

East Haven Police Department 	Type of Directive:		No. 102.4
	Policies & Procedures		
	Subject/Title: Professional Development and Training		Issue Date: October 29, 2019
			Effective Date: November 15, 2019
Issuing Authority: Honorable Board of Police Commissioners		Review Date: Annually	
References/Attachments: N/A		Rescinds: 102.3	
		Amends: N/A	

I. PURPOSE

- A. The purpose of this directive is to set forth the policies and procedures of the East Haven Police Department (EHPD) regarding the Department’s commitment to professional development and training for all employees.

II. POLICY

- A. It is the policy of the East Haven Police Department that each employee shall have the opportunity to develop his/her professional skills and competencies over the life of his/her career with the Department. The Department is dedicated to excellence and to the growth and professional development of all its personnel.

III. PROCEDURES

- A. All personnel who are promoted or assigned permanently to new duties shall be provided training identified and recommended by the Head of the Administration and Training Division (ATD) from options approved by the Chief of Police. Such training should occur before assuming these duties or within the first six (6) months in the new position unless the Chief of Police approves a longer delay in such training due to various contingencies. In such cases, training will occur as soon as possible following the member’s assignment.
- B. All personnel shall participate in prescribed professional development and skills training annually and more often if duties so require additional training.
1. The annual in-service training for sworn members of the Department shall include legal updates and firearms re-qualification; the training shall meet or exceed all

Connecticut Police Officers Standards and Training Council (POST) requirements for police officer recertification over the required time period.

2. The ATD shall be responsible for scheduling, coordinating, and documenting in-service training, which will include a review of departmental policies, procedures, rules, and regulations; training in new or improved equipment, technology, and methods; re-certification and other necessary training as required.

C. Departmental Training – Lesson Plans

1. All training courses by the Department shall have a lesson plan to include a statement of performance and job-related objectives; content of the training; specification of instructional techniques; and identification of the testing or evaluation method to be used.
2. All lesson plans will be submitted to the Office of the ATD for review and approval prior to the scheduled training. A copy of all approved lesson plans will be maintained by the ATD.

D. Remedial Training

1. Remedial training will consist of individualized training designed to remedy specific deficiencies.
 - a. Remedial training may be scheduled for personnel who:
 - 1) Failed to successfully complete training during an initial training course.
 - 2) Consistently demonstrate lack of skills, knowledge, or abilities in job performance, based on evaluation reports and/or first-hand observation by supervisors.
 - 3) Have received disciplinary action that may be corrected through remedial training.
2. The timetable, under which remedial training will be scheduled and provided, and the criteria for its successful completion will be dependent upon the nature of training and skills as they apply to the individual's assignment. Remedial training shall be scheduled and documented by the ATD in conjunction with course instructors. Personnel willfully refusing to participate in assigned remedial training are subject to disciplinary action.

E. Training Records

1. The ATD will maintain records of training received by all personnel, and training classes conducted by the Department to include date and type of training; course content/lesson plans; copies of any certificates received by personnel; attendance roster/records; and test scores if applicable.
2. Upon the completion of approved training, personnel training records shall be updated.

F. Police Academy Training

1. New recruits for the position of police officer will attend and successfully complete the prescribed courses at a Police Academy. Newly hired officers must successfully complete POST training prior to routine assignment in any capacity in which they carry a firearm or are in a position to make an arrest.
 - a. The curriculum will be based on the most frequent tasks, duties and responsibilities of certified police officers (sworn personnel).
 - b. Recruits will be evaluated through various means to measure their knowledge, skills, abilities, and competencies.
 - c. Recruits will receive an orientation packet at the time the academy training begins.

G. Tactical Team Training

1. Members of the Department assigned to the South Central Regional Special Weapons and Tactics Team (SCRSWAT) will participate in training and readiness exercises as prescribed by the SCRSWAT Mutual Police Assistance Compact.
2. Members of the Department assigned to the South Central Connecticut Traffic Unit (SCCTU) will participate in training and readiness exercises as prescribed by the SCCTU Mutual Police Assistance Compact.

H. Accreditation Training

1. The following accreditation training will apply if the Department is seeking Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation or CALEA reaccreditation.
 - a. At the completion of the Police Academy or within thirty (30) days of beginning their employment, all newly hired personnel shall receive training regarding the CALEA accreditation and the accreditation process.
 - b. Prior to an on-site assessment associated with each CALEA reaccreditation, all agency personnel shall receive information regarding the accreditation process.
 - c. The CALEA accreditation manager and other personnel associated with achieving the initial CALEA accreditation will receive accreditation training through:
 - 1) Connecticut Police Accreditation Coalition (CONN PAC).
 - 2) The CALEA Conferences with the approval of the Chief of Police.