



# ACTON POLICE DEPARTMENT

DEPARTMENT MANUAL; P&P: Administration		
POLICY & PROCEDURE # 4.10	DATE OF ISSUE: 2/13/2024	EFFECTIVE DATE: 2/20/2024
SUBJECT: TRAINING	ISSUING AUTHORITY: Chief James Cogan	
REFERENCE(S): Massachusetts Police Accreditation Commission # 33.1.1; 33.1.2; 33.1.3; 33.2.1; 33.3.1; 33.3.2; 33.4.1; 33.4.2; 33.4.3; 33.5.1; 33.5.2; 33.5.3; 33.6.1; 33.7.1; 33.7.2; 33.8.2; 41.1.3	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS	

## I. PURPOSE

The Acton Police Department recognizes that training is one of its most important responsibilities. The Department realizes that a process of ongoing training and updating is necessary in order to maintain a high level of professionalism. Both recruit and in-service training are designated to enhance an employee's ability to perform the functions necessary for police work in today's society. Therefore, it is the purpose of this policy to set guidelines for the establishment of a comprehensive training program.

## II. POLICY

It is the policy of the Acton Police Department to provide, or make available, training in all areas of policing that will benefit both the Department and its employees. This will be accomplished through a program of mandatory and voluntary training sessions conducted through the Department or outside agencies in conjunction with a continuous program or roll call training.

## III. TRAINING COORDINATOR

- A. Administration: Training is an administrative component of the Department. Training is under the control of the Deputy Chief.
- B. Duties of the Training Coordinator:
  1. Planning and developing all Department training programs;
  2. Implementing and modifying training programs as needed;

3. Coordinating training with current Departmental goals and objectives;
4. Scheduling and coordinating all mandatory training sessions and notifying employees of the same;
5. Scheduling and coordinating all other department training for sworn and non-sworn personnel;
6. Update an employee's training records following the attendance at all training courses;
7. Keeping all employees informed of private facilities available to them for training purposes (i.e. ranges);
8. Review and evaluate requests for training;
9. Locate and schedule training for employees who have demonstrated skill deficiency, or who have special skills that should be further developed;
10. Post all appropriate training aids or bulletins;
11. Oversee the Field Training & Evaluation Program.

#### **IV. MANDATORY TRAINING FOR SWORN PERSONNEL [33.1.1(4)]**

A. **Minimum Standards:** Certain areas of police work require continuous training. The Acton Police Department will conduct mandatory training in each of these areas and administer written, oral, or practical tests to ensure that all officers meet or exceed the minimum acceptable standards. The level of proficiency required to achieve minimum acceptable standards will be set by the Training Coordinator and approved by the Chief of Police unless superseded by law or other authoritative body.

B. **Mandatory Training:** Officers shall attend the following mandatory training: [33.1.1(1)]

1. **Firearms Training:** Officers must annually attend and pass an MPTC firearms qualification conducted by a certified MPTC firearms instructor.
2. **Baton / OC Spray:** Officers will be allowed to carry less-lethal weapons after having been trained and certified by a qualified MPTC / Department instructor.
3. **CPR / First Responder Training:** Officers will be trained as First Responders by qualified MPTC instructors.
4. **In-Service Training:** All Officers must annually attend and successfully complete an MPTC In-Service training program which includes legal updates. [33.5.1]

C. **Scheduling Conflicts:** Officers participating in mandatory training shall be responsible for making up any portion of the materials missed due to a scheduling conflict (court appearances, illness, or other excused absences [33.1.1(2)]) so that the mandatory training can be made up. [33.1.1(3)]

- D. The Training Coordinator shall be responsible for monitoring the attendance at shift briefing and department training as well as at training sessions conducted by outside agencies.
- E. Remedial Training: In order to ensure that all officers are performing to the best of their abilities, it is essential to offer remedial training in those areas where an officer exhibits a lack of knowledge or poor performance. Remedial training shall be provided as follows:
  - 1. Remedial training shall be provided for those officers who are unable to qualify with a department-issued or authorized firearm prior to resuming official police duties.
  - 2. Remedial training generally (i.e. for training other than weapons qualification) shall be provided as deemed appropriate by the Chief of Police or his designee. Remedial training may be recommended by any superior officer. **[33.2.1(1)]**
  - 3. Any remedial training shall be documented by the instructor and included in the training report at the conclusion of training. **[33.2.1(2)]**
- F. Shift Briefing Training: The Shift Briefing Training Program will continue to be an integral part of the Acton Police Department's training function. Patrol Shift Supervisors shall be responsible for delivering the training as an effective way of keeping officers current with changes in law, policies, and procedures or as review sessions for other training areas. Programs will be developed as needed to address the needs of the department. The methods or techniques used to deliver the training will be dependent upon the subject matter of the training. This training may include the reviewing of written directives, training briefs, changes in the law, officer safety bulletins/videos, and technological developments. All Shift Briefing programs shall be documented (date, subject matter, attendees) consistent with department procedures. **[33.5.2]**

## **V. VOLUNTARY TRAINING FOR SWORN PERSONNEL**

- A. Requests for Attendance: Officers wishing to attend training courses shall submit a written request to their Division Commander. The Training Coordinator will have final approval. Approval will be based on the following:
  - 1. Relevance of course content to the Officer's position;
  - 2. Scheduling needs of the Department;
  - 3. Officer's goals, objectives, abilities, and fields of expertise; and
  - 4. When overtime or replacement costs are involved, final approval must be obtained by the Deputy Chief.

B. Expenses: Officers wishing to participate in training programs involving an enrollment fee or other expenses must include the amount requested in their written request.

## VI. SPECIALIZED TRAINING

A. Specialized training shall be defined as any training that is designed to provide skills, knowledge, and abilities necessary to perform a particular function within the department. Initial training shall be provided by any nationally recognized or state-accredited training class, or any training class that is approved by the Deputy Chief of Police. Recertification, if required, shall be done in accordance with any nationally recognized or state-accredited training class, or any training class that is approved by the Deputy Chief of Police.

B. Specialized Training shall be provided for:

1. Any assignment for which the required skills are not normally contained in regular training programs, i.e. Use of Force Instructors, Student Resource Officers, K-9, Criminal Investigators, Motorcycle Patrol, Bicycle Patrol, etc.; [33.6.1(2A)]
2. Officers assigned as trainers/instructors;
3. Officers upon receiving a promotion in rank;
4. Officers responsible for crime scene processing,
5. Other employees as deemed necessary by the Chief of Police or his/her designee

C. In-Service Training for Specialized Positions: In-Service training shall be provided as required upon approval of the Deputy Chief. [33.6.1(2B)]

D. Limitation on Usage: Officers shall only use those pieces of equipment, motorcycle and/or bicycle, which they are qualified for and have received specialized training in their use. Officers must possess a motorcycle license endorsement to be considered for a motorcycle position. The OIC shall be responsible for allowing the use of specialized equipment during the officer's tour of duty. The OIC shall consider weather conditions, time of day, traffic volume, and the experience level of the officer when determining the usage of the specialized equipment. [41.1.3(A)(B)(C)]

E. Training for Reassignment or Promotion: The Deputy Chief will be responsible for assigning officers to any specialized training or retraining required for the purposes of reassignment or promotion. [33.6.1(b)]

F. Specialized training provided to personnel shall include, but is not limited to:

1. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialization.

2. Management, administration, supervision, personnel policies, or the provision of support services to any rank, position, or assignment.
3. Performance standards of the rank, position, or assignment.
4. Supervised on-the-job training.

## **VII. ADVANCED TRAINING**

- A. Advanced Training shall be defined as training designed to impart higher-level supervisory and management skills to selected personnel.
- B. Requirements: Officers newly promoted to the rank of Sergeant shall attend a command training program as scheduled by the Training Coordinator. Additionally, officers promoted to the rank of Sergeant or above shall complete a refresher seminar in suicide detection, intervention, and prevention as prescribed in MGL Ch. 40 §36C as scheduled by the Training Coordinator. **[33.8.2]**

## **VIII. RECRUIT TRAINING**

- A. Recruit Officers of the Acton Police Department must successfully complete the MPTC, or equivalent training academy, prior to exercising police powers (M.G.L. Ch. 41 §96B). **[33.4.2]**
  1. Responsibility of Student Officers: While attending the Police Academy, all student officers will be bound by the rules, regulations, policies, and procedures of that Academy as well as those of the Acton Police Department.
- B. Department Relationship with MPTC Recruit Training Academy: M.G.L. Ch. 6 §116–118 set forth the organization and responsibilities of the MPTC.
- C. The Training Coordinator will serve as the liaison between the Department and the Academy. In this capacity, the responsibilities of the Training Coordinator shall include:
  1. Handling all paperwork (including forwarding all appropriate documentation to the academy) on the Student Officer;
  2. Scheduling and coordinating all activities for the Student Officer; and
  3. Working with Academy staff to resolve problems that arise concerning the Student Officer while at the Academy.
- D. If requested by the MPTC, the Deputy Chief may provide qualified Department personnel to act as instructors at recruit academies. Also, if requested, the Department will make every effort to provide additional staff, resources, and facilities to the MPTC.

## IX. FIELD TRAINING PROGRAM

- A. Upon successful completion of the Academy, all newly sworn officers must participate in and successfully complete the Department's Field Training Program. Student Officers must complete this program prior to assignment in any capacity in which the officer is allowed to carry a firearm or is in a position to make an arrest, except as part of the formal Field Training Program. Failure to complete this program will result in dismissal from the Department. **[33.4.2] [33.4.3(1A)]**
- B. A Field Training Program for recruits shall consist primarily of on-the-job training and shall extend for a period of twelve (12) weeks, or as the Chief of Police requires, but not less than six (6) weeks. On-the-job training is instruction, training, and/or skills taught to an employee by another employee (on a tutorial basis) during a tour of duty while he/she is performing normal activities of employment. Depending on a candidate's previous experience, situations may allow the Chief of Police to reduce the training period. **[33.4.3(1A)]**
- C. The goal of field training is to provide recruits with "on the street" experience. Employees participate in the Field Training Program when assigned to the patrol section as a patrol officer immediately after completing the MPTC Full-Time Law Enforcement Academy.
- D. The Field Training Program may permit rotation of field assignments among various activities with which employees must be familiar. Familiarization with such activities may be best achieved by rotation among the various components, i.e. patrol, communication, and investigation. All Trainees will be provided their Acton Police Student Officer Training Manual at the beginning of their training. **[33.4.3(1G)]**
- E. Duties of the Field Training Officer (FTO) shall be to provide instruction and training to a recruit, on a tutorial basis, while he/she is performing normal activities of the Department. The FTO should maintain liaison status with the training officer and/or academy staff throughout the training period. The FTO is responsible for completing Daily Observation Reports and noting the training officer's performance. The FTO is also responsible for completing the evaluation in writing, of the recruit and the submission of the evaluation to the training officer at the end of the training period. **[33.4.3(D)] [33.4.3(1I)]**
- F. The evaluation of recruits by the Field Training Officer shall include, at a minimum, the following information: **[33.4.3(1H)]**
  - 1. Skills, knowledge, and abilities taught to and/or performed by the recruit.
  - 2. An assessment of the willingness of the recruit to learn and perform.
  - 3. An appraisal of the degree to which the recruit has demonstrated an understanding of the function of the Department and its relationship to other components of the Department and other agencies.

4. If necessary, identification of problems or lack of competence to be emphasized in remedial training.

G. The Chief of Police shall make the selection of field training officers based on those employees who may volunteer and the Department evaluation reports of the past years. It shall be the sole discretion of the Chief of Police when choosing an FTO. However, they must meet the following minimum qualifications: **[33.4.3(1B)]**

1. Certification from a Field Training Program.
2. Two years of employment with the Acton Police Department

H. The officer chosen for an FTO should be of high caliber in physical appearance and have a thorough knowledge of Department Policies and Procedures. The Patrol Division Commander is the supervisor of the Field Training Officer(s) and shall assign a Sergeant to assist in the overall supervision and accountability of the FTO(s) when he/she is engaged in training a new officer. **[33.4.3(1C)]**

I. Before functioning as a Field Training Officer, all candidates shall attend an approved, outside FTO Training Program.

J. Field Training Officer In-Service Training - Field Training Officers shall be required to meet with the field training supervisor and accreditation manager prior to commencing field training duties. The purpose of the meeting is to conduct in-service review/training relative to the duties, responsibilities, and expectations of the Field Training Officer, and to review the Acton Police Field Training Manual, other training materials, and affected policies and procedures of the Acton Police Department. **[33.4.3(1F)]**

K. Department Manual: Upon graduation from the Police Academy and reporting to duty, each officer shall receive training on the Department manual. The manual includes the Department's Mission Statement and Organizational Chart, Rules & Regulations, General Orders (Policies and Procedures), Special Orders, and Personnel Orders. The training will be conducted under the direction and control of the Patrol Division Commander. **[33.4.1]**

## **X. ACCREDITATION TRAINING**

A. All Department members shall receive information regarding the accreditation process.

1. All newly hired personnel will receive Accreditation information within thirty (30) upon beginning their employment or completing the recruit academy.
2. All department members will receive information associated with achieving initial accreditation/certification and each re-accreditation/re-certification. **[33.5.3]**

3. Prior to an on-site assessment, all department employees will receive information associated with initial accreditation/certification and each re-accreditation/re-certification. **[33.5.3]**
4. Any department member assigned to the position of accreditation manager shall receive specialized accreditation manager training.

## **XI. TRAINING FOR NON-SWORN EMPLOYEES [33.1.1(4)]**

- A. All newly appointed non-sworn employees will receive the following training by his/her immediate supervisor or the Training Coordinator, as appropriate:
  1. Orientation to the department's role, purpose, goals, accreditation process, and applicable policies and procedures; **[33.7.1(A)(B)]**
  2. Working conditions and regulations; **[33.7.1(C)]**
  3. Responsibilities and rights of employees, and requirements of any applicable job description; **[33.7.1(D)(E)]**
  4. Specific job training and on-the-job training as required by the position or assignment. Job training may include but not limited to:
    1. Records Clerk- Public Records dissemination (CORI), etc.
    2. Dispatchers- E-911 Training, Emergency Medical Dispatching etc.
    3. Traffic Attendants- Traffic detail training, etc.
- B. The immediate supervisor or Training Coordinator shall be responsible for documenting the training on the Accreditation Employee Checklist. **[33.7.1(1)]**
- C. In-Service Training: In-Service training shall be provided as required upon approval of the Deputy Chief. **[33.1.1(1)] [33.7.2]**
- D. Scheduling conflicts: non-sworn employees participating in mandatory training shall be responsible for making up any portion of the materials missed due to a scheduling conflict (court appearances, illness, or other excused absences **[33.1.1(2)]**) so that the mandatory training can be made up. **[33.1.1(1)] [33.1.1(3)]**

## **XII. ATTENDANCE REQUIREMENTS**

- A. All employees assigned to a training program will be responsible for the following requirements:
  1. Be On Time: Report at the time and location specified with the proper material, equipment, and attire necessary to complete the course. When unable to do so for any legitimate reason, first obtain permission from the Training Coordinator;

2. Do Not Leave Early: Remain at the designated location until excused by the instructor, unless permission to be excused early for a legitimate reason is obtained from the Training Coordinator prior to attendance; and
3. Be Attentive & Courteous: Be attentive and courteous to the instructor, while avoiding creating any disruption during the class.

B. Employees participating in the Field Training Program shall be responsible for making up any portion of the materials missed due to an absence. Employees may be required to extend the overall duration of the field training in order to make up any missed material.

C. The Training Coordinator shall be responsible for monitoring the attendance at shift briefing and department training as well as at training sessions conducted by outside agencies.

### **XIII. TRAINING INSTRUCTORS**

A. It shall be the responsibility of the Training Coordinator to evaluate the objectives of departmental training programs and to select the most appropriate instructors.

1. Qualifications of Department Instructors: Instructors shall be selected based on their experience, expertise, interest, and knowledge in the required field.
2. Instructors from Outside Agencies: Instructors enlisted from agencies outside the department will be subject to review by the Training Coordinator and must meet approval by the Deputy Chief.

B. The Training Coordinator shall ensure that all Department Training Instructors and Field Training Officers, prior to assuming their teaching responsibilities, receive initial training to prepare them for and keep them current with their assigned responsibilities. **[33.4.3(1E)]**

C. Technical instructors (firearms, defensive tactics, etc.) shall be required to hold the appropriate levels of technical training necessary to be instructors in their field.

### **XIV. TRAINING DOCUMENTATION**

A. In-House Training Classes: The Training Coordinator shall be responsible for approving lesson plans (documenting the approval by signing the lesson plan) and maintaining records of each training class conducted by the department, to include at a minimum: **[33.1.3(C)(D)]** **[33.3.2(1)]**

1. Course content (lesson plans or course agenda); **[33.3.2(A)]**
2. Performance and job-related objectives; **[33.1.3(A)]**

3. Training content and instructional techniques; **[33.1.3(B)]**
4. Name of instructor;
5. Names of department attendees; **[33.3.2(B)]** and
6. Performance of individual attendees as measured by tests, if administered (including results of any weapons proficiency tests) **[33.3.2(C)] [33.1.3(E)]**
7. The above officer training records shall be maintained by the Department for no less than 20 years after an officer's separation from the Department. **[33.3.2(2)]**

B. The Training Coordinator or his/her designee shall be responsible for updating and maintaining attendance records, copies of any certificates granted, and other pertinent training records following the attendance at all training courses for all Department employees. Training records will be kept as hard copies and/or electronic copies by the Training Coordinator or his/her designee. Training Records will also be stored in the MPTC ACADIS Training Portal to be printed as needed. **[33.3.1(1)(2)]**

C. Responsibility of Employees Attending Training: It is the responsibility of each employee who receives a certificate, or other proof of completion, from any training course, to provide a copy of such documentation to the Training Coordinator.

## **XV. LESSON PLANS FOR IN-HOUSE TRAINING**

- A. All qualified instructors who conduct any department training sessions or programs must file a written lesson plan with the Training Coordinator prior to the scheduled program or session. The lesson plan must be approved by the Training Coordinator prior to its implementation. **[33.1.3(1) (2C)]**
- B. The Lesson Plan must consist of a complete syllabus of the entire program or session to include the following:
  1. A statement of the performance and job-related objectives to be achieved;
  2. Specifications of appropriate instructional techniques; and
  3. Identification of any tests to be used.

## **XVI. REIMBURSEMENT**

- A. Compensation for outside training program expenses including fees, mileage, meals and housing shall be reimbursed pursuant to current Town of Acton reimbursement compensation rates and per diems. Any reimbursement not utilizing the per diem will require a receipt. After the training employees shall be responsible for completing an Employee Reimbursement Request Form in order to be reimbursed for expenses. **[33.1.2]**

## **TRAINING INFORMATION**

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**History:**      **Manual I, Section III.**

**Policy 4.10 Training**