

SOUTH PORTLAND POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES

Subject:	Training & Career Development	Policy #	3-33
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I. PURPOSE:

To provide guidelines for the training and development of department personnel, with the intention of preparing employees to act decisively and correctly in a broad spectrum of situations, maximizing efficiency, effectiveness, productivity, safety, cooperation and unity of purpose, while minimizing liability risks.

II. POLICY:

As part of its overall disciplinary system, the South Portland Police Department recognizes the need to provide relevant and consistent training to develop and allow employees to fulfill the responsibilities of their job assignment and those of the agency. Training will be provided based on need, and lack of training will not be the result of bias, favoritism, or personality clash.

III. ADMINISTRATION & RESPONSIBILITIES:

- A. The department's training program is considered part of the department's broader disciplinary system, and shall include the following goals and objectives:
 - 1. Increase and develop employees' job-related knowledge, skills and abilities.
 - 2. Improve upon job performance so as to provide a higher level of service to the community
 - 3. Ensure that personnel assigned to specialized or supervisory positions receive training pertinent to those positions
 - 4. Facilitate the career development of personnel in advanced areas of training and require them to share acquired knowledge with others who may benefit
 - 5. Make individual training opportunities available to all personnel so that all personnel will be adequately prepared to fulfill the responsibilities of their present assignments and can work towards career goals as resources allow.

- B. The recommendation and provision of departmental training is considered a responsibility of all employees, but shall be the direct responsibility of the department's supervisory and command staff. All supervisors are expected to provide input and recommendations for departmental training. This will be done at least on an annual basis, but can be whenever a supervisor deems it necessary (e.g., due to a deficiency noted during inspection or review; following field observations or consultation with field personnel; after a change in job description or SOP, following a job reassignment).

- C. The coordination and implementation of departmental training will be overseen by a designated Training Officer, who will report directly to the Chief of Police on such matters. The Training Officer will identify and evaluate training needs, which will include requesting an assessment of the training needs from each supervisor for the department and personnel under their command. This may include an assessment of the entire shift as well as each individual officer. Supervisors should consult with the personnel under their command in completing this task. Additional duties of the Training Officer include the following:
 - 1. Developing a training program, using both internal and external instructors and subject matter experts, that ensures a fair distribution of training opportunities for all personnel; and will fulfill the department's training needs as determined by the above needs assessment, and as mandated by the Maine Criminal Justice Academy (MCJA) Board of Trustees.
 - 2. Scheduling or assigning officers to training classes, maintaining lesson plans, and soliciting feedback on in order to maintain quality control of course content.

3. Keeping a written record and database of training activities.
 4. Overseeing the Field Training Officer program to ensure that FTO program requirements have been met.
 5. Establishing and maintaining a library of current training videos, publications, and literature pertaining to law enforcement and related fields.
- D. All members will be required to attend any assigned training, unless excused by the supervisor who assigned the training for a legitimate illness, family emergency, pre-scheduled discretionary time off, or a work-related emergency or assignment. Attendance will be documented by the department instructor or liaison and provided to the Training Officer. Unexcused absences shall be explained, in writing, to the Training Officer or supervisor in charge of the training session.
- E. Instructors and training programs may be accessed from both inside and outside of the department. The department's internal training staff will consist of employees who are to be considered the primary instructors for ongoing training (e.g., MARC, firearms, interactive use of force, ECW, ASP, O.C., field training, Intoxilyzer, etc.). Training staff will be designated by the Training Officer, with the concurrence of the Chief of Police, with consideration given to seniority and experience (a minimum of two years at SPPD is required); job proficiency; loyalty to the organization's mission; personal behavior, both on and off-duty; overall appearance and bearing; sick leave use, participation in prior training, and any disciplinary issues for the preceding two-year period. Training staff members will attend relevant training, including an instructor development course (e.g., MOI) as soon as reasonably possible, and will be expected to provide at least a three (3) year commitment to providing applicable training.
- F. The department may assign an officer to mandatory training in lieu of the officer's regular shift on the day of, or in the case of late out officers, the day immediately preceding the scheduled training date. At the officer's discretion, however, mandatory training assigned during a day off, or exceeding eight (8) hours per day or forty (40) hours per week, may be compensated with either overtime or compensatory time. Regardless of their shift or assignment, the Chief of Police or designee may alternatively re-assign employees to mandatory training in lieu of being given their regular shift or assignment off on the same day. In such cases, any training in excess of eight (8) hours per day or forty (40) hours per week may be compensated with either overtime or compensatory time, at the discretion of the employee. Although mandatory for team retention, SWAT, CNT, K-9 and Dive Team training are not considered mandatory for these purposes.
- G. At the discretion of the Chief of Police or designee, assigned optional or voluntary training will be compensated with either compensatory time – if attendance at the training would otherwise create backfill-able overtime - or alternative day(s) off during the same pay period. Any optional or voluntary training that extends beyond eight (8) hours per day or forty (40) hours per week will also only be compensated by comp time.
- H. Whether for mandatory or voluntary training, travel time to and from the police station and an outside training venue may be compensable for at least one trip in each direction, if it extends the training beyond eight hours per day or forty hours per week; however if the employee is eligible to stay at the training venue but opts to travel instead, only one such trip shall be considered compensable, along with the period of time actually spent in training.
- I. Training staff providing training for another agency, including the MCJA, must seek approval for such training through their immediate supervisor, who may approve such a request if the training would not create any overtime, including any backfill-able patrol openings.

IV. PROCEDURES:

A. Recruit (Academy) Basic Training:

1. All newly sworn personnel shall complete recruit training and certification before assuming any departmental assignment in which they are allowed to carry a weapon or in a position to make an arrest.

2. All newly sworn officers will be required to complete the MCJA “recruit” or Basic Law Enforcement Training Program (BLETP), or equivalent. Officers already certified by the MCJA, or those whose recruit training requirement has been waived by the MCJA due to applicable certification from another state, will assume their department assignments after meeting the condition(s) of any waiver and upon successful completion of a Field Training Program.
3. The MCJA will provide an orientation handbook to all new recruits prior to the start of the BLETP. The Training Officer or appropriate designee (i.e., the recruit’s future primary FTO) will be the liaison between this agency and the department’s MCJA trainee’s during recruit training.
4. Recruit officers remain on the department’s payroll while at the MCJA and are covered under Workers’ Compensation. The legal liability for what is taught at the MCJA rests with the Academy, provided the instructor follows the lesson plan and prescribed procedures. The training will be based upon the curriculum approved by the MCJA Board of Trustees, involving tasks of the most frequent duties of sworn personnel, with evaluation techniques designed to measure competency in the required knowledge, skills and abilities.

B. Orientation / Field Training:

1. The department will maintain an orientation and field training program and a cadre of field training officers (FTOs), overseen and supervised by the Training Officer or designee. This staff will administer the program, as outlined in the department’s FTO Manual, and will make recommendations for revisions and updates, which must be approved by the Training Officer and Chief of Police.
2. Orientation, as outlined in the department’s Field Training Program Manual, will be provided to all newly sworn members, either prior to or immediately following their attendance at or waiver by the MCJA. All newly sworn officers will be required to participate in orientation and successfully complete the field training program. The FTO program should apply the knowledge and skills learned at the Academy, while also providing a basic knowledge of the city, the department, the department’s administrative rules, regulations and Standard Operating Procedures, and other relevant skills and abilities necessary to perform their new assignment. New officers will only assume a field assignment upon successful completion of Field Training.
3. Training topics will be outlined in the FTO Training Manual, but will include:
 - a. firearms and less lethal weapons (CEW, ASP, chemical agent) training and qualifications;
 - b. department rules, regulations, policies, procedures; statutory and case law review;
 - c. awareness level training for events involving hazardous materials;
 - d. fire extinguisher training;
 - e. CJIS Security and Limited Access training;
 - f. dealing with the mentally ill / emotionally disturbed persons;
 - g. sexual harassment;
 - h. blood borne pathogen / exposure control;
 - i. ICS / NIMS;¹
 - j. CPR, AED, First aid, officer self-care;
 - k. temporary detention / holding facility training;
 - l. exercising discretion in the decision to invoke the criminal justices process;
 - m. accreditation training, within 30 days of employment or MCJA graduation, whichever is later.
4. The minimum field training requirement will be eight (8) weeks (at least 320 hours) for all new officers. As outlined in the FTO training schedule, each trainee will be assigned to at least two (2) FTOs, on two different patrol teams, during the training period. Trainees will also be assigned to functions within the *Investigative and Support Services Division*, and to the Regional Communications Center. Scheduling

¹ SOP #2-12-A, INCIDENT COMMAND SYSTEM

issues due to the scheduled or unscheduled absence of the assigned FTO will be resolved at the shift level. If the assigned FTO is sick or otherwise absent, the recruit officer will be assigned to another FTO for that shift(s). If a substitute FTO is not available, the recruit officer will be assigned to the most qualified non-FTO available. The FTO will be tasked with ensuring that a Daily Observation Report is completed.

5. Reporting by FTO's in the field training program is essential in order for the department to track trainee progress. FTO's are required to complete the following reports: FTOs will complete Daily Observation Reports (DORs) and Weekly Training Reports and provide each, along with completed checklists and testing materials, to the Training Officer or designee, as directed. The forms and guidelines to increase their standardized completion are part of the Field Training Manual. FTO's will complete memorandums and forward them to the Training Officer or designee when recommending that a recruit be sent to the next phase; withheld from the next phase for more training in the current phase; released to solo status; held for more training prior to release to solo status; retained; dismissed; or to report any unusual positive or negative work-related activity conducted by the trainee, including tardiness or other items which may require disciplinary action.
6. The Training Officer or designee will act as a liaison with the MCJA regarding any curriculum updates that may impact the FTO program, and will take an active role in the recruitment, selection, supervision, retention and / or removal of FTOs; the Training Officer will review daily and weekly evaluation reports, and make recommendation to the Chief of Police regarding a trainee's successful completion or failure to complete the established minimum standards and expectations, as outlined in the program manual, which may result in termination from the department.
7. Because their values, tactics, competencies and attitudes will be transmitted to inexperienced officers, the selection of FTOs is crucial, not only for the success of the program and the trainees, but for the benefit of the department and city. FTOs must have a minimum of two years of experience with the department after MCJA certification. Upon request, interested officers will submit a written recommendation from their immediate supervisor, along with a memorandum expressing their interest to the Training Officer. Of those recommended officers, the Training Officer will select those to attend the relevant training program. The Training Officer may use officer evaluations, prior training records (e.g., MOI, SFST, ARIDE, DRE, etc.), collateral duties, and current patrol team hours and assignment in assessing the applicant's suitability.
8. Selected FTOs will attend a relevant training in the administration of the agency's field training program prior to acting as a FTO. Additional or ongoing training may include Methods of Instruction, supervisory / leadership classes and peer support. FTOs will be responsible for instructing, demonstrating, monitoring and rating their trainee's performance, using the standardized departmental Field Training Officer Manual, checklists, and guidelines. Trainees will be rated on a daily and weekly basis. Daily and weekly reports will be compiled and forwarded to the Training Officer for review.
9. The FTO and trainee will follow the chain of command for all operational matters. The FTO and trainee will direct matters concerning the administration and evaluation of the FTO program to the Training Officer. The FTO and trainee will promptly report any concerns relating to the performance or behavior of their FTO or trainee to their immediate supervisor and the Training Officer.

C. Accreditation Training:

1. During the applicable orientation or field training, within thirty days after employment begins, or within thirty days of graduating from the MCJA, the Training Officer or designee will assign training and / or advise all newly hired employees of information regarding the accreditation process.
2. All employees will receive information regarding the accreditation process during the self assessment phase associated with achieving initial accreditation, and prior to an on-site assessment.

3. It is recommended that this include the background of accreditation, to include the process, goals and objectives, and the department's involvement in the process. This may be provided by classroom instruction, newsletter, memorandum and training or conference attendance.

D. Annual Retraining / In-Service Training:

1. The department shall conduct annual in-service training, to include new law updates, technological advances and revisions to agency policy, procedures, rules and regulations. In-Service Training will consist of both mandatory and non-mandatory (voluntary) training. Per State annual retraining standards, all officers are responsible for completing a minimum of 20 hours of training per year (10 hours as mandated by the MCJA, and 10 non-mandatory hours).
2. Mandatory ANNUAL training will include:
 - a. firearms training and qualifications;²
 - b. statutory and case law legal updates, with emphasis on changes, per MCJA;
 - c. use of force SOP, lethal and CEW proficiency;³
 - d. bias-based policing, to include legal issues;⁴
 - e. blood borne pathogen / exposure control;⁵
 - f. fire extinguisher training;
 - g. components of the department / city's All Hazards Plan(s), including use of ICS;⁶
 - h. dealing with the mentally ill / emotionally disturbed persons;⁷
 - i. other topics so mandated by the MCJA, state or local legislation or the Chief of Police.
3. Mandatory BIENNIAL training will include:
 - a. ethics / integrity training;⁸
 - b. use of force / less lethal weapons (ASP, chemical agent, *PepperBall*, impact projectile) proficiency;⁹
 - c. CJIS Security and Limited Access training;¹⁰
 - d. a tabletop or full-scale exercise, assessing agency capabilities with the All Hazards Plans and ICS.¹¹
4. Other retraining topics should include:
 - a. agency policy and procedures, with emphasis on changes or updates;
 - b. laws / rules or arrest, search and seizure;
 - c. domestic violence;
 - d. exercising discretion in the decision to invoke the criminal justices process;
 - e. interview, interrogation and new / innovative investigative techniques;
 - f. emergency operation of vehicles;
 - g. care, custody, restraints and transportation of prisoners;
 - h. CPR, AED, First aid, officer self-care;
 - i. MARC / defensive Tactics;
 - j. sexual harassment;
 - k. property and evidence collection and handling;
 - l. collection of criminal intelligence information;
 - m. report writing / records management;

² SOP #1-1-B, FIREARMS, WEAPONS, MUNITIONS

³ SOP #1-1-A, USE OF FORCE & CONTROL

⁴ SOP #1-4, BIASED BASED POLICING / PROFILING

⁵ SOP #9-94, EXPOSURE CONTROL PLAN

⁶ SOP #2-12-A, CRITICAL INCIDENT MANAGEMENT / ALL HAZARDS PLANNING

⁷ SOP #4-40-C, MENTAL HEALTH CRISIS / PROTECTIVE CUSTODY

⁸ SOP #1-1, LAW ENFORCEMENT ROLE & AUTHORITY

⁹ SOP #1-1-A, USE OF FORCE & CONTROL

¹⁰ SOP #8-82-B, CRIMINAL JUSTICE INFORMATION / RECORDS

¹¹ SOP #2-12-A, CRITICAL INCIDENT MANAGEMENT / ALL HAZARDS PLANNING

- n. temporary detention / holding facility training;¹²
 - o. functions of the agency in the local criminal justice system.
6. Training can be in the form of formal or roll call sessions. As requested, the Training Officer will annually provide the Chief of Police with information sufficient to prove compliance, or lack thereof, with the annual training / retraining requirements mandated by the MCJA. The ultimate responsibility of fulfilling these requirements, however, which allows officers to maintain their law enforcement certification, rests with the individual officer.
 7. If it is determined that an employee needs remedial training in any aspect of his work, due to unsatisfactory job performance or behavior, or failure of any qualification, and / or written or practical test or evaluation, the involved instructor or supervisor shall notify the Training Officer, in writing. The Training Officer will so notify the Chief of Police, and assist in developing and approving a remedial training (lesson) plan without unnecessary delay. As recommended and / or as deemed appropriate, the Chief of Police may place the officer on an altered or administrative assignment pending successful completion of the remedial training. Any remedial training is mandatory and attendance shall be required. Failure to attend or successfully pass remedial training will result in further review or evaluation of fitness for duty, which may result in action up to and including termination.

E. Roll Call Training:

1. Roll Call Training and personnel development remains the responsibility of the respective shift supervisors. Training may include lectures from team members, supervisors, or other presenters and the use of recordings, videos, reports or online resources.
2. Roll call topics must include changes and updates in departmental SOP and can include any law enforcement topic or practice. Training may be provided by the shift supervisor(s), shift members or a guest, and may consist of lectures, videotapes or practical exercises.
3. The shift supervisor shall document roll call training, indicating the date, topic, instructor and officers present, and forward that information to the Training Officer on a monthly basis.

F. Promotion / Specialized Training:

1. Promotions and certain departmental assignments and functions may require specialized training to enhance the knowledge, skills and abilities beyond a level taught in general recruit training.
2. An officer who is promoted (Sergeant, Lieutenant, Deputy Chief of Police) or assigned into a new specialized assignment (Detective, School Resource Officer, Court Officer, Accident Re-constructionist, Canine Officer, CNT, Dive Team, or SWAT member) will receive training commensurate with the new assignment's responsibilities prior to or within one (1) year of assignment. The immediate supervisor will be responsible for providing or arranging for the training, which should include:
 - a. Development and enhancement of the skills, knowledge, and abilities particular to that specialty.
 - b. Performance standards of the function or unit.
 - c. Department rules and procedures, personnel policies, and support services specifically relating to the new function or unit.
 - d. Supervised on-the-job training until the officer can be scheduled to attend training in topics relevant to the function or unit.
 - e. Training for SWAT, CNT, K-9 and the Dive Team will be consistent with department SOP.¹³
 - f. Required firearms qualifications will be coordinated by the department's designated range officer(s) and will conform to the specifications set forth elsewhere in this manual.

¹² SOP #7-72, PRISONER BOOKING & CELLBLOCK PROCEDURES

¹³ SOP #4-41-F, #4-47, #4-47-A & #4-47-B

G. Civilian / Volunteer Training:

1. All civilians appointed to positions with the South Portland Police Department will receive, at a minimum, orientation in the role, purpose, goals, policies and procedures of the department, their duties and job expectations, working conditions and regulations, and responsibilities and rights of employees.
2. In-service training for civilian personnel will be provided to update skills and to increase job knowledge for new responsibilities.
3. Auxiliary personnel, to include Volunteers in Police Service (VIPS) and department chaplains, will also receive applicable training in their authorized and assigned duties in support of the agency.
4. The above training should be requested through and / or arranged by the employee's immediate supervisor, in consultation with the Training Officer.

H. Training Announcement, Need & Selection:

1. The Training Officer will, to the degree possible, post available training, by paper or electronic means, to allow time for required advance registration.
2. Officers interested in posted training will submit a training request to their supervisor. Supervisors can also recommend training at any time that a need for training is discovered. A need for remedial training should also have been documented on the officer's evaluation form. Individual training needs will be included in the needs assessment provided by supervisors, as indicated elsewhere in this order. A shift supervisor who objects to the officer's assignment or request for training will submit reasons in writing on the Training Request form.
3. The Training Officer will make a decision on whether or not to send the officer to the requested training based on the criteria of budget, available staffing of personnel and necessity. "Necessity" will take into consideration the officer's present assignment; if the training topic is crucial to meet the job's requirements or is desirable as a career development goal; if the officer has previously been denied training in the same or similar topic; seniority; and any other factors that will allow a fair assessment of the department's and the officer's need for that particular training.
4. Training that involves significant expense, lengthy absence from duty (more than two weeks), and / or out of state travel will require approval from the Chief of Police, with recommendations from the officer's supervisor(s) and the Training Officer.
5. The Training Officer will notify a selected officer and the officer's shift supervisor of any training assignment and post the training on the calendar. An officer who wants to appeal a denial of requested training can appeal to the Chief of Police, who will make the final determination. A further appeal can be made through the union grievance process.

I. Lesson Plans:

1. All training programs or courses conducted by the department will require a lesson plan, to include:
 - a. Statements of performance and instructional, job-related training objectives;
 - b. Appropriate, complete and accurate course content and instructional techniques (e.g., lecture, discussion, practical exercise, simulations, case study, tabletop, etc.);
 - c. Identification of means for student evaluation (e.g., oral demonstration of understanding, written test, skills demonstration, etc.), if administered. A minimum passing score of seventy percent (70%) is established for any written training evaluations, however higher minimum standards may be established, as required by the Training Officer, any supervisor, or instructor. Any officer not achieving the established minimum score shall receive remedial training and be retested within thirty (30) days.

- d. Approval by the Board of Trustees of the Maine Criminal Justice Academy, the department Training Officer, or another subject matter expert as deemed appropriate by the Training Officer or Chief of Police. This approval process should ensure that lesson plans and training do not conflict with current laws, policies, procedures or best practices. Any such concerns shall be addressed or brought to the attention of the Chief of Police for final approval or resolution.
2. Lesson plans will be revised, as necessary, to reflect current policies, procedures and best practices, new research, court decisions, and other factors impacting police operations. The Training Officer will forward a copy of the lesson plan on file to the lead instructor(s), who will review it and make revisions as necessary. After each revision and approval, lesson plans should be re-dated.

J. Training Records:

1. The Training Officer will maintain a file of all approved and archived lesson plans.
2. The Training Officer, or a designated lead instructor, will maintain records of in-house training classes conducted by the agency, to include:
 - a. Course title, content, and lesson plan;
 - b. Roster of attendees;
 - c. Individual test results, if administered;
 - d. Hours of instruction
3. The Training Officer shall document employee attendance at all training in database format, to include:
 - a. Name of course;
 - b. Date(s) attended;
 - c. Length of course, in hours;
 - d. Name(s) of presenter(s)
4. The employee's training record shall be updated following the successful completion of each training program. Employees wishing to receive credit for relevant courses or schools attended in a personal, off duty capacity, shall be responsible for providing the required information to the Training Officer.
5. All other applicable training records, to include an officer's Field Training Manual documentation, will be filed in the Training folder of the individual employee's personnel file. Likewise, employees shall submit copies of any training certificates received to the Training Officer, who will ensure they are filed in the Training folder of the employee's personnel file.
6. Training records are considered part of the employee's personnel file. As such, they are considered confidential (Title 30-A M.R.S.A., § 702) and shall not be released outside the agency without specific legal authority. Any outside request, including any legal process demanding the release of training records, shall be forwarded to the Freedom of Access Act (FOAA) designee.¹⁴

By Order Of:

Timothy B. Sheehan
Chief of Police

¹⁴ SOP #9-92, ADMINISTRATIVE ASSIGNMENTS