

TRAINING OF PERSONNEL	Procedures Manual Section	GO 400
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1. PURPOSE

To establish procedures, responsibilities, and accountability for all training provided to Hawai'i Police Department personnel.

2. PERSONS AFFECTED

All personnel.

3. POLICY

One of the most important responsibilities in any law enforcement agency is training. Well trained personnel are better prepared to act correctly and decisively in a broad spectrum of situations. It shall be the policy of the Hawai'i Police Department to provide its personnel with a training program which shall cover, as far as is practicable, instruction in all modern phases of police work and related subjects. Training may be made available for the purpose of improving the efficiency and broadening the knowledge of personnel in the performance of their duties.

4. RESPONSIBILITIES

- 4.1. Training Director – The Captain of Administrative Services, as the Training Director, shall be responsible for promoting personnel training and educational programs, and the overall administration of the training academy.
- 4.2. Training Supervisor – The Police Chief shall assign either a Lieutenant or Sergeant as the Training Supervisor. The Training Supervisor shall be responsible for planning curricula and schedules, arranging for instructors from within and/or outside the department, supervise the preparation of course outlines and lesson plans, provide teaching aids, distribute notices to personnel, and supervise the operation of the program.
- 4.3. Training Officer – The Training Officer shall be a police officer holding the rank of Police Officer III and is responsible for assisting the Training Supervisor.

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4.4. All personnel – All personnel are required to attend training as directed or ordered by the Police Chief.. Unexcused absences from assigned training sessions may subject personnel to disciplinary action. The Training Section will document attendance with a sign in sheet or other suitable means. On occasions personnel may be excused or miss part of a training session due to an excused absence (court, sick, emergency, etc.). Any time lost will be made up before personnel are considered trained in the subject matter.

5. PROCEDURES

5.1. The scope of training to be developed and offered may include:

- 5.1.1. Basic or recruit training
- 5.1.2. In-service or refresher training
- 5.1.3. Advanced training courses
- 5.1.4. Specialized training courses such as those offered by outside agencies and institutions
- 5.1.5. Roll-call/Shift briefing training
- 5.1.6. Training bulletins
- 5.1.7. Courses offered by local educational institutions
- 5.1.8. Periodic staff conferences of division heads; and staff conferences at the district or bureau levels

5.2. Training Committee

- 5.2.1. The Hawai'i Police Department shall establish and maintain a training committee that meets at least once every calendar year, to identify and evaluate the training needs of the Department.
- 5.2.2. The Training Committee shall be composed of the following personnel or as designated by the Police Chief:

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- a. Captain of Administrative Services
- b. Training Supervisor
- c. Lieutenant of the Special Response Team (SRT)
- d. Captain of Area I, Criminal Investigation Division
- e. Captain of Area II, Criminal Investigation Division
- f. Captain of Area I, South Hilo Patrol
- g. Captain of Area II, Kona Patrol

5.2.3. The Captain of Administrative Services shall serve as chairperson and coordinate all the activities of the Training Committee.

5.2.4. The Training Committee shall have the authority and responsibility of evaluating, updating and revising all training through:

- a. Review of past and current programs.
- b. Discussion of specific training needs for individual components within the Department which should include:
 - Training to enhance the effectiveness of each division;
 - Remedial training;
 - Training for career development;
 - Reviews of new laws and court decisions; and

5.2.5. Review of departmental directives that pertain to or require training.

- a. The Training Committee shall conduct program development through the use of resources which should include:

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- b. Input solicited from personnel within all components of the Department;
- c. Inspection reports;
- d. Monthly statistical reports;
- e. Minutes from commanders' meetings;
- f. Incident Review Committee (IRC) reports;
- g. Training Committee reports;
- h. Office of Professional Standards investigative reports; and
- i. Crime analysis reports.

5.2.6. The chairperson of the Training Committee shall report the results of the Training Committee meetings to the Police Chief following the meetings.

5.3. Lesson Plans

5.3.1. Lesson plans establish a complete and accurate purpose of the instruction. Lesson plans are required for all training courses conducted by department personnel. Training courses provided by non-department personnel shall require a lesson plan or suitable course content material. The lesson plans shall include:

- a. A statement of performance and job-related objectives;
- b. The content of the training and specification of the appropriate instructional techniques;
- c. A list of resources used in the development of the curriculum;
- d. A list of resources required in the delivery of the program;

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e. Samples of any tests used in the training process.

5.3.2. Lesson plans submitted by department personnel shall first be reviewed for approval from the instructor's commander. Commanders shall review the material and determine if the content is accurate and appropriate for the subject matter. No supervisory approval is required for instructors that are considered certified, experts, or trained instructors in the subject matter. Lesson plans will be sent to the commanding officer of the Training Section or designee for review prior to course instruction.

5.4. Training Records

5.4.1. Upon completion of a training course, the training record of personnel shall be updated in the document management system.

5.4.2. The Training Section shall maintain a file of each training course, to include

- a. Course content (lesson plans);
- b. Names of departmental attendees; and
- c. Date(s) of the training, hours of training, and performance of individual attendees as measured by tests (if administered).

5.4.3. Examinations in each course of instruction may be given and the results thereof shall be made a part of the attendee's personnel record.

5.4.4. The retention schedule for course content (lesson plans) and related records shall be in accordance with the County's and department's record retention schedule.

5.4.5. Participation in and successful completion of training courses may be considered in making promotions after the minimum requirements of the civil service law have been met.

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5.5. Shift Briefing Training

5.5.1. The Hawai'i Police Department shall utilize shift briefing training to keep officers up to date between formal in-service training sessions.

5.5.2. Although shift briefing may be utilized to conduct formal training sessions, the primary purpose shall be to conduct informational type training. The following topics may be covered in shift briefing training:

- a. Review of Department policies and procedures, with an emphasis on changes;
- b. New legislation affecting law enforcement;
- c. Recent court decisions;
- d. New or innovative investigative techniques or methods;
- e. Crime prevention;
- f. Report writing;
- g. Records system procedures and requirements; and/or
- h. Topics of general interest to law enforcement regarding safety, crime trends or police issues.

5.5.3. The appropriate media shall be used to provide the training, which may include:

- a. Printed matter;
- b. Power point; and/or
- c. Video

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5.5.4. Shift briefing training shall be coordinated with the district or watch commander.

5.6. Specialized Training

5.6.1. Certain assignments require specialized training which may be additional training or certification training required by law. Specialized training will be provided for, but not limited to, the following positions:

- a. Supervisor
- b. Intoxilyzer Operator/Supervisor
- c. Field Training Officer
- d. Training Officer
- e. Evidence Technician
- f. Evidence Specialist
- g. Criminalist
- h. Community Policing Officer
- i. Traffic Enforcement Officer
- j. Criminal Investigator
- k. Juvenile Officer
- l. Vice Officer
- m. Canine Handler
- n. Office of Professional Standards Investigator
- o. Weapons Instructor
- p. Arrest Control Instructor
- q. Special Response Team
- r. Bomb Technician

5.6.2. The purpose of specialized training is to provide skills, knowledge, and ability, in addition to those taught in either basic or other in-service programs. Specialized training may also address supervisory, management and/or executive development training. Specialized training provided to Department personnel should incorporate the following performance objectives:

- a. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialization;

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- b. Identification of the management, administration, supervision, personnel policies, and support services of the function or component;
- c. Identification and understanding of performance standards of the function or component;
- d. A clear understanding of the department policies, procedures, rules, and regulations specifically related to the function or component; and
- e. Provisions for supervised on-the-job training, whenever applicable.

5.6.3. The Captain of Administration shall:

- a. Ensure that specialized training commence as soon as it is practical, but not more than 90 days after the assignment.
- b. Ensure that any in-service training requirements are met.

5.6.4. Commanders shall coordinate matters with the Captain of Administration when requesting to have personnel attend training.

5.7. Remedial Training

5.7.1. Remedial training is personalized training to correct a specific deficiency, which is usually identified by either testing or other evaluation during training or supervisory evaluation during routine job performance. A need for remedial training may become apparent through inspections, unsatisfactory performance in training classes, or an employee performance appraisal.

5.7.2. Personnel may be required to participate in remedial training, if determined by the affected person's supervisor or commander that the person's job performance is deficient.

- a. The affected person's supervisor shall ensure that the remedial training provided is properly documented.

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- b. The timeframe for any required remedial training will be determined by the affected person's supervisor based upon the situation.

5.7.3. When remedial training does not correct the deficiency, it may result in further departmental remedial training, counseling, and/or sanctions to include dismissal.

5.8. Training Instructors

5.8.1. Training instructors assigned to the Training Section are required to receive instructor development training which includes:

- a. Lesson plans;
- b. Performance objectives;
- c. Instructional techniques;
- d. Testing and evaluation techniques; and
- e. Resource availability and use.

5.8.2. Instructor development training should be received prior to training instructors receiving their teaching responsibilities.

5.8.3. Officers not assigned to the Training Section but are trained and selected as instructors in a particular subject will be expected to teach that subject when needed for a minimum of three years.

5.9. Annual In-Service Training Program

5.9.1. To ensure sworn personnel are updated with new laws, technological improvements, revisions in policies and procedures, and other areas, all sworn personnel will complete an annual program of in-service training which should include:

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- a. Department policies and procedures, with emphasis on changes.
- b. Statutory or case law affecting law enforcement operations, with emphasis on changes.
- c. Policy and procedure compliance.
- d. Use of discretion.
- e. Interrogation and interviewing techniques.
- f. Performance Evaluation System (Employee Performance Appraisal).
- g. Hazardous material incidents.
- h. Report writing.
- i. Victim/witness rights.
- j. Collection and preservation of evidence.
- k. Crime prevention.

5.9.2. The annual in-service training program shall include, but is not limited to, the following in-service training:

- a. Department policy on the use of force (lethal and less-lethal);
- b. Arrest Control Techniques;
- c. Pepper Spray;
- d. Wooden/Expandable Baton;
- e. Proficiency and certification training with duty firearm and Conducted Energy Weapon (CEW), as outlined under General Order 810 and 817 respectively;
- f. Critical Incidents;
 - Process training (sworn supervisors)
 - Awareness training
- g. Motor vehicles pursuits (policy review);
- h. Mental health issues;
- i. All Hazards Plan (Incident Command System);
- j. Biased policing issues to include legal aspects;
- k. Ethics training;
- l. Crowd control response training; and
- m. De-escalation training.

5.10. Accreditation Training

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5.10.1. To ensure personnel are familiar with the history and background of accreditation and the accreditation process, accreditation training will be given to all newly hired personnel within thirty days after their employment begins or within thirty days after completing recruit training. In addition, all personnel will be trained during the self-assessment phase associated with achieving initial accreditation and prior to an on-site assessment by the Commission on Accreditation for Law Enforcement Agencies (CALEA). Training will be given by the accreditation manager or designee.

5.10.2. Personnel assigned to the position of accreditation manager shall receive specialized accreditation manager training within one year of being appointed and shall be responsible for providing appropriate training to other personnel assigned to the accreditation process.

5.11. Special Response Team Training

5.11.1. All members of the Special Response Team shall engage in training and readiness exercises to ensure team members have ample opportunities to practice their special skills and develop their abilities to function effectively as a team. Training should include operational simulations. The hostage negotiators will be required to train periodically with the tactical team. All readiness exercises and training will be documented by the commanders of each unit. Commanders will maintain a readiness training file which shall include the date(s) and hours of training provided; the subject matter of training session; and a list of the names of personnel who attended training.

5.12. Civilian Training

5.12.1. All newly appointed civilian personnel are to receive orientation training to include information regarding the department's role, purpose, goals, policies, and procedures; working conditions and regulations; and responsibilities and rights of employees.

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- 5.12.2. Civilian personnel shall receive in-service training, as needed, to meet the requirements of the various job responsibilities to which they are assigned. Training shall be documented on an in-service training form.
- 5.12.3. Due to the nature of some civilian positions, specialized training may be necessary prior to personnel assuming the responsibilities of the position. Specialized training shall be documented and required for:
- a. Police Radio Dispatcher
 - b. Word Processing personnel
 - c. Records personnel