

NEW CANAAN POLICE DEPARTMENT
SUBJECT: TRAINING

GENERAL ORDER NUMBER: 87-8-43
FILE: TRNG 5
PERSONNEL PROCESS

I PURPOSE/POLICY

The purpose of this general order is to ensure that the training needs of the New Canaan Police Department are addressed and that there is accountability for all training provided.

It is the policy and intent of the New Canaan Police Department to provide or make available training programs in basic recruit, in service, advanced, and specialized training for commissioned personnel. The department will also provide civilian personnel training.

II RESPONSIBILITY

It is the responsibility of all departmental personnel to adhere to this general order.

III PROCEDURES (ORGANIZATION AND ADMINISTRATION)

A The New Canaan Police Department shall provide training for all personnel pursuant to C.G.S. 7-294 (a-g) and the requirements established by the Police Officer Standards and Training Council (POSTC)

- 1.** The following objectives will be used to attain our goal in training;
 - a. The understanding of the department's role in service to the public, in the protection of lives and property.
 - b. The understanding of the police officer's role in interacting with the criminal justice system.
 - c. The understanding of the police officer's role in exercising authority.
 - d. Increased productivity and greater effectiveness through more knowledge.
 - e. Utilizing the expertise of professional trainers with in-house talent to provide quality instruction on numerous topics.
 - f. To provide unity of purpose through common training.

B The primary responsibility for the establishment of the training function will be determined by the Chief of Police. The Chief of Police will designate a Training Officer(s) who will be responsible for the administration and coordination of the training program. The training officer will be under the direction of the Commander of the Staff Services Division. Additionally, selected employees may assist in the development of the training program.

- C** The functions of the Training Unit shall be:
1. To establish, develop, and implement training programs consistent with the direction and goals of the New Canaan Police Department.
 2. To comply with the training standards and objectives set by the Police Officer Standards and Training Council (POSTC) and the Chief of Police.
 3. To formulate, implement, and coordinate the recruit, instructor, in service, advanced, and civilian training.
- D** Specific duties and responsibilities of the Training Office shall be:
1. To evaluate and plan current training programs of the department.
 2. To post on a yearly basis the training schedule and notify individual officers of the required training.
 3. To prepare and distribute training texts and materials.
 4. To make available training information issued by the POSTC and other selected training institutions.
 5. To maintain and update all personnel training files.
 6. To ensure that required training programs are attended.
 7. To implement and coordinate training programs.
 8. To identify, evaluate, and coordinate instructors.
 9. To coordinate all department training programs and publish a monthly New Canaan Police Department Training Bulletin.
- E** A Training Committee of at least five (5) members of the department will be established for the purposes of assisting in developing and evaluating the training needs of the police department.
1. This committee will include the following departmental personnel;
 - a. Chief of Police
 - b. Division Commanders
 - c. Training Officer
 - d. State Certified Instructors
 2. Appointment to the committee shall be by position excepting certified instructors, who will be appointed by the Chief of Police.
 3. The Training Officer shall be Chairman of said Training Committee and directly responsible for;

- a. Setting agenda, dates and times of meetings.
 - b. The implementation of training programs, as necessary.
4. The Training Committee shall identify the strengths and weaknesses of the training program, prioritize and evaluate the training objectives.
 5. After the training committee meets and reviews the training program for the past year, it will submit a report to the members of the Police Commission, which details the review and goals of future training programs.
- F** The Training Committee will annually review the current training program and consider the following:
1. Fiscal budget, instructor status, lesson plans, and all training proposals;
 2. New laws, court decisions and departmental general orders;
 3. Physical facilities;
 4. Materials and scheduling; and
 5. Consult with various department personnel to review the extent and quality of training provided.
- G** In order to develop the specific departmental training program, the following areas will be examined and evaluated;
1. Inspection reports;
 2. Staff meetings;
 3. Consultation with field personnel and field observations.
 4. Training committee reports and evaluations;
 5. Participation and approval by the Chief of Police;
 6. Internal affairs records; and
 7. Any other resources that may be available.
- H** All employees directed to attend any training session, whether In-Service-Training, or training at a facility outside of the department will attend. If, for any reason, a member fails to attend or complete the assigned training, the Training Officer should be verbally notified immediately, followed by an inter-departmental memo. Excused from attendance would be personnel at court, on vacation, sick, on injury leave, or any other cause approved by the Chief of Police. If necessary, a make-up date or rescheduling will take place so that all personnel can complete the required training. Any certificate, diploma, or POSTC recognition for successful completion of training will be placed in the employee's training file.

- I** Any expenditures incurred to the employee (i.e. mileage, materials, tuition, lodging) will be reimbursed by town procedure. The expense section of the New Canaan Police Department Training Request/Recommendation form must be completed. This form will be filed with the Training Officer.
- J** Facilities, instructors, agencies and resources that may be engaged by the police department to fulfill training needs include, but are not limited to;
1. Norwalk Community College
 2. Stamford Police Department Training Academy
 3. Police Officer Standards and Training Council Academy
 4. Fairfield County Training Officers Association
 5. Western Connecticut State University
 6. Norwalk Court Prosecutor's Office
 7. Federal Bureau of Investigation
 8. Connecticut State Police
 9. Other organizations and/or individuals as may be appropriate.
- K** Inter-agency training is strongly encouraged by this department. In addition to the utilization of outside resources (Re: Section 33.1.10 and 33.3.4), the department shall, whenever possible, make its personnel available to instruct other agency personnel.
- L** With certain approved exceptions and on an as-needed basis, departmental In-Service Training (IST) will be conducted in the training classroom at the police department.
- M** Job Task Analyses, in conjunction with employee job descriptions and performance evaluations, shall be utilized in the development of departmental training programs. This approach will enable instructors to present knowledge and skills necessary for the trainee to effectively perform his job.
- N** All training programs shall have specific performance objectives.
1. These training objectives should;
 - a. Focus on the elements of the job-task analysis for which formal training is needed.
 - b. Provide clear statements of what is learned.
 - c. Provide a basis for evaluating the participants.
 - d. Provide a basis for evaluating the effectiveness of the training program.

2. The use of these objectives acquaints the training participant with what they are required to know; the skills they must demonstrate, and the circumstances under which the skills will be used. This approach enables the instructor to relate training directly to the job performance that will be expected.
- O** The Training Office requires that a lesson plan be developed for all training courses conducted by the police department.
1. Lesson plans shall provide provisions for the following:
 - a. Guidelines and format for lesson plan development.
 - b. A statement of performance objectives.
 - c. The content of the training and specification of the appropriate instructional techniques.
 2. Lesson plans will ensure that the subject to be covered is addressed completely, accurately and if appropriate, properly sequenced with other training materials.
 3. Outside vendors providing instruction will be required to submit to the Training Office documentation in regards to:
 - a. Course content
 - b. Verification of credentials.
- P** Lesson plans or course descriptions will be submitted by instructors to the Chief of Police or Training Officer prior to the training date for approval. This approval will ensure that the lesson plans are consistent with departmental objectives, state statutes, and needs of the community. All lesson plans will be filed in the training office.
- Q** Course instructors will have the discretion to determine what type of testing shall be used to determine the trainees performance level. This will entail both pre and post course testing. As a guideline, pre-promotional and advanced training will require testing. Tests will be formulated by the instructor to insure that they are consistent with course objectives and the lesson plan. Passing grades on tests will be 70% out of 100%.
- R** Remedial training may be provided by the department. The need for remedial training can be correlated to the employees performance on firearms qualification, police academy test scores, internal inspections, internal investigations, documented vehicle driving record, and injury reports. Remedial training can be provided at any time in an employee's career. If remedial training is offered or required to an employee, attendance, successful completion of the course, and all testing will be mandatory.
- S** Training records will be maintained and updated in a section of each employee's personnel training file. All training participation will be documented upon completion of the course and placed in the employee's file. The record will contain course description, content, location, duration of training, diplomas received, and test scores if applicable.
- T** The training office will be responsible for maintaining records of each training class to include,
1. Course content/title and lesson plan.

2. Names of attendees.
3. Performance of individual attendees as measured by tests, if administered.

U Employee training and education records may be released to various agencies and institutions. The agencies and institutions would include: Town Hall, Police Officer Standards and Training Council, colleges and universities, and any other agencies that would be deemed appropriate. Employees can inspect their training files at any time during normal working hours of the training office.

IV PROCEDURES (ACADEMY ADMINISTRATION)

A Pursuant to C.G.S. 7-294d, all probationary recruits will, prior to being eligible for certification, successfully complete basic training as required by the Police Officer Standards and Training Council (POSTC). The POSTC Academy is under the direction and control of the State of Connecticut.

1. The training component of the police department will work with the POSTC to establish minimum proficiency levels for all probationary and full time officers.
2. The Chief of Police or designee will communicate with the director, staff or field representatives of the POSTC to ensure that the training needs of probationary and full time officers are being met.
3. Upon written request from a POSTC representative, the police department may provide staff, facilities, instructors and other resources to the police academy.
4. The police department shall assume all costs associated with this training, not subsidized by the State of Connecticut.
5. Unless extenuating circumstances prevail, the police department shall assume the legal liability for its recruits participating in POSTC training.

B Upon successful completion of the POSTC Basic Training Program, the Training Officer shall assign each recruit a Field Training Officer (FTO) who shall be responsible for providing instruction on the policies and procedures of the police department. (Re: New Canaan Police Department General Guideline for Field Training Officers) or Task Booklet.

V PROCEDURES (TRAINING INSTRUCTORS)

A To attain a Training Instructor status, each member shall be required to attend a "Method of Instruction" course either conducted or approved by the POSTC. The member will then complete the POSTC application for Law Enforcement Instructor. All specific details will be listed on the application concerning the applicants area of expertise and educational background. The application is then sent to the POSTC where it is either approved or rejected. If approved, the applicant will then be a certified law enforcement instructor.

1. Training instructors will be knowledgeable in the field of:
 - a. Law Enforcement

- b. Teaching theories, methods and practices.
2. The Training Instructor shall have been trained in the following areas;
 - a. Lesson plan development
 - b. Performance objectives
 - c. Instructional techniques
 - d. Learning theories
 - e. Testing and evaluation techniques
 - f. Resource availability and use
 3. This training will be updated periodically to insure that any specific instructional problems within the department are corrected. With some specific modifications, this section may include: firearms instructors, physical fitness instructors and PR-24 instructors, as well as other areas of instruction.

B The police department may utilize instructors from outside the department in order to meet specific training needs. (Re: Sections 33.1.10 and 33.1.11) Instructors from other criminal justice, law enforcement agencies and members of the community may be considered.

1. The selection process for these instructors shall be based upon;
 - a. State certification requirements, and/or
 - b. Experience (i.e. expert or professional in their field)
 - c. Reputation
 - d. Instructional material supplied to the Training Office (Re: Section 33.1.5)
2. The Training Office will be responsible for the supervision and accountability of the instruction received. This may be accomplished by monitoring the course, reviewing lesson plans or any other method in order to insure that the level of instruction and course content is sufficient to meet the department's training objectives.
3. Compensation for the services of the outside instructor, if any, shall be approved by the Chief of Police or designee.

VI PROCEDURES (RECRUIT TRAINING)

A It shall be the policy of this department that all probationary recruits attend and successfully complete a basic training course approved by the Police Officer Standards and Training Council (POSTC) and be state certified prior to assuming any law enforcement responsibilities, except as part of a formal field training program (Re: Section 33.4.6).

1. The basic training program includes instruction in the following areas;
 - a. Law enforcement roles, responsibilities and relationships
 - b. Administration

- c. Operations
 - d. Auxiliary and technical services
2. In addition to this basic training, probationary recruits receive additional training through the police departments field training program (Re: Section 33.4.6).
 3. A complete list of the instructed subject matter is on file in the Training Office.
- B** The Police Officer Training and Standards Council will provide each new recruit with an orientation handbook at the time academy training begins.
- C** The agency recruit training program will include;
1. A curriculum based upon a job task analysis and/or the most frequent assignments of officers who complete recruit training.
 2. The use of evaluation techniques designed to measure competency in the required skills, knowledge and abilities.
- D** The POSTC recruit training course includes, emergency medical training, in its curriculum. The program is based upon the Crash Injury Management Course as published by the State Department of Health, Office of Emergency Medical Services and provides for a minimum of 34 hours training. (This course is comparable to the National Highway Safety Administrations Course, titled "First Responder Training Course.")
1. The program includes instruction on Cardiopulmonary Resuscitation (CPR) in addition to many traditional first aid subjects.
 2. A complete course description is on file in the Training Office.
- E** The field training program for probationary recruits shall include the following provisions;
1. At least ten (10) weeks of field training following successful completion of an POSTC basic training course.
 2. A minimum of three (3) officers shall evaluate each recruit during the field training program.
 3. A selection process for Field Training Officers (FTO).
 - a. The following criteria will be used to select the Field Training Officer.
 - 1) An FTO will be selected by the Chief of Police or designee.
 - 2) An FTO will have a minimum two year tenure with the department, or be an acting supervisor.
 - 3) An FTO shall be knowledgeable in the following areas;
 - a) Departmental policies and procedures
 - b) General orders

- c) Patrol procedures
- d) Any other subject matter as is appropriate.

4. Supervision of the Field Training Officer

- a. The Field Training Officers will report to and be supervised on a daily basis by their regular shift supervisor. Additionally, the Field Training Officers will meet with the Field Training Coordinator and/or Training Officer to discuss the recruits' progress or any problems encountered, as needed.

5. Liaison with POSTC Staff

- a. The Training Office shall periodically communicate with the POSTC Staff concerning methods of instruction and course content to insure consistency of instruction as well as provide required skills and information to the Field Training Officer and Recruit Officer.

6. Training and In-service Training for the Field Training Officer

- a. All Field Training Officers will receive instruction from the Training Officer on the procedures, expectations and responsibilities of the Field Training Program.
- b. Field Training Officers will receive a copy of the New Canaan Police Department General Guidelines for Field Training Officers and Task Booklet which establishes guidelines for instruction and evaluation on the recruit.
- c. Whenever possible, field training officers will attend training courses administered by the state or other certified source of instruction.

7. Rotation of recruit field assignments,

- a. It will be the responsibility of the field training officers to familiarize the recruit with a rotation of field assignments, to include both the Operations and Staff Services Divisions.

8. Guidelines for the evaluation of recruits by Field Training Officer

- a. Field Training Officers will use the New Canaan Police Department Field Training Officer Evaluation System for the weekly evaluation of recruit officers.

9. Reporting responsibilities of Field Training Officers

- a. Field Training Officers shall be responsible for submitting a weekly evaluation report on their recruit to the Training Office for approval. The report will be reviewed by the shift supervisors, division commanders and the Chief of Police. Additionally, the Field Training Officer shall complete the Task Booklet and submit it to the Training Officer for review.
 - 1) Any serious problems encountered shall be immediately relayed to the Shift Supervisor and Training Officer.

- F** The POSTC Academy provides, indirectly, access to psychological counseling services for recruit officers. This is accomplished by immediately notifying the police department responsible for the recruit officer of the need for psychological counseling. The police department will then be responsible for providing the counseling services as needed.

VII PROCEDURES (IN-SERVICE AND ADVANCED)

- A** Department In-Service Training (IST) shall be provided to all officers on an annual basis. The In-Service Training will be conducted as needed with each training session generally lasting a minimum of four hours. The training may not be made available during July, August or December.

- 1.** In addition to required firearms instruction (Re: General Order 89-22-75, Firearms Instruction), annual reviews of the following topics will occur during In-Service Training sessions, staff meetings, departmental meetings or be discussed in the monthly training bulletin;

- a. Changes in departmental rules, regulations, policies, and procedures;
- b. Changes in state statutes and procedures of the court;
- c. Discussions on the use of discretion;
- d. Investigation and interview techniques;
- e. Departmental policy regarding the use of force and deadly force;
- f. Emergency Medical Services;
- g. Personnel performance evaluations;
- h. New investigative techniques and methods;
- i. Community emergency plan;
- j. Hazardous materials incident;
- k. Crime Prevention;
- l. Collection and preservation of evidence;
- m. Report writing and record keeping; and
- n. Blood born pathogens
- o. Defibrillator training
- p. Other topics as necessary

- B** Advanced Training may be provided to selected sworn employees of the department. Advanced training would be of the type of training provided at the FBI National Academy, Southern Police Institute, Institute of Police and Technology Management and the "Long-Course" at the Northwestern University Traffic Institute. The training will be used to improve the competence of officers who have demonstrated leadership abilities.

1. The criteria for and the conditions by which personnel will be selected for advanced training include;
 - a. All requirements of the advanced training institution are met.
 - b. Length of service with the police department.
 - c. Higher education achievement.
 - d. Present duties and anticipated responsibilities upon completion of training.
 - e. Service record, evaluation reports, and reputation within the department and community.
2. Whenever possible, any changes in responsibility or assignment will be discussed and resolved prior to the advanced training.
3. Advanced training will be considered as training in substitution of a comparable type of required training during the calendar year.

VIII PROCEDURES (SPECIALIZED TRAINING)

- A** Specialized training is required and will be provided, but not limited to, the following assignments;
1. Investigations;
 2. Shift Commander;
 3. Acting Sergeant;
 4. Intoxilyzer 5000 operator;
 5. Firearms Instructor;
 6. Youth Officer;
 7. Training Officer and Field Training Officers;
 8. Baton Instructor;
 9. Physical Fitness Instructor;
 10. Crime Prevention Officer
 11. Desk Officer/Dispatcher
 12. SRT Member
 13. Bicycle Patrol
 14. Accreditation Manager

a. Any agency employee assigned to the position of accreditation manager shall receive specialized accreditation manager training within one year of being appointed.

B Specialized training provided by the police department may be administered by an outside agency, academy, or university. If, upon successful completion of the course, a diploma and/or certificate is issued, a copy of said document will be placed in the employees training file.

1. This specialized training shall include the following;

a. Development and/or enhancement of the skills, knowledge and abilities particular to the specialization.

1) The training will insure that specific course content and hours of instruction are provided and that the employee has attained the necessary skill desired.

2) The course content and hours of instruction shall be determined by an in-depth, job-task analysis of the specialized assignment.

b. Management, administration, supervision, personnel policies, and support services of the function or component.

c. Performance standards of the function or component.

d. Agency policies, procedures, rules and regulations specifically related to the function or component.

e. Supervised on-the-job training.

1) In its yearly meeting, the Training Committee should evaluate each area of specialization to determine if any supervised past assignment "on-the-job training" is required and if so, implement said training.

C Specialized training shall be initiated within 30 days of the assignment of an employee to an area of specialization.

IX PROCEDURE (CIVILIAN TRAINING)

A For the purpose of this section, Civilian Employees will be divided into two groups. Those who perform a quasi-police function (i.e. school crossing guards, traffic authority, animal control, etc.) and those who deal with the public on a personal, regular basis (i.e. communications operators, secretaries, and clerks).

B All newly appointed civilian employees of the department will receive the following initial training:

1. Orientation of the department's role, purpose, goals, policies, procedures, and general orders that pertain to their specific task;

2. Explanation of working conditions and regulations; and

3. Description of responsibilities, benefits, and rights of employment.

- C** Certain civilian positions within the police department require training on specific job responsibilities prior to assuming the responsibility.
- 1.** This training may consist of any of the following;
 - a. Field Training
 - b. Formalized classroom instruction
 - 2.** Civilian positions which require prior training are;
 - a. Dispatcher (if applicable)
 - b. Animal Control must be certified according to C.G.S. 22-328.
 - c. No other civilian positions require pre-service training. However, specific skills, knowledge, abilities, experience and training for each position that are desirable are noted on their respective job descriptions.
- 2.** Civilian employees will receive in-service training as necessary. Its purpose will be to update the skills knowledge and abilities of civilian personnel so that they may effectively perform existing and new job responsibilities. The following civilian employees require in-service as described:
- a. Animal Control must maintain continuing education training according to C.G.S. 22-328
 - b. The Records Clerk and Systems Security Administrator shall maintain COLLECT/NCIC certification

X **DISTRIBUTION**

This general order will be reproduced in electronic and traditional media. All sworn personnel shall have access to Department general orders through a read-only file on their individual domain of the Department's computer network. Printed copies and/or CD's will also be placed in locations throughout headquarters so that they are easily accessible to all personnel.

XI **EFFECTIVE DATE**

This general order approved by the Police Commission on May 17, 1989, and is effective June 5, 1989.
Revised, January 1991.
Revised, April 1991.
Revised, May 1992
Revised, March 2000
Revised, August 2003
Revised May 2019

Per Order,

Leon M. Krolikowski
Chief of Police