
	LOWER MERION TOWNSHIP POLICE DEPARTMENT Ardmore, Pennsylvania	
	Policy 3.16.1	
Subject:		Distribution:
Training		All Sworn Personnel
Date of Issue:	Expiration Date:	Rescinds:
07-27-2018	Until Amended or Rescinded	Policy 3.16.1 (10-02-2015)
References:		
CALEA: 33.1.4 - 33.1.7, 33.4.2, 33.4.3, 33.5.1; PLEAC: 1.10.2, 1.10.4, 1.10.5, 1.10.6		
By Authority of:		
		Superintendent of Police

PURPOSE

The purpose of policy is to establish training standards and to provide the opportunity for professional growth together with a consistent and efficient method for scheduling and assigning personnel to authorized training programs.

POLICY

It is the policy of this Department to provide quality-training opportunities and to ensure the most effective and economical use of all training programs, personnel and resources. Additionally, sworn personnel will maintain all training requirements as mandated by the Municipal Police Officers Education and Training Commission (MPOETC).

PROCEDURE

A. Recruit Training Program

1. Newly sworn officers are required to complete or have completed the mandated Act 120 Basic Police Training at a state certified academy or regional training center as per the Pennsylvania Municipal Police Officer Education and Training Commission. Officers must have successfully completed all requirements and have received their Municipal Police Officer Certification Number prior to being assigned to the Field Training Program.
 - a. The training program as developed by the Pennsylvania Municipal Police Officers Education and Training Commission is based on a job task analysis of the position of a police officer in Pennsylvania. The commission ensures the training center uses a testing and evaluation system designed to measure competency in the skills, knowledge and abilities required of a police officer. **(CALEA 33.4.2 a, b)**

- b. The training academy will provide an orientation handbook to recruit officers at the start of training. The orientation handbook includes information on the organization of the school and its rules and regulations. Academy students will also receive information on the testing and evaluation system used, physical fitness and proficiency skill requirements, and the training schedule. **(CALEA 33.4.2 c)**

- c. The Staff and Inspections Unit Commander or his/her designee will serve as a liaison between the Department and the training academy. **(CALEA 33.4.3 d)**

B. In-Service Training

1. The Staff & Inspections Unit is responsible for scheduling in-service training and will post the Police Department training schedule on the 'P' Drive under "Training" to alleviate any conflicts in scheduling.
2. The Staff & Inspections Unit will announce all upcoming in-service training courses by e-mail to all Unit Commanders. Training announcements will include the date, time and location of training, the necessary equipment and the final date for scheduling personnel. The training sign-up roster will be posted on the 'P' Drive under "Training."
3. The training schedule is to be completed as soon as practical by the supervisor responsible for scheduling in each unit. The sign-up roster will be made "read only" by the Staff and Inspections Unit designee after the announced deadline for each training course to eliminate any unauthorized cancellations or changes in personnel.
4. Any personnel changes made after the announced deadline will require the approval of the unit supervisor. The unit supervisor will then be responsible for contacting the Staff & Inspections Unit Sergeant to coordinate any changes in scheduled personnel.
5. The minimum and maximum number of attendees required to conduct any training class will be listed on the signup sheet. Classes may be cancelled by the Staff & Inspections Unit Commander at any time if it is determined there is an insufficient number of participants or when other conflicts exist.
6. The training staff is required to report all scheduled personnel that are absent, or fail to bring the necessary equipment to a training session, to the Staff & Inspections Unit Sergeant.
7. Unexcused absences or arriving unprepared for scheduled in-service training is unacceptable and may result in disciplinary action.
8. All personnel attending in-service training will conduct themselves in a professional manner and provide the training instructors with full cooperation and

courtesy.

9. All in-service training will be conducted by instructors approved by the Staff and Inspections Unit Commander. Instructors will maintain a file in the Staff and Inspections Unit for each training course. Each training course file must contain at a minimum the following: an LMPD Training Course Outline, copies of workbooks or other reference material, instructor certifications, course evaluations, training reports listing the names of all attendees with dates and hours of training, grades, tests or examinations and any other methods of measuring and recording competency. **(CALEA 33.1.7 a, b, c) (PLEAC 1.10.2 a, b, c)**
 - a. All training courses developed and/or taught by departmental employees or instructors shall follow a syllabus or lesson plan.
 - b. Departmental lesson plans shall be presented in outline format and include the follow information:
 1. Course Title
 2. Summary of Content
 3. Instructional Objectives - Shall be stated in performance based terms and be correlated with job-related objectives. **(CALEA 33.1.4 a)**
 4. Instructional Methods - May include, but not limited to, lecture, handouts, audiovisual, overheads, chalkboard, skill performance, etc. **(CALEA 33.1.4 b)**
 5. Instructional Materials – Shall contain the information to fully develop the knowledge and develop the skills of the employee to enable them to fully achieve the ability to perform the instructional objectives.
 6. Type of Test, if any – Tests should be intended to measure the participants' knowledge of the instructional objectives covered during the training. Testing may be a written exam or a performance exercise, and shall have a pass/fail cutoff score. The cutoff score shall be stated in the lesson plan. **(CALEA 33.1.4 d)**
 - c. To ensure that lesson plans are consistent with the training goals of this Department as well as the training needs of the employees, all lesson plans shall be submitted to the Staff and Inspections Unit Commander for approval. **(CALEA 33.1.4 c)**

C. Roll Call Training

1. Roll call training is intended to inform personnel of changing policies, orders and conditions or other information of immediate importance.

2. Roll call training shall be short in duration and may be conducted at any time before, during or at the end of a shift as deemed necessary by the shift supervisor.
3. Supervisors are expected to use roll call time for training purposes as much as possible. Department policies, procedures, rules and regulations should be discussed to make certain that there is a clear understanding by all personnel.

D. Mandatory Training

1. All sworn officers must attend and successfully complete all annual mandatory training classes as provided by the Municipal Police Officers Education and Training Commission. **(PLEAC 1.10.5)**
2. All sworn officers are required to participate in annual legal update training and annual First Aid and CPR training. **(CALEA 33.5.1)**
3. Failure to attend or successfully complete any mandated MPOETC training course will result in disciplinary action up to and including termination.

E. Remedial Training (CALEA 33.1.5 a, b)

1. Upon the recommendation of a supervisor or Department instructor, employees will be assigned to attend remedial training sessions when he or she:
 - a. Consistently demonstrates a lack of skill, knowledge or ability in job task performance.
 - b. Has received disciplinary action that mandates remedial training.
 - c. Fails to maintain proficiencies as mandated by MPOETC or by Department policy.
2. When a deficiency is recognized, the evaluating supervisor or instructor will send an email to the Staff and Inspections Unit Sergeant identifying the area of deficiency and requesting remedial training. Within 30 days of receiving such email, the Training Unit will schedule training designed to strengthen the deficient area taking into account resources available, scheduling, and immediate need. **(CALEA 33.1.5 b)**
3. Failure to properly participate in the remedial training and/or demonstrate improved performance can result in progressive discipline.
4. Upon completion of the remedial training, the Training Unit will forward an issue/progress report to the Staff and Inspections Unit Sergeant for review and evaluation of current training practices. The report will then be forwarded to the officer's immediate supervisor. **(CALEA 33.1.5 a)**

F. Specialized and Advanced Training

1. Specialized and/or advanced training may be provided to employees entering a new assignment or whose existing assignment can be improved through specialized training for professional development.
2. All requests for specialized or advanced training, whose fee is in excess of \$350, must be approved and submitted by a Unit Commander utilizing the Lower Merion Township Conference Request for Form ([MISC NONPD-1](#)). The completed forms are to be forwarded through the chain of command to the Township Manager for approval.
3. Attendance at all local no cost training seminars, which are usually exempt from the formal training approval process, may be approved by a Unit Commander. The Unit Commander will provide the names of the attendees and the hours attending the seminar to the Staff and Inspections Unit Sergeant so that the training is properly recorded and documented.
4. Upon completion of any specialized or advanced training program, attendees must forward copies of any certificates awarded to the Staff and Inspections Unit to be placed in their personnel files.

G. Specialized Operational Units (PLEAC 1.10.6)

1. All personnel assigned to a specialized operational unit such as ERT, Bike Patrol, Canine, Crash Reconstruction and Motorcycle Patrol shall receive basic entry level training prior to assuming those duties and will participate in in-service training/readiness exercises at least annually.
2. Additionally, Canine teams and ERT members, including assigned negotiators must participate in an in-service training at a minimum, quarterly. The unit supervisor must coordinate the specialized in-service training and must document and maintain records of the training. An outline of the specialized training curriculum and list of attendees is to be forwarded to the Staff and Inspections Unit. All records are to be maintained by the Staff and Inspections Unit in accordance with the State Records Retention Schedule.

RESPONSIBILITY

- A. The Staff and Inspections Unit is responsible for maintaining and updating personnel training records. (**CALEA 33.1.6**)
- B. The Staff and Inspections Unit Sergeant will serve as the liaison between the Department and MPOETC academy staff. (**CALEA 33.4.3 d**) (**PLEAC 1.10.4 d**)