



CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT

GENERAL ORDER: 4-8 TRAINING AND CAREER DEVELOPMENT

DATE: 11/24/2015 Pages: 4 ◇ New ◇ Amended ◆ Rescinds 4-8

Police Chief: John M. Fitzgerald

I. GENERAL

The Chevy Chase Village Police Department believes that ongoing employee training is an important component of a highly effective organization. The Department shall provide training for new employees to prepare them to successfully and effectively carry out their assigned duties. Additionally, the Department encourages employees to identify and seek out training and career development opportunities.

II. POLICY

A. Required Training Programs

1. Attendance is mandatory for employees assigned to required training programs. Required training is considered an official duty assignment. The Department will make every effort to provide advance notice of mandatory training to employees. An employee may be excused from mandatory training for the following reasons:
 - a. Court appearances;
 - b. Emergency leave (bereavement leave, sick leave, etc. as discussed in General Order 4-7); or
 - c. Emergency shift coverage.
2. Employees will be paid at their regular rate of pay for attending a training session that is required by the department. Overtime will not be paid for mandatory training unless unusual circumstances exist and it is authorized by the Chief of Police.
3. If an employee is unable to attend a scheduled training session for a reason other than those described in paragraph 1 above, he or she may be required to reimburse the department for any registration fee.
4. If an employee is granted a certificate from any required training course, the employee shall provide a copy of the certificate to his/her su-

pervisor. The supervisor shall place a copy in the employee's personnel file. Otherwise, completion of the course will be noted appropriately in the employee's personnel file and/or in the CODY RMS Employee File under "Training" for non-sworn employees, and in Skills Manager for sworn employees.

B. Authorized Non-Mandatory Training Programs

1. Subject to approval of the course content and approval of on-duty attendance, employees will be paid at their regular rate of pay for attending a non-mandatory training course. Overtime will not be authorized for non-mandatory training.
2. If a certificate is earned, a copy may be submitted by the employee for placement in his or her personnel file or noted in the non-sworn employee's training file in CODY RMS and in Skills Manager for sworn employees.

C. Non-authorized Training Programs

1. Employees who wish to sign up for training which has not been authorized by the department must do so on their own time.
2. The department will not compensate or reimburse employees in any way for training which has not been authorized. Further, any injury sustained or illness contracted during non-authorized training will not be considered a work-related incident for purposes of Worker's Compensation.
3. The department will not excuse employees from work to attend non-authorized training.

D. Requests for Training

1. Employees shall submit each request to their supervisor. Such request shall include date(s), location, subject matter, and the information listed below:
 - a. Justification and benefits to be derived from

training;

- b. Number of department staff attending;
- c. An itemized list of estimated expenditures;
 - (1) Registration fee;
 - (2) Mode of transportation and associated costs;
 - (3) Lodging;
 - (4) Meals; and
 - (5) Other expenditures.
 - (6) Total amount requested.

2. Enclosures or attachments should include:

- a. Registration forms;
- b. A course description; and
- c. Any other relevant documentation.

3. The supervisor will forward the request to the Chief. If the Chief approves the request, the Chief will forward the request to the Village Manager who will notify the Chief of his or her decision within ten (10) days.

E. Reimbursement

1. Subject to the approval of the Village Manager, Chevy Chase Village will pay the registration fees and the cost for travel, overnight accommodations and meals for non-local conferences and training. Travel, overnight accommodations and meals will not be paid for when the training is local (within the Washington-Baltimore SMSA or within 75 miles of the employee's residence).
2. Unless meals are included in the registration fees, meals will be reimbursed as a per diem based on federal travel rates for non-local training.

III. RECRUIT TRAINING

The Department requires all applicants for police officer positions to have completed an MPCTC-approved entrance-level training program before hiring the recruit and authorizing him/her to carry a Department-authorized firearm and make arrests.

IV. TRAINING ACADEMY

A. The Department's Relationship to the Montgomery County Police Training Academy ('Academy')

1. In accord with the Memorandum of Understanding between the Department and the Montgomery County Police, the Academy will provide annual in-service training to Village officers.
2. The Lieutenant will be the contact person for the Department, and will establish and maintain a liaison between the Department and the Academy.
3. The Lieutenant will schedule all officers for training and will verify officers' attendance and successful completion of scheduled training.

B. Providing Input to the Academy

Prior to Department members being enrolled in In-Service Training program, the Lieutenant will discuss the contents of the program with the appropriate academy staff member(s) to:

1. Ensure the program's applicability to Department members, and
2. Ascertain if this Department can provide any resources to enhance the program or off-set costs.

V. FIELD TRAINING PROGRAM

New officers hired by the Department will be assigned to a certified Field Training Officer (FTO) so that they can gain "on-street" experience and become familiar with, among other things, the Village boundaries, the report system, Department policies (procedures, rules, and regulations), radio procedures, and more importantly, the community. Therefore, the Department will have a formal FTO program and will designate certain officers who have received additional training as FTO's and mentors to work with new officers.

A. Training Period

1. Field training is required by MPCTC for newly-hired officers with the exception of the positions of Chief and Lieutenant.
2. Newly-hired officers will be under the direct supervision of a certified FTO for a minimum of:
 - 240 hours after successful completion of entry-level training; or

- 120 hours if the officer was previously certified by another Maryland law enforcement agency within the preceding 3 years.

The Chief, in consultation with the Lieutenant, will determine the length of field training for each newly-hired officer; the actual length of time may vary, but in no event will the supervised field training period be less than the above minimums.

3. If a certified FTO is temporarily unavailable for any reason, the trainee must be under the direct supervision of the Sergeant, the Lieutenant or the Chief.

B. Selection and Training of FTOs

1. Officers must successfully complete a field training officer course approved by the Police Training Commission before being permitted to serve as an FTO.

2. FTOs must be among the best employees of the Department. They must be highly competent performers both intellectually and practically, they must be good coaches and teachers, they must be patient, they must be good motivators and be highly motivated themselves, and they must have a positive attitude and a supportive approach to training.

3. When additional FTOs are needed, the Department will announce the opportunity in writing and invite expressions of interest. To be eligible for FTO training, officers must have at least 2 years of experience as a police officer immediately prior to attending training.

4. Interested officers who are eligible must submit a memorandum to the Lieutenant stating their interest and summarizing their background. The Lieutenant, in consultation with the Chief, will then select the most qualified candidate(s) for the number of FTO vacancies needed based on the following criteria, which will include, and may not be limited to:

- Attitude and demeanor;
- Prior performance evaluations, positive recognition and discipline;
- Current level of performance;
- Level of interest;
- Educational background; and
- Years of police experience.

C. Supervision of FTO's

1. All FTOs will be directly supervised by the Lieutenant. Prior to being assigned to supervise agency FTOs, the Lieutenant shall first successfully complete an FTO course as well as first-line supervisor training approved by the MPCTC.
2. The Lieutenant will be responsible for:
 - a. Authoring and updating the Department's FTO Manual;
 - b. Generating a written training plan for each newly-hired officer that will serve as a training 'map' for the FTO;
 - c. Supervising the FTO program;
 - d. Ensuring that the FTOs know the Department's policies and procedures relating to the FTO program;
 - e. Providing FTOs with guidance on an on-going basis; and
 - f. Explaining the evaluation and reporting process to FTOs.
3. During calls for service, the FTO and the officer assigned to him or her will be under the supervision of the highest ranking officer on the scene.

D. Rotation of Field Assignments

In the interest of career development, and to enhance a new employee's skills, knowledge, and abilities, the Department will consider rotating new officers to various field assignments, such as:

1. Working different shifts;
2. Assigning an FTO and his or her recruit to selective enforcement activities;
3. Involving the FTO and recruit in special short-term neighborhood projects; and,
4. Other assignments as may be available from time to time.

E. Evaluation of Recruits

1. FTOs will evaluate their assigned officer pursuant to the guidelines and criteria enumerated in the Department's FTO Manual.
2. The Lieutenant will discuss the evaluation guidelines, criteria, and applicable forms with

the FTO upon assignment of the trainee.

3. To provide the trainee with goals to work toward, and so that FTO program participants know what is expected of them, FTOs will discuss the rating criteria with the new officer.
4. FTOs will evaluate new officers on a daily basis using the Daily Observation Report (DOR), form CCV-503.
5. Upon completion, each evaluation form will be discussed with the person evaluated before it is forwarded to the Lieutenant.

VI. CAREER DEVELOPMENT

- A. Career development allows the department to provide opportunities for individual growth and development at all levels.
- B. The training and career development afforded Department members will benefit them as well as the Department's internal and external customers. All personnel shall have equal access to training and development opportunities. The focus of training and career development will be to highlight specific opportunities for individual growth at all levels and to improve overall job satisfaction. The Department will assist employees in planning their career paths through the utilization of formal schooling opportunities and law enforcement related training courses to improve their skills, knowledge, and abilities so that they can successfully perform the tasks assigned to them. Skill development training will be provided, if necessary, either before or shortly after, a member's promotion.
- C. Personnel assigned to conduct career development

The Chief has delegated the primary responsibility for sworn officer training and career development to the Lieutenant. The Chief has retained primary responsibility for training and career development for the Public Safety Coordinator and all dispatchers.

This directive voids the previous version dated 2/25/2013.