

Training

203.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

203.2 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local law, including the Pennsylvania Municipal Police Officers' Education and Training Commission (MPOETC). It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

203.3 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of department members.
- (c) Provide for continued professional development of department members.
- (d) Ensure compliance with MPOETC basic and mandatory in-service police training, qualifications and certifications.
- (e) Ensure compliance with federal, state, local law as well as department policy, procedure, orders, and training.

203.4 TRAINING PLAN

It is the responsibility of the Training Officer to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and department-required training is completed by all members as needed or required. If applicable, the training plan should include any anticipated travel, lodging and or overtime costs associated with each type of training. The plan should include a systematic and detailed method for recording and logging of all training for all members.

While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Officer shall review the entire training plan on an annual basis.

The plan will include information on curriculum, training material, training facilities and scheduling. The plan will address federal, state and department-required, minimum-mandated training of officers and other members.

The Training Officer will coordinate with members to identify any training needs. In addition to in-service training, the training officer should coordinate specialized training (FTO, Datamaster, Traffic Safety, Range, Motorcycle, SWAT, MIRT, Canine, Investigations, and Bicycle). The Chief may designate a Lieutenant for the selection of instructors and to coordinate all advanced level

Plymouth Township Police Department

Policy Manual

Training

training, accreditation training or remedial training. Training recommendations by the Training Officer shall be submitted to the command staff for review.

203.4.1 GOVERNMENT-MANDATED TRAINING

The following list, while not all inclusive, identify training that is required under state and federal laws and regulations.

- (a) Federally mandated training:
 - 1. National Incident Management System (NIMS) training
 - 2. OSHA Standard 29 CFR 1910.1030 Blood Borne Pathogens
- (b) State-mandated minimum training for officers requires completion of an approved basic training course with a minimum passing grade established by the Commission (53 Pa.C.S.A § 2161 et seq.; 37 Pa. Code § 203.11 et seq.). Upon receipt of certification by the Commission, a police officer is authorized to exercise lawful authority of the position.
- (c) State-mandated renewal of certification requires:
 - 1. Annual MPOETC in-service training as determined by the Commission.
 - 2. Maintenance of first aid and CPR certification issued by the American Red Cross, the American Heart Association, the Department of Health or other agency approved by DOH.
 - 3. Annual qualification on a Commission approved police firearms course with the firearm, shotgun and or rifle authorized for use.
 - 4. Maintenance of employment as a police officer.
- (d) Crime Victims Act: Victims' Compensation training 18 P.S. §11.212 (All members)
- (e) Hazmat/Right to Know training

203.7 TRAINING RECORDS

The Training Officer is responsible for the creation, filing and storage of all training records. Training records shall be retained in accordance with the established records retention schedule.