

# TRAINING AND CAREER DEVELOPMENT

WILLIAMSTOWN POLICE DEPARTMENT POLICY & PROCEDURE NO.  <b>4.17</b>	EFFECTIVE DATE: 11/18/2022
	REVISION DATE: 11/18/2022
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## I. GENERAL CONSIDERATIONS AND GUIDELINES

Training has often been cited as one of the most important responsibilities of any law enforcement agency. Training serves three broad purposes. First, well-trained officers are generally better prepared to act decisively and correctly in a broad spectrum of situations. Second, training results in greater productivity and effectiveness. Third, training fosters cooperation and unity of purpose. Moreover, law enforcement agencies are now being held legally accountable for the actions of their personnel and for failing to provide initial or remedial training.

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 a structured process that is utilized by this department to provide opportunities for individual growth and development at all levels. It is designed to promote productive, efficient, and effective job performance and to improve the overall level of individual job satisfaction.

## II. POLICY

It is the policy of the department to:

- A.1. Provide, or make available as resources allow, training in all areas of policing that will benefit both the department and its employees;

- A.2. Utilize 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.

### **III. DEFINITIONS**

- A. *Training Officer(s)*: Those officers to which is assigned as needed the primary function of training or arranging training for the members of the department.
- B. *Training Supervisor*: An individual assigned by the Chief of Police to manage and coordinate training of employees within the police department. For the Williamstown Police Department, the Training Supervisor will be the Chief of Police.
- C. *MPTC*: Massachusetts Police Training Committee or its successor.

### **IV. PROCEDURES**

#### **A. Training Unit**

- A.1. THE TRAINING OFFICERS: The training officers shall be responsible to:

- Offer or make available training in all areas of policing that will benefit both the department and its employees;
- Seek employee input as to what training is desirable or necessary;
- 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; and
- 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.

- A.2. PROGRAM DEVELOPMENT: The Training Officers will use the following resources in program development:

- Staff reports and/or meetings;

- Consultation with field personnel and field observations;
- Performance evaluations;
- Training deficiencies discovered through internal affairs investigations; and
- Suggestions and recommendations by the Chief of Police and others.

#### A.3. LESSON PLANS

- All training conducted by agency personnel shall have a lesson plan.
- The lesson plan format must meet Municipal Police Training Committee guidelines and must include:
  - ◆ A statement of performance and job-related objectives;
  - ◆ The content of the training and specification of the appropriate instructional techniques; and
  - ◆ Identification of any tests used in the training process.
- All lesson plans and testing materials shall be submitted to the Training Unit Supervisor to be reviewed and approved. If approved, the lesson plan will then be signed or initialed to indicate approval of the lesson plan.
- 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 Chief of Police or Lieutenant.

#### A.4. TRAINING INSTRUCTORS

- Employees wishing to be training instructors in given disciplines must submit such request in writing to the Chief of Police who will evaluate the need for such training.
- Employees selected to be training instructors for topics requiring instructor training or certification shall receive such training or certification prior to training other employees. The instructors must attend refresher training as necessary to maintain their certification. Such topics include:
  - ◆ Weapons Instructor
  - ◆ Taser Instructor;
  - ◆ First Aid/First Responder/CPR Instructor: and
  - ◆ Field Training Officer

- All non-certified instructors must have received training or possess skills on the subject which would deem them proficient in the topic.
- Instructors (as opposed to training contractors) enlisted from agencies outside the department must meet all requirements of department instructors.

#### A.5. TRAINING COURSE RECORDS

- Records of training instructed by department employees shall include the following:
  - ◆ Lesson Plan;
  - ◆ Attendance Sheet; and
  - ◆ Performance or test results, if applicable.
- Training records shall be filed and maintained by the Training Supervisor in their office.

#### A.6. EMPLOYEE TRAINING RECORDS

- When a member attends any training program, [s]he will submit to the department Training Supervisor a copy of any certificate received to update the training records.
- Training records for each employee shall be retained for the duration of their employment plus a period of three years.
- The Training Supervisor shall maintain records of individual employees' participation in training programs and update the records.
- With the exception of court discovery, no training records will be released without approval from the Chief of Police.

### ***B. Requesting Training***

B.1. GENERALLY: Any employee wishing to attend training shall submit a request to the Chief of Police. This training request shall include the course name, meeting date, and location.

#### B.2. TRAINING SCHEDULE SOURCES

- 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.
- Schedules of training programs offered by other approved agencies, such as the Massachusetts Municipal Police Training Committee,

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Municipal Police Institute, etc., are available to all officers on applicable websites.

### **C. Attending Training**

C.1. ASSIGNED TRAINING: In cases where officers are assigned to training by the department, the training will be done at the expense of the department.

- Hours
  - ◆ If an officer is assigned during a working day, it shall be considered a part of the officer's tour of duty.
  - ◆ If an officer is assigned on a day off, [s]he shall be compensated according to CBA.
- Tuition and fees shall be paid by the department.

C.2. VOLUNTARY TRAINING: If an employee wants to volunteer for training, [s]he will submit a written request through the chain of command for approval by the Chief, 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.

- When said requests are granted, employees attending training during a regularly scheduled work day shall be considered as on regular tour of duty.
- Tuition and fees may be paid at the discretion of the Chief of Police.

C.3. TRAINING RELATED EXPENSES

- Employees may receive other reimbursements for training-related expenses. Expenses must be authorized by the Chief of Police prior to final arrangements being made. Such reimbursements may include:
  - ◆ Mileage;
  - ◆ Meals;
    - Purchase of meals shall be reimbursed within the Collective Bargaining Agreement limits.
  - ◆ Overnight accommodations;
  - ◆ Airfare;
  - ◆ Tolls;
  - ◆ Registration fee;

- ◆ Books and materials.

- Receipts for approved expenses must be submitted to the Chief's office for processing.

#### C.4. ATTENDANCE

- Generally
  - ◆ 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.
    - A copy of an attendance certificate shall be proof of attendance.
    - An officer reporting late will be carried as late for a tour of duty. An officer not reporting to a scheduled training session will be considered missing a tour of duty.
  - ◆ Scheduling Conflict:
    - When a scheduling conflict arises, the officer involved shall notify the Training Supervisor upon discovering the conflict.
    - The schedule may then be modified so as to resolve the conflict with court appearances taking precedence.
    - Make-up for missed training time will be addressed case by case, depending upon the subject matter, intensity and duration of training.
- Department-Sponsored Training
  - ◆ Documented attendance is required for all department-sponsored training.
  - ◆ Attendance of in-house training sessions will be taken at the start of the training.
  - ◆ Attendance sheets will be filed with other training materials for the class.

### ***D. All Employees***

D.1. ACCREDITATION TRAINING: Department members shall receive information regarding the accreditation process.

- Newly hired personnel will receive information within thirty days after their employment begins or within thirty days of completing the recruit academy. They will receive a packet of information and will review the power point presentation, both of which will be on the shared drive.

- All department members will receive information during the self-assessment phase associated with achieving initial accreditation/certification and each re-accreditation/re-certification.
- All department members will receive information just prior to an on-site assessment associated with initial accreditation/certification and each re-accreditation/re-certification.
- 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**.

#### D.2. TRAINING FOR NEWLY PROMOTED EMPLOYEES

- Generally: All newly appointed employees shall obtain training in their supervisory duties.
- Sworn Supervisors
  - ◆ Newly promoted supervisory officers will be sent to supervisory-specific training offered either by the MPTC or another comparable institution or agency as soon as feasible.<sup>i</sup>
  - ◆ 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.
  - ◆ All newly promoted sworn supervisors shall receive the following training as soon as practicable:
    - Suicide prevention;<sup>ii</sup>
    - On-the-job training by an officer of superior rank or a senior officer of equivalent rank;
    - Operation of the Holding Facility (See the department policy on **Holding Facility**.) and;
    - Infrared Breath Testing (Sergeants).
- Non-sworn Supervisors
  - ◆ At this time the department does not have any non-sworn supervisory positions.
  - ◆ Should such positions be established, the training below will serve as a minimum starting point:
    - Planning subordinates work
    - Organizing the unit's work

- Scheduling personnel
- Reporting the unit's work to superior personnel

### **E. Civilian Employee Training Requirements**

E.1. 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:

- The department's role, goals, purpose, policies and procedures;
- The department's working conditions and regulations;
- Knowledge of responsibilities and rights of the employee; and
- Sexual harassment.

#### E.2. JOB SPECIFIC TRAINING

- Prior to assuming job responsibility, all non-sworn employees of the department will receive on-the-job training for their new assignment. Training, including in-service training, will be provided as needed to all employees.
  - ◆ Code of Ethics
  - ◆ Bias-based policing

E.3. If the conduct or capacity of the probationary employee or the character or quality of the work performed by him/her is not satisfactory, the Chief of Police may, at any time after the employee has served thirty days and prior to the end of the probationary period, give such person a written notice stating in detail the particulars wherein his conduct or capacity or the character or quality of his work is not satisfactory, whereupon his service shall terminate.<sup>iii</sup>

E.4. If a probationary employee is unable to work because of illness during the probationary period, the appointing authority may postpone the probationary period. Upon resuming employment, the probationary employee shall be required to perform service equal to a full probationary period.<sup>iv</sup>

#### E.5. MANDATORY TRAINING FOR POLICE OFFICERS

- Department Responsibility: Certain areas of police work require continuous training. The department will:
  - ◆ Provide 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 Training Unit will set the level of proficiency required to



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- achieve minimum acceptable standards, unless superseded by law or by another authoritative body; and
- ◆ Provide for training by using training providers outside of the department. Officers attending such training must meet the standards set by those training providers.
  - **Mandatory Training:** The following annual refresher re-training is mandatory and will be attended by all officers as noted:
    - ◆ **Firearms Training:** All officers must attend and successfully complete firearms training as required by MPTC. This includes an annual review of the Use of Force Policy.
    - ◆ *First Responder Training:* All members will be trained as first responders and recertified every three years.<sup>v</sup>
    - ◆ *C.P.R. /AED Training:* All members will be trained in C.P.R. and re-certified every two years. <sup>vi</sup>
    - ◆ *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 legal updates:<sup>7</sup>
    - ◆ E-911 operator – must attend initial certification classes and annual 16-hour in-service.
  - **Additional training required:**
    - ◆ Dispatchers must be trained and recertified in accordance with CJIS Policy 4.41.
    - ◆ Tire Deflating Devices- all officers must be trained in the use of tire deflating devices.
    - ◆ Emergency Medical Dispatch - All call-takers must be trained in EMD and recertify every two years.
    - ◆ Breath Test Operator (Bi-annual recertification): Must successfully complete operator training as specified by the Office of Alcohol Testing.
    - ◆ Speed Control Devices
    - ◆ CORI
    - ◆ IS 00005.a, ICS 100, ICS 200 and NIMS 700
    - ◆ Sergeants, Lieutenant and Chief – ICS 300 and ICS 400
    - ◆ Preliminary Breath Test
    - ◆ Suicide Lockup Prevention

- ◆ Taser Training
- ◆ ARIDE

E.1. IN-HOUSE TRAINING: Other in-house training programs will be implemented and scheduled as needed for any or all affected personnel.

E.2. REMEDIAL TRAINING

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

## ***F. SPECIALIZED TRAINING***

F.1. GENERALLY

- 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.
- The following training or certifications must be obtained prior to performing the following functions, with periodic retraining as required:
  - ◆ Weapons Instructor (any kind): Must successfully complete requirements of MPTC; recertification annually.
  - ◆ 2) Canine Officer: Initial- Training and certification with North American Police Work Dog Association.
  - ◆ Annual- Recertification with NAPWDA.
  - ◆ 3) Field Training Officer – 1 week training class.
  - ◆ 6) Investigator –As prescribed by the Chief.
  - ◆ 7) Taser - 2-day instructor school, 1 day Mass. MPTC school. Recertification every 3 years.
  - ◆ 8) DRE – 2-week training in MA and 1 week off-site; Arizona.
- The following training or certifications must be obtained prior to performing the following functions:

- ◆ Sexual Assault Investigator: Must successfully complete training required by the Municipal Police Training Committee for certification;
- The following job functions must obtain specialized training before the beginning of the assignment.
  - ◆ Accreditation Manager (See Accreditation Manager in this policy).

F.2. ACCREDITATION MANAGER: The Accreditation Manager shall be trained in the requirements of those roles as required by the Massachusetts Police Accreditation Commission (MPAC) within one year of being appointed.

- The Accreditation Manager shall attend manager training offered by MPAC.

### ***G. Sworn Officer Recruit Training***

#### G.1. BASIC RECRUIT ACADEMY

- All newly appointed Student Officers will successfully complete a Recruit Training course, as mandated by Mass. Gen. Law, Chap. 41, Sec. 96B.
- Training must be completed prior to the employee's performing the duties of a police officer, (see Temporary Exemption) 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.
  - ◆ While attending the basic academy, all student officers will be bound by the policies, procedures, rules and regulations of that academy as well as the policies, procedures, rules and regulations of the police department.
- Upon successful completion of basic recruit training, new officers must complete a six-month probationary period.<sup>vii</sup>

#### G.2. EMPLOYEE STATUS

- During this training period, candidates are classified as student officers.
- Under MGL c. 41, s. 96B, student officers are not subject to Civil Service– M.G.L. c.31, collective bargaining agreements, or injured on duty benefits, rather, workman's compensation under M.G.L. 152.<sup>viii</sup>

G.3. ACADEMY WAIVERS: Pursuant to M.G.L. c. 41 §96B, the MPTC may issue a waiver of the training academy on a permanent or temporary basis.

- Advisory Opinions for Permanent Exemptions from Academy Training
  - ◆ A person who has been employed as a police officer in another state and is being hired in Massachusetts may qualify for a Permanent Exemption from recruit training. The candidate may request an advisory letter from the Municipal Police Training Committee. The candidate must submit the following documents to the Exemptions Coordinator:
    - A copy of the Basic Recruit Curriculum of the academy attended;
    - Breakdown of course titles and course hours;
    - Total hours of curriculum;
    - A copy of the graduation certificate; and
    - A current resume.
  - ◆ An advisory letter will be provided to the transferring police officer and will contain a statement that would suggest a favorable or unfavorable Permanent Exemption.
- Permanent Exemption from Academy Training
  - ◆ When a person from out-of-state has been hired by a Massachusetts municipal police department on a full-time basis and has successfully completed a Basic Recruit program in that state, that person may be qualified for a Permanent Exemption from a Massachusetts training academy.
  - ◆ An application for a Permanent Exemption must be filed by the appointing authority and must include the following documents:
    - Current certification in CPR and First Aid;
    - Current qualification in use of firearms by an MPTC certified firearms instructor;
    - Successful completion of a MPTC criminal law exam;
    - Certificate of completion of Basic Recruit Training; and
    - A current resume.
- Temporary Exemption: A temporary exemption may be granted for a period not to exceed 270 days, or until the start date of the next available academy session, whichever occurs sooner. A temporary

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exemption may be granted as the result of a documented public safety emergency or other exigent circumstances. An application must be submitted by the appointing authority and must be accompanied by the following documents:

- ◆ Current certification in CPR and First Aid;
- ◆ Current qualification in use of firearms by an MPTC certified firearms instructor;
- ◆ Successful completion of the training requirements for persons appointed as reserve or intermittent police officers;
- ◆ Current resume; and
- ◆ Nature of public safety emergency or other exigent circumstances.

#### G.4. FIELD TRAINING PROGRAM

- New officers must successfully complete an in-house field training program.
- The Training Supervisor or designee shall manage the field training program and oversee:
  - ◆ Training and in-service training of field training officers;
  - ◆ Development, implementation and evaluation of the field training program.
  - ◆ The Training Supervisor shall be the academy liaison, as applicable.
- Recruit field training
  - ◆ Upon completion of the recruit academy, the officer will enter the field training/evaluation program with the field training officer(s); with the exclusion of officers who have completed the FTO program prior to the academy. The probationary officer will apply the lessons of the academy to situations in the field under the tutelage of the field training officer(s).
  - ◆ During field training, probationary officers shall receive training in department-specific materials, including:
    - Policies and procedures; and
    - Rules and regulations.
  - ◆ Each probationary officer will then begin a minimum four weeks on-the-job training/evaluation program with the FTO.
  - ◆ The probationary officer will rotate his/her field training assignment among at least two different FTOs.

- ◆ The FTO's evaluation of the probationary officer shall be documented, with daily and weekly observation reports covering the wide range of police activities and interactions.
- ◆ After the supervisory phase of field training, the evaluation program will continue through the use of periodic evaluations filled out by the probationary officer's supervisors.
- Field Training Officers
  - ◆ The Field Training Officer (FTO) will be selected by the Chief of Police 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:
    - Application of law;
    - Police Procedures;
    - Tactics;
    - Department policy and procedure;
    - Report writing;
    - Interpersonal relations; and
    - Chain of command.
  - ◆ All department supervisory personnel assigned to patrol, and officers designated as a Field Training Officer, will conduct training in accordance with the "Police Department Field Training Officers Manual."
  - ◆ FTOs will be under the operational supervision of the Shift Supervisor or other superior officer designated by the Chief.
  - ◆ Field Training Officers will evaluate each recruit officer's performance in the various activities that they will meet as police officers, according to guidelines set forth in the Field Training Program.
  - ◆ FTOs shall submit training reports as specified in the Field Training Program.

### ***H. Special Assignment Teams (Task Forces, K9 etc.)***

H.1. GENERALLY: When a specialty team position becomes available, the position shall be posted for interested employees to apply. The notice shall include:

- Identification of the team;
- Minimum qualifications;

- A description of duties;
  - Information on where to apply; and
  - Closing date for applications.
- H.2. Any interested department members should submit a letter of interest to the Chief of Police. The Special Assignment team member will be selected by the Chief of Police based on the needs of the department and on the overall job-related qualifications of the prospective assignment. Candidates must possess a strong job knowledge and skills in the following areas:
- Police Experience;
  - Performance evaluations;
  - Education;
  - Written and oral expression;
  - Appearance and Mannerisms;
  - Reprimands and Commendations;
  - Sick leave;
  - General commitments.

## ***I. CONFLICTING TRAINING PRESENTATIONS***

- I.1. In order to address a broad training audience, many training presentations are generic in nature. All officers should be mindful that a training presentation usually provides only one perspective on the handling of a given situation. Previous training and experience, department policy, and local, state, and federal laws must be taken into consideration where applicable.
- I.2. In cases where an officer believes that training received is in conflict with any of the above, [s]he should confer with the instructor, his/her supervisor, or the Training Supervisor.
- I.3. An officer shall follow department policies, procedures, or any such laws in all cases where training that is received is in actual conflict with any of them.
- I.4. In all cases of actual conflict, the officer making such discovery shall immediately submit a written report on the matter to the Supervisor of Training.

- ii M.G.L. c. 40, §36C.
- iii Endnote also applies to Civil Service M.G.L. c. 31, §34.
- iv Endnote also applies to Civil Service M.G.L. c. 31, §34.
- v M.G.L. c.111, §201.
- vi M.G.L. c.111, §201.
- vii M.G.L. c. 31, §34.
- viii M.G.L. c. 41, §96B.