

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE  
1704.10, IN-SERVICE TRAINING**

|                         |  |
|-------------------------|--|
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| CHIEF OF POLICE:        | ORLANDO ROLÓN  |

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POLICY:

It is the policy of the Orlando Police Department to maintain a training function capable of ensuring that new skills are developed, existing skills are improved and updated, state requirements are met, standards are maintained in high-liability areas, and personnel are consistently made aware of new technologies and techniques. Employees authorized to carry weapons will receive specific in-service training to include mandatory CJSTC classes, firearm proficiency, response to resistance training, and less-lethal weapon training, and are made aware of the applicable legal updates. The In-Service Training Unit is responsible for the application of such training.

**1. DEFINITIONS**

Annual Training: Mandatory retraining conducted in-house to all sworn members and applicable civilian employees. Training is designed, revised, scheduled, coordinated, and documented by the In-Service Training Unit to reflect existing and future needs of the Agency.

Criminal Justice Standards and Training Commission (CJSTC): The State of Florida's commission that establishes a uniform minimum standards for the employment and training of full-time, part-time, and auxiliary law enforcement and correctional officers. They also establish and maintain officer training programs, curricula requirements, and certification of training schools and training school instructors.

Firearms Training: See the current issue of P&P 1702, Firearms and Police Identification.

In-Service Training: Training that may include annual training, mandatory retraining, other periodic retraining or refresher training, specialized training, promotional training, advanced training, line-up training, remedial training, or computerized testing.

In-Service Training Instructors: Must possess the appropriate CJSTC Instructor Certification, in accordance with CJSTC Standards, to instruct in any CJSTC high liability training (i.e., firearms, vehicle operations, defensive tactics, and first aid) or as required for specialized in-service training.

Lead Instructor: Shall have staff authority during class; be responsible for the coordination and facilitation of any training session.

Lesson Plan: Establishes the purpose of instruction, sets forth the performance objectives, relates the training to critical job tasks, identifies the material to be taught, and specifies the method of testing or evaluating students.

Line-up Training: Training designed to update and improve skills of Agency personnel through short, informal sessions of instruction. Line-up training may be used to supplement other training and should be structured to achieve its objective within a 10- to 15-minute period.

Mandatory Training/Retraining: Training required by the State of Florida and/or Agency. It shall be utilized to certify Agency personnel in areas including, but not limited to, federal and state guidelines and Agency policy.

Training Coordinator: A civilian employee assigned to the Training Section who serves as the Department's liaison with the Criminal Justice Institute and FDLE, and who enrolls employees in various Valencia CJI courses, maintains all sworn training records and administers the OPD Career Development and Master Sergeant Programs.

Remedial Training: Personalized training designed to correct a specific deficiency.

Specialized Training: A course of instruction focusing on a specialty or area of study that will enhance the professionalism of Agency members.

## **2. IN-SERVICE TRAINING UNIT DESCRIPTION**

The In-Service Training Unit will provide all employees within the Agency with effective training, career enhancing and educational opportunities, and job-skills instruction to ensure that the Agency goals are attained, personal goals are intelligently formulated, achievements are measured, and high standards of professionalism are maintained.

The In-Service Training Unit will provide annual training that shall be required by all sworn members to attend in order to maintain their state certification. This training will include all current mandatory training/retraining requirements as established by the CJSTC.

## **3. CURRICULUM DEVELOPMENT PROCEDURES**

It is the task of the In-Service Training Unit to identify specific training programs to meet Agency needs, goals, and objectives. Training programs will take into account those courses mandated by the CJSTC for Law Enforcement Certification. The In-Service Training Unit will coordinate all Departmental training efforts including specialized training, line-up training, and training outside the Agency.

The following are sources to identify training needs:

- a. FDLE/CJSTC mandated training
- b. Outside Agency mandated training (e.g., American Red Cross, American Heart Association, FCIC/NCIC)
- c. Departmental mandated training
- d. Consultation with and observation of Agency personnel
- e. Training performance evaluations
- f. Job task analysis
- g. Legal decisions

Once the need for a specific training program has been identified, the In-Service Training Unit will prepare a course outline and lesson plan or identify existing training via FDLE Online or other material approved by the Training/Accreditation and Inspections Section Commander. Mandatory retraining courses will take priority, and shall be provided to all sworn members and applicable employees.

A Special Notice will be generated to announce mandatory training curriculum and enrollment. Supervisors will ensure that subordinates are signed up to attend mandatory training. **Supervisors shall check PowerDMS to ensure subordinates are enrolling in and completing all mandatory training.** Any time an employee misses a scheduled training class, it will be his/her responsibility to notify their supervisor to ensure that they are rescheduled.

Training courses that are available outside the Agency will be announced via OPD Online, emails, or Special Notices distributed for review by all personnel.

All sworn members of the Department are required to attend mandatory training/retraining and, when applicable, must demonstrate proficiency in each of the following areas:

- a. Annual Firearms
- b. Annual Use of Force
- c. Annual Electronic Control Device (Taser)
- d. Biennial Less Lethal (i.e., baton, chemical agents)
- e. Legal Updates
- f. Defensive Tactics
- g. Driver Training
- h. Professional Traffic Stops
- i. Chemical Agents - All civilian employees authorized to carry chemical agents are required to attend annually and demonstrate proficiency in a chemical agent's class.
- j. Biennial CPR/AED/First Aid
- k. Blood borne Pathogens/Infectious Diseases
- l. Human Diversity
- m. Domestic Violence
- n. Juvenile Sex Offender
- o. Physiological Response Dynamics
- p. Elder Abuse (one time only)

The CJSTC requires each sworn member to complete their mandatory training/retraining by June 30<sup>th</sup> following the member's four-year anniversary date and every fourth year following. In the event a member has failed to meet the requirement outlined by the CJSTC, the member's certificate shall become inactive in accordance with state standards.

The Training Coordinator will inform each member who has not met their CJSTC mandatory training/retraining requirements prior to their four-year anniversary. It is the responsibility of each member to ensure that they are scheduled for and attend their mandatory training/retraining.

#### **4. LESSON PLANS**

The In-Service Training Unit will maintain a standard format (Attachment A) and process for lesson plan development. This format must be followed, unless otherwise approved by the Training/Accreditation and Inspections Section Commander. Lesson plans shall include a statement of student performance objectives, training content and appropriate instructional techniques, and identify any applicable tests. Lesson plans shall be submitted to the In-Service Training Supervisor prior to training. The In-Service Training Supervisor will submit lesson plans to the Training Coordinator. Any deviation from a lesson plan will require an addendum or update, which shall be sent to the Training Coordinator immediately following training. The Training Coordinator will forward lesson plans, addendums and updates to the Training/Accreditation and Inspections Section Commander for review, and once reviewed will be filed by the Training Coordinator. A legal review of the training may be included in the process, when appropriate.

All instructors who provide any type of in-service training (see definition) to Agency members are required to have an approved lesson plan on file in the In-Service Training Unit, to include non-resident instructors. Team Commanders, or their designees, shall submit their lesson plan, prior to training, to the In-Service Training Supervisor. The In-Service Training Supervisor will submit lesson plans to the Training Coordinator. Any addendums or updates shall be sent to the Training

Coordinator immediately following training. The Training Coordinator will forward them to the Training/Accreditation Inspections Commander for review, and once reviewed will be filed by the Training Coordinator.

On occasion, the Training Unit will distribute training material that is designed to be used as line-up or squad training. Supervisors should complete and maintain a Training Instruction and Attendance Form (Attachment B) for any such training.

## **5. TESTING PROCEDURES**

A minimum score of 80% for written or computer testing and a "PASS" score on practical exercise tests are required to successfully pass all Agency training courses, if applicable to the course.

Copies of test materials, to include written tests, test keys, practical exercise scenarios, and evaluation conditions and guidelines, will be kept with the lesson plan file in the Training Unit. All PowerDMS test results are automatically recorded and stored in PowerDMS.

All sworn members or applicable civilian employees who fail to qualify in any mandatory training are required to notify their immediate supervisor at the conclusion of the training session. The lead instructor must notify the Training Unit Supervisor concerning all failures at the conclusion of the training session. The In-Service Training Supervisor will then immediately notify the appropriate division and section commanders as soon as practical.

See the current issue of P&P 1702, Firearms and Police Identification, for all firearms training requirements.

## **6. REMEDIAL TRAINING**

The Training Unit will provide remedial training in those areas in which a re-qualification or re-certification is required by CJSTC or Departmental Standards and the member has failed the qualification of the given standard. The Training Unit will provide remedial training for those members who fail to demonstrate competency of a certain tactic, technique, or skill being trained during mandatory training. The Training Unit will assist in developing or conducting remedial training for members who have been identified by a Division Commander having shown a deficiency in any performance standard. Specialized units will be responsible to provide remedial training for those members showing a deficiency in specialized performance standards.

Remedial training will consist of, but not be limited to, the following:

- a. The instructors will schedule the member for a maximum period of eight hours of individualized instruction.
- b. If a member fails to achieve qualification/certification/passing score within that 8-hour period, the member will be temporarily transferred to a non-operational assignment until such time as he or she qualifies or achieves re-certification.
- c. While the member is in this non-operational assignment, the In-Service Training staff will be responsible for providing individualized instruction until such time as the member achieves qualification or re-certification.

Upon failure to qualify or achieve certification, the member will be allowed seven days in which to schedule the 8-hour remedial training program. The affected member's bureau commander will determine the length of time a member will be allowed to remain in a non-operational status, following the 8-hour remedial training program.

See the current issue of P&P 1702, Firearms and Police Identification, concerning firearms remedial training procedures.

Non-participation in remedial training following failure to attain a qualification score/re-certification/passing score will subject the member to disciplinary action.

## **7. EQUIPMENT**

It will be the responsibility of each employee to be on time at the correct location and with all of the required equipment. Employees should inspect and ensure that all required equipment is functional and fits properly prior to arriving to training.

## 8. SAFETY/REPORT OF INJURY

In all training programs, the safety of the participants and instructors shall be of utmost importance. The lead instructor is responsible for ensuring that a safety check of all participants is conducted. All instructors will strictly enforce all safety rules and report violations to the lead instructor, who shall have the staff authority regarding safety issues.

Prior to each training session, the lead instructor shall inquire of the participants about pre-existing injuries and make the determination of the individual's level of participation.

Any injuries sustained during a training session, either reported or evident, will be handled according to the current issue of P&P 1621, Risk Management/Workers' Compensation.

## 9. ATTENDANCE REQUIREMENTS

Sworn members in an alternative or limited duty status or a status other than "fully operational" will be required to attend training unless excused by their bureau commander. These members' participation will be limited by the terms of their limited duty status based on their medical restrictions. Any missed qualification, re-certification, or demonstration of proficiency must be completed prior to the member's return to full-duty status. The Training Coordinator will maintain these records. Members who have been relieved of duty shall not participate in training unless permission is granted by a bureau commander.

All employees are required to attend all applicable training sessions. It is the responsibility of each employee to satisfactorily complete all annual mandatory training. If the employee should be forced to miss any portion of training, for any reason, it is his or her responsibility to notify the In-Service Training Unit.

Participation in the computer-based testing programs shall also be required of all members. At the completion of each testing cycle, the bureau commanders will be notified by the In-Service Training Unit of any member under their command who failed to either complete or pass the testing program.

The Training Coordinator or a member of the Training staff will document training attendance in the PowerDMS system and forward documents to include, but not limited to, curriculum, lesson plans, instructor roster, performance of individual participants, and attendance to the Training Coordinator. Recruit training documents to include, but not limited to, curriculum, lesson plans, instructor roster, performance of individual participants, and attendance plans shall be forwarded to the Training Coordinator to be entered into the PowerDMS system. An unexcused absence will be reported to the employee's division commander.

Personnel who do not attend or who arrive late to any training will be dismissed from the class and their supervisor notified. Failure to complete all mandatory training is in violation of Regulation 200-8. The employee's chain of command will be responsible in initiating an INOI or other disciplinary action.

## 10. TRAINING REGISTRATION/RECORDS

The Training Coordinator will enroll members in free training courses offered at the CJI. If the training is a fee course offered at CJI or any other location, it will be the member's responsibility to complete the Workday training/travel process and register themselves in the course. Employees wishing to include documentation in their personal training file must submit the certificate or other proof of training to the Training Coordinator. The Training Coordinator will forward all appropriate training certificates to City Personnel Records. It is each employee's responsibility to maintain their own file of original training certificates.

It shall be the responsibility of the Training Coordinator to maintain up-to-date individual training records of each member. Data will be obtained based upon training rosters and advanced and specialized course rosters.

The In-Service Training Unit shall develop and maintain electronic records of all training presented to Agency personnel, to include training provided outside the Agency. Records of all mandated training received by civilian personnel will be kept by the Training Coordinator with the exception of FCIC/NCIC, which is kept by the Communications Coordinator. All training records will be retained for a period of four years. Effective January 1, 2015, all new training records will be entered into the PowerDMS system. The AS400 will be used for historical training records prior to 2015.


## **11. CAREER DEVELOPMENT/MASTER SERGEANT PROGRAMS**

Officers and Sergeants may elect to participate in the Career Development and Master Sergeant Programs. These voluntary programs are designed to recognize officers/sergeants who want to better their careers by continued education/training, community service, and professional achievements.

Each officer or sergeant who wishes to participate in these programs should contact the Training Coordinator to establish the requirements for the program. In order to receive credit for the program, each officer shall complete their own Career Development Program Activity Sheets (Attachment C) and file; each sergeant shall complete their own Master Sergeant Program Activity Sheets (Attachment D) and file. Once a participant has met their advancement requirements, they shall make an appointment with the Training Coordinator to review their file. The Training Coordinator shall be responsible for presenting participants' files to the Career Development Program and Master Sergeant Program Committees for review and approval.

For more information see the Career Development S.O.P. for officers or the Master Sergeant Program S.O.P. for sergeants on OPD Online.

ATTACHMENT A

| <b>ORLANDO POLICE DEPARTMENT</b>  |  |                            |  |
|---|--|----------------------------|--|
|  |  | <b>LESSON PLAN OUTLINE</b> |  |
| <b>Course Name:</b>   |  |                            |  |
| <b>Topic:</b>   |  |                            |  |
| <b>Time Required:</b>   |  |                            |  |
| <b>Test Required:</b>   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <b>Test Name:</b>          |  |
| <b>Prepared by:</b>   | (Enter Name Here)  | <b>Date Prepared:</b>      |  |
|   | (Enter Position Title Here)                              |                            |  |
| <b>Revised by:</b>  |  | <b>Date Revised:</b>       |  |
| <b>Learning Goal:</b>   |  |                            |  |
| <b>Student Performance Objectives:</b>  |  |                            |  |
|   |  |                            |  |
| <b>Method of Presentation:</b>  |  |                            |  |
| <b>Classroom Requirements:</b>  |  |                            |  |
| <b>Student Materials:</b>   |  |                            |  |
| <b>Learning Aids, Supplies, Equipment:</b>  |  | <b>References:</b>         |  |
|   |  |                            |  |
| <b>Outline of Material</b>  |  | <b>Notes</b>               |  |
|   |  |                            |  |

ATTACHMENT B

**ORLANDO POLICE DEPARTMENT  
TRAINING INSTRUCTION AND ATTENDANCE FORM**

Topic(s): \_\_\_\_\_

Training Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Trainer(s): \_\_\_\_\_ Total Course Hours: \_\_\_\_\_

| Employees in Attendance |              |           |            |
|-------------------------|--------------|-----------|------------|
|                         | Printed Name | Signature | Employee # |
| 1                       |              |           |            |
| 2                       |              |           |            |
| 3                       |              |           |            |
| 4                       |              |           |            |
| 5                       |              |           |            |
| 6                       |              |           |            |
| 7                       |              |           |            |
| 8                       |              |           |            |
| 9                       |              |           |            |
| 10                      |              |           |            |
| 11                      |              |           |            |
| 12                      |              |           |            |
| 13                      |              |           |            |
| 14                      |              |           |            |
| 15                      |              |           |            |
| 16                      |              |           |            |
| 17                      |              |           |            |
| 18                      |              |           |            |
| 19                      |              |           |            |
| 20                      |              |           |            |

*\* My signature indicates that I have read and/or received instruction and understand the above subject matter.*

Supervisor Signature/ID #: \_\_\_\_\_ Date: \_\_\_\_\_

SUBMIT COMPLETED FORM TO TRAINING COORDINATOR, IN-SERVICE TRAINING UNIT

Page # \_\_\_\_\_ of \_\_\_\_\_



**ATTACHMENT C**  
Orlando Police Department  
Career Development Program  
Activity Summary Sheet

**Officer Information:**

Employee Number: \_\_\_\_\_ Submission Date: \_\_\_\_\_

Name: \_\_\_\_\_

Current OPD Assignment: \_\_\_\_\_ Ext: \_\_\_\_\_

**Activity information:**

Training     Professional Achievement     Comm. Relations     Comm. Service

Activity Began: \_\_\_\_\_ (date)    Hours: \_\_\_\_\_

Activity Ended: \_\_\_\_\_ (date)    Hours: \_\_\_\_\_    Total Hours: \_\_\_\_\_

Activity Occurred:     Not on Duty     On Duty    Voluntary:  Y **or** Ordered:  Y

**If monetary compensation was not received, did you receive compensation of other value?**

Y     N

Activity Performed:     OPD     Other

*If other, please complete the information below:*

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact/Title: \_\_\_\_\_

**Detailed Description of Activity:**

I swear/affirm that the information submitted is true and correct to the best of my knowledge.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
Date

Activity Verification:     Attached     Provided Below

Representative:

Officers of the Orlando Police Department receive credit and recognition for professional achievement and voluntary community involvement through the OPD Career Development Program. Your signature below verifies this officer's participation for the activity and time period listed above. If you have any questions regarding this form or the OPD Career Development Program, please contact the Training Coordinator at 407.246.2865.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
ID Number

\_\_\_\_\_  
Phone Number

