

CHAPTER 33 TRAINING

DISCUSSION: Training has often been cited as one of the most important responsibilities of a law enforcement agency. Training serves three broad purposes. First, well-trained officers are 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. Training programs must ensure that the needs of the agency are addressed and that there is accountability for all training provided. In particular, training must be consistent with the agency's goals and objectives. In keeping with these considerations, the following policies have been developed and implemented:

33.1 ADMINISTRATION

33.1.1 Training Committee

In order to properly identify and evaluate training needs, and to serve as an input mechanism for various departmental components, a training committee consisting of five (5) members shall be established as follows:

- A. The training committee shall be comprised of:
 - 1. Detective Division Commander
 - 2. Patrol Division Commander
 - 3. Special Operations Division Commander
 - 4. Auxiliary Support Commander
 - 5. Training Division Commander
- B. Selection of committee members shall be automatic upon their assuming anyone of the above positions within the department and Training Committee members shall be replaced by their respective replacements once they leave their assigned positions.
- B. The Training Division commander will chair the committee and implement training programs based on the needs identified by the committee, with the approval of the Chief of Police.
- C. The training committee members shall be responsible for evaluating the training needs of their Division and the personnel under their control on an annual basis and submit them in writing to the chair of the committee.
- D. The Training Division shall be responsible to ensure that training schedules are dispensed to the committee and shall request an evaluation of training needs from each committee member (Requests for training for personnel under their control).
- F. The Training Division Commander will develop and present his/her training recommendations to a board consisting of:
 - 1. The Chief of Police

2. Assistant Chief of Police
3. The Operations Bureau Commander
4. The Direct Support Bureau Commander

33.1.2 Attendance Requirement for Training

All members will attend any and all training deemed mandatory by the Chief of Police or his designee. It will be the responsibility of all members attending training to sign the training attendance roster prior to receiving training, provide proof of attendance and justification in the event of nonattendance.

A. Excused Absence

Any member requesting an excused absence from training will notify the instructor or staff responsible for the training and their immediate supervisor. If granted, training provided internally by staff will be rescheduled at a later date within the same month, if at all possible. Any alternatives or rescheduling of training provided by outside providers will be at the discretion of the vendor or instructor.

B. Unexcused Absence

Unexcused absence is not allowed.

C. Recognition for attendance and training

Upon completion of scheduled training, a copy of the certificate, course attendance roster, or other appropriate documentation will be placed in the employee's training record.

33.1.3 Agency Reimbursement For Employees Attending Training In An Outside Agency

The Hattiesburg Police Academy will be the primary location for training within the department. However, on occasions where the Chief of Police shall deem it necessary, an individual, or individuals may be sent to outside training for either in-service or advanced training. In such instances, the Hattiesburg Police Department shall pay the expenses of the officer or officers in accordance with established city guidelines.

33.1.4 Lesson Plan Requirement

A lesson plan is required for all training conducted at the Training Academy.

A. All lesson plans will follow the guidelines and format set forth in this chapter.

1. Introduction
2. Orientation Statement
3. Course Content

4. Performance Objective
5. Caution Statement
6. Instructional Techniques and Course Length
7. Required Resources

- B. The Director of Training or his designee will approve all lesson plans and tests that accompany the lesson plan.

33.1.5 Remedial Training

Any member who fails to attain a qualifying score will be required to retest the course again the same day. If the member fails to qualify after the second attempt, the officer will be placed on modified duty, in addition, the officer will be required to attend and successfully pass a remedial training session. The Academy shall document this action with a copy sent to the Office of the Chief. Continued failure to attain a passing score or attend regularly scheduled training sessions will be considered grounds for additional training/disciplinary action or, if warranted, dismissal.

33.1.6 Training Record Update

A certified compliance personnel training history list will be completed on the individuals receiving the training to ensure an updated training history of each sworn member.

33.2 ACADEMY ADMINISTRATION

33.2.1 Goals and Structure of Academy

- A. The goal of the Hattiesburg Police Department's Training Academy is to produce qualified graduates committed to public service as law enforcement officers. At all times, the academy will strive to achieve only the highest level of excellence from its recruits and its staff. Specifically, the academy seeks to achieve the following;
1. Recruit and retain qualified applicants for positions as police officers with the city of Hattiesburg.
 2. Train recruits in the latest law enforcement techniques and procedures.
 3. Provide recruits with a thorough working knowledge of the laws of the United States, the State of Mississippi and ordinances of the City of Hattiesburg.
 4. Screen out applicants who, for reasons of temperament, ability, attitude, personal conduct or past history, are not deemed suitable candidates as police officers.
 5. Maintain an orderly and effective program of in-service training and advanced training for officers already employed with the city.
 6. Notify department directors of training programs available both from the

academy and outside agencies.

7. Provide basic recruit and advanced training programs for other agencies willing to incur the cost of such training.
8. Monitor career development.

B. Organization and staffing of the Academy shall consist of the following:

1. A director who is responsible to the Assistant Chief for the daily administration of the Academy as well as the content of any training program it sponsors.
2. One or more Assistant Police Training Officers will be directly responsible to the Academy Director, completes the Academy's complement of sworn officers, and shall act primarily as an instructor.
3. A suitable support staff of office and maintenance personnel, the number of which shall be determined by the Chief of Police in accordance with established guidelines for the creation of such positions.

C. Administration procedures shall reflect the standard operating procedures of the department in all areas except those unique to the academy. In these later cases, guidelines will be established by the Chief of police and Academy Director.

D. Operating procedures shall likewise parallel standard operating procedures of the department except in cases unique to the academy. In these later cases, guidelines will be established by the Chief of Police and Academy Director.

33.2.2 Training Academy Facility

Hattiesburg Police Training Academy is located at #53 Academy Dr., Suite 1, Hattiesburg, MS 39401. The Academy is shared by and operates in conjunction with the Hattiesburg Fire Department Training Division. The Academy provides two classrooms and an assembly / banquet room. There is office space and room available for administration, instructors and a secretary with four offices available for the training directors and Assistant Training Directors. The Academy provides a weight room with equipment, an obstacle course and a library stocked with reading material pertinent to law enforcement. The Hattiesburg Police driving pad is located behind the academy at the Bobby Chain Airport. The driving pad has a circular driving surface of at least one quarter mile and can be set up as a skid pad or a straight-away. The Hattiesburg Police Firing Range is located on Lakeview Rd.

33.2.3 Relationship between Hattiesburg Police Academy and Outside Academies

The Hattiesburg Police Academy will be the primary location for basic training within the department. However, on occasions where the Chief of police shall deem it necessary, an individual or individuals may be sent to outside academies for basic, in-service, or advanced training.

- A. Responsibility for the content of any outside training program rests with the agency offering such instruction. That agency should also provide any necessary instructions on policies and procedures it requires at the start of training.
- B. The provider (outside) agency incurs routine liability while an employee of the Hattiesburg Police Department is in attendance.
- C. It is the responsibility of the respective division commander to notify the Training Division of any instruction an officer or recruit receives at an outside agency.

33.2.4 Outside Training that is Received by Agency Personnel

All training from outside agencies must meet specific requirements of the Hattiesburg Police Department as determined by the Training Committee. Such instructions shall:

- A. Be recognized or accepted in the State of Mississippi.
- B. Be approved by the Division Commander, Training Division, appropriate Bureau Commander, and Chief of Police.
- C. Contribute to the professional development of the officers of the Hattiesburg Police Department.
- D. Be beneficial and a prudent use of the department's physical and financial resources.

The Hattiesburg Police Department recognizes the unique contributions outside agencies can make by sharing their particular expertise in various fields of criminology and penology; therefore, the desire of officers to participate in such training is encouraged, provided the training meets the above criteria.

33.3 TRAINING INSTRUCTORS

33.3.1 Minimum Training Requirements for Instructors

Instructors in agency-operated training programs should, at a minimum, receive instruction in:

- A. lesson plan development
- B. performance objective development
- C. instructional techniques
- D. learning theory
- E. testing and evaluation techniques and

- F. resource availability and use

The Hattiesburg Police Department requires all full-time instructors to be state certified unless they already hold a professional degree. However, to ensure a state certified instructor course meets academy standards, it must cover all items in 33.3.1(A-F).

33.3.2 Tenure of Instructors

- A. Full time instructors (AOM 33.2.1.B) shall be assigned to the Academy for a period of not less than two years unless specifically authorized by the Chief of Police.
- B. Part-time Instructors shall be assigned to the Academy as needed and under the authority of the Academy Director, Assistant Chief of Police or Chief of Police. Part time Instructors are considered part of the Academy staff during their assignment.
- C. Guests, contract or other special Instructors not on regular payroll are not a part of the Academy staff.

33.4 RECRUIT TRAINING

33.4.1 Recruit Restrictions

- A. Basic recruits shall not be sworn in as law enforcement officers until they have successfully completed the Hattiesburg Police Academy or comparable program such as the Chief of Police shall designate. Additionally, a basic recruit shall not:
 - 1. Be armed with a weapon of any type unless in a controlled training environment approved by the Academy Director, Assistant Chief of Police, or Chief of Police, or if taking part in an approved pre-certification field training program in which the recruit is under the direct supervision of a sworn officer at all times.
 - 2. Be given general police powers such as the making of arrests and enforcement of the law unless as part of an authorized pre-certification field training program in which the recruit is under the direct supervision of a sworn officer at all times.
- B. Non-certified recruits may be used in any non-sworn or support position for which they have been trained.

33.4.2 Recruit Orientation Handbook

- A. All basic recruits shall be issued an orientation handbook upon their initial entry into the academy. This handbook must address at a minimum the following:
 - 1. The organization of the academy
 - 2. The academy's rules and regulations

3. The academy's rating, testing and evaluation system
 4. Physical fitness and proficiency skill requirement
 5. Daily training schedules (syllabus)
- B. The information contained in this handbook will serve the interests of both recruits and the agency.

33.4.3 Basic Recruit Training Curriculum

- A. This curriculum is to be based on the most frequent assignment of officers who complete recruit training (i.e., patrol). All aspects of the training program including stress, workload, scholastics, and physical fitness, should revolve around the demands which are placed upon a new patrol officer. The primary goal is to test the recruit's competency as it relates to a Patrol Officer's work.
- B. Specific areas of recruit training are detailed in the Hattiesburg Police Department's Basic Recruit Curriculum. This list exceeds the state-mandated "minimums" for certification as a law enforcement officer. This standard currently has a length of 400 hours.
- C. Law Enforcement Role, Responsibilities and Relationships (History of Law Enforcement: agency role and authority: the criminal justice system: mission: goals and objectives of the agency, agency organization: community relations: ethics in law enforcement).
- D. Administration (Agency Written Directives System; Agency record keeping; Agency Policies, Procedures; Rules and Regulations; Civil and Criminal Liability).
- E. Operations (Constitutional Law: Criminal Law, Laws of Arrest: Alternatives to Arrest; Probable Cause; Rules of Evidence; Identification of Evidence; Search and Seizure; Laws of Interrogation and Interrogation Techniques; warrants, Summonses and Subpoenas; Civil Process, Juvenile Law; Court System; Prosecutorial Functions: Moot Court and Courtroom Demeanor; Techniques of Stopping Violators, Arresting Subjects, Handling and Processing Prisoners; Uncooperative Subjects; patrol Observation; Domestic Disputes; Crisis Intervention and Conflict Management; Searches of Persons, Vehicles, Buildings, Premises and Property; Crimes in Progress; Crowd Control; Hostage and Barricade Situations; SWAT Operations; Hazardous Materials Incidents; Drug and Alcohol Abuse; Crime Prevention; Communication Skills; Victim/Witness Assistance; Juvenile Operations; Preliminary Investigations; Motor Vehicle Code; Traffic Accident Scene Management and Investigation; Traffic Direction and Control; Driving While Intoxicated; Driver Safety Education for Officers; Crime Scene Investigation; Collection and preservation of Evidence; Interviews and Interrogations; Fingerprint Identification; Crime Laboratory Functions; Surveillance; Narcotics; Special Investigative Matters; Sexual Assault, Homicides, Suicides, and Child and Spouse Abuse; Organized and White Collar Crime; Emergency Medical Training,

including Cardiopulmonary Resuscitation; Use of Firearms, including range qualification and policies on when to shoot and not to shoot; Use of Force, including limitations on the use of force in general and the use of deadly force in particular; Physical Training, including fitness conditioning; Patrol Vehicle Operation; Defensive Driving; Pursuit Driving; Mechanics of Arrest; Officer Safety; Handling Personnel Stress).

- F. Auxiliary and Technical Services (Report Writing, Field Note-Taking; Detention Facility Procedures; Central Records Procedures; Communication Procedures; and Evidence and Property Management Procedures).
- G. Emergency Medical Training will be equivalent to that contained in the "Emergency Medical Services: First Responder Training Course" of the National Highway Traffic and Safety Administration, U.S. Department of Transportation. This program is currently a minimum of 40 hours and was specifically designed for law enforcement officers. It is the accepted standard and includes many traditional first-aid techniques in addition to cardiopulmonary resuscitation.
- H. Recruits are evaluated by academic examinations, physical performance and observation to determine competency in the required skills, knowledge and abilities.

33.4.4 Field Training Program

- A. The Field Training Program of the Hattiesburg Police Department shall have duration of not less than three (3) months per recruit. This program will normally commence within one week of completing the basic training academy and having been sworn in.
- B. At a minimum, candidates for field training officer (FTO) must meet the following criteria:
 - 1. Have at least one (1) year of law enforcement experience with the Hattiesburg Police Department and currently under the rank of sergeant in the patrol division, unless otherwise approved by the Chief of Police, Assistant Chief of Police, Operations Bureau Commander, or the Patrol Division Commander.
 - 2. They must excel in performing standard police tasks and be capable and willing to teach and instruct new or lateral officers on Hattiesburg Police Department policies and procedures, practical State Law and City ordinances as well as officer survival.
 - 3. Any officer requesting assignment as an FTO must forward his/her request, in writing, through channels to the Patrol Division Commander and to the Hattiesburg Police Academy Training Officer(s)
 - 4. Any supervisor may make a written recommendation of an officer for the purpose of becoming an FTO to the Patrol Division Commander and the Hattiesburg Police Department Academy Training Officer(s).
 - 5. Personal work characteristics of the officer should include the following,

- a. Possess a willingness to provide time necessary to attend training meetings and participate in training activities.
- b. Recognize that the position may require extra time to complete training tasks.
- c. Have demonstrated in the past the ability and desire to instruct.
- d. Agree to serve a three (3) month FTO training period for new academy graduates and, as needed, lateral transfer training.
- e. Must have a good attendance record.
- f. Must have demonstrated pro-active work habits and displayed a positive attitude.
- g. Must have a satisfactory rating on the performance evaluations for the last two rating periods.
- h. Have a good working relationship with fellow officers, supervisors, non-sworn employees and the general public.
- i. Have not received a Level III (3) disciplinary action in the past two (2) years.
- j. Must be physically fit and able to perform the duties of an FTO, successfully completing the biannual physical fitness evaluation.

- C. Supervision of FTO is accomplished through the chain of command as follows:
 - 1. Chief of Police
 - 2. Assistant Chief of Police
 - 3. Operations Bureau Commander
 - 4. Patrol Division Commander
 - 5. Training Academy Officer
 - 6. Patrol Supervisor
- D. The Academy Training Officer(s) serve as the liaison with the Patrol Division.
- E. All persons assigned as an FTO must successfully complete the Hattiesburg Police Departments Field Training Officers Program.
- F. New officers and lateral officers will be assigned to a series of three (3) to four (4) different FTO's.
- G. Evaluations of new officers will be completed by the assigned FTO on each new officer or lateral transfer officer upon the completion of a watch (first, second, or third). The evaluations are to be completely filled out with a brief explanation in the spaces provided. Evaluations are to be reviewed and signed by the FTO Coordinator, the FTO, and the new patrol or lateral officer. Copies of each evaluation will be given to the

- H. The training academy staff will maintain a personnel file on each new officer or lateral transfer officer until the officer is no longer on probation with the Hattiesburg Police Department.
- I. During the FTO program, any new officer or lateral transfer officer who receives more than one (1) unsatisfactory evaluation from their FTO can be dismissed from duty by authority of the Chief of Police or his designee. A letter of explanation from the FTO will be submitted to the Operations Bureau Commander, Patrol Division Commander and the Training Academy Officer(s). The final decision of termination will be made by the Chief of Police or his designee.
- J. During the final FTO training phase, when the FTO feels the new officer is fully capable of carrying out the duties and responsibilities of a Hattiesburg Police Officer, a letter of release from the FTO program will be submitted by the FTO and the FTO Coordinator to the Operations Bureau Commander, patrol Division Commander and the Training Academy Officer (s) requesting release from the FTO program. The final decision of release will be made by the Chief of police or his designee.
- K. Lateral transfers may be released from the FTO program early, provided:
 - 1. The lateral has been evaluated by at least two (2) FTO's
 - 2. A letter of release has been submitted by the FTOs and the FTO Coordinator.
- L. Field Training Officers are compensated by an increase in pay equal to one step when involved in the training of a candidate.

33.5 IN- SERVICE, ROLL-CALL AND ADVANCED TRAINING

33.5.1 In-Service Training (121006)

- A. Annual in-service training shall be in the following areas:
 - 1. Agency policy, procedures and rules and regulations, with emphasis on changes.
 - 2. Statutory or case law affecting law enforcement operations, with emphasis on changes and updates.
 - 3. Officer survival skills
 - 4. Agency policy on the use of force, including the use of deadly force.
 - 5. Emergency Medical Services.
 - 6. Officer knowledge and competency
 - 7. Crime prevention policies and procedures.

8. Drivers training

- B. Firearms qualification shall be required of each sworn officer on a bimonthly basis.

33.5.2 Roll-Call Training

This training consists of providing lectures, instructional videos, etc., during roll-call. Such training is to be provided at the supervisor's discretion. Roll call training shall be provided as follows:

- A. Whenever new policy is disseminated by:
1. AOM updates
 2. General Orders
 3. Memos issued as orders or to clarify policy
 4. Verbal orders or clarifications as issued by higher authority
- B. Legislative Updates
1. Supreme Court decisions by U.S. or State Courts as they affect operations
 2. 7th Judicial District Court of Appeals decisions affecting operations
 3. Local court or prosecutors request that affect operations

33.5.3 Accreditation Process Familiarization

- A. All newly hired personnel will be oriented as to the process of accreditation within 30 days after their employment begins or within 30 days of completing the recruit training academy and given instruction in why this is a worthwhile and important goal of the Hattiesburg Police Department. This shall include: (120709)
1. The history and background of accreditation and the agency's involvement in the process.
 2. The accreditation process.
 3. The goals and objectives of accreditation.
 4. The advantages of accreditation and its impact on the agency.
- B. This familiarization will be repeated during each self-assessment phase associated with achieving initial accreditation and each reaccreditation; and to all agency personnel just prior to an on-site assessment associated with initial accreditation and each re-accreditation.

33.6 SPECIALIZED TRAINING

33.6.1 Positions Requiring Specialized Training

- A. The following positions require specialized training to develop and/or enhance the skills, knowledge and abilities particular to the specialization:
1. DARE - Instructor certification in drug awareness , resistance education and public speaking
 2. N.E.T. - Public speaking and gang school
 3. DUI Enforcement Officer - DUI detection and apprehension
 4. K-9 Officer - Certified K-9 handler program
 5. Criminal Investigator - Crime Scene Investigation and Basic Investigative Matters
 6. Narcotic Investigator - Drug ID
 7. Motorcycle Officer - Approved motorcycle operator's course
 8. Accident Reconstructionists - Levels 1 and 2 Accident Investigation and certified as an Accident Reconstruction
 9. FTO - Attend the Hattiesburg Police Department FTO program
 10. S.T.A.R. Team
 - a. Entry Team - Tactical Operations Training, weapons and Marksmanship Training
 - b. Sniper Team - Long range rifle marksmanship, Tactical operations training and Observation and Intelligence
 - c. Negotiators - Basic negotiation course
 11. Training Officer - Instructor development and applicable instructor schools
- B. The specialty units personnel will be managed and supervised by their respective commander and will be operated and supported in accordance with departmental policy and procedure as dictated by the Administrative Operations Manual.
- C. First line supervisors shall provide for on the job training to ensure that standards are met in the performance of duty.
- D. Instruction or training in management, administration, supervision, personnel polices and support services is the responsibility of the function or component commander.

33.6.2 STAR Team Training

The Star Team Units will participate in monthly training programs as deemed necessary by the unit leaders. All units will train at least once a year together during an operations simulation.

33.7 CIVILIAN TRAINING

33.7.1 Newly-Appointed Civilian Personnel

Newly-appointed civilian personnel shall receive an orientation to the agencies role, purpose, goals, policies and procedures; working conditions, regulations, responsibilities and rights of employees.

33.7.2 Civilian Training

All new civilian employees hired for the position of Front Desk Clerk, Court Clerk, Teleservice Clerk, Records Clerk, Telecommunicator or Data Processing/Programmer shall receive on-the-job training. This training shall involve working with an experienced employee for two (2) to eight (8) weeks, depending upon the specific duties the civilian is hired to perform.

33.8 PROFESSIONAL DEVELOPMENT

33.8.1 Training Requirements for Personnel Conducting Professional Development Activities

All supervisors and full-time training staff will receive training to conduct professional development activities in the following areas: General Counseling Techniques; Techniques for Assessing Skills, Knowledge and Ability; Safety Benefits and Training Opportunities of the Agency.

33.8.2 Administrative Skill Development

- A. Upon promotion personnel are place on probation for one (1) year.
- B. The immediate supervisor of the promoted employee is responsible for on the job training and indoctrination.
- C. Professional Development provides for courses of study, classes, independent study and other requirements to be completed for continuous advancement and promotion.
- D. The Training Academy, periodically, is able to offer management, leadership, supervisory or other personnel related courses or seminars.