



Apex Police Department General Order



Title Training: Organization and Administration		Order Number 501-20a
Effective Date: July 28, 2020	Amends: 501-20	
CALEA Standard: 33.1.6, 33.1.7, 33.3.1, 33.1.4, 33.1.5, 33.4.3 (b)(c)	Rescinds:	
Reference: AFTEP Training Program Manual	Pages: 8	
Forms: F501 – Field Training Officer Application F501a – Post-Training Summary Evaluation F502 - Training Request F312a – Posting Request Form		

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Purpose

The purpose of this directive is to establish objectives, procedures, and responsibilities for all training programs provided for employees of the Apex Police Department.

Policy

It is the policy of the Apex Police Department to use all available and appropriate resources to provide employees with continuous, relevant, and innovative job-related training.

Definitions

In-Service Training Coordinator – Staff member designated by the Chief of Police and meets all requirements of Title 12 of North Carolina Administrative Code Chapter 09E .0109.

Procedures

General

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1. The training goals of the department are to:
 - Ensure our Mission to deliver bias-free service in accordance with Constitutional requirements and our Oath of Office is carried out in the most efficient and effective manner
 - Provide career development for employees
 - Meet mandatory state and in-service training requirements
 - Improve police/community relations
 - Encourage employee professionalism
 - Provide specialized training and skill enhancement

Administration and Organization

1. The Administrative Division Commander is responsible for overseeing the Training Unit to ensure:
 - Compliance with all Criminal Justice Standards Division mandates and requirements
 - Uniformity and quality control
 - Department-wide training
 - Specialty training programs
 - Division/unit specific training programs, to include approving lesson plans if necessary
 - Evaluation and audits of the departmental training records
 - Completion of the annual compliance training report for Criminal Justice Standards Division
2. The In-Service Training Coordinator will coordinate and monitor the department's training programs, to ensure that each employee receives:
 - Mandated annual training
 - Notification of available training programs/career development opportunities
 - Updated information regarding security, safety, and legal issues
3. The Training Unit is assigned to the Administrative Division and is responsible to coordinate all departmental training. Personnel assigned to the Training Unit will include at least one supervisor and one sworn officer who will serve as the department's Training Officer. Additional staff may be assigned as needed. The Training Officer position is a specialized assignment and will be filled in accordance with General Order 312 – *Allocation and Distribution of Personnel*. Specific duties of the Training Unit include, but are not limited to:
 - Planning and providing departmental personnel with an annual training calendar
 - Developing and preparing lesson plans for department-wide training programs
 - Selecting instructors for intra-departmental training programs
 - Maintaining attendance records
 - Ensuring that employees are supplied with the materials necessary for the completion of approved training assignments

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Training Files and Records

1. A training record for each employee will be kept in the department's Records Management System (RMS).
2. Attendance at all training schools or sessions will be documented and records maintained by the Training Unit. The employee's training file will be updated following the successful completion of each training program, upon the employee submitting the appropriate documentation (i.e. training certificate). (33.1.6)
3. The employee training file will document training programs attended by and/or requested by the employee to include, but not be limited to:
 - State mandated in-service training (IST)
 - Training in the use of department-issued weapons
 - Specialized Training
 - Advanced Training
4. Records of training will be kept in the master personnel file and will include but are not limited to:
 - Inclusive dates of training
 - Attendance record (33.1.7 (b))
 - Lesson plans (33.1.7 (a))
 - Test scores, if applicable (33.1.7 (c))
5. The Training Unit will be notified of all training attended by department personnel to ensure proper state mandates and documentation is completed.
6. Department training records may be released when:
 - Requested by the employee
 - Ordered by the court
 - **Authorized by the Chief of Police, or his/her designee**
7. Each employee is responsible for providing the Training Unit a copy of a training certificate, or documentation of completion, upon successful completion of assigned training.
8. When indicated on Form F502 - *Training Request*, all employees attending an out-of-state or multi-day training course, conference, or seminar will complete Form F501a - *Post-Training Summary Evaluation* and submit the completed form to the Chief of Police through the Training Unit within 30 days of completing the training.

Instructor Development

1. Employees designated as department instructors are serving in a specialized assignment, which will be filled in accordance with General Order 312 – *Allocation and Distribution of Personnel*, and will:
 - Have successfully completed instructor training as required by the North Carolina Training and Standards or completed a specialty training course within one calendar year of assignment to the instructor position
 - Possess the necessary skills in that particular area of instruction, sponsor the usage of other department employees as instructors where necessary in specific topic areas, and be responsible for maintaining all current required certifications for their field of instruction
 - Not allow their instructor certification to lapse or expire without the approval of the Chief of Police
 - Be chosen and serve as instructors based on:
 - Needs of the department
 - The employee's desire to instruct
 - Evaluations received on the employee's abilities as an instructor
2. Course instructors from outside the department:
 - Must be approved by the Training Unit
 - Need not be sworn officers unless required by the North Carolina Criminal Justice Standards Division for that specific topic or subject matter
 - Will submit lesson plans to the Chief of Police or his/her designee for approval prior to instructing any course, when required
3. All Instructors must have training in all of the following to include, but not limited to:
 - Lesson plan development (33.3.1 (a))
 - Performance objective development (33.3.1 (b))
 - Instructional design/techniques (33.3.1 (c))
 - Testing and evaluation methodologies (33.3.1 (d))
 - Audio & visual aid use (33.3.1 (e))

Lesson Plans

1. A lesson plan is required for all mandated IST and training courses conducted by the agency.
2. A lesson plan approved by the North Carolina Criminal Justice Education and Training Standards Commission is deemed approved by the agency for departmental use. The instructor of a training course conducted by the agency other than mandated IST will submit a lesson plan to the Training Unit for approval no later than two weeks prior to the class. If approved, the Training Unit will submit the lesson plan through the chain of command to the Deputy Chief of Police for final approval. (33.1.4 (e))

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3. The Training Unit is responsible for ensuring the preparation of lesson plans.
4. Lesson plans will be in the Instructional Systems Development (ISD) model and will contain:
 - An academic checklist (33.1.4 (c)(d))
 - A statement of performance and job-related activities (33.1.4 (a))
 - The content of the training and specification of the appropriate instructional techniques (33.1.4 (b))
 - Identification of any tests used in the training process (33.1.4 (f))

Testing and Remedial Training (33.1.5)

1. Employees who fail to pass any training course or proficiency demonstration will be allowed one attempt to retake the test. If they fail the retest, they will be required to retake the course.
2. The department will maintain records of all remedial training.
3. Following participation in remedial training programs, the department will update the attendee's personnel file with the results of the supplementary training.
4. All tests or examinations administered (if applicable) during a training course must be competency-based and must include a method for objectively evaluating each student to determine the student's knowledge and ability to use job-related skills.
5. Testing may be performed on department training programs at the discretion of the Chief of Police or his/her designee.
6. Supervisory personnel are responsible for identifying the need for remedial training for department employees under their supervision. The lack of knowledge and skills to successfully perform necessary job functions at expected levels may be identified as a part of the performance evaluation process, inspections, and/or observations of behavior that indicate a lack of skills, abilities, or knowledge.
7. If it becomes apparent that an employee does not meet performance standards, the supervisor will discuss the problem with the employee. The supervisor will indicate the most critical knowledge or skill areas in need of improvement.
8. The remedial training will be implemented as soon as possible, pending availability of an appropriate course and instructor.
9. Remedial training is offered to employees to correct unsatisfactory job performance. Failure to successfully complete remedial training may result in disciplinary action.

Field Training Officers Selection and Assignment (33.4.3 (b) (c))

1. A Field Training Officer (FTO) is expected to:
 - Provide immediate training and evaluation of his/her assigned trainee
 - Continually expand his/her own professional knowledge, skills, and abilities
 - Pass knowledge, skills, and abilities learned by the FTO to his/her trainee
 - Assist the trainee with acclimation to the department's culture
2. The quality of the efforts made by a FTO reinforces the performance standards and expectations set by the department for new employees, and directly impacts the trainee's long term performance. The overall organizational impact of a FTO is far-reaching for the department, and for policing as a profession.
3. Assignment to the Apex Field Training and Evaluation Program (AFTEP) as a FTO is a specialized assignment and open positions will be posted in accordance with General Order 312 - *Allocation and Distribution of Personnel*.
4. The selection process for the position of FTO establishes a system that allows the department to:
 - Identify and select the most qualified officers who are willing to take on the responsibilities and duties of training new employees
 - Compensate the selected officers for the additional tasks required of them
 - Create a clear system of accountability for those selected to be FTOs
 - Define the basic requirements for the assignment and expected continued educational growth for the position, once selected
 - Enhance leadership succession within the organization

Field Training Officer Application Process

1. Eligibility Requirements
 - Eligibility for selection as a FTO requires a minimum of two years of full-time, sworn law enforcement experience with the Apex Police Department, or a combination of one year or more full-time experience from another law enforcement employer and one year of full-time experience with Apex Police Department. Applicants must receive a successful or higher rating on their most recent performance evaluation.
2. Submission of Field Training Officer Application
 - Employees who meet the eligibility requirements and are interested in becoming a FTO will submit Form F501 – *Field Training Officer Application* and Form F312a – *Posting Request Form* through their chain of command.
 - The employee's supervisor will review the applicant's form F501 – *Field Training Officer Application* and provide feedback and recommendation.

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- FTOs that have previously been removed from assignment as a FTO must submit a new application to be considered for reinstatement.

Field Training Officer Selection Process

1. Candidates will be ranked for selection based on a review of three equally rated assessment components.
2. The assessment components will include:
 - A review of applicant's written reports and work performance
 - A panel interview
 - A practical exercise/role play

Completion of Field Training Officer School

1. Applicants that are selected for the Field Training and Evaluation Program must attend an agency approved Field Training Officer School prior to their assignment as a FTO.

Requirements to Maintain Field Training Officer Specialized Assignment

1. FTOs must complete the following requirements to maintain their FTO specialized assignment status:
 - Attend an annual Field Training and Evaluation Program meeting coordinated by the Training Unit
 - Meet documentation deadlines and standards listed in the AFTEP Training Program Manual
 - Identify issues early on to provide proper corrective measures without delay
 - May be required to make temporary moves to a different squad/unit in order to meet department needs for appropriate distribution of personnel
2. FTOs who are unable to complete the proper documentation in a timely manner are failing to perform an essential duty of the position and may be subject to discipline and/or removal. The failure to complete paperwork in a timely manner, as well as, other performance concerns and successes, will be documented in the FTO's performance evaluation.

Field Training Officer Recognition and Compensation

1. FTOs will receive compensation as approved by the Apex Police Department and Town of Apex Human Resources Department for each training day completed. The FTO will be required to train for a minimum of eight hours and complete a Daily Observation Report (DOR) to receive credit for a training day.
2. FTOs will be issued a FTO uniform pin, which may be worn by current and former Apex Police Department FTOs on the Class A uniform.

Department Training Room

1. Departmental employees or approved outside entities may use the department's training facilities for official purposes. Items made available for use in the Training Room may include dry erase boards, TV/DVD, projector, other audio-visual equipment, and/or overhead projector.
2. The Administrative Division Commander is responsible for the review and approval of all requests to use the Training Room. Requests from outside entities (Non-Town of Apex employees) must be approved by the Deputy Chief of Police, the Chief of Police or his/her designee, and must meet the provisions of this and other applicable written directives.
3. The Training Unit is responsible for the management of the department's Training Room to include, but not limited to:
 - Scheduling of training
 - Reporting of maintenance or repairs
 - Cleanliness

Text in "Green" notes a significant change to policy.

BY ORDER OF:



John W. Letteney
Chief of Police