

Cobb County Police Department

Policy 6.02

TRAINING

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| Effective Date: December 15, 2013 |
| Rescinds: Policy 6.02 (July 20, 2012) |
| Related Orders: Cobb County Finance Department Procedure GP-290 |
| Issued By: Chief J.R. Houser Page 1 of 5 |
| The words “he, his, him,” which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department. |

The goal of training is to ensure professional growth of personnel and the Department. Improved efficiency and effectiveness in job performance is brought about by employee’s increased level of skill, knowledge, and ability through training.

I. POLICY

The Cobb County Police Department will provide training and professional development opportunities to employees.

II. RESPONSIBILITIES

- A.** Training sessions shall be considered a duty assignment and employees shall attend as scheduled. Employees may be excused from scheduled training by a supervisor in the employee’s chain-of-command. The supervisor who excuses the employee from training will promptly notify the DPS Police Training Unit.
- B.** The DPS Police Training Unit will be responsible for updating the records of employees following their participation in training programs conducted by the unit or its personnel. Supervisors of non-sworn employees are responsible for updating the records of non-sworn personnel.
- C.** Upon completion of training (other than that conducted by the DPS Police Training Unit), all employees must forward a copy of the training certificate and syllabus (if available) to the DPS Police Training Unit so the employee’s file can be updated.
- D.** All sworn employees who attend training at a location inside the County, are required to have with them, at a minimum, a ballistic vest, portable radio, primary or secondary firearm, handcuffs, an extra magazine, and, if not in one of the Department uniforms, something that can easily identify them as a police officer (badge, police windbreaker, etc.).

III. TRAINING CATEGORIES

A. Introductory Training

1. The Cobb County Human Resources Department is responsible for scheduling all newly appointed personnel for the New Employee Orientation Course. During this course new employees receive information regarding:
 - The agency's role, purpose, goals, policies and procedures;
 - Working conditions and regulations; and
 - Responsibilities and rights of the employee.
2. The DPS Police Training Unit is responsible for providing training to newly hired sworn personnel on the Department's policies, procedures, rules, and regulations. The training may be conducted during mandate/lateral entry training, or as a part of the field training program.
3. Supervisors of newly hired non-sworn employees are responsible for providing training on the Department's policies, procedures, rules, and regulations during on-the-job training.

B. Mandate Basic Training

All sworn personnel are required to complete the Georgia Peace Officer Standards and Training (POST) Mandate Basic Training Course for Law Enforcement Officers prior to assignment in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest. Sworn personnel are generally required to attend this training at the Cobb County DPS Police Training Unit, even if they have already completed basic mandate training at a different training academy.

C. Field Training

Upon completion of Mandate Basic Training, all newly sworn personnel will be required to participate in a field training program of at least (4) weeks for trainees. The curriculum of the field training program will be established by the DPS Police Training Unit and based on the tasks of the most frequent assignments. Failure to satisfactorily complete field training may result in dismissal.

D. Annual Training

1. All sworn personnel are required to attend the minimum training hours/classes required by POST. Failure to do so may result in the suspension of the employee's peace officer certification and removal from an enforcement status. In addition:

- a. All sworn employees shall receive annual training in the areas of legal updates, vehicle pursuits, search and seizure, prisoner transportation, domestic violence/employee, property and evidence, off duty conduct, sexual harassment, selection and hiring, citizen complaints/internal affairs, special operations/SWAT, dealing with the mentally ill or persons with diminished capacity, and ethics.
 - b. Sworn officers in supervisory or specialized assignments should receive additional training related to their current assignments.
2. All non-sworn personnel shall receive annual training in the areas of domestic violence/employee, off duty conduct, sexual harassment, citizen complaints/internal affairs, dealing with the mentally ill or persons with diminished capacity, and ethics.

E. Specialized Training

Specialized training enhances skills, knowledge, and abilities beyond a basic level. Specialized training is available to all personnel and is provided by the Cobb County Personnel Department's Training Section, the DPS Police Training Unit, other regional academies, the Georgia Public Safety Training Center (GPSTC), and public/private organizations. The County Personnel Training Unit, DPS Police Training Unit, and other organizations publish advanced training information on a regular basis.

1. Employees who wish to attend specialized training will submit a training request form, through the chain of command, to the DPS Police Training Unit. The DPS Police Training Unit will schedule the requested training and notify the requestor through the chain of command.
2. Specialized training shall be provided for newly promoted employees and employees in selected assignments. Training should be conducted within one year of promotion/assignment. Those areas which are identified as positions requiring specialized training are, but are not limited to, the following:
 - Traffic Enforcement
 - Field Training
 - Public Information
 - Criminal Investigations
 - Tactical / SWAT
 - Crime Analysis
 - Crime Prevention and Community Relations
 - Supervision / Management
 - Accreditation
 - Dive Team

- Bomb Squad
 - Hostage Negotiation
 - Narcotics/Vice
 - Any other assignment that is specialized or highly technical in nature
3. Certain non-sworn positions within the Department require pre-service and/or in-service training before personnel may conduct their official tasks. The training will consist of specific procedures and regulations pertaining to the position at hand. Non-sworn positions identified as requiring pre-service and/or in-service training are:
- AFIS Operators
 - Crime Scene Technicians
 - GCIC Operators
4. Employees in specialized assignments may be required to attend refresher courses as required by the unit supervisor. Any certifications pertinent to the specialized assignment should not be allowed to expire and may require additional training to maintain the certification.

F. Training/Travel Expenses

Training/travel that requires funding (e.g. – registration, per diem, lodging, airfare or other transportation costs, etc.) will be submitted and reimbursed in accordance with the procedures listed on the Training Request form, and County Policy.

G. Remedial Training

Every employee is required to maintain certain levels of proficiency in areas related to their job function. Examples include, but are not limited to: firearms, driving, first aid, GCIC, report writing, typing, filing, interpersonal communication, resolving of conflicts, decision making, etc.

Whenever the employee displays a lack of knowledge, skill, or ability in a specific area of required activity, it is imperative that corrective action be taken. Such corrective action should involve remedial training.

1. All supervisory personnel and training staff should recognize and utilize the effectiveness of remedial training as a positive corrective measure in the disciplinary process.
2. Whenever remedial training is recommended, the method should be coordinated with the DPS Police Training Unit.
3. All documentation regarding remedial training will be maintained in the employee's training file.

The employee's willingness to participate in remedial training is indicative of a positive form of discipline. If the employee is unwilling to participate, then negative sanctions must apply.

H. Roll-Call Training

Roll-Call Training is defined as training or informal sessions of short duration administered to employees just prior to their tour of duty. The goal of this training is to keep officers up-to-date between their formal annual training sessions. Roll-Call Training is designed to be beneficial to both officers and supervisors and should consider the special needs of all Department personnel.

Either the DPS Police Training Unit or shift supervisors will be responsible for the planning, development, and delivery of Roll-Call Training. This does not preclude other personnel such as investigators, support personnel, health experts, subject matter experts, or other personnel from presenting Roll-Call Training. Training may include, but not be limited to briefings, short lectures, videos, or practical exercises.

I. Probationary Employee Quarterly Observation Training Report

A separate set of criteria is important in the rating of personnel on probation in order to determine, at the earliest point, their suitability for the current position. The principal objective of supervisors rating probationary employees is to ascertain whether they can actually perform the required functions. Performance should be closely monitored and written evaluations are a part of this process. Therefore, supervisors will complete a written performance evaluation report on all entry-level probationary employees under their command, at least quarterly.

1. The Probationary Employee Quarterly Observation Training Report will be used for both sworn and non-sworn employees. This does not prohibit the use of other forms or a memorandum needed to document the training or performance of an employee.
2. The completed Probationary Employee Quarterly Observation Training Report will be forwarded through the chain of command to the Bureau Deputy Chief for retention purposes.