

CLINTON TOWNSHIP POLICE DEPARTMENT

RULES AND REGULATIONS/POLICIES AND PROCEDURES

Clinton Township POLICE DEPARTMENT				
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POLICY

One of the most important responsibilities of a police department is to provide both continuing and remedial education to its employees through the application of formal and informal training. Therefore, the Clinton Township Police Department shall diligently attempt to train all employees in an effort to continuously enhance the agency's efficiency, effectiveness, and professionalism, as well as in an effort to comply with the New Jersey Attorney General's Guidelines and relevant law. Employees are also encouraged to request training in areas of specialized responsibility and interest in an effort to explore various facets of their careers.

I. DEFINITIONS

- A. Chief Executive Officer— that person who is responsible to serve as the head of the police department. The Chief Executive Officer may be a civilian Police Director or a sworn officer such as the Chief of Police or Officer-In-Charge. "Officer" as used in "Chief Executive Officer" need not denote sworn status.
- B. Employee—everyone employed by the Clinton Township Police Department, whether sworn police officers, civilian employees, or appointed employees. Where appropriate, "employee" shall also include volunteers.
- C. Instructor—as it relates to a Clinton Township Police Department training, an Instructor is an officer who has received the proper training as outlined herein, who has a degree of expertise in a specialized field, and who teaches and instructs other officers in that specialized area.

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- D. Lesson Plan—an outline and course description, prepared by an Instructor, that shows exactly what materials the Instructor intends to teach during a specific block of instruction.
- E. Supervisor—a member of the department assigned to a position requiring the exercise of immediate supervision over the activities of employees.

PROCEDURES

II. TRAINING OFFICER

- A. The Chief Executive Officer shall designate a Training Officer.
- B. The Training Officer shall report directly to the Chief Executive Officer regarding training.
- C. The Training Officer shall be responsible for the following functions:
 - 1. Development of lesson plans and written examinations for in-house training (as opposed to training provided by outside entities),
 - 2. Recruitment and selection of qualified Instructors. Clinton Township Police Department Instructors shall possess the following qualifications:
 - a. Successful completion of a Methods of Instruction course.
 - b. Have a minimum of three (3) years' experience in law enforcement.
 - c. Demonstrate an interest, proficiency, and advanced training in a specialized area as determined by the Training Officer.
 - (i) Instructors who are not sworn members of the Clinton Township Police Department, but who nevertheless provide instruction to Clinton Township police officers at the Clinton Township Police Department (as opposed to at approved police academy), shall demonstrate compliance with the above-listed criteria by providing their resume to the Training Officer.
 - (ii) The non-member Instructor's resume shall reflect comparable attainment of the above criteria to the satisfaction of the Training Officer and shall be kept on file indefinitely.
 - 3. Overseeing, reviewing, and updating lesson plans of departmental Instructors,

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4. Evaluating Instructors and training programs.
5. In-house training curriculum development, in consultation with department supervisors and Instructors,
6. Preparation and approval of all registration materials required for attendance for all outside training agencies.
 - a. Ensuring the preparation of purchase orders, in conjunction with the Police Secretary.
 - b. Forwarding all registration forms and purchase orders to the training entity.
 - c. Coordination of scheduling with officers assigned to attend classes as well as officers' immediate supervisors.
7. Course selection and scheduling for all employees, in consultation with department supervisors and instructors.
8. Maintaining a comprehensive training file that is current and readily obtainable.
9. The training file shall contain the following information:
 - a. All training courses attended by all police department employees, including general course content.
 - b. Names of the employees who attended each training session.
 - c. Course dates.
 - d. Course locations.
10. Updating records of all employees following their participation in, and satisfaction of, training programs.
 - a. A copy of each officer's training certificate shall be forwarded to the Chief Executive Officer for placement in the officer's personnel file.
 - b. A Clinton Township Police Department 'Training Log' shall also be completed by the employee and kept on file by the Training Officer.
11. Performance of individual attendees as measured by tests, if administered.
12. Preparation of training goals and objectives for the following year.

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13. Inspection and review of all training equipment and supplies.

III. ATTENDANCE AT TRAINING COURSES

- A. Attendance at scheduled training courses is mandatory.
- B. If an employee wishes to be excused from scheduled training prior to the scheduled class date, he or she must make the request of their supervisor, who in-turn shall contact the Training Officer, to receive permission to be excused.
- C. Employees shall report to training locations on time.
- D. With the exception of approved meal breaks, employees attending training shall remain in the classroom/training area the entire time, unless there is an emergency.
- E. Upon completion of the scheduled training, employees shall return to police headquarters to complete their work day, if time remains.
- F. Upon completion of a training session, employees shall provide the Training Officer a copy of their completed 'Training Log.'
- G. Attire:
 1. Male employees attending training shall wear either a button-down shirt and tie with a pair of slacks or, in the case of officers, an approved uniform.
 2. Female employees shall wear clothing which, in the Chief Executive Officer's discretion, conforms to standards normally worn by office personnel in private business firms, unless otherwise directed. As stated, sworn officers may wear their approved uniform to training.
 3. Except as provided for below, employees shall not wear jeans to any training course attended through the Clinton Township Police Department.
 4. The only exception is if an instructor approves and the course requires, employees may wear attire other than that which is outlined above, such as the department-issued polo-style shirts bearing the name of the Clinton Township Police Department.

IV. CLASSROOM PROCEDURES

- A. Employees are under the command of the Instructor while they attend a training course.

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- B. Employees shall adhere to all academy and training agency rules of conduct, guidelines, etc. while attending training.
- C. Employees shall follow all Clinton Township Police Department written directives while attending an academy or in-service training.
- D. Employees attending training shall conduct themselves in a professional manner and give the Instructor their complete attention.
- E. Employees are encouraged to participate in class discussions when appropriate.
- F. In the case of in-house training, Clinton Township Police Department Instructors shall keep a record of all employees in attendance.

V. LESSON PLANS AND TESTING FOR IN-HOUSE TRAINING

- A. No in-house training shall be authorized unless a detailed lesson plan and (when necessary) test is submitted to the Training Officer for review and approval. The Training Officer shall consult with the Chief Executive Officer when reviewing and approving in-house lesson plans and tests.
 - 1. Lesson plans shall be kept on file for five (5) full years.
 - 2. Lesson plans shall only be destroyed upon written approval from the Chief Executive Officer.
- B. Lesson plans shall be developed according to Federal Bureau of Investigation, New Jersey State Police, and New Jersey Police Training Commission Guidelines.
- C. Lesson plans shall include the following, at a minimum:
 - 1. Title page
 - 2. Introduction
 - 3. Performance Objectives
 - 4. Explanation
 - 5. Summary
- D. Teaching techniques may be varied and may include the following:
 - 1. Conference Methods

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2. Lecture Style
 3. Participation practical's
- E. At the discretion of the Instructor, in consultation with the Training Officer, testing may be required at the conclusion of a course.
1. All tests for in-service training shall be based upon a maximum of a one hundred percent (100%) score.
 2. The minimum passing score shall be seventy percent (70%), except for firearms tests or qualifications when a higher score is required.
 3. Written examinations shall be prepared as follows:
 - a. True/False questions,
 - b. Multiple choice questions, and/or
 - c. In certain training functions (e.g., Field Training) deemed necessary by the Training Officer, examinations may be open-ended, open-book style.
 - d. A minimum of fifteen (15) questions is required for all examinations.
 4. Instructors shall score all tests and review all results.
 5. If an employee does not obtain a minimum score of 70%, he or she shall be provided with remedial study material and shall be required to successfully pass a remedial examination within two (2) weeks of the first test date.
 6. If the employee fails to pass the remedial test, the matter shall be forwarded to the Chief Executive Officer for review and recommendations for further action.
 7. Training examination records shall be maintained and not be released unless a waiver is signed by the officer or at the direction of a court order.
 8. Although New Jersey's Division of Archives and Records Management requires "periodic review" regarding destruction of tests, examinations shall be kept on file for five (5) full years. <http://www.nj.gov/treasury/revenue/rms/pdf/m900000.pdf>. See 0091-0001.
 9. Requests for disposal of examinations must be approved by the Chief Executive Officer.

VI. RECRUIT TRAINING

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- A. As per N.J.S.A. 52:17B-68, no person may assume the duties of a police officer until he or she has successfully completed a required basic police training course at an approved academy certified by the New Jersey Police Training Commission.
- B. Equipment necessary for attendance at the academy shall be obtained prior to the commencement of the training.
- C. Officers shall obey all academy rules while attending the police academy.
- D. Officers who have completed the academy shall not be assigned to regular patrol duties until they successfully complete a Field-Training program with the department's Field-Training Officers. (Refer to the Clinton Township Police Department's 'Field Training and Evaluation' General Order, Chapter 6, Volume 7, for details).

VII. MANDATORY TRAINING

The following training is required for all sworn officers. (See the New Jersey Division of Criminal Justice 'Mandatory In-Service Law Enforcement Training' manual at <http://www.state.nj.us/lps/dcj/agguide/mandator.pdf> for more information).

- A. Firearms Qualifications and Training
 - 1. All officers shall qualify with their assigned duty weapon at least two (2) times during the calendar year.
 - 2. Shotgun qualifications shall be conducted at least two (2) times during the calendar year.
 - 3. Said semi-annual qualifications shall be for both daytime and nighttime firing.
 - 4. Officers who are authorized to carry firearms other than their assigned duty weapon shall qualify with those firearms.
 - 5. See the Clinton Township Police Department's 'Firearms' general order, Volume 4, Chapter 2, for more information regarding requisite scores and use of off-duty weapons.
 - 6. See also the New Jersey Attorney General's 'Semi-Annual Firearms Qualification and Requalification Standards' at <http://www.state.nj.us/lps/dcj/pdfs/dcj-firearms.pdf> for more information.
- B. Use of Force

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1. All officers shall attend semi-annual (i.e., twice per year) training regarding the lawful and appropriate use of force and deadly force.
2. This training shall be designed to reflect current standards established by statutory and case law, as well as statewide, county, and individual agency policy.
3. The training shall include but not necessarily be limited to the use of force in general, the use of physical and mechanical force, the use of deadly force, and the limitations that govern the use of force and deadly force.
4. Weaponless defense training shall be completed at least once every two years.
5. See the Clinton Township Police Department's 'Use of Force' General Order, Volume 4, Chapter 1, for more details.
6. See also the New Jersey Attorney General's 'Use of Force' policy at <https://www.nj.gov/oag/force/docs/UOF-2022-0429-Use-of-Force-Policy.pdf> for more information.

C. Motor Vehicle Pursuit

1. All officers shall attend in-service vehicular pursuit training at least twice annually.
2. Vehicular pursuit training shall consist of knowledge of applicable statutes, familiarization with statewide police pursuit policy and departmental procedures, decision-making skills, and the use of an authorized tire deflation device if employed by the agency.
3. See the Clinton Township Police Department's 'Pursuit and Roadblocks' general order, Volume 5, Chapter 6 for more information.
4. See also the New Jersey Attorney General's 'New Jersey Police Vehicular Pursuit Policy' at <https://www.nj.gov/oag/force/docs/Vehicular-Pursuit-Policy-Addendum-12.15.20.pdf> for more information.

D. Domestic Violence

1. All officers shall attend classroom instruction regarding domestic violence one (1) time during the calendar year.
2. Annual classroom instruction shall be for at least four (4) hours.
3. Training shall include, at a minimum, the response to and handling of domestic violence incidents, domestic violence policy guidelines, and proper reporting procedures.

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4. See N.J.S.A. 2C:25-20 for more information.

E. C.P.R.

1. All officers shall attend a CPR refresher course once every two (2) years as per the expiration date on the cards set by the American Heart Association.
2. All officers shall pass a written and practical test before receiving a CPR card.
3. According to the American Heart Association, CPR refresher training can be accomplished between one (1) and four (4) hours.
4. See the Clinton Township Police Department's '*First Aid*' general order at Volume 5, Chapter 2 for more information.

F. O.C. Spray

1. Officers shall successfully complete O.C. spray training prior to carrying/ using it.
2. The course of instruction shall include the following:
 - a. Two (2) hours of classroom training
 - b. One (1) hour hands-on training.
3. All officers shall participate in a bi-annual refresher course to remain certified.
4. See the Clinton Township Police Department's 'O.C. Spray' general order, Volume 4, Chapter 3 for more information.

G. ASP

1. All officers shall successfully complete ASP training prior to carrying and using the ASP baton.
2. The course of instruction shall include the following:
 - a. Two (2) hours of classroom training
 - b. One (1) hour hands-on training.
3. All officers shall participate in a bi-annual refresher course to remain certified.
4. See the Clinton Township Police Department's 'ASP' general order, Volume 4, Chapter 4 for more information.

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5. Post-Promotion Training

1. Officers promoted to the rank of Sergeant shall attend a minimum forty-hour Supervision course during the first year that they hold the rank of Sergeant.
2. Officers above the rank of Sergeant shall attend a supervision course during the first year that they hold the rank above Sergeant.

H. Bloodborne Pathogens

1. Classroom instruction regarding bloodborne pathogens is required for all officers every two (2) years. See N.J.A.C. 12:100-7.8(a).
2. See the Clinton Township Police Department's '*Bloodborne Pathogens*' General Order, Volume 5, Chapter 17 for more information.

I. Hazardous Materials

1. As per the 'Public Employees Occupational Safety and Health' act at N.J.S.A. 34:6A-25 et. seq. and 29 C.F.R. 1910.120, all officers shall attend hazardous materials training annually.
2. See also the Clinton Township Police Department's '*CBRNE*' general order at Volume 5, Chapter 21 for more information.

J. G.H.S. (formerly Right to Know and HAZCOM)

1. Classroom instruction regarding G.H.S. is required once annually.
2. See N.J.A.C. 8:59-6.1 and 29 C.F.R. 1910.1200 for more information.
3. See also New Jersey's '*Worker and Community Right to Know Act*,' N.J.S.A. 34:5A-1 et. seq. (specifically N.J.S.A. 34:5A-13(c)) for more information.

K. Ethics

1. All employees shall participate in ethics training, as approved by the Chief Executive Officer, at least once every three (3) years.

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2. Such ethics training shall include, but is not limited to: 1) the Clinton Township Police Department's '*Law Enforcement Code of Ethics*' general order, Volume 1, Chapter 17, 2) the mandates of the Clinton Township Police Department's Rules and Regulations, and 3) relevant training materials (e.g., articles, testing, etc.) as determined by the Training Officer.

L. Autism and Developmental Disabilities

Effective April 9, 2009, all New Jersey first responders shall complete a course pertaining to issues associated with citizens who suffer from autism or an intellectual or other developmental disability. Refresher training shall occur every three (3) years.

M. Fire Safety and Suppression

All officers shall receive training in fire safety and suppression techniques, including but not limited to the use of a fire extinguisher, on an annual basis.

N. Bias Incident Investigation

1. Officers shall receive in-service refresher training in bias incident investigation periodically.
2. See the New Jersey Attorney General's '*Bias Incident Investigation Standards*' at https://www.nj.gov/oag/dcj/agguide/Bias-Invest-Standards_040519.pdf for more information.

O. Biased-Based Policing

1. All employees shall receive biased-based policing training at least once every three (3) years.
2. See the Clinton Township Police Department's 'Biased Based Policing' general order, Volume 7, Chapter 18 for more information.

P. Handling The Mentally Ill

1. All employees shall receive a documented refresher training course pertaining the proper approach and handling of the mentally ill at least once every three (3) years.
2. See the Clinton Township Police Department's 'Handling The Mentally Ill' general order, Volume 7, Chapter 5 for more information.

Q. Workplace Harassment

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1. All employees shall receive workplace harassment training at least once every three (3) years.
2. See the Clinton Township Police Department's 'Harassment in the Workplace' general order, Volume 6, Chapter 5 for more details.

R. Temporary Detention Facility

1. All officers must be trained in the use of a temporary detention facility at least once every three (3) years.
2. See the Clinton Township Police Department's '*Processing and Temporary Detention*' general order, Volume 7, Chapter 8 for more details.

S. Active Shooter/Evacuations of Buildings

1. All officers shall be trained in the response to active shooters and evacuations of buildings at least one (1) time every calendar year.
2. See the Clinton Township Police Department's 'Rapid Response to Active Shooters' general order, Volume 5, Chapter 18 and 'Evacuations of Buildings' general order, Volume 5, Chapter 19, for more information.

T. Incident Command System/NIMS

1. All Emergency Management officers shall have at least ICS-300 level training as well as NIMS-800.
2. All Lieutenants, Captains, and Chiefs, shall have at least ICS-300 level training as well as NIMS-700 training.
3. All Sergeants shall have at least ICS-200 level as well as NIMS-700 training.
4. All patrol officers shall have at least ICS-100 level training as well as NIMS-700 training.
5. See the Clinton Township Police Department's 'Incident Command System' general order at Volume 5, Chapter 13 for more information.
6. See also the New Jersey Attorney General's 'Domestic Preparedness' law enforcement directive at 2004-3 and the New Jersey Attorney General's 'Mandatory Training for 'National Incident Management System' at 2005-2 for more information.

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U. Opioid Antidote Training

1. All officers shall complete opioid antidote training prior to using it.
2. Refresher training shall occur annually.

V. Community-Law Enforcement Training

1. All officers shall participate in an initial five (5) hour training course pertaining to community-law enforcement relations.
2. Thereafter, all officers shall participate in no less than three (3) hours of community-law enforcement relations per year.
3. See the New Jersey Attorney General's '*Law Enforcement Directive Establishing a Community Law Enforcement Affirmative Relations Continuing Education Institute*' at Directive 2016-5 for more information.

W. Cultural Diversity De-Escalation Training

1. All employees shall participate in an approved training course pertaining to cultural diversity training.
2. The Clinton Township Police Department shall maintain a trained instructor in cultural diversity de-escalation and similar topics.

VIII. "ROLL CALL" TRAINING

- A. Roll Call training shall be conducted, when necessary, during the first ten (10) minutes of the shift.
- B. The shift supervisor shall review with his or her subordinates any newly posted written directives or mandatory training, including but not limited to newly promulgated mandates issued by the Attorney General's Office, the Police Training Commission, the Hunterdon County Prosecutor's Office, and/or the Chief Executive Officer.
- C. Supervisors should ask their subordinates who have recently completed training to make a brief presentation on that topic.

IX. SPECIALIZED TRAINING/CERTIFICATIONS

- A. Officers desiring to attain a position within the department that requires specialized training (i.e., Instructor, Detective, crash investigator, etc.), shall complete all necessary training as mandated by the Attorney General's Office, the Police Training Commission, and the Hunterdon County Prosecutor's Office, as well as to the satisfaction of the Training Officer and Chief Executive Officer.

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- B. Prior to utilizing equipment that requires specialized training (i.e., radar, Alcotest, Portable Breath Test instrument, etc.), officers shall complete all necessary training as mandated by the Attorney General's Office, the Police Training Commission, the New Jersey State Police, and the Hunterdon County Prosecutor's Office, as well as to the satisfaction of the Training Officer and Chief Executive Officer.
- C. Volunteers who provide law enforcement services to the Clinton Township Police Department shall receive training in their authorized and assigned duties.
 - 1. Volunteers include, but are not limited to, Domestic Violence Crisis Team volunteers and Community Emergency Response Team volunteers (if under the command and control of the law enforcement agency or CEO).
 - 2. Minimally, training shall consist of applicable agency personnel policies and procedures.

X. REMEDIAL TRAINING

- A. The Clinton Township Police Department shall provide remedial training for employees when necessary.
- B. In the event that deficiencies are observed and reported, and in the event that additional training is necessary to correct the deficiencies uncovered, the supervisory officer in charge of the deficient area/employee shall immediately forward a training request to the Training Officer.
 - 1. The complexity of the training needed and the target group identified for the training will dictate the type of training program best suited for remediation of the identified deficiency.
 - 2. Thorough documentation of completed training shall be forwarded to the Chief Executive Officer for inclusion into the necessary files.
- C. Individualized remedial training may also be appropriate to address deficiencies observed by supervisors as well as to address issues identified as a result of an internal affairs investigation.
- D. When isolated deficiencies have been identified, first line supervisors may conduct individualized remedial training. The remedial training shall be reported to the Training Officer via Training Log.

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- E. For remediation of deficiencies identified as a result of an internal affairs investigation, the Internal Affairs Officer shall forward a training request to the Training Officer.

XI. TACTICAL TEAM/S.W.A.T.

- A. The Clinton Township Police Department does not have its own tactical team.
- B. Officers who participate on the Hunterdon County SWAT Team shall engage in the required training and periodic readiness exercises.

XII. ACCREDITATION MANAGER TRAINING

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

XIII. RETENTION OF TRAINING RECORDS

- A. Training certificates shall be maintained in the employee's personnel file for six (6) years after termination of employment.
- B. See New Jersey's Division of Archives and Records Management's applicable retention schedule <http://www.nj.gov/treasury/revenue/rms/pdf/m100000-008.pdf> at 0417-0001 for more information.
- C. Training logs shall be maintained by the Training Officer in accordance with the New Jersey Division of Archives and Records Management's retention schedule.
- D. See <http://www.nj.gov/treasury/revenue/rms/pdf/m900000.pdf> at 0091-0001 and 0091-0002 for more information.

All police procedures heretofore employed by the Clinton Township Police Department which conflict with this order are hereby rescinded. Supervisors shall be held accountable for the enforcement and application of this order. All members of the Clinton Township Police Department are required to follow this order as applicable. Violations of this order subject members of this agency to disciplinary action.