

**Title: 32.1 Police Basic Course and In-Service Training**

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**POLICY:**

The Glens Falls Police Department will strive to establish and maintain well trained and professional law enforcement officers. The following will be adhered to meet this goal.

**1. Basic Course for Police Officers.**

- a. Sworn officers are not authorized, permitted or assigned to perform regular law enforcement duties until they have successfully completed a basic course for police officers within one year of their appointment date. This course must meet or exceed the requirements established by the Municipal Police Training Council. Officers who have not completed the basic course can, however, perform regular police duties if they are accompanied by, and under the direct supervision of a law enforcement officer who has successfully completed such a course.

**2. Firearms Training.**

- a. Officers are not authorized or permitted to carry or use any firearm in connection with the performance of their official duties, with the exception of authorized departmental firearms training, unless such officers have satisfactorily completed that portion of an approved Municipal Police Training Council Program or a program that meets or exceeds those requirements that constitute the basic course of instruction in the use of deadly physical force and in the use of firearms. (Refer to section 32.3 for full Firearms Policy).

**3. Field Training.**

- a. All sworn members without prior police experience must complete a 480-hour field training program that will be completed at the earliest possible date. The recruit officer must be accompanied and supervised by a field training officer and will not be assigned to work alone until such training is satisfactorily completed.
- b. Field training officers should evaluate recruit officers interview and writing skills as well as performance criteria such as arrest processing, fingerprinting, knowledge of state and local laws and ability to interact with the public.
- c. Upon completion of field training, all related records will be maintained in the recruit officer’s personnel file.

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- d. Officers who transfer to the Glens Falls Police Department from another agency will complete a modified field training program of at least 240 hours. Upon completion, FTO's will make a recommendation to the Chief of Police, through official channels, that the officer has either satisfactorily completed the program or needs additional training.
- e. The Chief of Police, will consult with the PBA President if additional training is warranted (refer to section 6.2.7 of the Collective Bargaining Agreement) and will determine the time period for additional field training of recruit and lateral transfer officers.

**4. In-Service Training.**

- a. All sworn personnel are required to complete at least 21 hours of In-Service Training per year. This training includes, at a minimum, firearms training, legal updates, a review of the use of force and deadly force policy, etc.
- b. Records of training will be maintained in the Chief's office and entered into the records management system for tracking purposes.
- c. Upon completion of any training that issues a certificate, the officer will forward a copy to the Chiefs office for tracking.
- d. Instruction may be through individual courses, roll call training, law enforcement or related online courses or formal instruction.
- e. This agency will use certified instructors to provide and/or approve the required 21-hour in-service training. This certification must be in accordance with instructor standards and qualifications set forth in part 6023 or 6024 of the New York State Codes, Rules and Regulations. If a proposed instructor has not been certified, a certified instructor must review and approve the content of the lesson plans.

**5. Specialized Training.**

- a. Specialized training within the department will include:
  - i. Motorcycle Patrol Officer
  - ii. Firearms Instructor
  - iii. Evidence Technician
  - iv. K-9 Handler
  - v. Emergency Response Team Member
- b. Any member being assigned to these units or details will attend and successfully complete an initial training course in this field.
- c. Sworn members in these positions shall complete periodic in-service training to maintain and update their skills and records of this training will be maintained in the Chief's office.

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- a. All newly appointed Sergeants and Detective Sergeants will be required to complete an MPTC approved Course in Police Supervision within one year of appointment. If the one-year time limit cannot be met by the agency, the circumstances will be documented and recorded in the supervisor's training file and accreditation file.

**7. Annual Supervisory Training.**

- a. All Supervisors will receive annual training to enhance their supervisory skills. This training may be in the form of professional seminars, video's, college courses and private industry. Supervisors receiving relevant training outside the police department should provide documentation to the Chief of Police.

**8. Personnel Training Records.**

- a. All training records will be up-to-date and properly documented for all sworn personnel. When training is complete, the nature, location, trainer, date and time and length of the training will be recorded in the personnel module of the records management system. A copy of the certificate will be placed in training file located in the Chief's office and the officer will maintain the original.
- b. A copy of any lesson plan, course curriculum or course description of training that any sworn member attends will be kept on file indefinitely in the file located in the office of the Police Chief. After training, officers should forward a copy of training materials to the Chief of Police for records maintenance.
- c. Detailed records will be maintained for any agency sponsored courses. Records should include the curriculum, lesson plans, attendance sheets, any tests or exams and training materials. These records will be maintained indefinitely.

AUTHORITY:



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