

TRAINING AND CAREER DEVELOPMENT	Chapter No. 33
Effective Date: 04/01/2018	Reference: Chapter 21 - Classification and Delineation of Duties and Responsibilities
Revision Date: 9/24/2018	AO 460 – Travel Authorization SWAT Procedure Manual

33.1.1 TRAINING COMMITTEE

Under the direction of the Support Operations Captain, a committee to assist in the development of the training function shall be formed and recommendations are to be forwarded to the Chief of Police through the chain of command. The committee will report to the SOD Captain.

The Training Committee shall include the department lead training cadre in each specialty. To include, but not limited to; Firearms, EVOC, Defensive Tactics/Use of Force. The sergeant responsible for training will sit on the committee. The chief may add additional staff based on needs.

Selection of committee members is by their assignment to the position. The Chief of Police, or designee, will appoint a lead instructor.

The training committee assists in developing and evaluating training needs for agency components. They should solicit suggestions from those that they represent. Ideas and suggestions should be discussed and recommendations made based on the merits of the suggestions and the training need. Barring budgetary limitations, the recommendations of the committee will have significant impact on training programs.

33.1.2 TRAINING PROGRAM ATTENDANCE

Training schedules provided by the training instructors are given to the shift supervisors and posted in the squad room. Scheduled block training is considered mandatory training for all sworn personnel. Segments may be deemed mandatory for other personnel and the training coordinator will make proper advance notification to affected supervisors for scheduling purposes.

Attendance rosters are made at all in-house training sessions. The information is entered into the training record of the employee.

Sworn personnel are scheduled for a minimum of 24 hours of in-service training per year. Exceptions may be allowed under the following circumstances:

- Illness
- Personal emergency
- Police emergency

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- Court
- Direction of the Chief

33.1.3 OUTSIDE TRAINING REIMBURSEMENT

The department budget for travel and training pays for all authorized training registration fees, and associated training costs, including: mileage, meals and housing in compliance with the AO 460 – Travel Authorization.

Overtime compensation is made as outlined in the collective bargaining agreements and applicable City policy.

Training discussed in this section does not include continuing education benefits which are outlined in department standard 21.1.3.E.

33.1.4 LESSON PLAN REQUIREMENTS

All training programs or courses conducted by the department require the development of a lesson plan. These lesson plans will include the following:

- A. Guidelines and format for lesson plan development.
- B. Statements of instructional objectives as they relate to job performance.
- C. Content of training and specification of the appropriate instructional technique, such as: performance, lecture, group discussion, panels or seminar.
- D. A criterion test, with test answers if applicable.

Lesson plans ensure that the subject to be covered is addressed completely and accurately and is properly sequenced with other training material.

Lesson plans are required of all instructors.

Responsibility for proper lesson plan development rests with the training coordinator. The training coordinator maintains a copy of each completed lesson plan.

33.1.5 REMEDIAL TRAINING

Remedial training is used for specific individual's deficiencies. The need for remedial training can be recognized as a result of a performance evaluation conducted by the individual's immediate supervisor, unsuccessful completion of a criterion test given after a particular training program, or during an inspection.

Failure or unsatisfactory performance in the following areas will require remedial training.

- A. Training mandated by state law or department directives.

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- B. Areas including, but not limited to, all weapons qualifications, training techniques and driving skills.
- C. Any aspect of law enforcement that incurs liability because of a lack of proper training or proficiency on the part of the employee.

A supervisor or department instructor identifying an employee's need for remedial training will notify their immediate supervisor. That supervisor will then notify the affected employee's chain of command to make them aware of the employee's need for remedial training. Remedial training will be made available by the training coordinator as the need arises. Training will be scheduled as soon as possible after the deficiency is observed or brought to the attention of the training coordinator or a supervisor. Remedial training provided will be documented.

Personnel designated to receive remedial training are required to attend the appropriate classes. Failure of these personnel to participate will be reported to the Chief of Police, via the chain of command. Disciplinary action may result.

33.1.6 MAINTENANCE OF TRAINING RECORDS

The Training Coordinator keeps all training records up to date using the electronic training database. These records include criterion testing scores or proficiency scores when applicable. All training records will be filed and maintained in keeping with the training procedures.

Training records include:

- A. Employee Name.
- B. Training history from date of employment.
- C. Course titles, when and where attended.
- D. Number of hours of instruction.
- E. Criterion test scores/results.

Personnel training records will be updated following participation in training programs. The employee will forward the training attendance form back to the training coordinator.

33.1.7 MAINTENANCE OF RECORDS FOR IN-HOUSE TRAINING

The training coordinator maintains records of training conducted on an in-house basis by the department. Lesson plans are kept per the Washington State Retention Schedule. In-house training involves only employees of the Pasco Police Department, and may include courses developed for the training program, roll-call training or video training. Training records of the classes include:

- A. Course title, content, and lesson plan.
- B. Roster of attendees.

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- C. Individual results of tests administered.
- D. Hours of instruction.

33.1.8 INSTRUCTIONAL ENVIRONMENT

It is the policy of the Pasco Police Department that all training information and materials presented in association with the Department or at Department facilities must conform to proper standards and professional ethics.

- Information and materials presented should be free of discriminatory, prejudicial, biased, insulting, defamatory, sexual harassment, and/or unethical statements, actions and/or innuendo.
- The Department expects all employees conducting training classes to avoid making statements that stereotype or generalize any segment of the community in a negative fashion.

These expectations apply not only to department employees but also to outside instructors conducting training classes at any Department facility. Outside instructors are required to sign an agreement stating their understanding of these requirements.

33.2.1 ACADEMY ADMINISTRATION AND OPERATION

Pasco Police Department does not operate their own training academy.

33.2.2 ACADEMY FACILITIES

Pasco Police Department does not operate their own training academy.

33.2.3 STATE TRAINING ACADEMY

The Washington State Criminal Justice Training Commission is responsible, by state statute [RCW 43.101.200](#), for the development and implementation of training programs designed to upgrade the level of competency of criminal justice personnel. This includes the Basic Law Enforcement Academy. The commission is committed to providing high quality training programs, which reflect the needs of criminal justice agencies throughout the state. The commission and the staff exist as a resource to agencies in the development of criminal justice personnel.

The Pasco Police Department sends all entry-level officers to the Basic Law Enforcement Academy for their basic certification. All academy training is provided to the department free of charge. There are occasions when the department elects to reimburse the officer for out of pocket expenses (meals, mileage, etc.).

The Pasco Police Department, upon request of the commission, provides instructors and other resources to the academy. Such requests are dependant upon financial and staff considerations.

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The Pasco Police Department assumes all normal liabilities for its employees being trained at outside academies.

33.2.4 INSTRUCTION ON DEPARTMENT POLICIES AND PROCEDURES

The state sponsored academy training does not cover policies and procedures that are specific to the Pasco Police Department. All relevant departmental policies, procedures, rules and regulations are covered during the field training of new employees.

All new hire officers are required to successfully complete the Field Training Program. This training is in addition to the state academy/equivalency process.

33.2.5 ORIENTATION HANDBOOK

The training academy attended by newly appointed officer candidates provides a handbook that includes information that will serve the interests of both the Pasco Police Department and the recruit. This information includes:

- A. The organization of the academy.
- B. The academy's rules and regulations.
- C. The academy's rating, testing and evaluation system.
- D. The physical fitness and proficiency skill requirements.

33.3.1 INSTRUCTOR TRAINING

All department personnel, who are selected or designated as instructors, receive the following training prior to instructing:

- A. Lesson plan development
- B. Instructional goal development
- C. Instructional objective development
- D. Instructional techniques
- E. Learning theory
- F. Criterion testing and evaluation techniques
- G. Resource availability and use

The Support Operations Captain is responsible for ensuring the instructors receive the above training. This training will be conducted in conjunction with the Washington State Criminal Justice Training Commission and/or private enterprise.

33.4.1 ENTRY LEVEL TRAINING

All newly hired entry-level officers must successfully complete the basic law enforcement academy in accordance with the rules and regulations of the Washington State Criminal Justice Training Commission. Newly appointed officer candidates will not receive any assignment in any capacity in which they are allowed to carry a weapon or be in the position to make an arrest, except as part of the field training program (PTO). Newly appointed officer candidates may receive administrative assignments for a period of time prior to entering the formal training program.

Lateral entry officers, who previously completed the Washington State Basic Law Enforcement Academy and are currently certified, proceed directly into the department training program. Lateral entry officers whose basic recruit training occurred in a state other than Washington must successfully complete the Washington State Basic Law Enforcement Academy.

33.4.2 RECRUIT TRAINING PROGRAM

Recruit training will include curriculum based on job-task analysis of the most frequent assignment of officers who complete recruit training, such as report writing, field interrogation and traffic enforcement.

Recruit training will include the use of evaluation techniques designed to measure competency in the required knowledge, skills and abilities such as practical exercises, written tests, and field observation.

The minimum length of time and intensity of training will be based on job-task analysis as measured by competency-based testing determined by the training academy being attended.

33.4.3 POLICE TRAINING PROGRAM (PTO)

The PTO program is divided into four phases, each generally 16 weeks in length.

Upon completion of the requirements of the Washington State Criminal Justice Training Commission (WSCJTC) for certification as a law enforcement officer, all newly hired sworn personnel will receive field training following the departments PTO model. In some circumstances the Chief of Police may elect to have a recruit start the PTO program prior to entering the WSCJTC basic academy.

The PTO Sergeant is responsible for the supervision of the field training officer program.

When PTO positions become available, commissioned officers may apply by submitting, in writing, the following to the field operations captain:

- A. A letter of intent to be considered for the available position.
- B. Other documentation that will substantiate the officer's particular abilities, skills and past training that has prepared the officer for this position.

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- C. Other written communications or materials as were outlined in the position announcement.

If selected as a PTO training officer training will be completed through WSJTC.

The PTO training officer will maintain liaison status with the PTO program sergeant throughout the training period. During the time officers are attending the academy, the PTO Sergeant maintains liaison status with the officer and the academy staff.

The Field Operations Captain will ensure that student officers are assigned to each of the patrol shifts during their assignment in the PTO program.

All new officers must successfully complete the PTO program and other requirements before passing probation.

33.5.1 IN-SERVICE, ROLL-CALL AND ADVANCED TRAINING

In-Service Training: Sworn personnel are scheduled for a minimum of 24 hours of in-service training per year. This training includes refresher or advanced training. The purpose of in-service training is to keep personnel up-to-date with new laws, technological improvements, and revision in policy, procedures, rules and regulations. In-service training may also be designed to provide supervisory, management or specialized training to participants and/or items of general interest and concern.

Sworn personnel are also required to attend scheduled department training on defensive tactics, firearms and emergency vehicle operations course (EVOC).

Roll-Call Training: Patrol supervisors are responsible to see that the roll-call, or briefing, is used for training purposes as much as possible on a daily basis. Department policies, procedures and rules should be discussed to make certain there is a clear understanding of their purposes.

Videotapes provided by the training coordinator would be available to supplement this training.

Advanced Training: Advanced training is considered the type of training provided at the Federal Bureau of Investigations (FBI) National Academy, the Southern Police Institute, Northwestern University Traffic Institute, International Association of Chiefs of Police (IACP) or other similar school.

This training is designed to improve the professional competence of officers who have demonstrated leadership capabilities.

33.5.2 ROLL CALL TRAINING

Each patrol shift should provide a 15-20 minute briefing to the oncoming shift, when practical. If needed, a block of time is set aside for training purposes. This training can include any topic. An officer, supervisor or an outside source may provide the training. Examples of briefing training provided by the department include:

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- A. Legal Update: Review of the "Law Enforcement Digest" which updates current statutory and case law. Officers or supervisors, who have attended advanced training in areas such as domestic violence and DUI enforcement, pass the training information along at briefing.
- B. Safety Issues: The training officer provides videotape training on issues such as; high risk traffic stops, contacting suspects, ABS braking systems and vehicle air bags.
- C. Policy Updates: This includes the field operations captain, who attends briefing for policy explanation and review.

33.5.3 ACCREDITATION TRAINING

All newly hired employees will be instructed in the accreditation process and the use of the policy and procedures manual. This instruction will be conducted during the employee's orientation training to departmental policies.

All employees will receive accreditation training during the self-assessment phase associated with achieving initial accreditation and each reaccreditation.

All agency personnel will receive accreditation training just prior to an on-site assessment associated with initial accreditation and each reaccreditation.

33.5.4 ACCREDITATION MANAGER TRAINING

Personnel assigned to the position of accreditation manager shall receive specialized accreditation manager training within one-year of being appointed and shall be responsible for providing appropriate training to other personnel assigned to the accreditation process.

33.6.1 SPECIALIZED IN-SERVICE TRAINING

Many positions within the Pasco Police Department may require specialized training either prior to the assignment or as part of continued training within the assignment.

POSITION/ASSIGNMENT	REQUIRED TRAINING	CONTINUING TRAINING
Detectives to include: <ul style="list-style-type: none"> • Metro • DEA • VCTF • Street Crimes 	On-the-job training to familiarize officers with job functions, including criminal investigations and intelligence.	None required but ongoing training as deemed necessary by supervisor.
K9 Unit	Certification in accordance with WAC 139-05-915 to include ongoing training.	Ongoing training requirements as required by WAC
Evidence Technician	Crime scene investigations. Any other training deemed necessary.	None required but ongoing training as deemed necessary by supervisor.
Public Information Officer	On-the-job training to	None required but ongoing

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	familiarize with job functions. Additional courses as deemed necessary.	training as deemed necessary by supervisor.
Traffic Officer	Successful completion of any or all of the following may be required: <ol style="list-style-type: none"> 1. Basic & advanced collision investigation 2. BAC certification 3. LIDAR & RADAR certification 	Will be required to maintain all certifications.
School Resource Officer	On-the-job training to familiarize with job functions.	None required but ongoing training as deemed necessary by supervisor.
Area Resource Officer	On-the-job training to familiarize with job functions.	None required but ongoing training as deemed necessary by supervisor.
Bicycle Patrol	An approved Bicycle certification course.	None required but ongoing training as deemed necessary by supervisor.
Patrol Training Officer (PTO)	Certification through CJTC required.	None required but ongoing training as deemed necessary by supervisor.
SWAT	Successful completion of the following approved programs (or equivalent) are required: <p style="margin-left: 40px;">Basic SWAT Course Participation in ongoing regularly scheduled training exercises is required. Additional training as defined by regional SWAT policies and procedures.</p>	As deemed necessary per regional SWAT policies and procedures.
Defensive Tactics Instructor	Minimal requirement is successful completion of the following approved class: <ul style="list-style-type: none"> - Control Tactics Instructor <p>Any or all of the following approved classes are recommended (completion of ALL listed classes is encouraged):</p> <ul style="list-style-type: none"> - Defensive Tactics Instructor - OC Spray Tactics Instructor 	Required within 3 years from last date of certification in accordance with CJTC requirements.

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	<ul style="list-style-type: none"> - Impact Weapons Instructor - Firearms Retention & Disarming Instructor - Ground Survival Tactics Instructor <p>**DT Instructors can take the next step in training which is the successful completion of an approved Master Instructor Certification course.</p>	
Emergency Vehicle Operations Instructor	An approved Basic EVOC Instructor certification course required.	None required but ongoing training as deemed necessary by supervisor.
Firearms Instructor	<p>Minimum requirements are:</p> <ul style="list-style-type: none"> • Handgun instructor, level one (CJTC or equivalent) • Glock armorer • Patrol rifle instructor <p>If initial handgun course doesn't include instructor development, then that course must be taken separately in additional to the weapons classes.</p>	<p>Instructor updates or re-certifications are required every 3 years.</p> <p>In-house firearms instructor development at least once each year. Other training as deemed necessary.</p>
Taser Instructor	Certification must be obtained through the manufacturer.	Required every two years through manufacturer.

- A. Assignments that require specialized training prior to assignment and their job descriptions include:
1. Evidence Technician: Supervised by the ISD Sergeant. Assists patrol and detectives by processing crime scenes for evidence.
 2. Firearms Instructor: Supervised by the training coordinator and provides weapons proficiency instruction to all sworn personnel.
 3. K-9 Handler: Supervised by a patrol sergeant. K-9 teams assist patrol and detectives by searching for suspects and evidence.
 - Ongoing training requirements as required by WAC
- B. Assignments that may require specialized training after assignment are:
1. Crime Analyst: Supervised by the resource sergeant and analyzes crime trends and uses intelligence information to identify targets of crime, types of crimes and

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criminal suspects.

2. Supervisory Positions: Supervised by the next higher rank, positions range from corporal to captain.
 3. Collision Investigator: Supervised by a patrol supervisor. Conducts traffic collision investigations and collision reconstruction.
 4. Detective: Supervised by detective sergeant. Detectives conduct investigations of felony crimes.
 5. PTO Sergeant: Supervised by the training coordinator. The training coordinator arranges and documents all department sponsored and authorized training.
 7. PTO Training Officer: Supervised by the field-training sergeant and responsible for training new employees while on-the-job.
 8. Emergency Vehicle Operations Instructor: Supervised by the training coordinator and responsible for designing, preparing and teaching EVOIC to employees of the police department.
 9. Bicycle Patrol Officer: Supervised by a patrol supervisor. Bicycle officers conduct routine police patrolling on bicycles or in a police car.
 10. Accreditation Manager: Supervised by Chief of Police or designee. The accreditation manager updates and maintains department files to retain national accreditation status.
- C. Each of the positions outlined above receives specialized training. The purpose of this training is the development/enhancement of the knowledge, skills and abilities particular to the specialization. This training will include at a minimum:
1. Supervised on-the-job training.
 2. Information regarding the personnel policies specific to that position.

33.6.2 SWAT TEAM - TACTICAL RESPONSE TEAM TRAINING PROGRAM

See Tri-City Regional SWAT Team Operations Manual

33.7.1 CIVILIAN ORIENTATION

All newly appointed civilian personnel attend an orientation program introducing them to the department. This orientation program includes an explanation of:

- A. The department's role, purpose, goals, policies and procedures
- B. Working conditions, rules and regulations

C. Rights and responsibilities of employees

The orientation normally consists of a meeting between the new employee and a member of the Personnel Department. Assigned supervisors will share additional information.

33.7.2 CIVILIAN PRE-SERVICE AND IN-SERVICE TRAINING

A. Pre-Service Training

Certain civilian positions within the department require training on specific job duties prior to assuming the responsibility. This training may consist of any of the following:

1. Field training.
2. Formalized classroom instruction.

Civilian positions requiring prior training are:

1. Evidence Technician
3. Crime Analyst
4. Lead Police Service Specialist
5. Police Service Specialist

B. In-Service Training

All civilian employees receive annual retraining to update skills and increase job knowledge. This can be a combination of formal and on-the-job training.

Civilian personnel will be provided the opportunity to participate in in-service training programs sponsored or coordinated by the Pasco Police Department.

The employee's supervisor must approve training requests.

The training coordinator shall maintain all training records and relevant data in the same manner prescribed for sworn personnel.

33.8.1 TRAINING OF SUPERVISORY PERSONNEL

The training coordinator will ensure that all supervisors receive training that will enable them to carry out their career development program responsibilities. This training includes, but is not limited to:

- A. General counseling techniques.
- B. Skills, knowledge and abilities assessment.

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- C. Salary, benefits and training opportunities.
- D. Education opportunities and incentive programs.
- E. Awareness of cultural background of ethnic groups.
- F. Record keeping techniques.
- G. Availability of outside resources.
- H. Community policing strategies.

[Note: The Washington State Criminal Justice Training Commission's First Line Supervision class meets these criteria.]

33.8.2 SKILL DEVELOPMENT UPON PROMOTION

As personnel are promoted, the skills necessary to perform at a given level may change to require supervisory, management, and administrative skills and knowledge. The Pasco Police Department will provide either in-service or outside training for newly promoted personnel prior to their promotion or at the earliest possible date following the promotion.

33.8.3 CAREER DEVELOPMENT PROGRAM

As part of an employee's annual performance evaluation supervisors discuss and set goals for individuals who may include performance or career interests. This process encourages employees to plan for and think about future career possibilities while providing an avenue for greater job satisfaction. An employee who develops their skills, abilities and/or interests further enhances the department as a whole, while contributing towards departmental goals such as staff retention, maintaining a high level of training for staff and providing excellent service to the community.