

PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion"</i>		SUBJECT: "RECRUIT TRAINING"	ORDER NUMBER: 70-01
		PLEAC STANDARD: 1.10.3, 4.9.1 (a & b)	PAGE 1 OF 7
RE-ISSUE DATE: 10/19/2018	EFFECTIVE DATE: 11/15/11	ANNUAL REVIEW DATE: DECEMBER	RESCINDS: ALL PREVIOUS
			AMENDS: NONE

1.0 POLICY/PURPOSE

- 1.1 The purpose of this policy is to provide guidelines for the training of Police Recruits and Probationary Officers.
- 1.2 It is the policy of the Pittsburgh Bureau of Police (PBP) that all Police Recruits and Probationary Officers adhere to the requirements set forth to ensure successful completion of their training.

2.0 DEFINITIONS

- 2.1 **MPOETC**- Municipal Police Officers' Education and Training Commission; also referred to as the Commission.
- 2.2 **Basic Police Recruit** - Newly appointed individuals to the Bureau of Police who are in the process of completing the Basic Recruit Training Program mandated by the Commonwealth of Pennsylvania (MPOETC).
- 2.3 **Certified Police Recruit** - Newly appointed and reinstated individuals to the Bureau of Police who have previously completed the Basic Recruit Training Program mandated by the Commonwealth of Pennsylvania and are currently MPOETC Act 120 certified. These individuals must have completed the Basic Recruit Training Program or have been employed as a full-time, paid Police Officer within the previous sixty (60) months at the time of their assigned Academy class commencement to be considered as a Certified Police Recruit. Failure to meet this standard will require the individual to be assigned to and complete the Pittsburgh Bureau of Police Academy Basic Recruit Training Program.
- 2.4 **Probationary Officer** - The official Probationary Officer status shall be deemed to exist for the six (6) month period commencing upon successful completion of the Basic Recruit Training Program mandated by the Commonwealth of Pennsylvania (MPOETC) or the completion of the Pittsburgh Bureau of Police Academy Certified Police Recruit Training Program. During this six (6) month period, the just cause provisions of the collective bargaining agreement do not apply.
- 2.5 **Field Training – Probationary** - On-the-job training completed by a Probationary Officer under the guidance of a Field Training Officer.
- 2.6 **Training Academy Director** - Supervisor assigned by the Chief of Police and approved by MPOETC as the Training Academy Director. Also known as the Director of Training.

3.0 TRAINING

3.1 Basic Police Recruit Training

- 3.1.1 Prior to assuming any law enforcement duties, all Basic Police Recruits will successfully complete Basic Recruit Training in accordance with the Municipal Police Officers Education and Training Commission (MPOETC) as amended (53 Pa. C.S.A. Section 2161-2167). This will be accomplished prior to any routine assignment in any capacity in which the officer is allowed to carry a firearm or is in a position to make an arrest.
 - 3.1.1.1 Only those officers that have satisfactorily completed basic educational, training, and physical fitness requirements as established by the MPOETC shall be considered for appointment to the Police Officer position by the Bureau of Police.
- 3.1.2 All Basic Police Recruits shall receive the required number of hours of training in such subjects and materials as is mandated by the Commonwealth of Pennsylvania and any additional training in subjects and materials that are

prescribed for and related directly to his/her duties with the Pittsburgh Bureau of Police as mandated by the Chief of Police.

- 3.1.3 Upon acceptance to the Police Academy, all Basic Police Recruits will be informed immediately that they must meet State and City standards and requirements for training, and failing to maintain these standards shall constitute grounds for termination.
- 3.1.3.1 Basic Police Recruits are required to obtain an 80% average in each of the MPOETC Training Modules 1-3 before being allowed to proceed to the next Module. Any Basic Police Recruit who does not achieve the required cumulative score for any of the Modules 1-3 in the MPOETC Basic Curriculum shall be removed from the class. The City of Pittsburgh and the Pittsburgh Bureau of Police are under no obligation to allow the Basic Police Recruit to retake and pass the Basic Police Training Course, whether in part or in its entirety. Failure to maintain this standard shall constitute grounds for termination.
- 3.1.3.2 Basic Police Recruits are required to obtain an 80% average on the written tests in Module 4. In addition to the written tests, Basic Police Recruits must complete the Skills Checklist for a given Volume (each carrying an additional score of 20 points). A Basic Police Recruit who fails a single Skills Checklist in Module 4 will be permitted to repeat that area of instruction and attempt the Skills Checklist again. A second failure of that same Skills Checklist or a failure of a second Skills Checklist is considered an overall failure and the Recruit shall be removed from the class. The City of Pittsburgh and the Pittsburgh Bureau of Police are under no obligation to allow the Basic Police Recruit to retake and pass the Basic Police Training Course, whether in part or in its entirety. Failure to maintain this standard shall constitute grounds for termination.
- 3.1.3.3 Basic Police Recruits will be required to successfully complete MPOETC Training Modules 1-4 in order to participate in Module 5. Module 5 is unique in that a Basic Police Recruit will participate in several scenario exercises. The Recruit's performance during those exercises will be evaluated based on criteria such as decision making, communications, use of force standards, etc. The Recruit must obtain an overall rating of "Satisfactory" performance at the end of the Scenario exercises to pass Module 5. If the overall performance is "Unsatisfactory", the Basic Police Recruit will have an overall failure. An overall failure of Module 5 will require a review by MPOETC and, if MPOETC upholds the "Unsatisfactory" rating, the Recruit shall be removed from the class. The City of Pittsburgh and the Pittsburgh Bureau of Police are under no obligation to allow the Basic Police Recruit to retake and pass the Basic Police Training Course, whether in part or in its entirety. Failure to maintain this standard shall constitute grounds for termination.
- 3.1.3.4 Basic Police Recruits are required to achieve a passing score on the MPOETC Certification Exam in order to qualify for Pennsylvania Act 120 Certification through the MPOETC. Basic Police Recruits are not eligible to take the MPOETC Certification Exam until they have successfully completed all training modules within the MPOETC Act 120 Basic Training Curriculum. The City of Pittsburgh and the Pittsburgh Bureau of Police are under no obligation to allow the Basic Police Recruit to retake and pass the MPOETC Certification Exam, nor the Basic Police Training Course, whether in part or in its entirety. Failure to maintain this standard shall constitute grounds for termination.
- 3.1.4 Police Recruits found to be cheating during any quiz or examination will be subject to dismissal pending review of the circumstances by the Chief of Police. Cheating shall include, but is not limited to, any of the following observed in the testing area: unauthorized notes, tests, or crib sheets found in the Recruit's possession, talking or signaling between or among Recruits, or looking at another Police Recruit's answer sheet.
- 3.1.4.1 The MPOETC cheating policy is found in Subsection 203.54 of the Training Act. Pittsburgh Police Recruits shall be governed by this regulation as it pertains to all Commission-sponsored or conducted examinations.

§ 203.54. Commission Cheating Policy.

- (a) The contents of all examinations are confidential. An individual may not cheat or tamper in any manner with an official examination either conducted or sponsored by the Commission by obtaining, furnishing, accepting, or attempting to obtain, furnish or accept answers or questions to examinations, or portions thereof. Individuals may not copy, photograph or otherwise remove examination contents; nor may they use any misrepresentation or dishonest method while preparing, administering or participating in examinations. Unauthorized possession of a test, examination, a quiz or questions,

answers or answer keys relating to a test, examination or quiz shall constitute cheating. An individual violating this section shall be barred from further participation in any Commission-required training and ineligible for certification. Individuals will receive notice and have an opportunity to be heard under Subchapter G (relating to notice and hearings).

- (b) A written notice of the cheating incident shall immediately be sent to the individual's employing municipality by the school, with a copy forwarded to the Commission and the individual
- (c) Prior to administering a written examination, the instructors shall inform the students taking the examination of the Commission cheating policy.

Cross References

This section cited in 37 Pa. Code § 203.33 (relating to minimum school standards and requirements).

3.2 Certified Police Recruit Training

3.2.1 All Certified Police Recruits shall attend an abbreviated training program during which they will receive the required number of hours of training in such subjects and materials as is mandated by the Commonwealth of Pennsylvania and any additional training in subjects and materials that are prescribed for and related directly to his/her duties with the Pittsburgh Bureau of Police as mandated by the Chief of Police. The duration of this training program shall be determined by the Training Academy Director.

3.3 A training file will be established and maintained for each Police Recruit. This file will include a record of the Recruit's academic scores and achievements, physical progress, absenteeism, tardiness, evaluation reports and field training records. This file will remain at the Academy and shall contain records of all training completed by the Recruit.

3.4 A performance file for each Police Recruit will be maintained by the Recruit Training Sergeant. This file will include disciplinary action, awards, commendations, conduct, and department. This file will be forwarded to the Police Recruit's Commanding Officer upon assignment to his/her duty location.

3.5 The PBP 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

3.6 Upon successful completion of all State and City mandated training, Police Recruits will be administered the "Oath of Office" and presented with their badge during a formal graduation ceremony. Additionally, at this time, they will be assigned their field training schedules in preparation for beginning the Field Training Program. (*Refer to General Order #12-3 "Oath of Office," and General Order #70-2 "Field Training of Probationary Officers Policy."*)

4.0 GENERAL REGULATIONS

4.1 All Police Recruits shall be assigned to the Police Academy and carried on its payroll until the recruit has successfully completed all Recruit training.

4.2 Upon acceptance to the Police Academy, all Police Recruits shall immediately be informed, in writing, of all training requirements, including the Commonwealth of Pennsylvania and City of Pittsburgh requirements.

4.3 Upon entry into the Police Academy, all Police Recruits shall be given access to PowerDMS. All Police Recruits are required to read and sign for all policies, procedures and complete all training and tests on PowerDMS. All Police Recruits shall be governed by the contents of these policies and procedures insofar as they are applicable. Each employee is responsible for reading the contents and applying them in the conduct and performance of his/her job duties.

4.4 While assigned to the Training Academy, all Police Recruits will be attired in the uniform issued to them. (*Refer to General Order #31-01, "General Uniform Regulations"*).

4.5 While assigned to the Training Academy all Police Recruits will comply with personal appearance requirements of uniformed officers as stated in *General Order #21-1, "Personal Appearance of Uniformed Members of the Bureau of Police."*

4.6 While assigned to the Training Academy, Police Recruits shall not carry or have on their person, at anytime, a firearm of any type, whether on or off duty, unless authorized by the Police Recruit's Commanding Officer.

- 4.7 While assigned to the Training Academy, Police Recruits, shall not carry or have in their possession, at anytime, an offensive weapon of any type including a blackjack, nightstick, ASP, TASER or O.C., whether on or off duty, unless authorized by the Police Recruit's Commanding Officer.
- 4.8 While assigned to the Training Academy, Police Recruits shall not carry, wear, or exhibit the official badge of the Pittsburgh Bureau of Police, or any facsimile thereof, at anytime, whether on or off duty, unless authorized to do so by the Police Recruit's Commanding Officer.
- 4.9 While assigned to the Training Academy Police Recruits shall not carry, wear, or exhibit the official identification card of the Pittsburgh Bureau of Police, or any facsimile thereof, at any time, whether on or off duty, unless authorized to do so by the Police Recruit's Commanding Officer.
- 4.10 While assigned to the Training Academy, Police Recruits shall not become involved in any police actions, investigations, arrests, etc. unless authorized to do so by the Police Recruit's Commanding Officer.
- 4.11 All injuries sustained on or off duty must be reported to the Recruit Training Sergeant. Any injury sustained in any manner on the Academy property or at any other location used for training, no matter how slight, must be reported at once so that proper medical attention can be obtained and reports completed. This will also assist management in correcting any unhealthy or dangerous conditions existing at the Academy. Any Recruit that becomes ill on the premises of the Training Academy, will report this at once to an Academy supervisor. Pittsburgh EMS will be notified when necessary.
- 4.12 Police Recruits and Probationary Officers are not eligible for secondary employment (*Refer to General Order #29-01, "Secondary Employment."*)
- 4.13 Police Recruits and Probationary Officers shall not have any employment other than the City of Pittsburgh, Department of Public Safety, Bureau of Police.
- 4.14 All Police Recruits and Probationary Officers shall be governed strictly by all policies and procedures pertaining to all members of the Bureau of Police insofar as they are applicable.
- 4.15 **Act 120 Application** – A candidate, in making application to the Police Academy under Act 120 may be subject to dismissal for falsifications, misrepresentations, omissions or concealment of material facts on SP-8-300 and Academy application forms.
- 4.16 **Equipment-Notebooks** – Police Recruits are personally responsible for all equipment and material issued. Police Recruits are required to organize and maintain a notebook which is subject to inspection at any time.
- 4.17 **Vehicle Parking** – Police Recruit's personal vehicles will be parked only in designated areas.
- 4.18 **Telephone** – No incoming calls, other than those of an emergency nature, will be permitted during class hours. Police Recruits are not permitted to use Academy telephones for personal calls except in emergency cases or with the permission of an Academy Staff member.
- 4.19 **Cellular Telephones/Pagers** - No cellular/mobile telephones or pagers are permitted in the Training Academy building during training hours unless approved by an Academy Staff member.
- 4.20 **Smoking and the use of chewing/smokeless tobacco** are not permitted in the Academy. This includes classrooms, locker rooms, the lunch room, offices, garages, entryways, restrooms, and other enclosed spaces that are either public areas or are permanently occupied by two or more persons. (*Refer to General Order #33-2, "Smoking/Smokeless Tobacco Policy"*)
- 4.20.1 Smoking and the use of chewing/smokeless tobacco is permitted outside the building during class breaks. All cigarette butts and are to be placed in the receptacles provided. There shall be no spitting on the sidewalks, parking lot, grassy areas, or in trash cans surrounding the Training Academy.
- 4.20.2 Smoking and the use of chewing/smokeless tobacco is not permitted on the firing range.
- 4.21 **Class Leader**

- 4.21.1 The Class Leader will serve as an intermediary between the recruit class and the Recruit Sergeant.
- 4.21.2 Recruits shall direct any questions or problems concerning training or other matters to the Class Leader who will take the steps necessary to answer the questions and/or resolve the problem.
- 4.21.3 The Class Leader is responsible for preparing the class for roll calls and for calling the class to attention upon entrance of the instructor into the classroom or at any other applicable time.

5.0 ATTENDANCE

- 5.1 All Police Recruits are required to attend all training classes and be present for the A.M. and P.M. Roll Calls.
- 5.2 Tardiness and/or absenteeism will not be condoned or tolerated and may constitute grounds for termination.
 - 5.2.1 Excused absences shall include personal illness or injury, illness in the immediate family requiring the Recruit's attention, or death in the immediate family.
 - 5.2.1.1 The Training Academy Supervisor is to be notified one hour prior to the start of class of any anticipated absence.
 - 5.2.1.2 The Police Recruit must complete a PBP Form #4.10, "Special Report" upon return to class, which must be supported by documentary evidence at the Academy Training Office.
 - 5.2.2 Whenever possible, Police Recruits must call the Training Academy at least ten minutes prior to their start time, when they are going to be late.
 - 5.2.2.1 Anytime a Police Recruit is tardy, the recruit will be marked "Tardy" on the daily Roll Call sheet and the time of his/her arrival noted.
 - 5.2.2.2 A PBP Form #4.10, "Special Report" is required from any Police Recruit who is tardy. This special should include an explanation for the recruit's tardiness. The original will be placed in the recruit's training file and a copy placed in the recruit's performance file.
 - 5.2.2.3 The Recruit's immediate supervisor will note on the special any previous incidents of tardiness and what action was taken i.e. counseling, disciplinary action report.
- 5.3 Progressive discipline will be followed regarding incidents of tardiness and/or unexcused absenteeism.
- 5.4 All Recruits will be required to make up any training missed on their own time.

6.0 CONDUCT

- 6.1 Police Recruits will be respectful, disciplined, courteous at all times, and display a professional attitude toward all persons including fellow Recruits, instructors, veteran officers and Training Academy Staff members.
 - 6.1.1 Police Recruits will refer to all personnel, academy staff, instructors, police officials, and civilians by rank, title, "sir", or "ma'am" at all times.
 - 6.1.2 Cursing, profane, abusive, or obscene language is prohibited.
 - 6.1.3 Personal arguments, physical altercations, and horseplay are prohibited.
 - 6.1.4 Loud talking or unnecessary noise is prohibited in the Academy unless authorized or directed by an instructor or Academy staff member.
- 6.2 Police Recruits will not obstruct the free flow of traffic in the hallways, stairways, doors, and doorways.

- 6.3 Police Recruits will remain within the boundaries of the Police Academy at all times unless authorized or directed by an instructor or Academy staff member.
- 6.4 The use, possession, or introduction of any form of intoxicants or drugs in or around the Academy property is prohibited.
- 6.5 All forms of gambling in or around the Academy property are prohibited.
- 6.6 Police Recruits shall adhere to the following policies regarding all classroom sessions.
- 6.6.1 No Recruit is permitted to have a cell phone, pager, MP3 player, laptop, or other similar electronic device in the classroom unless authorized by an Academy Staff member.
- 6.6.2 Unauthorized use of the whiteboard or other audio/video aids is prohibited.
- 6.6.3 Unauthorized talking shall be prohibited during an instructional session.
- 6.6.3.1 Police Recruits will raise their hand to obtain the instructor's attention, to ask questions, or to respond to the instructor's questions. When called upon, the recruit will give his/her name at all times prior to responding by stating, i.e. "Recruit Jones, Sir"
- 6.6.4 Police Recruits will remain standing at attention prior to the commencement of class and after breaks during the class schedule, until told to be seated by the instructor or an Academy staff member.
- 6.6.5 Police Recruits will not slouch in their seats during class nor will they be permitted to place their feet on the chairs or tables.
- 6.6.6 No classes are to be visually or audibly recorded without permission of the Instructor and Recruit Sergeant.

7.0 FIREARMS RANGE RULES AND REGULATIONS

(Refer to General Order #70-4, "Firearms Training")

8.0 MANDATORY DRUG TESTS

- 8.1 Mandatory drug analysis will be conducted at any time during the Recruit training and/or probationary period as defined by the working agreement between the City of Pittsburgh and the Fraternal Order of Police, Fort Pitt Lodge No. 1. (Refer to Working Agreement City of Pittsburgh and the FOP, Section 22E (2)).
- 8.2 The Director of Training will ensure that Recruits are scheduled for random drug testing at least twice during the Recruit training/probationary period. Each Recruit will be scheduled for a random drug test while at the Training Academy and again during field training.
- 8.3 The Director of Training, or their designee, will ensure the Recruit is transported to the approved testing facility and will stand by until the test has been administered and will transport the Recruit back to his/her duty location. (Other supervisors/staff members may assist with transporting Recruits to and from the testing facility.)

9.0 COUNSELING/DISCIPLINARY ACTION

- 9.1 Failure or refusal to conform to any Academy rules and regulations will be cause for disciplinary action including termination.
- 9.2 All Instructors, Training Academy Staff Members, and/or Field Training Officers shall document and report any violation of Bureau policies and procedures, any unprofessional behavior during training, and/or any conduct or actions on the part of the Recruit that indicates the recruit is unfit for police service.
- 9.3 All counseling sessions and disciplinary actions the Police Recruit's Supervisors have initiated with a Recruit shall be documented and placed in his/her training file and performance file: the original will be placed in the Recruit's training file, a copy placed in his/her performance file, and a copy given to the Recruit.

10.0 TERMINATION

- 10.1 At the direction of the Chief of Police or their designee, any Recruit or Probationary Officer pending termination will be placed on immediate paid administrative leave until a final decision is made by the Director of Public Safety.
- 10.2 The City of Pittsburgh may terminate a Recruit or a Probationary Officer without a right of appeal or grievance.
- 10.3 All Recruits or Probationary Officers who are dismissed or leave the employ of the Bureau of Police for any reason while in training at the Academy or in their probationary period shall return all items of uniform, equipment, insignia, identification, etc., to the office of the Quartermaster upon termination of their employment.

Approved By:



Scott Schubert
Chief of Police