

**Distribution:**  
Sworn Personnel: X  
Civilian Personnel:  
NECC:

**P & P #** 1.24  
**Adopted** 04/04/06  
**Revised** 09/04/18

**Chapter 1**  
**Administration**

**POLICY AND PROCEDURE**  
**TRAINING**

I. **PURPOSE:**

The purpose of this policy is to define the authority, scope, methods, coordination and review of training for members of the Newtown Police Department.

II. **POLICY:**

It is the policy of the Newtown Police Department to provide training for each employee that covers the areas necessary to perform their duties in at least a satisfactory level of performance. Training shall comply with all relative Conn. General Statutes, Police Officer Standards and Training Council (P.O.S.T.C.) requirements, Conn. Chiefs of Police Recommendations and Department Policies and Procedures. The Newtown Police Department recognizes that training is an important function, meant to assist officers in performing the broad spectrum of situations they face, correctly and more decisively. The goal is to promote an increase in the confidence, productivity and effectiveness of our officers while also providing a mechanism for professional development.

III. **TRAINING PROCEDURES:**

A. **TRAINING AUTHORITY:**

1. The Chief of Police shall assign members of the department as Training Officers who shall have the responsibility for training. In addition, the Chief shall assign a member of the department with the overall responsibility and function of Training, who shall be designated as the Training Officer.
2. All planning, coordination, implementation, scheduling and requests for training shall be directed through a designated Training Officer.
3. A designated Training Officer shall maintain all training records and lesson plans for department personnel.
4. The designated Training Officer shall select instructors after consultation with police managers and police command staff.
5. The designated Training Officer shall evaluate and review all training programs and future training needs, legislation, and mandates.

B. **TRAINING SCOPE:**

1. General orientation for new employees
2. Job familiarization for new employees
3. Field Training Officer (FTO) Training
4. Familiarization training for promotions / new positions
5. In-service training (required training as well as job performance enhancement)
6. Is applicable to sworn and/or civilian employees.

C. RECRUIT TRAINING:

1. Newly hired officers may be required to live at or commute to the Connecticut Police Academy depending upon instructions by P.O.S.T.C. Academy Directors.
2. Work schedules for new recruits at the Academy shall be in accordance with Academy requirements.

D. ROLL CALL TRAINING:

1. Roll call training is generally a brief, informational type of training. It may consist of, but is not limited to a short lecture, video or handout intended to update or make personnel aware of a topic that they may encounter.
2. Any member of the department may develop Material/subject matter but it should be submitted through the Training Officer for approval prior to implementing the training. The Shift Supervisor should conduct the roll call training unless otherwise directed. When practical, sign- off/attendance lists should be obtained.

E. POLICY AND PROCEDURE TRAINING:

1. From time to time, policies of the department will be revised or rewritten. In addition the department may add policies to the department policy manual. In such cases, training will be devised according to the complexity of the policy and the appropriate amount of time needed to thoroughly train personnel on the policy.
2. All training of policies will be recorded and shall be turned in to the Training Officer.

F. IN-SERVICE TRAINING:

1. In-service training is that training which is given periodically in a variety of areas that personnel are required by statute, P.O.S.T.C. regulation or department policy to receive. The purpose is to re-fresh, enhance and update the knowledge and/or skills of personnel in critical and/or mandated areas of expertise.
2. Department Field Training Officers (FTOs) and/or Supervisors shall review all department policies, procedures, rules and regulations during the officer's FTO training. Officers shall review all department polices and procedures, rules and regulations as often as necessary to maintain compliance with them.

3. Officers of the Newtown Police Department shall at a minimum obtain training in those mandated areas as stated in Conn. General Statute 7-294d and the P.O.S.T.C. regulations for police officer certification.
4. Requests for in-service training should be made to the Training Officer in a timely manner.
5. All certificates and training credit reports shall be turned in to the Training Officer within three (3) business days of completion.

G. SPECIALIZED TRAINING:

1. Specialized training is training not required as stated under in-service training but that may be necessary to perform some unique or specific police function.
2. Specialized training may be provided on an as needed basis.
3. Consideration of personnel to attend specialized training will be made on the basis of what is needed for the department, whether the training meets the department's training goals, whether the training meets the department's goals and objectives, and the officer himself as determined by the Chief of Police or his designee.
4. Once a year, at the annual performance evaluation time, the Training Officer will receive requests for specialized training. The officer requesting the training shall provide their immediate supervisor with a memo describing the training requested, explaining why they are requesting the training and identifying the costs and requirements when possible. After review by the immediate supervisor, the request, along with supervisor's comments should be passed on to the Training Officer for review/consideration.
5. Officers who received specialized training should be prepared to bring back the information/skills learned and share it with the department. Individuals with specialized training should monitor any expirations and/or supplemental requirements necessary to maintain and/or update the specialized training and coordinate satisfying those requirements with the Training Officer.
6. A satisfactory passing score is required on all tests and/or practical skills (if required) administered from training whether it is in-service or specialized training.
7. All certificates and/or training credit reports shall be turned in to the Training Officer within three (3) business days of completion.
8. All new employees shall receive information regarding the Accreditation Program during their Field Training Program (sworn) or period of probation (non-sworn).
9. All personnel shall receive information regarding the Accreditation Program 3 months prior to an On-site assessment, or during a self-assessment for reaccreditation.

H. INSTRUCTORS:

1. Personnel interested in participating in specialized training to become an instructor must be a P.O.S.T.C. Certified Officer with training and experience in

- the subject to be taught. They must satisfactorily complete a Methods of Instruction (M.O.I.)/ Instructor Development Course approved by P.O.S.T.C.
2. Department instructors must develop and submit a lesson plan to the Training Officer prior to giving instruction to department personnel. The goal of the lesson plan should support the mission of the department and state the job related duty it addresses, performance level expected and techniques used to instruct. Testing and/or performance methods shall be described. The instructor must complete the P.O.S.T.C. application for Law Enforcement Instructor Certification Form upon completion of the M.O.I. course and other relevant training and coordinate through the Training Officer getting it signed by the Chief of Police. The instructor shall then coordinate through the Training Officer, the mailing of this application and when possible, the lesson plan to P.O.S.T.C. for approval.
  3. The instructor shall review lesson plans at least annually to identify the need for any changes and/or updates.
  4. Unless otherwise directed, instructors shall coordinate through the Training Officer getting re-certified every three (3) years or as otherwise directed.
  5. The Training Officer may utilize outside instructors that have resources and/or expertise that satisfies the training requirements of our Department. These may include but are not limited to:
    - a. P.O.S.T.C. Academy instructors
    - b. Law Enforcement Officers from other agencies
    - c. Fire/EMS Officials
    - d. OSHA Instructors
    - e. Human Resources Personnel
  6. Department instructors requesting to instruct individuals outside our Department must receive authorization from the Training Officer.
  7. When conducting any training, instructors shall obtain an attendance/sign off list signed by the instructor and each officer attending. When appropriate tests, performance observations and course critiques may be administered. If administered, documentation shall be submitted to the Training Officer.

I. REMEDIAL TRAINING (After Recruit Academy):

1. Supervisors/instructors may recommend officers for remedial training who have been identified as having a specific weakness in a particular subject area. For Supervisors or instructors to identify a need for remedial training, they may use performance during a training assignment or reviews of cases and reports.
2. Supervisors or instructors should submit in writing to the Training Officer their reasons and suggestions for the type of training they are requesting for the officer.
3. The Training Officer will review all requests for remedial training. All requests shall be approved or denied through the Training Officer with the appropriate action necessary to meet the needs of the department and the officer. A time

frame necessary to achieve the goal of the remedial training shall be identified based on the individual and the type of training needed. If it is determined that remedial training is needed, the Officer shall be required to participate. Satisfactory completion of the remedial training may result in achieving a satisfactory performance report. Failure to participate shall result in an unsatisfactory report and/or discipline up to and including termination.

4. The individual's supervisor or when applicable, an instructor, should monitor and/or inspect the officer during and after the remedial training to determine if the officer has attained a satisfactory level of performance. The findings should be reported in writing back to the Training Officer.

J. RECORDS:

1. Attendance/sign-off lists shall be made for all training conducted by department instructors. These lists shall be turned over to the Training Officer and kept on file.
2. When assigned to a training course, employees shall attend at the required dates and times scheduled. Any absences from a training assignment (emergencies, court appearances, etc.) must be approved by the Training Officer and the instructor. Absences shall not extend beyond limits established by the instructor for satisfactory completion of the course.
3. All tests/results, certificates and training credit reports shall be submitted to the Training Officer and kept on file.
4. Requests for the release of training records shall be made in writing to the Chief of Police.

K. TRAINING REIMBURSEMENT:

1. Generally, the department compensates all training and related expenses.
2. Officers who expect expenses not covered for by the department shall notify the Training Officer for approval prior to incurring the expense. The department credit card may be authorized and issued for use when appropriate. Receipts shall be obtained and a department expense report completed and submitted to the Training Officer.
3. Scheduling and compensation for time in excess of the regular work schedule shall be compensated for according to department policies and procedures and the collective bargaining agreement.

L. CAREER AND PROFESSIONAL DEVELOPMENT:

1. Training may be used for professional development and is intended to enhance job satisfaction and provide a mechanism for professional growth in the Newtown Police Department. This may take the form of improving skills as a

patrol officer, a specialized duty (detective, youth officer, instructor, accident team, etc.) or when promoted.

2. In addition to self-motivated development such as attending college, reading and participating in special assignments, it is recognized that training is one of the important avenues by which an officer can achieve their goals of professional development.
3. Training as a means for professional development is one way to recognize and reward officers who achieve and maintain expected performance levels in the department. As these officers advance, the department will gain efficiency and professionalism and the individual's skills, confidence and job satisfaction will also improve. Officers who lack motivation, loyalty to the department and are not career minded become easily identifiable and may not be good candidates for all professional development training opportunities.
4. Professional development training opportunities will be evaluated and approved by a combination of input from Supervisors, the Training Officer, the Chief of Police as well as the individual officer seeking the training.
5. Officers are encouraged to maintain a career development plan for themselves and share that with their supervisors and Training Officer.
6. To enhance job satisfaction, the department is committed to providing as many career paths as possible. Narcotics investigator, child car seat technician, accident reconstruction, commercial enforcement specialist, and the ranks of Detective through Chief of Police are just some of the career path opportunities available within this organization.