



TALLAHASSEE POLICE DEPARTMENT GENERAL ORDERS

 Proudly Policing Since 1841	SUBJECT Training Protocols		 Nationally Accredited 1986
	CHIEF OF POLICE <i>Signature on file</i>		
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AUTHORITY/RELATED REFERENCES

FS 938.15, Criminal Justice Education for Local Government
 General Records Schedule GS2 for Law Enforcement
 General Order 4, Appearance and Uniform Regulations
 General Order 5, Professional Development
 General Order 20, Corrective Action Procedures
 General Order 46, Rules of Conduct
 General Order 58, Travel Protocols
 General Order 61, Weapons, Firearms, and Less-lethal Firearms
 TRN-7, Conducting Training
 TRN-12, Firearms Range Protocols
 ER-8, New Hire Paperwork and Orientation
 FTEP-11, Remedial Training, Extensions, and Unplugs

ACCREDITATION REFERENCES

CALEA Chapter 33
 CFA Chapter 10

KEY WORD INDEX

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POLICY

The Department is responsible for establishing and/or facilitating member training programs to meet statutory and professional standards, and to enhance member productivity and effectiveness. Members shall adhere to established training protocols and processes to augment and/or improve their job skills and efficiency.

DEFINITIONS

Crossfire TRM: The Department's training records management system.

Remedial Training: Personalized member training to correct a specific deficiency.

Specialty Unit Training: Training for, and conducted by, members of the following Department work units: Tactical Apprehension and Control Team, Special Response Team, Canine Unit, Motorcycle Squad, and Special Investigations Section.

Work-related Travel: The act of traveling outside of the four-county area of Leon, Gadsden, Jefferson and Wakulla Counties for a purpose authorized by the Department (regardless of the length of travel time, expenses incurred or reimbursement requested).

PROCEDURES

I. TRAINING PROGRAMS AND COURSES

A. New Member Orientation –

1. A new member's orientation shall occur contemporaneous to their first day of employment or assignment.
2. Employee Resources is responsible for ensuring new members receive orientation consistent with ER-8 (New Hire Paperwork and Orientation), to include information regarding:
 - a. The Department's role, purpose, goals, policies and procedures,
 - b. Working conditions and regulations, and
 - c. Employee rights and responsibilities.

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3. In addition to the general topical areas addressed in subsection 2 above, the following specific topics shall be addressed during new member orientation:
 - a. COT Code of Ethics (and for sworn members, also the Law Enforcement Officer Code of Ethics),
 - b. COT Critical Policy Requirements,
 - c. COT Anti-Harassment Policy,
 - d. COT Electronic Resources and Information Systems Policy,
 - e. Interaction with Mentally Ill Persons,
 - f. Communicable Disease Control, and
 - g. The Department's Accreditation Processes.
- B. Specialized Training –
1. Upon promotion, lateral transfer, or initial employment for certain job assignments (e.g., Forensic Specialist), the Department is responsible for providing the member job orientation and/or equipment specific training.
 2. Refer to General Order 5 (Professional Development) for specialized training protocols.
- C. In-Service Training –
1. Each sworn member shall complete the Department's annual in-service training program to include legal updates.
 2. The Training Section is responsible for developing the annual in-service training curriculum to include requirements mandated by:
 - a. The Florida Criminal Justice and Standards Training Commission (CJSTC),
 - b. The Commission on Accreditation for Law Enforcement Agencies (CALEA), and
 - c. The Commission on Florida Law Enforcement Accreditation (CFA).

D. Mandatory Refresher Training –

1. The CJSTC mandates Florida law enforcement officers complete certain refresher training on a regular and on-going basis (e.g., human diversity interpersonal skills).
2. Some mandatory refresher training is offered during in-service training.
3. Each sworn member shall complete mandatory refresher training as directed by the Training Section in accordance with CJSTC requirements.

E. Squad-based Training –

1. Squad-based training sessions shall be structured to address the needs of members and reflect current Department-approved practices/techniques.
2. A member conducting squad-based training is responsible for obtaining approval for the training from the affected members' chain of command, and shall:
 - a. Ensure the training session is based upon a written lesson plan addressing each topic addressed in subsection V D below,
 - b. Obtain Training Section approval of the lesson plan prior to the training session,
 - c. Schedule the training session(s) with the affected members' chain of command,
 - d. Document member attendance,
 - e. Document any measured member performance (e.g., written exam, scenario testing), and
 - f. Forward all training session records (e.g., lesson plan, attendance roster, exam/testing) to the Training Section in a timely manner after the conclusion of the training.
3. There are times when supervisors may need to allow discussion of events or issues which impact member performance (e.g., debriefings of high-risk calls, recent court rulings or legal issues,

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Department policies and procedures). These discussions are not considered formal training and lesson plans and rosters are not required.

F. Specialty Unit Training –

While specialty units (see definition) are not required to have pre-approval of their training sessions by the Training Section, members in charge of specialty unit training sessions shall:

1. Obtain their chain of command's approval for the training,
2. Ensure the training session is based upon a written lesson plan addressing each topic addressed in subsection V D below,
3. Document member attendance,
4. Document any measured member performance (e.g., written exam, scenario testing), and
5. Retain all training session records (e.g., lesson plan, attendance roster, exam/testing) within their specialty unit or other approved location.
 - a. Specialty unit training records shall be made available upon request by the Training Section or command authority.
 - b. Training records shall be retained in compliance with the State of Florida's General Records Schedule GS2 for Law Enforcement.
 - c. No training record may be disposed of without coordination with the Training Section.

G. Advanced Training –

1. Advanced training is any training which is designed to enhance a member's knowledge, skills, and abilities for use in their current or future job assignment, but is not remedial training or training listed in subsections A – F above.
2. Examples of advanced training for a sworn member include: interviews and interrogations, line supervision, and instructor techniques.

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3. Advanced training for civilian members varies greatly based upon their job assignment, and includes topical areas such as supervision techniques, communications skills, and job-specific credentialing.

II. APPROVAL AND ENROLLMENT PROCEDURES

- A. For scheduling and staffing purposes, members shall coordinate with their immediate supervisor when enrolling for in-service training, and shall enroll via Crossfire TRM.
- B. Except as noted in subsection A above, chain of command approval up to and including the affected lieutenant or higher authority is required for any training which *involves the member being absent from their regular job assignment*.
- C. Chain of command approval up to and including the affected Bureau Commander or designee is required for any training which *includes a direct cost to the Department*.
- D. When the training program or course includes a cost to the Department, members are authorized to register for the program/course **only after** receiving approval from:
 1. A Bureau Commander, Deputy Chief or Chief of Police, and
 2. The Second Dollar Coordinator when the training program or course includes the utilization of Second Dollar funds (see section VII below).
- E. Approval of a Bureau Commander, Deputy Chief, or Chief of Police is required for any training which involves work-related travel (see definition), and members shall adhere to the protocols in General Order 58 (Travel Protocols).
- F. If the training program or course is advertised in Crossfire TRM, the member is responsible for enrolling themselves in the program or course contemporaneous to chain of command approval.
- G. When seeking approval to attend any advanced training (as defined in subsection I G above), the member shall complete an Advanced Training Request Form (PD 138).
- H. Each member involved in the request and review of the PD 138 is responsible for following the instructions on the form (page two).

III. TRAINING ATTENDANCE AND MEMBER RESPONSIBILITIES

- A. Members scheduled, assigned, and/or participating in a training program or course shall adhere to the reporting for duty protocols outlined in General Order 46 (Rules of Conduct) which include:
 - 1. Reporting for duty in a state of physical and mental readiness to perform their assigned job tasks,
 - 2. Promptly reporting for duty at the time and place specified, properly attired, and equipped, and
 - 3. Giving careful attention to orders and instructions.

- B. Members participating in a local training program or course shall be dressed in their normal work attire (e.g., Class B, C or D uniform, civilian uniform) unless other attire is:
 - 1. Directed by the training instructor, or
 - 2. Necessary because of the training (e.g., athletic clothing for defensive tactics).

- C. Members participating in an out of town training program or course shall adhere to the “general guidelines – all members” protocols of General Order 4 (Appearance and Uniform Regulations).

- D. Sworn members shall adhere to the procedures outlined in TRN-12 (Firearms Range Protocols) applicable to their utilization of a range for firearms/less-lethal firearms qualifications or training.

- E. When a member scheduled for a training program or course becomes aware of a situation which will prevent their attendance, the member is responsible for promptly notifying the following members of the reason for the absence:
 - 1. Their immediate supervisor, and
 - 2. The Training Section Sergeant or Lieutenant.

- F. Following a situation as outlined in subsection E above, it is the responsibility of the member and their immediate supervisor to reschedule the member’s attendance at any mandatory training program or course (e.g., annual in-service training).

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- G. In the event a member is absent from a scheduled training program or course without notification as outlined in subsection E above, it is the responsibility of:
1. The Training Section Lieutenant to notify the member's Bureau Commander, and
 2. The affected Bureau Commander to ensure the chain of command effectively addresses the absence and, if warranted, reschedules the member's attendance.
- H. Whenever a member receives a certificate of training or credentialing for completion of a training program or course, it is the member's responsibility to forward a copy of the certificate to the Training Section.

IV. REMEDIAL TRAINING

- A. The need for remedial training may be identified by either testing or other proficiency measure during training or supervisory evaluation of a member's job performance.
- B. Remedial training may be offered in lieu of, or in conjunction with, formal corrective action.
- C. When remedial training occurs as part of the Field Training and Evaluation Program, members shall adhere to the protocols in FTEP-11 (Remedial Training, Extensions, and Unplugs).
1. The occurrence of remedial training shall be documented in the Daily Observation Report and other reports within the ADORE (Automated Observation Report and Evaluation) System.
 2. The initiation of remedial training shall be contemporaneous to the identification of the need for the training and the timeframe of the training is dependent upon the complexity of the task and level of member performance.
- D. When remedial training occurs in connection with weapons qualifications (other than a firearm or less-lethal firearm), members shall adhere to the protocols of TRN-9 (Defensive Tactics Coordinator).

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1. The occurrence of remedial training shall be documented in Training Section records and by numbered memorandum.
 2. The initiation of remedial training shall occur promptly after the identification of the need for the training.
 3. If the immediate remedial training does not result in the member performing the task/activity to standard, additional remedial training shall occur within seven days (see TRN-9 for more details).
- E. When remedial training occurs in connection with firearm or less-lethal firearm qualifications, members shall adhere to the protocols of General Order 61 (Weapons, Firearms, and Less-lethal Firearms).
1. The occurrence of remedial training shall be documented in Training Section records and by numbered memorandum.
 2. The initiation of remedial training shall occur promptly after the identification of the need for the training.
 3. If the immediate remedial training does not result in the member performing the task/activity to standard, additional remedial training shall occur within seven days (see General Order 61 for more details).
- F. When remedial training occurs in connection with physical skills or academic testing, members shall adhere to the protocols of TRN-7 (Conducting Training).
1. The occurrence of remedial training shall be documented in Training Section records.
 2. The initiation of remedial training shall occur promptly after the identification of the need for the training.
 3. For physical skills, if the immediate remedial training does not result in the member performing the task/activity to standard, additional remedial training shall occur within seven days (see TRN-7 for more details).
 4. For academic testing, the member shall be given a retest of the entire exam contemporaneous to the remedial training.

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- G. When remedial training occurs in connection with a corrective action, members shall adhere to the protocols in General Order 20 (Corrective Action Procedures).
 - 1. The requirement for a member to participate in remedial training shall be noted on the Corrective Action Recommendation Form (PD 133) and the City of Tallahassee Disciplinary Action Report (DAR).
 - 2. The occurrence of remedial training shall be documented in Training Section records and by numbered memorandum.
 - 3. Unless an extension has been granted by the Chief of Police, remedial training occurring in connection with a corrective action shall occur within 30 days of the decision to impose such action.
- H. Regardless of the reason for the remedial training, failure to participate in the assigned training subjects the member to progressive discipline.

V. TRAINING SECTION ADMINISTRATIVE PROCEDURES

- A. The Training Section is responsible for ensuring available training programs and courses are advertised in a manner easily accessible to members (e.g., e-mail, Crossfire TRM).
- B. Except as noted in subsection I F above, the Training Section shall maintain records of each Department-sponsored training program or course to include the following information, at a minimum:
 - 1. Course lesson plans,
 - 2. The names of the members in attendance, and
 - 3. If member performance was measured (e.g., written exam, scenario testing), each member's score or rating.
- C. Training records (e.g., lesson plans, examinations, attendance rosters) shall be retained in compliance with the State of Florida's General Records Schedule GS2 for Law Enforcement.
- D. The Training Section is responsible for ensuring each lesson plan for a training program/course conducted by the Department includes:
 - 1. A statement of job-related goal(s) and performance objectives,

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2. The content of the training and specification of the appropriate instructional techniques,
 3. A list of resources used in the development of the curriculum,
 4. A list of resources required in the delivery of the program,
 5. A process for approval of lesson plans, and
 6. Identification of any tests used to measure knowledge and performance.
- E. The Training Section is responsible for ensuring Department instructors possess the requisite skills, knowledge, and abilities as outlined below:
1. The ability to train, coach, and mentor officers in law enforcement related topics,
 2. Knowledge of written directives relevant to the law enforcement topics being taught, and
 3. Lesson presentation skills.
- F. The Training Section is responsible for ensuring all Department instructors have successfully completed Instructor Techniques, are currently CJSTC certified in their area of instruction, and receive training in the:
1. Development of lesson plans,
 2. Development of performance objectives,
 3. Utilization of instructional techniques,
 4. Techniques for testing and evaluation, and
 5. Use and availability of resources.

VI. ASSOCIATION WITH ACADEMY/TRAINING CENTER

- A. The Florida Public Safety Institute (FPSI) is designated by the CJSTC as the law enforcement training center (i.e., academy) for this region of the State of Florida.

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- B. The Department's relationship with the FPSI involves:
 - 1. The training of police officer recruits,
 - 2. Member attendance at advanced or specialized training programs and courses,
 - 3. Facility utilization for Department training (e.g., in-service, specialty unit training), and
 - 4. Participation in the CJSTC Region III Training Committee.
- C. While in attendance at an FPSI training program or class, members shall adhere to the FPSI rules and Department policies. Where FPSI protocols and Department protocols conflict, FPSI protocols shall prevail unless following the protocol would cause the member to violate the COT Code of Ethics (and for sworn members, the Law Enforcement Officer Code of Ethics).
- D. The Department is responsible for the actions of members attending a class or course at the FPSI.
- E. The FTEP Coordinator or designee is responsible for responding to any reported problems at the FPSI involving a police officer recruit under the sponsorship or employment of the Department.
- F. Any arrangement with the FPSI for utilization of their facilities on behalf of a Department training function or activity should be coordinated through the Training Section or their designee.

VII. SECOND DOLLAR FUNDING

- A. The Department is authorized by FS 938.15 to utilize Second Dollar funds to provide training to its members (sworn and non-sworn) which is directly related to the member's job classification.
- B. Any request for the utilization of Second Dollar funds must be approved by the Training Section's Second Dollar Coordinator.
- C. Requests for Second Dollar funding must be documented on the Advanced Training Request Form (PD 138).
- D. See General Order 58 for PD 138 routing procedures.

VIII. TRAINING COMMITTEE

Membership and Organization –

- A. The Internal/External Affairs Bureau Commander is responsible for establishing a Training Committee to assist in the development and evaluation of training needs and to serve as the focal point for training-related input from all Department work units.
- B. The Training Section Lieutenant serves as the chairperson of the Training Committee, and reports the committee's activities to the Internal/External Affairs Bureau Commander.
- C. The Training Committee is composed of members from throughout the Department, as described below.
 - 1. Two (2) representatives from the following Bureaus:
 - a. Patrol Operations,
 - b. Criminal Investigations,
 - c. High Risk Offender, and
 - d. Operational Support.
 - 2. One (1) representative from the Field Training and Evaluation Program (separate from the Patrol Operations representatives).
 - 3. At least one (1) representative from the Training Section (other than the Training Lieutenant).
- D. Training Committee membership is a voluntary assignment and selections are made by the Bureau Commanders of the affected work units.
 - 1. Members are expected to serve at least one (1) year from the time of initial assignment.
 - 2. The replacement of a committee representative is at the direction of the Bureau Commander of the affected work unit from a list of members who wish to volunteer for the assignment.
- E. The Training Committee shall meet at least quarterly.

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Responsibilities –

- F. The Training Committee is responsible for receiving input and recommendations from members, regardless of rank or assignment, in order to establish a prioritized list of training programs and courses.
- G. Training Committee members should seek out internal and external training opportunities for their Bureaus and work with the Training Section to facilitate training.
- H. The Chairperson is responsible for soliciting input on the meeting agendas and communicating this information to the entire committee in advance of a meeting.
- I. The Chairperson is responsible for ensuring the completion of meeting notes and documentation of committee recommendations, and ensuring the information is provided to the Training Sergeant.
- J. The Training Committee is responsible for reviewing the Department training programs listed below for efficacy, accreditation compliance and contemporary topics and instruction methodologies.
 - 1. In-service training,
 - 2. Training for sworn, non-sworn, and supervisory members,
 - 3. Field training for recruit officers,
 - 4. Check-on training,
 - 5. Career development training,
 - 6. Advanced specialty training, and
 - 7. Other specialty unit training as deemed necessary by the Training Lieutenant.

History: previous title (*training attendance*) – issued 07/15/1985, revised 01/01/1991, 10/29/2001 (*change of title – training programs and courses*), 04/08/2004, 09/30/2010, 06/12/2017 (*change of title – training protocols*) and 08/10/2018.