

RAMSEY POLICE DEPARTMENT - POLICIES & PROCEDURES			
GENERAL ORDER			
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Reviewed by: Capt. Bailey Lt. Lyman/Sgt. Kelly Sgt. Sanders	Reviewed Date: 11/15/2011 5/5/15 11/6/2019		
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Policy:

It is the joint obligation of the Department and the members to ensure that they have the knowledge, skills and ability to successfully fulfill the mission of the RPD. The Department will ensure that training is available to all members, sworn and non-sworn. The training shall be based on current law enforcement best practices for training. It may consist of hands-on, force on force practical exercises, on-the-job training, videos, literature, in-service and mandatory training.

Procedure:

I. Responsibility For Department Training

- A. The Chief is responsible for ensuring that members of the Department receive the necessary training, both mandatory and in-service, that is required for the efficient operation of the Department. The Chief may appoint a coordinator or coordinators to ensure that mandatory training is scheduled as required.

- B. The Captain is responsible for reviewing all training requests. Training requests deemed appropriate shall be forwarded to the Chief's for his approval.
- C. The Scheduling Officer is responsible for scheduling officers for training. He will also return all pink copies (Officer's Copy) to the requesting officer.
- D. Supervisors are responsible for reviewing and initially approving or rejecting training requests made by their subordinates. Additionally, supervisors should request specific training for specific deficiencies that they observe during their supervisory duties. For example, an officer that writes poor reports should be scheduled for a report writing course. Finally supervisors shall conduct continuous on-the-job training as necessary.
- E. Patrol Officers/Detectives are responsible for seeking out and requesting training opportunities.

II. Requesting Training

- A. Ramsey Police Training Request Form
 - 1. A two part form to be completed by either the requesting officer or his supervisor, for all training requests.
 - 2. The form shall be directed to the officer's immediate supervisor for review. If approved it shall be forwarded through the chain of command.
 - 3. Upon approval by the Captain, the form shall be completed and returned to the officer by the Patrol Commander/Scheduling Officer.

III. Dress Code

- A. All Training Outside the Department (i.e. Police Academy)
 - 1. Proper dress consists of business attire, sport jacket, shirt and tie, professional casual or department uniform.

2. No jeans, shorts, sweat clothes, sneakers or sandals.
3. The dress code can change if required for the training.

B. Department Training

1. BDU Uniform.
2. The uniform of the day may be changed by the lead instructor if required for the training.
3. Ballistic body armor is required for all firearms training.

IV. Attendance

- A. Attendance is mandatory at all scheduled training. Attendance will be documented by either the instructor (if Departmental training), or in cases where the training is at a location other than the Department, documentation of successful completion will be furnished by the officer. There are cases where attendance at a training program may be excused, i.e., court appearance or sickness. (In cases of sickness, the officer shall notify the Department and the school) Any absence must be properly excused by the administrators of the program being attended and must be in compliance with the directives under which the training program is being operated.

V. Department Training - Lesson Plans

- A. Lesson plans are required for all training courses done by the Department. It is the responsibility of the individual instructor to provide the Captain with a copy of the lesson plans prior to conducting the class. The development of lesson plans should ensure that the subject to be covered in training is addressed completely and accurately and is properly sequenced with other training materials. Lesson plans establish the purpose of the instruction; set forth the performance objectives; relate the training to critical job-tasks; and identify the matters that will be taught. Lesson plans shall be required of any instructor, either employed by the Department or invited in from the private sector. Approved lesson plans should be those formatted as per

state approved "Method of Instruction" academy training.

- B. The lesson plan should include a statement of performance objectives, the content of the training, and specification of the appropriate instructional techniques. The lesson plans should also include references, teaching techniques (lecture, group discussion, panel, seminars, and debate), relationships to job-tasks, responsibilities of the participants for the material taught, and plans for evaluation of the participants. The instructional techniques that might be utilized are:
 - a. Conference (debate, discussion groups, panels, and seminars);
 - b. Field experiences (field trips, interviews, operational experiences, and operational observations);
 - c. Presentations (lectures, lecture-discussion, lecture-demonstration);
 - d. Problem investigations (committee inquiry);
 - e. Simulations (case study, game, and role-play),
 - f. Force-on-force (hands-on, practical and dynamic physical training, Simunition, paint-ball and air powered weapon to simulate real world use of force encounters).
- C. Instructors of the Ramsey Police Department should cooperate with Academies in preparing lesson plans when instructing at the academy.

VI. Agency Policy Concerning Remedial Training

Remedial training refers to personalized training designed to correct a specific deficiency, which is usually identified by either testing or other evaluation during training, or by supervisory evaluation during routine job performance.

- A. Circumstances & Criteria: Remedial instruction in agency training programs will be indicated where an employee fails to achieve a pre-established passing score. During routine job performance, remedial training will be indicated when a Supervisor determines an employee's job performance is unacceptable based upon department policy and procedures, rules and regulations, and accepted police practices.
- B. Documentation: All remedial training will be documented in memorandum format addressed to the Chief of Police and forwarded through the chain of command.

- C. Training Timetable: The timetable for remedial training will vary depending upon the course being instructed, or the type of unsatisfactory job performance being remedied. For training programs, arrangements will be made by the departmental Training Officer to have the individual receive remedial training in a timely fashion, preferably taking no longer than 30 days to complete. Concerning job performance, Supervisors shall bring to an employee's attention, as soon as possible, the nature of the performance in question, and the type of performance and behavior that is expected of the employee. Recommendations for additional in-service training shall be forwarded to the employee's Division Commander. The employee's Division Commander will recommend the employee for in-service training to the Departmental Training Officer. Absent exigent circumstances and manpower shortages, remedial training will be scheduled in a timely fashion by the Departmental Training Officer. Exception Firearms V4 C2.
- D. Non-Participation/Failure to Achieve Passing Grade: Employees who do not participate in remedial training as directed will be subject to disciplinary action, in addition to being required to participate in remedial training. In the event an employee is unable to achieve an acceptable level of competency after remedial training has been administered, a detailed report shall be forwarded to the employee's Division Commander by the Departmental Training Officer. Upon review by the Division Commander, the report will be forwarded to the Office of the Chief with any recommendations for action.
1. The Chief of Police will decide upon the appropriate course of action concerning any employee who fails to achieve the predetermined level of proficiency in agency training programs.
 2. In the case of failing to pass firearms qualification please refer to Firearms V4 C2.

VII. New Police Officers (Recruits)

- A. Basic Training Prerequisite to Duty Assignment: All newly sworn officers are required (pursuant to state law) to successfully complete a State recognized basic training academy within one year of being sworn in. Furthermore, this Department will not utilize any recruit who has yet to successfully complete a state recognized basic training academy in any capacity in which the

recruit must perform law enforcement duties which would require the carrying of a firearm or the affecting of an arrest. Also, the recruit shall successfully complete the Departments' own Field Training Program, which is administered upon successful completion of a state recognized basic training academy.

- B. Agency Training: All new recruits are required to successfully complete the PTC required agency training in regards to various Departmental policies, procedures, and equipment. The recruits will be required to have a basic knowledge of the contents of the Departmental forms, policies and procedures and rules and regulations.
- C. Prior to entrance into any Police Academy, the recruit is required to attend an orientation session at the academy in which he is given a copy of the academy rules and regulations, a schedule of the classes (what is to be taught and when), as well as an outline of the structure of the academy. During the recruit's attendance at the academy, he will be bound by the rules and regulations, policies, and procedures of the academy, in addition to RPD rules and regulations.

VIII. Newly Promoted Supervisors

- A. All newly promoted officers will receive training commensurate with their new duties and will take place within the first year following promotion. This training could consist of academy/private sector training classes, field training, self-initiated study or a combination thereof.

IX. Training Records

- A. Individual Records
 - 1. Upon completion of training, personnel shall provide a copy of their training certificate to the Chief's Administrative Assistant for placement into their personnel file.
 - 2. The Chief's Administrative Assistant shall maintain a list of all training received by members.
- B. Department Records
 - 1. The department shall keep a record of all training provided by the Department. It shall

include date, time, officers/instructors present, and course content.

2. The lead instructor is responsible to record the performance of individual attendees. This includes all qualifying scores and test results if test are provided.

C. Training Class/Course Records Retention

1. Training class/course records will be retained in accordance with New Jersey Administrative Code and applicable retention schedules.

X. Training Bulletin Board

- A. The Department shall designate one bulletin board for the sole purpose of training. The bulletin board should be in a high traffic location so as many officers as possible may view the material.
- B. No other material will be placed on the board.
- C. The training board should include; up-coming training seminars, training catalogs, information important to officers (new case law, first aid, firearms, traffic law), supervisory training, and any other relevant training material.
- D. The Chief shall designate individuals to maintain the board.

XI. In-service Training.

- A. Training in addition to recruit training, may include periodic retraining or refresher training, specialized, career development, promotional, use of force, hands-on, force-on-force, advanced training, and roll call training.
- B. In-service training is meant to replicate real world situations, encounters, and service calls. As such, officers are required to participate in situations meant to replicate the physical and mental stress that officers will encounter on the street. In-service training will reflect the essential job functions of a police officer.
- C. The following is a list of in-service training to be completed by all officers:
 1. Annual Re-Training
 - a. OC Spray
 - b. ASP Baton
 - c. Haz Mat Refresher

- d. Blood Borne Pathogens
- e. Domestic Violence (4 hours)
- f. Legal updates
- g. Cell Block Management
- h. Self-defense/Defensive tactics
- i. Workplace Harassment

2. Semi-Annual Training

- a. Use of Force
- b. Pursuit Driving
- c. Firearms
- d. Taser (for authorized users)

3. Other Training

- a. CPR, Defibrillator, First Aid -two (2) years
- b. NJ CJIS Access/Validation Authorization Training -two (2) years
- c. Dealing with the Mentally Ill-three (3) years
- e. Racially Influenced/Biased-Based Policing (3) years
- f. Ethics (3) years
- g. Force on Force training (Periodically)
 - Redman Suit
 - Simunition, paint ball, airsoft weapon training
- h. Classes required by or at the discretion of the Chief of Police and Department.

- D. Accreditation Managers who are newly assigned to the function shall receive New Accreditation Manager Training within one (1) year of assignment.
- E. Newly assigned accreditation managers shall ensure that the NJSACOP is aware of the change in accreditation managers.
- F. Accreditation managers shall ensure that the agency CEO submits the required annual reports to the NJSACOP following initial accreditation.