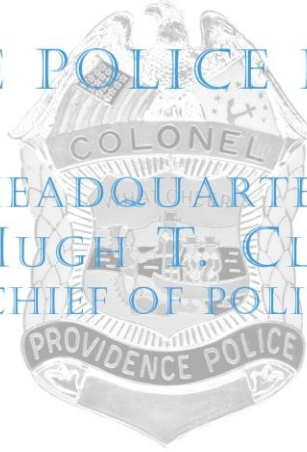


# PROVIDENCE POLICE DEPARTMENT

HEADQUARTERS  
COLONEL HUGH T. CLEMENTS, JR.  
CHIEF OF POLICE



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	230.01	10/17/2014	10/19/2014
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
In-Service Training		7/14/2014, 9/24/2014	
REFERENCE		RE-EVALUATION DATE	
CALEA 33.1.4-33.1.7; 33.5.1; 33.6.2; 33.8.2; 46.1.9, 72.1.1		10/17/2017	
SUBJECT AREA		DISTRIBUTION	
Human Resources		All Personnel	

## PURPOSE

The purpose of this policy is to establish guidelines pertaining to Department in-service training.

## POLICY

It is the policy of the Providence Police Department to conduct and/or offer various types of in-service training for all personnel who require it.

## DISCUSSION

The Providence Police Department recognizes that it is imperative for sworn and civilian personnel to be kept up-to-date on new laws, technological improvements, and any revisions of Department policies, procedures, and rules and regulations. The Department also acknowledges that certain areas of police work require continuous training in order to achieve and maintain a high level of proficiency.

For the purpose of this General Order, the following definitions shall apply:

***Advanced Training:*** Training which may be held outside the Department designed to impart a higher level of supervisory skills to the participants.

***In-Service Training:*** Any training that takes place subsequent to being hired (not to include Academy recruit training). Such training includes, but is not limited to,

advanced training, specialized training, remedial training, or training that takes place subsequent to a promotion.

*Lesson Plan:* A document that contains summary information pertaining to the proposed training, as described in this directive.

*Specialized Training:* Training designed to enhance knowledge, skills, and abilities above the level taught in recruit or other in-service programs.

*Remedial Training:* Personalized training to correct a specific deficiency, usually identified by either testing or other evaluation during training, or by supervisory evaluation during routine job performance.

## **PROCEDURE**

### **I. ANNUAL IN-SERVICE TRAINING**

- A. All sworn Department personnel will be required to participate in certain types of annual retraining. The content of these programs is flexible and generally tailored to specific needs confronting the Department. Such programs may address, but are not limited to, one or more of the following topics:
1. Department policy, procedures, rules and regulations, in general, with emphasis on any changes.
  2. Critical/High Risk/High Liability policies, such as those pertaining to use of force, vehicular pursuits, etc.
  3. Use of Force Training.
  4. Promotional/leadership training.
  5. Performance evaluation system training.
  6. New or innovative technologies, techniques or methods.
  7. Legal updates of statutory and case law affecting law enforcement operations.
  8. Firearms Training - All sworn Department personnel will train and qualify with Department- issued/approved firearms on an annual basis.
  9. Conducted Electrical Weapons (CEWs) - Authorized personnel of the Department will attend and successfully complete a refresher training course annually to maintain certification.
  10. "All Hazard Plan" training – Department personnel who have been chosen to liaison with the Providence Emergency Management

Agency (PEMA) shall participate in documented tabletop and/or multi-agency mock exercises.

## **II. OTHER TYPES OF MANDATED IN-SERVICE TRAINING**

- A. Training in certain areas may be mandated by either statute or Department policy. Minimum acceptable standards will be determined by the Department unless mandated by statute. Some of these areas include:
1. Oleoresin Capsicum Aerosol Spray (OC) Training - All sworn Department personnel will successfully complete the Oleoresin Capsicum training and refresher training courses biennially to maintain certification.
  2. Baton Training - All sworn Department personnel will successfully complete Department's Baton Training Course and attend refresher training course biennially to maintain certification.
  3. Responding to Persons with Mental Illness – All Department personnel will receive refresher training triennially.
  4. Ethics Training– All Department personnel will receive ethics training biennially.
  5. Holding Facility Training – In addition to their initial training, all personnel will receive Holding Facility Training, to include fire suppression training, at a level commensurate with their duties and responsibilities, every three years.
  6. Domestic Violence Training – All sworn Department personnel will receive refresher training in Domestic Violence issues, including legal updates, every three years.

## **III. SPECIALIZED TRAINING**

- A. To prepare personnel for new assignments the Department provides specialized training in those areas where a need has developed. Such training has as its goal the development of specialized skills.
- B. Specialized training will be given to officers assigned to duties requiring specialized knowledge and skills, including but not limited to:
1. Field Training Officers.
  2. Detectives / Crime Scene Investigators.
  3. Traffic Accident Investigators.

4. DUI officers.
  5. Special Response Unit personnel.
  6. Weapons Bureau personnel.
- C. Training commensurate with the duties of the position shall be given to officers as soon as is practicable when either moved to specialized areas of the Department, or promoted.
- D. Specialized training shall include, at a minimum:
1. Development and/or enhancement of the skills, knowledge and abilities particular to the specialization.
  2. Management, administration, supervision, and support services of the function.
  3. Performance standards of the function.
  4. The Department's policies, procedures, rules, and regulations specifically related to the function.
  5. Supervised on-the-job training.

#### **IV. ADVANCED TRAINING**

- A. Advanced training is considered the type of training provided at institutions such as, but not limited to:
1. The F.B.I Academy.
  2. The Senior Management Institute for Police.
- B. This training is designed to improve the professional competence of the officers who have demonstrated leadership capabilities.
- C. Criteria and conditions that are necessary for participation in advanced training include:
1. Meeting the requirements of the advanced training institution.
  2. Being in a supervisory or command position within the Department.
  3. Approval of the Chief of Police and Commissioner of Public Safety.

## **V. CIVILIAN TRAINING**

- A. All newly appointed civilian personnel shall receive the following training:
1. Orientation on the Department's mission statement, role, purpose, goals, policies, procedures, and regulations.
  2. Conditions of work.
  3. Rights and responsibilities.
- B. Pre-service and in-service training will be provided to Detention Officers, Records Bureau personnel, Customer Service Clerks, Traffic Bureau personnel, Animal Control Officers, and Administrative personnel. Training will be commensurate with their responsibilities.

## **VI. REMEDIAL TRAINING**

- A. Upon the direction of the Chief of Police or his designee, remedial training shall be afforded to any employee who:
1. Demonstrates a lack of skill, knowledge or ability in job- task performance, based on evaluation reports and first hand observations by supervisors.
  2. Has received disciplinary action that may be corrected through supplemental training.
  3. Has been out of work for an extended period of time.
- B. Notification of officers scheduled for remedial training will be in writing. Upon completion of such training, evaluations of participants will be forwarded to the Chief of Police.

## **VII. ACCREDITATION TRAINING**

- A. Any person assigned to the position of Accreditation Manager shall receive training for the position that has been endorsed by the accrediting body within one year of his/her appointment.
- B. All Department personnel will receive information relative to the accreditation process as follows:
1. To newly hired personnel within a reasonable period after being hired.
  2. To all Department personnel during the self-assessment phase associated with initial accreditation and each re-accreditation.

3. To all Department personnel just prior to any on-site assessment.

## **VIII. LESSON PLANS**

- A. All in-service training programs, whether administered by personnel within or from outside of the Department, shall require a lesson plans which shall include the following:
  1. An outline of performance objectives.
  2. An outline/statement of the lesson purpose.
  3. A list of resources/references.
  4. The method of attendee evaluation, including the identification of any testing when applicable.
    - a. If a testing procedure is used, said procedure may be in the form of a written examination, oral examination and/or a performance exercise.
    - b. All testing procedures will have a 70% score as a minimum passing grade.
  5. The presentation method/technique.
  6. The proposed length of time that the training will require.
- B. Lesson plans will ensure that the subject to be covered is addressed completely and accurately, and is properly sequenced with other training materials.
- C. Lesson plans shall be approved by the Training Bureau and/or the Accreditation Manager prior to the commencement of the proposed training, so as to ensure that lesson plans are consistent with Department guidelines, policies, procedures, and all applicable statutes and laws.
- D. Copies of all in-service training lesson plans shall be forwarded to and maintained by the Accreditation Unit.
  1. Copies of all lesson plans pertaining to recruit training shall be maintained by the Training Bureau, with access granted to the Accreditation Manager upon request.

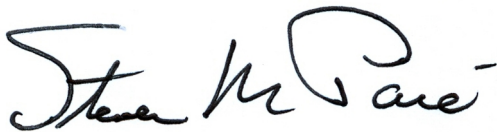
## **IX. TRAINING RECORDS**

- A. Officers in charge of administering any type of in-service training shall maintain training records for all personnel who attend, and shall forward

copies of those records to the Human Resources Bureau and Accreditation Unit. Training records shall include:

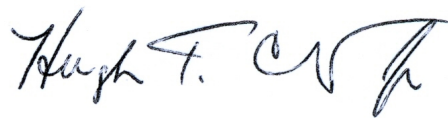
1. Lesson plan.
  2. Names of attendees.
  3. All results of any tests administered.
- B. A record/certificate of any training received by Department personnel shall be documented in the attendee's file maintained by the Human Resources Bureau.
- C. Attendee training records shall include:
1. The attendee's name.
  2. The training location and the date that the training was administered.
  3. The course title and the identity of the instructor(s).
  4. A copy of the training certificate, if any.
- D. Training records pertaining to recruit training shall be maintained by the Training Bureau, with access granted to the Accreditation Manager upon request.
- E. Training records shall not be released to anyone outside the Department, without the written approval of the Chief of Police or the Commissioner of Public Safety.

**APPROVED:**



STEVEN M. PARÉ  
COMMISSIONER  
DEPARTMENT OF PUBLIC SAFETY

**APPROVED:**



HUGH T. CLEMENTS, JR.  
COLONEL  
CHIEF OF POLICE