



## **Curriculum Development**

Resources and references used by the Stevensville Police Department in the development, evaluation, and maintenance of its training programs include:

- ☐ Inspection Reports
- ☐ Staff reports and/or meetings
- ☐ Consultations with field personnel and field observations
- ☐ Accreditation Standards
- ☐ Instructor and Course Evaluations
- ☐ Participation and approval by the Chief of Police
- ☐ Internal Affairs Investigative reports
- ☐ Field Training Officer Evaluation Reports
- ☐ Recommendations made in Performance Appraisal Reports
- ☐ Training requests from Agency Personnel

### **16.1.2 ATTENDANCE REQUIREMENTS**

#### **CALEA Standard: 33.1.2**

All Stevensville Police Department personnel are expected to attend approved training and adhere to attendance requirements of that training. Stevensville Police Department personnel assigned to attend authorized training programs shall adhere to the following procedures:

- ☐ An employee assigned to attend training becomes obligated to attend and to participate to the best of their ability. Failure to satisfactorily complete the training or class due to negligence by the employee may result in disciplinary action.
- ☐ For training conducted outside the Agency, attendance will be documented upon completion of the training.
- ☐ For training conducted by the Agency, attendees will confirm attendance by signing the provided attendance roster.

Exceptions for attendance at scheduled training courses may be granted by the appropriate supervisor for good cause. The Training Coordinator must be advised immediately of such excused absences. Personnel attending school will not be excused from their scheduled court dates without the authorization of the appropriate supervisor and the County Attorney's office.

- ☐ Training time lost due to approved or unapproved absences may be made up with the approval of the Training Coordinator.
- ☐ Personnel satisfactorily completing training will be recognized through a certificate or other appropriate documentation.

### **16.1.3 AGENCY REIMBURSEMENTS**

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#### **CALEA Standard: 33.1.3**

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##### **Transportation**

Transportation to training sites outside the agency's service area will be provided in accordance with the Town of Stevensville Personnel Policy Manual.

##### **Meals, Lodging, Fees, Books and Materials**

Stevensville Police Department personnel attending training programs outside of the Agency will receive reimbursement for meals, lodging, books and materials in accordance with guidelines established by The Town of Stevensville Personnel Policy Manual. All training and travel shall be approved and scheduled dependent upon training availability, Agency needs, and authorized funding.

### **16.1.4 LESSON PLANS**

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#### **CALEA Standards: 33.1.4**

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The Stevensville Police Department requires lesson plans for all training courses conducted by the agency. If an outside training entity is used for part of the training program, the lesson plans of that entity may be used by the Agency. Lesson plans for all training courses conducted by the agency are to include provisions for the following:

##### **Format**

- ☐ Title
- ☐ Lesson Purpose
- ☐ Training Objectives
- ☐ Hours
- ☐ Instructional Method
- ☐ Training Aids
- ☐ References
- ☐ Prepared by
- ☐ Date Prepared
- ☐ Lesson Plan Content

##### **Statement of Performance Objectives and Job-Related Objectives**

Agency training programs will establish training objectives in order to acquaint training participants with the information they need to know, the skills that must be demonstrated, and the circumstances under which the skills will be used.

##### **Content and Instructional Techniques**

All lesson plans shall include the content of the training and specification of the appropriate instructional techniques (lecture, debate, discussion groups, panels, etc.) The development of the lesson plan shall ensure that the subject to be covered is addressed adequately including

relationship to job task. Field experiences may be used by the instructor to emphasize the topic being addressed.

### **Lesson Plan Approval**

Lesson plans must be submitted to the Training Coordinator for review and approval prior to the scheduled instruction. A copy of the lesson plans will be maintained in a permanent file. The Training Coordinator shall notify the instructor of approval of the lesson plans or the need to make corrections to the lesson plans.

### **Testing**

If a test is to be administered as part of the instructional procedure, the test requirements shall be indicated on the lesson plan.

The following procedures govern the use of testing in Stevensville Police Department training programs:

- ☐ Competency testing based on course objectives designed to measure a participant's knowledge or abilities to apply job-related skills should be used in Agency training programs.
- ☐ Unless otherwise approved, the minimum passing grade on any training program test will be 70%.
- ☐ Test questions may be written as true/false, multiple choice, short answer, essay, matching, or any other approved format. Questions shall be based on the instruction presented and training objectives. Pass/fail grading maybe used for certain performance tests in less structured informal training situations.

## **16.1.5 INSTRUCTOR TRAINING**

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### **CALEA Standard: 33.3.1**

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Although the Stevensville Police Department does not assign personnel full-time or part-time to any training entity as instructors, assistance is provided as needed to supplement instruction in some areas. The Stevensville Police Department endeavors to use qualified personnel to serve as instructors for Agency-operated training programs.

Instructors must have successfully completed the Montana POST General Instructor Certification course or be otherwise certified by the Montana POST as a professional lecturer or subject matter expert. General instructor training includes the following:

- ☐ Lesson plan development
- ☐ Performance objectives development
- ☐ Instructional techniques
- ☐ Testing and evaluation methods

- ☐ Resource availability and use

### **16.1.6 TRAINING RECORDS**

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#### **CALEA Standard: 33.1.6, 33.1.7**

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Upon completion of approved training, the employee's training records shall be updated. Agency training records shall include the following:

- ☐ Date of Training
- ☐ Type of Training
- ☐ Certificates received
- ☐ Attendance
- ☐ Performance of attendees documented as pass or fail as determined by performance, participation, or other evaluation measures.
- ☐ Other applicable information

Records of each training class shall be maintained by the Training Coordinator and will include the following:

- ☐ Course content (lesson plans)
- ☐ Names of agency attendees
- ☐ Performance of attendees documented as pass or fail as determined by performance, participation, or other evaluation measures.

### **16.1.7 REMEDIAL TRAINING**

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#### **CALEA Standard: 33.1.5**

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Supplemental or remedial training may be scheduled for personnel who:

- ☐ Fail to successfully complete training during the initial training course
- ☐ Consistently demonstrate lack of skills, knowledge, or abilities in job performance, based on evaluation reports and/or first-hand observation by supervisors
- ☐ Have received disciplinary action that may be corrected through supplemental training

The timetable under which remedial training will be scheduled and provided and the criteria for its successful completion is dependent upon the nature of training and skills as they apply to the individual's assignment. Remedial training shall be scheduled by the Training Coordinator in conjunction with course instructors. Personnel willfully refusing to participate in assigned remedial training shall be guilty of insubordination as outlined in Chapter 13 of the Stevensville Police Department's General Orders

### **16.2.1 ACADEMY TRAINING**

**CALEA Standards: 33.2.3, 33.2.4**

No individual will be considered for appointment without having completed requirements set forth by the State of Montana to become a Peace Officer of the State of Montana

### **16.4.2 FIELD TRAINING PROGRAM**

**CALEA Standard: 33.4.3**

The organization, administration, and training requirements of the Field Training Officer Program are delineated in the *FIELD TRAINING AND EVALUATION MANUAL*. The Stevensville Police Department employs a formal comprehensive Field Training Program for recruits with provisions as follows:

- ☐ Field training of a minimum of 2 years for entry level Probationary Reserve Officers.
- ☐ A selection process for Field Training Officers
- ☐ Supervision of the Field Training Officers
- ☐ Training and in-service training of Field Training Officers
- ☐ Guidelines for evaluation of recruits by Field Training Officers
- ☐ Reporting responsibilities of Field Training Officers

Recruits will be rotated through different Field Training Officers and field assignments during their field training.

### **16.5.1 IN-SERVICE, SHIFT BRIEFING, AND ADVANCED TRAINING**

**CALEA Standards: 1.2.9, 33.5.1, 33.5.2, 33.5.3, 1.1.2, 33.5.4, 42.1.6**

Sworn Stevensville Police Department personnel will be required to attend in-service training, shift briefing training, advanced training, and task specific training on an annual and periodic basis. The purpose of this training is to provide Officers with supplemental training on advances, changes, and improvements in the law enforcement profession. This training will also address requisite training prior to reassignment, assignment to specialty duties, promotion, or as needed for executive development. These training sessions are to be structured in a way that motivates Officers and furthers the professional development of the Agency.

In addition to the annual in-service training program, all sworn members shall meet the annual weapons qualification requirements as mandated by Montana POST. Training for less lethal weapons such as OC spray, Conducted Electrical Weapon, and baton will be conducted at least annually. Ethics training will be conducted at least biennially. Law Enforcement Personnel will receive bias-based profiling training annually.

Topics suited to in-service retraining sessions include, but are not limited to:

- ☐ Agency policy and procedures with focus on any changes in the above topics
- ☐ Statutory or case law affecting law enforcement operations with emphasis on changes
- ☐ Function of agencies in local criminal justice system
- ☐ Exercise of discretion in the decision to involve the criminal justice process
- ☐ Interrogation and interview techniques
- ☐ Use of force, including deadly force
- ☐ Emergency medical services
- ☐ Performance evaluations – process and purpose
- ☐ Emergency fire suppression
- ☐ New or innovative investigative techniques
- ☐ Hazardous materials incidents
- ☐ Contingency plans for special operations and unusual occurrences
- ☐ Crime Prevention policies and procedures
- ☐ Collection and preservation of evidence
- ☐ Report writing and records system procedures and requirements
- ☐ Search and Seizure
- ☐ Domestic Violence
- ☐ Criminal Intelligence

### **Proficiency In-service Training**

Employees are required to participate in proficiency in-service training that is a prerequisite for the job being performed. At least annually, all sworn personnel shall receive legal update training, training in areas of high liability, and training in other areas of concern as determined by the Chief of Police.

The Stevensville Police Department provides proficiency in-service training in order to:

- ☐ Keep employees up to date on the duties and responsibilities of the job presently being performed
- ☐ Enhance the employee's skills beyond the minimum level required
- ☐ Increase the employee's potential for career development
- ☐ Update employees on legal issues, court rulings, current police practices, advancing technology

### **Shift Briefing**

The Agency encourages the use of shift briefing at the beginning of each shift to achieve training objectives. The primary purpose of shift briefing (roll call) training is to provide the means by which members become better informed with respect to policy and procedure changes occurring between periods of formal training, address ongoing problems, or receive instruction specific to the common interest of Agency personnel. Shift briefing training may supplement in-service training by providing pertinent instruction that was not made available during scheduled staff training. While supervisors may review existing training materials during

the shift briefing at their discretion, other specific topics and training material may be assigned for shift briefing training.

### **Advanced Training**

Advanced training may be provided through such institutions as the FBI National Academy and other available programs. Such training is designed to improve the professional competence of Officers who have demonstrated leadership abilities. Training shall be scheduled in accordance with funding availability. Criteria for selection of personnel to attend training:

- ☐ Present rank and position
- ☐ Length of service with the Agency
- ☐ Performance record
- ☐ Recommendations from supervisors

Personnel who attend advanced training will normally remain assigned to the position held prior to such training. Although selection for attendance at advanced training recognizes the potential of the individual selected, attendance by itself does not confer any greater expectation for promotion or reassignment.

Attendance at advanced training may be used to satisfy any in-service training requirements of the Agency during the period the Officer attends the training. Officers who attend advanced training should confer with the Training Coordinator to determine the amount of training credit received.

### **Management Techniques Training**

Stevensville Police Department provides management techniques training (advanced training) for selected employees as funding permits through assignment to recognized management programs such as:

- ☐ LEMIT
- ☐ FBI National Academy
- ☐ Certified Public Manager Courses

### **Training in Victim/Witnesses Assistance Needs**

It shall be the responsibility of the Field Training Officers to ensure newly sworn Officers, under their supervision, receive training on victim/witness rights and needs, and on the levels of service available from the Stevensville Police Department and from other organizations.

Supervisors shall periodically provide updated information and training on the rights of victims/witnesses and information as to the services available from the Stevensville Police Department and from other organizations in the Ravalli County area to employees under their immediate span of control that are directly involved in the Agency's victim/witness assistance efforts.

### **16.6.1 SPECIALIZED IN-SERVICE TRAINING**

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#### **CALEA Standard: 33.6.1**

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Well-trained Officers with experience in multiple areas of law enforcement are better prepared to act decisively and correctly in a broad range of situations. This Agency desires to provide opportunities for development at all levels of an individual's career. The responsibilities entailed in specialized functions within the Agency exceed the scope of basic law enforcement duties. Certain positions within the Agency require skills in addition to the knowledge, skills and abilities gained in basic or other in-service training. Positions and functions within the Agency identified for either pre-assignment or post-assignment specialized training are:

- ☐ Certified Instructors
- ☐ Defensive Tactics Instructor
- ☐ Firearms Instructor

All specialized training for the above functions includes instruction in the specific tasks associated with the assignment, identified through a job-task analysis. All personnel with specialized training will attend re-training or recertification as necessary to maintain their certification and/or to stay abreast of current trends in their area of specialty. The formal classroom training will be supplemented by:

- ☐ Supervised on-the-job training
- ☐ Additional advanced classroom instruction as needed and as funds are available

Specialized training provided to Stevensville Police Department personnel shall include:

- ☐ Development and/or enhancement of the skills, knowledge, and abilities particular to the specialization
- ☐ Management administration, supervision, personnel policies, and support services of the function or component
- ☐ Performance standards of the function or component
- ☐ Agency policy and procedures specifically related to the function or component
- ☐ Supervised on-the-job training

### **16.6.2 TACTICAL RESPONSE TRAINING AND READINESS**

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#### **CALEA Standard: 33.6.2**

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The Stevensville Police Department does not have an Emergency Response Team (ERT). Due to the size of the agency. The agency will defer Emergency Response to the Ravalli County Sheriff's Department.

### **16.7.1 TRAINING FOR NEWLY APPOINTED CIVILIAN EMPLOYEES**

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#### **CALEA Standard: 33.7.1**

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All newly appointed civilian employees of the Stevensville Police Department shall receive training in these areas:

- ☐ Orientation to the Agency's role, purpose, goals, policies and procedures
- ☐ Working conditions and regulations
- ☐ Responsibilities and rights of employees
- ☐ Harassment in the workplace

Training of civilian employees shall be coordinated by the Training Coordinator.

### **16.7.2 ADDITIONAL TRAINING FOR CIVILIAN EMPLOYEES**

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#### **CALEA Standard: 33.7.2**

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Certain civilian positions require additional technical training prior to an employee assuming the full duties of an assignment.

Training and/or retraining of all civilian personnel will be coordinated through the Training Coordinator. The training will be designed to update skills and to increase knowledge for new job responsibilities or to improve current job-related performance. Civilian personnel may utilize training available through outside sources as approved by their supervisors.

### **16.8.1 CAREER DEVELOPMENT**

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#### **CALEA Standard: 33.8.1, 33.8.3, 33.8.4**

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The Stevensville Police Department seeks to promote productive, efficient, and effective job performance and improve the overall level of individual job satisfaction through a structured career development process. It is the responsibility of each employee and their supervisor to facilitate a career development plan for the employee.

Through continued observations of work performance, work product, and interactions with employees under their command, supervisors at all levels should assist employees in determining performance strengths and weaknesses, professional interests, and career paths. Based on those observations, and in conjunction with annual performance appraisals and training opportunities, supervisors should make efforts to address those issues and assist employees with developing and advancing their careers.

Stevensville Police Department supervisors shall receive training in various aspects of career development and counseling through established supervisor training programs such as:

- ☐ Leadership and the One Minute Manager

- ☐ Leadership Training for Supervisors
- ☐ Building High Performance Teams
- ☐ Understanding Performance Appraisals
- ☐ First Line Supervision (for Law Enforcement)
- ☐ FBI National Academy
- ☐ LEMIT

Additionally, employees are encouraged to seek higher education in order to enhance their skills and knowledge.

### **16.8.2 SKILL DEVELOPMENT TRAINING**

#### **CALEA Standard: 33.8.2**

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The Stevensville Police Department shall conduct skill development and job-related training, based on need, availability, and funding to newly promoted personnel. This training may be in-house or may include assignment to an outside training entity, educational institution or program.

Based on availability and funding, at a minimum, Sergeants and supervising Corporals shall receive training in First Line Supervision.

### **16.8.3 CAREER DEVELOPMENT**

#### **CALEA Standard 33.8.3**

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The Stevensville Police Department expects the highest levels of professional performance from all its employees and encourages professional growth. In order to achieve this level of performance the Training Unit will strive to provide the best training and career development program utilizing available resources and personnel. The purpose of the Stevensville Police Department's Career Development is to:

- ☐ Assist the Training Unit in Evaluating the Agency's overall, routine training needs
- ☐ To determine what positions or functions require additional or specialized training and the type of training needed
- ☐ To enhance the Agency's Career Development Program
- ☐ Ensure state requirements for training are met
- ☐ Funnel suggestions for additional training from Agency personnel
- ☐ Recognize and implement training needs that are outside the required training
- ☐ Provide Reserve Officers Additional Training Opportunities

The Training Unit Coordinator shall oversee career development. The Training Unit Coordinator shall ensure that there is a broad opportunity for input and participation by Agency members.