JOPLIN POLICE DEPARTMENT	7-01 STANDARD OPERATING GUIDELINE
SUBJECT: Training	**REVIEW DATE: Annually - July**
EFFECTIVE DATE: September 9, 2010	**ACTION DATE:**
AMENDS/SUPERSEDES: September 15, 2014	**AMEND DATE: August 25, 2021**
ACCREDITATION INDEX: 33.1.1 a, b, c, d, e, 33.1.2, 33.1.3, 33.1.4 a, b, c, d, 33.1.5, 33.1.6, 33.1.7 a, b, c, 33.2.3, 33.3.1 a, b, c, d, e, 33.4.1, 33.5.1, 33.5.2, 33.5.3 a, b, c, 33.5.4, 33.6.1 a, b, c, 33.7.1a, b, c, 33.7.2, 33.8.1, 33.8.2, 33.8.3, 42.1.6 c, 46.3.4	**APPROVED:** Richard A. Pearson **Chief of Police**

I. POLICY

It shall be the policy of this Department to provide training to maintain and enhance job knowledge, skills and abilities; introduce new technologies, methods or equipment; and to ensure that all personnel remain current with new laws, policies and procedures.

II. PURPOSE

To establish guidelines for the career development of employees on an equitable basis, with consideration of department needs and employee goals.

III. PROCEDURES

A. Training Coordinator

The Training Coordinator, appointed by the Chief of Police will coordinate all department training, advising Commanders on training issues and report to the Chief of Police on the status of department training. The Training Coordinator is responsible for the posting of training announcements; the routing of training requests; and maintaining the department training files. The Training Coordinator is also authorized by the Chief of Police to mandate that any officer or groups of officers receive training as needed. The Chief of Police will make any replacement of members of the Training Committee or the Training Coordinator. (33.1.1 A, B, C, E)

B. Responsibilities (33.1.1 C, D)

1. It is the responsibility of every employee to recognize areas in which additional training would benefit their performance and career goals.

2. It is the responsibility of every supervisor and commander to recognize areas in which the employees under his/her command would benefit from remedial or specialized training and to assist that employee in obtaining such training.

3. It is the responsibility of the Training Coordinator to assist the command staff in identifying and obtaining training programs for the department. The Training Coordinator will work with the command staff to insure the employees receive specialized and P.O.S.T. mandated training. The Training Coordinator, working in conjunction with each respective Bureau/Shift commander, will conduct scheduling and coordinating of training.

4. The Training Coordinator will prepare regular training reports for the Command Staff, as well as an annual report to the Chief of Police, summarizing training for the department.

C. Attendance (33.1.2)

Personnel are expected to attend any assigned training programs. There are cases where attendance at a training program may be excused, such as for court appearance or sickness. For most courses, certificates will be issued to those students who complete the training program. Employees shall provide a copy of any course-completion certificates to the Training Coordinator for inclusion in the employee's personnel file and department training records within one week of return from the training. (33.1.6)

D. Application, Attendance and Payroll Procedures for Training.

1. Officers or their supervisors may reply to training announcements or make training requests as is required to meet the needs of the Department and POST requirements.

   a. Supervisors will be aware of the training needs of their squad and ensure that their officers receive training, as necessary.

   b. Supervisors will ensure that training requests do not conflict with adequate staffing of their squad.

   c. All personnel shall make training requests by submitting, through the chain of command, a Training Request / Summary. Requests will be approved at the appropriate levels depending on the rank of the individual officer. Upon approval the request will be forwarded to the Training Coordinator.

   d. The Training Coordinator will forward approved requests to the appropriate training provider.

E. Attendance at Training (33.1.2)

1. Arrive promptly and attend the full period of instruction as scheduled and as required by the POST Commission's attendance policy for that training.

2. If unable to attend scheduled training due to a valid reason:

   a. Obtain permission from supervisor or commander to cancel attendance.

   b. The officer will submit through the chain of command, a memo to the Training Coordinator detailing the reason the attendance was canceled.

3. The officer will wear proper classroom attire as required by the training provider.

F. Payroll Procedures

1. When an officer is not present for regular duty because of attendance at training, the officer's supervisor must indicate the attendance on the Daily Sign-in Sheet.

2. If an officer's days off are scheduled while the officer is in a school or seminar, the days off should be rescheduled within the pay period if possible. These days off should be scheduled by the shift supervisor to ensure there is adequate manpower to cover the shift.

G. Travel Expense Reimbursement (33.1.3)

All costs associated with training will be paid for according to the City of Joplin travel policy. Travel receipts shall be maintained and turned in accordance with the travel policy.

H. Department Training Instructors

Besides the Training Sergeant and Training Officer the Department does not have any full-time personnel assigned as instructors or to training functions. Personnel assigned to train officers will have documented instructor training, and the training will be periodically updated.

1. The department requires lesson plans for all Training courses conducted by the agency, to include provisions for the following: (33.1.4)

   a. Guidelines and format for lesson plan development; the lesson plan development is based on the format taught to the police instructors at instructors' training.

   b. A statement of performance and job-related objectives should be included in the lesson plans. (33.1.4 A)

   c. The content of the lesson plans shall ensure that; (33.1.4 B)

      i. The subject(s) to be covered is completely, and accurately, addressed;

      ii. Properly sequenced with other training materials;

      iii. Purpose of instruction meets objectives;

      iv. Materials to be taught are identified;

      v. Teaching techniques are appropriate;

      vi. Relationships made to the job task;

      vii. Responsibilities of participants for materials covered; and

      viii. Evaluation criteria.

   d. Appropriate instructional techniques to be incorporated are:

      i. Conference (debate, discussion groups, panels and seminars);

      ii. Field experiences (interviews, operational experiences and observations);

      iii. Presentations (lecture-discussion);

      iv. Problem investigations (committee inquiry); and

      v. Simulation (case study, games, and role-play).

   e. The Chief of Police and/or Training Coordinator approve lesson plans. (33.1.4 C)

   f. If a testing procedure is required, it will be stated in the lesson plan. (33.1.4 D)

2. All training conducted by department trainers will first be approved by the division head, and then scheduled through the Training Coordinator.

I. Training Mandated by Statute or Order

1. Training offered by a recognized provider which meets the requirements of the Peace Officers Standards and Training (POST) Commission for continuing education; (see section L)

2. Documented training and/or licensing is required prior to the use of any current or new equipment, including firearms and special purpose vehicles, unless proficiency and/or licensing can be demonstrated. Absent proper training or demonstrated proficiency and/or licensing, an employee will not be allowed to operate or utilize current or new equipment or vehicle(s).

3. Annual In-service Training. All sworn personnel and reserve officers shall successfully complete in-service training that includes; (33.5.1)

   a. Authorized weapon training and proficiency testing including both on and off-duty weapons and department shotgun/rifles if issued;

   b. A review of use of force policies and legal updates related to the use of force.

   c. Defensive Tactics **(shall be done minimum biennially)** (1.3.11)

   d. Taser (1.3.11)

   e. Biased based profiling issues (1.3.11)

   f. Topics related to the duties of a police officer, which may include, but are not limited to;

      i. Crime Prevention techniques;

      ii. Department Policy and procedures;

      iii. Officer discretion in criminal justice system;

      iv. Evidence collection and preservation;

      v. Hazardous materials; (46.3.4)

      vi. Interview and interrogation techniques;

      vii. Law of arrest, search and seizure including legal updates;

      viii. Emergency medical services;

      ix. Investigative techniques;

      x. Report writing, records system, procedures and requirements;

      xi. Witness/victim rights, policies and procedures;

      xii. Performance and evaluation system;

      xiii. Special operations and unusual occurrences.

xiv. C.P.R. and First aid;

xv. Defensive tactics;

xvi. Defensive driving;

xvii. Bias based profiling issues;

xviii. Communicable diseases;

xix. Criminal Intelligence (42.1.6 C)

4. Biennial in-service training. Ethics based training (1.3.11) as well as sworn personnel and reserve officers that are certified in the following less lethal weapons shall successfully complete in-service training that includes; (33.5.1)

a. Any 37mm or 40mm launcher to include the Sage SL6.

b. OC Spray **(required for all sworn personnel)**

c. Asp or baton

d. Pepper ball launcher

e. 12-gauge kinetic energy round

f. Noise Flash Diversionary Devise (NFDD)

5. Triennial in-service training. Sworn personnel and reserve officers shall successfully complete in-service training that includes; (33.5.1)

a. Topics to cover mental health issues (1.3.11)

i. All entry level employees will receive training in this area. (1.3.11)

6. Training, certification and re-certification, is required for commissioned and non-commissioned personnel whose work assignment requires the use and access to MULES, NCIC, or other applicable law enforcement computer systems and networks. (33.7.2)

7. Remedial training (33.1.5)

In the event a bureau commander or supervisor determines that an employee is needing remedial training as a result of the employee's lack of skill, knowledge or ability in job task performance, based on evaluation reports or firsthand observation by the supervisor, or the employee has received disciplinary action and it is recommended that the training can improve future performance and can assist in remedying the situation that contributed to the need for disciplinary action, that training shall be scheduled by the Training Coordinator at the first available training class offered. Notification of scheduled remedial training shall be in writing to the employee, and all scores and evaluations of such training shall be forwarded to the Chief of Police. Should an affected employee fail to participate or satisfactorily complete the remedial training he/she may be subject to disciplinary action, including dismissal, as approved by the Chief of Police.

J. Training Mandated by Change in Status, Rank, or Assignment (33.6.1 A, B)

1. Upon return from an extended leave of absence (military, sick, injured, etc.) when new or revised rules, procedures, or legislation have been put in place during the employee's absence, as determined necessary by the employee's Bureau Commander. (33.6.1.B)

2. Upon promotion to the next higher rank and the duties and responsibilities of the employee change significantly. Newly promoted supervisors will receive instruction on management and leadership skills, supervision, performance evaluation, career counseling and support services available for the function including any appropriate supervised on-the-job training as determined by the employee's commanding officer. (33.6.1 A, 33.8.2)

3. Upon appointment to a specialized assignment or collateral duty that requires enhanced skills, knowledge, and abilities above and beyond the level taught in either recruit or other in-service training programs. Some positions require specialized training prior to performing that function and other positions will require continued on-the-job training during tenure in that assignment. Including any requisite supervised on-the-job training as determined by the appropriate commander, or where law mandates training. (33.6.1 A, 33.6.1 B)

   a. Positions Requiring Pre-assignment Training/certification/re-certification

      i. Traffic Crash Reconstructionist
      ii. DARE/SRO officer
      iii. Defensive Tactics Instructor **(Re-certifications required)**
      iv. Bicycle Patrol
      v. Defensive Driving Instructor
      vi. Polygraph Operator
      vii. Field Training Officer **(Annual In-Service Training Required)**
      viii. Firearms Instructor/Armorer **(Re-certifications required)**
      ix. K-9 Officer **(Re-certifications required)**

   b. Positions Requiring Post-assignment or on-the-job training

      i. Detective
      ii. SWAT Officer

K. Shift Briefing Training

Shift Briefing Training may be utilized to introduce new legislation affecting law enforcement, recent court decisions, new rules, regulations or special orders, or topics of general interest to law enforcement regarding safety, crime trends or police issues. The most appropriate media will be used to provide this training (printed matter, video etc.). (33.5.2)

L. Peace Officers Standards and Training (POST)

All peace officers, reserve officers, and Chief Executive Officers (CEOs) certified in Missouri shall be required to have a minimum of twenty-four (24) hours of continuing education for the purpose of maintaining certification.

1. Each officer will be required to complete a minimum of at least two hours in the four core curricula areas:

   a. Legal Studies, minimum two hours annually.

b. Interpersonal Perspectives, minimum two hours annually; including one hour of Racial Profiling each year.

c. Technical Studies, minimum two hours annually.

d. Skill Development, minimum two hours; including two hours of firearms training annually.

M. Civilian Training

1. Newly appointed civilian personnel will receive basic orientation and training regarding;

a. The agency's role, purpose, goals, policies, and procedure; (33.7.1 A)

b. Working conditions and regulations; and (33.7.1 B)

c. Responsibilities and rights of employees. (33.7.1 C)

2. Civilian employees in the following job assignments shall receive initial and ongoing training commensurate with their job responsibilities to include; (33.7.2)

a. Clerical Personnel. (Bureau of Support Services)

i. On-the-job training and equipment familiarization;

ii. Public relations skills;

iii. Legal issues related to the release of reports and information.

b. Communications Personnel. (Bureau of Support Services)

i. On-the-job training and equipment familiarization;

ii. In-house CAD system;

iii. Call taking;

3. Periodic In-service training should be scheduled for civilian employees to update skills, review new procedures, legislation, department policy and clerical operating procedures.

Resources used to meet these training needs may be acquired through attendance at seminars offered by local colleges, universities, or private organizations; computer training offered by the sources inside and outside of the department and in-house training directly related to the employees job function.

N. Training records (33.1.6)

1. By statute, it is the burden of each commissioned officer to obtain the required P.O.S.T. continuing education and maintain a record of the training.

a. It shall be the responsibility of the individual officer to forward the below listed training information to the Training Coordinator.

2. The Training Coordinator shall maintain training records for each employee. The records will include:

a. The date of training.

b. The type of training received.

c. Whether the training was POST certified, and if so, the number of hours of POST credit, and which of the four core curricula areas the hours were credited to.

d. Any certificate received.

e. Scores, if any.

3. The designated officer in charge of training shall maintain files on all in-house training courses or presentations, including:

a. Course content (lesson plans); (33.1.7 A)

b. Personnel attending; and (33.1.7 B)

c. Any performance measures as ascertained through tests or demonstrations. (33.1.7 C)

O. Recruit Training (33.2.4)

1. The Department does not operate a police academy, however, has entered into an agreement with the Missouri Southern State University for recruit training.

a. Prior to any assignment in which an officer may carry a weapon or is able to make an arrest, the officer must successfully complete the basic recruit program at a Missouri P.O.S.T. approved training facility. The curriculum of P.O.S.T approved training facilities is based on job tasks of the most frequent assignment associated duties of officers who complete the training. Program testing and evaluation techniques utilized by the academy staff are designed to measure competency in the skills, knowledge and abilities required to perform those duties. (33.4.1)

2. Prior to any new police officer being assigned to patrol duties, they will complete training by department instructors, in use of force and demonstrate proficiency in the proper use of authorized department issued weapons and equipment.

P. Accreditation Training

1. To all newly hired agency personnel within 30 days after their employment begins. (33.5.3A)

2. To all Department personnel during the self-assessment phase associated with achieving initial accreditation and (33.5.3 B)

3. To all Department personnel just prior to an on-site assessment. (33.5.3 C)

4. Employees assigned to the position of accreditation manager shall receive specialized accreditation manager training within one year of being appointed. (33.5.4)

Q. Career Development (33.8.1)

The Department encourages its employees to take advantage of those courses offered by POST Certified providers to further their career development goals. The Department will make every effort to accommodate an employee's request to attend training that lies within their area of

interest to further their career objectives. (33.8.3) The Training Coordinator shall provide training to supervisory personnel in the following areas associated with career development:

1. Supervisors should include career development in the performance evaluation process, using training recommendations during counseling to enhance and develop the employee's skills.

2. Supervisors should be cognizant of training programs and opportunities that will benefit the employee and the department.

IV. COMPLIANCE

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies shall comply with this policy.

V. APPLICATION

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only form a basis of a complaint by this department, and then only in a non-judicial administrative setting.

Joplin Police Department Training Request / Summary

- INCOMPLETE REQUESTS WILL BE RETURNED TO REQUESTING OFFICER
- ATTACH COURSE INFORMATION (BROCHURES, FLYERS, ETC.)
- RECEIPTS MUST BE KEPT AND TURNED IN PER CITY TRAVEL POLICY

[To be completed by requesting officer]

Name Date

Received By Date Received

Supervisor Recommendation/Signature

Immediate Supervisor	□ Yes	□ No	Date _____
Division Head	□ Yes	□ No	Date _____
Training Coordinator	□ Yes	□ No	Date _____
Chief of Police	□ Yes	□ No	Date _____
APPROVED:	□ **YES**	□ **NO**	**DATE**

SECTION 1 – COURSE INFORMATION **COST**

[To be completed by requesting officer]

Title

Location

Date(s) - From To

Provide a statement describing how this training will be of value to this agency in accordance with its **Mission**, **Vision** and **Goals**.

SECTION 2 – COURSE REGISTRATION **COST**

[To be completed by requesting officer or Training Coordinator]

Registered By Date

Method of Payment □ Billed to Dept. □ Master Card □ Check □ Other

Purchase Order Number Date

Comments

SECTION 3 – ACCOMMODATIONS **COST**

[To be completed by requesting officer or Training Coordinator]

Hotel/Facility Name □ Smoking □ Non-Smoking

Address City State Zip

Telephone Number FAX Number

SECTION 3 – CONT.

Reservations Made By Date Confirmation Number

Method of Payment □ Billed to Dept. □ Master Card □ Check □ Other

SECTION 4 – TRAVEL **COST**

[To be completed by requesting officer or Training Coordinator]

Method of Travel □ JPD Vehicle □ Personal Vehicle □ Air □ Rental Car □ Parking □ Other

Comments

SECTION 5 – MEALS **COST**

[To be completed by requesting officer or Training Coordinator]

Required Meals
Number of Breakfast(s) _____ X $ = _____

Number of Lunch(es) _____ X $ = _____

Number of Dinner(s) _____ X $ = _____

Incidentals [3 dollars per day] _____ X $ = _____

Total Cost of Meals = _____

SECTION 6 – FOLLOW-UP ITEMS

DEPARTMENT CREDIT CARD
Will you need a department credit card for this training? □ Yes □ No

TRAINING DATABASE
Certificate of Training received □ Yes □ No
Training entered into database □ Yes □ No Date

TRAINING EXPENSES WORKSHEET

Expense Item	Account #	Estimated Cost
Course Cost – Section 2		
Accommodations Cost – Section 3		
Travel Cost – Section 4		
Rental Car		
Parking Cost Air/Hotel		
Other		
Meal Cost – Section 5		
Overtime – To be computed by supervisor or command staff member		
Total		

□ **Completed** □ **To Be Completed By Training Coordinator**