

Geneva Police Department <b>GENERAL ORDERS</b>		<b>TRAINING</b>	
<input type="checkbox"/> new: <input checked="" type="checkbox"/> rescinds: Policy & Procedure 32.1; 33.1 <input type="checkbox"/> amends:		<b>cross-reference:</b> G.O. 405; G.O. 115 <b>Accreditation/Recognition standards:</b>	
<b>effective date:</b> 10.30.03		<b>issue/amend/review date:</b> 10.30.03 / 10.24.13 / 10.16.19	
NYS L.E.A.P.: 32.1; 32.3; 33.1; 33.2; 33.3; 34.1; 34.2; 35.1; 35.2			

<b>I. PURPOSE</b>	The purpose of this General Order is to establish policies and procedures for the training function of the Geneva Police Department.
<b>II. POLICY</b>	It is the policy of the Geneva Police Department to recognize the importance of training and to establish training programs that are consistent with the Department’s mission, goals and values, and to provide personnel with relevant training in the various skills essential to the effective execution of police responsibilities.
<b>III. SUPERVISION OF THE TRAINING FUNCTION</b>	<p><b>A.</b> The Chief of Police will designate a supervisor to be the Department’s Training Officer. The Training Officer shall supervise the training function and coordinate training matters with the Chief of Police. The Training Officer must be a certified Police Instructor pursuant to 9 New York State Codes, Rules, and Regulations (NYCRR) Part 6023.</p> <p><b>B.</b> Other Departmental personnel will assist and participate in the training function as directed by competent authority.</p>
<b>IV. TRAINING PROCEDURES</b>	<p><b>A. <u>Training Directives</u></b></p> <p>1. Training Directives shall be issued by the Chief of Police or his designee, or the Training Officer and will direct affected personnel to attend authorized training. The Directive shall constitute an order to attend the designated training. The Directive will provide all pertinent information regarding the authorized training to include:</p> <ol style="list-style-type: none"> <li>a. The date, time and location of training;</li> <li>b. The subject and purpose of the training program;</li> <li>c. Sponsor/instructor of the training; and</li> <li>d. Any other special instructions.</li> </ol> <p>2. All affected personnel will attend such training as required by the training directive.</p> <p><b>B. <u>Lesson Plans</u></b></p> <p>1. The assigned instructor shall develop and submit to the Training Officer a lesson plan for any training conducted by the Department.</p> <p>2. The Training Officer or his designee (e.g., an appropriate subject matter expert) will review the lesson plans for approval prior to the training instruction.</p> <p><b>C. <u>Instructor Qualifications</u></b></p> <p>1. Personnel assigned to serve as Instructors must successfully complete the New York State Instructor Development School and be certified Police Instructors (<i>as set forth in 9 NYCRR Part 6023</i>).</p>

<b>IV. TRAINING PROCEDURES (CONT.)</b>	<p>2. The Training Officer may waive the above instructor training requirement if a certified instructor reviews and approves both the qualifications of the presenter and content of the lesson plans.</p>
<b>V. DOCUMENTATION OF TRAINING</b>	<p><b>A.</b> The Training Officer will be responsible for maintaining and updating training files to document all training.</p> <p><b>B.</b> The Training Officer will indefinitely maintain a file for each training course, program, or subject matter. These files will include the following:</p> <ol style="list-style-type: none"> <li>1. Course content (lesson plans);</li> <li>2. Names of personnel attending;</li> <li>3. Instructor of the program; and</li> <li>4. Performance of individual attendees as measured by tests, if administered.</li> </ol> <p><b>C.</b> The Training Officer with the Chief of Police will ensure that a file is maintained for each Department employee and update the file to document the employee’s participation in training programs. The file will include the following:</p> <ol style="list-style-type: none"> <li>1. Training directive listing all pertinent information relevant to the training;</li> <li>2. Performance on any test, if administered;</li> <li>3. Any course certificate or certificate of attendance received; and <ol style="list-style-type: none"> <li>a. Personnel attending the authorized training shall upon completion of the training forward a copy of any certificates received to the Office of the Chief of Police.</li> </ol> </li> <li>4. Any documentation of remedial training.</li> </ol>
<b>VI. RECRUIT AND NEW EMPLOYEE TRAINING</b>	<p><b>A.</b> All sworn officers will successfully complete the State-mandated “<u>Basic Course for Police Officers</u>” within one year of appointment date. This training will include firearms certification and the use of deadly physical force before the officer is allowed to carry or use a firearm or other weapon or assigned to perform regular law enforcement duties. Firearms training must consist of an approved Municipal Police Training Council (MPTC) program or a program that meets or exceed MPTC requirements that constitute the basic course of instruction in the use of deadly physical force and in the use of firearms.</p> <p><b>B.</b> Officers who have been hired, but who have not yet completed the basic training course may be used in non-enforcement duties (e.g., communications, records, etc.).</p> <p><b>C.</b> The Training Officer will arrange for Department-specific training in the Geneva Police Department policies and procedures for new police officers before releasing them to full duty. The Field Training Program and additional Departmental training may be utilized for this. The training will include:</p> <ol style="list-style-type: none"> <li>1. Issuance and review of General Orders, rules and regulations, and standards of conduct;</li> <li>2. Training in critical policies and procedures (e.g., use of physical force/deadly physical force, vehicle pursuits, domestic incidences, etc.); and</li> <li>3. Familiarization with the accreditation process.</li> </ol>

<b>VII. SUPERVISORY TRAINING</b>	<p><b>A.</b> All police officers promoted to a Supervisory position must complete the MPTC-mandated course in police supervision, or other police supervision course that meets or exceed MPTC requirements. This training must be completed either prior to promotion or within one year of appointment to that supervisory position.</p> <p><b>B.</b> The Training Officer in consultation with the Chief of Police will arrange for other supervisory or management training for Department supervisors of all ranks on an annual basis.</p>
<b>VIII. IN-SERVICE TRAINING</b>	<p><b>A.</b> The Training Officer will arrange for annual in-service training for all sworn personnel. There will be a minimum of 21 hours of in-service training annually for all sworn personnel.</p> <p><b>B.</b> In addition to traditional classroom training, other resources may be utilized such as, roll call training, video presentations, and training bulletins. <i>See G.O. 115, Written Directives, § IV.</i></p> <p><b>C.</b> The Training Officer, in consultation with the Chief of Police, will determine the content of the in-service training. The training will include but is not limited to:</p> <ol style="list-style-type: none"> <li>1. Firearms training and qualifications (<i>See G.O. 405 § IV</i>);</li> <li>2. Legal updates;</li> <li>3. Review of the use of force/deadly force;</li> <li>4. Review of existing policies, procedures, rules, regulations and revisions;</li> <li>5. Hazardous materials awareness;</li> <li>6. Infectious diseases.</li> </ol>
<b>IX. SPECIALIZED TRAINING</b>	<p><b>A.</b> In order to provide high quality service to the community, the Department will conduct or otherwise provide specialized training to develop or enhance the skills, knowledge, and abilities necessary for a specialized assignment; to include, when applicable, on the job supervised training. This specialized training includes but is not limited to:</p> <ol style="list-style-type: none"> <li>1. D.A.R.E. Instructor</li> <li>2. School Resource Officer (SRO)</li> <li>3. Breath Test Operator</li> <li>4. Police Instructor (e.g., general topics, firearms, etc.)</li> <li>5. Juvenile Officer</li> <li>6. Drug Recognition Expert (DRE)</li> <li>7. Crisis Intervention Team (CIT)</li> <li>8. Field Training Officer (FTO)</li> <li>9. Defensive Tactic’s Instructor</li> </ol> <p style="text-align: right;">Approved By</p> <p style="text-align: right;"><b>MICHAEL J. PASSALACQUA</b> <i>CHIEF OF POLICE</i></p>