

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Communications, Training
Continuing Education
Training Record
In-Service Training
Instructors, Certification
Missouri Peace Officer Standardized Training
Training, In-Service
Training, Police Academy

TRAINING**222.00 PURPOSE**

The purpose of this General Order is to establish the continuing education program of Department employees, establish the in-service training program, identify responsibility for record keeping, ensure the training needs of the Ferguson Police Department are met and comply with the Missouri Peace Officer Standardized Training (P.O.S.T.) requirements.

222.01 POLICY

It shall be the policy of this Department to provide training to maintain and enhance job knowledge, skills and abilities; introduce new technologies, methods or equipment; and to ensure that all personnel remain current with new laws, policies and procedures.

222.02 DEFINITIONS

- A. ***Approved Provider Training*** – Training conducted at a training facility designated by the Missouri P.O.S.T. Commission as an “approved provider”. These facilities provide initial entry and/or recurring training in law enforcement. Examples are the Missouri Highway Patrol Academy, St. Louis County and Municipal Police Academy, St. Louis Police Academy, Eastern Missouri Police Academy and the Missouri Safety Center.
- B. ***In-Service Training*** – Training conducted “in-house” by certified department employee instructors.
- C. ***Initial Training*** - Entry-level basic training by an approved provider academy which results in licensing by Missouri P.O.S.T.
- D. ***Continuing Education*** - Generally, continuing education applies to the P.O.S.T. three year 48 hour training requirement to maintain a P.O.S.T law enforcement license.

Continuing education also applies to individual training requirements mandated by the Department and college education by employees.

- C. **Generalist Instructor** – Certification awarded by the Missouri P.O.S.T. Commission for an instructor to teach entry level basic law enforcement classes at an approved provider training facility.
- D. **Specialist Instructor** – Certification awarded by the Missouri P.O.S.T. Commission for an instructor of a specialized law enforcement technique, procedure or skill. The instructor is certified to teach ONLY that area in which he has specialized certification.

<u>222.03 REQUIRED TRAINING</u>	
A. Mandated by statute or in order to further Department policy:	

- 1. Sworn officers appointed by the Ferguson Police Department must complete the requirements of the Missouri P.O.S.T Commission and have been awarded a Class A P.O.S.T. license prior to assignment in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest.
- 2. The Ferguson Police Department acknowledges that graduates of approved provider initial recruit training, having been awarded P.O.S.T. Class A certification, have received instruction from a curriculum based on tasks of the most frequent assignment associated duties of police officers. The department further acknowledges that officers successfully graduating from a P.O.S.T. approved provider have been evaluated using techniques designed to measure competency in the required skills, knowledge, and abilities.
- 3. The Ferguson Police Department acknowledges that graduates of approved provider initial recruit training do not receive training specific to the policies and procedure or the Ferguson Police Department. During an employee's field training program they will receive instruction in department policies, procedures, rules, and regulations.
- 4. All sworn officers are required to meet the Missouri State Police Officer Standardized Training 48 hour continuing education requirement every three years or during the assigned period established by the P.O.S.T Commission. This training will include legal and interpersonal studies as well as technical and skill development. Each officer shall have a minimum of four (4) Continuing Education Hours (CEH) in legal studies, four (4) hours CEH in interpersonal perspectives, four (4) in the area of technical studies, four (4) in firearms training and the remaining CEHs can be obtained from these four core blocks and from the core block of skills development. This training may come exclusively from an in-service provider, but no more than twenty-four (24) hours can be obtained per officer from in service training.

5. All sworn officers are required to obtain three (3) CEHs of racial profiling training every three years or during the assigned period established by the P.O.S.T. Commission.

B. Mandated by change in status, rank or assignment:

1. Officers will receive training when a change in assignment or promotion occurs. This training will usually be in the form of formal schools to include, DARE, Investigations, Juvenile Investigations, Evidence Procedure, Traffic Reconstruction, Field Training Officer and Supervision schools. The training will include but not be limited to:

a. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialization;

b. Management, administration, supervision, personnel policies, and support services of the function or component; and

c. Supervised on-the-job training.

2. Every employee that is appointed to or promoted to a supervisory position shall successfully complete a leadership, command or supervisory training course within one year of such appointment or promotion. The Training will be taken at the St. Louis County and Municipal Police Academy or any other approved provider.

3. A training plan will be developed for every employee that is appointed to or promoted to a management position (Lieutenant or above). This plan will be developed by the immediate supervisor of the promoted employee and should include the attending and completion of a command training course at the St. Louis County and Municipal Police Academy or any other approved provider.

C. Mandated remedial training:

If a probationary employee demonstrates an inability to perform the essential elements of their job, remedial training can be provided at the direction of the Chief of Police and the employee's probation period extended. If a non-probationary employee demonstrates an inability to perform the essential functions of their job, remedial training can be used in the administration of discipline process to bring the employee into compliance with performance standards. The circumstances and criteria used to determine the need for remedial instruction, the timetables under which remedial training is provided, and the consequences of participation or nonparticipation by the affected personnel will be at the direction of the Chief of Police.

D. Roll Call Training:

Training may be conducted during roll call periods to include updates to General Orders, instructional pre-recorded programs and instruction by supervisors and certified instructors.
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222.04 CIVILIAN TRAINING

A. Civilian personnel are required to complete training commensurate with their duties and any additional training at the direction of the Chief of Police.

B. Communications personnel are required to complete REJIS / MULES Level II training and the state mandated 16 hours of continuing education every two years.

C. All newly assigned civilian personnel will receive in-service training in:

1. The agency's role, purpose, goals, policies, and procedures;

2. Working conditions and regulations; and
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3. Responsibilities and rights of employees.
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222.05 DEPARTMENT CONDUCTED IN-SERVICE TRAINING

A. Mandatory Training – In-Service training will meet the standards of the Missouri P.O.S.T. In-Service Training requirements. Each class will have a Course Objective and a Lesson Plan to meet the objectives.

B. Instructors – Department Instructors will be identified and documentation maintained in their files qualifying them as instructors in each area they teach. Personnel assigned to the training function and full-time instructors receive training, which includes, at a minimum:

1. Lesson plan development;

2. Performance objective development;

3. Instructional techniques;

4. Testing results if administered and evaluation techniques; and

5. Resource availability and use.

C. Lesson Plans – Lesson Plans will be developed based on the objectives of each area of instruction. All in-service lesson plans require review and approval by the Chief of Police.
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Each lesson plan will contain:
1. A statement of performance and job-related objectives;
2. The content of the training and specification of the appropriate instructional techniques, and;
3. Identification of any tests if used in the training process.
D. Records – The Compliance Officer will maintain a file on each In-Service training class. Each class will have a course objective, lesson plan, instructor biography, class sign-in sheet, performance evaluation or test results for each student if they are administered, copy of each training certificate issued and copies of instructional handouts or background documentation for the class. Each officer completing a class will be issued a training certificate with the number of instructional hours in each of the following areas: Skill Development, Technical Studies, Legal, and Interpersonal Studies.

222.06 ATTENDANCE

- A. Employees attending P.O.S.T. approved education are subject to the attendance requirements of the P.O.S.T. Commission.
- B. Employees attending initial or continuing education training at a training provider other than at the Ferguson Police Department shall comply with the provider's attendance requirements to receive the appropriate certificate, diploma, award or other documentation indicative of successful completion of the course of instruction.
- C. Employees attending department approved training outside the local area will be reimbursed for mileage, meals, housing, fees, books, and materials in accordance with the mileage and per diem rate established by the City of Ferguson. All training outside the local area must be approved and budgeted for by the Chief of Police.

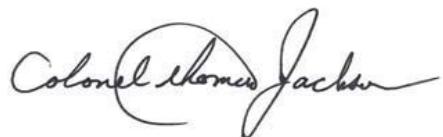
222.07 DOCUMENTATION

Employees who satisfactorily complete training courses are required to forward two (2) copies of the award, certificate or diploma. One copy will be forwarded to the employee's immediate supervisor and the other to the Training Records Coordinator. Training records will be updated and maintained by the Training Records Coordinator. The responsibility to maintain required statute training rests with the individual employee.

GENERAL ORDER 222.00

August 23, 2011

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson".

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel

MPCCF Reference 29.1, 29.3, 29.4, 29.5, 29.6

