


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: TRAINING-GENERAL REGULATIONS		ORDER NUMBER: 70-3
		PLEAC STANDARDS: 1.5.5, 1.10.1, 1.10.2, 1.10.5, 1.10.6, 4.9.1 b		PAGE 1 OF 7
REVIEW DATE: 3/30/2017	EFFECTIVE DATE: 11/15/11	ANNUAL REVIEW DATE: DECEMBER	RESCINDS: NONE	AMENDS: NONE

1.0 POLICY

1.1 The purpose of this General Order is to establish the process and procedures for in-service training, mandatory training, and non-mandatory training, and specialized unit training for members of the Pittsburgh Bureau of Police (PBP) and civilian employees.

2.0 PURPOSE

2.1 It is the policy of the Pittsburgh Bureau of Police to organize and administer the Bureau's training component in a manner which is responsive to the operational task requirements of the Bureau and its personnel. Attention will be directed to these areas of learning which will develop knowledge, skills, and abilities related to job task responsibilities. Documentation of training activities will be maintained, and requirements for developmental and remedial training will be monitored and implemented in accordance with the procedural elements of this policy.

3.0 TRAINING ACADEMY ADMINISTRATION AND OPERATION

3.1 The Director of the Training Academy will disseminate training material to the Bureau as it becomes available. The Director of the Training Academy will prepare a training schedule for all mandatory training that will be conducted by Training Academy personnel. This training schedule will be forwarded to the A/C of Administration for approval. The A/C of Administration or his designee will publish the approved training schedule.

3.2 The Director of the Training Academy is responsible for all ensuring all mandatory training requirements are met, i.e., Municipal Police Officer's Education and Training Commission (MPOETC) updates and PBP-mandated requirements.

3.2.1 Members shall attend training as required by legal mandate or by PBP policy.

3.2.2 Where training is mandatory by law or policy and a member misses a scheduled training, the member's duty location commanding officer shall ensure that the member is rescheduled for the training.

3.3 Academy Facilities

3.3.1 The Pittsburgh Bureau of Police operates its own Police Academy and provides Act 120 training for Police Candidates and Act 180, mandatory in-service training for PBP veteran officers. The Academy has several class rooms, an outdoor firing range, administrative offices, a full weight training/cardiovascular fitness area, showers, and locker rooms.

3.4 Training Academy Statutory Authorization

3.4.1 Basic municipal police training in the Commonwealth of Pennsylvania is governed by the "Municipal Police Officers Education and Training Act," P.L. 359, No. 120 of 1974.

3.4.2 The "Municipal Police Officers' Education and Training Act" created the "Municipal Police Officers' Education and Training Commission" (M.P.O.E.T.C.) to administer education and training for municipal police agencies in the Commonwealth. The Pittsburgh Police Training Academy is authorized and certified by the M.P.O.E.T.C.

4.0 TRAINING

4.1 Mandatory In-service Training for all Sworn Members

4.1.1 All PBP sworn members shall attend annual mandatory in-service training through the Training Academy as required by the M.P.O.E.T.C., under authority of Act 180, and the PBP.

4.1.1.1 Legal Updates

4.1.1.1.1 Municipal Police Officer’s Education and Training Commission (MPOETC) mandatory training requirements for updates involving any or all of the following:

4.1.1.1.1.1 Crimes Code - Title 18

4.1.2.1.1.2 Vehicle Code - Title 75

4.1.2.1.1.3 Rules of Criminal Procedure

4.1.2.1.1.4 Search and seizure case law

4.1.2.1.1.5 Judicial Code - Title 42

4.1.2.1.1.6 Juvenile Law

4.1.2.1.1.7 Any other topic area determined by the Municipal Police Officers Education and Training Commission (MPOETC).

4.1.1.2 Firearms training.

4.1.1.2.1 Municipal Police Officer’s Education and Training Commission (MPOETC) mandatory training requirements for firearms requalification.

4.1.1.3 Cardio-pulmonary resuscitation (CPR) and First Aid

4.1.1.3.1 Municipal Police Officer’s Education and Training Commission (MPOETC) mandatory training requirements for CPR and First Aid.

4.1.1.4 Use of force policy and procedures.

4.1.1.5 Less-than-lethal weapons policy and procedure.

4.1.1.6 Additional mandatory training as required by the Municipal Police Officer’s Education and Training Commission (M.P.O.E.T.C.), the PBP, or any other legal mandate.

4.2 Non-Mandatory Training for Sworn Members

4.2.1 Requests by personnel for non-mandatory training will be submitted to the appropriate Commander and/or Chief, through the chain of command (*refer to G.O. #70-5, “Request for Training/Travel”*). Re-scheduling of members for non-mandatory training following an absence shall be at the discretion of the Commander.

4.2.1.1 Within five (5) working days of completion of the non-mandatory training, the officer shall submit a memo through the chain of command to the Assistant Chief of Administration, along with a copy of the training certificate(s), requesting placement of the certificate(s) in their files at Personnel and Finance and the Training Academy.

4.2.1.2 The officer shall also submit a copy of the training certificate to the zone/duty location commanding officer.

4.3 Basic Recruit Training

4.3.1 All newly sworn Police Officers shall successfully complete basic recruit training in accordance with the Municipal Police Officers' Education and Training Commission and PBP policy. (*Refer to General Order #70-1, “Recruit Training”*)

4.4 Mandatory Training for Non-Sworn Members

4.4.1 Newly appointed civilian employees will receive an orientation program introducing them to the PBP. The orientation program, at a minimum, will include:

- 4.4.1.1 The PBP’s role, purpose, goals, policies, and procedures.
- 4.4.1.2 Working conditions, rules, and regulations.
- 4.4.1.3 Rights and responsibilities of employees.

4.4.2 All newly hired non-sworn personnel shall receive training appropriate for their duties or anticipated duties.

4.4.3 In-service training designed specifically for non-sworn employees will be conducted as available and necessary.

- 4.4.3.1 This training may be designed to review and update current duties and skills as well as to train and inform of new responsibilities or serve as career development training.

4.5 Specialized In-Service Training

4.5.1 Entry-level basic training

4.5.1.1 Prior to participating in or assuming any duty with any of the following specialties, all assigned officers shall satisfactorily complete entry-level basic training applicable to that assignment:

- 4.5.1.1.1 Tactical team
- 4.5.1.1.2 Negotiators
- 4.5.1.1.3 Animal teams; such as, but not limited to canines.
- 4.5.1.1.4 Specialized vehicles

4.5.2 In-service training required quarterly

4.5.2.1 Following completion of entry level training, all officers assigned to tactical teams, function as negotiators, or are assigned to canine teams, shall complete in-service training at least on a quarterly basis throughout the year in a manner determined by the PBP.

4.5.3 In-service training required every three years

4.5.3.1 Personnel assigned to agency specialized vehicles shall complete in-service training and/or readiness exercises at least one time every three years in a manner determined by the PBP.

4.5.4 Training documentation

4.5.4.1 All training conducted in accordance with this section shall be documented and retained based upon guidelines established by the Pennsylvania Municipal Police Officers Education and Training Commission (MPOETC).

4.5.4.2 Any units conducting training shall forward to the Training Academy a copy of the lesson plan and sign-in roster at the completion of the training.

4.5.5 Lesson plans

4.5.5.1 All lesson plans must be submitted to the Training Academy prior to conducting the training, whenever possible.

4.6 Career Development / Personnel Training

4.6.1 Management and Supervisory Training

4.6.1.1 Management and supervisory training is a major factor in enhancing an employee's overall potential for upward mobility.

4.6.1.2 The Chief of Police shall ensure opportunities for management and supervisory training for Police command staff in the subjects of career development.

4.6.1.2.1 The Bureau will utilize in-house resources, regional training programs, staff meeting workshops, and/or required continuing education articles from professional journals to accomplish management/supervisory training.

4.6.2 Skill Development Training Upon Promotion

4.6.2.1 As members are promoted, the skills necessary to perform at a given level may change to require supervisory, management, and administrative skills and knowledge. The Department shall provide either in-service training or out-service training for newly promoted personnel at the earliest possible date following the promotion. Training may include, but is not limited to:

4.6.2.1.1 Police Supervisor In-Service Training Institute (POSIT) - conducted by Penn State University's Criminal Justice Program.

4.6.2.1.2 Police Executive Development Institute (POLEX) - conducted by Penn State University's Criminal Justice Program.

4.6.2.1.3 Northwestern University School of Police Staff and Command.

4.6.2.1.4 Police Executive Research Forum (PERF) Senior Management Institute for Police

4.6.2.1.5 FBI National Academy.

4.7 Remedial Training

4.7.1 Remedial training is individualized instruction used for specific deficiencies in personnel performance. Generally, the need for remedial training is recognized during the routine supervisory evaluation, during training, evaluation during routine job performance, review of on-duty collisions or review of critical incidents.

4.7.2 Any aspect of an employee's job-related responsibilities that are observed to be deficient may be cause to require the employee to receive remedial training.

4.7.3 Any Supervisor or authorized training instructor may recommend, and Commanders may require, any member or other employee in the chain of command to submit to remedial training when circumstances indicate the member/employee has violated any Bureau policy, or may otherwise benefit by remedial training.

4.7.3.1 All remedial training shall be requested on PBP Form #103, “Remedial Training/Debriefing Request Report,” which can be found on the Supervisor’s Toolkit on the I drive.

4.7.4 Police supervisors or training instructors for any approved training program may be assigned by Commanders to conduct remedial training as required for personnel to achieve the knowledge, skills, and abilities necessary to perform their job responsibilities. Remedial training shall be assigned and accomplished as soon as possible following the observance of any deficiency.

4.7.5 Supervisors shall monitor subordinates’ job task performance and report circumstances which may require the need for remedial training to the appropriate Commander for consideration.

4.7.6 Members/employees assigned to receive remedial training are required to attend the instructional training. Failure of any member/employee to attend, participate, and complete the assigned training shall be reported through the chain of command for disposition and possible disciplinary action.

4.7.7 Remedial training shall be documented, and Commanders shall be advised of the progress and/or outcome of any required training.

5.0 POLICE ACADEMY INSTRUCTORS

5.1 Instructor qualifications

5.1.1 PBP Academy Instructors, both permanent and adjunct, shall meet the following requirements:

- 5.1.1.1 At least four years of service completed with the PBP
- 5.1.1.2 Any sustained OMI complaints or approved disciplinary action for two years prior to a request to become an instructor will trigger a review by the Director of the Academy and the Commander of Administration. An instructor must remain in good standing.
- 5.1.1.3 No history of sick leave (or personal leave used as sick leave) abuse for two years prior to request to become an instructor
- 5.1.1.4 Agree to successfully complete an Instructor Development Course. All officers applying to be considered for an Instructor Development course will submit a letter of recommendation from their immediate supervisor.
- 5.1.1.5 Must be approved by the Chief of Police
- 5.1.2 In addition to the above requirements, all PBP instructors who teach courses mandated by State Law are required to possess instructor certification from the MPOETC.
 - 5.1.2.1 Certification includes training in the following areas:
 - 5.1.2.1.1 Lesson plan development;
 - 5.1.2.1.2 Performance objective development;
 - 5.1.2.1.3 Instructional techniques;
 - 5.1.2.1.4 Learning theory;
 - 5.1.2.1.5 Testing and evaluation techniques;
 - 5.1.2.1.6 Resource availability and use.
- 5.1.3 Academy instructors are encouraged to stay current in their areas of expertise through continued education and practical trainings.
- 5.1.4 The Training Academy shall maintain a separate training file for all PBP Police Academy Instructors.

6.0 LESSON PLAN REQUIREMENTS

- 6.1 All training courses developed and/or taught by PBP training instructors, including specialty units, shall follow lesson plans approved in accordance with the provisions of this General Order.
- 6.2 All PBP lesson plans shall be presented in outline format, and include the following topic areas:
 - 6.2.1 Course Title.
 - 6.2.2 Summary of Content.
 - 6.2.3 Instructional Objectives.
 - 6.2.4 Instructional Methods.
 - 6.2.5 Instructional Materials.
 - 6.2.6 Outline of Course Information
 - 6.2.7 Testing Methodologies.
- 6.3 The instructional objectives enumerated in the lesson plan shall be stated in performance-based terms and be correlated with job-related objectives identifiable through job-task analysis and/or job descriptions.
- 6.4 Content of the training and specification of the appropriate instructional techniques:
 - 6.4.1 Consistent with the training lesson plan requirements, the instructional material portion shall contain the necessary information to fully deliver the knowledge and develop the skills of the trainee to enable the performance of the required instructional objectives of the program.
 - 6.4.2 Consistent with the training lesson plan requirements, the instructional methods portion shall delineate the necessary and appropriate instructional mechanisms which will be utilized to achieve the transfer of instructional materials and/or information.

6.4.2.1 Instructional methods may include, but not be limited to, lecture, handouts, Power Point presentations, audio-visual, overheads, dry erase, skill performance, etc.

6.5 The Training Academy Director shall approve lesson plans to ensure the lesson plans are consistent with the training goals of the Bureau, as well as the training needs of the members. The review and approval shall also ensure that the lesson plan introduces the training as it relates to members' critical job tasks.

6.6 Performance of individual attendees and measuring instruments

6.6.1 Performance of attendees

6.6.1.1 Unless mandated by the MPOETC, PBP policy, outside certifying agency or other regulation, instructors shall determine the performance measurement techniques for individual attendees to be associated with the training program being presented.

6.6.1.2 Performance can be measured through various ways such as mere attendance, proficiency demonstrations, written tests, or other means as determined by the instructors and as listed in the training Lesson Plan.

6.6.2 Measuring instruments

6.6.2.1 When tests are utilized in the training program, they will be developed to measure participants' knowledge of the instructional objectives covered during the training.

6.6.2.1.1 The testing format may be a written exam or a performance exercise. Written exams may include multiple choice, true or false, fill in the blank, or essay style questions.

6.6.2.1.2 All testing shall have a pass/fail cutoff score. A 70% level of achievement score will be necessary as a passing score for testing unless otherwise stated in the individual training lesson plan.

6.6.2.1.3 Test development shall be the responsibility of the in-house training program instructor(s).

6.6.2.1.4 Final approval of testing format and test questions for in-house training shall be the responsibility of the Academy Director.

7.0 MEMBER TRAINING RECORD MAINTENANCE

7.1 The Pittsburgh Bureau of Police will continue compliance upon hiring MPOETC certified police officers with any regulation of the commission requiring record-keeping and submissions for ongoing certification requirement updates.

7.2 The PBP Training Academy shall maintain accurate and updated records of members' certifications and/or attendance at training programs, including in-service, mandatory training, and all specialty unit training.

7.3 Records of training shall include the following minimum information:

7.3.1 Member's name.

7.3.2 Course name or topic area.

7.3.3 Date(s) of the training and hours of instruction.

7.3.4 Copies of any certificate received.

7.3.5 Attendance record (if available).

7.3.6 Test scores (when tested).

7.4 It shall be the responsibility of personnel to provide the Training Academy with a copy of certificate of achievement/attendance as soon as possible following receipt from the training source if received from an outside organization or agency.

7.5 Training Academy personnel shall maintain records of all training programs conducted in-house, including specialty unit training.

7.5.1 Records of training classes shall include the following minimum information:

- 7.5.1.1 Course title
- 7.5.1.2 Course content (Lesson Plans) for all in-house training programs, including specialty unit training, taught by Bureau instructors.
- 7.5.1.3 Names of PBP attendees, including a copy of the class roster for all in-house training courses, including specialty units.
 - 7.5.1.3.1 PBP members attending any class, including specialty unit training, held by the PBP must sign an attendance roster.
- 7.5.1.4 Performance of individual attendees (e.g. test scores) and the measuring instruments/tests used, if applicable

Approved by:



Scott Schubert
Chief of Police