraining as required by North Metro SWAT policies and directives.
- B. Criminal Investigations – 40 hour Criminal Investigation Course, within one year of assignment
- C. Traffic Specialists – Accident Investigations/Reconstruction RADAR/LASER Certifications, standardized field sobriety, Intoxilyzer 5000 certification; annual retraining as required for certifications
- D. Training Instructors – GPOSTC Instructor Course
- E. Supervision – Supervision Level I, II and III; continuous training as needed.
- F. Field Training Officer (CPL) – FTO Training Course; FTO annual in-service retraining.
- G. Terminal Agency Coordinator – TAC Course; annual retraining required.
- H. Canine Officer – Canine Officer Training; continuous monthly retraining required.
- I. Hostage Negotiator – Hostage Negotiator 40 Hour Course; continuous retraining.
- J. Crime Analyst- Analyst training course, additional retraining as needed.
- K. Accreditation Manager – CALEA Accreditation Manager Training, initial training required within one year of appointment, State Certification Manager Training; annual GPAC/CALEA retraining required.
- L. Crime Scene Investigator/Evidence – GPOSTC ID Technician Training Courses, Evidence Management Training; annual refresher retraining required.
- M. Records Clerk – Open records training, UCR training, customer service training; continuous retraining when applicable.
- N. Bicycle Patrol – Approved Bicycle Patrol Certification
- O. Motor Officer – GPOSTC Motor Officer Certification
- P. Narcotics/Vice – DEA Narcotics course or similar training.
- Q. Management – Management I, II, III or Professional Management Program (PMP) and Command College, upon Chief's approval.
- R. Fitness Training Coordinator – Fitness evaluation training as applicable to the goals of the department, retraining if applicable.
- S. Mobile Field Force Team Member – Mobile Field Force initial training required, annual retraining required.
- T. Patrol Crime Scene Investigator – Initial Crime Scene Processing training required, additional retraining when applicable.
- U. Robot Operator – Continuous training as required by SWAT Team directives
- V. Crisis Intervention Team Member – Initial CIT training required, additional retraining as needed.

The Department supports and encourages its employees to avail themselves of the State of Georgia and GPOSTC offered career development courses. Any law enforcement officer may achieve higher levels of certification through intermediate and advanced ratings as a patrol

officer, as well as educational reimbursements for a degree program. Additionally, advanced courses in supervision and management, including the State's Command College are offered to better prepare the officer for the eventual promotional opportunities and higher roles in leadership. Specialty schools for certain career paths are also available.

Remedial Training (03-02-06)

Training should always be considered a positive, constructive method of handling an employee's inability to properly perform, or to remedy improper conduct or actions, etc. When an employee performs in an unacceptable manner or displays a lack of understanding of a process or procedure, a determination should be made of the employee's actual state of training and knowledge. If a disparity in knowledge or understanding exists, remedial training may be employed as a function of positive discipline to overcome the deficiency.

All supervisory personnel should recognize the effectiveness of Remedial Training in the disciplinary process. Criteria which should be utilized to determine the need for Remedial Training should be as follows:

- A. The employee displays a lack of knowledge, skill, or ability in a specific area of required activity; or
- B. The employee displays a high level of interest in a particular area of required performance area, but lacks the basic knowledge necessary for improvements in that area; or
- C. The employee's has been recommended to receive remedial training in conjunction with a disciplinary issue; or
- D. The employee's performance has been deemed unacceptable during a specific rating or evaluation period.

Once the remedial training has been identified the employee's hierarchy will be changed in Guardian Tracking to include the Training Coordinator in the employee's chain of command. Once the training is complete the Training Coordinator will document the outcome in Guardian Tracking and attach all documentation.

Each certified officer of the Department is required to qualify in certain critical skills, such as the proper use of their service weapon, and the safe operation of their emergency vehicle. Other frequently utilized skills are report writing, interpersonal communication, resolution of conflicts, and decision making. Whenever the officer displays that he/she is deficient in any of the above skills, it is imperative that corrective action be taken. Such corrective action shall involve remedial training.

The officer's willingness to participate in a remedial training program would be indicative of a positive form of discipline. If the officer is unwilling to participate in such a program, or is unable to benefit from such a program, then a negative form of discipline must be utilized.

The identification of a need for remedial training is best accomplished through continuous inspections and alert leadership by supervisory and commanding officers. The determination

of the area of remedial training which would most closely address the problem is best determined by the Training Coordinator.

Newly Appointed Personnel Training (03-02-07)

Newly appointed personnel will receive the following training prior to assumption of any job responsibilities:

- A. Orientation to the Department's role, purpose, goals, policies and procedures;
- B. Working conditions and regulations pertaining to the position and general Department procedures; and
- C. Responsibilities and rights of employees
- D. On-the-job training given by qualified personnel. Formal training will be offered through the local academy when available or where offered.

Required Civilian Pre-service and In-service Training (03-02-08)

Records Clerks, Evidence Technicians, Crime Scene Technicians and other civilian personnel will attend any training made available that enhances their professional skills and enables them to better perform the tasks and jobs they are assigned, and/or deemed necessary by state regulations, the Chief of Police and their supervisors.

Continuation of training to maintain certifications or to enhance their skills, knowledge and abilities shall be utilized as available through the State programs or other institutions offering pertinent courses of study.