

WOFLEBORO POLICE DEPARTMENT

SOP 2.10

Date Issued: 12/27/2019

Review: 02/25/2021

[Note: This written directive is for the internal governance of the Wolfeboro Police Department and, as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.]

By Order of:
Dean J. Rondeau, Chief of Police

TRAINING

Policy To provide all employees with the required and relevant training to meet or exceed professional standards set by NH Police Standards & Training Council. (NHPSTC)

Purpose The purpose of this directive is to cover the following:

- Recruit Training
- Annual Training
- Specialized Training
- Training Function
- Instructor Training
- Remedial Training
- Guidelines

General Goals

- To improve police and community services.
- To meet mandatory State requirements.
- To provide career development for all members.
- To provide required specialized training.
- To prepare recruits for the academy.

Recruit Training

Under NH RSA 188-F:27 and NH Police Standard & Training Council Rule 302.01 all full-time officers are to attend the Basic Academy . Only officers that have graduated and/or certified are allowed to make arrest or carry a weapon.

Field Training will only be given to certified officers – Part Time, Full time or out of state certified - prior to attending the academy or meeting NHPSTC standards.

Prior to attending the NHPSTC Academy, the Training Officer will prepare the recruit and provide the NHPSTC Manual .

Prior to and/or after the academy the recruit will finish our approved Field Training Program.

NHPSTC will provide a curriculum based on the tasks most frequently assigned officers in the state and use evaluation techniques designed to measure the competency.

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**Training
Instructor
Selection**

Instructors will be selected by the Chief, in consultation with the other supervisors., to determine who based on experience, knowledge and community skills is best qualified.

**Lesson Plan
Development**

Lesson plans will include at a minimum the following information:

- Guidelines and format of each lesson plan shall conform to the standards set by NHPSTC for lesson plan development.
- A statement of performance or job-related objectives.
- Content of training.
- Instructional techniques.
- Test(s) that measure student learning.
- All lesson plans shall be approved by NHPSTC or the Training Officer and given final approval by the Chief of Police before the material is taught.

**Mandatory
Annual
Training**

8 hours of training per NHPSTC rule 403.01
Legal updates as provided by the Attorney General’s Office or NHPSTC.
4 hours of firearms classroom work.
Firearms qualifications (pistol, rifle & shotgun).
Other training to maintain certifications for individual skills.

**Attendance
Requirements**

Members attending training must abide by all regulations of the Wolfeboro Police Department and the Sponsoring Agency.
Approved leave, emergencies and court assignments are acceptable for being excused from attending.
It is the responsibility of the member to arrange mandatory training that is missed.
Certificates and credit on employee’s records will be given for training programs.

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**Specialized
Training**

Members assigned to supervisory, command & specialized areas will receive training to include:

- Development or enhancement of skills, knowledge or abilities for the specialization.
- Management, administration, supervision, personnel policies and support services of the function.
- Supervised on the job training.

Specialized skills shall include, but not be limited to:

- Firearms instructor.
- FTO.
- SRO.
- K-9 Handler.
- Any other position deemed necessary.
- Undergo any recertification requirements as required to maintain certification.

Sworn members promoted to supervisory positions shall attend the NHPSTC First Line Supervision Course, Leadership Training, Command Program or an equivalent within 1 year of appointment.

Civilians promoted to a supervisory position will receive training in the areas needed within the first year as schedule permits.

**Remedial
Training**

Members may be required to attend remedial training:

- To correct or improve job performance.
- When a member fails a test during a training program.

Training will be conducted as soon as possible after the recommendation was made.

Failure to participate will result in disciplinary action.

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**Civilian
Training
Program**

All members will receive a training program and on the job training for the duties they were hired for, to include:

- Legal responsibilities.
- Safety.
- Public relations.
- Job related skills.
- Town and Department Policies and Procedures.
- Department Mission and Standards.
- Working conditions and regulations.

A Field Training Manual developed by Wolfeboro Central Dispatch will be utilized to train all new dispatchers.

The program will be 4-12 weeks in length.

Experienced dispatcher will undergo an abridged version but must undergo the Field Training program.

The supervision of the field training Dispatcher (FTD) shall be the responsibility of the Dispatcher Supervisor.

The new dispatcher will work rotating shifts with his/her FTD to familiarize him/her with duties & responsibilities of each shift.

Guidelines of evaluations & reporting procedures for the FTD are designated in the FTD Manual.

Additional training will be made available to improve performance and increase their technical skills.

**In Service
Training**

The Training Officer shall develop a Monthly program (budget availability), not to exceed 4 hours of training to keep officers up to date between formal training.

Instructional methods may include:

- Video.
- Lectures.
- Legal updates.
- Reading material.

Records shall be maintained of all programs.

Evaluations of the training will be conducted by the training officer in order to improve the program.

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Field Training Program A Field Training Manual developed by Wolfeboro Police Department will be utilized to train all new officers.
The program will be 4-12 weeks in length.
Experienced officers will undergo an abridged version, but must undergo the Field Training program.
The supervision of the Field Training Officer (FTO's) shall be the responsibility of the Staff Sgt.
The recruit will work rotating shifts with his FTO to familiarize him with duties & responsibilities of each shift.
Guidelines of evaluations & reporting procedures for the FTO are designated in the FTO Manual.

Career Development Members shall be given an orientation designed to increase their knowledge and skills in the following areas, depending on their position:

- General counseling techniques.
- Skill, knowledge and ability assessment.
- Benefits.
- Training benefits.
- Educational and incentive programs.
- Cultural awareness.
- Record keeping techniques.
- Career development.
- Availability of outside training.

Request for Training Written request (form) to the training officer for specialized training may be submitted by interested officers.
Every opportunity will be made to comply, but based on the departments need Personnel and expense will be the final decision.

Reimbursement Mileage will be reimbursed based on the Town Policy in cases where a personal car is used and with a supervisor's permission.
One Meal will be reimbursed for a scheduled eight-hour training with receipts.
Incidentals (tolls, etc.) are covered with receipts.

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**Training
Officer**

Responsibilities

- Maintain a record of all training materials, tests, records, attendance
 - Planning and providing guidance in developing and preparing training plans.
 - Coordinating and monitoring:
 - A. Training mandated by NHPSTC.
 - B. Firearms training.
 - C. Notification of available training programs offered by NHPSTC and other agencies.
 - D. Updated information regarding changes in policies, procedures, rules, or regulations, as well as other matters of interest to the employee and the department.
 - E. Selecting instruction for in-service departmental training.
 - F. Maintaining attendance records for all training.
 - G. Maintaining lesson plans for each class taught in-house
 - The course contents.
 - The names of each attendee.
 - The results of any testing conducted.
 - H. Evaluating the training program.
 - I. That all materials needed for training are available.
 - J. Maintaining all training and certification records.
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**Executive
Administrative
Assistant**

Shall update all training records as provided by the officers and training officer – Personnel Training file.

**Field Training
Officer**

Executive Officer/Captain Oversees the Field Training Program and the officers assigned to them.
Captain/ Executive Officer makes recommendations on changes in he will Evaluate each officer assigned to them.

Recruit

Turn in certifications received from training course and course completion form to training officer.

Records

All request for copies of training records shall be made in writing.
Training records will be released to the court according to District Court Rule 2.10 or when ordered by the Superior Court.

Form

Course Certificate – turned in with 48 hours.