


NORTHAMPTON POLICE DEPARTMENT Administration & Operations Manual		
Policy: Training		AOM: P-233
Massachusetts Police Accreditation Standards Referenced:		Issuing Authority <hr/> Jody Kasper Chief of Police
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Table of Contents

I. INTRODUCTORY DISCUSSION.....	1
II. POLICY	2
III. TRAINING COORDINATOR	2
IV. TRAINING SUPERVISOR.....	3
V. REQUIRED TRAINING FOR SWORN PERSONNEL [16.3.5]	3
VI. VOLUNTARY TRAINING FOR SWORN PERSONNEL [33.5.1]	4
VII. SPECIALIZED TRAINING.....	5
VIII. ADVANCED TRAINING	6
IX. RECRUIT TRAINING	6
X. TRAINING FOR CIVILIAN EMPLOYEES [33.7.1]	7
XI. ATTENDANCE REQUIREMENTS [33.1.2]	8
XII. TRAINING INSTRUCTORS	9
XIII. TRAINING DOCUMENTATION	9
XIV. LESSON PLANS FOR IN-HOUSE TRAINING.....	10
XV. REIMBURSEMENT FOR TRAINING RELATED EXPENSES [33.1.3]	10

I. Introductory Discussion

The Northampton Police Department recognizes that training is one of its most important responsibilities. The Department realizes that a process of ongoing training and updating is necessary in order to maintain a high level of professionalism. Both recruit and in-service training are designed to enhance an employee's ability to perform the functions necessary for police work in today's society. Therefore, it is the purpose of this chapter to set guidelines for the establishment of a comprehensive training program.

II. Policy

It is the policy of this department to provide or make available, training in all areas of police work that will benefit both the Department and its employees. This will be accomplished through a program of required and voluntary training sessions, conducted through the Department or outside agencies in conjunction with a continuous program of roll call training.

III. Training Coordinator

Administration: Training is an administrative component of the Northampton Police Department. It is under the control of a department employee designated as "Department Training Coordinator." The Training Coordinator will be under the general supervision of the Training Supervisor, who is under the supervision of the Administration Division Commander.

Duties of the Training Coordinator:

1. Plan and coordinate all Department Training programs with current departmental goals and objectives.
2. Implement and modify training programs as needed.
3. Schedule and coordinate all required training sessions and notify employees of same.
4. Schedule and coordinate all other department training for sworn and civilian personnel.
5. Verify the attendance at all training courses.
6. Keep all employees informed of the available training offered outside of the department.
7. Keep all employees informed of private facilities available to them for training purposes.
8. Review and evaluate requests for training received via the LEFTA METR application or *AOM P233.b Request To Attend Training*.
9. Locate and schedule training for employees who have demonstrated skill deficiency, or who have special skills that should be further developed as requested by Division Commanders.
10. Post and or disseminate significant legal updates and appropriate training aids or bulletins. [33.5.1]
11. Maintain employee training files in in-house computer and file paper copies of certificates.
12. Monitor training related expenses.
13. Complete monthly training reports and submit them to the ADC by the 5th day of the following month.
14. Complete annual training report and submit to the ADC by the last day of January of the following year.

IV. Training Supervisor

The Training Supervisor is a sworn police officer who will provide supervision and direction to the Training Coordinator.

Duties of Training Supervisor:

1. Receive and review Requests to Attend Training from supervisors. Approve or deny requests and forward them to the ADC, who will review them and forward them to the Training Coordinator.
2. Review legal updates and training briefs and forward them to the Training Coordinator for distribution, if recommended.
3. Locate and recommend training courses and forward them to the Training Coordinator.
4. Serve as back-up for the Training Coordinator.

V. Required Training for Sworn Personnel [16.3.5]

- A. Minimum Standards: Certain areas of police work require ongoing training. The Department will provide required training in each of these areas and may administer written, oral, or practical tests to ensure that all officers meet or exceed the minimum acceptable standards. The level of proficiency required to achieve minimum acceptable standards will be set by the Training Supervisor and approved by the Chief of Police, unless superseded by law or other authoritative body.
- B. Types of Required Training: The following training is required and will be attended by all officers as noted: [33.5.1]
 1. **Firearms Training**: All officers must attend and pass firearms training in accordance with *AOM 0101 Police Use of Force*. Training will consist of 1 qualification course and 1 drill session each year, as mandated by MPTC guidelines. Training may be done while officers are on duty, providing it is done with a qualified instructor and the Shift Commander has full knowledge. Training shall include Department's Use of Force policy and pertinent legal updates. [33.5.1]
 2. **Patrol Rifle/40mm/PepperBall Gun Training**: No officer will be allowed to carry or use a patrol rifle, 40mm, or PepperBall Gun, unless they have trained and qualified annually on a Municipal Police Training Committee (MPTC) approved course. [33.5.1]
 3. **Baton/OC Spray Training**: All officers carrying authorized batons and OC spray shall be trained and re-familiarized by a qualified instructor at least every two (2) years in accordance with *AOM 0101 Police Use of Force*. Such training will also include less than lethal/empty hand techniques (escort and take-down techniques).
 4. **First Responder Training**: All officers will be trained as First Responders by qualified MPTC Instructors, and must pass a written and practical examination annually, in accordance with requirements set forth by the State Office of Emergency Medical Services and the MPTC.

5. **CPR Training:** All officers must be trained in CPR by a qualified CPR Instructor, and must pass an annual written and practical examination. [33.5.1]
 6. **Automatic Defibrillator Training:** All officers must be trained and certified in the use of automatic defibrillators. Officers are to be evaluated and re-certified on automatic defibrillator use on an annual basis.
 7. **In-Service Training:** All sworn personnel will successfully complete an annual In-Service training program that is compliant with MPTC requirements. To accomplish this, the department will use a combination of MPTC-Approved Academy training, and Department in-house training delivered by MPTC certified instructors. [33.5.1] In addition, all sworn personnel will complete annual and documented training in the Use of Force policy.
- C. **Remedial Training:** In order to ensure that all officers are performing to the best of their abilities, it is essential to offer remedial training in those areas where an officer exhibits a lack of knowledge or poor performance. Remedial training shall be provided as follows: [33.1.5][33.6.1.b]
1. Remedial training shall be provided for those employees who are unable to qualify with a department issued or authorized firearm/weapon prior to resuming official duties. [1.3.11,c]
 2. Remedial training shall be provided in other situations as deemed appropriate by the Chief of Police. Remedial training may be recommended by any superior officer pursuant to the procedures established in ***AOM P250 Development of Discipline***.

All remedial training shall be documented in a memo or other written format, and submitted to the Training Coordinator to be stored in the appropriate training file.

- D. **Shift Briefing Training (via DHQ or PM/AM):** The Shift Briefing Training Program is an integral part of the Department's training function. Shift Briefing training is an effective way of keeping officers current with changes in law, policies, and procedures, or as review sessions for other training areas. Programs will be developed to address the needs of the department. [33.5.1] [33.5.2]
1. Normally, this training will include the reading of policies, procedures, regulations, and/or Training Briefs or Training Bulletins that cover changes in law, policy, statutes, ordinances, court decisions and/or technological developments that affect the operation of the department. [41.1.3]
 2. It is the responsibility of the Shift or Bureau Commander to insure that each person under his or her command has received the information, has had an opportunity to discuss it and ask questions, and has signed the Training Reception Form as having read the material on DHQ or in PM/AM.
 3. All Shift Commanders shall ensure that their employees are kept up to date in criminal and motor vehicle laws.
 4. Shift Supervisors should also be involved in the Shift Briefing Training Program.

VI. Voluntary Training for Sworn Personnel [33.5.1]

Requests for Attendance: Any department member wishing to attend a voluntary training course shall complete a request to attend training through the METR application via the LEFTA software system. If the software is not available, personnel may submit *AOM P233.b Request To Attend Training* to their Shift or Bureau Commander who will approve or disapprove the request and then submit it to the Training Supervisor. The Training Supervisor will either approve or deny the request and will then give it to the ADC, who will review it and then forward it to the Training Coordinator. Final approval will be based in part on the following:

1. Scheduling needs of the department.
2. Officer's goals, objectives, abilities, and fields of expertise.
3. The benefit of the training to the department.
4. Relevance of course content to Officer's position.
5. Financial status of the Training Program.
6. Final approval must be obtained by the Administration Division Commander.

VII. Specialized Training

- A. Definition: Specialized training shall be defined as any training that is designed to provide skills, knowledge, and abilities necessary to perform a particular function within the department.
- B. Requirements: Specialized Training shall be provided for: [33.6.1][33.6.1,a]
 1. Any assignment for which the required skills are not normally contained in regular training programs.
 2. All personnel assigned as trainers/instructors. [33.4.3,e]
 3. All personnel upon receiving a promotion. [33.8.2]
 4. Personnel responsible for collision reconstruction.
 5. Personnel responsible for crime scene processing.
 6. Other personnel as deemed necessary by the Chief of Police or the Training Coordinator.
- C. Training for Reassignment or Promotion: The appropriate Division Commander shall advise the Training Supervisor, Training Coordinator, as well as the Chief of Police, of any specialized training required by virtue of reassignment or promotion. [33.8.2]
 1. The following positions have required specialized and/or In-Service trainings:
 - a. Crime Scene Technician – see requirements under *AOM O407 Investigative Photographing and Fingerprinting*
 - b. School Resource Officer – see requirements under *AOM P203.j School Resource Officer*
 - c. Detective – see requirements under *AOM P203.a Detective*
 - d. Bicycle Patrol Officer – see requirements under *AOM O204 Police Bike Patrol Unit*
 - e. Field Training Officer (FTO) – see requirements under *AOM P233Training*

- f. sUAS Officer – see requirements under *AOM 0506 Small Unmanned Aircraft Systems*

- D. Types of Specialized Training: Specialized training provided to personnel shall include, but is not limited to:
 - 1. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialization. [33.6.1]
 - 2. Management, administration, supervision, personnel policies, or the provision of support services to any rank, position or assignment. [33.6.1]
 - 3. Performance standards of the rank, position or assignment.
 - 4. Supervised on-the-job training. [33.6.1]

VIII. Advanced Training

- A. Definition: Advanced Training shall be defined as training designed to impart higher level supervisory and management skills to selected personnel.
- B. Requirements: All newly appointed superior officers shall, as soon as possible, attend training commensurate with their new duties. Such training should include the various aspects of supervision and management as provided by approved outside agencies, and as scheduled by the Training Coordinator. In addition, FTEP for newly appointed Lieutenants and Sergeants , as it relates to their specific duties within their new assignments.[33.8.2][33.6.1,a]

IX. Recruit Training

- A. Training Academy: All recruit officers of the Northampton Police Department must successfully complete the Municipal Police Training Committee (MPTC) academy for full-time police officers, or equivalent, prior to exercising police powers (MGL Ch. 41 §96B). An exception may occur if the officer has completed the MPTC part-time academy and has been granted a waiver from the MPTC. [33.2.3]
 - 1. **Responsibility of Student Officers**: While attending the Academy, all student officers will be bound by the rules, regulations, policies, and procedures of that Academy as well those of the Northampton Police Department.
 - 2. **Expenses**: Notwithstanding any agreement with the City, officers shall attend the Academy at their own expense. However, any officer attending the Academy shall be deemed a Student Officer, and shall receive pay and benefits from the City of Northampton in accordance with the laws of the Commonwealth.
- B. Department Relationship with MPTC Recruit Training Academy: M.G.L. Ch. 6 §116 – 118 inclusive set forth the organization and responsibilities of the Municipal Police Training Committee. [33.2.3]

1. **Liaison Activities:** The Captain of Operations will serve as the liaison between the Department and the Academy for Student Officers. In this capacity, the responsibilities will include: [33.4.3]
 - a. Handling all paperwork (including forwarding all appropriate documentation to the academy) on the Student Officer.
 - b. Scheduling and coordinating all activities for the Student Officer; and
 - c. Working with Academy staff to resolve problems that arise concerning the Student Officer while at the Academy.
 2. **Staff, Facilities, Instructors & Other Resources:** If requested by the MPTC, the Captain of Operations will provide information on, and availability of qualified Department personnel to act as instructors at recruit academies. Also, if requested, the Department will make every effort to provide additional staff, resources, and facilities to the MPTC.
- C. **Field Training & Evaluation Program (FTEP):** Upon successful completion of the Academy, all newly appointed officers (including outside transfers) must participate in and successfully complete the Department's FTEP. Upon entering the Department's FTEP, all Officers shall be issued the Department's Policy and Procedure Manual to review its content, and acknowledge received receipt that they have reviewed the manual and understand each policy and procedure. Student Officers must complete this program prior to routine assignment in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest, except as part of the formal FTEP. Failure to successfully complete this program will result in dismissal from the Department. [33.2.4] [33.4.1] [33.4.3]
1. **Supervision of FTEP:** The FTEP will be under the direct supervision of the FTEP Supervisor with overall command responsibility assigned to the Operations Division Commander. [33.4.3]
 2. **Training** shall be conducted under the direct observation of Field Training Officers (FTO).
 3. **Curriculum:** The FTEP consists of a minimum 14 week curriculum based upon tasks necessary to assume the complex role of a police officer, and uses evaluation techniques designed to measure competency in the skills, knowledge and abilities required of a police officer. The Field Training and Evaluation Program will be conducted in accordance with procedures set forth in the Field Training & Evaluation Manual and as directed by the ODC. [33.4.2, a & b] [33.4.3]

X. Training for Civilian Employees [33.7.1]

- A. **Requirements:** All newly appointed civilian personnel will receive the following training by their immediate Supervisor under the direction of the Training Supervisor and Training Coordinator. All training shall be monitored and/or conducted by a certified instructor:
1. Orientation to the department's role, purpose, goals, policies and procedures. [33.7.1,a]

2. Working conditions and regulations. [33.7.1,b]
 3. Responsibilities and rights of employees, and requirements of any applicable job description. [33.7.1,c]
 4. Specific job training and on-the-job training as required by the position or assignment. [33.7.2]
- B. Department Policy & Legal Updates: In addition, civilian employees will be trained and/or informed of all newly implemented or revised policies, procedures, rules and regulations of the department, as well as any laws, statutes, or ordinances that may affect them on a regular basis.
- C. In-Service Training: In-Service training will be provided as needed upon approval of the Administrations Division Commander. [33.7.2]
- D. Dispatcher Training: The Administrator of the Public Safety Dispatch Center shall be responsible to see that dispatch personnel are provided with the following job specific training: 9-1-1 Equipment training and certification; APCO Basic Telecommunications; Priority Dispatch EMD/EFD/EPD; Suicide Prevention, Domestic Violence Intervention, Stress ID & Management, Active Shooter, CPR/AED, NIMS IS 700, ICS 200 and any other applicable training determined necessary by the NPS Administrator. [33.8.2]

XI. Attendance Requirements [33.1.2]

- A. Requirements: All employees assigned to a training program will be responsible for the following requirements:
1. **Be On Time**: Report at the time and location specified with the proper material, equipment, and attire necessary to complete the course. When unable to do so for any legitimate reason, first obtain permission from the Training Coordinator;
 2. **Do Not Leave Early**: Remain at the designated location until excused by the instructor, unless permission to be excused early for a legitimate reason is obtained from the Training Coordinator prior to attendance; and
 3. **Be Attentive & Courteous**: Be attentive and courteous to the instructor, while avoiding creating any disruption during the class.
 4. **Missed Trainings**: Officers with excused absences and/or scheduling conflicts (i.e.; Court) from mandatory training courses will be re-scheduled by the Training Coordinator in order to ensure successful completion of the training requirements. It shall be the employee's responsibility to provide the Training Coordinator with advanced notification of any scheduling conflicts. [33.1.2]
- B. FTEP Attendance Requirements: Any person participating in the FTEP shall be responsible for making up any portion of the materials missed due to an absence. Such person may be required to extend the overall duration of the field training in order to make up any missed material.
- C. Attendance - Responsibility of Training Coordinator: Attendance at training sessions conducted by outside agencies will be monitored by the Training Coordinator.

XII. Training Instructors

- A. Selection: It shall be the responsibility of the Operations Division Commander to evaluate the objectives of departmental training programs and to select the most appropriate instructors.
 - 1. **Qualifications of Department Instructors**: Instructors shall be selected based upon their ability, experience, expertise, interest, and knowledge in the required field.
 - a. **Field Training Officers**: FTO's shall have a minimum of two years' experience at NPD, and will be selected through an interview process conducted by the supervisor of the Field training Program. [33.4.3]
 - 2. **Instructors from Outside Agencies**: Instructors enlisted from agencies outside the department will be subject to review by the Training Coordinator and must meet approval by the Administrations Division Commander.
- B. Instructor Training – Responsibility of Training Coordinator: The Training Coordinator shall ensure that all Department Training Instructors and Field Training Officers, prior to assuming their teaching responsibilities, receive initial training to prepare them for and keep them current with their assigned responsibilities.
 - 1. **FTOs**: Training shall consist of a 1-week FTO training course. In addition, FTOs will receive annual in-house refresher training, which will review the FTEP's philosophy, structure, and documentation, as well as adult learning principals and teaching techniques.
 - 2. **Technical Instructors**: Technical instructors (firearms, defensive tactics, CPR/First Responder, etc.) shall be required to hold the appropriate levels of technical training necessary (MPTC training and certification) to be instructors in their field, and shall monitor such training when provided. [1.3.11,a] Technical instructors are responsible for maintaining their certification. They must notify the Training Coordinator when their certification is up for renewal.

XIII. Training Documentation

- A. In-House Training Classes: The Training Coordinator shall be responsible for maintaining records of each training class that is conducted by this department, to include at a minimum:
 - 1. Course content (lesson plans). [33.1.7,a]
 - 2. Name of instructor.
 - 3. Names of department attendees. [33.1.7,b]
 - 4. Attendee training reception signatures; and
 - 5. Performance of individual attendees as measured by tests, if administered (including results of any weapons proficiency tests). [33.1.7,c] [1.3.11,b]

B. Personnel Attendance Records: The Training Coordinator or designee will be responsible for maintaining attendance records, copies of any certificates granted, and other pertinent training records on all Department employees. [33.1.6]

1. **Responsibility of Employees Attending Training**: It is the responsibility of each employee who receives a certificate, or other proof of completion from any training course, to provide a copy of such documentation to the Training Coordinator as soon as possible upon completion.
2. **Release of Training Records**: Training records of all employees of the Department are not to be released without prior approval of the Chief of Police or Operations Division Commander. In addition, any training records of officers and employees of the Department shall be considered to be personal, not public records.

XIV. Lesson Plans for In-House Training

- A. Approval: All qualified instructors who conduct any department training sessions or programs must file a written lesson plan (refer to [*AOM P233.a In-Service Lesson Plan Cover Sheet*](#)) with the Administrative Division Commander prior to the scheduled program or session. The lesson plan must be approved and signed by the Administrative Division Commander prior to its implementation. [33.1.4]
- B. Lesson Plan Development: The plan must consist of a complete syllabus of the entire program or session including the following:
1. A statement of the performance and job-related objectives to be achieved.
 2. Specifications of appropriate instructional techniques; and
 3. Identification of any tests to be used. [33.1.4, a-d]

XV. Reimbursement for Training Related Expenses [33.1.3]

- A. With prior approval of the Training Coordinator, the department will reimburse employees for registration fees, meals, lodging, tolls, and other appropriate expenses related to training attended outside of the service area. Form [S:\02-NPD Blank Forms\Training\Training Reimbursement Request.doc](#) must be completed and signed by the employee. No expense will be reimbursed without the proper submission of clear itemized and, readable corresponding receipts attached to this form. The Training Coordinator may approve none, some, or all of the expenses requested. Training Reimbursement Requests will also be reviewed by the ADC prior to reimbursement.
- B. The **maximum allowable reimbursement per meal** when accompanied by receipts shall be:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

Tipping should not exceed 15%

Note: The purchase of alcoholic beverages will not be reimbursed.

- C. The Training Coordinator will determine in advance of the training, the number of meals allowable and will be guided by the following formula.

Time/Location of Training	Allowable Meals
One day training outside of the City	One lunch
Two day training outside of the City with no overnight stay	Two lunches
Two day training outside of the City with an overnight stay	One breakfast, two lunches, one dinner
Three day training outside of the City with two overnight stays	Two breakfast, three lunches, two dinners