

ELIZABETH POLICE DEPARTMENT GENERAL ORDERS



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SUBJECT: TRAINING

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**BY THE ORDER OF
CHIEF GIACOMO SACCA**

**BY AUTHORITY OF:
POLICE DIRECTOR EARL J. GRAVES**

SUPERSEDES ORDER #:

PURPOSE: The purpose of this general order is to establish a standardized protocol which will thereby provide all employees of this department with the means and opportunities for receiving all required agency training as well as additional in-service training as offered by area training facilities.

POLICY: One of the most important responsibilities of a law enforcement agency is the training of all personnel. This general order will address the organization and administration of the training process, utilization of the training academy, recruit training, in-service training, advanced training, specialized training and civilian personnel training.

PROCEDURE:

I. ADMINISTRATION

- A. The Chief of Police shall appoint an employee to serve as the department's training coordinator within the department. The training coordinator shall be responsible for the management of the department's training function, to include, but not limited to the:
1. Development/review of lesson plans/course content and written examinations;
 2. Recruitment and selection of qualified instructors for training programs;
 3. Coordination of all training (internal and external) including the distribution of training material and available course listings;
 - a. Preparation of training course registrations;
 - b. Written notifications to employees regarding scheduled training.
 4. Creation of a comprehensive filing system to facilitate the training function;
 5. Coordination of department employee's certifications and re-certifications;
 6. Coordination of department instructors conducting training sessions at external locations;
 7. Inspection of all equipment and supplies required to accomplish the training function, including preparation of a recommended training budget and requests for acquisition of new or depleted supplies and equipment;
 8. Establish a liaison with the local police training academies;
 9. Ensure the preparation of registration forms for attendance by personnel to all outside training agencies, forwarding all registration forms and purchase orders to the appropriate agency or authority.
- B. Assignments to Training Programs
1. Scheduled attendance is mandatory. If, for some reason, an employee is unable to attend due to illness or family emergency, they must immediately contact the training coordinator. Arrangements will then be made to either have another employee attend the training or to seek a refund for the course. If practical, the employee's attendance will be cancelled and rescheduled for that employee.
 2. All personnel will adhere to all state and county academy guidelines as well as those of any private training entity. All personnel will adhere to all appearance guidelines of the department, state and county academy guidelines as well as those of any private training entity.

C. Classroom Management

1. Whenever employees attend an in-service training course, they are under the command of the instructor and shall conduct themselves in accordance with the Rules and Regulations.

D. Request for In-Service Training

1. Employees requesting to attend elective in-service training shall complete a written request in memorandum format and submit it to the employee's immediate supervisor.
2. The training request shall be submitted to the training coordinator through the chain of command. The supervisory officers in the affected employee's chain of command shall include their recommendation for the training.
3. The employee submitting a request for training will be advised of the approval or denial of the requested training.

II. REMEDIAL TRAINING

- A. Remedial training is directed at resolving a particular issue/deficiency or improving the performance of an employee in a particular area within a given time period. Remedial training assignments, just as all other assignments, are a duty assignment. Once it is determined that remedial training is needed, the training should be conducted within 30 days. Remedial training shall be documented as indicated below. When identifying the need for remedial training, the following instruments and/or functions will be used:

1. Supervisor Identified - Supervisors have an opportunity on a daily basis to identify employee performance deficiencies and develop remedial training needs to correct them.
 - a. In the case of isolated deficiencies identified as a result of an inspection, the supervisors may conduct individualized remedial training in which case both the deficiency identified and the remedial training conducted shall be reported in writing along with any documentation to the training coordinator.
2. Performance Evaluation Reports - Performance evaluations provide an opportunity to identify and correct deficiencies by the supervisor during the performance evaluation process.
 - a. In the event that the supervisor identifies deficiencies, and it is determined that additional training may be necessary to correct the deficiencies, the supervisor will forward a training request to the training coordinator.
 - b. The complexity of the training needed will dictate the type of training program best suited for remediation of the identified deficiency.
 - c. In the case of isolated deficiencies, the first line supervisors may conduct individualized remedial training in which case both the

deficiency identified and the remedial training conducted shall be reported in writing to the training coordinator.

3. Field Training – Remedial training occurring during the employee’s field training period shall be documented and addressed in accordance with the department’s general order on field training and evaluation program.
4. Internal Affairs - Individualized remedial training may also be appropriate to address deficiencies identified as a result of an internal affairs investigation.
 - a. For remediation of deficiencies identified as a result of an internal affairs investigation, the Internal Affairs Officer will forward a training request to the Chief of Police and training coordinator.
 - b. Documentation of completed training (copies) for remediation of deficiencies identified shall be forwarded to the Internal Affairs Officer for inclusion in the internal affairs file. Copies shall also be forwarded to the Chief of Police and training coordinator.
5. Instructor Identified - Failure to meet minimum training examination/scores will result in remedial training by the instructor. The employee shall be provided with remedial training and shall successfully pass a remedial examination within 30 days of the first test date. If an employee fails to pass the remedial test, the matter, including documentation will be forwarded to the Chief of Police for review. This section does not cover firearms qualifications, which are covered under the Weapons and Ammunition General Order.

III. TRAINING RECORDS

- A. The training coordinator or designee shall be responsible for updating and maintaining training records for each department employee. The training records shall reflect an employee’s participation in training programs to ensure that the training records are current and obtainable, when needed. The training coordinator shall update the training records by utilizing any/or a combination of the following training recordkeeping systems:
 1. When training is delivered through NJ Learn web-based program, the training coordinator or designee will ensure that the training report is maintained in the system and/or filed in the employee’s training file.
 2. When training is delivered through PowerDMS®, the training coordinator or designee will ensure that the training report is maintained in the system and/or filed in the employee’s training file.
 3. Firearms training shall be recorded in the department’s training software by the training coordinator or designee, who will ensure that the training report is maintained in the system and/or filed in the employee’s training file.
 4. When training has been completed by a non-computerized delivery method, other than firearms training, the training coordinator or designee will ensure that the manual training record is updated. If a certificate, diploma, and/or certification are provided at the training seminar, course, class, or drill, the

employee shall photocopy their course certificate and submit it to the training coordinator for entry in the employee's training file. The employee is responsible for retaining his or her own original course certificates.

5. The training coordinator shall be responsible for creating and completing all required forms for newly hired police officers attending the basic recruit training academy.
 - a. The training coordinator shall complete the required Police Training Commission Reports, which shall be forwarded to the employee's training file.
- B. The training coordinator shall be responsible for maintaining the training records for the department's in-house training programs. The training file system shall include:
 1. A copy of the course content or lesson plan for training conducted by the department;
 - a. No course will be authorized unless the course content or lesson plan is submitted and approved by the Chief of Police or their designee.
 2. Names of department attendees;
 3. Names of department instructors responsible for the course of instruction;
 4. A record of all test scores, if administered.
- C. The training coordinator shall be responsible for maintaining all training records in accordance with the State of New Jersey Administrative Code and applicable records retention schedule.

IV. RECRUIT TRAINING

- A. All sworn personnel must attend and successfully complete the required training course and be certified by the New Jersey Police Training Commission.
- B. No officer may assume the duties of a police officer including carrying a weapon or be in a position to make an arrest until they have successfully completed the mandatory recruit training academy.
- C. All sworn personnel must successfully complete the requirements of the Department's Field Training and Evaluation Program.

V. IN-SERVICE TRAINING

- A. In-service training may be conducted in the following format, with the exception of firearm qualifications: The training formats may include, but are not limited to:
 1. Classroom Instruction, (including roll call); or
 2. PowerDMS® or an equivalent compliance software program; or

3. Department e-mail; Microsoft PowerPoint® presentations, tests, Attorney General Guidelines, directives and general order review, updates, NJ Learn, training announcements and any other mandated in-service training programs.
- B. Mandatory in-service training shall be provided to every employee (sworn and civilian, as indicated) of the Elizabeth Police Department to include:
1. Quarterly Training Cycle
 - a. Police Rifle/Subgun Qualifications/Training.
 - 1) Requalification/familiarization with the department police rifle/subgun is mandated quarterly by N.J.S.A. 2C:39-6j.
 - 2) Requalification and familiarization training with all department-authorized firearms that the officer may be required to use in the course of official duties.
 - 3) This training shall include any legal updates.
 2. Semi-Annual Training Cycle
 - a. Firearms Qualifications/Training;
 - 1) Requalification with the duty and off-duty firearms is mandated semi-annually by N.J.S.A. 2C:39-6j.
 - 2) Requalification and familiarization training with all department-authorized firearms that the officer may be required to use in the course of official duties.
 - 3) This training shall include any legal updates.
 - b. Use of Force Training (includes the use of less lethal and deadly force);
 - 1) Training will be on the laws and policies governing the use of force.
 - 2) This training shall include any legal updates.
 - c. Vehicular Pursuit Training.
 - 1) Training will be on the laws and policies governing vehicle pursuits.
 - 2) This training shall include any legal updates.

3. Annual Training Cycle

- a. Domestic Violence Training;
 - 1) N.J.S.A. 2C:25-20 requires annual in-service training of at least four hours on domestic violence. Police officers transferring to a new department must receive training within 90 days from the date of transfer. Initial training now occurs as part of the Basic Course for Police Officers.
 - 2) This training shall include any legal updates.
- b. Blood-Borne Pathogens Training;
 - 1) This training shall be conducted as required by C.F.R. 1910.1030.
- c. Hazardous Materials Awareness Training;
 - 1) This training shall be conducted as required by C.F.R. 1910.120(q) (6).
- d. Legal Updates Training;
 - 1) This training will be inclusive of case law, search and seizure, criminal and motor vehicle law.
- e. Harassment in the Workplace Training;
 - 1) All department employees shall receive training, minimally on an annual basis.
- f. 9-1-1 Telecommunication Operators and Call Taker Update;
 - 1) All public safety telecommunications operators and officers that are certified to work the telecommunications system will receive eight-hour in-service 9-1-1 training annually as required.
- g. Continuing Education Credits;
 - 1) All police officers shall receive training in the Community Law Enforcement Affirmative Relations Continuing Education Courses pursuant to Attorney General Law Enforcement Directive No. 2016-5 as identified by the Community Law Enforcement Affirmative Relations (CLEAR) Institute.
- h. Prison Rape Elimination Act (PREA) Training.
 - 1) Initial training for personnel assigned to supervise detainees.
 - 2) Refresher training for personnel on an annual basis.

- 3) This training shall also include Prison Rape Elimination Act (PREA) training.

4. Biennial Training Cycle

- a. Right to Know/Hazardous Communication Training;
 - 1) Employees identified by the training unit that have the potential to be exposed to hazardous substances during the course of their work will receive biennial training as required.
- b. CJIS Training;
 - 1) Employees operating the system will be provided functional retesting and reaffirm their proficiency to assure compliance with C.J.I.S./NCIC Policies.
- c. Ethics Training;
 - 1) All department employees shall receive training, minimally on a biennial basis.
- d. Less Lethal Weapons Training.
 - 1) Only police officers that have completed the prescribed course of instruction on the department authorized less lethal weapons are authorized to carry the weapon. A certified instructor in accordance with department general order shall instruct the training.

5. Triennial Training Cycle

- a. Discriminatory Profiling Training;
 - 1) All department enforcement personnel will receive training regarding cultural diversity and the prohibition against discriminatory profiling, including legal aspects. This training shall minimally occur on a triennial basis.
- b. Handling the Mentally Ill Training;
 - 1) Initial training for all sworn personnel.
 - 2) Refresher training for all sworn personnel shall occur minimally on a triennial basis.
- c. Radar/Laser Operator Training;
 - 1) Certified police officers will be re-certified to operate the radar/laser every three (3) years. The re-certification process will be administered by a certified radar/laser instructor, and shall consist of a minimum of four (4) hours of instruction.

- d. Cell Block Management Training.
 - 1) Initial training for personnel assigned to supervise detainees.
 - 2) Refresher training for personnel assigned to supervise detainees shall occur minimally on a triennial basis.

6. Periodic Training Cycle

- a. C.P.R./AED;
 - 1) C.P.R./AED; refresher training is recommended and can be accomplished as required by the current standards of the certifying entity, (e.g., American Red Cross or American Heart Association).
- b. First Aid Training;
 - 1) Police officers shall receive in-service training in first aid, when necessary.
- c. Alcotest Training.
 - 1) Police officers who are certified to operate the Alcotest shall be recertified in accordance with N.J.A.C. 13:51-1.6 and -1.7.

7. Supplemental Training Cycle

- a. All police officers shall receive training in the following Domestic Security Preparedness Courses pursuant to Attorney General Law Enforcement Directive No. 2004-3:
 - 1) Incident Command System training;
 - 2) Weapons of Mass Destruction Awareness training;
 - 3) Counter Terrorism Awareness training.

Note: The Police Training Commission has incorporated the above-listed subjects into the Basic Course for Police Officers as of July 1, 2004. Thus, all newly appointed Police Officers who have completed the basic course subsequent to July 1, 2004 will have received the mandatory minimum training for domestic security preparedness as part of the basic course.

- b. All police officers shall receive training in the National Incident Management System Courses pursuant to Attorney General Law Enforcement Directive No. 2005-2.
- c. Any additional training mandated by the Union County Prosecutor's Office or New Jersey Attorney General's Office.

- C. All newly appointed public safety telecommunications operators shall complete the following in-service training program to include:
 - 1. Basic Telecommunication Operators course.
 - 2. Newly appointed public safety telecommunications operators shall be initially trained on the communications desk by the designated public safety telecommunications operators.
 - 3. All newly appointed public safety telecommunications operators will be trained by the Terminal Agency Coordinator (TAC) on the use of the C.J.I.S. computer and will be certified and assigned a password prior to assuming communications responsibilities.
 - 4. Emergency Medical Dispatch training as required.
- D. All school crossing guards shall complete the following in-service training program to include:
 - 1. Before a new school crossing guard is assigned to work, all school crossing guards must attend the mandated two-hour basic training course.
- E. All civilian employees shall attend job related training relative to their responsibilities. The department supervisory officer having command over any civilian employees shall evaluate the responsibilities of the civilian positions and determine if any specialized training is required.

VI. SPECIALIZED IN-SERVICE TRAINING

- A. Specialized training is training, which addresses subjects of a technical, or job specific nature. This training is designed to develop or enhance the skills, knowledge, and abilities required by a specialized function.
- B. Periodically, the Chief of Police shall select personnel for specialized assignments that result in the need for additional or specialized training. Upon appointment to a specialized unit or position, the training coordinator shall review the training records of the employee selected and make recommendations to the Chief of Police for additional training to prepare the employee to adequately perform the responsibilities of the new assignment.
- C. The following is a limited list of specialized assignments/positions within the police department and the corresponding training that is the minimum recommended for the officer selected.
 - 1. Detective
 - a. Case Investigation;
 - b. Interviewing and Interrogation;
 - c. Specialty Investigation Courses.

2. Identification Bureau
 - a. Photography;
 - b. Fingerprinting/Crime Scene Processing.
3. L.E.A.D. Officer
 - a. Law Enforcement Against Drugs Training (L.E.A.D.).
4. Firearms Instructor
 - a. Firearms Instruction Course;
 - b. Methods of Instruction. (Preferred, but not mandatory).
5. Field Training Officer
 - a. Field Training Officer's Program.
6. Traffic Officer
 - a. Crash Investigation;
 - b. Interviewing and Interrogation.
7. Department Instructor
 - a. Specialized Courses that the employee will be instructing (per course);
 - b. Methods of Instruction (Preferred, but not mandatory).
8. Internal Affairs Officer
 - a. Internal Affairs Training as mandated by the New Jersey Attorney General's Guidelines on Internal Affairs;
 - b. Additional training in basic and advanced internal affairs, as needed.
9. Motorcycle Officer
 - a. Police Motorcycle School.
10. Accreditation Manager
 - a. Accreditation managers who are newly assigned to the function shall receive New Accreditation Manager Training within 1-year of assignment.
11. Emergency Service Unit (ESU) Operators
 - a. If assigned to/or participating with the Emergency Service Unit

(ESU), personnel will take the required training needed to be an operator of that team. The training will be conducted under the direction of the ESU Commander.

- 1) On a monthly basis, ESU members shall complete training and operational readiness exercises. The training or exercise shall occur at minimum, once monthly. In the event that a month is missed due to scheduling conflicts, the training shall be made up in the following month on separately scheduled date.
- 2) Operators shall undergo additional training and testing with the special weapons required by their assignment in accordance with the New Jersey Attorney General's guidelines.

VII. PROMOTION TRAINING

- A. All newly promoted sworn and civilian personnel shall be provided with requisite training needed to accomplish their new assignments, responsibilities and tasks.