

4.17 TRAINING AND DEVELOPMENT



TRAINING AND DEVELOPMENT

POLICY & PROCEDURE NO. 4.17	SECTION ADMINISTRATION	PAGES: 8	ISSUE DATE: June 11, 2024
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 33.1.1, 33.1.2, 33.1.3, 33.2.1, 33.3.1, 33.3.2, 33.8.3, 33.4.1, 33.4.2, 33.4.3, 33.5.1, 33.5.2, 33.5.3, 33.5.4, 33.6.1, 33.6.2, 33.7.1, 33.7.2, 33.8.2, 41.1.2		EFFECTIVE DATE: June 25, 2024	REVISION DATE:
ISSUING AUTHORITY: 			
Chief Nathan Hagglund			

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.

4.17 TRAINING AND DEVELOPMENT

II. POLICY

It is the policy of the West Brookfield police department to provide, or make available as resources allow, training in all areas of policing that will benefit both the department and its employees. Mandatory and voluntary training will be 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

IV. PROCEDURES

ACCREDITATION TRAINING

Department members shall receive information regarding the accreditation process. This information will be disbursed in the following ways:

1. Newly hired personnel will receive information within thirty days of completing the recruit academy as part of the field training program. **[33.5.3]**
2. All department members will receive information during the self-assessment phase associated with achieving initial accreditation/certification and each re-accreditation/re-certification.
3. All department members will receive information just prior to an on-site assessment associated with initial accreditation/certification and each re-accreditation/re-certification.

BASIC RECRUIT TRAINING

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, including being allowed to carry a weapon and/or make an arrest (except as part of a formal field training program). **[33.4.2]**

4.17 TRAINING AND DEVELOPMENT

While attending the recruit training academy, all student officers will be bound by the rules, regulations, and procedures of the academy, as well as the regulations and procedures of this department. The Chief of Police or their designee shall be the academy liaison. Upon successful completion of basic recruit training, new officers will complete a field training program. **[33.4.3(1-D)]**

Pursuant to M.G.L. c. 41 §96B, the MPTC may issue a waiver of the training academy on a permanent or temporary basis. 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. A temporary exemption may be as a result of a documented public safety emergency or other exigent circumstances. An application for a permanent or temporary exemption must be filed by the appointing authority according to guidelines issued by the MPTC.

FIELD TRAINING PROGRAM

New officers must successfully complete an in-house field training program. The Chief of Police or his designee shall oversee the field training program. During field training, probationary officers shall receive training in the department's policies, procedures, rules, regulations, and operations. **[33.4.1]**

Each probationary officer will complete outside-of-the-classroom training. (This will not alter the one-year probationary period which all newly appointed full-time officers are required to serve in Massachusetts). The probationary officer will rotate their field training assignment among at least two different Field Training Officers (FTO's). The FTO's evaluation of the probationary officer shall be documented with reports covering police activities and interactions at least weekly. **[33.4.3(1-A,G,H,I)]**

The FTO's will be selected by the FTO Program Supervisor based on the needs of the department and on the overall job-related qualifications of the prospective FTO. Candidates must possess strong job knowledge and related skills. FTO's, will complete an FTO training program and conduct training in accordance with the field training officer's manual. FTO's will receive annual in-service training by meeting with the Sergeant to be updated on any program changes. FTO's will be under the operational supervision of the Sergeant. **[33.4.3(1-B,C,E,F)]**

4.17 TRAINING AND DEVELOPMENT

TRAINING / CAREER DEVELOPMENT PROGRAM [33.8.3]

The Lieutenant shall be responsible for making available training in all areas of policing that will benefit both the department and its employees. They should seek employee input as to what training is desirable or necessary and encourage all employees to attend training courses in areas of interest to them, as well as those areas that are mandated by law. The Lieutenant may use the following resources for program development:

1. Staff meetings;
2. Consultation with field personnel and field observations;
3. Officer surveys;
4. Training evaluations;
5. Training deficiencies discovered through internal affairs investigations; and
6. Suggestions and recommendations by the Chief of Police and others.

ROLL CALL TRAINING [33.5.2] [41.1.2]

The Roll-Call Training Program is an integral part of the department's training function. Not only are employees updated with information affecting patrol activity and unusual circumstances, but such training is also an effective way of keeping officers current with changes in law, policies and procedures or as review sessions for other training areas.

Training topics will include policies, procedures, regulations, law, statutes, ordinances, court decisions and changes affecting the operation of the department.

MANDATORY TRAINING [33.1.1(1)] [33.5.1]

Annual In-Service training is mandatory and will be attended by all Supervisors, and Patrol Officers. This training will include legal updates, and any other training mandated by the Municipal Police Training Committee (MPTC). CPR, first responder may be provided either by the MPTC or by the West Brookfield Police Department. Firearms training and use of force training will be provided by the West Brookfield Police Department. For further information see the policy on **Use of Force and Authorized Weapons**.

4.17 TRAINING AND DEVELOPMENT

REQUESTING TRAINING

Any employee wishing to attend training shall submit a request through the chain of command. 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 may be posted in the Roll Call room or available online via CJIS or the Internet.

ATTENDING TRAINING [33.1.1(3,4)]

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. An employee not reporting to a scheduled training session will be considered missing a tour of duty, unless otherwise authorized.

In the event of a scheduling conflict, the employee shall contact their Lieutenant for authorization to miss the scheduled training. If the training is required the Lieutenant will determine when it will be made up.

Employees attending training during their regularly scheduled work hours shall contact the Lieutenant for direction if the course is canceled. Make-up for missed training that is not required will be addressed case by case, depending upon the subject matter, and duration of training.

REMEDIAL TRAINING [33.2.1(1)]

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 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. Remedial training shall be documented. **[33.2.1(2)]**

CIVILIAN TRAINING

Civilian employees (Records Clerk, Administrative Assistant) in the police department have access to a hard copy of the police department's manual of policies, procedures, rules, and regulations. Prior to assuming job responsibility, all non-sworn employees of the department

4.17 TRAINING AND DEVELOPMENT

will receive on-the-job training for their new assignment. All newly appointed civilian personnel shall receive specific information regarding: **[33.7.1]**

1. The department's role, goals, purpose, policies, and procedures; **[33.7.1(2-A,B)]**
2. The department's working conditions and regulations; **[33.7.1(2-C)]**
3. Knowledge of responsibilities and rights of the employee; **[33.7.1(2-D,E)]** and
4. The Town of West Brookfield's Harassment Policy.

The Records Clerk shall be trained in C.O.R.I.

Annual retraining will be provided as needed for civilian, non-sworn positions listed. **[33.7.2]**

SUPERVISORY TRAINING [33.8.2]

Newly promoted supervisors will be sent to supervisory-specific training offered either by the MPTC or another comparable institution or agency as soon as feasible. This training will include all areas of instruction mandated under Massachusetts General Laws.

INTERNAL TRAINING INSTRUCTORS [33.6.1(A)(B)]

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 may include, but are not limited to:

1. Firearms Instructor (any kind);
2. Defensive Tactics Instructor;
3. Radar/Lidar Instructor; and
4. Breath Test Operator Instructor.
5. CPR/First Responder Instructor.
6. Taser Instructor

4.17 TRAINING AND DEVELOPMENT

All non-certified instructors must have received training or possess skills on the subject that would deem them proficient in the topic.

TRAINING RECORDS

Training records for courses instructed by department employees shall include the following, if applicable:

1. Lesson plan with the following: Performance objectives, instructional techniques, documented training supervisor approval, and identification of any tests used in training **[33.1.3]** **[33.3.2(A)]**;
2. Attendance sheet. **[33.3.2(B)]**; and
3. Performance or test results. **[33.3.2(C)]**

When a member attends a training program outside of the department, they will submit a copy of the following, if applicable:

1. Performance or test results;
2. Certificates received.

Attendance dates and test results shall be maintained electronically in the department's document management system (PMAM) and MPTC Acadis by the Chief of Police, his designee, or a department instructor. Lesson Plans for courses instructed by department personnel will be maintained by the instructor and a copy will be filed in the administrative office. A copy of certificates of completion for courses attended outside of the department should be forwarded to the administrative secretary who will add them to the officer's personnel file. Certificates normally relevant to court proceedings should also be forwarded to the Court Liaison Officer. **[33.3.1]**

Except for court discovery, no training records will be released without approval from the Chief of Police.

Training records shall be maintained indefinitely. **[33.3.2(D)]**

4.17 TRAINING AND DEVELOPMENT

TRAINING RELATED EXPENSES [33.1.2]

Employees may be eligible to receive reimbursement for expenses incurred as part of authorized training. Such reimbursements may include:

1. Training materials;
2. Overnight accommodations;
3. Meals; and
4. Travel expenses (airfare, mileage, tolls).

AFTER TRAINING REIMBURSEMENT SUBMISSION [33.1.2]

Eligibility for reimbursement will be based on the Collective Bargaining Agreement (CBA) governing that employee and the policy for the Town of West Brookfield. All reimbursement requests shall be documented on the appropriate form (meal voucher), accompanied by receipts, and turned into the Chief of Police for approval. All reimbursements must be approved by the Chief of Police prior to training and before being submitted to the accountant's office for processing.

ACCREDITATION MANAGER [33.5.4]

The Accreditation Manager and assistant(s) shall be trained in the requirements of those roles as required by the Massachusetts Police Accreditation Commission (MPAC) within one year of being appointed.
[33.5.4]