

**PRE-SERVICE TRAINING**

ISSUE DATE:	10 December 2021	EFFECTIVE DATE:	
RESCINDS:			
INDEX CATEGORY:	11 - Training		
CALEA:			

I. PURPOSE

This directive outlines the basic requirements for pre-service training for command staff and supervisors, Field Training Officers, School Resource Officers, the Training Division, and the Crisis Intervention Team.

II. GENERAL INFORMATION

- A. All Department pre-service training will:
1. be adequate in quality, quantity, scope, and type that will be reviewed and determined by the Training Oversight Committee (TOC).
 2. conform to the Department Training Plan.
 3. reflect the Department's commitment to the guiding principles of procedural justice, de-escalation, impartial policing, and community policing.
- B. All instructors of Department pre-service training will meet the qualifications and requirements outlined in the directive titled [Department Training](#).
- C. Any pre-service training, which is also a part of the Department's mandatory annual in-service training, will satisfy that mandatory annual in-service training requirement. Any other pre-service training course completed during a pre-service promotional training will count towards the total amount of training required by the Department's mandatory annual in-service training.

III. REQUIRED PRE-SERVICE TRAINING

- A. Command Staff and Supervisors
1. The amount of pre-service promotional training may differ according to rank and command, but all pre-service promotional training will be adequate in quality, quantity, type, and scope as determined by the TOC and will cover topics appropriate to the specific rank and command.
 2. Supervisors newly promoted to the ranks of sergeant, lieutenant, and captain will attend pre-service supervisory training before being assigned to a supervisory rank or assuming the responsibilities associated with a particular supervisory rank.
 3. Upon their first promotion to the rank of commander or above, supervisors will attend supervisory training within six months of their assignment to, or assumption of, supervisory responsibilities as a member of the Department's command staff.
 4. Supervisory pre-service training for sergeants and lieutenants will include, but not limited to:
 - a. recognizing signs and symptoms of alcohol use and substance use disorders, recommending Department members to support services, and reporting obligations of members exhibiting signs of alcohol or drug impairment;
 - b. Crisis Intervention Team training; and

NOTE:

If Department members attending supervisory pre-service training for sergeants and lieutenants **have not** previously received CIT training and certification, members will receive CIT training in its entirety either during supervisory pre-service training or will be given preference to attend the next available CIT training. If Department members attending supervisory pre-service training for sergeants and lieutenants **have** previously received CIT training and certification, members will receive CIT refresher training as appropriate in accordance with the required in-service training cadence.

- c. review of Department policies and procedures of de-escalation, response to resistance, and use of force to ensure appropriate supervision and accountability.
5. As appropriate and tailored to the specific rank and command, pre-service promotional training topics will include, but not be limited to:
- a. an overview of department-wide crime reduction strategies;
 - b. specific methods for developing district-level crime reduction strategies that are consistent with the principles of community policing, and tools and techniques on how best to communicate with Department members on how to incorporate principles of community policing in implementing those crime reduction strategies;
 - c. techniques for effectively guiding and directing Department members and promoting effective and ethical police practices, including detecting and addressing bias-based profiling and other forms of discriminatory policing;
 - d. de-escalation strategies and the principles of force mitigation;
 - e. intervening on a subject's behalf when observing a use of force that is excessive or otherwise in violation of policy;
 - f. evaluating the completeness, correctness, and sufficiency of written reports;
 - g. monitoring, reviewing, and investigating uses of force to ensure consistency with Department policies;
 - h. understanding the function and proper use of supervisory tools, such as Early Intervention System ("EIS") and body-worn cameras, at each rank;
 - i. evaluating officer performance, informally and formally as part of the Department's annual performance evaluation process;
 - j. Department and Civilian Office of Police Accountability's (COPA) disciplinary system requirements and available non-punitive corrective action;
 - k. mentoring Department members and fostering career development;
 - l. responding to allegations of officer misconduct, including, but not limited to, excessive force and racial discrimination, for purposes of documenting the complaint and reporting it to COPA;
 - m. building community partnerships and guiding officers on how to implement this requirement;
 - n. Department policy and legal updates;
 - o. supporting officers who report objectively unreasonable or unreported force, or who are retaliated against for attempting to prevent objectively unreasonable force;
 - p. the Employee Assistance Program (EAP); and

- q. strategies for effectively managing and reviewing Department work products to ensure that effective accountability is established at every level.
- 6. Field Observation for Sergeants and Lieutenants
 - a. Pre-service sergeants will shadow current sergeants in districts for two days with one day observing the activities of a district station supervisor and one day observing the activities of a field sergeant.
 - b. Pre-service lieutenants will shadow current lieutenants in districts for one day observing the activities of a watch operations lieutenant (WOL).
- 7. Captain Senior Executive Service (SES) Training
 - a. The Superintendent will select candidates to attend Captain Senior Executive Service (SES) training.
 - b. The Superintendent may choose to send more candidates than available vacancies to the Captain SES training and make final promotional decisions after the completion of the training. The completion of Captain—SES training does not guarantee an appointment to captain.
 - c. At the close of training, Department members will return to their respective unit of assignment. As captain vacancies occur, the Superintendent will select candidates for promotion.

B. Field Training Officer

Field training officers (FTOs) will receive training that is adequate in quality, quantity, scope, and type as determined by the TOC and that addresses topics including, but not limited to:

- 1. management and mentoring;
- 2. community policing;
- 3. effective problem-solving techniques;
- 4. ethics;
- 5. diversity;
- 6. field communication;
- 7. any recent substantive changes made to the recruit training curriculum; and
- 8. Crisis Intervention Team Training.

NOTE:

If Department members attending FTO pre-service **have not** previously received CIT training and certification, members will receive CIT training in its entirety either during FTO pre-service training or will be given preference to attend the next available CIT training. If Department members attending FTO pre-service training **have** previously received CIT training and certification, members will receive CIT refresher training as appropriate in accordance with the required in-service training cadence.

C. School Resource Officer (SRO)

SROs will receive training that is adequate in quality, quantity, scope, and type as determined by the TOC and that addresses topics including, but not limited to:

- 1. school-based legal topics;
- 2. cultural competency;

3. problem-solving;
4. the use of de-escalation techniques;
5. use of restorative approaches;
6. available community resources;
7. alternative response options;
8. youth development;
9. crisis intervention;
10. disability and special education issues; and
11. methods and strategies that create positive interactions with specific student groups such as those with limited English proficiency, who are LGBTQI, or are experiencing homelessness.

D. Training Division

Training Division instructors and staff will receive the following training as determined by their position within the Training Division:

1. instructor development;
2. lesson plan design and development; and
3. instructor reinforcement.

E. Crisis Intervention Team (CIT)

To be a certified member of the Crisis Intervention Team, Department members will receive, at minimum, a forty hour specialized training that is adequate in quality, quantity, scope, and type as determined by the TOC and that addresses topics and scenario-based exercises including, but not limited to:

1. signs and symptoms of mental illness;
2. working with older adults;
3. substance use and co-occurring disorders;
4. verbal de-escalation and tactical response;
5. risk assessment and crisis intervention skills;
6. child and adolescent issues;
7. returning veterans and post-traumatic stress disorder;
8. psychotropic medications and medical conditions;
9. legal issues and law enforcement response;
10. community resources;
11. autism and intellectual and developmental disabilities; and
12. the Employee Assistance Program.

Authenticated by KC

21-030 ASH

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