



<b>TRAINING</b>	
✓ <b>new:</b> <b>rescinds:</b> <b>amends: All previous</b>	
<b>cross-reference:</b> <b>accreditation standards:</b> NYSLEAP Standard(s): 32.1, 33.1, 33.2, 33.3, 34.1, 34.2, 35.1, 35.2 & 35.3	
<b>effective date:</b> April 22, 2019	<b>amend date:</b>

**I. PURPOSE**

The purpose of this order is to establish and describe policies and procedures for the training function of the Sheriff's Office.

**II. POLICY**

A. It is the policy of the Sheriff's Office to:

1. Recognize the critical importance of training and provide meaningful and relevant training for sworn employees;
2. Develop and provide training that is consistent with the department's mission, goals and objectives;
3. Fully document departmental training; and
4. Comply with State-mandated training requirements for both recruit and in-service police officers.

**III. MANAGEMENT AND COORDINATION OF THE TRAINING FUNCTION**

- A. The Training Coordinator will manage, supervise, schedule and coordinate training matters in consultation with the Sheriff and/or Undersheriff.
- B. Other office personnel will assist and participate in the training function as directed by competent authority.
- C. In determining training needs and developing training programs to meet those needs the following sources may be utilized:
  1. The Sheriff and/or Undersheriff and other management officials;

2. Suggestions submitted by office personnel;
3. Suggestions and input from community organizations and members of the community;
4. Line and staff inspections;
5. Changes in pertinent statutes and new case law impacting law enforcement operations;
6. Civil litigation involving the department; and
7. Personnel complaints.

#### IV. **TRAINING PROCEDURES**

##### A. Training Directives

1. Training Directives issued by the Training Coordinator will govern the attendance at authorized programs. The Training Directive will constitute an order to attend the designed training.
2. The Training Directive will include the following information as appropriate:
  - The date, time and location of the training;
  - The title or purpose of the training program;
  - The sponsoring entity and/or instructor;
  - Required uniform or attire and equipment;
  - Travel, transportation and lodging arrangements;
  - Any special instructions.
3. Office personnel will attend all training as directed and comply with all directions and instructions.
4. Office personnel will notify their supervisor and the Training Coordinator in the event they cannot attend scheduled training for good cause (i.e. injury, illness, required court appearance, operational need, etc.). The Training Coordinator will coordinate the scheduling of make-up training, if applicable.

##### B. Lesson Plans

1. The assigned instructor will develop and submit to the Training Coordinator lessons plans for all training conducted by the department.
2. The lesson plan will include the following:
  - A statement of performance and job-related objectives;
  - The content of the training and the instructional techniques to be utilized; and
  - Identification of any tests to be used in the training process.

3. Lesson plans will be submitted to the Training Coordinator or designee for approval prior to the training program.

#### C. Instructor Qualifications

1. Personnel assigned to serve as an Instructor will have successfully completed the State-mandated police instructor development course.
2. The Training Coordinator may waive the above instructor training requirement in instances of significant departmental training needs provided the instructor possesses the appropriate technical expertise, advanced academic credential, or unique qualifying experience. In such cases, the Training Coordinator should arrange for the instructor to attend instructor development training at the earliest opportunity.
3. The Training Coordinator will assess the need for specialized instructor training and certifications and make arrangements for such training (i.e. Firearms Instructor, Defensive Tactics, Impact Weapons Instructors, etc.)

#### D. Remedial Training

1. The need for remedial training will be assessed by the Training Coordinator in consultation with the appropriate instructors. Examples of situations that may require training include, but are not limited to the following:
  - Failure to successfully complete department-mandated training;
  - Identified performance problems;
  - Inspections; and
  - Personnel complaints.
2. The Training Coordinator will develop and implement remedial training programs in consultation with the appropriate instructors or subject matter experts to meet the specific need on a case-by-case basis.
3. The Training Coordinator will require attendance at remedial training programs via training Directives. All remedial training will be documented in accordance with the procedures in this order. Remedial firearms training is addressed in the Firearms General Order.

### V. **DOCUMENTATION OF TRAINING**

- A. The Training Coordinator will be responsible for maintaining and updating training files to document all training.
- B. The Training Coordinator will maintain a file for each training course, program or subject matter. These files will include the following:
  1. Lesson plan (course content);

2. Identification of instructors;
  3. Names of office personnel attending the program;
  4. Performance of individual's attendees as measured by tests, if any.
- C. The Training Coordinator will maintain a training file for each sworn employee and update the file to document employee's participation in training programs. The file will include the following:
1. Any certificate or other proof of the completion issued by the training entity; and
  2. A copy of the training spreadsheet showing the total trainings attended.
- D. All persons attending training will submit course materials and syllabus to the Training Coordinator upon completion of the course if requested to do so.
- E. All persons assigned to training by, other than the Training Coordinator, must notify the Training Coordinator prior to attending the training session.
- F. A copy of the lesson plans, rosters and any other documentation for courses provided by the Sheriff's Office must be kept on file indefinitely by the Training Coordinator.

## **VI. RECRUIT AND NEW EMPLOYEE TRAINING**

- A. All sworn deputies will successfully complete the "Basic Course for Police Officers" that meets or exceeds the requirements established by the Municipal Police Training Council within one year of appointment date.
- B. No member of the Sheriff's Office shall be authorized, permitted or assigned to perform regular law enforcement duties until they have successfully completed the "Basic Course for Police Officers." Recruit deputies who have not completed the basic course can, however, perform law enforcement duties if they are accompanied by and under the direct supervision of a permanent Deputy Sheriff.
- C. No member of the Sheriff's Office shall be authorized or permitted to carry or use any firearm in connection with the performance of their official duties, with the exception of authorized office firearms training, unless such deputies have satisfactorily completed that portion of an approved Municipal Police Training Council Program or program that meets or exceeds those requirements that constitute the basic course of instruction in the use of deadly physical force and in the use of firearms.
- D. The Training Coordinator will arrange for office-specific training in Office policies and procedures for new deputies prior to releasing them to full duty. The Field Training Program and additional office training may be utilized for this. This training will include:
1. The issuance and review of General Order, rules and regulations.

2. Training in critical policies and procedures (i.e. use of force, vehicle pursuits, domestic violence, etc.)

*NOTE: The Field Training Program is governed by the Field Training General Order.*

## **VII. SUPERVISORY TRAINING**

- A. All deputies promoted to the rank of sergeant must complete the State-mandated course in police supervision either prior to promotion or within one year following the promotion.
- B. The Training Coordinator will arrange for other supervisory or management training for office supervisors of all ranks.
- C. Supervisory personnel will receive annual training in managerial skills, the purpose of which is to update and develop their supervisory and managerial abilities.

## **VIII. IN-SERVICE TRAINING**

- A. The Training Coordinator will arrange for annual in-service training for all sworn personnel. There will be a minimum of twenty-one (21) hours of in-service training annually for all sworn personnel. This will include, at minimum, firearms training and qualifications (actual time spent on the firing range), legal updates, use of force and use of deadly force.
- B. The content of in service training will be determined by the Training Coordinator in consultation with the Sheriff and Undersheriff, utilizing the training needs procedures in this order. In addition to the above listed training this content may include.
  1. Review of existing policies, procedures rules and regulations and revisions;
  2. Supervisory, management or specialized training; and
  3. Community relations.
- C. Pre-shift briefings may be utilized for training in appropriate situations. For example, training in new policies and procedures may be given when they are distributed during pre-shift briefing. In planning pre-shift briefing training the following factors should be considered:
  1. The subject matter is sufficiently simple and straightforward to adequately address during the limited time allotted for pre-shift briefings;
  2. Available instructional techniques and methods;
  3. Scheduling of training to reach all personnel; and
  4. Availability of instructors.

V. **SPECIALIZED TRAINING**

- A. The department will conduct or otherwise provide specialized training to develop or enhance the skills, knowledge, and abilities necessary for a specialized assignment; to include, when applicable, on-the-job supervised training.
- B. The management, administration, supervision and other support functions for the specified assignments are set forth in the respective General Order or other department directives.

By Order Of



Derek Osborne

*Sheriff*