



Tulsa Police Department

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Policy # 309

Policy Name Training and Continuing Education

Approved by *Wendell Franklin, Chief of Police*

Effective Date 04/05/2021

Approved Date 04/01/2021

Previous Date 10/01/2018

PURPOSE OF CHANGE:

Update the policy format.

POLICY:

The Tulsa Police Department recognizes that training is one of the most important responsibilities of any law enforcement agency. Well-trained personnel are better prepared to effectively respond to a broad spectrum of situations. Training results in greater effectiveness and productivity and fosters cooperation and unity of purpose.

All training and continuing education for sworn personnel will be coordinated through the Training Division and the Training Committee. Instruction is designed in a variety of ways including classroom training, on-line training both on the Intranet as well as outside websites, and hands-on training (e.g., Precision Driving, Range, CPR, etc.). The development of content and materials needed is the responsibility of those instructing the course. Instructors will coordinate with Training Division staff to ensure the necessary training materials and equipment are available. If instructors request materials that are unavailable through the Training Division staff, the instructor will discuss the need with the Training Director, who will determine if purchases should be made.

Records of training, including lesson plans and the attendance and performance of those trained, will be updated as needed and maintained at the Training Division. Lesson plans and related records will be maintained for at least three (3) years. The Tulsa Police Reserve Coordinator will be responsible for updating pre-service and in-service training records for all Tulsa Police Reserve (TPR) officers.

When police personnel attend training conducted by the City of Tulsa, their training records will be updated by the departmental registrar by whom the training was conducted (e.g., Police Training Center, Human Resources, Public Works).

Pre-service and in-service training will be required for PSC (911), and Lab non-sworn personnel. All newly hired non-sworn personnel will attend the City orientation class and have access to both the City's and the Department's policies and procedures.

Annual in-service training for sworn personnel will include training as required by the Council on Law Enforcement Education and Training (CLEET).

Specialized training for all employees, when required for a change in assignment, promotion, or for continuing education, may be provided by the Training Division, the specialty unit supervisor, the City of Tulsa, or other outside entities.

SUMMARY: To provide guidelines for training and the continuing education of Department personnel.

APPLIES TO: All police personnel

DEFINITIONS:

IN-SERVICE TRAINING – training which may include periodic retraining or refresher training, specialized training, career development, promotional training, advanced training, and shift briefing training.

LESSON PLAN – a detailed guide from which an instructor teaches. The plan includes the goals, specific subject matter, performance objectives, references, resources, and method of evaluating or testing students.

PERFORMANCE OBJECTIVES – statements of operational behavior required for satisfactory performance of a task, the conditions under which the behavior is usually performed, and the criteria used for evaluating the behavior.

RECRUIT/PRE-SERVICE TRAINING – training personnel receive prior to commencing a job function.

SPECIALIZED TRAINING – training to prepare employees for assignments that require new skills or technical knowledge. Includes supervised on-the-job training, training mandated by governmental authority, and training deemed necessary by the department for the development and enhancement of skills, knowledge, and abilities particular to the specialization.

PROCEDURES:

A. ANALYSIS OF TRAINING NEEDS

To ensure the Training Division is meeting the training needs of the department, the academy staff will periodically conduct an analysis of needs. This can be accomplished through requests from officers or outside sources. Officers who request a training topic, will provide an *Interoffice Correspondence* to the Training Director which includes:

1. The training topic.
2. The type of training needed.
3. How the training will be implemented.
4. A list of materials needed for the course.
5. Identity of the instructor and identity of who will prepare the course outline (lesson plan).

The Training Director will coordinate an evaluation of overall academy performance every three years, assessing the quality of academy employees, instructors (full-time and part-time), and recommendations and suggests for improvements. Sworn officers and recruits will be given the opportunity to complete the evaluation. In addition, the Training Director may distribute evaluations for the assessment of individual trainings (in-service, selective, etc.).

B. ANNUAL IN-SERVICE

The Training Committee will develop an annual in-service training curriculum that will meet all the requirements of state law for the continuing education of certified, full-time sworn and reserve police officers. In addition, training required by CLEET and training deemed appropriate by the Chief of Police will be included. A portion of this curriculum may be presented at shift briefings or on the Intranet. This training will include the following:

1. Legal update.
2. Use of force and related policy and legal issues.
3. Annual firearms re-qualification.
4. Recognizing and managing a person appearing to require mental health treatment or services.

C. SPECIALIZED TRAINING

There are some specialty assignments that require more specialized training and continued education to enhance and develop the personnel's skills in order for them to perform their specialized duties more effectively. Those identified specialty assignments are:

1. Air Support Unit pilots and observers
2. Bomb Squad
3. Dive Team
4. K-9 Officers
5. Motorcycle Officers
6. Special Operations Team members
7. Incident Management Team
8. Emergency Medical Technicians
9. Defensive Tactics Instructors
10. Crisis Intervention Team
11. Major Crime Detectives
12. Crime Scene Investigations

Specialized training will normally be completed prior to the beginning of a new assignment or initiated as soon as feasible after transfer to the new assignment requiring such training. Lesson plans will be approved by the appropriate division commander and forwarded to the Recruiting and Career Development Section and the Training Director. The development of specialized training should include the following:

1. Development and enhancement of the skills, knowledge, and abilities particular to the specialized assignment.
2. Department policies and procedures related to the specialized assignment.
3. Supervised on-the-job training.
4. Retraining requirements and certifications, if any.
5. Training (which may include on-the-job), and qualifications for the utilization of special purpose vehicles, specialized equipment, or for the control and usage of animals (e.g., K9).
6. Any other specific training deemed necessary by the specialty unit supervisor.

D. SHIFT BRIEFING TRAINING

Shift briefing training is a useful method to supplement mandatory training. It can be utilized by supervisors, shift commanders, division commanders or detectives to train officers in emerging problems that other training is not covering. Personnel conducting shift briefing training should consider a lesson plan, techniques and methods of training, utilizing Training Division assistance, evaluating the training, and documenting the role.

E. TRAINING INSTRUCTORS, LESSON PLANS

1. All primary instructors, other than licensed professionals, will be certified by CLEET. CLEET certified instructors will be trained in lesson plan and performance objective development, instructional techniques, testing and evaluation techniques, and resource availability and use.
2. Lesson plans and course outlines for recruit and in-service training will be submitted to the Training Director for approval. The Training Director will periodically review lesson plans and make revisions as necessary. Lesson plans will include the following:
 - a. A statement of performance and job-related objectives.
 - b. The content of the training.
 - c. The specification of appropriate instructional techniques.
 - d. Identification of any tests used in the training process.
3. Personnel shall not seek CLEET accreditation of a class or course without the approval and knowledge of the Training Director.
4. The Training Director will submit lesson plans and course outlines to CLEET, when appropriate, for approval and inclusion as annual continuing education hours for sworn personnel.

F. RECRUIT TRAINING

1. The Training Division will coordinate all Apprentice Police Officer (APO) training. Upon successful completion of the academy training, APOs will become sworn Officers In Training (OIT) and begin the Field Training Officer (FTO) program. While in the FTO program, the OITs will remain assigned to the Training Division but will be supervised by an FTO and a Field Training Officer Supervisor (FTOS) at their assigned division.
2. The FTO program should remain closely allied with the Training Division so that FTOs and FTOSs are aware of what skills and subjects have been taught and what roles the FTOs are to assume. FTOs and FTOSs will receive periodic in-service training to prepare them for and keep them current with their assigned responsibilities.

G. SWORN PERSONNEL

In addition to other training, sworn personnel must also receive the following:

1. Initial training and annual biased-based policing training to include field contacts, traffic stops, search issues, asset seizure and forfeiture, interview techniques, cultural diversity, discrimination, and community support.
2. Annual training and demonstration of proficiency for officers issued Conducted Energy Devices.
3. Annual training and demonstration of proficiency for all lethal weapons.
4. Annual training on the *All Hazards Plan* to include Incident Command System.
5. Biennial in-service training for less lethal weapons and weaponless control techniques.
6. Initial training on the use of authorized roadblocks and forcible stopping techniques.
7. Documented Initial training and annual review of the *Vehicle Pursuits* (102B) policy.

H. NON-SWORN PERSONNEL

Non-sworn personnel will receive the following:

1. Pre-service orientation training.
2. The department's role, purpose, policies and procedures.
3. Personnel working conditions, regulations, responsibilities, and rights.
4. In-service training for identified civilian progression positions.

I. ALL PERSONNEL

In addition, all personnel will receive the following:

1. Remedial training when required.
2. Initial training for entry-level personnel on the interaction with persons suspected of suffering from mental illness.
3. Biennial ethics training.
4. Annual retraining on the interactions with persons suspected of suffering from mental illness.
5. Career development training for all personnel conducting career development activities.
6. Training for all personnel required to collect, store, transport, or submit to the Lab any D.N.A. evidence, including the necessary precautions for the preservation of such evidence.
7. Training of newly promoted personnel including annual, special, and probationary employee performance evaluation rater training.
8. All personnel authorized to access OLETS and CJI data shall receive security awareness training within six months of employment and thereafter annually.

J. INCIDENT MANAGEMENT TRAINING

All sworn, non-sworn, or volunteer personnel will be trained in the National Incident Management System (NIMS) corresponding to their respective levels and assignments as

outlined in current standards as published by the NIMS Integration Center. The CLEET Commission issued to all sworn personnel will correspond to their respective levels of NIMS training and will serve as their agency credentials for response.

REGULATIONS:

1. Agency personnel will be issued copies of, and be instructed in, the content of appropriate use of force policies (to include 101A – 101E) before being authorized to carry lethal and less-lethal weapons. Policy receipt and curriculum delivery must be documented.
2. Personnel shall attend and complete all training to which they are assigned. Copies of certifications gained through the training will be given to the Training Division for the employee's records.
3. Personnel holding certifications obtained through the Tulsa Police Department or City of Tulsa shall maintain and renew those certifications.
4. When personnel are notified by the Department to re-certify in a skill or function, they shall do so prior to any stated deadline.
5. Employees shall maintain all training certifications (e.g. CEW, Patrol Rifle Operator, *Intoxilyzer*, etc.). Personnel wishing to relinquish a certification must submit an Interoffice through their chain of command to their Division Commander stating why the certification is no longer needed.
6. Personnel who are unable to attend scheduled training due to illness or other excused absence (required court appearance or other departmental business) shall advise their divisional Administrative Captain or Administrative Lieutenant prior to the training, if possible. Employees who must leave training early due to illness, court, etc. will advise the staff in charge of the training or Training Center staff if the training is occurring at the Training Center.
7. If an employee misses training, the employee shall advise their chain of command. In-service training time missed by sworn personnel must be made up by rescheduling with the In-Service Training Coordinator who will coordinate rescheduling with the employee's Administrative Lieutenant. Non-sworn employees will contact their departmental class registrar.

REFERENCES:

116A, *Emotionally Disturbed/Non-Criminal*

318B, *Use of Departmental Computer Systems-Criminal Justice Information Services*