

Hamden Police Department General Orders

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Section: Training

Rescinds: January 28, 2016

Title: Organization and
Administration

Approved By: Police Commission

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PURPOSE

To establish the Training Division and to define goals, objectives, and functions of this section.

POLICY

It will be the policy of the Hamden Police Department to establish training programs in the various skills essential to the effective execution of police responsibilities. A commitment to the standards and mandates set forth by the State of Connecticut, the Connecticut Chief's of Police Association, and the Police Officer Standards and Training Council (POSTC). All sworn police officers shall be required to complete recertification in compliance with POSTC requirements. The Training Officer shall monitor the necessity for future training needs, pertinent legislation and mandates and shall be responsible for ensuring officers receive POSTC required training. The Hamden Police Department requires that all police officers comply with POSTC mandatory annual and triennial review training requirements as well as mandatory drug test requirements to renew triennially their certification.

All officers will be required to attend training per the direction of the Training Division. All newly sworn officers will complete training as required by POSTC requirements prior to being allowed to carry a weapon or make an arrest except as part of a formal field training program. The Hamden Police Department shall comply with all POSTC requirements for the selection and testing of police officers. The said POSTC compliance with requirements shall be documented.

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Procedures

A. Goals and Objectives.

1. Training goals of the Hamden Police Department include, but are not limited to:
 - a. The enhancement of skills consistent with the general goals of the Police Department.
 - b. The proper preparation of new officers to accomplish their job responsibilities.
 - c. Development of training programs preparing officers to deal with the continued changes in law and social dynamics of the State and community.
 - d. Meeting the needs of officers with special interests.
 - e. Training officers to meet the demands of special assignments.
 - f. Utilizing job task analysis in the development of Department training programs.
 - g. Continuing evaluation of all training programs to ensure pertinence to job responsibilities and legal mandates.

B. Organization.

1. The training function is the responsibility of the Training Division, a sub-division of the Support Services Bureau.
2. Training activities will be conducted by a Training Officer assigned by the Chief of Police.

C. Responsibilities of the Training Division.

1. Responsibilities of the Training Division will be carried out by the Training Officer and include, but are not limited to:
 - a. Planning and developing training programs.
 - b. Notifying personnel of required training and at times training that is available to agency personnel.
 - c. Maintaining training records.
 - d. Assuring that required training programs are attended.
 - e. Implementing training programs.
 - f. Selecting instructors and assisting them with recertification.
 - g. Evaluating training programs.
 - h. Coordinating, scheduling, attending and hosting in service training sessions.

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2. The training curriculum will include but not be limited to:
 - a. Cultural competency and sensitivity / bias-free policing.
 - b. Annual legal update to include but not be limited to areas of new law and changes to law regarding: public acts, case law, domestic violence and related law, firearms / weapons and related law, liability, police accountability, any other police related material as determined by the Training Officer and / or instructor.
 - c. De-escalation training per POSTC requirements.
 - d. Bi-annual firearms training including low light.
 - e. Simulated tactical training or similar training (involving simulated real-world situations, examples may include but are not limited to the "VirTra" simulator, ambush training, active shooters, the maintenance of situational awareness during extreme stress, officer presence, verbal skills, less lethal force options, and deadly force may all be elements of this training).
 - f. Accreditation: All agency personnel shall receive information regarding the Accreditation Program. All new employees shall receive this information during their Field Training Program (for sworn personnel) or period of probation (for non-sworn personnel). For initial accreditation, all personnel shall receive information regarding the Accreditation Program during the self-assessment phase. Accreditation managers shall receive specialized training applicable to and as soon as practicable after their assignment to accreditation but not more than one (1) year from assuming those duties.
 - g. CPR training: Cardiopulmonary Resuscitation training shall be required for all sworn police officers. Officers shall renew their CPR certification as required.
 - h. NARCAN training: Sworn police officers shall receive training in the administration of Naloxone HCL (NARCAN).
 - i. Tourniquet training: If a police officer carries a department sanctioned tourniquet, they shall receive training in its use.
 - j. Holding facility: All employees shall receive training in the holding facility, including fire response procedures as outlined in the Detention policy 027-001 under the Fire System and Training section.
 - k. Annual documented training on responding to natural and man-made disasters, civil disturbances, special events and unusual occurrences consisting of policy review and related class / course materials as determined by the Training Officer.
 - l. POSTC mandated training required for recertifications.

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D. The Updating and Revision of Training Programs.

1. To ensure that training programs continue to complement personnel and operational needs, new legislation and revised department policy, the Training Officer will perform an annual evaluation and updating process.
2. This evaluation and update may be formulated using the following resources:
 - a. Input from direct supervisors
 - b. Staff meetings.
 - c. Consultation with field personnel and field observation.
 - d. Training evaluations.
 - e. Input supplied by the Chief of Police and / or designee.
 - f. Inspection reports.
 - g. Accreditation requirements.
3. The Training Officer will submit an annual report summarizing their evaluation and the resulting additions or deletions to the Chief of Police.

E. Training Reimbursement.

1. Generally, training and all related expenses are funded by the Police Department.
2. Transportation to in-service training held outside the Town of Hamden will be by department vehicle unless special arrangements are made with the Training Division.
3. Officers who, because of an in-service training assignment, incur other unforeseen expenses, i.e., tolls, emergencies, fuel, will submit the bill to the Training Officer. All feasible attempts shall be made to fully gas vehicles prior to training, obtain relevant purchase orders, make use of department transponders (for electronic toll payments), etc.
4. Officers who anticipate expenses because of another training assignment should contact the Training Officer if they are unsure whether any particular expense will be reimbursable.

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F. Resources.

1. The Training Officer will identify any outside resources available to assist him/her in meeting his/her goals. These resources may include, but are not limited to:
 - a. The American Red Cross.
 - b. Utility Companies.
 - c. Visiting Nurses Association.
 - d. Connecticut State Police.
 - e. Other local police departments.
 - f. Heart Association.
 - g. Police Officers Standards & Training Council.
 - h. Federal law enforcement agencies.

2. In addition, the Training Officer will have an understanding with all suppliers of outside resources that Hamden Police Department personnel may be available to provide reciprocal training, if needed.

G. Instructors.

1. All instructors of in-service training will be required to submit a lesson plan to the Training Officer prior to instruction of their class which will be kept on file in the Training Division.
 - a. The Training Officer will be responsible for ensuring that information contained in the lesson plans:
 - i. Is complete and accurate.
 - ii. Is related to job tasks.
 - iii. Fulfills the objectives of the Training Division.

 - b. Lesson plans may be required of in-service instructors whether they are members of the Hamden Police Department or not.

2. To ensure consistent and effective instruction, the Training Officer may obtain course evaluations from officers attending in service instruction.
 - a. All officers in attendance should be encouraged to complete a course evaluation if furnished.

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3. Qualifications.

- a. Police Instructors must be either POSTC certified and/or:
- b. Outside experts with experience, background, and training in instruction approved by the Training Officer.

4. Field Training.

- a. See the field training policy as outlined in the policy 013-004 Field Training for detailed guidelines however as a basis, a field training program shall be utilized for all newly sworn Hamden Police Officers with a curriculum based on tasks of the most frequent assignments.
 - i. Field training for trainees shall meet or exceed POSTC requirements during and / or after required classroom training.
 - ii. While trainees attend the CT POSTC training academy, the Training Officer shall act as the department's liaison with academy staff as applicable.
 - iii. For lateral hires who are Connecticut certified police officers hired as entry level police officers, any training received shall meet or exceed POSTC requirements. The Training Division shall develop and train lateral hires with POSTC requirements in mind and tailor any training to agency policy, practices and jurisdiction. Field training for lateral hires will be an abbreviated program developed from the program used for new hires.
 - iv. For out-of-state certified police officers, POSTC may do a comparative analysis to determine if they meet Connecticut requirements. If POSTC determines they meet said requirements and grants Connecticut certification, after employment they shall follow the same field training program as lateral hires. However, the for said hires, any training received shall meet or exceed POSTC requirements. The Training Division shall develop and train them with POSTC requirements in mind and tailor any training to agency policy, practices and jurisdiction. Field training for said hires will be an abbreviated program developed from the program used for new hires however may be tailored and / or extended based on need as some state laws differ from state to state.

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H. Testing.

1. In the event a written and/or physical examination is required in any particular training exercise, the instructor will:
 - a. Notify the participants prior to the beginning of the training session that an examination will be required.
 - b. Base examination materials on performance objectives as established in the lesson plan.
 - c. Review with the participants the material covered in the session prior to an exam and review with the participants the correct response to exam questions after the exam.

I. Remedial Training.

1. Supervisors may recommend officers for remedial training who have been identified as having specific weaknesses in a particular subject area.
2. Supervisors should submit, in writing, their suggestions for the type of training needed and the reasons why they believe the training is necessary to the Training Officer.
3. The Training Officer with his/her supervisor will, in conjunction with the officer's Division Commander, decide if remedial training is appropriate and if so, which type would most effectively meet the needs of the officer.

J. HR-218 Firearms Training

1. The Training Officer shall be responsible for coordinating, scheduling and hosting the annual HR-218 firearms training for retired Hamden Police Officers. Generally, HR-218 training shall be scheduled in the month of September.
2. The Hamden Police Department shall follow all federal rules, regulations and laws when administering HR-218 training to retirees. This includes however is not limited to:
 - a. The retiree qualifying with the handgun(s) they wish to carry under HR-218
 - b. The Hamden Police Department retaining records pertinent to the HR-218 requirements such as informational training, the make, model,, caliber and serial number(s) of said handgun(s), the retirees qualifying score, and updating the expiration date of the retirees HR-218 ID which must meet federal regulations.

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K. Training Records.

1. Training records will be indexed by the officer's name. This file will include all the training an officer has received since the date of their employment. The file will be updated following an officer's participation in a training program / session. Employees are responsible for providing the training division with any certificates they may receive as a result of training.
2. It may also include additional training information, for example evaluations or counseling sessions, as decided upon by the Chief of Police, his designee and / or the Training Officer.
3. The employees file should include the following information:
 - a. Date of training.
 - b. Type of training.
 - c. Certificates received.
 - d. Attendance / Names of attendees.
 - e. Test scores / results if applicable.
 - f. Hours of credit provided.
 - g. Course content.
4. The Training Officer will be responsible for keeping attendance records for all in-service training.
 - a. An attendance sheet will be supplied for each class and retained as a training record.
 - b. In addition, the Training Officer shall keep a record of each training class that is conducted to include at a minimum:
 - v. Course content (this may include a lesson plan)
 - vi. Name with sign in roster of agency attendees
 - vii. The performance of the attendee as measured by a test, if administered.
5. Upon retirement, the police officers training file shall be segregated from active police officer files however retained per the State of CT's Retention Schedule. The required POSTC forms shall be completed, a copy placed in the retirees training file and the original forwarded to POSTC with the officers POSTC certification card (if the officer does not have his card a police report must be completed).

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L. Hamden Police Department Policies

1. All sworn employees must read and sign off on all policies of the Hamden Police Department during the training phase of their employment. The training phase encompasses the time immediately upon employment until completing the field training program. The Training Division may set deadlines for new employees to complete aspects of training, for example policy sign off. Employees shall also be given a copy of and / or access to the Rules and Regulations of the Hamden Police Department.
 - a. Each sworn employee is required to receive in-service training on use of force policies
 - b. Each sworn employee must demonstrate proficiency with weapons in compliance with POSTC requirements
 - c. Each sworn employee must receive in-service training for lethal weapons they are responsible for using, occurring annually at a minimum
 - d. Each sworn employee must receive in-service training for less lethal weapons they are responsible for using, occurring biennially at a minimum
 - e. For employees that receive remedial training for failing to demonstrate proficiency, said training shall be documented
 - f. Procedures for remedial training are outlined in the Hamden Police Department Rules and Regulations manual.