



Somerville Police Department 	TYPE: GENERAL ORDER		POLICY NUMBER: 408		
	Subject: Training and Career Development				
	Issuing Authority: David Fallon Chief of Police		Signature: 	Effective Date: August 28, 2015	
		Number of Pages: Page 1 of 14			
Accreditation Standards (5th Edition) 33.1.2, 33.1.3, 33.1.4, 33.1.5, 33.1.6, 33.1.7, 33.2.4, 33.4.1, 33.4.3, 33.5.1, 33.5.2, 33.5.3, 33.5.4, 33.6.1, 33.6.2, 33.7.1, 33.7.2, 33.8.2, 41.1.2, 46.2.2, 46.2.3, 46.2.4		<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Amended			
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Purpose

A comprehensive training program will help provide the department with employees who are better prepared to act decisively, confidently, and correctly in any given situation. It will also increase the effectiveness and productivity of individual employees, and foster greater cooperation between employees and units within the department. All of these benefits enhance the department's ability to achieve its goals and objectives.

Career development is designed to promote productive, efficient, and effective job performance and to improve the overall level of individual job satisfaction.

Policy

It is the policy of the Somerville Police Department to:

- A. Provide, or make available as resources allow, training in all areas of policing that will benefit both the department and its employees
- B. Use a program of mandatory and voluntary training conducted through the department, including job supervision, and training from other criminal justice agencies, outside private or public agencies, and civilian educational institutes in conjunction with a continuous program of roll call, and periodic in-service training

Procedures

1. Training

- A. The Academy Lieutenant shall be responsible to:
 1. Offer or make available training in all areas of policing that will benefit both the department and its employees

2. Seek employee input as to what training is desirable or necessary
3. Encourage all employees to attend training courses in areas of interest to them, as well as those areas that are mandated by law, and document their attendance at all mandatory trainings or re-trainings required by the department
4. Keep all employees informed of changes in statute or case law, the court system, the criminal justice system, current threats, trends, and department policies and procedures

Note: It will be the responsibility of all officers to remain current in and informed of changes in all of the above-mentioned areas.

B. Lesson Plans:

1. All training conducted by agency personnel shall have a lesson plan.
2. The lesson plan format must meet Municipal Police Training Committee guidelines and must include:
 - a) A statement of performance and job-related objectives [33.1.4(a)]
 - b) The content of the training and specification of the appropriate instructional techniques [33.1.4(b)]
 - c) Identification of any tests used in the training process [33.1.4(d)]
3. All lesson plans and testing materials shall be submitted to the Academy Lieutenant to be reviewed and approved. [33.1.4(c)]
4. Instructors (as opposed to training contractors) enlisted from outside the department will also be required to submit copies of their lesson plans and a resume, and will be subject to review by the Academy Lieutenant.

C. Training Instructors:

1. Employees wishing to be training instructors in given disciplines must submit a request in writing to Academy Lieutenant, who will evaluate the need and present the request and recommendations to the Chief of Police, or to his/her designee.
2. Employees selected to be training instructors for topics requiring instructor training or certification shall receive the necessary training or certification before training other employees. Instructors must attend refresher training as necessary to maintain certification requirements. Examples include:
 - a) Weapons Instructor

- b) Defensive Tactics Instructor
 - c) CPR/First Responder
 - d) Breath Test Operator Instructor
3. All non-certified instructors must have received training or possess skills on the subject which would deem them proficient in the topic.
 4. Instructors (as opposed to training contractors) enlisted from agencies outside the department must meet all requirements of department instructors.

D. Training Course Records:

1. Records of training instructed by department employees shall include the following:
 - a) Lesson Plan [33.1.7(a)]
 - b) Attendance Sheet [33.1.7(b)]
 - c) Performance or test results, if applicable [33.1.7(c)]
2. Training records shall be filed and maintained by the Academy Lieutenant.

E. Employee Training Records: [33.1.6]

1. When a department member attends any training program, he/she will submit to the Academy Lieutenant a copy of any certificate received. If no certificate is provided, a Training Record Form shall be submitted. This form is available in electronic, fillable format on the Somerville Police Information Network (SPIN).
2. The Academy Lieutenant shall maintain records of employees participation in training programs.
3. With the exception of court discovery, no training records will be released without approval from the Chief of Police, or his/her designee.

2. Requesting Training

- A. Generally: Any employee wishing to attend training shall submit a request through the chain of command. Request for Training Forms are available in the Academy Office or on SPIN. The training request form shall include the course name, meeting date, and location.

B. Training Schedule Sources

1. Schedules of upcoming training programs will be forwarded to affected personnel. Approval of the course will be based on the needs of the department as well as the employee's goals, objectives, abilities, and field of expertise.
2. Schedules of training programs offered by other approved agencies, like the Massachusetts Municipal Police Training Committee, and the Municipal Police Institute, shall be promptly posted in the roll call room and available to all officers.
3. Approval to attend a training program will be based on the needs of the department as well as the employee's goals, objectives, abilities, and field of expertise.

3. Attending Training

- A. Assigned Training:** In cases where officers are assigned to training by the department, the training will be done at the expense of the department.
1. Hours:
 - a) If an officer is assigned during a working day, the training shall be done in lieu of his/her shift.
 - b) If an officer is assigned on a day off, he/she shall be paid overtime.
 2. Tuition and fees shall be paid by the department.
- B. Voluntary training:** If an employee wants to volunteer for training, he/she will submit a written request through the chain of command for approval by the Chief, or his/her designee, enclosing all supportive material available describing the course. This will be for non-mandatory courses, such as those the officer takes for personal enrichment and possible future career advancement.
1. When these requests are granted, employees attending training during a regularly scheduled work day shall attend in lieu of shift.
 2. If the training scheduled is during what would normally be a day off, a request for compensation, through the Officers chain of command, shall be forwarded to the Chief for his consideration. It is at the sole discretion of the Chief of Police if compensation is granted.
 3. Tuition and fees may be paid at the discretion of the Chief of Police, or his/her designee.

C. Training Related Expenses: [33.1.3]

1. Employees may receive other reimbursements for training-related expenses. Expenses must be authorized by the Chief of Police, or his/her designee, before final arrangements have been made. Reimbursements may include:
 - a) Mileage
 - b) Meals
 - c) Overnight Accommodations
 - d) Airfare
2. Receipts for approved expenses must be submitted to the Financial Analyst's Office for processing.

D. Attendance: [33.1.2]**1. Generally**

- a) All employees assigned to a training program must report at the time and location specified, with the proper material and equipment necessary to complete the course.
 - 1) A copy of an attendance certificate shall be proof of attendance. If no certificate is provided, a Training Record Form shall be submitted. This form is available in electronic, fillable format on SPIN.
 - 2) An officer not reporting to a scheduled training session will be considered AWOL for that work shift.

b) Scheduling Conflict:

- 1) When a scheduling conflict arises, the officer involved shall notify both the Academy Lieutenant and the Shift Commander upon discovering the conflict.
- 2) The schedule may then be modified so as to resolve the conflict, with court appearances taking precedence.
- 3) Make-up for missed training time will be addressed case-by-case, depending on the subject matter, intensity, and duration of the training.

2. Department-Sponsored Training:

- a) Documented attendance is required for all department-sponsored training.
- b) Attendance of in-house training sessions will be taken at the start of the training.
- c) Attendance sheets will be filed with other training materials for the class.

4. All Employees

A. Accreditation Training: Department members shall receive information regarding the accreditation process.

1. Newly-hired personnel will receive information within thirty (30) days after their employment begins or within thirty (30) days of completing the recruit academy. [33.5.3(a)]
2. All department members will receive information during the self-assessment phase associated with achieving initial accreditation/certification and each re-accreditation/re-certification. [33.5.3(b)]
3. All department members will receive information before an on-site assessment associated with initial accreditation/certification and each re-accreditation/re-certification. [33.5.3(c)]
4. All department members assigned to the position of accreditation manager shall receive specialized accreditation manager training. For more information, see the department policy on Written Directives.

B. Training for Newly-Promoted Employees [33.8.2]

1. Generally: All newly appointed supervisory employees shall obtain training in their supervisory duties.
2. Sworn-Supervisors
 - a) Newly promoted supervisory officers will be sent to supervisory-specific training offered either by the Municipal Police Training Committee or another comparable institution or agency.
 - b) All supervisors will receive refresher training in the various aspects of supervision and management during in-service training and/or when offered by outside agencies.
 - c) All newly promoted sworn-supervisors shall receive the following training as soon as practicable:
 - 1) Suicide prevention
 - 2) On-the-job training by an officer of superior rank or a senior officer of equivalent rank
 - 3) Operation of the Holding Facility (Sergeants and Lieutenants) See the department's policy on the Holding Facility.

5. Civilian Employee Training Requirements

A. As part of orientation, the municipality will provide every employee with an electronic copy of required information and best practices. Civilian employees in the police department have access to a copy of the police department's manual of policies, procedures, rules and regulations, and are advised of the specific areas that affect their positions. All newly appointed civilian personnel shall receive information regarding: [33.7.1]

1. The department's role, goals, purpose, policies and procedures [33.7.1(a)]
2. The department's working conditions and regulations [33.7.1(b)]
3. Knowledge of responsibilities and rights of the employee [33.7.1(c)]
4. Sexual harassment

B. Job Specific Training

1. Before assuming job responsibility, all non-sworn employees of the department will receive on-the-job training for their new assignment. Annual retraining will be provided as needed. [33.7.2]
2. Dispatchers:
 - a) E-911 Operations
 - b) LEAPS Certification (bi-annual)
 - c) Suicide Prevention
 - d) C.O.R.I.
3. Records Clerks:
 - a) Public Records
 - b) C.O.R.I.
4. Animal Control Officer will receive training in animal control policies.
5. Crossing Guards will receive training in crossing guard responsibilities.

6. Training Requirements for Sworn Officers

A. Roll-Call [33.5.2]

1. Roll-call shall be attended each shift by officers assigned to the Patrol Division.
2. Roll-call will be conducted at the beginning of each shift. [41.1.2]

- a) Roll-call will be conducted by the shift supervisor.
- b) Roll-call briefing information will be made available to persons not assigned to normal shift hours.
- c) The briefing should include patrol assignments, recent incidents and BOLOs, officer safety concerns, wanted persons, and recent crimes.

B. Mandatory Training for Police Officers:

1. **Mandatory Training:** The following annual refresher retraining is mandatory and will be attended by all officers as noted: [33.5.1]
 - a) **Firearms Training:** All officers must attend and successfully complete firearms training as required. See department's policy on Use of Force.
 - b) **First Responder Training:** First responder training will be held not less than annually. All members will be certified every three (3) years.
 - c) **C.P.R. Training:** All members will be trained and certified annually.
 - d) **In-Service Training:** All members will be scheduled for in-service training at least on a yearly basis, as prescribed by the department and the Municipal Police Training Committee, and shall include:
 - 1) Legal Updates
 - 2) CPR
 - 3) First Responder
 - 4) Firearms
 - 5) Use of Force

C. In-House Training: Other in-house training programs will be implemented and scheduled as needed for any affected personnel.

D. Remedial Training: [33.1.5]

1. Remedial training will be available for any mandatory training that requires meeting set standards to achieve certification or qualification.
2. A reasonable period of remedial training will be provided by the department to assist a department member having a problem meeting the required minimum standards of performance acceptable in that specific area. If a department member needs further intensive retraining, the Academy Lieutenant may make arrangements for the training.

Note: If deficient performance has been identified as a result of the disciplinary process, remedial training may be used to correct those deficiencies in lieu of punitive sanctions.

7. Specialized Training

A. Generally [33.6.1(a)(b)]

1. Police Officers selected for a special unit or to perform a function that requires specialized training shall receive such training on the job or through formal training classes.
2. The following training or certifications must be obtained prior to performing the following functions, with periodic retraining as required:
 - a) Weapons Instructor: Must successfully complete requirements of certifying entity
 - b) Defensive Tactics Instructor: Must successfully complete requirements of certifying entity
 - c) K-9 Officer: Must successfully complete Mass Police Training Committee requirements
 - d) Breath Test Operator (bi-annual recertification): Must successfully complete operator training as specified by the Office of Alcohol Testing
 - e) LEAPS Operator (bi-annual recertification): Must be certified to level of use. Training and testing conducted in-house using CJIS training and testing materials
3. The following training or certifications must be obtained prior to performing the following functions:
 - a) E-911 Operator: Must successfully complete training as required by the Statewide Emergency Telecommunication Board
 - b) Traffic Reconstruction: Must successfully complete Advanced Accident Investigator and Accident Reconstruction training
 - c) Sexual Assault Investigator: Must successfully complete training required by the Municipal Police Training Committee for certification
 - d) Motorcycle Operator: Must successfully complete a Basic Police Motorcycle Operator's course
4. The following job functions must obtain specialized training within one (1) year of assignment:
 - a) Accreditation Manager (Attend training and MPAC accreditation conference) [33.5.4]
 - b) Family Services Officer (Complete Sexual Assault Investigation course)

8. Sworn Officer Recruit Training

A. Basic Recruit Academy [33.4.1]

1. All newly appointed officers will successfully complete a Recruit Training course, as mandated by Mass. Gen. Law, Chapter 41, Section 96B.
2. Training must be completed prior to the employee's performing the duties of a police officer, including being allowed to carry a weapon and/or make an arrest (except as part of a formal field training program). The training academy will be one operated or approved by the Massachusetts Municipal Police Training Committee.
 - a) While attending the recruit training academy, all student officers will be bound by the rules, regulations and procedures of the academy, as well as the regulations and procedures of this department.
 - b) The Academy Lieutenant will be the department's liaison to the recruits while they are in the training academy.
3. Upon successful completion of basic recruit training, new officers must complete a one-year (1) probationary period. The probationary period begins from the day when the officer is sworn-in and graduates from the academy.

B. Field Training Program

1. New officers must successfully complete an in-house field training program.
2. The Academy Lieutenant shall manage the field training program and oversee:
 - a) Training and in-service training of field training officers [33.4.3(e)]
 - b) Rotation of recruit assignments [33.4.3(f)]
 - c) Development, implementation, and evaluation of the field training program
 - d) The Academy Lieutenant shall be the liaison to any academy staff [33.4.3(d)]
3. Recruit field training
 - a) Upon completion of the recruit academy, the officer will enter the field training/evaluation program with designated field training officers. The probationary officer will apply the lessons of the academy to situations in the field under the supervision of the field training officer (FTO).
 - b) During field training, probationary officers shall receive training in department-specific materials, including: [33.2.4]

- 1) Policies and procedures
 - 2) Rules and regulations
 - c) Each probationary officer will then begin a minimum four (4) weeks on-the-job training/evaluation program with designated FTOs. (This will not alter the one-year (1) probationary period which all newly appointed full-time officers are required to serve in Massachusetts.) [33.4.3(a)]
 - d) The Probationary Officer will rotate his/her field training assignment among at least two (2) different FTOs.
- 4. Field Training Officers**
- a) The Field Training Officers (FTOs) will be selected by the Chief of Police, or his/her designee, based on the needs of the department and on the overall job-related qualifications of the prospective FTO. Candidates must possess a strong job knowledge and skills in the following areas:[33.4.3(b)]
 - 1) Application of law
 - 2) Police procedures
 - 3) Tactics
 - 4) Department policy and procedure
 - 5) Report writing
 - 6) Interpersonal relations
 - 7) Chain of command
 - b) FTOs will be under the operational supervision of the Shift Commander or other superior officer designated by the Chief, or his/her designee. [33.4.3(c)]
 - c) Field Training Officers will evaluate each recruit officer's performance in the various activities that they will meet as police officers, and they shall submit written evaluations of the recruit officer's performance to the Academy Lieutenant. [33.4.3(g)]
 - d) FTOs shall submit training reports as specified in the Field Training Program. [33.4.3(h)]

9. Special/Tactical Teams

A. Generally: When a special team position in the North Eastern Massachusetts Law Enforcement Council (NEMLEC) becomes available, the position shall be posted for interested employees to apply. The notice shall include:

1. Identification of the team
2. Minimum qualifications
3. A description of duties
4. Information on where to apply
5. Closing date for applications.

B. Tactical Team

1. Selection [46.2.2]

a) Qualifications: Applicants must:

- 1) Be in excellent health
- 2) Be in very good physical condition
- 3) Be willing to be on-call
- 4) Be willing to participate in regular, high-intensity training

b) Physical/Psychological Assessment: Applicants may be required to submit to, and pass, physical and psychological assessments.

c) Selection of new team members to NEMLEC shall be at the sole discretion of the Chief of Police.

2. Equipment Requirements

a) Specialized equipment for tactical team members is provided by the department. [46.2.3]

b) Specialized equipment includes:

- 1) Weapons
- 2) Uniforms
- 3) Body armor
- 4) Helmet
- 5) Radio equipment

3. Training

- a) Tactical teams are infrequently used, but when they are called into service, the risks involved to life and property are high. The expectation of a successful operation must also be high. The skills and experiences of tactical teams and members are perishable if not exercised.
- b) Team membership is conditional upon the new member's successfully completing initial training.
- c) The team shall participate in readiness exercises, and training shall be conducted frequently, as determined by NEMLEC Training shall include: [33.6.2]
 - 1) Physical conditioning
 - 2) Individual training for specific team member skills
 - 3) Team training and scenarios
 - 4) Operational simulations
 - 5) Training with other resources (e.g., K-9, hostage negotiator, other tactical teams)

C. Hostage Negotiator

1. Selection [46.2.4]

- a) Qualifications: Applicants must:
 - 1) Possess excellent communications skills
 - 2) Be in excellent health
 - 3) Be in very good physical condition
 - 4) Be willing to be on-call
 - 5) Be willing to participate in regular, high-intensity training
- b) Selection of new team member(s) shall be made by the Chief of Police after the candidate has been evaluated by NEMLEC.

- 2. Equipment Requirements: Specialized equipment for hostage negotiation team members is provided by the department.

3. Training

- a) Hostage negotiation team members are infrequently used, but when they are called into service, the risks involved to life and property are high. The expectation of a successful operation must also be high. The skills and experiences of hostage negotiation teams and members are perishable if not exercised.
- b) Team membership is conditional upon the new member's successfully completing initial training.
- c) The team shall participate in readiness exercises, and training shall be conducted as determined by NEMLEC. Training shall include: [33.6.2]
 - 1) Individual training for specific team member skills
 - 2) Team training and scenarios
 - 3) Operational simulations
 - 4) Training with other resources (e.g., K9, other hostage negotiator, tactical teams).