



BRAINTREE POLICE DEPARTMENT

Policy and Procedure

Training and Career Development

2019-81

Date of Issue: 07/27/2019	Issuing Authority:
Review Date :	Chief Paul Shastany
Revised:	
Certification Standards: 1.3.9 c; 1.3.11 a-c; 33.1.6; 33.1.7 a-c; 33.2.4; 33.4.1; 33.5.1; 33.5.4; 33.6.2; 33.8.2; 46.2.3 Accreditation Standards: 33.1.2; 33.1.5; 33.5.3 a-c; 33.6.1 a-b; 33.7.1 a-c; 33.7.2 Optional Accreditation Standards: 33.1.3; 33.1.4 a-d; 33.4.3 a-h; 33.5.2; 46.2.2; 46.2.4	

General Considerations and Policy

Training serves three broad purposes:

First, well-trained officers are generally better prepared to act decisively and correctly in a broad spectrum of situations.

Second, training can contribute to greater productivity and effectiveness.

Third, training fosters cooperation and unity of purpose. Moreover, law enforcement agencies are held legally accountable for the actions of their personnel and for failing to provide initial or remedial training.

It is the policy of this department to provide, or make available as resources allow, training in all areas of policing that will benefit both the department and its employees. This department shall also utilize a program of mandatory and voluntary training conducted through the department including on-the-job supervision, training from other criminal justice agencies, outside private or public agencies, and civilian educational institutions in conjunction with a continuous program of roll call, and annual in-service training.

Training Supervisor

The Training Supervisor should make available training in all areas of policing that will benefit both the department and its employees. The Training Supervisor should seek employee input as to what training is desirable or necessary and encourage all employees to attend training courses in areas of interest to them in addition to those areas that are mandated by law. The Training Supervisor must document the

attendance at all mandatory trainings or re-trainings required by the department and keep all employees informed of changes in statute or case law, the court system, the criminal justice system, current threats, and department policies and procedures.

All officers should also remain current in and informed of changes the above-mentioned areas.

All training conducted by agency personnel shall have a lesson plan. The lesson plan format must meet Municipal Police Training Committee guidelines and should include:

- A statement of performance and job-related objectives; **[33.1.4 a]**
- The content of the training and specification of the appropriate instructional techniques; **[33.1.4 b]** and
- Identification of any tests used in the training process. **[33.1.4 d]**

All lesson plans and testing materials should be submitted to the Training Supervisor to be reviewed and approved. **[33.1.4 c]** Instructors from outside the department will also be required to submit copies of their lesson plans and a resume, and will be subject to review by the Training Supervisor.

Employees wishing to be training instructors in given disciplines must submit such request in writing to the Training Supervisor, who will evaluate the need and present the request and recommendations to the Deputy Chief of Administration.

Employees selected to be training instructors for topics requiring instructor training or certification shall receive such training or certification prior to training other employees. These instructors must attend refresher training as necessary to maintain their certification as a Weapons Instructor (any kind), CPR/First Responder and Breath Test Operator Instructor and any other instructor level that requires certification.

All non-certified instructors must have received training or possess skills in the subject that would deem them proficient in the topic. Instructors from agencies outside the department must meet all requirements of department instructors.

Records of training instructed by department employees shall include the lesson plan, attendance roster and performance or test results, if applicable. These training records shall be filed and maintained by the Training Supervisor. **[33.1.7]**

Employee Training Records [33.1.6]

When a department member attends any training program, (s)he will submit to the department Training Supervisor a copy of any certificate received. If no certificate is provided, the employee shall complete and submit to the Training Supervisor a **Training Completion Form** (available in the Forms folder in the Department's intranet). The Training Supervisor shall maintain records of individual employees' participation in training programs. With the exception of court discovery, no training records will be released without approval from the Chief of Police.

Training
Requests

Any employee wishing to attend training must submit a **Training Request Form** (available in the Forms folder in the Department's intranet) to the Training Supervisor. This form should be filled out to the best of the employee's ability based on the information known to him/her.

Schedules of training programs offered by approved agencies, such as the Massachusetts Municipal Police Training Committee, Municipal Police Institute, or the Office of the Attorney General, should be posted on the training bulletin board or disseminated via email.

Approval of the course will be based on the needs and resources of the department as well as the employee's goals, objectives, abilities and field of expertise.

Training
Attendance

In cases where employees are assigned to training by the department, the training will be done at the expense of the department. If an officer is assigned training during their working hours, the training shall be in lieu of shift. If an employee is assigned to training outside of their working hours, they may attend the training in lieu of their shift or be compensated with overtime. If the employee wishes to be paid in overtime, he or she has the choice to be compensated with money or time owed. The department shall pay tuition and fees.

Training and Related Expenses [33.1.3]

Employees shall receive reimbursements for training-related expenses. The Government Per Diem Rate will be used to determine reimbursement for expenses. If an employee is attending an authorized training program and expenses have not been paid in advance by the Braintree Police Department, the following will be reimbursed:

- Mileage
- Meals
- Overnight accommodations
- Airfare
- Registration Fees

- Books & Materials
- Travel Time (Straight Time Owed)
- Other item(s) deemed appropriate by the Chief of Police or his/her designee

Expenses must be authorized by the Chief of Police prior to final arrangements being made. Pre-authorization may be obtained verbally or in writing from the Chief of Police or his/her designee. Once training is completed, a **Request for Reimbursement of Travel Expenses Form** (available in the Forms folder in the Department's intranet) in addition to all receipts for the approved expenses must be submitted to the Financial Coordinator for processing.

Attendance [33.1.2]

All employees (sworn and civilian) assigned to a training program should report at the time and location specified, with the proper material and equipment necessary to complete the course. A copy of an attendance certificate shall be proof of attendance. If a certificate is not provided, the employee shall submit a completed **Training Completion Form** to the Training Supervisor.

If an employee is unable to attend mandatory training, absent reasonable justification, he or she must notify the Training Supervisor prior to the training.

When a scheduling conflict arises, the employee involved shall notify the Training Supervisor upon discovering the conflict. The schedule may then be modified so as to resolve the conflict, such as court, vacation, etc. Make-up for missed training time will be addressed case by case, depending upon the subject matter, intensity and duration of the training. **[33.1.2]**

Department-Sponsored Training

Documented attendance is required for all department-sponsored training. Attendance of in house training sessions will be taken at the start of the training. Attendance sheets will be filed with other training materials for the class.

Training for All Employees

Accreditation Training

Department Employees shall receive information regarding the accreditation process. This will be the responsibility of the Accreditation Manager. **[33.5.3]** The Accreditation Manager will ensure that all newly hired agency personnel receive information regarding the accreditation process within thirty days after their employment begins or within thirty days after completing the recruit academy. Field Training Officers can assist with this training. **[33.5.3 a]**

The Accreditation Manager will provide information to all agency personnel during the self-assessment phase associated with achieving initial accreditation. **[33.5.3 b]** The Accreditation Manager will provide information to all agency personnel prior to an on-site assessment. **[33.5.3 c]** This can be accomplished through department-wide email or briefings at roll call.

Newly appointed employees, both sworn and non-sworn, shall receive orientation on the Braintree Police Department's role, purpose, goals, policies and procedures pertaining to that employee, working conditions, regulations, their rights as employees and responsibilities. Employees will have access to the Department's rules, regulations, policies and procedures by computer. **[33.7.1 a b c]**

Training for Newly Promoted Employees [33.8.2]

All newly appointed employees shall obtain training in their supervisory duties. Newly promoted supervisory officers will be sent to supervisory-specific training offered either by the Municipal Police Training Committee or another comparable institution or agency as soon as feasible. All supervisors will receive refresher training in the various aspects of supervision and management during in service training and/or when offered by outside agencies. All newly promoted sworn Sergeants shall receive the following training as soon as practicable:

- Suicide prevention;
- Two weeks of leadership training (options include First Line Supervisor Training at Roger Williams, FBI LEEDA SLI-Supervisory Leadership Institute, MPTC/MPI Supervisor Training, APCO and NexGen 911 Training)
- Internal Affairs Training
- Two weeks FTO with Shift Commander and two weeks FTO with street supervisor (817)

All newly promoted sworn Lieutenants shall receive the following training as soon as practicable:

- Suicide prevention;
- FBI LEEDA Command Leadership Institute
- FBI LEEDA Executive Leadership Institute
- Two weeks FTO with Shift Commander

Training Requirements for Civilian Employees

As part of orientation, the municipality will provide every employee with a copy of the police department's manual of policies, procedures, rules and regulations, and are advised of the specific areas that affect their positions. All newly appointed civilian personnel shall receive information regarding: **[33.7.1]**

- The department's role, goals, purpose, policies and procedures; **[33.7.1 a]**
- The department's working conditions and regulations; **[33.7.1 b]**

- Knowledge of responsibilities and rights of the employee; [33.7.1 c] and
- Pertinent mandatory Town policies issued by Human Resources.

Specialized Assignment Training [1.3.11]

Refer to specialized assignments for specific training requirements.

Prior to assuming job responsibility, all non-sworn employees of the department will receive on-the-job training for their new assignment. Annual retraining will be provided as needed. [33.7.2]

Dispatchers will receive training in E9-1-1 Operations, LEAPS/CJIS Certification (Bi-annual), Suicide Prevention and C.O.R.I.

Records Clerk will receive training in Public Records and C.O.R.I.

Any Harbormaster, or Assistant Harbormaster, authorized by the Chief of Police to carry a firearm during the course of their duties shall receive MPTC certified firearms training in addition to all other training applicable to those positions.

Animal Control Officers will receive MPTC certified firearms training in addition to all other training applicable to this position. ACOs are also required to complete the Massachusetts Animal Fund’s Core Competence course during the first year of their employment and an additional eight (8) credit hours of continuing education annually.

School Traffic Supervisors will receive CPR and First Aid training annually and traffic direction training biennially.

Matrons will attend an annual matron class which will include suicide prevention, CPR and First Aid.

Training Requirements for Sworn Personnel

Roll-Call [33.5.2]

The Training Supervisor should identify and prioritize specific subject areas to be addressed by the roll call training program.

Roll-call training can include use of audio and videotapes, reading of training bulletins, lectures given by instructional personnel, PowerPoint presentations, and/or other methods approved by the Training Supervisor.

Instructional personnel will include Supervising Officers and certified Instructors with the necessary training. Selection will be based on the nature of the training to be provided. Instructional personnel will have the following responsibilities:

- Read bulletins

- Answer questions
- Take attendance/ensure sign-offs by officers
- Direct subordinates to read training bulletins

The attendance records shall be forwarded to the Training Supervisor by the Shift Commander(s). The Training Supervisor should ensure that all department personnel receive the pertinent training.

The following annual refresher re-training is mandatory and will be attended by all sworn police officers and special police officers as noted: **[33.5.1] [33.1.2]**

- **Firearms Training:** All officers must attend and successfully complete firearms training as required. See department policy on Use of Force.
- **First Responder Training:** First responder training will be held not less than annually. All members will be certified every three years.
- **C.P.R. Training:** All members will be trained and certified annually.
- **In Service Training:** All police officers and special police officers will be scheduled for In Service Training at least on a yearly basis, as prescribed by the department and the Municipal Police Training Committee, and shall include: **[1.3.11]**

- (a) Legal Updates
- (b) CPR
- (c) First Responder
- (d) Firearms
- (e) Use of Force

In-House Training: Other in-house training programs will be implemented and scheduled as needed.

Remedial Training [33.1.5]

Remedial training will be available for any mandatory training that requires meeting set standards to achieve certification or qualification. Remedial training will be provided by the department to assist an employee having a problem meeting the required minimum standards of performance acceptable in that specific area. If an employee needs further intensive retraining, the Training Supervisor may make arrangements with the member for such training.

Accreditation Manager: The Accreditation Manager shall be trained in the requirements of those roles as required by the Massachusetts Police Accreditation Commission (MPAC) within one year of being appointed. (S)he will also receive annual retraining. **[33.5.4]**

Basic Recruit Academy [33.4.1]

All newly appointed Student Officers will successfully complete a Recruit Training course, as mandated by M.G.L. c. 41 § 96B. Training must be completed prior to the employee's performing the duties of a police officer, including being allowed to carry a weapon and/or make an arrest (except as part of a formal field training program). The training academy will be one operated or approved by the Massachusetts Municipal Police Training Committee. While attending the basic academy, all student officers will be bound by the policies, procedures, rules and regulations of that academy as well as the policies, procedures, rules and regulations of the police department.

Upon successful completion of basic recruit training, new officers must complete a one year probationary period.

The Training Supervisor shall be the academy liaison. **[33.4.3 d]**

Field Training Program

Probationary officers must successfully complete an in house field training program.

The Training Supervisor shall manage the field training program and oversee training and in-service training of field training officers **[33.4.3 e]**, rotation of recruit assignments **[33.4.3 f]** and the development and implementation of the field training program.

Upon completion of the recruit academy, the probationary officers will enter the field training program with designated field training officers. **[33.4.3 a]** During field training, probationary officers shall receive training in department-specific materials, including Policies and Procedures and Rules and Regulations. Department policies regarding high liability topics should be covered during the administrative week. All other policies should be reviewed by the recruit officers and their FTOs during the course of the FTO program. Probationary Officers should acknowledge receipt of all policies in PM/AM by the end of their FTO period. **[33.2.4]**

Each Probationary Officer will then begin a twelve week on-the-job training program with designated FTOs. (This will not alter the one-year probationary period that all newly appointed full-time officers are required to serve in Massachusetts.) **[33.4.3 a]**

The Probationary Officer will have his/her field training assignment rotated among at least four different FTOs. **[33.4.3 f]** The Field Training Officers (FTOs) will be selected by the Chief of Police based on the needs of the department and on the overall job-related qualifications of the prospective FTO. Candidates must possess a strong job knowledge and skills in the following areas: **[33.4.3 b]**

- Application of law
- Police Procedures
- Tactics
- Department policy and procedure
- Report writing
- Interpersonal relations
- Chain of command

FTOs will be under the operational supervision of the Shift Commander or other supervisor designated by the Chief. **[33.4.3 c]** Field Training Officers will evaluate each recruit officer's performance in the various activities that they will meet as police officers and make recommendations to the Training Supervisor. See policy on ***Field Training and Evaluation Program***. **[33.4.3 g h]**

Tactical Team Selection and Training

When a special or tactical team position becomes available with Metro-LEC, the position shall be posted for interested employees to apply. The notice shall include:

- Identification of the team
- Minimum qualifications
- A description of duties
- Information on where to apply
- Closing date for applications

Selection [46.2.2]:

According to MetroLEC standards, applicants must be in excellent health; be in very good physical condition; be willing to be on call; be willing to participate in regular, high intensity training. An applicant's attendance record and disciplinary history may also be considered.

A physical assessment may be required for certain special or tactical teams.

Upon satisfactory completion of a physical fitness assessment, firearms skills qualification and the Metro-LEC Assessment Center, selection of new team member(s) shall be made by the Chief of Police with approval from Metro-LEC.

Equipment Requirements: The department provides specialized equipment for tactical team members. **[46.2.3]** Specialized equipment includes: weapons; uniforms; body armor; helmet; radio equipment; other items deemed necessary by the Chief of Police based on input from members of the Tactical Team.

Training

Tactical teams are infrequently used, but when they are called into service, the risks involved to life and property are high. The expectation of a successful operation must also be high. The skills and experiences of tactical teams and members are perishable if not exercised. Retention on the team is conditional based on satisfying Metro-LEC training attendance requirements. The team shall participate in readiness exercises, and training shall be conducted as determined by Metro-LEC. Training shall include: **[33.6.2]**

- Physical conditioning
- Individual training for specific team member skills
- Team training and scenarios
- Operational simulations
- Training with other resources (e.g., K9, hostage negotiator, other tactical teams, etc.)

Hostage
Negotiator
Selection and
Training

Selection [46.2.4]

According to MetroLEC standards, applicants must possess excellent communications skills; remain calm under stress; be a mature, team player; have a willingness to engage in self-assessment; possess street and life experiences; have an ability to de-escalate hostile situations; be willing to be on call; be able to participate in regular, high intensity training.

Selection of new team member(s) shall be made by the Chief of Police with the approval of Metro-LEC.

Equipment Requirements: Specialized equipment for hostage negotiation team members is provided by the department.

Training

Hostage negotiation team members are infrequently used, but when they are called into service, the risks involved to life and property are high. The expectation of a successful operation must also be high. The skills and experiences of hostage negotiation teams and members are perishable if not exercised.

Team membership is conditional upon the new members' successfully completing initial training, which at a minimum includes the 40 hour Basic Crisis Negotiation Course offered by the FBI, as soon as feasible.

The team shall participate in readiness exercises, and training shall be conducted as determined by Metro-LEC. Training shall include: **[33.6.2]**

- Individual training for specific team member skills;

- Team training and scenarios;
- Operational simulations; and
- Training with other resources (e.g., K9, other hostage negotiators, tactical teams, etc.).

Firearms Training

All members of the department authorized to carry a firearm must attend some form of firearms training at least twice each year. Any qualification course will be approved by Municipal Police Training Committee. If an employee fails to successfully complete the qualification course, he/she will be provided with three additional attempts at that time to pass the course. If the officer/employee is unable to meet the requirements of the qualification course, the officer/employee will be required to turn over his/her firearm to the firearms instructor and be assigned to administrative duties. The officer/employee will be required to complete remedial firearms training until successfully passing the qualification course. At that time full duties may be resumed. **[1.3.11 c]**

Firearms qualification will be conducted by a qualified firearms instructor. Qualification will include a review and training in the Use of Force Policy, and a review and inspection of each weapon by the Firearm's Instructor to ensure that the weapon is in good condition. Any weapon found to be in an unsafe condition will be secured by the instructor until such time as it can be rendered safe. A replacement weapon will be issued to the office in a timely manner. Officers must demonstrate proficiency before being issued a weapon. All weapons training and the Use of Force policy training will be documented. **[1.3.9 c][1.3.10][1.3.11 a b][33.6.1]**

All sworn personnel must attend training and successfully complete an MPTC approved qualification course on department less lethal weapons (e.g. beanbag shotgun) annually. Additionally, sworn personnel must attend weaponless control technique (defensive tactics) training every two years. **[1.3.11]**

Specialized Training

Any employee, upon being assigned to a specialized task or duty shall, at the first opportunity, attend and successfully complete a training program designed for that particular function, pending department funding and staffing levels. Every attempt will be made to initiate this training as soon as possible. **[33.6.1 a]**

This program will include enhancement of necessary skills, knowledge and abilities needed as a member of the unit; information on the function and objectives of the unit; performance standards expected from the unit members and any special policies, rules or procedures assigned to the unit. Written, oral or practical proficiency tests will be administered during the training process. Employees newly assigned to specialized units will receive supervised on the job training. Specialty positions, their initial training standards and recertification standards are as follows:**[33.6.1 b]**

Specialized Assignment	Initial Training	Recertification
Background Investigator	Background Investigation Training.	Pertinent Courses, if available
Bicycle Officer	COBWEB Certification	N/A
Detective	Specialized Training when available	Pertinent Courses, if available
Firearms Instructor	Firearm's Instructor Certification and Armor's Course approved by MPTC	Recertification as required by MPTC.
Field Training Officer	MPTC approved certification	Pertinent Courses, if available
Canine Officer	Canine teams shall attend and successfully complete a prescribed canine training program approved by the Chief of Police.	Pertinent Courses, if available
Motorcycle Operations	Basic Law Enforcement Operator's Course, certification 40 hr. minimum. Approved by the Chief of Police.	Pertinent MPTC approved courses, if available
Evidence Officer	Finger Printing Training; Photograph Training; Evidence Collection Training; Evidence and Property Room Management Training	Pertinent Courses, if available
School Resource Officer	Applicable Training as available to include NASRO and MJPO	Continuing professional development in child and adolescent development, conflict resolution and diversion strategies
Internal Affairs	Internal Affairs Training (IACP, FBI or MPTC)	Pertinent Courses, if available

Accreditation Manager	Initial Accreditation Commission Course within One Year	Police and Procedures Courses; Annual MPAC Conference Training
Animal Control Officer	Certified Animal Control Officer Course; Firearms Qualifications; Continuing Education Credits.	Annual In-Service and other pertinent Courses, if available
Less-Lethal Instructor	Initial Certification	MPTC approved re-trained annually.
Sex Assault Investigator	MPTC approved 40 hour Course	Pertinent Courses, if available
Matron	Annual Matron Class	Annual Matron Class
Licensing Officer	Applicable Training as available	Pertinent Courses, if available
Telecommunicator	APCO PST1 (40 hr., certification); Vesta Pallas (16 hr. certification)	Annual 16 hrs. of E911 Certified Courses
Harbormaster	MPTC Harbormaster Reserve Intermittent Academy or Full-Time Academy; and if applicable: Firearms Training; Less Lethal Training approved by the MPTC.	Annual In-Service and other pertinent courses, if available.
School Traffic Supervisor	Traffic Direction Class; CPR and First Aid	Annual CPR and First Aid Class, Biennial Traffic Direction Class



BRAINTREE POLICE DEPARTMENT



REQUEST FOR REIMBURSEMENT OF TRAVEL EXPENSES

SUBMIT COMPLETED COPY TO FINANCE

Officer Name: _____

Request Date: ___ / ___ / ____

Officer Signature*: _____

Reason for Travel:

<input type="checkbox"/>	Training / Conference	Name: _____
<input type="checkbox"/>	Investigation	Incident #: _____
<input type="checkbox"/>	Other	Reason: _____

Travel Date(s): From: ___ / ___ / ____ To: ___ / ___ / ____

Location and Address: _____

Expense Type	Receipt Attached? (required)	Total Amount
<input type="checkbox"/> Hotel/Lodging (may only be reimbursed <i>after</i> travel)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Airfare	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Baggage & Other Fees	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Transportation (i.e. Taxi)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Rental Car	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Training/Conference Fees	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Mileage = _____ x \$0.545 <small>(number of miles)</small> Starting Address: _____		0
<input type="checkbox"/> Per Diem (refer to https://www.gsa.gov/travel/plan-book/per-diem-rates)		
<input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Total Reimbursement Request \$ 0

*By signing this form, you certify that this is a true and accurate record of out-of-pocket expenses and is in compliance with all Department policies and applicable local, State and Federal laws.

FOR ADMINISTRATION USE ONLY:

Invoice #: _____ Date: _____

Total Amount Approved: _____

Approval: _____



BRAINTREE POLICE DEPARTMENT

Training Completion Form

(This form is to be used if a training certificate is not provided by the training program)

EMPLOYEE INFORMATION

Name: _____ ID #: _____

Name of Training Course: _____

Date(s) and Location: _____

Credit Hours: _____

Employee Signature: _____

Notes: _____

TO BE COMPLETED BY TRAINING SUPERVISOR

Supervisor Name: _____

Date Received: _____

Supervisor Signature: _____



BRAINTREE POLICE DEPARTMENT

TRAINING REQUEST FORM



SECTION 1: OFFICER INFORMATION

Officer Name: _____
(Please Print)

Officer Signature: _____

Supervisor: _____

Request Date: ____/____/____

Badge #: ____ Shift: ____

SECTION 2: TRAINING INFORMATION

Training Name: _____

Training Location: _____

Training Date(s): From ____/____/____ To ____/____/____ Tuition Cost: \$ _____

Additional Expenses Required (lodging/airfare): YES NO

Reason for Request:

Application Attached: YES NO

SECTION 3: APPROVAL FOR REQUEST

Supervisor Name: _____ Supervisor Signature: _____
(Please Print)

Supervisor Recommendation: YES NO

Training Officer: _____ Training Officer Signature: _____
(Please Print)

Training Officer Recommendation: YES NO

Chief Approval Confirmed: YES NO Chief Signature: _____

SECTION 4: STATUS OF APPLICATION REQUEST

Applicant Waitlisted for Training: YES NO

Applicant Approved for Training: YES NO

Applicant Denied for the following Reason(s):
