

# St. Joseph, Missouri Police Department



DIRECTIVE TYPE: GENERAL ORDER		INDEX NUMBER: GO 0125
SUBJECT TRAINING		
EFFECTIVE DATE: December 13 <sup>th</sup> , 2001	REVISED: 07/16/04, 07/21/06, 11/03/10	AMENDS/RESCINDS: No Previous
REVISED CONTINUED: 05/29/15		DISTRIBUTION: A (All Personnel)

## I. POLICY

The Department shall be committed to providing training programs consistent with the agency's goal of delivering quality public safety services. Training shall meet or exceed professional standards required by the State of Missouri Department of Public Safety, P.O.S.T. Commission for certification and continuing education.

## II. PROCEDURE

The Police Department Training Program will be administered on an equitable basis, with consideration of both department needs and employee goals.

### A. Continuing Education and Training Requirements/ P.O.S.T. Requirements

1. All commissioned personnel are required to meet requirements set forth by the Missouri Department of Public Safety P.O.S.T. (Peace Officer Standards and Training), the Commission for continuing education to maintain their certification (RSMo 590.050).
2. In addition to P.O.S.T. requirements, in-house and outside training opportunities will be posted for employees.
3. A Training Request Form shall be filled out by an employee requesting a training opportunity. Training shall be approved/disapproved based on the process set forth in SO 0008 (Training Requests and Travel Procedures).

### B. In-Service Training

1. Some in-service training will be designated as mandatory for all officers. Officers may be excused for mandatory training only for court attendance or with prior approval from the officer's commanding officer. Mandatory training for department members will include documentation of attendance. Attendance files will be maintained by the Department Training Officer.

2. In-service training may include firearms training, legal updates, and other subjects mandated by the Chief of Police or the Command Staff.
3. All formal in-service training conducted or sponsored by the Department shall be accompanied by a lesson plan approved by the Department's Training Officer. The lesson plan shall include at a minimum:
  - a. A statement of learning objectives;
  - b. An outline of the topics presented during the training;
  - c. A description of the instructional techniques used;
  - d. Copies of any materials provided to students or tests administered;
  - e. Instructor information (qualifications, certifications, etc)

**C. Roll Call Training:** The goal of roll call training will be to keep officers up to date between formal retraining sessions.

1. Planning and scheduling for roll call training will be coordinated through the department training unit.
2. Instructional methods and techniques may include hand out materials, video, lecture, and practical demonstration for skill development.
3. Instructional personnel will include shift supervisors, field training officers, and instructors qualified for specific training areas.
4. Division Commanders will be responsible for ensuring that roll call training information is delivered/disseminated effectively to line officers. Commanders of divisions without formal shift briefings shall provide alternate methods of disseminating pertinent material.
5. Supervisory personnel providing formal or informal roll call training beyond that coordinated by the Department Training Officer shall ensure that said training is consistent with policies, procedures, and techniques currently practiced/promoted by the Department. Formal roll call training material should receive prior review by the Training Officer to ensure documentation and the consistency of the training.

**D. Training for Specialized Assignments and Promotional Positions**

1. Prior to or within a reasonable period of their promotion (usually one year), personnel should receive training applicable to their new duties. Personnel will also attend the regularly scheduled supervisory training provided by Human Resources.
2. Training for newly promoted members shall include general counseling and assessment, principles and techniques for evaluations, and development of subordinates.
3. Unit Commanders shall ensure that personnel assigned to specialized duties receive training to enhance the skills, knowledge, and abilities required by the assignment. This training may be provided by outside sources, or through supervised on-the-job training when appropriate.
4. The following units, positions, or assignments require specialized training. Unit commanders/supervisors with the following positions under their direction shall ensure that personnel have received appropriate training either prior to assignment, or as soon as is practical. Personnel should also receive

training at reasonable intervals during their assignment, to include any mandatory retraining, re-certifications or qualifications specific to their assignment:

- a. Special Response Team (Tactical and specialized weapons training as directed by the SRT Commander)
  - b. Armorer/Firearms instructor (Armorer certification training for specific weapons and firearms instructor certification training for applicable weapons)
  - c. Defensive tactics, less lethal, or other weapons instructors (Advanced or specific instructor training required)
  - d. Internal Affairs Officer/s (Training specific to IA investigations and professional standards issues)
  - e. Detective (Training specific to criminal investigations/areas of specialty)
  - f. Canine Officer (New handler training and regularly scheduled training as directed in SO 0010 K-9 Operations)
  - g. Traffic Officer (Advanced accident investigation training and other specialized training as required. The Police Motorcycle Operators Training Course and a motorcycle qualification are required for all motorcycle officers per SO 0001)
  - h. Field Training Officer (In-service and external training as provided for in SO 0101 FTO Program)
  - i. School Resource Officer (Specialized training provided by the Missouri School Resource Officer's Association or other qualified provider)
  - j. Crime Scene Investigators (KCPD Crime Scene School or other qualified source)
  - k. Policy and Compliance Manager (Specialized training within one year of assignment)
5. Supervisors should assist employees in the area of career development. By utilizing a program to include the performance evaluation system and counseling techniques, supervisors will be able to guide employees in planning their career path. The use of formal schooling opportunities and courses related to law enforcement training will help the employee improve their skills and knowledge to better enable them to advance in their career.

**E. Remedial Training:** On occasion, performance issues, evaluations, disciplinary actions or other circumstances may dictate that an employee(s) receive formal remedial training beyond normal counseling.

1. A member's supervisor(s) who believes remedial training is necessary shall document the deficiencies creating the need for remedial training.
2. The supervisor will be responsible for coordinating with the Training Officer and Division Commander to plan any remedial training provided to address the deficiencies. This does not apply to additional training provided within the structure of the FTO/recruit training program, which shall be governed by directives regarding that program (SO 0101 FTO Manual).

## **F. Civilian Training**

1. Upon being hired, civilian personnel shall receive information/training regarding the agency policies, procedures, goals, and their role in the organization.
2. Prior to working independently, all civilian employees will receive a period of supervised orientation designed to familiarize them with the working conditions, regulations, and the rights and responsibilities of employees in their position. The duration of orientation/training shall be commensurate with the job responsibilities and the experience and ability of the new employee.
3. A minimum of two weeks of in-service training or pre-service training is required for booking desk personnel. This shall include computer orientation and self-defense training by a qualified instructor.
4. Communication Center personnel will follow the standards set forth in the 911 Training and Standards Act (RSMo 650.340). A newly hired recruit telecommunicator shall not be placed into a full-time position by himself/herself until the recruit has successfully completed the Communications Training Officer Program.

## **G. Training Records/Department Training Officer**

1. Unless other arrangements are made, personnel attending outside training courses are responsible for providing training certificates or other proofs of completion to the Department Training Officer within ten days of completion, if possible.
2. The Department Training officer maintains and updates all employee training records, including the location, type, dates, performance scores, certificates, and other information pertaining to department authorized/mandated training.
3. A record of all formal in-service training sponsored by the department shall be kept, including;
  - a. Course content
  - b. Names of those attending
  - c. Date and time of training
  - d. Performance scores if applicable
  - e. Names of instructor(s)
  - f. Any written material utilized
4. The Department may utilize area training academies for initial certification of law enforcement officers or other training. The Training Officer shall act as a liaison with any academy utilized and shall ensure that:
  - a. Academies are POST approved for the certification of law enforcement Officers;
  - b. Have a training curriculum compatible with Department training;
  - c. Performance of SJPd personnel while at the academy is acceptable;
5. The Department Training Officer shall be responsible for keeping records documenting each employee's current status regarding P.O.S.T. core curricula areas (Legal Studies, Interpersonal Perspectives, Technical Studies and Skill

Development). This position will be responsible for coordination of efforts to maintain individual officer's certified status.

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Chris Connally, Chief of Police

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Date