



*Town of Marlborough Police Department*

## **GENERAL ORDER**

**SUBJECT: Training**

**Order Number: 2.07**

DATE ISSUED: 09/10/10 BY ORDER OF POLICE CHIEF: COCOZZA

DATE EFFECTIVE: 09/10/10 REPLACES ORDER #(S): APR

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### **TRAINING**

**PURPOSE:** To define policy and establish procedure for training members of the town of Marlborough Police Department.

**Note:** Any and all training may be limited due to specific cost obligations based on that year's budgetary restrictions, course availability and specific course curriculum. The Department will make every effort to include as much training, to as many officers as available within the specifics guidelines of that years specified budget.

#### **I. POLICY**

The Town of Marlborough Police Department will hold training in such topics including, but not be limited to, the following: Use of Force, Tasers, CPR/AED usage, **Crisis Intervention Training (CIT)**, **Implicit Bias Training**.

#### **II. PROCEDURE**

##### **A. In-service Training**

1. In-service training will be given to members of the Town of Marlborough Police Department as needed.

a) The Chief of Police will solicit suggestions from supervisors and other police department personnel to assist in the development of training programs.

b) The training schedule will be adjusted annually to meet the needs of the police department.

2. Police Officers shall be required to complete annual In-service training with a minimum of sixteen hours allocated in the following course areas:

a) Deadly Physical Force – Incorporated with annual firearms training session(s), the designated Firearms Instructor will give a lecture on Article 35 of the New York State Penal Law.

b) Taser – During the course of the year each member certified in the use of the Taser will complete a recertification course including discharging the weapon.

- c) Legal Updates – The Chief of Police will release information on any new material pertaining to recent decisions in laws which govern law enforcement personnel. All mandates, law bulletins, etc., on any subject, will be brought to the attention of all members as they become available.
- d) Specialized Training – This includes CPR/AED training, **Implicit Bias Training and or CIT training** as well as other specialized or job specific training as approved by the Chief of Police.

3. The Chief of Police/Lieutenant will schedule any In-service training as needed.

#### **B. Instructors**

1. All training will be conducted by Town of Marlborough Police Department Certified Instructors or other Certified/Qualified Instructors. Certified Instructors have been certified in accordance with Part 6024 or 6025 of the New York State Codes, Rules and Regulations. In any event the key areas of minimum instruction required each year (Firearms, legal updates, use of force and deadly physical force) must be given by Certified Instructors.
2. In all programs being presented at In-service programs, a lesson plan will be prepared and submitted to the Chief of Police or designee for approval before presentation.

#### **C. Specialized Technical and Job Specific Certification**

All members with specialized technical and/or job-specific certifications, such as canine, Breathalyzer/Intoxilyzer, accident investigation, radar operator, etc., will be responsible to notify the Chief of Police within (6) months of the expiration of any certification. The Chief of Police will direct the member to identify available courses to keep his/her certification current, if that certification is still needed in the member's job assignment.

#### **D. MPTC Police School/Supervisors School**

1. All newly hired police officers will be required to attend the MPTC Basic School within (1) one year of the date of hire as prescribed by law.
2. All newly appointed supervisors will be required to attend the MPTC Course in Police Supervision within (1) one year of the date of appointment, except as otherwise approved by the Chief of Police.

#### **E. Police Instructor Certification**

Any member of the police department who has been designated and trained as a "Police Instructor" will be responsible to ensure that his/her certification remains valid. This is

accomplished by the member being evaluated by a certified instructor evaluator at any time within (12) twelve months of the member's expiration of his/her instructor certification. Said member shall notify the Chief of Police of the needed evaluation during this (12) month period. The Chief of Police will direct the member concerned to ensure that they receive the appropriate evaluation prior to the expiration of his/her instructor certification.

**F. Training Records**

1. All attendance records, lesson plans, test and test results, sample class handouts, annual training calendars and schedules, etc. will be maintained by the Training Officer and the Chief of Police.

**NOTE:** An exception to the above will be the firearms qualifying score records, which will be maintained by the Chief Firearms Instructor.

2. All officers must notify the Chief of Police upon the completion of any training and provide any certificates and/or verification of attendance.