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# KANSAS CITY, KANSAS POLICE

## GENERAL ORDER

ORDER NUMBER: **30.02**  
ISSUED DATE: 01/30/2015  
EFFECTIVE DATE: 02/06/2015  
RESCINDS: 30.02 issued 11/06/2009

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SUBJECT: Training

REFERENCE: CALEA Ch.33

CROSS REFERENCE:

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- I. **PURPOSE**
    - A. To establish and maintain a comprehensive training program to ensure that agency personnel remain abreast of current trends in law enforcement procedures, recent changes in the law, and Department policies.
  - II. **OBJECTIVES**
    - A. The training program will be correlated to the agency's written job task analysis and Career Development Program in order to determine basic and advanced training needs of the organization and its members.
  - III. **SCOPE**
    - A. The Department's training program shall encompass the following:
      - 1. In-service training.
      - 2. Roll call training.
      - 3. Advanced and specialized training.
      - 4. Instructor training.
      - 5. Patrol Training Officer Program.
- 6. Recruit Training.
  - 7. Identify public and private organizations and resources that are available to supplement the training needs of the Department.
  - B. No recruits who have not completed the entire training program will be assigned in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest, except as part of the FTO Program.
- IV. **RESPONSIBILITIES OF THE POLICE ACADEMY COMMANDER**
  - A. It shall be the responsibility of the Police Academy Commander to coordinate and administer the agency's training programs. The duties associated with training shall include the following:
    - 1. Plan, develop, and implement training programs.
    - 2. Serve as liaison to the State Training Academy.
    - 3. Notify the Bureau Directors of training programs that are available.
    - 4. Develop and monitor the Department's training budget.
    - 5. Ensure that training records are maintained.
    - 6. Ensure the attendance of personnel at required training programs.
    - 7. Supervise all academy instructors.
    - 8. Seek out instructors from outside sources, both public and private, which offer services that would be of benefit to the training effort.
    - 9. Provide assistance in the formulation of training programs for civilian employees requiring police related training.
- V. **TRAINING ATTENDANCE AND RECORD MAINTENANCE**
  - A. The following training requires mandatory attendance by all personnel:
    - 1. Firearms proficiency training.
    - 2. Forty hours of in-service training annually.
    - 3. Roll call training.
    - 4. Programs identified by the Department as being required for assignment to specialized positions or promotions.
  - B. Attendance at the aforementioned programs will be documented. Records for In-Service will be maintained in each officer's training file. Firearms proficiency training records will be maintained by the Range Master. These

files shall also include any copies of certificates for the successful completion of specialized training programs.

- C. Participants may be excused from mandatory training only by permission from their Bureau Director. The officer shall be required to make up time missed at the earliest available opportunity.
- D. The release of training records to persons outside of this Department will be made at the discretion of the Chief of Police.

## VI. TRAINING LESSON PLANS AND TESTING

- A. Instructors will submit lesson plans and samples of any instructional materials to the Police Academy Commander for approval, at least one week prior to these scheduled training programs:
  - 1. In-service training.
  - 2. Patrol Training Officer. Once lesson plans are developed for Patrol Training Officers they will remain in effect until amended or changed to reflect new operational procedures.
  - 3. Specialized training for selected groups.
  - 4. Recruit training.
- B. The following criteria shall apply to the development of lesson plans:
  - 1. Lesson plans should be prepared in outline form.
  - 2. A statement detailing the subject matter available and desired goals and objectives and instructional techniques.
  - 3. Proposed test questions over the material provided should measure the officer's knowledge of, and ability to use, the material that was instructed.
  - 4. Any specialized instructional techniques that will be utilized such as discussion groups, lecture demonstrations, problem solving, role-playing, etc.
- C. Personnel may be administered tests over material received during training. Passing scores will be determined by the Police Academy Commander. Employee's test results will be placed in their training files.
- D. Performance objectives will be developed prior to any training session.
  - 1. The performance objectives will:
    - a. Focus on the job related elements for which formal training is needed.
    - b. Provide clear statements of what is to be learned.
    - c. Provide the basis for evaluating the trainees.
    - d. Provide a basis for evaluating the effectiveness of the training program.
  - 2. The use of performance objectives acquaints the trainees with:
    - a. The information they are required to know.
    - b. The skills that must be demonstrated.

- c. The circumstances under which the skills will be used.

- 3. This approach will enable the instructors to relate training directly to the job performance that will be expected by supervisors.

- E. Lesson plans will be permanently retained by the Academy.

## VII. REMEDIAL TRAINING

- A. Any sworn officer or civilian employee may be temporarily assigned to the Training Academy for instruction in any subject(s) deemed necessary for the good of the Department. This includes training on subjects in which an employee may be considered deficient.
- B. Officers will be assigned to the Academy for proficiency training on the recommendation of their immediate supervisor with the approval of the Bureau Director. Such recommendation must be documented with reports detailing specific instances that indicated a lack of knowledge in a specific subject. The reports should indicate what corrective actions were taken, and whether the officer responded to the training.
- C. Any officer temporarily assigned to the Academy for training purposes, regardless of rank, will be considered under the command of the Academy staff (permanent or temporary) and the Police Academy Commander.
- D. The Police Academy Commander will be responsible for establishing Academy hours based on training needs and the availability of Academy instructors.
- E. Any officer who fails to successfully complete an in-service or proficiency training course, on the second attempt, may be subject to disciplinary action.
  - 1. Third class patrolmen who fail to pass a training course for proficiency or in-service training, on the second attempt, may be held on probation without promotion for an extended period of time or terminated by the Chief of Police.
- F. Any officer receiving specialized training for a new assignment who fails to successfully complete the training may be reassigned in accordance with the Memorandum of Understanding, Section 9.2, for the good of the Department.
- G. Any officer may request to be scheduled for temporary assignment to the Academy if the officer feels that a legitimate problem exists. Authorization must be given by the officer's Bureau Director.

## VIII. STAFF AND INSTRUCTORS

- A. Academy Staff members and adjunct instructors are approved by the Chief's Executive Officer, the Services Bureau Director, and the Chief of Police. Instructors for academy, in-service and specialty training programs will be selected by the Police Academy Commander based on the following criteria:
  - 1. Training and education.
  - 2. Ability and performance.
  - 3. Law enforcement experience.
  - 4. Expertise in the area they are instructing.

5. Previous teaching experience and knowledge of teaching methods.

B. Full time staff instructors are considered permanent positions unless it is determined by the Chief of Police that they are no longer capable of sufficiently performing their required duties.

#### **IX. PATROL TRAINING OFFICER (PTO) PROGRAM**

A. In order to establish a sound base of training for all new employees, the Department shall have a Patrol Training Officer program to supplement the Academy program.

B. PTOs shall be selected from those officers who express interest and bid for open positions. Supervisor recommendations are taken into consideration, with the final selection being made by the Chief of Police, with the assistance of the Police Academy Commander.

C. PTOs must complete PTO training before being assigned a recruit officer for training.

D. PTOs will be kept abreast of the current Academy curriculum and any identified changes in the Academy training program by the Police Academy Commander.

E. An effort shall be made to send PTOs to additional seminars relating to their assigned job function. They shall also receive direction and training through regular meetings (while assigned a recruit) with the PTO coordinator and the Police Academy Commander.

F. The Police Academy Commander and PTO coordinator are responsible for ensuring that PTOs properly conduct field training in accordance with Academy established procedures. PTOs are fully accountable to the Bureau of Operations' Administrative Aide (PTO Coordinator) for all activities specific to the PTO program.

G. In order to establish a base of training for all newly promoted detectives, the Department shall have a Detective Training Program that will include classroom instruction and field training. Training will be facilitated and monitored by the Training Officer assigned to the Criminal Investigation Division.

H. The Detective Training Program is designed to equip new detectives with a basic entry-level foundation of knowledge and skills relating to criminal investigation. This foundation should enable a newly promoted detective to function at a satisfactory level until they become more experienced and develop higher-level skills and competencies.

I. The Police Academy Commander and PTO Coordinator are responsible for ensuring that PTO's properly facilitate detective training in accordance with Academy established procedures. The Training Officer in CID is accountable to the Training Academy Commander for all activities related to the training of newly promoted Detectives.

J. All newly promoted detectives must successfully complete the Detective Training Program during their six (6) month probationary period.

K. In order to establish a sound base of training for all newly promoted sergeants, the Department shall have a Sergeant Training Program that will include classroom instruction and field training. Field training will be facilitated and monitored by the PTO Coordinator.

L. The Sergeant Training Program is designed to equip new sergeants with an entry-level foundation of knowledge

and skills relating to police supervision. This foundation should enable newly promoted sergeants to function at a satisfactory level until they become more experienced and develop higher level skills and competencies.

M. The Police Academy Commander and PTO Coordinator are responsible for ensuring that PTO's properly facilitate sergeant training in accordance with Training Academy established procedures. PTO's are fully accountable to the Police Academy Commander for all activities specific to the Sergeant Training Program.

N. All newly promoted sergeants must successfully complete the Sergeant Training Program during their six month probationary period.

#### **X. IN-SERVICE AND ROLL CALL TRAINING**

A. The Training Academy will schedule a mandatory forty (40) hour in-service training program which will be attended by all sworn personnel.

B. The areas of training to be received will include legal updates and material recommended to the Chief of Police by the training committee for approval.

C. The following procedures shall govern the Department's roll call training program:

1. Roll call will be the first fifteen (15) minutes of each scheduled shift. It will consist of instruction by shift supervisors to include:

a. Briefing officers with information regarding daily patrol activity.

b. Notifying relief officers of their present assignment.

c. Notifying officers of new directives or changes in directives and ensuring that all officers receive and sign for such changes.

d. Evaluating officers' readiness to patrol.

e. Notifying officers of updates on wanted persons, stolen vehicles, and major cases.

2. Subject matter to be instructed may come from the following sources:

a. Law Enforcement Training Network programs.

b. Video tapes or films of law enforcement related issues.

c. Short programs presented by shift supervisors or agency personnel.

d. Review of recent court decisions or changes in state or municipal laws.

e. Review of Department policies, procedures, rules and regulation.

f. Current crime trends.

Review of any hazardous/officer safety situations reported in station log book. During this review, officers can supply any officer safety concerns which have not been previously documented for entry into the log.

3. Training programs should be structured in a way as to motivate officers and to further the

professionalism of the Department. Training may include, but is not limited to, the following:

- a. Department policy, procedures, rules and regulations with emphasis on improvements.
  - b. Case law with emphasis on improvements.
  - c. The function of agencies in the local criminal justice system.
  - d. Exercising discretion in the decision to invoke the criminal justice system while not on duty.
  - e. Interrogation and interviewing techniques.
  - f. Proper use of force.
  - g. Emergency medical services available.
  - h. New or innovative investigative or technological techniques.
  - i. Handling hazardous material calls.
  - j. Contingency plans for disasters, riots, etc.
  - k. Crime prevention policy and procedure.
  - l. Collection and preservation of evidence.
  - m. Report writing and records system procedures and requirements.
4. All supervisors are charged with the responsibility of assuring that roll calls are conducted in a professional manner, and serve the purpose of delivering crime information, changes in procedures, and training to personnel under their command.
  5. Supervisors shall ensure that their personnel are afforded time at roll call to review materials received through the Training Academy. These materials should be related to each bureau's specific job assignment.

#### **XI. SPECIALIZED TRAINING**

- A. The following positions or assignments within the agency shall receive specialized training:
  1. Newly promoted supervisors.
  2. SCORE personnel.
  3. Motorcycle officers.
  4. Identification Technicians.
  5. Newly promoted Detectives.
  6. Management personnel.
  7. Vice, Narcotics and Support Officers.
  8. Explosive Ordnance Disposal Technicians.
  9. New Accident Investigation Officers.
  10. New Patrol Training Officers.
  11. New Academy instructors
- B. The Department shall seek task related training for the aforementioned specialists as soon as possible, preferably within 30 days from the date of transfer. In

each of the positions identified, the training may come from outside schools and seminars. In seeking outside training for such programs the following criteria shall be utilized in selecting the training:

1. The course should be designed to provide, or enhance, the skills, knowledge, and abilities necessary to perform the job.
  2. The course should address legal and policy issues peculiar to the position.
- C. Personnel selected for specialized assignment or promotion will be made aware of special administrative regulations and relationships pertaining to the specialized assignment.
  - D. Any specialized advanced training courses successfully completed by Department personnel may qualify for credit towards their mandatory 40 hour in-service training pending approval by the State Academy.
  - E. Supervised on-the-job training may be incorporated into any specialized training programs.

#### **XII. ACCREDITATION FAMILIARIZATION**

- A. Familiarization with the accreditation process will be provided:
  1. To all newly hired Department personnel within a reasonable period after their employment begins.
  2. To all agency personnel during the self-assessment phase associated with achieving initial accreditation and each reaccreditation.
  3. To all agency personnel just prior to an on-site assessment associated with initial accreditation and each reaccreditation.
- B. This familiarization will include, but is not limited to:
  1. The history and background of accreditation and the agency's involvement in the process.
  2. The accreditation process.
  3. The goals and objectives of accreditation.
  4. The advantages of accreditation and its impact on the agency.

#### **XIII. COLLEGE CREDIT**

- A. The Kansas City, Kansas Police Academy, being affiliated with the Kansas City, Kansas Community College (KCKCC), provides courses and credit hours to all new police recruits who successfully complete the Academy training program.
- B. The courses offered may differ according to each Academy class depending on certain requirements or standards which may be emphasized or required by the State Academy.
- C. Officers also receive additional college credit through the KCKCC for courses included during annual in-service training.

#### **XIV. CIVILIAN EMPLOYEE TRAINING**

- A. Prior to assuming job responsibilities, civilian employees will be trained in any specialized equipment or practices

that they will be required to utilize in the course of their duties. The following civilians will receive pre-service training prior to assuming their job responsibilities:

1. Identification Personnel,
  2. Teleserve Operators,
  3. Records and Technology data entry and customer assistance personnel, and
  4. Civilian assistants in the Investigations Division that enter information into the RMS system.
  5. Animal Control Personnel.
- B. All newly hired civilian employees will undergo a period of orientation and training in:
1. The Department's role, purpose, goals, policies, and procedures.
  2. Working conditions and regulations.
  3. Responsibilities and rights of employees.
- C. Department supervisors will provide any necessary training for their employees when there is a change in equipment or procedure which is specific to the employee's duties.
- D. Records of all training will include the subject matter, instructor, duration, and the grade achieved, if applicable. These records will be maintained in the employee's personnel jacket.