



SPRINGFIELD TOWNSHIP POLICE DEPARTMENT
Wyndmoor, Pennsylvania

Policy 1-17

Policy Title: Training

Date of Issue: December 1, 2022

Rescinds: None

By Authority of:

Chief of Police

I. Purpose

The purpose of this policy is to provide for the organization and administration of training through all levels of the department for both sworn and non-sworn personnel, and to better educate our personnel in order to ensure that they are prepared to perform their job assignments decisively and correctly.

II. Policy

It is the policy of the Springfield Township Police Department to train all personnel in conformance with this policy.

III. Training Committee

- A. The training committee will consist of the Chief of Police, the Lieutenant, the Sergeants, and the Corporals. Their input will be representative of their respective department components.
- B. The committee selection and replacement process is tied directly to the dynamics of the rank structure.
- C. The committee is responsible for discussion concerning all training requirements for the department.
- D. All committee personnel may disseminate training information to personnel they are responsible to supervise as it becomes available to them.
- E. The training manager is responsible for coordinating all mandatory training requirements.
- F. Requests for non-mandatory training will be submitted to the Sergeant through the employee's chain of command. The Sergeant will then forward the approved request to the training

manager who will coordinate arrangements for the course. In some circumstances, additional approval may be needed from the Lieutenant and / or Chief of Police.

- G. The committee will discuss training issues at staff meetings, as necessary.
- H. Lesson plans for courses taught by department instructors will be made available to committee members, as needed.
- I. The training committee shall be coordinated by the training manager, who is responsible for reporting to and updating the Chief of Police concerning department training needs and assessments.

IV. Attendance Requirements

- A. Employees shall attend training as required by legal mandate, or by the department, unless excused in accordance with this policy.
- B. Employees who are assigned to attend training will receive an electronic notification from the training manager, who will also send the notification to the employee's supervisor.
- C. Supervisors shall note on the work schedule that the employee is assigned to training on the scheduled day.
- D. Employees shall sign an attendance roster for training that is run by department employees. This roster will serve as documentation of attendance.
- E. Upon completion of training, the employee shall submit a copy of their certificate, if provided, to the training manager, who will then make an entry in the employee's training record. The certificate will be maintained in the employee's personnel file. For training where no certificate is received, the training manager will make a notation in the record that no certificate was received.
- F. Employees unable to attend a training class or event shall only be excused with the approval of the Lieutenant. Examples of reasonable excuses include, but are not limited to: previously scheduled vacation, illness, personal emergency, police emergency, or court appearances. Other reasons may be considered by the Lieutenant. Failure of any employee to attend, participate, and complete an assigned training without excusal shall be reported through the chain of command for possible disciplinary action. Sick calls shall be handled in accordance with normal procedures.
- G. When an employee misses training that is mandated by law, the training manager will coordinate the employee's attendance at a make-up class. Make-ups for non-mandatory classes will be at the discretion of the training manager with input from appropriate members of the training committee.

V. Training Expense Reimbursement

- A. Employees attending mandatory or other training courses authorized by the department, shall be reimbursed for authorized related expenses in accordance with the collective bargaining agreement, other written agreements, policies, or limitations established by Springfield Township, in effect at the time of the training course. Employees must also coordinate the use of a department vehicle for use for training purposes.
- B. Employees requesting reimbursement shall complete a department expense report. This report shall be accompanied by original receipts documenting the expenditures in order to request reimbursement. The form shall be submitted to the training manager upon completion.

VI. Lesson Plans

- A. All training courses developed and / or taught by department employees or instructors shall follow a syllabus or lesson plan.
- B. Department lesson plans shall be presented in outline format and include the follow information:
 - 1. Course Title
 - 2. Summary of Content
 - 3. Instructional Objectives - Shall be stated in performance-based terms and be correlated with job-related objectives
 - 4. Instructional Methods - May include, but not limited to, lecture, handouts, audiovisual, overheads, chalkboard, skill performance, etc.
 - 5. Instructional Materials – Shall contain the information to fully develop the knowledge and develop the skills of the employee to enable them to fully achieve the ability to perform the instructional objectives.
 - 6. Outline of Course
 - 7. Type of test, if any – Tests should be intended to measure the participants' knowledge of the instructional objectives covered during the training. Testing may be a written exam or a performance exercise, and shall have a pass / fail cutoff score. The cutoff score shall be stated in the lesson plan.
- C. To ensure that lesson plans are consistent with the training goals of this department as well as the training needs of the employees, all lesson plans shall be submitted to the training manager. The training manager will review the plan, and submit it to the Chief of Police for approval.

VII. Remedial Training

- A. Remedial training is individualized instruction used for specific deficiencies in personnel. Generally, the need for remedial training is recognized during routine supervisory evaluations, during training, during routine job performance, or during inspections.
- B. The training manager is responsible for coordination of remedial training.
- C. Any aspect of an employee's job-related responsibilities that are observed to be deficient may be cause to require that the employee receive remedial training.
 - 1. Any police supervisor, or authorized training instructor, may recommend, and the Lieutenant may require, any Police Officer or other civilian employee under their command to attend remedial training when circumstances indicate that the employee has violated a department policy or may otherwise benefit from remedial training.
 - 2. The office of the Chief of Police may at any time require remedial training of any or all department employees.
- D. Police supervisors or authorized training instructors may be assigned to conduct remedial training.
- E. Remedial training shall be assigned and accomplished as soon as possible following the observance of any deficiency.
- F. Supervisors shall monitor their employee's performance and report circumstances that may require the need for remedial training to the Sergeant.
- G. Personnel assigned to receive remedial training are required to attend in accordance with the requirements of this policy.
- H. Remedial training shall be documented in accordance with the requirements of this policy.

VIII. Training and Class Records

- A. The department will record, maintain, and update all training programs and courses that police personnel attend. This information shall be recorded for each employee and shall include the type of training, the date of the training, any certificates received, and any available test scores.
- B. The office of the Chief of Police shall be responsible for maintaining accurate and updated training records. Training certificates and other training records should be included in the employee personnel files.
- C. It shall be the responsibility of each employee to provide the training manager with a copy of any training certificates, as soon as possible, following the employee's receipt of that information.

- D. The office of the Chief of Police shall maintain records of training programs that are conducted by the Springfield Township Police Department, which shall include the following information:
1. Course name and topic area.
 2. Course content (lesson plans) for all "in house" training programs taught by department instructors.
 3. Names of all agency attendees, including a copy of the class roster.
 4. Performance of individual attendees as measured by tests, if administered, and what type of test or evaluation was used.
 5. Any certificates of training issued to members of the department.

IX. Outside Academy

- A. Basic municipal police training in the Commonwealth of Pennsylvania is governed by the "Municipal Police Officers Education and Training Act," PL 359, No. 120 of 1974.
- B. The "Municipal Police Officers Education and Training Act" created the "Municipal Police Officers Education and Training Commission" (MPOETC) to administer education and training for municipal police agencies in the Commonwealth.
- C. All newly sworn Springfield Township Police Officers shall successfully complete a certified basic law enforcement / police training course (Act 120) in accordance with the requirements of MPOETC prior to assuming their law enforcement duties.
- D. The Springfield Township Police Department does not operate a training academy.
- E. The Springfield Township Police Department solely hires candidates who possess current Act 120 status, and does not make use of any police academy facilities for the purposes of acquiring Act 120 status for employees.

X. Annual Retraining

- A. Mandatory training shall be attended on an annual basis by all sworn including, at a minimum:
 1. Course material on federal and Pennsylvania court cases, legal updates, and any other topic in compliance with MPOETC.
 2. Firearms training as required by department policy and MPOETC.

3. Policy review and update as determined by department needs and in accordance with department policy.
 4. Any additional mandatory training as required by MPOETC, the department, or any other legal mandate.
- B. Mandatory training for Cardiopulmonary Resuscitation (CPR) and first aid shall be attended, as required by MPOETC and the certifying authority.
- C. In an effort to keep officers professional, motivated, and up-to-date, the department will evaluate non-mandatory course offerings and determine whether any personnel should be sent. The Lieutenant shall forward training requests to the training manager, who is responsible for making arrangements for personnel to attend training.

XI. Roll Call Training

- A. The purpose of roll call training is to keep personnel up-to-date with new laws, technological improvements, and revisions in policy and procedures which may affect personnel in the performance of their duties.
- B. Platoon supervisors are responsible to ensure that roll calls are used for training purposes as often as possible.
- C. Training topics will vary based upon assessed needs. Any member of the training committee may suggest topics for roll call training. Topics may include, but are not limited to:
1. Department policy and procedure presentation and discussion.
 2. New or revised case law.
 3. New or revised statutes.
 4. Tactical procedures and / or information.
 5. Presentations by officers who have attended specialized training.
 6. District Attorney's, or other agency, memorandums.
 7. Professional literature articles related to policing and law enforcement responsibilities.
- D. All roll call training will generally be conducted by the supervisor holding the briefing or by another person having expertise in the subject matter.
- E. Roll call trainings are intended to be informal. Generally, the information should be able to be presented within the amount of time normally allotted for roll calls.

- F. Lesson plans are not required for roll call training. However, the training should be structured and reflect the needs of the department.
- G. Audio-visual aids, literature, publications, etc., may be incorporated into short informational programs presented at roll calls.
- H. The office of the Chief of Police and the Lieutenant may plan roll call training as needed.
- I. Shift supervisors shall document roll call training on the daily assignment sheet. On some occasions, additional documentation may be required by the Chief of Police or the Lieutenant. Additional documentation may include a brief description of the information that was presented as well as any materials or handouts that were used.

XII. Accreditation Training

- A. Newly hired employees shall receive training to familiarize them with the accreditation process. This training shall occur during the Orientation and General Introduction portion of the Field Training program as outlined in the Recruit and Field Training Policy.
- B. Prior to an on-site assessment by assessors representing the accrediting agency, department employees shall receive in-service training by the accreditation manager, or his designee, in order to ensure that employees are familiar with the accreditation process and what to expect prior to and at the time of the actual on-site assessment.
- C. Agency employees assigned to the position of Accreditation Manager shall receive specialized Accreditation Manager training within one year of being appointed to the position.

XIII. Specialized In-Service Training

- A. Many positions within the department require specialized training either prior to assignment or as a part of the continued training during the assignment.
- B. Assignments requiring specialized training include, but are not limited to:
 - 1. Firearms Instructor
 - 2. Non-Lethal Weapons Instructor
 - 3. Crash Reconstructionist
 - 4. First Aid / CPR Instructor
 - 5. Commercial Vehicle Enforcement
 - 6. Crime Scene Technician

7. Intelligence Coordinator
8. Field Training Officer
9. Criminal Investigation / Detective
10. Bike Officer
11. Child Abuse Cadre
12. Public Information Officer
13. School Resource Officer

C. Specialized training, as outlined above, will include:

1. Development and / or enhancement of the skills, knowledge, and abilities particular to the specialization.
2. Management, administration, supervision, personnel policies, or operations or administration in each function or component.
3. Performance standards of the function or component.
4. The department's policies, procedures, rules and regulations specifically related to the function or component.
5. Supervised on-the-job training.

D. In addition to the development of specific skills, personnel assigned to specialized activities should be aware of the administrative requirements and relationships of the specialized function or component to other parts of the department.

E. As determined by the Chief of Police, specific certification or training may be required prior to assignment. Otherwise, training will be initiated as soon as it becomes available.

F. In the case of certifications which expire, it is ultimately the responsibility of the officer to remind their supervisor or the training manager that recertification is required.

G. The department will send specialized employees for retraining as it is deemed necessary by the Lieutenant or Chief of Police.

XIV. Tactical Team Training

All Springfield Township Police Officers assigned to participate with the Montgomery County SWAT – Central Region shall comply with established Montgomery County SWAT – Central Region policy, procedures, orders, and / or rules and regulations as a condition of their continued assignment.

XV. Civilian Training

- A. All newly appointed civilian personnel will be presented an orientation program introducing them to the department. The job description for their position will be used to gather information for the orientation. The orientation will include, at a minimum:
 - 1. The department's role, purpose, goals, policies, and procedures.
 - 2. Working conditions and regulations.
 - 3. Responsibilities and rights of employees.
- B. Civilian personnel shall receive appropriate training in accordance with the responsibilities and duties befitting the confidentiality and sensitivity of their employment. This training may consist of field training and / or formalized classroom instruction.
- C. Civilian positions requiring orientation and training upon assuming responsibilities include:
 - 1. Chief's Administrative Assistant.
 - 2. Police Receptionist.
- D. In-service training designed specifically for civilian positions will be conducted as necessary.
- E. Civilian employees will be sent to formal classroom training as it becomes available upon recommendation of the Lieutenant or Chief of Police.

XVI. Career Development

- A. One of the responsibilities of command staff and supervisors is to assist their subordinates in career development. Supervisory personnel should undergo a period of orientation, which will provide increased knowledge and skills in areas such as, but not limited to:
 - 1. General counseling techniques.
 - 2. Skills, knowledge, and abilities assessment techniques.
 - 3. Salary, benefits, and training opportunities within the agency.
 - 4. Educational opportunities and incentive programs.

5. Record keeping techniques.
 6. Availability of outside resources.
- B. Command staff and supervisors can help their personnel prepare for lateral and promotional opportunities by doing the following:
1. Meet with each employee and identify their short and long-range goals. As with any other goal plan, a career development plan is constantly changing with the individual's employee's career goals, home, family, health, and other related life-changing events. A career development plan is a personal employee guideline only.
 - i. Encourage employees to develop one, three, five, and ten-year plans.
 2. Speak with the employee about their strengths and weaknesses and career opportunities and threats, and identify ways in which they can evaluate each factor and improve their performance.
 - i. The performance evaluation is a valuable tool in providing feedback in this area.
 3. Discuss organizational goals and objectives with the employee and their role in realizing those goals and objectives.
 - i. All department command staff and supervisors are expected to be familiar with the elements of the department's goals and objectives.
 4. Discuss with the employee the required and desired qualifications of the position they intend to seek.
 5. Create an action plan.
- C. As employees are promoted, the skills necessary to perform may change to require supervisory, management, and administrative skills and knowledge. The department will provide training for newly promoted personnel at the earliest date following the appointment.
- D. Management and supervisory training are an important element of a career development program and a factor in enhancing an employee's overall potential for upward mobility. The supervisory and management ranks of the department should receive specialized training in:
1. The expression and communication of objectives.
 2. Planning.
 3. Decision making.
 4. Problem identification, prevention, and solution.

5. Management information systems.
6. Fiscal management.
7. Organizational behavior.

