



# Fitchburg State University Police Department

**Subject:** TRAINING AND  
PROFESSIONAL  
DEVELOPMENT

General Order

6

Reference: MPAC: 33.1.2, 33.1.3, 33.1.4, 33.1.5, 33.1.6, 33.1.7,  
33.2.4, 33.4.1, 33.4.3, 33.5.1, 33.5.2,  
33.5.3, 33.5.4, 33.6.1, 33.6.2, 33.7.1,  
33.7.2, 33.8.2

IACLEA: 6.1.1, 6.1.2, 6.1.3, 6.1.4, 6.1.5, 6.2.1,  
6.2.2, 6.3.1, 6.3.2, 6.3.3, 6.3.4

Rescinds: Section 82

**Effective Date:**

May 11, 2020

**Review Date:**

**By Order of:** Michael J Cloutier, Chief of Police

## PURPOSE:

The purpose of this general order is to establish training standards for all (sworn and non-sworn) members of the Fitchburg State University Police Department.

## POLICY:

It is the policy of this department that all employees will receive the training required to perform their duties, as well as ongoing professional development while employed with the Fitchburg State University Police Department.

## PROCEDURE:

### I. TRAINING FUNCTION

#### A. Training Committee

1. The Fitchburg State University Police Department does not have an established training committee; however, the department Command Staff works collaboratively, seeking input from the members of the department to identify those topics relevant and necessary to accomplish the department's mission.
2. Officers that are certified instructors in specialized fields are solicited for input on

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their related fields and departmental needs, such as recertification, topic updates, and / or time-sensitive requirements.

3. The Command staff will determine under guidance from the Chief of Police which training topics should be administered in a classroom setting, which can be disseminated through PMAM, and which training can be reviewed in smaller sessions such as roll call.
4. All department members are encouraged to seek out specialized training or suggest ideas for future department-wide training. (*See Specialized Training III.C*)

IACLEA 6.1.1

### B. Lesson Plans

1. Lesson plans will be created on department-approved templates, following the Massachusetts Police Training Committee format. Lesson plans will be required for all formal training conducted by the Fitchburg State University Police Department. Each lesson plan will include at a minimum a statement of performance and job-related objectives, the content of the training and specification of the appropriate instructional techniques, and identification of any tests used in the training process.
2. All lesson plans will be submitted to the Chief for approval prior to the course. The Chief will sign each lesson plan indicating approval.
3. Lesson plans are not required for roll call trainings unless deemed appropriate.
4. Lesson plans shall be required of all outside instructors teaching in service or specialized training to the department and will be kept on file in the department's shared drive in the **DEPARTMENT TRAINING** folder.
5. All department members intending to instruct any courses to the department will attend an MPTC Instructor Development course.

IACLEA 6.1.2

### C. Remedial Training

1. Remedial training may be available to department members who demonstrate performance deficiencies in their duties or fails to meet minimum acceptable standards in required trainings and qualifications.
2. A reasonable time will be provided to any member to complete remedial training based on the identified deficiency and course/training availability.
3. Continual failure to meet minimum standards for a required certification or training may lead to separation from service for cause.
4. Any department member, who fails to participate in mandatory participation of remedial training, will face disciplinary action as outlined in their union's collective bargaining agreement. Officers may be placed on administrative duty or leave, at

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the discretion of the chief with consultation with Human Resource.

*IACLEA 6.1.3 / MPAC 33.1.5*

### D. Training Records

1. The Administrative Lieutenant shall act as the Department's Training Officer and shall maintain a complete and accurate set of training records for all members of the Department. Such records shall include a description of course content such as a lesson plan, the names of Department attendees, the performance of individual attendees as measured by tests if administered, and Identification of the instructors or outside organization presenting the course.
2. All department members are responsible for uploading any training certificate they receive from online or external specialized training to their First Forward software account, and mark training as visible.
  - a. The Administrative Lieutenant will check periodically to ensure compliance.
  - b. The Administrative Lieutenant will issue through First Forward certificate for any department issued training during in-services.
3. Each Department instructor shall keep a record of classes taught as well as make a copy available of all records on the department shared drive in the **DEPARTMENT TRAINING** folder.
  - a. Such records shall include a description of course content such as a lesson plan, the names of department attendees, and the performance of individual attendees as measured by tests, if administered,
  - b. In addition, identification of the instructors or outside organization presenting the course shall also be maintained in the **DEPARTMENT TRAINING** folder and shall be uploaded by the Chief or designee who had arraigned the instructor.
4. The Massachusetts State Police for Special State Police Officer annual In-Service Training will be tracked on the learning site <https://eopsselearning.com/>

*IACLEA 6.1.4, 6.1.5 / MPAC 33.16, 33.17*

## II. INITIAL TRAINING

### A. Entry-Level Training

1. Any individual hired to be a police officer for the Fitchburg State University Police Department will complete a recruit academy prior to assignment in any capacity in which the officer is allowed to carry a firearm or is in a position to effect an arrest, except as part of a field-training program.
2. All applicants for appointment to the position of Special State Police Officer shall successfully complete a recruit training instruction program approved by the Municipal Police Training Council, other governmental body, or recognized professional association of a group of agencies or institutions, approved by the



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Colonel of the State Police, where the core curriculum consists of a minimum of 300 hours of training, as identified in 515 CMR 5.05.

- a. If the warrant of appointment as a Special State Police Officer is received during a new hires field training period it will be the Chief's discretion to issue a firearm as long as all required use of force and department firearms qualification standards are met. See exception in next paragraph below.
- b. Individuals that have been hired but have not yet completed a recruit training program may be used in other capacities such as dispatch or other activities not requiring the carrying of a weapon, enforcing the law, or affecting an arrest. If sworn status is attained and authorization to carry a weapon by the Chief has been approved, prior to completion of the field-training program, the new hire may act in the capacity of a police officer, only while under the direct supervision of a non-probationary sworn member of the department.

*IACLEA 6.2.1 / MPAC 33.4.1*

### B. Field Training

1. After successfully completing any academy training, or upon employment, every new police officer shall complete the department's field training program. This program, at minimum, will consist of the following:
  - a. A supervised Field Training Program is required in which the trainee is rated in performance in a variety of different categories. This period, typically ten weeks, may be shortened or extended based on performance but in no case shall be less than four weeks. Adjustments to an individual officer's FTO program shall be done at the discretion of the Chief of Police after consulting with the Operations Lieutenant who oversees and supervise the program and the field-training officers.
  - b. Review and familiarization with all the department's written directives
  - c. Review and familiarization with all relevant university policies.
  - d. Review and familiarization with how the department conducts business and the professional standards expected by members of the department.
2. Officers wishing to become field training officers must complete the following steps:
  - a. Have been with the Fitchburg State University Police Department for three years;
  - b. Have a disciplinary record free from complaints within the past three years.
  - c. Successfully completed an approved FTO Training program;
  - d. Must be nominated by the shift supervisor and a Lieutenant and be appointed by the Chief of Police.
  - e. Veteran FTOs shall remain current in this important program by attending refresher courses, receiving program materials, and meeting with the

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Operation Sergeant, at least annually, to discuss and update the program.

- f. Newly sworn officers shall be rotated between FTOs.
- g. The department shall assemble an FTO evaluation packet which shall contain a listing of all items and issues to be reviewed with the new officer. This packet will be checked off and initialed by the FTO as the new officer becomes familiar with the topic. The completed packet will be reviewed by the Operation Lieutenant for completeness and filed in the new officer's training file. Packets shall include the following:
  - (a) Explanation of the Field Training Program
  - (b) Standard Evaluation Guideline ( 1-5 Scale)
  - (c) Daily Observation Report
  - (d) Trainee's Task Book
  - (e) Cruiser Guide
- h. Field training supervisors are responsible for the supervision of all FTO's assigned to their shift and for coordinating and supervising the on-the-job training of newly hired officers.
- i. Field Training Officers shall report the end of each week, with the operation sergeant, regarding the progress of the newly sworn officer.
- j. FTO's will be provided feedback on their performance as trainers using by reviewing their submitted DORs, solicited feedback from the trainee, and review of logs and reports.

IACLEA 6.2.2

### III. CONTINUING TRAINING

#### A. Annual Retraining

1. All individuals that are police officers for the Fitchburg State University Police Department must complete an annual in-service training program.
2. The department currently provides ongoing in-service training and follows the guidelines set forth by the Massachusetts State Police and/or the Municipal Police Training Committee for required in service-training. This required training is fulfilled by the department by utilizing a combination of classroom and on-line learning:
  - a. Classroom training may include practical skill training (firearms, first responders, defensive tactics)
  - b. Online curriculum designed and issued by Massachusetts State Police.
  - c. Online curriculum designed and issued by the Municipal Police Institute (who provides the approved on-line curriculum for the MPTC).

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2. All in-service training will be documented with lesson plans and attendance records.
3. All members assigned to a training program must report at the time and location specified with the required materials and equipment necessary to complete the program.
4. Members assigned to attend training will do so unless excused due to court, illness, or other reasonable or prudent conditions. Members who do miss any required training will make up this training at the next available opportunity.

*IACLEA 6.3.1 / MPAC 33.1.1, 33.5.1*

### B. Roll Call Training

1. The roll call setting shall be utilized for training on appropriate topics following shift briefings.
2. Topics should be chosen based upon timeliness, a short amount of time required to convey the body of information, and the ability of the shift supervisor to speak to this topic. Typical subjects for roll call training might include general order reviews, statute and court decision updates, or training on equipment or procedures.
3. Training in this format may take the form of document review, lecture, hands on training, or reviewing an electronic presentation.
4. The shift supervisor shall oversee or conduct this training and document the attendance, which shall be submitted to the Accreditation Manager for inclusion in the appropriate file as well as the Chief.
5. For all roll call training, the supervisor will make a log entry, call reason, "Roll Call Training" to include, topic and any specialized material used, training plan if appropriate, names of those in attendance and time devoted to the training. This log entry will be printed out and submitted to the Accreditation Manager for archival purposes in the **Department Training Folder**, located on the share drive.
6. Additional Roll Call training may be disseminated through PMAM, which automatically tracks each employee's completion of training.

*IACLEA 6.3.2 / MPAC33.5.2*

### C. Specialized Training

1. Requests for upcoming training opportunities shall be transmitted through the means of department Training Request Form.
2. If any member of the department will be personally paying for training related expenses, the employee shall seek written documentation from the department on what expenses shall be reimbursed to the employee. Such expenses may include mileage, meals, overnight accommodations, airfare, registration fees, books, or materials. Prior to the training the employee shall submit a letter to the Chief seeking



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documentation on the limits of reimbursement for this training. Following the training, the employee will submit a **request for reimbursement form** to the Chief with appropriate receipts attached for pre-approved expenses. No department member will incur a cost for the department without prior approval.

3. Specialized training not during normal scheduled shift may be taken as overtime or as flextime if requested, with approval of the Chief or designee.
4. Specialized training will be provided by the department to officers prior to their utilizing the following pieces of department equipment. The training should consist of approved training by the certified instructors in that field. Those areas needing specialized training may include but not be limited to the following:
  - a. Portable Breath Testing (PBT)
  - b. Breathalyzer
  - c. Speed measuring devices (radar, lidar)
  - d. Criminal Justice Information System (DCJIS)
5. It is the responsibility of both the individual officer and the department's training officer to be aware of any specialized certifications that have an expiration period. Individuals should ensure that re-certification standards are met in a timely manner. Lapses in specialized certifications may result in an officer not being allowed to utilize certain pieces of equipment.
6. Specialized pre-service and in-service training, as established by the MPTC or MSP, will be required of officers filling the following roles:
  - a. Sexual Assault Investigation
  - b. Field Training Officer
  - c. R.A.D. Instructor
  - d. Specialized Instructor

*IACLEA 6.3.3 / MPAC 33.61*

### D. Promotional Training

1. Newly promoted sergeants will be required to attend a Supervisory Command School and participate in the Department's Supervisory Field Training Program. Newly appointed sergeants will be assigned to either a lieutenant or an experienced sergeant who will act as a mentor. In addition, during the first three (3) months following promotion, the newly appointed supervisor should meet with his/her immediate superior no less than once a week. Each newly promoted member will also receive training in suicide prevention and detection.

*IACLEA 6.3.4*

**E. Accreditation Training**

All employees of the Fitchburg State University Police Department will be made aware of and become familiar with the accreditation process.

1. All newly hired personnel will have the process explained to them within thirty days of hire;
2. All agency personnel will receive additional familiarization/updates on the process during the self-assessment phase associated with initial accreditation and each re-accreditation;
3. All agency personnel will receive familiarization/updates on the process just prior to the on-site assessment associated with initial accreditation and each re-accreditation.
4. Any individual assigned to the position of Accreditation Manager must receive specialized accreditation manager training as offered by the Massachusetts Police Accreditation Commission or the International Association of Campus Law Enforcement Administrators (IACLEA), within one year of their appointment. At a minimum, the training should include information on the essential components of the process, the standards manual, file maintenance, and the panel interview process. If additional and/or advanced training in the accreditation process becomes available, the Accreditation Manager will be given the opportunity to attend consistent with staffing and budget considerations. Attendance at annual professional development programs designed to keep Accreditation Managers aware of any changes should also be made available, when appropriate.

MPAC 33.5.3, 33.5.4

Approval:



Chief of Police

05/11/2020

Date