

POLICIES, PROCEDURES, AND RULES

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I. Purpose

The purpose of this directive is to establish procedures for the Fayetteville Police Department training program. The training program should be administered with three overall purposes in mind. First, well trained officers and non-sworn employees 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.

II. Policy

A. Administration

1. The training function of Fayetteville Police Department will be administrated by the Training Coordinator.
 - a. The Training Coordinator is the supervisor assigned to the Training Division.
 - b. The Training Coordinator's function is to ensure that the quality and quantity of training meet the goals of the department.
 - c. The Training Coordinator shall develop and evaluate training needs based on input from each division.
 - d. The Training Coordinator, although not in charge of every training requirement of the department, shall assist as needed with training needs in each division of the department.
2. The following guidelines will apply to training attendance: [CALEA 33.1.2]
 - a. The Training Coordinator will notify supervisors of upcoming training as soon as possible so that all personnel who may be required to attend the training will have as much advanced notice as possible. Supervisors will ensure information is disseminated to affected personnel in a timely manner.
 - b. The Training Coordinator or supervisor may grant exceptions to attendance for reasonable excuses of conflicting nature to include court appearance, illness, departmental business and personal emergency. Personnel unable to attend mandatory training will be required to attend a scheduled make-up training session.

- c. The Training Coordinator will document training attendance of all personnel for the department with the exception of Central Dispatch Center (CDC) personnel. A designated dispatch supervisor will be responsible for documenting training attendance for their division. Training implemented by any division managers that is not coordinated by the Training Coordinator will be recorded by the corresponding division manager. It is the responsibility of the division managers to notify the Training Coordinator about the training, so the employee's training records can be updated to reflect their attendance in training programs. As personnel complete training programs, the date of the training, the types of training received, any certificates received, attendance, and any applicable test scores should be recorded [CALEA 33.1.6].
 - d. All Fayetteville Police Department personnel attending training courses outside the department shall submit documentation of attendance to the Training Coordinator with the exception of CDC. A designated dispatch supervisor shall handle these responsibilities for CDC personnel [CALEA 33.1.6].
 - e. Reimbursements to employees attending training in respect to mileage, meals, housing, fees, books or materials will be provided in accordance with the City of Fayetteville's Travel and Training Policy [CALEA 33.1.3].
 - f. The refusal or failure to complete the assigned training can result in disciplinary action against the employee.
3. Lesson plans for all training courses conducted by the Fayetteville Police Department will include the following: [CALEA 33.1.4 a.-d.]
- a. A statement of performance and job related objectives.
 - b. The content of the training and specification of the appropriate instructional techniques.
 - c. A process for approval of lesson plans must include:
 - (1) Submission to the Training Coordinator or respective division manager.
 - (2) Training Coordinator or respective division manager will review the lesson plan to ensure it includes each requirement.
 - (3) Training Coordinator or respective division manager approval of lesson plan.
 - (4) Submission and acceptance by formal certification body when required or applicable, i.e. CLEST.
 - d. Identification of tests used in the training process.
4. The department recognizes remedial training may be necessary to ensure employees do not suffer from deficiencies in basic skills, knowledge and abilities required to perform their assigned tasks: [CALEA 33.1.5]
- a. When, based on sound evidence, a supervisor has identified by testing or inspecting job performance that an employee has demonstrated a deficiency in basic ability to perform assigned tasks, and the supervisor has reason to believe that such deficiency may be corrected, he may direct that employee, in writing, to attend a specific remedial training program [CALEA 26.1.4 a.].

- b. The supervisor will identify such programs through the Training Coordinator or division manager.
 - c. As soon as is practical, the employee will take part in a training session to address the noted deficiency.
 - d. Failure by the employee to correct the deficiency may result in disciplinary action.
5. It is important the Fayetteville Police Department maintain records of each training class it conducts, document employee participation and, at a minimum, record the following: [CALEA 33.1.6]
- a. Course content in the form of lesson plans provided by course instructors [CALEA 33.1.7 a.].
 - b. Names of agency attendees [CALEA 33.1.7 b.].
 - c. Performance of individual attendees as measured by tests, when administered [CALEA 33.1.7 c.].

B. Police Training Academy

1. All officers of the Fayetteville Police Department must meet mandatory basic training requirements. The department will meet the following requirements that apply and will maintain a positive relationship with the state's training academies: [CALEA 33.2.3]
 - a. As required by Arkansas Statute 12-9-106, the Fayetteville Police Department will utilize state approved law enforcement training academies for the purpose of providing basic training to all officers.
 - b. The Training Coordinator, in a liaison role, is responsible for maintaining a positive working relationship with the staff of the state's law enforcement training academies [CALEA 33.4.3 d.].
 - c. As set forth in Arkansas Statute 12-9-107, the Training Coordinator will provide input to the Arkansas Commission on Law Enforcement Standards and Training (CLEST) regarding the academies' curriculum.
 - d. As prescribed in Arkansas Statute 12-9-107, the expenses of attending the basic training at state academies shall be furnished by the state. The department will be responsible for officers' salary and travel related to attending the state academy.
 - e. Newly hired officers are considered full-time employees of the City of Fayetteville and shall retain all the benefits thereof.
2. Newly hired officers will participate in a departmental orientation period overseen by the Training Coordinator in addition to academy requirements to include: [CALEA 33.2.4]
 - a. An overview of the operations of the Fayetteville Police Department, an introduction to the local criminal justice system, defensive tactics and an introduction to firearm safety and proficiency.

- b. A portion of the orientation will be dedicated to the study of the Fayetteville Police Department's Policies, Procedures and Rules with special emphasis to the policies concerning Use of Force, Pursuit Driving, Office of Professional Standards, Harassment in the Workplace and Racial Profiling Prohibited.

C. Training Implementation

1. Personnel assigned to the training function as instructors must be certified by the State of Arkansas and must receive training to include: [CALEA 33.3.1 a.-e.]
 - a. Lesson plan development
 - b. Performance objective development
 - c. Instructional techniques
 - d. Testing and evaluation techniques
 - e. Resource availability and use.
2. All officers of the Fayetteville Police Department will complete or have completed a basic law enforcement training academy program 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 [CALEA 33.4.1].
3. In addition to completion of a basic law enforcement training academy program, newly sworn officers will also be required to complete a Field Training Officer (FTO) Program:
 - a. The FTO program curriculum is an ever-changing curriculum based on tasks of the most frequent assignment-associated duties of the officers [CALEA 33.4.2 a.].
 - b. The Training Coordinator operates the FTO program and provides supervision of officers in training and the Field Training Officers [CALEA 33.4.3 c.].
 - c. Each officer must meet achievement standards in the FTO program that are documented in the FTO manual and measure competency in required skills, knowledge and abilities [CALEA 33.4.2 b.].
 - d. In addition to academy training, officers of the department must successfully complete a formal FTO program lasting a minimum of eighteen weeks. Officers with prior law enforcement experience may complete the FTO program in a minimum of twelve weeks, as determined by their level of competency and approved by the Chief of Police [CALEA 33.4.3 a.].
 - e. While in the FTO program, officers will be scheduled in a rotation of shift assignments in order to provide them with various job experiences [CALEA 33.4.3 f.].
4. Selection criteria and duties of Field Training Officers of the Fayetteville Police Department:
 - a. Candidates for Field Training Officer must have a minimum experience level of three years with the Fayetteville Police Department [CALEA 33.4.3 b.].

- b. Field Training Officer candidates are selected based on leadership qualities demonstrated in the field and must satisfactorily complete a thirty-two hour course in Field Training and become certified by CLEST. Once field training officers have completed this mandatory course in Field Training, they shall be provided periodic in-service training by the Training Coordinator. These in-service trainings may be provided during FTO meetings, in briefings, and/or through remote forms of media training [CALEA 33.4.3 b., e.].
 - c. Supervisors are encouraged to submit recommendations for future Field Training Officers to the Training Coordinator [CALEA 33.4.3 b.].
 - d. Officers who desire assignment to the Field Officer Training Program as FTOs must complete a Shift Change/Assignment Request Form and submit it to the Patrol Captain. This should include a statement documenting reasons the officer should be considered. A written recommendation from the officer's immediate supervisor must be attached [CALEA 33.4.3 b.].
 - e. Only officers recommended as a Field Training Officer will be considered. Submitted requests will be maintained on file for six months. Qualified officers will be considered for available FTO positions. Selection will be based on a combination of years of service, supervisor recommendation, and review of performance evaluations. The Training Coordinator will make FTO recommendations through the chain of command. The Chief of Police will ultimately determine assignments to the FTO program [CALEA 33.4.3 b.].
 - f. Field Training Officers will utilize the automated observation reports and training evaluation software program for the evaluation of recruits and follow the direction of the Training Coordinator when training an officer [CALEA 33.4.3 g.].
 - g. Field Training Officers are responsible for documentation of the officer's progress and deficiencies and will work with other Field Training Officers in formal reporting to the Training Coordinator. Reporting responsibilities of Field Training Officers will be formally processed utilizing the training evaluation software [CALEA 33.4.3 h.].
5. Officers of the Fayetteville Police Department will be required to complete annual retraining through the following: [CALEA 33.5.1]
 - a. Annual retraining mandated by the State of Arkansas as coordinated through the training division.
 - b. Departmental Policy updates provided by Administration and through each employee's supervisor.
 - c. Legal updates on changes with emphasis on those changes that most affect law enforcement operations.
 6. Shift Briefings have been a valuable and steady tool for the department to supplement the training function on a formal and informal basis: [CALEA 33.5.2]
 - a. The Training Coordinator will be responsible for the supervision of all materials developed, produced and distributed during formal shift briefing training sessions.

- b. All lesson plans for formal shift briefing training sessions must be implemented and scheduled through the Training Coordinator.
 - c. The Training Coordinator will maintain a record and copy of all formal shift briefing training session materials and lesson plans.
 - d. Any person or division providing formal shift briefing training sessions will be required to document attendees and, in turn, provide such documentation to the Training Coordinator and CLEST.
 - e. Informal shift briefings training sessions may be utilized as a means to offer refresher training. These sessions do not require the documentation described above and may be authorized as a shift supervisor deems necessary.
7. When applicable, the departments' Accreditation Manager(s) will ensure agency personnel shall receive information regarding the accreditation process: [CALEA 33.5.3]
- a. To all newly hired personnel within thirty days after beginning employment or within thirty days after completing the training academy [CALEA 33.5.3 a.].
 - b. To all agency personnel during the self-assessment phase associated with achieving initial accreditation [CALEA 33.5.3 b.].
 - c. To all agency personnel prior to an on-site assessment [CALEA 33.5.3 c.].
 - d. These requirements may be achieved through the process of the Training Coordinator, the FTO Program, classroom instruction and orientation, via e-mail or memorandum.
 - e. Agency employees assigned to the position of Accreditation Manager shall receive formal training within one year of being appointed [CALEA 33.5.4].
8. Officers of the Fayetteville Police Department must meet specialized training requirement by position: [CALEA 33.6.1]
- a. Non-ranking officer assigned to specialized divisions other than patrol will be provided on-the-job training as overseen by that division's supervisor. In addition, training courses for this level of personnel will be identified by the supervisor and coordinated through the Training Coordinator.
 - b. Officers assigned to Motorcycle and Bicycle Patrol must successfully complete departmentally approved training prior to assignment in either capacity.
 - c. Officers assigned to the department's Emergency Response Team (ERT) must meet the specified requirements and training as outlined in Fayetteville Police Department Policy 46.2.1 [CALEA 33.6.2].
 - d. Officers assigned to the department's Crises Negotiation Team will train periodically and will be overseen by the team's respective supervisor.
9. Civilian employees of the Fayetteville Police Department must meet the following requirements related to training:
- a. Civilian employees must receive information regarding the agency's role, purpose, goals, policies and procedures [CALEA 33.7.1 a.].

- b. Civilian employees will receive information pertaining to working conditions, regulations, responsibilities and rights of employees [CALEA 33.7.1 b., c.].
 - c. Civilian employees assigned to the Communications Division must successfully complete a comprehensive training program including lesson plans, examinations and exercises as well as attend ongoing monthly in-service training and seminars [CALEA 33.7.2].
 - d. Civilian employees assigned to the Records Division will be provided in-service training to include the issuance of a task specific training manual [CALEA 33.7.2].
10. The Career Development function of the Fayetteville Police Department shall be a central part of training and implemented using the following guidelines:
- a. All newly promoted personnel will receive job related training commensurate with their new duties either prior to promotion or within the first year following promotion [CALEA 33.8.2].
 - b. The department's career development program will further be strengthened and enhanced by training and educational opportunities through the City of Fayetteville Professional Development Leave [CALEA 33.8.3].