

UPPER MERION TOWNSHIP POLICE DEPARTMENT

POLICY AND PROCEDURE

No. 1210

Supersedes: NA

Effective: September 19, 2019

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Dated: June 27, 2003

TRAINING PROGRAM

- I. **PURPOSE:** The purpose of this policy is to provide employees with information on the Upper Merion Township Police Department's training program.
- II. **POLICY:** It is the policy of the Upper Merion Township Police Department to organize and administer a training program which is responsible and responsive to the operational requirements of the department and the employees. Attention will be directed to those areas of learning that will develop employees' knowledge, skills and abilities as they relate to their job responsibilities. Records of training activities shall be maintained, and requirements for developmental and remedial training shall be implemented and monitored according to the procedures established in this policy.
- III. **CROSS-REF:** Policy #1200, FIELD TRAINING PROGRAM
Policy #420, FIREARMS, IMPACT WEAPONS AND O/C REGULATIONS
- IV. **PROCEDURE:**
- A. TRAINING COMMITTEE:
1. The Training Committee will consist of the Chief of Police, the Command Staff and any officers designated by the Chief of Police.
 2. The Training Committee shall function at the direction of, and report to, the Chief of Police.
 3. The committee is responsible for review and recommendations concerning all training requirements for the department.

4. All Training Committee members may disseminate training or scheduling information to personnel they are responsible to supervise as it becomes available to them.
5. The Captain of Police is responsible for all mandatory training requirements, ex., Municipal Police Officer's Education and Training Commission (MPOETC) annual training requirements.
6. Plans, proposals or requests for training shall be presented by the employee to his/her respective Division Commander, through the chain of command, for review, discussion, and/or action as recommended by the Training Committee.

B. ATTENDANCE:

1. The Division Commander, or his/her designee, shall pre-authorize all training day scheduling for his/her division and indicate the training date(s) on the monthly schedule.
2. Following authorization, the Sergeant or Corporal designated by the Chief of Police shall document the details of a respective officer's training in the Training Folder in the Police Computer Network.
3. Employees shall attend training as required by legal mandate or by the Department unless excused. Employees unable to attend a scheduled training course or event shall be excused under the following circumstances:
 - a. employees with prior vacation approval;
 - b. reasonable excuses, such as illness, personal emergency, court appearances, emergency police business, etc.
4. The Division Commander may require employees to submit documentation detailing the reason(s) for their inability to attend scheduled training courses.
5. When training is mandatory by law, the Division Commander shall re-schedule the employee for the required training. Re-scheduling of employees for non-mandatory training following an absence shall be at the discretion of the employee's Division Commander.
6. When an employee completes a training course, the Sergeant or Corporal designated by the Chief of Police will document the completion of training in the Department's Training Records System.
7. When a certificate of completion is issued for attendance in a training program, it shall be the employee's responsibility to provide a copy of the certificate to the Sergeant or Corporal designated by the Chief of Police for inclusion in the employee's training history.

C. TRAINING EXPENSE REIMBURSEMENT:

1. Employees attending training courses authorized by the department shall be reimbursed for authorized related expenses in accordance with the reimbursement schedule and limitations established by Upper Merion Township in effect at the time of the training course.
2. In order to request reimbursement, employees shall submit all receipts documenting any expenditures to the Auxiliary Services Division Lieutenant upon completion of the training.

D. LESSON PLANS:

1. Lesson plans are required for all training classes conducted by the department. It is the responsibility of the individual instructor to provide the Division Commander with a copy of the lesson plan for approval prior to conducting the class. This is to ensure that lesson plans are consistent with the training goals of the department as well as the training needs of the employee.
2. The development of lesson plans should insure that the subject to be covered in training is addressed completely and accurately, and is properly sequenced with other training materials. Lesson plans establish the purpose of the instruction, identify the subjects that will be taught, set the performance objectives, and relate the training to critical job tasks.
3. All departmental lesson plans should be presented in outline format and include the following topic areas:
 - a. course title
 - b. summary of content
 - c. instructional objectives
 - d. instructional methods
 - e. instructional materials
 - f. testing methodologies (if any).

REMEDIAL TRAINING:

1. Remedial training is individualized instruction designed to correct specific deficiencies in the job performance of an employee. Generally, the need for remedial training is recognized during routine supervisory evaluation, scheduled job performance evaluations, inspections, and/or training.
2. Any aspect of the employee's job related responsibilities that are observed to be deficient may be cause to require the employee to receive remedial training.
3. *Sworn officers:* Any police supervisor or authorized training instructor may recommend, and the Division Commander may require, any sworn officer under his/her command to submit to remedial training when circumstances indicate the employee has violated any department policy or may otherwise benefit by remedial training.
4. *Civilian employees:* Any supervisor or authorized training instructor may recommend, and the Division Commander may require, any civilian employee to submit to remedial training when circumstances indicate the employee has violated any department policy or may otherwise benefit by remedial training.
5. Police supervisors, or training instructors for any approved training program, may be assigned by the Division Commander to conduct remedial training as required for personnel to achieve the knowledge, skills, and abilities necessary to maintain proficiencies commensurate with their job responsibilities.
6. Remedial training shall be assigned and accomplished as soon as possible following the observance of any deficiency.
7. Employees designated to receive remedial training are required to attend the appropriate instructional training. Failure of any employee to attend, participate, and complete the assigned training shall be reported through the chain of command for disposition and possible disciplinary action.
8. Remedial training shall be documented, and the Division Commander shall be advised of the progress and outcome of any required training.

F. ENTRY LEVEL TRAINING:

1. Basic municipal police training in the Commonwealth of Pennsylvania is governed by the "Municipal Police Officer's Education and Training Act" (P.L. 359, No. 120 of 1974). This Act created the Municipal Police Officers Education and Training Commission (MPOETC) to administer education and training for municipal police agencies in the Commonwealth.

2. All newly sworn police officers will successfully complete basic recruit training at a police academy approved under Act 120 in accordance with the regulations established by MPOETC. Act 120 certification must be completed prior to assignment in any capacity in which the officer is permitted to carry a badge, police identification card, firearm, or is in a position to make an arrest, except as part of a formal field training program.

G. FIELD TRAINING PROGRAM: Refer to Policy #1200, FIELD TRAINING PROGRAM.

H. MANDATORY IN-SERVICE TRAINING:

1. All officers shall complete annual mandatory in-service training required by MPOETC from an authorized MPOETC training provider under authority of PA Act 120.
2. Firearms training shall be conducted in accordance with Policy #420, FIREARMS, IMPACT WEAPONS AND O/C REGULATIONS.
3. Cardio-pulmonary resuscitation (CPR): mandatory training shall be attended biennially in accordance with MPOETC requirements.
4. First Aid: mandatory training shall be attended biennially in accordance with MPOETC requirements.

I. SPECIALIZED TRAINING:

1. All Upper Merion Township Police Department officers assigned to the Montgomery County Special Weapons & Tactics Team – Central Region (MCSWAT-CR) shall comply with established MCSWAT-CR policy, procedure, orders, and/or regulations as a condition of their continued assignment (refer to the MCSWAT-CR Manual).
2. This Department requires that all of its officers assigned to MCSWAT-CR to engage in regularly scheduled training and readiness exercises (refer to the MCSWAT-CR Manual, Section H, TRAINING).
3. All Upper Merion Township Police Department officers assigned as K-9 handlers, or any officers assigned to operate specialized vehicles, shall participate in entry level training prior to assuming those duties.
 - a. After assuming their duties, K-9 handlers must attend in-service training approved by the department at least quarterly. Operators of specialized vehicles must attend in service training approved by the department at least once every three years. Specialized vehicles shall include any motorized vehicle which requires other than a Class C Pennsylvania driver's license, as well as certain non-motorized vehicles such as bicycles.

- b. All specialized training shall be documented in the Department's Training Records System by the Sergeant or Corporal designated by the Chief of Police.
4. Security awareness certification is required for all personnel having access to CLEAN/NCIC information as per CLEAN Administrative Regulations. The Chief of Police shall designate a Department CLEAN TAC (Terminal Agency Coordinator) Officer and a Deputy CLEAN TAC Officer who are responsible to manage the electronic training records within the CLEAN training records system for those individuals requiring any of the following security certifications:
- a. Level 1 baseline security awareness training is required for all individuals who have unescorted access to the Police Department. Unescorted access is defined as anyone possessing a swipe card, fob or key allowing entry to the Police Department. These individuals are required to complete training offered on CJIS on-line.
 - b. Level 2 security awareness training is required for all non-sworn personnel who have access to CLEAN/NCIC information but are not system operators. Level 2 certification is obtained by completing training offered on CJIS on-line.
 - c. Level 3 security awareness training is required for all CLEAN/NCIC terminal operators. Level 3 certification is obtained by completing training offered on CJIS on-line. Those with Level 3 access must also complete the Level 2 certification.
 - d. Level 4 security awareness training is required for all IT personnel. Level 4 certification is obtained by completing training offered on CJIS on-line. Those with Level 4 access must also complete the Level 2 and Level 3 certifications.

Security awareness training shall be required within six (6) months of initial assignment, and biennially thereafter, for all personnel who have access to criminal justice information (CJI).

J. INSTRUCTORS:

- 1. Instructors for all department operated training programs will meet the following requirements:
 - a. have a minimum of four years police experience,
 - b. have successfully completed an instructor's course and be certified as an instructor,
 - c. possess a demonstrated skill in the area of instruction.

K. CIVILIAN TRAINING:

1. All newly appointed civilian employees will be presented an orientation program introducing them to the department. This orientation program, at a minimum, will include:
 - a. the department's role, purpose, goals, policies and procedures;
 - b. working conditions, rules and regulations;
 - c. rights and responsibilities;
 - d. vehicle familiarization, conducted by a TSU officer, is required for any employee who will operate a Township vehicle and that familiarization must be in the type of vehicle he/she will drive.
2. Civilian positions requiring training on specific job responsibilities prior to assuming those responsibilities are:
 - a. Telecommunicators
 - b. Evidence Technician
 - c. Special Officers
 - d. School Crossing Guards
 - e. Auxiliary Police Officers.
 - f. Network Administrator.
3. This training may consist of, but is not limited to, field training and/or classroom instruction.
4. Civilian positions requiring training upon assuming job responsibilities include:
 - a. Quartermaster
 - b. Animal Control Officer
 - c. Secretaries
 - d. Records Clerks.
5. In-service training designed specifically for civilian positions will be conducted as necessary. This training may be designed to review and update current duties and skills as well as to train and inform of new responsibilities.

6. Orientation and in-service training for civilian employees will be documented on the Upper Merion Township Police Department Training Report by the employee's supervisor.

L. RECORDS MAINTENANCE:

1. The Sergeant or Corporal designated by the Chief of Police shall maintain accurate and updated records of employee certifications and/or attendance at training programs. Information on completed training courses shall be entered into the Training Module of the Police Computer System
2. For training courses conducted by this Department, it shall be the responsibility of the supervisor or instructor conducting the training to ensure that the trainees understand all aspects of the training. The supervisor or instructor conducting the training shall complete an Upper Merion Township Police Department Training Report and submit it to the Sergeant or Corporal designated by the Chief of Police, unless directed to do otherwise.
3. Training records of employees shall contain the following minimum information:
 - a. employee's name
 - b. course name or topic area
 - c. date(s) of training and hours of instruction
 - d. copy of any certificate received
 - e. attendance record (if available)
 - f. performance of attendees.
4. Training records will not be released to anyone outside the department without the approval of the Chief of Police.

APPROVED: Thomas Nolan
Chief Thomas Nolan

DATED: 09/20/2019

APPROVED: Jeremy Johnson
Captain Jeremy Johnson

DATED: 09/20/2019

TO BE REVIEWED: ANNUALLY

DISTRIBUTION: All police officers
All civilian employees
Township Manager
File