
CARY POLICE DEPARTMENT
Cary, North Carolina

GENERAL ORDERS

CHAPTER 2 PERSONNEL

2.13 Training

The Cary Police Department will provide a comprehensive training program in order to meet the needs of the agency and its employees.

[\[Program Organization\]](#) [\[Training Committee\]](#) [\[Administration of Training\]](#)
[\[Responsibilities of Employee Trainees\]](#) [\[Instructor Selection\]](#) [\[Development of Lesson Plans\]](#)
[\[Testing\]](#) [\[Department Training Facilities\]](#) [\[Types of Training\]](#) [\[Training Calendar\]](#) [\[Training Requests\]](#)
[\[Travel for Out-of-Town Training\]](#)

Program Organization

The Department's training program is managed by the Training Coordinator with responsibility delegated to the appropriate personnel. Specific goals of the program include the following:

- To provide training to all Department employees regardless of race, color, religion, gender, national origin, age, or disability
- To provide Department employees with training designed to meet their needs in performing assigned tasks to fulfill the Department's goals and objectives
- To plan and develop courses related to the needs of the Department using a variety of training resources and to select qualified instructors
- To periodically review and evaluate the training available to personnel and to make recommendations for improvement

Training Committee

A Training Committee will be established to evaluate the training needs of the Department and career ladder requirements, and to act as a focal point for input regarding training from employees of various units within the Department. The Training Committee will report to the Chief of Police, and will consist of the following personnel, at a minimum:

- Training Coordinator
- Personnel Services Sergeant

- Representative from each Field Operations platoon
- Representative from the Criminal Investigations Division
- Representative from the Support Services Division

The Training Coordinator will serve as the committee chairperson and will be responsible for scheduling meetings. New committee members will be selected by current members, pending approval of the new member's supervisor.

The Training Committee will meet as needed to:

- Discuss, develop, and evaluate the Department's in-service training program
- Discuss and evaluate training available through the Community College System, the North Carolina Justice Academy, and other sources

Create a master training list of courses for use in conjunction with the Department's career ladder and make recommendations for additions or deletions of classes based upon availability.

Administration of Training

In compliance with the Federal Fair Labor Standards Act, employees are prohibited from attending job-related training without compensation.

The Training Coordinator is responsible for the following activities related to departmental training:

- Distributing notices listing available and required training to all personnel
- Ensuring that personnel assigned to job-related training receive appropriate reimbursement for fees, tuition, books, materials, and any special equipment or clothing required

The Training Coordinator is responsible for maintaining training records including the date and type of training, number of hours, test scores (if applicable), and certificate received. Training records will be treated the same as personnel records, with only those persons authorized by law having access.

Responsibilities of Employee Trainees

Enrollment in a Department-approved training course is considered to be a duty assignment. Employees scheduled for training will be required to attend and follow applicable policies and procedures. Attendance will be documented by the course instructor who will notify the Training Coordinator of any absences. Training time lost due to approved or unapproved absences may be made up with the instructor's approval.

Employees who satisfactorily complete training will be recognized with a certificate or other documentation. Employees who fail to satisfactorily complete a training course will be required to provide an explanation and may be required to participate in remedial training and/or be subject to

disciplinary action.

Employees are not allowed to attend unapproved job related training. Employees who attend job related training independently without the required supervisory approval may be subject to disciplinary action. Without approval, sworn employees may not attend classes that require them to represent themselves as law enforcement officers.

Instructor Selection

Instructors selected to provide state-mandated training for the Department's sworn employees and Emergency Communications Officers must meet the following minimum qualifications:

- Four years' experience as a sworn law enforcement officer or state-certified telecommunicator *or* state certification as a professional lecturer
- A working knowledge of teaching methods, practices, and the effective use of teaching aids
- Employees serving as instructors in Department training programs must first complete an Instructor Training course approved by the North Carolina Criminal Justice Education and Training Standards Commission.
- Employees serving as instructors are required to commit to five years of active instruction within the agency.
- Employees serving as instructors are required to provide written notification to the Chief of Police in the event they wish to relinquish their instructor certification.

Excluded from this requirement are persons acting as assistant instructors under the direct supervision of a certified instructor.

The Training Coordinator will coordinate the selection of instructors from outside the agency. Supervision of outside instructors will be the responsibility of the Training Coordinator and officials from the instructor's agency. Compensation for outside instructors will be determined on an individual basis.

Development of Lesson Plans

Each training course conducted by the Department must have an accompanying lesson plan. A copy of all lesson plans proposed for use in training must be submitted to the Training Coordinator for approval. Lesson plans from other agencies or training academies may be used. Approved lesson plans will be maintained in a permanent file.

The Training Coordinator will review each lesson plan submitted to approval to ensure that it:

- Is developed in accordance with the guidelines and format set forth in the approved Instructor Training course

- Contains a statement of performance and job-related objectives
- Discusses the content of the training to be presented and specifies the instructional techniques to be employed
- Identifies the testing procedure, if any, used during the course

Testing

All tests or examinations administered during a training course must be competency based. Tests must include a method for objectively evaluating each student to determine his/her level of knowledge and ability to use job-related skills.

Testing on all Department training courses of 40 hours or more will be performed unless it is deemed unnecessary by the Chief of Police. Testing may be performed on Department training programs of less than 40 hours at the instructor's discretion or as requested by command staff.

Unless specifically stated otherwise, the minimum passing score on any written examination will be 70%. Testing may be in the form of a written and/or oral examination, individual or group performance of specific skills or actions, or a practical application of skills in a controlled environment.

Department Training Facilities

The Police Department training room may be used for small classes. Items available for use in training include a whiteboard, TV/DVD, laptop computer, and LCD projector. If more space is required for training, the instructor may choose to use another location.

Types of Training

Basic Law Enforcement Training

All sworn employees will satisfactorily complete a Basic Law Enforcement Training course prior to being sworn into office, before being allowed to carry a weapon, and prior to being empowered to make arrests.

The training academy will provide an orientation handbook for basic trainees at the beginning of the training program. This handbook will include:

- The organization of the academy
- Academy rules and regulations
- Academy rating, testing, and evaluation systems
- Physical fitness and proficiency skill requirements
- Daily training schedules

The Basic Law Enforcement Training course will use a curriculum based on the most frequently assigned tasks of officers who complete basic training. The course will also use evaluation

techniques designed to measure competence in the required skills, knowledge, and abilities.

The Personnel Services Sergeant will monitor the progress of personnel attending Basic Law Enforcement Training. Specific responsibilities of the Training Coordinator will include visiting the academy periodically, consulting with the academy director to view test scores and to discuss any problems or concerns regarding the employee's progress, ensuring that trainees have access to all necessary equipment and supplies, and completing required evaluations.

Personnel attending Basic Law Enforcement Training will participate in an abbreviated orientation program offered by the Town Human Resources Department and the Police Department. This orientation will cover benefits sign-up and will include information on agency policies, procedures, rules and regulations that are applicable while attending Basic Law Enforcement Training. After graduation from Basic Law Enforcement Training, employees will complete the remainder of the orientation program and will then participate in the Department's Field Training Program where in-depth instruction is provided on Department policies and procedures.

In-Service Training

All sworn employees will complete an annual program of in-service training to include firearms qualification, review of use of force policies, Taser use and proficiency, bias based profiling issues, domestic violence response and investigation, and legal updates. Additionally, there will be biennial training in the area of defensive tactics, batons, exact impact, Ethics, and OC Spray. In-service training may include any of the following additional topics:

- Departmental policy, procedures, rules, and regulations, with emphasis on changes
- Statutory or case law affecting law enforcement operations
- Functions of agencies within the criminal justice system
- Exercise of discretion
- Interrogation and interviewing techniques
- Emergency medical services
- Performance appraisal system
- Hazardous materials incidents
- Report writing and records system procedures
- Agency policy on the use of force

Specialized Assignment Training

Positions within the Department that require either pre-assignment or post-assignment specialized training are:

- Personnel Services Sergeant (Background investigation class)
- School Resource Officer (Basic SRO course)
- Motorcycle Officer (Basic law enforcement motorcycle course)
- Emergency Response Team Member (Basic SWAT operator course)
- Crisis Negotiation Team Member (Basic Crisis Negotiation course)

- Community Services (CPTED, Crime Prevention I)
- Line Investigator (Police Legal Institute (PLI) course)
- Traffic Officer (NCJA at-scene crash investigation course)
- Canine Officer (Basic canine handler course)

The purpose of specialized training is to develop and/or enhance the skills, knowledge, and abilities particular to the specialization. Specialized training courses will be supplemented by supervised on-the-job training and by familiarization of the employee with the management, administration, supervision, personnel policies, and support services of the specialized function or component.

When feasible, specialized training will be initiated within 30 days of an employee's assumption of additional duties or assignment to a specialized position. Otherwise the employee will be assigned to a course at the earliest possible date.

Selected specialized assignments may require training periodically as required by the agency.

Emergency Response Team Training

Members of the Emergency Response Team will receive training in tactical operations and will be kept abreast of new techniques. Emergency Response Team members will engage in training and readiness exercises at a minimum of once per month.

Monthly training for Emergency Response Team members may consist of any of the following subjects:

- Response to barricaded subjects
- Response to hostage situations
- Sniper incidents
- Building searches
- High risk warrant service
- Firearms training

The Emergency Response Team Coordinator will document this training, including the names and scores (if applicable) of participating members, and submit documentation to the Training Coordinator.

Advanced Training

Advanced training will be provided through institutions such as the FBI National Academy, North Carolina State University's Administrative Officer's Program, the North Carolina Justice Academy, the University of North Carolina at Chapel Hill Institute of Government, and other available programs. This training is designed to improve the professional competence of employees who have demonstrated leadership abilities.

Criteria for the selection of employees to attend advanced training includes present rank and

position, length of service with the Department, performance record, and recommendations from supervisors.

Employees who attend advanced training will normally remain assigned to the position held prior to such training. Although selection for participation in advanced training acknowledges the potential of the selected employee, attendance alone does not confer upon the employee any greater expectation for promotion or reassignment. Employees who attend advanced training should confer with the Training Coordinator to determine the amount of training credit received.

Civilian Training

The Personnel Services Sergeant will ensure that all newly appointed civilian employees receive the following training during the orientation period:

- Department's role, purpose, goals, policies, and procedures
- Working conditions and regulations
- Responsibilities and rights of employees

This training will be accomplished through a combination of orientation programs provided by the Town Human Resources Department and the Police Department.

In addition to orientation, certain civilian positions require technical training prior to an employee assuming the full duties of an assignment. These positions include Emergency Communications Officer, Animal Control Officer, Records personnel, and Traffic Control Officer.

Also, all civilian employees will complete ethics training at least biennially.

Training for Newly Promoted Personnel

The Department will ensure that newly promoted employees receive the following training in management and leadership skills in addition to on-the-job training:

- Communication skills
- Interpersonal skills
- Planning
- Decision making
- Effective delegation of work
- Effective management of personnel
- Problem prevention, identification, and solutions

Remedial Training

Remedial training is intended to correct serious deficiencies in job skills, knowledge, and/or abilities. The following steps will be followed to initiate remedial training:

1. Once it is apparent that an employee is not meeting job standards, the supervisor will

- discuss the problem with the employee. The supervisor will indicate the most critical knowledge or skill areas in need of improvement.
2. The supervisor will provide the employee with written notice of the deficient performance and indicate agreed-upon steps to correct the problem.
 3. The remedial training plan will be implemented as soon as possible pending availability of an appropriate course and instructor.
 4. If an employee's performance deficiencies could expose the Department to unnecessary liability, the employee will be reassigned to an administrative duty assignment until the remedial training has been successfully completed.
 5. The immediate supervisor will review the employee's progress and evaluate the successful completion of the training.

Remedial training is offered to employees in lieu of more serious action. Failure to successfully complete remedial training may result in more serious disciplinary action.

Accreditation Training

Accreditation training will be provided to all new employees during the orientation period. This training will include the following:

- A historical perspective of accreditation
- The Cary Police Department's involvement in and commitment to accreditation
- Steps involved in the accreditation process
- The goals, objectives, and advantages of accreditation and its impact on the agency

Accreditation training will be provided to all departmental personnel prior to each on-site assessment.

Accreditation training would also be provided to all departmental personnel during the self-assessment phase associated with achieving an initial accreditation

Additionally, employees assigned to the position of Accreditation Manager will be scheduled for specialized accreditation manager training within one year of being appointed.

Training Through Other Agencies and Institutions

Department employees may participate in training courses offered by other agencies and institutions, such as the community college system, the North Carolina Justice Academy, and other law enforcement agencies. Application for training provided by other agencies and institutions is made by individual employees using the departmental Training Request form. The form will be submitted through the chain of command to the Training Coordinator, with each supervisor indicating approval or denial by signature.

The Training Coordinator will handle requests for training through other agencies and institutions, enroll personnel in classes, and notify employees and their supervisors of the status of training requests.

The Department will ensure that all training provided conforms to the requirements set forth by the North Carolina Criminal Justice Education and Training Standards Commission. Law enforcement courses taught through the community college system must be approved by the Education and Training Standards Commission before they are offered.

A command level representative from the Department will serve as liaison with the Criminal Justice Education and Training Standards Commission. Through correspondence and/or attendance at criminal justice advisory committee meetings and Commission hearings pertaining to training needs and requirements, this representative will be responsible for remaining current with training requirements established by the Commission.

The Department may elect or be requested to provide staff, instructors, facilities, and/or other resources for a training course or academy.

The Department will provide employees approved to attend a training course with any required materials not furnished by the school. These materials may include, but are not limited to, student notebooks, reference books, clothing, equipment, and/or vehicles.

While attending an approved course, employees are considered on duty and are covered by Workers' Compensation benefits and other related employee benefits. The Department and course provider will each be legally responsible for the actions or omissions of their respective employees, instructors, and students. Employees acting as instructors in an off-duty capacity are the responsibility of the course provider. Employees attending non-approved courses while off duty are not covered by Workers' Compensation benefits and other related employee benefits.

Employees are not allowed to attend unapproved job related training. Employees who attend job related training independently without the required supervisory approval may be subject to disciplinary action up to and including dismissal. Without approval, sworn employees may not attend classes that require them to represent themselves as law enforcement officers.

Update Training

Update training is intended to keep employees informed regarding recent developments in a variety of subjects and to provide personnel with instruction that is not readily available through other means. Update training will normally be conducted during team briefings.

Update training should be scheduled during both day and night duty shifts and conducted in two or more sessions in order for all shift personnel to attend.

Update training may consist of the following:

- Review of new Department policies, procedures, or General Orders

- Viewing of instructional audio-visual material
- Review of major incidents
- Any other area of instruction deemed appropriate by the instructor or command level staff

Update training may be conducted by the District Supervisor, his/her designee, or a department instructor. After each session, the District Supervisor will submit documentation of update training to the Personnel Services Sergeant for inclusion in individual training files.

Training Calendar

It will be the responsibility of the Training Coordinator to provide Department employees with a current training calendar. Printed copies of the training calendar will be available in the Training Coordinator's office and will be posted in areas accessible to all employees. Training calendars will be issued either quarterly or biannually, dependent upon the training provider. Internet access is available for current training calendars for the North Carolina Justice Academy, Wake Technical Community College, and Wilson Technical Community College.

Training Requests

All employees must submit training requests in accordance with career ladder requirements and the needs of the Department. Priority will be given to training requests in the following order:

1. Core career ladder requirements
2. Supplemental career ladder courses
3. Specialized training due to transfer or new position assignment
4. Other training

Employees will submit training requests to their immediate supervisor for approval.

For sworn employees, supervisors may deny training requests based upon an inspection of the employee's training file to determine career ladder requirements. Once a training request has been signed by the sworn employee's supervisor, it is implied that the employee is scheduled accordingly on the District Supervisor's duty roster.

Without approval, sworn employees may not register for classes that require them to represent themselves as law enforcement officers. Employees who attend job related training independently without the required supervisory approval may be subject to disciplinary action up to an including dismissal.

For the purpose of this subsection, job related training is defined as any requested training that requires certification as a law enforcement officer or status as a police department employee to attend and/or the employee is compensated by the department. Outside training not directly related to an employee's job function(s) may be approved if deemed appropriate and beneficial by supervisory staff. In the event training of this type is subsequently denied, the employee may still attend this training on their own time and at their own expense.

Sworn employees in need of specialized training due to a transfer or new position assignment will be sent to the first available training for their new duties. This training will not impact the employee's core career ladder requirements but may add to his/her supplemental training.

Requests for traditional courses offered by Wake Technical Community College, Wilson Technical Community College, Durham Technical Community College, and the North Carolina Justice Academy do not require signatures by the Division Commander, Professional Standards Bureau Commander, or the Chief of Police.

Deadlines for Training Requests

Requests for traditional courses to be held at Wake Technical Community College, Wilson Technical Community College, Durham Technical Community College, and the North Carolina Justice Academy should be submitted a minimum of two weeks prior to the beginning of the next quarter. Adherence to this deadline will allow the Department to reserve multiple spaces in requested classes instead of reserving one at a time as the requests are received.

Requests for specialized training must be submitted through the chain of command as early as possible, along with supplemental training information such as brochures and course descriptions.

Travel for Out-of-Town Training

Use of Vehicles

All expenses related to the operation of Town vehicles for official business will be paid for by the Department.

Employees are encouraged to use Town vehicles when available for transportation to out-of-town training. Liability in the case of a motor vehicle crash is clearly defined when a Town-owned vehicle is operated for Department business.

With prior permission from the Professional Standards Bureau Commander, employees may drive personally owned vehicles to out-of-town training when a Town vehicle is unavailable. The employee's auto insurance will carry primary responsibility when a personally owned vehicle is being operated for Town business. The employee will be reimbursed for driving expenses based on the current Town per mile rate. Training may be cancelled at no penalty to the employee if a Town vehicle is unavailable and the employee elects not to drive a personally owned vehicle.

While not recommended by the Department, an employee may decline the use of an available Town vehicle for travel out of town and instead drive a personally owned vehicle. In such cases the employee will be reimbursed gas money for one round trip of travel.

Meal Money

The Department provides meal money in advance to employees attending out-of-town training

which involves overnight stays.

Meal Compensation Rates

Employees staying overnight at the North Carolina Justice Academy will be compensated at the daily meal rate established by the on-campus cafeteria. Employees attending overnight training at any other location will be compensated at the current Town meal allowance rate.

Lodging Expenses

Lodging will be provided at no cost to the employee when attending training that requires an overnight stay. Employees will be provided with funds in advance or will be authorized to utilize a procurement card for payment of lodging expenses.

NC Justice Academy at Salemburg

Employees attending training at the North Carolina Justice Academy are provided with free lodging, meal money for the on-campus cafeteria, and a vehicle for transportation. Employees are encouraged to take advantage of the training at no personal expense. Employees may, however, decline overnight lodging and commute on a daily basis. Employees may not drive a Town vehicle for a daily commute to the Justice Academy unless the training is one day in duration. Employees commuting in a personal vehicle will be reimbursed in gas money for one round trip.

Accounting Requirements

Employees are required to complete a travel voucher upon return from designated out-of-town trips. Employees will be notified by memorandum in advance of the trip if a travel voucher is required. Employees will be specifically instructed as to Town policy on the retention of expenditure receipts. Travel vouchers must be promptly completed upon return from an out-of-town trip and forwarded to the Professional Standards Bureau Commander or designee for review.

References

- Fair Labor Standards Act (FLSA)
- CALEA [1.2.9](#), [33.1.1](#), [33.1.2](#), [33.1.3](#), [33.1.4](#), [33.1.5](#), [33.1.6](#), [33.1.7](#), [33.2.3](#), [33.2.4](#), [33.2.5](#), [33.3.1](#), [33.4.1](#), [33.4.2](#), [33.4.3](#), [33.5.1](#), [33.5.3](#), [33.6.1](#), [33.6.2](#), [33.7.1](#), [33.7.2](#), [33.8.2](#)