

COLUMBUS POLICE DEPARTMENT



General Order 33: Training and Career Development

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Replaces: General Order 33 effective May 8, 2019
Effective date: September 1, 2020

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Policy:

A professional law enforcement agency takes steps to ensure quality service to the community it serves. It is the policy of the Columbus Police Department to develop, support and advance the skills, knowledge and abilities of its personnel through the training function. It is the ultimate goal of training to prepare department personnel to act decisively and correctly over a broad spectrum of situations and to work with greater productivity, effectiveness and safety.

33.1 Administration

33.1.3 Outside Training Reimbursement

- A. For purposes of this chapter, the term “service area” shall mean within Bartholomew County, Indiana.
- B. All training requests and subsequent certificates for approved/completed training will be entered into Guardian Tracking under a single entry. The protocol outlined below is how all training request should be handled:
 1. An employee requesting to attend training shall submit their request through the established training request form in Guardian Tracking under the “Certifications/Request” category. This entry should be made under their own name.
 2. The requesting officer’s Lieutenant should add a comment to the original entry regarding applicability of the training, whether manpower supports the request, etc.
 3. The requesting officer’s Captain should present the request to the other members of the Captain’s Board. The presenting Captain will then add a comment to the original entry with the final approval or rejection.
 4. If the training is approved, the presenting Captain will create an action item on the Guardian Tracking entry, assigning it to the training coordinator.
 5. The training coordinator will be responsible for ensuring the employee is registered for the approved training, including any approved lodging, travel, etc., and shall add a comment into the Guardian Tracking entry once this is completed.
 6. The training coordinator will create an action item on the Guardian Tracking entry, assigning it to the employee approved for training.
 7. Upon completion of the training, the officer approved for training shall upload their certificate under the original Guardian Tracking entry by clicking on “add comment” and “upload file.”

- C. For training programs conducted within the agency's service area, the Columbus Police Department and/or the City of Columbus may pay for or reimburse employees attending training programs for expenses such as tuition, fees, books or materials incurred for the employee.
1. Employees who want to attend elective training within the agency's service area shall submit a training request through their chain of command in accordance with General Order 33.1.3(B)(1).
 2. For any payment or reimbursement for tuition, fees, books, or materials to be considered by the department and/or city, employees must deliver signed itemized receipt(s) of what was purchased to the office of the Chief of Police.
 3. Any training payments or reimbursements must first be approved by the Chief of Police or his/her designee.
- D. For training programs conducted outside the agency's service area, the Columbus Police Department and/or the City of Columbus may pay for or reimburse employees attending training programs for expenses such as travel, meals, housing, tuition, fees, books or materials incurred for the employee.
1. Employees who want to attend elective training outside the agency's service area shall submit a training request through their chain of command in accordance with General Order 33.1.3(B)(1).
 2. For any payment or reimbursement for meals to be considered by the department and/or city, employees must deliver signed itemized receipt(s) of the food purchased to the office of the Chief of Police.
 - a. The department will not pay for or reimburse employees for any alcoholic beverages.
 - b. The department will not pay for or reimburse employees for any gratuities paid that are in excess of 20%.
 - c. The per diem per employee per day for meals should be \$35.00. However, exceptions to this amount may be made by the Chief of Police or his/her designee if the location of the training program makes the per diem amount unreasonable.
 3. For any payment or reimbursement for travel, housing, tuition, fees, books, or materials to be considered by the department and/or city, employees must deliver signed itemized receipt(s) of what was purchased to the office of the Chief of Police.

4. Any training payments or reimbursements must first be approved by the Chief of Police or his/her designee.

33.1.4 Lesson Plan Requirements

The department may require lesson plans for all training courses conducted by instructors of the department. Lesson plans may also be required of nonresident instructors. The development of lesson plans should ensure that the subject to be covered in training is addressed completely and accurately and is properly sequenced with other training materials.

- A. Lesson plans should include a statement of performance and job-related objectives.
- B. Lesson plans should include the content of the training and specification of the instructional techniques utilized. Instructional techniques may be one or more of any of the following:
 1. Field experience - field trips, interviews, operational experiences, and operational observations;
 2. Presentation - lecture, lecture discussion, and lecture demonstration;
 3. Simulation - case study, practical exercises, and role-play.
- C. All lesson plans should be submitted to the training coordinator or his/her designee at least fourteen (14) days in advance of the scheduled training. The training coordinator or his/her designee shall be responsible for inspecting and approving all lesson plans to insure that they are consistent with state requirements and department policies orders, policies, rules, and procedures.
 1. It will be the responsibility of the instructor to have ready, prior to the beginning of the training, all training aids, tests, handouts, equipment and other items for their prepared instruction.
- D. Lesson plans must include identification of any tests and/or methods of evaluation, if applicable, of the participants that are used in the training process.
 1. Whenever an employee does not successfully complete a training program or achieve a passing score, the instructor shall submit a written report to the training coordinator.

33.1.5 Remedial Training

- A. Documentation of remedial training should include a final report from the person assigned to ensure the employee satisfactorily completed the remedial training. The final report will become a part of the permanent training record for the employee.

1. Remedial training is defined as personalized training used to correct a specific job-related deficiency. The department recognizes remedial training as a constructive tool to reinforce, maintain and/or refine an employee's skills, knowledge, and abilities in keeping with the goals and objectives of the department.
2. The need for remedial training is normally identified by a supervisor through performance evaluations, evaluations during department training, during field training, observations of instructors and supervisors during routine duties, testing, inspections, a change in assignment, an early warning notification, or an internal investigation.
 - a. An employee and/or group of employees may be recommended for remedial training by:
 - i. A superior of the employee;
 - ii. The request of the employee to their supervisor, or
 - iii. The request of another employee, the training coordinator, an instructor or field-training officer, to the employee's supervisor.
 - b. Sworn officers who have obtained permanent status but have been absent or reassigned duties from which they have been absent for a period of one-hundred and eighty (180) days or more may be required to complete a refresher transitional training course as outlined by the Chief of Police or his/her designee.
3. Remedial training will be scheduled as soon as practical, and will be required to be satisfactorily completed by the employee. Failure to complete and/or comprehend remedial and/or transitional training may result in disciplinary action.

33.1.6 Employee Training Record Maintenance

- A. As personnel complete elective and/or mandatory training, accurate records shall be maintained by the training coordinator or his/her designee. The records for each employee should include the following:
 1. The date of the training;
 2. The type of training received;
 3. The instructor's name;

4. The number of training hours completed;
 5. Test score(s), if applicable; and
 6. Certification of completion, if applicable.
- B. If the training was conducted by an instructor of the department, the instructor will be responsible for delivering the information contained in General Order 33.1.6(A) to the training coordinator.
- C. If the training was conducted by an instructor outside the department, the employee attending the training will be responsible for delivering the information contained in General Order 33.1.6(A) to the training coordinator in accordance with General Order 33.1.3(B)(7).
- D. The training coordinator shall report training courses attended by department personnel to the Indiana Law Enforcement Academy (ILEA) as it applies to each employee meeting the requirements to obtain and/or maintain their certification as a law enforcement officer.

33.4 Recruit Training

33.4.1 Recruit Training Required

- A. Before any probationary officer may carry a weapon or be in a position to enforce laws or make arrests, they must first be certified by the Indiana Law Enforcement Academy (ILEA) as a law enforcement officer, unless they are doing so as a part of the Field Training Program as described in General Order 33.4.3.
1. Those persons who have been sworn, but who have not yet been certified by the Indiana Law Enforcement Academy (ILEA) as a law enforcement officer and are not engaged in the Field Training Program as described in General Order 33.4.3, may be used in such positions as communications, records, or other activities not requiring the carrying of a weapon, enforcing the law, or making arrests.
- B. Probationary officers will not be released to work as a single unit until they are certified by the Indiana Law Enforcement Academy (ILEA) as a law enforcement officer, and have successfully completed the Field Training Program as described in General Order 33.4.3.
- C. Probationary officers attending the ILEA academy are considered "on-duty" and shall abide by all department policies, rules, regulations, directives, general and special orders as well as all ILEA regulations.

33.4.2 Recruit Training Program

- A. The curriculum at the Indiana Law Enforcement Academy should be based on tasks of the most frequent duties of sworn personnel who complete recruit training;
- B. The Indiana Law Enforcement Academy should use evaluation techniques designed to measure competency in the required knowledge, skills and abilities; and
- C. The Indiana Law Enforcement Academy should issue an orientation handbook, manuals, instructions, rules and regulations to all new recruit personnel at the time academy training begins.

33.4.3 Field Training Program

Field training is instruction, training or skills taught to an employee by another employee on a tutorial basis during a tour of duty while performing normal activities of employment. The goal of field training is to provide recruits with "on street" experience. Employees participate in the field-training program when assigned to the uniform division as a patrol officer, and may participate in the program prior to and/or immediately following attendance at the Indiana Law Enforcement Academy (ILEA).

A. Field training program

1. The field-training program for probationary officers shall consist primarily of on-the-job training, and should be approximately 15 weeks in addition to any required classroom training.
 - a. The length of time for a probationary officer to be in the field training program is dependent on their ability to comprehend the information being taught, their prior experience, the availability of incidents that are investigated, the recommendations of the field training officers, the field training supervisors and the training coordinator, and upon approval of the Uniform Captain.
 - b. In no circumstances should a probationary officer be in the field-training program less than 160 hours outside of any required classroom training.
 - c. The field-training program must be completed within the employee's probationary period.

B. Selection process for field training officers

1. The Chief of Police or his/her designee shall announce the opening(s) for the position of field training officer(s). The announcement shall include a directive on the method for how those who want to be considered for the position should indicate their interest.
 2. Officers wanting to be considered for a field training officer position shall indicate their desire to be considered according to the directed method stated in the announcement.
 3. The Chief of Police or his/her designee shall make selection of field training officer(s) by considering the following:
 - a. The officer's performance evaluations and work history;
 - b. The officer's disciplinary record;
 - c. The officer's voluntary participation and contributions to the department;
 - d. The officer's experience and performance in supervising and training others; and
 - e. The officer's ability to work without close supervision.
 4. After the position(s) of field training officer(s) are filled, the selection process will be complete. A new process will begin for any future need of field training officer positions.
- C. Supervision of field training officers – Supervision of the field-training officers will be consistent with the department's policy on chain of command, and will include additional supervision by field-training officer supervisors and the training coordinator.
- D. The training coordinator shall maintain a certain amount of communication with the Indiana Law Enforcement Academy (ILEA) staff in order to keep the field-training officers aware of what skills and subjects have been taught to the probationary officers at the academy and what roles the field-training officers are to assume. This can, for the most part, be done through the academy website: www.in.gov/ilea.
- E. Training and in-service training of field training officers
1. Field training officers must first successfully complete a field training officer school before being allowed to instruct new recruits.

2. Field training officers will be instructed on the department's procedures concerning the department's field-training program, which will include ongoing training periodically throughout the year.
- F. New recruits will rotate assignments throughout the process in order to gain a better understanding of the different law enforcement activities conducted by the department. The rotation may include assignment to the Detective Division, Records Division, Emergency Operations Center, and each of the Uniform Division shifts. Recruits should be assigned to different field training officers in order to gain different perspectives throughout the experience. The decision on scheduling and training officer assignments will be the responsibility of the training coordinator.
- G. Field training officers shall complete daily evaluations of the new recruits they are assigned through the use of "daily observation reports" (DORs). Recruits shall review the completed DOR from their previous shift before responding to any law enforcement calls and/or before initiating any law enforcement activity on their next scheduled shift. Areas to be covered by the evaluation process shall include the following, at a minimum:
1. An assessment of the skills, knowledge and abilities taught to or performed by the recruit;
 2. An assessment of the willingness of the recruit to learn and perform the items in General Order 33.4.3(G)(1);
 3. An assessment of the degree to which the recruit has demonstrated understanding of the function of law enforcement and public service; and
 4. Identification of problems or lack of competence; an indication on whether the recruit was counseled, and an indication to whether remedial training is necessary.
- H. Field training officer supervisors shall ensure the review of any DORs completed by a field-training officer under their immediate supervision on a weekly basis. Field training officers shall also be required to report to their superior any problems or lack of competence immediately in order that corrective measures can be implemented quickly and to avoid further problems.

33.4.4 Entry Level Training

The entry level training for all sworn positions charged with performing law enforcement duties are required to complete a recruit academy training program, which is outlined in G.O. 33.4.1 and G.O. 33.4.2. The Columbus Police Department shall not employ part-time or reserve officers, or utilize volunteers to perform sworn law enforcement duties. All sworn positions will be of a full-time status.

33.5 In-Service and Advanced Training

33.5.1 Annual In-Service Training Program

In-service training is a recertification and testing of proficiency of existing skills and knowledge, and should be consistent with the position held and functions performed. The in-service training function shall be the responsibility of the training coordinator. In-service training maintains and enhances the skills, knowledge and abilities that are needed to perform and to stay competent in the duties and responsibilities of the assigned job.

- A. All sworn personnel are to complete annual in-service training in accordance with the requirements of I.C. 5-2-1-9, other state law, and department orders, policies, rules, and procedures.
- B. The agency should ensure that all personnel be kept up to date with new laws, technological improvements and revisions in department orders, policies, rules, and procedures. Sworn personnel are required to complete annual retraining, which should address a review of the following topics:
 - 1. Agency policy, procedures, rules and regulations with an emphasis on changes;
 - 2. Leadership;
 - 3. Ethics and integrity, taking into consideration cultural influences and diversity, policy compliance, and doing what is correct rather than what is not illegal;
 - 4. Statutory or case law affecting law enforcement operations, with an emphasis on changes;
 - 5. The functions of agencies in the local criminal justice system;
 - 6. Exercise of discretion in the decision to invoke the criminal justice process;
 - 7. Interrogation and interviewing techniques;
 - 8. Agency policy on the use of force, including the use of deadly force;
 - 9. Emergency medical services;
 - 10. The performance evaluation system;
 - 11. Emergency fire suppression techniques;
 - 12. New or innovative investigative technological techniques or methods, if any;

13. Hazardous materials incidents;
14. Contingency plans, if any, including those relating to special operations and critical incidents;
15. Crime prevention;
16. Collection and preservation of evidence;
17. Report writing and records system procedures and requirements; and
18. Victim/witness rights.

33.5.3 Accreditation Training

Agency personnel shall receive information regarding the history and background of accreditation and the agency's involvement in the process, the accreditation process, the goals and objectives of accreditation, and the advantages of accreditation and its impact on the agency. This may be achieved by classroom instruction, memo, and periodic attendance by command staff at conferences of the Commission on Accreditation for Law Enforcement Agencies, Inc. Personnel shall receive this information as follows:

- A. All newly hired agency employees will receive training within thirty days after their employment begins, or within thirty days after completing the Indiana Law Enforcement Academy (ILEA); and
- B. To all agency personnel during the self-assessment phase associated with achieving initial accreditation.

33.6 Specialized In-Service Training

33.6.2 Tactical Team Training Program

The department's Special Weapons and Tactics (SWAT) team shall consist of a number of members of the department as authorized by the Chief of Police. SWAT may be called to respond to critical incidents when requested, which may include barricaded persons, hostage situations, selected warrant services, and other high-risk incidents and situations or activities deemed necessary by a Captain or above.

- A. New SWAT members must complete forty hours of initial training before becoming an active member of the team. Any prior SWAT team member who left the team in good standing may be exempt from this requirement, at the discretion of the Chief of Police, provided the new member had previously completed the forty hours of initial training when they were previously on the team.

- B. The SWAT team will train as a group periodically to maintain proficiency. At a minimum, every year SWAT members should train together an average of eight hours per month. The training should include operational simulations.
 - 1. SWAT members must attend 75% of the trainings to remain an active member of the team. If a SWAT member fails to attend 75% of the trainings, they will become an inactive member of the team until they have attended 75% of the trainings.
 - 2. If a SWAT member is inactive as a result of their attendance at training, they may be removed from the team at the discretion of the Chief of Police and/or his/her designee.
- C. All internal tactical team training must be documented, and the records retained by the SWAT team leader.
- D. Employees who serve as hostage negotiators should train with SWAT at least twice per year.

33.8 Career Development and Education

33.8.2 Skill Development Training upon Promotion

- A. As personnel are promoted, the department shall provide training prior to the promotion and/or within the first year of the promotion.
- B. The training should include:
 - 1. Supervisory training that correlates with their new duties as provided in the job description;
 - 2. Training on the department's early warning system if the employee had not received training on this in the past; and
 - 3. Training on administration of the department's performance evaluation system if the employee had not received training on this in the past.

33.8.3 Career Path Development

- A. General Order 34.1.3 describes the career path for promotional processes.
- B. General Order 33.4.3(B) describes the career path for becoming a field training officer. The same career path will be considered for all department paid specialties if no other process is outlined in a department directive.
- C. General Order 41.1.5(B)(1) describes the career path for becoming a K-9 officer.

D. The career path for becoming a Detective or Narcotic's Detective is as follows:

1. The Chief of Police or his/her designee shall announce the opening(s) for the position of Detective or Narcotic's Detective. The announcement shall include a directive on the method for how those who want to be considered for the position should indicate their interest.
2. Officers wanting to be considered for a Detective or Narcotic's Detective position shall indicate their desire to be considered according to the directed method stated in the announcement.
3. The Chief of Police or his/her designee shall make selection of a Detective or Narcotic's Detective by considering the following:
 - a. The officer's performance evaluations and work history;
 - b. The officer's disciplinary record;
 - c. The officer's voluntary participation and contributions to the department;
 - d. The officer's experience and performance in supervising and training others;
 - e. The officer's ability to work without close supervision; and
 - f. The officer's experience, education and training history.
4. After the position(s) of Detective or Narcotic's Detective are filled, the selection process will be complete. A new process will begin for any future need of Detective or Narcotic's Detective positions.


Acceptance by Columbus Police Department Captain's Board:

Date: 9-1-2020


Michael Richardson, Chief

Attest:


Steve Norman, Deputy Chief


Kathy Rondonanski, Chief's Secretary


Jay Frederick, Uniform Captain


Jonathan L. Rohde, Administrative Captain

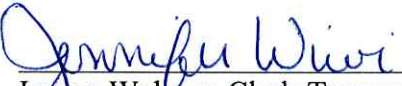
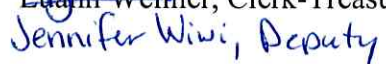
Acceptance by Columbus Board of Public Works and Safety:

Date: Sept. 1, 2020


Jim Lienhoop, Mayor

Attest:


Mary Ferdon, Member


Luann Welner, Clerk-Treasurer

Jennifer Wiwi, Deputy

John Pickett, Member


Jim Strietelmeier, Member


Brenda Sullivan, Member