

**Lower Providence Township Police Department
Eagleville, Pennsylvania**

General Order ☒
Special Order ☐
Personnel Order ☐

ORDER NUMBER

1006

Subject

Roll Call / In-Service / Remedial / Specialized / Advanced Training

Date of Issue

February 4, 2020

Effective Date

February 4, 2020

Expiration Date

**Until Amended or
Rescinded**

Issued by:

Michael Jackson, Chief of Police

Amends

Rescinds

Standard Number

1.10.1 / 1.10.2 / 1.10.5 / 1.10.6

Distribution

- 1. General Order Manuals**
- 2. Records Manual**
- 3. Reading Verification to all Personnel**

I PURPOSE

To establish training standards for professional and personal opportunities of growth and service. To provide current and relevant information to assist officers in their daily duties. To maximize effectiveness and productivity.

II POLICY

It shall be the policy of the Lower Providence Township Police Department to provide training in compliance with the Municipal Police Officers' Education and Training Commission Act (53 Pa C.S.A.2161, et seq) in regard to municipal police officer training and agency responsibilities. Training is provided to accommodate Department needs and actualize the interest and concern the Department has for self-improvement and personal development of its employees. Records will be maintained for all training.

III REGULATION

A. ROLL CALL TRAINING

1. Roll call training is intended to inform officers of changing policies, orders and conditions within their immediate areas of assignment and other information of immediate importance.
2. Roll call training sessions shall be of short duration, and may be conducted at the beginning of the shift, during the shift for selected officers, or at the end of the shift, depending on the needs of the supervisor.

3. Sergeants are responsible to see that roll calls are used for training purposes as much as possible. Department policies, procedures and rules should be discussed to make certain there is a clear understanding of their purpose.
4. It is the responsibility of each patrol supervisor to plan roll call training on an as needed basis. Audio visual aids, literature, publications, etc. may be incorporated into short informational programs.
5. The Chief of Police and Lieutenant will assist by providing informational materials and topics for roll call training.
6. Department computer equipment may be utilized for roll call presentations. Various training aides are available through public and private sources to enhance a roll call training program.
7. Various books, research material and publications are available to plan an effective roll call.
8. All roll call training will generally be conducted by the supervisor holding roll call, or by another person who may have expertise in the subject matter.
9. Officers who recently attended special training may be asked to provide information on any new topics, techniques or procedures of concern or interest.
10. Officers are encouraged to request roll call training topics that would help in better understanding and discharging their duties.
11. Supervisors are expected to provide current and relevant topics for roll call training and discuss mutual concerns for training at staff meetings.
12. Evaluation of roll call training will be conducted by Command Officers based upon observations and feedback from officers.

B. IN-SERVICE TRAINING

1. All sworn officers must attend and successfully complete an annual in-service training course as provided by the Municipal Police Officers' Education and Training Commission (M.P.O.E.T.C.). The course content is mandated and determined by M.P.O.E.T.C. This may include material on Federal and Pennsylvania court cases and legal updates.
 - a. Officers will complete Act 180 training on-line and with CLEE approved courses by October 1 of each year. Any officer who has not completed annual mandatory in-service training as of December 1st of each year shall notify the Lieutenant in writing to ensure that the training is completed within the required calendar year.
2. In-service training will include weapons qualifications as outlined in General Order 801 'Use of Force.'
3. Each officer is required to participate in and pass re-certification in Cardio-Pulmonary Resuscitation (CPR) and AED usage.
4. Each officer is required to keep current with First Aid Training as required by M.P.O.E.T.C.
5. Each officer and employee of the police department will participate in Right to Know and Hazardous Material Training.
6. This training will be supplied by the Department.

C. REMEDIAL TRAINING

1. Upon the recommendation of an officer's supervisor, the Chief of Police or Lieutenant shall schedule training for those employees who:
 - a. Consistently demonstrates a lack of skill, knowledge or ability in job-task performance, based on evaluation reports and first-hand observations by supervisors.
 - b. Has received disciplinary action that requires remedial training.
2. Training and proficiencies that are mandated by state law or department directives will require remedial training if failed.
3. Notification of officers scheduled for remedial training shall be in writing and provided as soon as possible after the deficiency is observed.

D. SPECIALIZED TRAINING

1. To prepare personnel for new assignments the Department provides specialized training in those areas where a need has developed. Such training has as its goal the development of specialized skills and knowledge within the framework of a police generalist.
2. Specialized training will be given to an officer prior to their assignment to the following areas:
 - a. Field Training Officer
 - b. Breath Alcohol Operator
 - c. Traffic Safety Officer
 - d. Range Officer
 - e. Canine Officer
 1. Officers are required to meet certification standards.
 - f. Tactical Team Member
 1. Officers are required to meet team readiness standards.
 - g. Bicycle Officer
 - h. Criminal Investigator
 - i. MIRT /BRT teams
 1. Officers are required to meet team readiness standards.
3. Periodic in-service training/readiness exercises, in a manner determined by the agency, will be conducted for the specialty unit as noted:
 - a. Tactical team members, including assigned negotiator – at least once quarterly
 - b. Canine unit – at least once quarterly
 - c. MIRT/BRT – as directed by team commanders
 - d. Bike unit – at least once during PLEAC cycle

E. ADVANCED TRAINING

1. Advanced training is considered the type of training provided at the FBI National Academy, the Southern Police Institute, Northwestern University Traffic Institute, International Association of Chiefs of Police and the Pennsylvania Chiefs of Police Association.
2. This training is designed to improve the professional competence of officers who have demonstrated leadership capabilities.
3. Criteria and conditions for consideration of this advanced training are:
 - a. Meet the requirements of the advanced training institute.
 - b. Be in a supervisory or command position.
 - c. Approval of the Chief of Police.
4. Training requirements to be satisfied by the advanced training should include:
 - a. Management theory.
 - b. Utilization of resources to their maximum efficiency.
 - c. Supervisory techniques.
 - d. Problem identification, evaluation and solving techniques.
5. Assignments following advanced training will be made so as to take maximum advantage of the employee's newly acquired knowledge and abilities.

F. ACCREDITATION TRAINING

1. All department personnel will receive information and training relative to the accreditation process as follows:
 - a. to newly hired personnel within a reasonable period after being hired,
 - b. to all department personnel during the self-assessment phase associated with initial accreditation and each re-accreditation, and
 - b. to all department personnel just prior to any on-site assessment.

G. CAREER DEVELOPMENT

1. Supervisors will be provided career development training through supervisory level courses such as, but not limited to, Supervision of Police Personnel.

H. TRAINING RECORDS

1. A record of any training received by department personnel will be maintained and updated by the Chief of Police or his designee.
2. Training records will include:
 - a. Name
 - b. Course title and instructor
 - c. Where and when attended
 - d. Hours of instruction
 - e. Pass/fail status
 - f. Copy of certificate- Certificate to be placed in departmental and administrative personnel file
3. The Chief of Police shall maintain records of training conducted by the Department.
4. Training records of classes will include:
 - a. Course title, content and instructor
 - b. Lesson plan
 - c. Names of attendees
 - d. Individual results of any tests administered.
5. Training records will not be released to anyone outside the Department except with the approval of the Chief of Police.

I. TRAINING INSTRUCTOR

1. The Chief of Police is responsible for the selection of instructional staff for internal training programs. Instructors should possess demonstrated skill and knowledge in the topic they will instruct, as evidenced through their work, their formal training and previous instructing.
2. Personnel assigned as instructors for specific training will provide the instruction until the completion of the assignment. Training that needs to be repeated annually to ensure competency will necessitate continued training for the instructor.
3. Outside resources for providing instruction are necessary to meet many specific training needs. The selection process for these instructors is based on their experience, reputation and instructional material supplied to the Chief of Police. This material is not limited to, but should include a lesson plan listing:
 - a. training goals
 - b. performance objectives
 - c. instrument for testing

Michael Jackson

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Chief of Police