


<b>HAVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL</b>		
<b>Issue Date</b> January 2023	<b>Review Date</b> January 2024	<b>Directive Number</b> 1.10.1
<b>Accreditation Index:</b> 1.10.1, 1.10.2, 1.10.3, 1.10.4, 1.10.5, 1.10.6		<b>Rescinds:</b> Directive # 1.10.1 of February 2021
<b>Chapter:</b> One – Organization & Management Role		<b>Section:</b> Ten – Training & Career Development
<b>Chief of Police:</b> <i>John F. Viola</i>		

**SUBJECT: TRAINING & CAREER DEVELOPMENT**

**I. PURPOSE**

The purpose of this Directive is to provide organizational and administrative guidelines for the training of all sworn and non-sworn personnel of the Haverford Township Police Department. This Directive also provides procedures for making training requests, training scheduling, training procedures, notification procedures, and procedures for the management of training records.

**II. POLICY**

It shall be the policy of the Department that all sworn and non-sworn personnel comply with the provisions of this directive. Department personnel shall follow procedures outlined in this Directive for making requests for Department sanctioned training; compliance with scheduled training and notification procedures; and for the maintenance of all training records.

**III. TRAINING REQUIREMENTS**

A. Basic Recruit Training

1. All sworn members of the Haverford Township Police Department shall complete a certified basic law enforcement/ police training course and be certified by MPOETC prior to assuming their law enforcement duties.

(PLEAC 4.9.1 c)

- a) All newly hired municipal police officers, as defined by the Municipal Police Officers' Education and Training Act, as amended, (53 Pa. C.S.A. §2161-2167) shall comply with all requirements of the Pennsylvania Municipal Police Officers' Education and Training Commission, see Directive 4.9.1

**(PLEAC 1.10.3)**

**B. In-Service Training**

- 1. All sworn members of the Haverford Township Police Department shall successfully complete an annual in-service training course, which may include course materials on federal and Pennsylvania court cases and legal updates.

**(PLEAC 4.9.1 d)**

- a) All municipal police officers, as defined by the Municipal Police Officers' Education and Training Act, as amended, (53 Pa. C.S.A. §2161-2167) shall comply with the mandatory training requirements of the Pennsylvania Municipal Police Officers' Education and Training Commission, see Directive 4.9.1

**(PLEAC 1.10.5)**

**C. Field Training**

- 1. This department utilizes a field training program for the training and career development of new officers. Refer to Directive 1.10.4

**D. Special In-Service Training**

- 1. All members assigned to the Haverford Township Police Department's Special Response Team (Tactical Team), Delaware County Level B (Tactical Team), Crisis Negotiators, K9, Police Motorcycles, Police Bicycles, Police ATVs and/or Mobile Command Units shall:
  - a) Participate in entry level basic training prior to assuming those duties, and
  - b) Tactical Teams, negotiators and K9 must train, at a minimum, quarterly, and
  - c) Participate in in-service training and/or readiness exercises, in a manner determined by the agency, that are conducted at least once during the accreditation period for all personnel assigned to the specialized vehicles.

- (1) Specialized vehicles include but are not limited to Police Motorcycles, Police Bicycles, Police ATVs and/or Mobile Command Units.

**(PLEAC 1.10.6)**

#### **IV. TRAINING RECORDS**

##### **A. Maintenance and Updating Responsibilities**

The Haverford Township Police Department shall record, maintain and update all training records, programs and courses for all of their employees.

**(PLEAC 1.10.1)**

1. The Special Operations Unit shall have the responsibility to record, maintain and update all training records, programs and courses for all Haverford Township Police Department employees.
2. The following minimum requirements shall be incorporated in the Department's training records management system:
  - a) The course content or lesson plan for training courses conducted by the Department.  
**(PLEAC 1.10.2 a)**
  - b) The name of all attendees at any training course given by this Department or the name of all Department employees attending training conducted by outside organizations/agencies.  
**(PLEAC 1.10.2 b)**
  - c) The date(s) and location(s) where the training was received.
  - d) Performance of individual attendees and the measuring instruments / test used, as applicable for all department conducted training and any similar information, if it is provided, by outside agencies or organizations for trainings they conducted of Department employees.  
**(PLEAC 1.10.2 c)**

#### **V. REQUESTS FOR TRAINING PROCEDURES**

##### **A. Requesting Member Responsibilities**

1. The requesting member shall forward an e-mail request to his/her immediate supervisor describing the course of study, the dates of training, the location of the training, the cost of the training, and if

available, a brochure or syllabus outlining the course of instruction.

2. At the completion of any training where a certificate of completion, a diploma, etc, is issued the member shall, within a week of completion of the course of training, provide to the Special Operations Unit a copy of this certificate, diploma, etc. for the member's training file and also provide a copy to the secretary of the Chief of Police for the member's personnel file.  
**(PLEAC 1.10.1)**

**B. Supervisor Responsibilities**

1. Shall review the request to ensure all necessary information has been provided.
2. Shall make a determination as to the applicability of the training and the appropriateness of the requesting member to receive this training.
3. Shall notify, via e-mail, the requesting member of his/her decision whether to recommend or not recommend the member's training request to the Division Commander. The Division Commander shall receive a copy of this e-mail.
4. Shall forward to the Division Commander all requests for training he/she receives. All applicable information and documentation shall be forwarded to the Division Commander.

**C. Division Commander Responsibilities**

1. Shall review each request for training submitted for his/her review by a Supervisor and make a determination if the training is applicable, feasible, and that the requesting member is the appropriate person to send to this training.
2. Shall discuss any training request he/she has approved with the Chief of Police who shall provide the final decision as to whether the requesting member attends this training.
3. Upon the Chief's approval for this training, notify the Special Operations Unit Supervisor of this training and forward all documentation concerning this training to this Supervisor to ensure the training is scheduled as soon as possible.
4. Notify the requesting member and his/her Supervisor of the approval or denial of this training request.

**D. Special Operations Unit Responsibilities**

1. Ensure that all required information has been received to permit scheduling of the requested training.
2. Make all necessary arrangements for attending this training.

3. Ensure that the following notifications are made as to the name(s) of member(s) attending this training, date(s), and time(s) for this training:
  - a) Notify the attending member's immediate Supervisor
  - b) Notify the Division Commander.
  - c) Notify the Chief of Police.
4. Notify the attending member(s) of the appropriate attire for the training.
5. Ensure that the training file for the attending member is updated with the information concerning the course of instruction, dates of instruction, location of the training and copies of all certificates, diplomas, etc.

## **VI. SCHEDULING AND NOTIFICATION PROCEDURES FOR TRAINING**

- A. The following scheduling procedures and responsibilities shall be followed:
  1. All scheduling of training shall be coordinated through the Special Operations Unit.
  2. All information concerning the type or course of training; dates; times; location; appropriate attire for the training; or any other such information as is necessary for the attending members to know, shall be provided by the Special Operations Unit.
  3. The scheduling of personnel to attend training shall be a coordinated effort involving the Special Operations Unit, the member's immediate Supervisor, the Division Commander, and the Chief of Police.
- B. The following notification procedures and responsibilities shall be followed:
  1. The Special Operations Unit shall, as soon as practical, post an e-mail to the appropriate Supervisor(s), Division Commander(s), the Court Coordinator, and the Chief of Police outlining the training being scheduled; the date(s); the time(s), if known; the location; and any other information as may be necessary.
  2. Supervisors, when requested to submit a list of members to attend training, shall provide the names of the members to attend the training as soon as possible to the Special Operations Unit.
  3. The Platoon Sergeant shall be responsible to make an entry to the time off calendar noting the appropriate dates of the training and any specific information necessary.

4. A Division Commander, his/her designee, or the Chief of Police, shall be the only members with authority to prohibit time off on a specific training date.
5. The immediate Supervisor of a member(s) attending training shall be responsible for making all entries necessary in the Department Time Off Program indicating the name of the member(s) attending training on a specific date.

## **VII. OTHER RESPONSIBILITIES**

- A. The following other responsibilities shall be followed by the appropriate members of the Department:
  1. All members assigned to training are expected to attend the training as scheduled. Members not attending training as scheduled are subject to disciplinary action in the event there is not a justifiable excuse for missing the training.
    - a) Justifiable excuses are illness, injury, court which cannot be rescheduled, military leave, or excused by the Division Commander or Chief of Police.
  2. Officers assigned to firearms qualification on their day off have the following options:
    - a) The officer may attend this training as scheduled on his/her date off and be compensated for 12 hours TOTO for attending this training.
    - b) In the event the officer chooses not to qualify on his/her off duty time, he/she shall be scheduled to qualify during duty hours; no compensation for TOTO shall be earned. If the officer's regular tour of duty is not over at the completion of the firearms qualification, he/she shall be required to return to duty at the completion of the firearms qualification. The officer may use his/her annual leave or TOTO hours for time off for the remainder of the shift, if manpower requirements are met.
  3. All personnel assigned to training shall report to the Special Operations Unit each day of training for attendance and to obtain a vehicle for use.
    - a) Special Operations Unit personnel shall ensure that an accurate daily attendance is completed.
    - b) In the event that the training is after hours or Special Operations Unit personnel are not available, personnel assigned to training shall check-in with the on duty supervisor.

- c) The shift supervisor/information asst. shall be responsible to ensure that all necessary information concerning training is placed On the Daily Log
- 4. The Court Coordinator shall make every effort to ensure that officers assigned to training are not assigned to appear in court on the same date.
- B. Municipal Police Officer Training and Education Commission mandatory annual training issues are covered in Directive 4.9.1 “Municipal Police Officer Training and Education Commission Certification”.

### **VIII. EXTENDED ABSENCE TRAINING PROCEDURES**

- A. Officers who have been absent for a period of time exceeding sixty (60) consecutive days shall be temporarily assigned to the Special Operations Unit for all necessary update training, recertification training or requalification training which has been missed by the officer due to the extended absence from the Department.
  - 1. Examples of extended absences shall be, but not limited to the following:
    - a) Illness, injury, military leave or any other reason causing the officer to remain absent from the Department for sixty (60) consecutive days or more.
- B. This temporary assignment shall last only as long as is necessary to provide the officer with the training they missed while on the extended absence. The officer shall be released from assignment to the Special Operations Unit immediately upon successful completion of all necessary training requirements.
  - 1. In the event that training must be conducted by an outside agency, the officer may be assigned to his/her permanent duty assignment until scheduling of the necessary training is arranged.
  - 2. The officer shall be notified as soon as possible of the scheduled date, time and location of this training and shall be required to attend the training as scheduled.

### **IX. COMPENSATION FOR TRAINING**

- 1. Officers that attend training on their day off shall be compensated with TOTO in the following manner:
  - a) Training that is less than four hours (6 hrs TOTO)
  - b) Training that is more than four hours (12hrs TOTO)

**BY ORDER OF THE CHIEF OF POLICE**