

COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Subject: DEPARTMENTAL TRAINING

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I. Purpose

To develop and maintain a comprehensive recruit-training program and to establish guidelines for roll call training and in-service training provided by regional public safety academies.

II. Definitions

Critical Tasks, include:

- Search and Seizure
- Transporting of Detainees
- Domestic Violence/Employee (all personnel)
- Property and Evidence
- Extra Duty/Off Duty Employment (all personnel)
- Sexual Harassment (all personnel)
- Selection and Hiring
- Citizen Complaints/IA (all personnel)
- Special Operations/ESU
- Dealing with Mentally Ill Persons (all personnel)

III. Training Functions

- A. The police department will provide training to all newly appointed sworn and civilian personnel. Personnel assigned to entry-level police officer positions will be required to complete the POST Basic Mandate Course. Civilian personnel will be provided with on-the-job training relative to the position.
- B. All new personnel shall receive information regarding:
1. the agency's role, purpose, goals, policies, and procedures
 2. working conditions and regulations, and
 3. responsibilities and rights of employees.
- C. The Chief of Police shall appoint a ranking officer as the departmental training officer for the training program in the department. The training officer shall be responsible for the following activities:

1. Planning, developing, and implementing training programs to include revision and updating of the field-training program, implementation of new programs and remedial training.
2. Notifying personnel of required training and informing watch commanders of available training.
3. Maintaining training records of all officers.
4. Evaluation of field training program.
5. Selecting instructors.
6. Coordinating the field training program and in-service training provided by the regional academies.
7. Providing training to officers on familiarization with the accreditation process to include self-assessment, reaccreditation, and on-site assessment.

IV. Training Committee

- A. The department shall establish and maintain a training committee for the purpose of developing and evaluating training needs and to serve as a focal point for input from those representing agency components.
- B. The composition of the committee shall include, but not limited to,
 1. Training Coordinator
 2. Rangemaster
 3. Defensive Tactics instructor
 4. Physical Fitness instructor
- C. Committee members may be added or replaced as the needs of the committee change, with the approval of the Chief of Police.
- D. The department's Training Coordinator shall serve as the chairman of the committee.
- E. The committee shall be responsible for setting up all in-house training for departmental personnel for the year.
- F. Decisions and scheduling made by the committee shall be reported to the Chief of Police and the Command Staff.

V. Training Goals

The training goals for this department are:

- A. To better prepare department personnel to act decisively and correctly in various situations.

- B. To promote greater productivity and effectiveness of personnel in their job performance.
- C. Unity of purpose among department personnel in the delivery of police services to the community in accordance with departmental philosophies.
- D. All sworn officers will receive training on legal updates, use of force, pursuits, ethics, and bias based profiling on an annual basis. This training may be conducted as a part of in-service or roll call training.

VI. Field Training Program

- A. All entry-level police officers shall complete a minimum four-week field-training program that is provided by this department after completion of the basic mandate course provided by Georgia P.O.S.T.
- B. The field training program that is used by this department includes a curriculum that is based on job task analyses of the most frequent assignments of police officers and on the study of general law applicable to the police officer.
- C. Recruit officers will be assigned to a field-training officer during the program. The FTO shall evaluate the recruit weekly and forward the evaluations to the training coordinator for the police department. Evaluations are designed to measure the recruit's competency in the required skills, knowledge, and abilities for a police officer.
- D. FTOs shall receive in-service training to include changes in policy and legal updates as necessary.
- E. Recruit officers will be rotated to different FTOs as the need arises. Generally, the recruit will be assigned to his/her permanent team at the beginning of the program.
- F. Recruit officers will be issued the following materials during field training:
 - 1. SOP CD of the Covington Police Department.
 - 2. Recruit training materials
- G. The training officer shall review and approve all changes to the lesson plans of the field-training program.

VII. Field Training Officers

- A. The departmental training coordinator and the Patrol Commander shall be responsible for the selection of FTOs. Officers selected as FTOs shall serve for a minimum of two years. Selection of instructors will be based on the following:
 - 1. Length of service.
 - 2. Educational background (i.e., specialized training, advanced training, college, etc.).
 - 3. Knowledge of teaching methods and practices.
 - 4. Knowledge of law enforcement.

5. Interpersonal skills.
 6. Sincere interest to become an FTO.
- B. Field training officers are under the direct supervision of the training coordinator in all matters relating to the training of recruits; however, remain under the command of the watch commander on all other matters related to patrol.
- C. Field training officers and training instructors will be given specialized training in the following areas:
1. Lesson plan development.
 2. Performance objective development.
 3. Instructional techniques.
 4. Learning theory.
 5. Testing and evaluating techniques.
 6. Resource availability and use.
- D. It is a goal of this department to have all FTOs and instructors certified by P.O.S.T.

VIII. Lesson Plan Development

- A. A lesson plan is required for all formal training courses provided by this department. Lesson plans shall conform to the standards prescribed by the Georgia P.O.S.T. Council. All lesson plans must be approved by the Chief of Police or his designee.
- B. Lesson plans shall follow the format established by P.O.S.T., which includes:
1. A statement of the performance objectives.
 2. The content of the training.
 3. A process for the approval of formal lesson plans.
 4. The appropriate instructional techniques.
 5. Identification of any tests used in the training process.
- C. Lesson plans, including subject, activity, and/or project will be retained for a period of 2 years as required by the Georgia Local Government Record Retention Schedules.

IX. In-Service and Specialized Training

- A. Attendance at all in-service and specialized training are mandatory, however, exceptions may be made in cases of illness or court attendance. It is the responsibility of each employee to see that his or her attendance is recorded at the in-service or specialized training.
- B. Employees are expected to give their best effort in all training classes they are registered for and are expected to successfully complete all elements of a training class.
- C. The training instructor shall forward a training report to the departmental training coordinator of all persons and their test scores from in-service and specialized training.
- D. All officers are required to get a minimum of twenty (20) hours in-service training hours each calendar year, including legal updates, use of force, critical tasks, vehicle pursuits, ethics, and other topics as determined by the chief of police or his designee. Failure to achieve the required minimum will cause the officer to be removed from enforcement duties per POST requirements. The responsibility for achieving the minimum number of hours rests with the individual officer.
- E. Any personnel assigned as the accreditation manager shall receive training within one year of appointment.

X. Roll Call Training

- A. The departmental training coordinator shall be responsible for preparing memorandums or lessons to be delivered at roll call sessions. Subject matter will cover items of an immediate need-to-know nature including new laws, changes in procedures, equipment handling procedures, review of existing policies and procedures, etc.
- B. Resources used for preparation of roll call may include:
 - 1. Inspection reports.
 - 2. Staff meeting minutes.
 - 3. Consultation with field personnel/field observation.
 - 4. Internal Affairs investigative reports.
- C. Supervisory officers shall conduct roll call training for the personnel assigned to their particular shift. Techniques used may include lectures, audio visual or written material.
- D. Supervisors should attempt to deliver a minimum of two roll call training sessions per week on a particular subject to accommodate all personnel.

XI. Advanced Training

Supervisory officers may be selected to attend advanced training at any of the following institutions:

- A. FBI National Academy.
- B. Southern Police Institute.
- C. Northwestern Traffic Institute.
- D. Georgia Law Enforcement Command College
- E. University of Georgia Management Development Course.

The Chief of Police shall select officers for advanced training based on their leadership capabilities, professional competence, and experience.

Selected officers will be excused from duty until completion of advanced training.

After completion of advanced training, the officers may be reassigned to other duties or may return to their former assignment.

XII. Training Records

- A. The Training Officer shall maintain training records of all recruits' officers in the field-training program. Records included will be daily evaluations, written reports completed by the recruit and test scores.
- B. Training records and career development files of departmental personnel will be updated following the employee's participation in any advanced or specialized training program.
- C. Training records are considered confidential and may only be released upon approval by the Chief of Police. Information relating to an officer's personal data will not be released.

XIII. Evaluation of Training Programs

The training officer shall have the responsibility for conducting an annual evaluation of the departmental training process. Evaluation will include an update and revision of training programs including field training, roll call training and in-service training. Training programs will be reviewed to ensure consistency with personnel and operational needs, legal requirement, and departmental policies. The training officer shall consult with the Command Staff, as well as the Chief of Police, in making a thorough evaluation of the training process.

XIV. Relationships with Outside Academies

- A. Employees are trained at outside academies for a variety of reasons, but foremost is to ensure that the department's training needs are met.
- B. While attending outside academies, employees are required to follow the rules and regulations as set forth by that academy, while still being accountable for all applicable rules and regulations set forth by this department.

- C. The department's participation in and relationship with any outside academies will be in accordance with Georgia POST regulations, as amended.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE:

Stacey L. Cotton

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Chief of Police