


## Training

### 203.1 POLICY HEADER

<b>Original Effective Date:</b>	<b>Revised Date:</b>
September 1, 2021	January 4, 2023
<p>Authorization:</p>  <p>Jason Haberman Chief of Police</p>	

### 203.2 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

### 203.3 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local and the Pennsylvania Municipal Police Officers' Education and Training Commission (MPOETC). It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

### 203.4 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of department members.
- (c) Provide for continued professional development of department members.
- (d) Ensure compliance with MPOETC rules and regulations concerning law enforcement training.

### 203.5 TRAINING MANAGER

The Chief of Police shall designate a Training Lieutenant who is responsible for developing, reviewing, updating, and maintaining the Department training plan so that required training is completed. The Training Lieutenant should review the training plan annually.

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### 203.6 TRAINING PLAN

The training plan should include the anticipated costs associated with each type of training, including the attendee salaries. The plan should include a systematic and detailed method for recording all training for all members.

Updates and revisions may be made to any portion of the training plan at any time it is deemed necessary.

The plan will address all required training.

#### 203.6.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all-inclusive, identify training that is required under state and federal laws and regulations. Additional required training may be identified in individual policies.

- (a) Federally mandated training:
  - 1. National Incident Management System (NIMS) training
- (b) The Department does and will comply with the requirements of the Pennsylvania Municipal Police Officers' Education and Training Act regarding certification of all officers. State-mandated minimum training for officers requires completion of (53 Pa.C.S. § 2161 et seq.; 37 Pa. Code § 203.11 et seq.):
  - 1. No less than the minimum number of academy training hours as may be periodically set by MPOETC in the following areas (53 Pa.C.S. § 2164; 37 Pa. Code § 203.51):
    - (a) Pennsylvania criminal law
    - (b) Pennsylvania Rules of Criminal Procedure
    - (c) Pennsylvania Vehicle Code
    - (d) Antisocial behavior
    - (e) Professional relations
    - (f) Physical conditioning
    - (g) Human relations skills
    - (h) Application of force
    - (i) Firearms training
    - (j) Patrol procedures and operations
    - (k) Investigations
    - (l) Communications
    - (m) Handling violent and dangerous people
    - (n) Custody
    - (o) First aid and CPR
    - (p) Operation of patrol vehicle

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- (q) Other subjects MPOETC deems necessary
- 2. Annual MPOETC in-service training. Training shall consist of (53 Pa.C.S. § 2167; 37 Pa. Code § 203.52):
  - (a) Annual qualification on a police firearms course with any firearm, shotgun, or rifle authorized for use, including personal weapons carried in lieu of issued weapons or as a second weapon.
  - (b) Maintenance of first-aid and CPR certification.
  - (c) 12 hours of academic in-service training, which may include course materials on federal and Pennsylvania court cases and legal updates.
- (c) School resource officer training, when applicable (24 P.S. § 13-1313-C).
- (d) Any other mandated training as determined by the Mt. Lebanon Police Department (37 Pa. Code § 203.53).

#### 203.6.2 ACCREDITATION-MANDATED TRAINING

The Pennsylvania Law Enforcement Accreditation Commission requires the following training:

- (a) Affected members with responsibilities for the cell area shall receive initial training and then refresher training at least once per accreditation cycle on the operations of the cell area, including the use of fire suppression and other emergency equipment provided by the department.
- (b) All members who will have any responsibility for individuals in temporary custody within the temporary holding area shall receive initial training and in-service training at least once during the accreditation period.
- (c) All members with the responsibility of supervising individuals in temporary custody shall be trained to recognize potential medical emergencies and provide medical assistance, and be adequately trained in self-defense to protect themselves in cases of assault or subterfuge.
- (d) All members assigned to specialized vehicles (e.g., bicycles, motorcycles, boats, mobile command units) shall receive in-service training at least once during the accreditation period.
- (e) All civilian members shall receive training appropriate for their duties or anticipated duties.

#### 203.7 TRAINING COMMITTEE

A Deputy Chief may establish a Training Committee, on a temporary or as-needed basis, which will assist with identifying training needs. The Training Committee should consist of a Deputy Chief of Police, a Training Lieutenant, selected Staff, and Instructors.

The Training Committee may review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to an incident. Specific incidents the Training Committee should review include but are not limited to:

- (a) Any incident involving the death or serious injury of a member.

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- (b) Incidents involving a high risk of death, serious injury, or civil liability.
- (c) Incidents identified by the Department to determine possible training needs.

The Training Committee should convene as necessary, as determined by a Deputy Chief of Police, to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to a Deputy Chief of Police. The recommendation should not identify specific facts of any incidents, such as identities of members involved or the date, time, and location of the incident, but should focus on the type of training being recommended.

A Deputy Chief of Police will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and the available resources. Training recommendations as determined by a Deputy Chief of Police shall be submitted to the command staff for review.

### **203.8 TRAINING ATTENDANCE**

- (a) All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences should be limited to:
  - 1. Court appearances.
  - 2. Previously approved vacation or time off.
  - 3. Illness or medical leave.
  - 4. Physical limitations preventing the member's participation.
  - 5. Emergency situations or department necessity.
- (b) Any member who is unable to attend training as scheduled shall notify the on-duty Watch Commander as soon as practicable prior to the start of training. The member shall make arrangements through his/her supervisor or the Training Lieutenant to attend the required training on an alternate date.
- (c) It shall be the responsibility of personnel to provide the Chief's Office with a copy of certificate of achievement/attendance and a course evaluation form as soon as possible following receipt from the training source.

### **203.9 DAILY TRAINING BULLETINS**

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Mt. Lebanon Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training Lieutenant.

Members assigned to participate in DTBs shall only use the login credentials assigned to them by the Training Lieutenant. Members should not share their password with others and should frequently change their password to protect the security of the system. After each session,

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members should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Members who are assigned to participate in the DTB program should complete each DTB at the beginning of their shifts or as otherwise directed by their supervisor. Members should not allow uncompleted DTBs to build up over time, and may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any internet-enabled computer, members shall only take DTBs as part of their on-duty assignments, unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of those under their command to ensure compliance with this policy.

#### **203.10 TRAINING RECORDS**

The Office of the Chief of Police shall maintain accurate and updated records of members' certifications and/or attendance at training programs, including in-service, [roll call](#) and mandatory training. Training records shall be retained in accordance with the established records retention schedule.

#### **203.11 MT. LEBANON POLICE DEPARTMENT-ADMINISTERED TRAINING RECORDS**

The Office of the Chief of Police is responsible for the creation, filing and storage of records of all department-administered training. Training records should include:

- (a) Course content and lesson plans.
- (b) Names of all attendees.
- (c) Performance of individual attendees and the measuring instruments/tests used, if applicable.
- (d) Date(s) of the training and hours of instruction.

## Attachments

## **Form 397 - Roll Call Training Form.pdf**



# Mt. Lebanon Police Department

## Roll Call Training



<b>DATE</b>		<b>SHIFT</b>	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
<b>INSTRUCTOR(s)</b>					
<b>COURSE NAME</b>					

BADGE #	OFFICER NAME	OFFICER SIGNATURE

<b>SUPERVISOR SIGNATURE</b>	
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