BILL NO.: **4507** **ORDINANCE NO.:** _____

Introduced by: Council Present

AN ORDINANCE FOR THE BERKELEY POLICE DEPARTMENT GENERAL ORDER #33 "TRAINING AND CAREER DEVELOPMENT" POLICY

WHEREAS, The City of Berkeley hereby finds and declares this ordinance is necessary, appropriate, and in the best interest of the City of Berkeley, Missouri, in accordance to the CALEA standards.

Now, Therefore, Be it Ordained by the City Council of the City of Berkeley, Missouri, as follows:

Section 1 The City of Berkeley, Missouri, Council hereby adopts the attached Training and Career Development Policy in compliance with CALEA standards.

Section 2 This Ordinance shall be in full force and effect from and after its passage.

1st Reading this 21st day of November 2016

2nd Reading this _____ day of _____ 2016

3rd Reading, PASSED and APPROVED, this _____ **day of** _____ **2016**

_____
Theodore Hoskins, Mayor

ATTEST:

_____
Deanna L. Jones, City Clerk

_____
Approved As To Form:
Donnell Smith, City Attorney

Final Roll Call:

Mayor Hoskins	Aye ___ Nay __ Absent __ Abstain __
Councilwoman Hoskins	Aye ___ Nay __ Absent __ Abstain __
Councilwoman Kirkland	Aye ___ Nay __ Absent __ Abstain __
Councilwoman Mathison	Aye ___ Nay __ Absent __ Abstain __
Councilman-at-Large McDaniel	Aye ___ Nay __ Absent __ Abstain __
Councilwoman Mitchell	Aye ___ Nay __ Absent __ Abstain __
Councilwoman Williams	Aye ___ Nay __ Absent __ Abstain __

	BERKELEY POLICE DEPARTMENT GENERAL ORDER	**GENERAL ORDERS:** 33
TRAINING AND CAREER DEVELOPMENT		
ISSUE DATE: 11/17/2016	EFFECTIVE DATE: 12/5/16	DISTRIBUTION: ALL PERSONNEL
AMENDED:		RESCINDS: ALL PREVIOUS VERSIONS
ACCREDITATION STANDARDS: CALEA 33.1.4, 33.1.5, 33.1.6, 33.1.7, 33.4.1, 33.4.3, 33.5.1, 33.5.3, 33.8.2		NUMBER OF PAGES: 6

PURPOSE: The purpose of this directive is to establish guidelines for the administration and management of the Department's training program and continuous professional training.

POLICY: It is the policy of the Berkeley Police Department to utilize an extensive training program to develop, support and advance the skills, knowledge and abilities of all members.

PROCEDURES:

LESSON PLAN [CALEA 33.1.4, 33.1.7]

A. All training and lesson plans shall include at a minimum:

1. A statement of training goals/performance objectives [CALEA 33.1.4 a]
2. Content of training material and specification of appropriate instructional techniques [CALEA 33.1.4 b]
3. Testing process [CALEA 33.1.4 d]

B. All training and lesson plans are approved by the Chief of Police prior to implementing the training course [CALEA 33.1.4 c].

C. The Patrol Commander is responsible for retaining copies of all lesson plans, course content, attendance records and test results for each trainee [CALEA 33.1.7 a, b, c].

TRAINING RECORDS [CALEA 33.1.6]

A. The Patrol Commander is responsible for updating training records for all members who successfully completed training courses conducted by the agency.

B. Members who attend training courses outside the department are responsible for providing certificates of attendance or certifications of completion to the Patrol Commander who is then responsible for updating the member's training records.

REMEDIAL TRAINING [CALEA 33.1.5]

A. The Department utilizes remedial training as a constructive tool to correct a specific job performance deficiency that may arise from supervisor evaluation, testing, or as the result of corrective action associated with a progressive discipline system (Refer to G.O. 30)

B. Various forms of remedial training are available to be incorporated in a training effort to enhance skills or job knowledge. These forms include, but are not limited to:

1. Study of laws, ordinances, policies, directives, or other types of training material to enhance job knowledge

2. Practice of physical skills to increase proficiency

3. Testing to demonstrate mastery of knowledge, skills, and abilities

C. Supervisors are responsible for coordinating with the Training Officer an appropriate remedial training program specific to a member's identified job performance deficiency.

D. Once remedial training is directed for a member, supervisors have 30 days to establish a remedial training plan and timetable to complete the training.

E. Members assigned to participate in remedial training are to cooperate fully and complete the training program in within the specified time frame. Consequences of non-participation may include disciplinary action and an unfavorable job performance evaluation.

ENTRY LEVEL TRAINING [CALEA 33.4.1]

A. It is the policy of the Berkeley Police Department to require newly hired police officers to complete basic police academy instruction and obtain police certification from the Missouri Peace Officer Standards and Training Program (POST) prior to assignment in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest.

FILED TRAINING PROGRAM [CALEA 33.4.3]

A. The Patrol Commander is responsible for administering a Field Training Officer (FTO) program for new police officers. This responsibility includes:

1. Selection of field training officers [CALEA 33.4.3 b]

2. Supervision of field training officers [CALEA 33.4.3 c]

3. Liaison with the academy staff of the Missouri Peace Officer Standards and Training Program (POST). [CALEA 33.4.3 d]

4. Overall management of the entire FTO program

B. The basic FTO program encompasses 6 weeks of a training sequence consisting of four phases for police officer training. The program is designed to expose the recruit to a multitude of experiences and facilitate the transition from a recruit to that of a proficient police officer. The duration of training may be extended based on the need of the recruit. [CALEA 33.4.3 a, f]

1. Phase 1 - Upon completing classroom training through POST, the recruit advances to Phase 1 and is exposed to a street training process.

2. Phase 2 - consists of increasing proficiency levels and is designed to provide the recruit with suitable practical experience to enable them to effectively enter into service as a police officer.

3. Phase 3 - consists of two weeks of training on traffic/DUI stops, accident investigations, pedestrian stops and patrol under a shadow program. During the shadow program, the police recruit's proficiency is monitored by a trainer before being released from the Field Training Program.

4. Phase 4 – Upon completing phases 1 -3, the recruit is evaluated. During this phase, the recruit handles calls and traffic stops as the training officer observe and evaluate the recruit's performance.

Upon completion of the Field Training Program, the new police officer will continue their probationary employment period.

FTO SELECTION PROCESS [CALEA 33.4.3 b]

A. In order to be considered as an FTO, the member must meet the following minimum requirements:

1. One year of active non-probationary patrol duty with the Berkeley Police Department.

2. Demonstrate professional behavior and satisfactory ability with both oral and written communication skills.

3. Hold the rank of Corporal with no less than 30 hours of course work from an accredited college or university.

B. Members applying for selection as an FTO must submit a memorandum of interest to his/her immediate supervisor. In addition to considering the applicant's quality of work and work ethic, the chain of command will also consider the applicant's disciplinary record, safety record and history of absenteeism or tardiness.

C. FTO applications are routed to the Chief of Police for review and approval or denial. Once accepted, FTOs will be placed on an active duty list.

D. Field Training Officers may submit a memo via their chain of command to the Patrol Commander requesting an interim status change to inactive FTO or resign from the FTO Program at any time.

E. An FTO may be removed as a Field Training Officer at any time for failing to perform the duties and responsibilities of a training officer at an acceptable level.

SUPERVISION OF FIELD TRAINING OFFICERS [CALEA 33.4.3 c]

A. The Sergeant, as the direct field supervisor of the FTO and the recruit, is responsible for managing the day to day actions of the FTO and recruit. The Sergeant is responsible for monitoring the calls assigned to the FTO and recruit along with approving all paperwork submitted by the recruit.

B. Additional Patrol Sergeants may be designated as intermediate contacts between field supervisors and the Commander of the FTO Program to assist in managing day to day operational issues, problems with satisfactory performance by a recruit, or other related matters.

C. The Officer in Command of the Patrol squad who is training the recruit is responsible for providing oversight of the FTO's training efforts and the job performance of the recruit.

D. The Sergeant of the FTO Program is responsible maintaining contact with field supervisors and monitoring both the training efforts of the FTO and the recruit's work performance.

EVALUATION GUIDELINES [CALEA 33.4.3 g]

A. Guidelines for the objective evaluation of a recruit's job performance and skill proficiency by field training officers are outlined in the FTO Program Manual, and include performance criteria and descriptions of satisfactory and unsatisfactory job performance.

B. FTOs are responsible for carefully documenting the work performance of recruits within established time limits using specified forms. Refer to the FTO Program Manual for specific reporting forms required by FTOs. [CALEA 33.4.3 h]

C. Recruits must successfully complete each phase of training prior to being released to the next phase.

1. Any recruit who is not recommended for advancement to the next phase, will meet with the FTO, Patrol supervisor, and FTO Program Sergeant to review all documentation of job performance.

2. Job performance deficiencies will be reviewed and a determination made if the recruit will be recommended for remedial training or termination.

3. Recruits will be assigned to remedial training until their job performance improves to an acceptable level or they are recommended for termination from the FTO Program.

4. Recruits are permitted a total of four weeks of remedial training. Extensions may be granted as facts and circumstances dictate.

TRAINING OF FIELD TRAINING OFFICERS [CALEA 33.4.3 e]

A. All Field Training Officers must complete the St. Louis County Police Department "Field Training Officer" training course or comparable training program prior to being assigned a recruit.

B. The Sergeant of the Field Training Officer Program is responsible for providing periodic training to FTOs, in addition to regular in-service training, to enhance their skill set. Such training may include:

1. Legal updates and bulletins

2. Changes in departmental policies and procedures

3. Enhanced adult learning principles

4. Advances in police operations training

ANNUAL RETRAINING PROGRAM [CALEA 33.5.1]

A. All sworn members are required to complete assigned annual in-service training, including legal updates. [CALEA 33.5.1]

B. The Patrol Commander is responsible for developing and presenting an annual in-service training program for sworn and non-sworn that is based on:

1. Recommendations from the Chief of Police

2. Mandatory training requirements established by the Missouri Peace Officer Standards and Training Program (POST)

3. Other mandatory training requirements adopted by the Department

C. The annual in-service training program may consist of various instructional methods, including classroom presentations, streaming video, online presentations, or other approved methods.

ACCREDITATION TRAINING [CALEA 33.5.3]

A. All newly hired members will receive familiarization training on the accreditation program and process within 30 days of hire or within 30 days after completing the recruit academy. The Training Unit and the Office of Professional Standards are responsible for ensuring this training is properly administered. [CALEA 33.5.3 a]

B. The Accreditation Manager will maintain close liaison with CALEA. During self-assessment, the Accreditation Manager will familiarize the department with important changes in the accreditation process including but not limited to new standards, interpretations of existing standards, and revisions or deletions. [CALEA 33.5.3 b]

C. Prior to the on-site inspection, the Accreditation Manager will familiarize the department with the onsite process, personnel assignments for the on-site

activities, problem areas identified during the mock assessment requiring special attention and other information as required. [CALEA 33.5.3 c]

PROMOTIONAL SKILL DEVELOPMENT TRAINING [CALEA 33.8.2]

A. Sworn members promoted to the rank of Sergeant will complete within one year of promotion a department-approved First Line Supervisor training program, unless such training was completed prior to promotion.

B. Civilian members promoted to supervisory positions will complete within one year of promotion a department-approved supervisor program, unless such training was completed prior to promotion.

C. Sworn members promoted to the rank of Captain will complete within one year of promotion a department-approved Management training program, unless such training was completed prior to promotion.

DRAFTED BY: Eye-Liza Conner	DATE: 11/7/16
BY ORDER OF: **ART JACKSON** **INTERIM CHIEF OF POLICE**	DATE: 11/14/16
APPROVED BY: Public Safety Committee	DATE: 11/17/16
APPROVED BY: Berkeley City Council	DATE: 12/5/16