



SOUTH MIAMI POLICE DEPARTMENT

GENERAL ORDER NUMBER: 15.1	DATE OF ISSUE: July 31, 2011	EFFECTIVE DATE: August 1, 2014	NUMBER OF PAGES: 06
CFA STANDARD: 10 SUBJECT: <i>Training and Career Development – ADMINISTRATION</i>	NEW (X) RESCINDS () AMENDS () OTHER ()	By Order Of:  Rene Landa, CHIEF OF POLICE	

CFA STANDARDS: 10.01, 10.02, 10.04

SECTIONS:

- 15.1.1 **Training Components: Divisional Responsibilities**
- 15.1.2 **Training Attendance Requirements**
- 15.1.3 **Outside Training Reimbursement**
- 15.1.4 **Lesson Plan Requirements**
- 15.1.5 **Remedial Training**
- 15.1.6 **Employee Training Record Maintenance**
- 15.1.7 **Training Class Records Maintenance**

RESCINDS: All existing orders in conflict.

PURPOSE: To establish training attendance requirements and procedures; to assist in developing and evaluating training needs of department personnel.

SCOPE: All departmental personnel.

POLICY: Training is one of the means by which the South Miami Police Department will reach its goals. Training goals provide the basis for developing all training programs. It is the policy of the South Miami Police Department to meet or exceed state standards for entry-level and in-service training; and provide effective, humane law enforcement to the citizens of the City of South Miami.

PROCEDURE:

15.1.1 Training Components: Divisional Responsibilities

All training components are the responsibility of the Training Unit. Specific training responsibilities are delineated as follows:

A. Training Unit

1. Certification procedures;
2. FDLE mandatory retraining;
3. Posting of training flyers and announcements;
4. Training records keeping and updating;
5. Curriculum review;
6. Administrative Division personnel training;
7. Academy training.

B. Patrol Division and/or CID Division and/or Administration

1. F.T.O./Field Training Program for sworn personnel;
2. Firearms training;
3. Asp, Taser, and other weapons training.

15.1.2 Training Attendance Requirements

- A. Once advanced or in-service training is approved, barring unforeseen circumstances, attendance to such training is mandatory.[CFA10.01]
- B. Absences from training will be allowed under the following circumstances:
1. Personnel with prior vacation approval;
 2. Illness; and
 3. Court and related official appearances.

NOTE: Any other absence from mandatory training must be approved by the Chief of Police or his designee.

- C. If training is mandated by the Florida Criminal Justice Standards and Training Commission, the Training Unit will make necessary arrangements for make-up training.
- D. A certificate or other appropriate form of documentation will be kept by the Training Unit in the training file of each employee who has completed a training course. Roll Call training can be used for mandatory training only if a class outline is provided to the Training Unit and approved by the Chief of Police, and a documented attendance roster is submitted following the training.
- E. Attendance rosters will be kept to document attendance during training courses conducted by South Miami Police Department personnel.

- F. Personnel attending training provided outside of the agency will be governed by the attendance requirements as established by that agency or entity providing the training.

15.1.3 Outside Training Reimbursement

- A. The department's training budget pays for all authorized training. This includes the following (if applicable): registration fees, mileage, meals, lodging, and books and materials, in accordance with City of South Miami Personnel Rules and Regulations and State regulations.
 - 1. If employees are to attend training and require lodging or a registration fee as a result, the Training Unit supervisor will be contacted as soon as possible (at least two weeks prior to the training) so proper arrangements and accommodations are made.
 - 2. All check requests for per diem, lodging and/or registration fees must be made two weeks in advance in order to cut checks prior to departure.
 - 3. For all departmentally approved out of town training, personnel will use a City vehicle, with prior approval.
 - 4. Upon returning from the training course, the employee will complete the training expense report for reimbursement purposes. These documents will be submitted to the Patrol Secretary.
 - 5. A non-revenue transponder may be issued to anyone attending training who does not have one permanently assigned. Members shall not run tolls without paying, thus incurring fees or fines. If a member does incur additional fees or fines, and fails to obtain a non-revenue transponder, the Department will pay the toll, and the member will pay the fees or fines.
- B. Overtime/Compensatory compensation will be allowed as directed by the Fair Labor Standards Act as amended in 1986 and the City of South Miami Personnel Rules and Regulations. Exceptions to this policy are any training programs, seminars or conferences not mandated by the department. If it is in the best interest of the department, the employee may be authorized to attend such training, and tuition and other costs may be paid by the City. **Officer's schedules may be adjusted so no unnecessary overtime and/or scheduling conflict(s) occur, per union contract.**

15.1.4 Lesson Plan Requirements

- A. Lesson plans will be required for all training courses conducted by members of the South Miami Police Department. [CFA110.02M(d)] The instructors for each

course will be responsible for his/her lesson plans. Properly formatted lesson plan outlines will include provisions for the following:

1. Name or title of course;
 2. A statement of the student performance objectives;[CFA10.02M (a)]
 3. Training content; [CFA10.02M(b)]
 4. The appropriate instructional techniques to be utilized (lecture, group discussion, audio/visual, etc.); [CFA10.02M(c)]
 5. The identification of any tests used.[CFA10.02M(f)]
- B. The Training Unit supervisor, under the direction of the Chief of Police, will be responsible for the approval of all lesson plans. [CFA10.02M(e)] This will ensure that lesson plans are consistent with departmental guidelines, policies and state requirements. All lesson plans will be submitted to the Training Unit supervisor at least 7 days prior to the training session.
- C. The Training Unit supervisor will maintain a file of all approved lesson plans, including associated tests, if any.

15.1.5 Remedial Training

- A. Remedial training is individualized instruction used to improve or correct specific deficiencies in an employee's performance. Generally, the need for remedial training is recognized during routine supervisory evaluation of an employee's training exercises, evaluation during routine job performance, or during inspections.
- B. Mandated training and proficiency topics will require remedial training if the employee fails to successfully complete the course.[CFA10.03M (b)] Proficiency in areas such as weapons training and ASP/defensive tactics that are performed in an unsatisfactory manner will require remedial training. Any training which requires an employee to exhibit proficiency or pass a test will require remedial training, if the proficiency requirements or testing procedures are failed by the employee. [CFA10.04M(a)]
- C. Remedial training will be made available by the instructor responsible for the specific course as the need arises. Completion of the training will be accomplished as soon as is practical after the deficiency is observed. [CFA10.04M(c)]
- D. Personnel designated to receive remedial training are required to attend the appropriate class or training session. Failure of these personnel to participate may result in disciplinary action.

- E. A maximum of three remedial training sessions will be scheduled for employees who fail to qualify or perform in a satisfactory manner any mandated training. The first remedial training session will be scheduled as soon as possible after the session, which the employee failed. If needed, the second and third sessions will be scheduled at least a week apart. If the employee still fails to achieve a passing score after the third remedial session, he/she is subject to disciplinary action up to, and including termination. [CFA10.04M (d)]

Failure to Qualify/Remedial Training (see G.O. 1.3.11 - Use of Force Proficiency Training): If an officer fails to qualify with his/her issued primary, on-duty firearm, he/she will not be authorized to carry that firearm until a minimum qualification score is achieved. An officer not qualified with a primary duty firearm may be reassigned or may be subject to disciplinary action, as designated by the Chief of Police. [CFA10.04M (e)]

- 1. Remedial training will be provided to any officer unable to qualify with an issued firearm. The training will be held at a time separate from regular qualification periods to facilitate identification of skills needing improvement. Satisfactory completion of remedial training requires that the officer fire a qualifying score.
 - 2. If the officer was relieved of certified police officer duties solely for failure to qualify with a firearm, he or she may be reinstated to regular duties after qualification.
- F. Remedial training may be made available by other agency instructors, as necessary.

15.1.6 Employee Training Record Maintenance

The Training Unit supervisor will update employee records following completion of training programs.

- A. Documentation of all training received by department personnel will be maintained in training records by the Training Unit supervisor.
 - 1. Application memorandums, notification memorandums, certificates and corresponding paperwork are filed in each individual employee's training file.
 - 2. The approved training calendar is maintained by the Training Unit supervisor.
 - 3. The F.D.L.E. Automated Training Management System (ATMS) is also administered by the Training Unit supervisor.

- B. Training records will include the following:
 - 1. Employee's name;
 - 2. Course title, location and dates attended;
 - 3. Type of training received;
 - 4. Hours of instruction (attendance record if less than scheduled);
 - 5. Scores (if tested); and
 - 6. Copies of certificates (if issued).

- C. The Florida Criminal Justice Standards and Training Commission requires forty (40) hours of mandatory retraining within a four-year period. The Training Unit supervisor will ensure that each police officer attend this training.

15.1.7 Training Class Records Maintenance

The Training Unit will maintain records of training conducted by the department. These records will include, at a minimum:

- A. Course title and content;
- B. Names of attendees and date of completion;
- C. Performance of individuals as measured by tests, if administered;