

## Training

### 203.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

### 203.2 POLICY

The Administration Bureau shall administer a training program that will meet the standards of federal, state, local and the New York State Division of Criminal Justice Services (DCJS) training requirements. It is a priority of this Administration Bureau to provide continuing education and training for the professional growth and development of its members.

### 203.3 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of department members.
- (c) Provide for continued professional development of department members.
- (d) Ensure compliance with DCJS rules and regulations concerning law enforcement training.

### 203.4 TRAINING PLAN

It is the responsibility of the Administration Bureau to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and department-required training is completed by all members as needed or required. The training plan should include the anticipated costs associated with each type of training, including attendee salaries and backfill costs. The plan should include a systematic and detailed method for recording and logging of all training for all members.

While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Administration Bureau supervisor or their designee shall review the entire training plan on an annual basis.

The plan will include information on curriculum, training material, training facilities and scheduling. The plan will address federal, state and department-required, minimum-mandated training of officers and other members.

#### 203.4.1 MANDATED ANNUAL TRAINING

The annual training plan shall include a minimum of 21 hours of annual in-service training. At a minimum, the plan must include training in firearms, legal updates, and the use of force and deadly force. Firearms training must include actual range training.

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Only officers who are certified as general topic or specific topic instructors, as the type of training necessitates, shall be utilized for the mandatory 21 hours of training within the annual training plan (9 NYCRR § 6023.1 et seq.; 9 NYCRR § 6024.1 et seq.).

The annual training plan must include training for all supervisors that is designed to enhance supervisory skills.

#### **203.4.2 SPECIALIZED TRAINING**

The Administration Bureau shall identify the positions that require specialized training beyond that provided in the Municipal Police Training Council (MPTC) Basic Course for Police Officers or the annual training plan. Specialized training may include technical and job specific subjects needed to provide skills, knowledge and ability to adequately perform the tasks required for the specific position.

Examples of specialized training may include, but are not limited to, firearms, defensive tactics, canine, SWAT, crime scene processing, bicycle patrol, motorcycle patrol, investigative specialists and field training officer (FTO). Specialized training will be conducted as soon as possible after appointment and per associated policies, and will be periodically evaluated to determine if supplemental training is necessary.

The Department requires that all personnel assigned the duties of property room/evidence custodian successfully complete a course in property/evidence room management within one year of being assigned such duties.

#### **203.5 GOVERNMENT-MANDATED TRAINING FOR POLICE OFFICERS**

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations.

- (a) Federally mandated training:
  - (a) National Incident Management System (NIMS) training
- (b) State-mandated training (General Municipal Law § 209-q):
  1. Newly appointed officers must successfully complete an MPTC-approved Basic Course for Police Officers. This training must be completed within the first year from the date of original appointment. Officers may not carry or use any firearm in the performance of their duties, except for department firearms training, until they have successfully completed the MPTC Basic Course for Police Officers, or a program that meets or exceeds the basic course requirements in use of firearms and instruction in deadly physical force.
  2. Newly appointed first-line police supervisors of any rank must successfully complete the MPTC Course in Police Supervision within a year of their appointment (9 NYCRR § 6021.7).

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#### **203.6 TRAINING ATTENDANCE**

- (a) All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences should be limited to:
  - 1. Court appearances.
  - 2. Previously approved vacation or time off.
  - 3. Illness or medical leave.
  - 4. Physical limitations preventing the member's participation.
  - 5. Emergency situations or department necessity.
- (b) Any member who is unable to attend training as scheduled shall notify his/her supervisor as soon as practicable but no later than one hour prior to the start of training and shall:
  - 1. Document his/her absence in a memorandum to his/her supervisor.
  - 2. Make arrangements through his/her supervisor or the Administration Deputy Chief to attend the required training on an alternate date.

#### **203.7 DAILY TRAINING BULLETINS**

The Lexipol Daily Training Bulletins (DTBs) are contained in a Web-accessed system that provides training on the Greece Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Administration Bureau supervisor or their designee.

Members assigned to participate in DTBs shall only use the login credentials assigned to them by the Lexipol Administrator. Members should not share their password with others and should frequently change their password to protect the security of the system. After each session, members should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Members who are assigned to participate in the DTB program should complete each DTB at the beginning of their shifts or as otherwise directed by their supervisor. Members should not allow uncompleted DTBs to build up over time, and may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet-enabled computer, members shall only take DTBs as part of their on-duty assignments, unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of those under their command to ensure compliance with this policy.

#### **203.8 TRAINING RECORDS**

The Administration Deputy Chief is responsible for the creation, filing and storage of all training records. Training records shall be retained in accordance with the established records retention

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schedule. The Administration Deputy Chief will ensure that all employee training records are up-to-date and properly documented for all sworn personnel. Such records will include the dates attended, the total amount of hours and the name of the course. The Administration Deputy Chief will ensure that accurate records are on file for all training courses sponsored by the Greece Police Department and/or attended by sworn personnel, including copies of lesson plans, curricula or course descriptions. Such records shall be retained indefinitely.

#### 203.8.1 MPTC RECORDS

In-service training conducted by the Department shall be reported to the DCJS within 10 days after the conclusion of the course (9 NYCRR § 6022.5; 9 NYCRR § 6022.5-a).

#### 203.8.2 MPTC RECORDS FOR PEACE OFFICERS

The names and addresses of all peace officers that have completed training in deadly physical force and the use of firearms and other weapons shall be reported annually to the DCJS (9 NYCRR § 6025.9).