

Waltham Police Department

TRAINING

CHAPTER 33

General Order Number: GO-01 2009

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POLICY:

The Waltham Police Department recognizes that training is one of its most important responsibilities. The department realizes that a process of continual training and updating is necessary in order to maintain a high level of professionalism. All aspects of training, whether recruit training, specialized training, in-service training or roll call training, are designed to enhance an employee's ability to perform the functions demanded in police work in today's society.

A comprehensive training program will help provide the department with employees who are better prepared to act decisively and correctly in any given situation. [33.1.1-4] It will also increase the effectiveness and productivity of individual employees, and foster greater cooperation between employees and units within the department. All of these benefits enhance the department's ability to achieve its goals and objectives.

The training program will aid individuals in achieving their career goals and objectives by developing greater job and study skills. The additional exposure to training should also increase an employee's desire to further his personal education.

PROCEDURES:

1. TRAINING UNIT:

a. PROGRAM DEVELOPMENT: The Training Unit will use the following resources in program development:

1. Inspection reports.
2. Staff reports and/or meetings.
3. Consultation with field personnel and field observations. Officer Surveys.
4. Training evaluations.
5. Training deficiencies discovered through internal affairs investigations.

6. Suggestions and recommendations by the Chief of Police and others.

b. THE TRAINING UNIT WILL:

1. Offer or make available, training in all areas of policing that will benefit both the department and its employees.
2. Will distribute a survey form to all officers of the Department, requesting information relative to desired training.
3. Encourage all employees to attend training courses in areas of interest to them, as well as those areas that are mandated by law, and mandatory training or retraining required by the department.
4. Keep all employees informed of changes in statute law, the court system, the criminal justice system, current threats, trends and department policies, and procedures.
5. It will be the responsibility of all officers to remain current and informed of changes in all of the above-mentioned areas. This will be in accordance Waltham Police Department Regulations Section 108.2 (e).
6. Maintain records of each training class the department conducts to include the following:
 - a. Course content/lesson plans. [33.1.3-B]
 - b. Names of attendees.
 - c. Performance of individual attendees as measured by tests, if administered. [33.1.3-6A], [33.3.2]
 - d. All records are maintained according to Massachusetts Municipal Records Retention Schedule.[33.3.2-2]

2. OBJECTIVES OF THE TRAINING UNIT: The objectives of the Training Unit

of the Waltham Police Department are to provide or make available the best possible training programs to all employees within the department. This will be accomplished through a program of mandatory and voluntary training conducted through the department, supervised on the job, other criminal justice agencies, outside private or public agencies, and civilian educational institutes in conjunction with a continuous program of roll call, and monthly training.

3. **GOALS OF THE TRAINING UNIT:**

- a. To meet all state and department mandated training requirements.
- b. To develop and enhance the skills that an employee needs to perform his job in a professional manner.
- c. To assist the department to more efficiently and effectively accomplish its objectives.
- d. To provide career development opportunities within the department.

4. **MANDATORY TRAINING FOR POLICE OFFICERS:** Certain areas of police work require continuous training. The department will conduct mandatory training in each of these areas and administer written, oral or practical tests to ensure that all officers meet or exceed the minimum acceptable standards. The Training Unit will set the level of proficiency required to achieve minimum acceptable standards, unless superseded by law or other authoritative body. The following training is mandatory and will be attended by all officers as noted: **[33.1.1-1]**

- a. **FIREARMS TRAINING:** All officers must attend and successfully complete firearms training at least once each year **[33.1.1-2]**. The training will include a review, sign off, and dissemination of the Use of Force policy and a qualification course, which must be successfully completed with all authorized weapons **[1.1.11-1b]**, **[1.1.11-2a]**. The course must be monitored by a Certified Instructor and records will be kept of all Use of Force Policy sign off sheets and qualification scores of each officer. Records are kept in the Range **[1.1.11a, b]**. During Annual Firearms Re-qualification, batons and OC will be inspected and repaired or replaced as needed by a qualified weapons instructor or armorer **[1.1.11-4]** Inspections shall be documented on the Firearms score and inspection sheets **[1.1.11-3]**. Each officer must qualify each year with any firearm that the officer is authorized to use. Qualification shall involve not only the actual firing of the weapon, but also a passing score on a what, when, where and how type of written test, based on the training provided. All firearms training shall be in accordance with Massachusetts Criminal Justice Training Council standards.
- b. **OFFICER'S WHO DO NOT QUALIFY:** Since an unqualified officer is possibly unable to safely defend his life or the life of another, the following procedures are established: **[1.1.11-5]**
 - 1. In the event an officer fails to achieve qualification with his duty weapon, the officer shall be reassigned from his regular duties and assigned to the range.

2. There officer(s) will undergo remedial training with a department firearms instructor until qualification is achieved.
3. Any officer who does not qualify with his duty weapon, shall not carry that weapon to perform any police function until he is qualified, this includes scheduled details.
4. The Training Unit shall ensure that the officer's Supervisor, Division Commander, and Assignments Officer are notified and updated on the officer's status.
5. If the officer is unable to be immediately reassigned to the range, he will be temporarily reassigned to work inside the station. Any officer who fails to qualify after such intensive training shall have the circumstances reviewed by the Chief of Police for further action.
- c. **FIRST RESPONDER TRAINING:** First responder training will be held not less than annually. All members will be certified every three years.
- d. **C.P.R. TRAINING:** All members will be trained and certified annually.
- e. **SUICIDE DETECTION / INTERVENTION / PREVENTION:** All members receive annual retraining either in in-service or through in house training. Either method requires sign off on policy and training. Sergeants receive training basic sergeant school in an online course or if a live course is available during the time frame needed. [72.1.1-6]
- f. **IN-SERVICE TRAINING:** [33.5.1] All sworn members shall attend and successfully complete in-service training on a yearly basis [33.5.1-2] in accordance with department policy, contract and state laws [33.5.1-1]. The in-service training program is provided by an MPTC approved academy and is compliant with MPTC requirements [33.5.1-2,5]. Mandatory in-service training topics include state legal updates [33.5.1-4], CPR/First Responder, and defensive tactics. Defensive tactics training will address weaponless control techniques, OC and Baton certification on an annual or biennial rotating basis. [1.3.11], [1.1.12-2a]
5. **REMEDIAL TRAINING:** Remedial training will be available for all mandatory training such as CPR and defensive tactics. The department, to assist an employee having a problem meeting the required minimum standard of performance acceptable in that specific area, will provide a reasonable period of remedial training. Remedial training shall be documented by way of standardized form and report. The Training Officer maintains all remedial training records. [33.2.1], [1.1.11], [1.1.12-2c]
6. **EDUCATIONAL/TRAINING LEAVE:** [33.1.2]
 - a. **OFFICERS ASSIGNED BY THE DEPARTMENT:** In cases where officers are assigned to training by the department, the training will be done

at the expense of the department.

1. If an officer is assigned during a working day, it shall be considered a tour of duty.
2. If an officer is assigned on a day off, he shall be compensated according to contract.
3. Tuition and fees shall be paid by the department in the agency's service area and outside the agency's service area. All predetermined expenses (lodging, tuition, fees, lodging, airline tickets, etc.) will be paid in advance by the department. All out of pocket expenses (meals, gas, transportation, etc.) will be reimbursed by the Department. Those requesting courses and/or expenses for training courses prior to the course will submit a 17-1 expenditure request form. [33.1.2-2A] Those needing any additional reimbursement shall also submit a 17-1 attaching all necessary receipts. Payment will be made to the employee in the form of a check from the City of Waltham. [33.1.2-2, 2A,3,5]

b. **OFFICER VOLUNTEERS:** If an officer volunteers for training, all efforts shall be made to accommodate the officer's request for training.

1. When said requests are granted, officers attending training during a regularly scheduled work day shall be considered as on regular tour of duty.
2. If the training scheduled is during what would normally be a day off, then the training shall be on the officer's own time.
3. Tuition, fees, and other expenses, such as meal and travel shall be paid at the discretion of the Chief of Police.

7. **VOLUNTARY TRAINING FOR SWORN PERSONNEL:** Schedules of training programs offered by other approved agencies, such as the Massachusetts Criminal Justice Training Council, Massachusetts Police Institute, etc., shall be promptly posted in the guardroom and available to all officers.

Any officer wishing to attend one or more of these courses shall submit a Department Training Request Form 33-1 to his Division Commander. This training request form shall include the course name, meeting date and location. The Division Commander will give final approval to these requests. The approved request will then be delivered to the Training Unit for seat reservation and documentation.

8. **SPECIALIZED TRAINING:** Any officer joining a special unit shall, at the first opportunity, attend and successfully complete a training program designed for that particular unit or function. Every attempt will be made to initiate this training within 30 days of such assignment.

This program will include enhancement of necessary skills, knowledge and abilities needed as a member of the unit; information on the function and objectives of the unit; performance standards expected from the unit members and any special policies, rules or procedures assigned to the unit. Written, oral or practical proficiency tests will be administered during the training process.

Specialty positions, their initial training standards and recertification standards are as follows: [33.6.1], [16.2.2]

Specialty Positions	Initial Training	On Job / Re-training
Accident Reconstruction	Initial Certification – Accident Reconstruction	Pertinent courses as available
Accreditation Officer	Initial Accreditation Commission w/in 1 year	Policies & Procedures courses as available
Background Investigator	Initial In-house training – formal training as desired	Voluntary
Bicycle Officer	Initial COBWEB training	N/A
Car Seat Installation	Initial Certification – Child Passenger Safety	Annual Recertification
Detectives	General training when available	Per specialty
Drug Task Force	Initial Certification course when available	Recertification every 2 years
DT Instructor	Initial Certification – Defensive Tactics Instruction	Recertification every 2-3 years or as available
Firearms Instructor	Initial Certification – Armorer's Course	Recertification every 3 years or as available
Firearms Licensing Community Services Officer	Firearms legal update as available	Pertinent courses as available
Field Training Officer [33.14.3-1E]	Initial training course	Updates and refresher with Supervisor
Internal Affairs	General training when available after assignment	N/A
Less-Lethal Operator	Initial Certification	Quarterly retraining

Motorcycle	When available after assignment	N/A
Planning & Research/IT	General training when available after assignment	As desired
Property Officer	General training when available after assignment	N/A
Range Officer	See Firearms Instructor	
School Resource Officer	Initial training as available	Applicable optional courses
Stress Unit	Initial training when available	N/A
Traffic Officer	Applicable training when available	Applicable optional courses
Training	On job training	N/A
TRIAD	General training when available after assignment	N/A

Unless otherwise specified, Initial Training shall be mandatory prior to starting a Specialty assignment. For those positions not indicating specific On Job/Retraining or Recertification requirements, ongoing training will be encouraged in the area of expertise. [33.6.1]

9. **ONLINE BULLETIN & ROLL CALL TRAINING:** The Training Division presents ongoing on-line, bulletin and roll call trainings with appropriate subject matter as needed. The training provided is conducted under the supervision of the Training Supervisor. All training addressed at roll-call by the Sgt. conducting roll-call. Ongoing directive training will be submitted via the Bulletin System in QED and will be documented in the personnel's training records, online. [33.5.2]
10. **SUPERVISORY AND MANAGEMENT TRAINING:**[33.8.2][72.1.1-8] All newly appointed supervisors will be sent for Command Training at the first available opportunity. All supervisors will receive refresher training in various aspects of supervision and management during in-service training, and/or when offered by outside agencies, including electronic booking systems and breathalyzer.
11. **RECRUIT TRAINING:** All newly appointed Student Officers of the Waltham Police Department will successfully complete a Recruit Training course, as mandated by Mass. Gen. Law, Chap. 41, § 96B. This will be done prior to the employee performing the duties of a police officer. The training academy will be one approved by the Massachusetts Criminal Justice Training Council. The Training Supervisor, or his designee, will maintain liaison with that Academy regarding the recruit. [33.4.1, 33.4.2]

- a. While attending the recruit training academy, all student officers from the Waltham Police Department, will be bound by the rules, regulations and procedures of the academy, as well as the regulations and procedures of the Waltham Police Department. Additionally, student officers will abide by the Waltham Police Department Student Officer Guidelines.
- b. Upon completion of the academy, the officer will enter the field training/evaluation program with designated field training officers. Prior to entering the FTO program, all new employees will go through an orientation/training conducted by officers who are experts in various subject matter. The Administration Division creates, organizes and facilitates this Orientation process. New hires will be trained in department rules and regulations and policies and procedures [33.4.1]. The FTO program consists of approximately three months of training (64 days) [33.4.3-1A]. Each phase consists of approximately twenty shifts. The probationary officer will have a different FTO each phase [33.4.3-1G]; the first being his/her primary FTO. The additional 4 shifts will serve as the “final evaluation”. The evaluation program will continue through the use of evaluations filled out by the probationary officer's supervisors. The final evaluation will be the last week with the FTO in plain clothes [33.4.3-1H]. The employee remains on a probationary status after the FTO program until he/she has completed one year of service from the date of their graduation from the Academy.[32.2.10] Refer to WPD FTO Manual for additional Field Training information.

12. **FIELD TRAINING OFFICERS:** All department supervisory personnel assigned to patrol, and officers designated as Field Training Officers, will act in accordance with the "Waltham Police Department Field Training Officers Manual."

- a. The Commanding Officer - Patrol Division and his designee, plus the Department Assignment Officer, will coordinate the assignment and scheduling of Recruit Officers to Field Training Officers, as they rotate through the various shifts during the initial sixty-four-day program. [33.4.3-1G] Field Training Officers will evaluate each Recruit Officer's performance in the various activities that they will meet as police officers.
- b. During the initial sixty-four-day training period, Field Training Officers will submit a written report, on a biweekly basis, to the Field Training Supervisor on each officer assigned to him. A performance evaluation form will be completed on a bimonthly basis during the remainder of each recruit's probationary period by his supervisor. [33.4.3-1-C, I]

13. **ATTENDANCE:** All employees assigned to a training program must report at the time and location specified, with the proper material and equipment necessary to complete the course. [33.1.1-2]

- a. An officer reporting late will be carried as late for a tour of duty. An officer

not reporting to a scheduled training session will be considered missing a tour of duty.

- b. Attendance of in-house training sessions will be taken at the start of the training.
- c. Attendance at training sessions conducted by outside agencies will be monitored by the Supervisor of Training. It will be the responsibility of the most senior superior officer present to submit a report of the officer's present to the Supervisor of Training. If no superior officer is present, then the most senior officer shall submit a report of the officer's present to the Supervisor of Training.

At the completion of the training sessions, each attendee shall submit an attendance report to the Supervisor of Training.

- d. Conflicts that arise for any scheduled training must be reported to the Assignments office as well as the Training Division. The Training Division will make all appropriate notifications, both internal and external. [33.1.1-3]

14. **INSTRUCTORS:** All department instructors will submit copies of their lesson plans, tests and other related materials to the Training Supervisor for documented approval. [33.1.3-6c, e] The Supervisor of Training will prepare the necessary guidelines and format for lesson plan development. Lesson plans must include expected performance objectives and set qualification standards for the course instruction, content, and any testing methods to be used. [33.1.3b, e] Lesson plans should establish the purpose of the instruction. All lesson plans used by course instructors will be documented and maintained on file. [33.1.3-6d] All instructors must also submit a resume qualifying their expertise in the subject matter to be presented.

The Supervisor of Training will be responsible for reviewing all lesson plans to assure they meet the necessary criteria for instructional training. Also, any tests being used for instructional training will be submitted by the instructor to the Supervisor of Training for review. The training program lesson plan approval form (Form 33.1.4 in WPD Forms) shall be submitted with the training plan to the training supervisor who will approve or disapprove the plan, and keep the form and lesson plan on file. [33.1.3-6c]

Instructors enlisted from agencies outside the department will also be required to submit copies of their lesson plans, a resume, and will be subject to review by the Supervisor of Training. The instructor must meet all requirements of department instructors. [33.1.3]

15. **TRAINING RECORDS:** The Training Officer or Supervisor will record all department personnel training. The records will include the name of the training course, dates and total hours attended. Records will also reflect mandatory training requirement certification date. Employee training records will be updated on a continuing education basis. [33.3.1-1]

When an officer attends a training program at an outside agency, he shall supply the Training Supervisor with a copy of any certifications received. The officer may keep the original copy. If a training certificate is not issued, a report must be submitted for the file. [33.1.6]

16. **CIVILIAN EMPLOYEES:** [33.7.1-2a-e] As a part of orientation, the Waltham Police Department will provide every civilian employee with a copy of the Employee Information Package, describing the Agency's role purpose and goals, policies and procedures as pertains to them, working conditions, and employee's rights and responsibilities. All civilian employees shall be made aware of their union contract, defining their rights as employees. [33.1.2], [33.7.2]

Civilian employees in the police department shall have access to the Waltham Police Department Manual/rules and regulations. They will be made familiar with the accreditation process as it relates to them. They shall be made aware of the specific areas that affect their positions prior to assuming job responsibility. [33.5.3]

All civilian employees of the department will receive on the job (pre-service) training to acquaint them with any particular procedures in their new assignments, including working conditions and regulations, as well as their specific responsibility. Civilian Emergency Telecommunications Dispatchers receive an FTO pre-service training program as well as yearly in service, including CPR and. A mandatory 24 credits in a two-year period is required to maintain EMD certification. Additional training is conducted as requested by the employee. [33.7.1] [33.7.2]

17. **TRAINING FOR CIVILIAN PERSONNEL:** Schedules of upcoming training programs will be forwarded to affected personnel. Approval of the course will be based on the needs of the department as well as the employee's goals, objectives, abilities and field of expertise. [33.1.1]
18. **RELEASE OF TRAINING RECORDS:** No training record, or any information held in a training record of any member of the department, will be released to any outside agency without the written permission of the Chief of Police, and knowledge of the member.
19. **CONFLICTING TRAINING PRESENTATIONS:** In order to address a broad training audience, many training presentations are generic in nature. All officers

should be mindful a training presentation usually provides only one perspective on the handling of a given situation. Previous training and experience, departmental policy, as well as local state and federal laws must be taken into consideration where applicable.

In cases where an officer believes that training received is in conflict with any of the above, he should confer with the instructor, his supervisor, or the Training Supervisor. An officer shall follow departmental policies, procedures, or any such laws in all cases where training that is received is in actual conflict with any of them.

In all cases of actual conflict, the officer making such discovery shall immediately submit a written report on the matter to the Supervisor of Training.